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## Department of Utilities

**To:** Chairman Joe Martin and Members of the Utilities Committee

**From:** Utilities Director Chris Shaw

**cc:** Joe Myers, Water Plant Operations Supervisor  
Kelli Rindt, Enterprise Accounting Manager

**Date:** June 4, 2014

**Re:** *Approval of Engineered Contract Services to Dixon Engineering to conduct Regulatory Inspections of both the Water Plant North and South Clearwells as well as the Lindbergh Standpipe in the amount of \$16,650 with a 5% contingency of \$830 for a project total not to exceed \$17,480*

### **Background:**

It is the responsibility of the Appleton Water Utility to evaluate the condition of its water tanks and towers in accordance with AWWA standards and Wisconsin DNR requirements. These agencies recommend or require an assessment of each water storage tanks once every three to five years. The required evaluation includes inspecting the tank interior, exterior, and appurtenances. A WNDR report, Form 3300-248, documenting the conditions is also required to be created and submitted.

The Utility Department formulated a Request for Quotation (RFQ) to provide for professional services in the current year and in 2015. The 2015 quote takes advantage of this year's process and increases the volume of work for the quoting firms. The 2014 tank cleaning and inspection schedule consists of the AWTF North and South Clearwells, and the Lindbergh Standpipe. The North and South Clearwells were constructed in 2000 and have volumes of 1.8 and 3.8 MG, respectively. The 2 MG Lindbergh Standpipe was constructed in 1951 and was last cleaned in 2008. The Lindbergh tank will be assessed for mixing systems as part of this professional services contract. Additional 2014 engineering services will include an analysis of the cathodic protection systems at each water tower within the Appleton water distribution system.

The quote process for the 2015 tank cleaning and inspections shall be subject to budgetary appropriation of funds by the Appleton Common Council. In the event funding is not approved for subsequent budget years, the City shall have the right to cancel future services without penalty at the end of that budget period. Engineers, contractors, and vendors shall be

compensated per the contract terms for all equipment and services provided up to the date of cancellation.

Services quoted in 2015 include cleaning and inspection of both the Ridgeway and North Towers. The Ridgeway Tower was constructed in 1986 and has a spheroid design with a volume of 300,000 gallon. This tower was last cleaned in 2010 and is located at 18 Lilac Court in Appleton. The North Tower was constructed in 2003, has a spheroid design and a volume of 500,000 gallons. The North Tower was last cleaned in 2010 and is located at 7121 N Ballard Road in Appleton.

**Quotation Process:**

Two quotations were received and both met qualifications defined in the RFQ. The quotes for 2014 and 2015 work are requested separately. Donohue and Associates did not propose. Dixon Engineering Incorporated had the lowest cost quotation. Dixon is widely known in the Midwest for quality engineering services for water towers and understands this project well. Donohue and Associates did not submit a proposal. The following table summarizes the company quotes.

<b>ENGINEERING FIRM</b>	<b>2014 QUOTE</b>
Dixon Engineering Inc.	\$16,650
McMahon Engineers & Architects	\$18,900
Donohue and Associates	DNP

I recommend award of the 2014 AWTF Clearwells and Lindbergh Tank cleaning and inspection to Dixon Engineering based on the received quotations. Additional project engineering services include the assessment of all city towers' cathodic protection equipment and tank mixing equipment study for the Lindbergh Standpipe. It should be noted that Dixon Engineering Inc. also had the least cost quote for 2015 tank cleaning and inspection services at \$6,000.

**Recommendation:**

The 2014 operations budget identified \$24,600 for tank cleaning, inspections, and cathodic protection system improvements. With the approval of this contract the remaining project budget will be \$6,760.

I recommend approval of an engineering contract service to Dixon Engineering to conduct Regulatory Inspections of both Water Plant North and South Clearwells as well as the Lindbergh Standpipe in an amount of \$16,650 with a 5% contingency of \$830 for a project total not to exceed \$17,480

If you have any questions, regarding the project please contact Chris Shaw at 832-2362.