DEPARTMENT OF
UTILITIES

Department of Utilities
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MEMORANDUM

Date: June 18, 2025

To: Chairperson Brad Firkus and Members of the Finance Committee

CC: John Pogrant, Water Operations Supervisor
Kelli Rindt, Enterprise Accounting Fund Manager

From: Chris Stempa, Director of Utilities

Subject: **Action: Sole Source Engineering Bidding and Construction Services Contract to McMahon as part of Water Tower Booster Pump Improvements in the amount of $28,000 with a 10% contingency of $2,800 for a total not to exceed $30,800**

BACKGROUND:

The City of Appleton water distribution system consists of a Appleton Water Treatment Facility (AWTF), four elevated storage tanks, one standpipe, one reservoir, two booster pumping stations, two valve stations and approximately 380 miles of transmission and distribution water mains. The water system is separated into three pressure zones to meet the service needs of the customers (Main, Ridgeway, and North). The distribution system is essential in providing fire flow capacities even during a power outage. Per Wisconsin Administrative Code NR 811, the minimum and maximum normal static pressure in the distribution system shall be 35 pounds per square inch (psi) and 100 psi, respectively. The distribution system pressure must also be maintained at a minimum of 20 psi under emergency conditions.

The 1.0-Million Gallon (MG) Matthias Street Water Tower is located in the southeastern portion of the City of Appleton. A booster pump was installed at the base of the tower following the 2001 construction of the AWTF. The booster pump was required to pump water from the water tower following the changes in hydraulics (e.g. higher pressure) which subsequently occurred when the treatment facility was relocated from West Water Street in Appleton to the current Manitowoc Road, Menasha location. The 1.0 MG Glendale Water Tower is located in the northern part of the city. The Glendale Water Tower is also impacted by the higher hydraulic grade which is required to pump water from the AWTF to the northern extents of the city's distribution system.

In 2021, McMahon Associates, Inc. (McMahon) recommended upsizing the booster pump at Matthias with two 1,000 gallon per minute pumps and adding new booster pumps at the Glendale Tower to restore the operational hydraulic profile. Those improvements would provide a more static pressure setpoint controlled at the AWTF in conjunction with the booster pump improvements to control bleed back into the distribution system that would match diurnal customer demands. It would also mitigate if not eliminate low pressure and high-pressure excursions throughout the distribution system that are currently required to fill and draw from water towers that fall outside of the current hydraulic grade.

On September 4, 2024, Common Council approved a sole source contract with McMahon engineering services to provide design services for the Water Tower Booster Pump Improvements Project which included drawings, specifications, and bid documents for Utilities Department staff review. In early May 2025, McMahon submitted the drawings and specifications for Wisconsin Department of Natural Resources (DNR) and Public Service Commission (PSC) for review and approval.

PROPOSAL

McMahon was asked to provide a proposal for public bidding and construction management services as part of the Water Tower Booster Pump Improvements Project. The McMahon proposal detailed tasks within each service phase from public bidding through final construction authorization. The proposed cost of design phase services totaled $28,000.

JUSTIFICATION

The funding for the proposed $28,000 in bidding and construction management services would come from the $1.3M CIP project budget. The proposed bidding and construction services fees when coupled with the preliminary engineering contract work that McMahon has provided totals $72,500 or 6% of the original CIP project budget. Typically, the total engineering services fees for these types of projects are closer to 15% of the overall budget. The 2025 CIP project budget identified $130,000 for design and construction management services

McMahon has knowledge and experience dating back to the 1988 Mathias Water Tower construction and 2001 AWTF Construction. The McMahon project manager that is assigned to Matthias and Glendale booster station work was the lead engineer on the previously mentioned projects. This individual has extensive experience across the Midwest with hundreds of different municipal drinking water related projects. Most importantly, he has extensive knowledge of the City of Appleton distribution system and the AWTF that can be leveraged to identify the most cost-effective solution to meet the needs of the city's distribution system.

RECOMMENDATION:

I am recommending the approval of a sole source engineering service contract to McMahon as part of Water Tower Booster Pump Improvements in the amount of $28,000 with a 10% contingency of $2,800 for a total not to exceed $30,800.

If you have any questions regarding this project, please contact Chris Stempa at 920-832-5945.

Encl: Finance Department Sole Source Request Form

SOLE SOURCE REQUEST

The undersigned certifies that the commodity/service shown below qualifies as a sole source request and meets one or more of the following requirements. The department has demonstrated, and the Purchasing Manager concurs that only one source exists, the price is equitable, and/or noncompetitive negotiation is in the best interests of the City.

☐ **Unique, proprietary, or one-of-a-kind**: Specific commodity/service is required and available from only one source, giving the City a superior and necessary benefit that cannot be obtained from other sources.

☐ **Inadequate competition: Purchasing** solicitation (bid, proposal, or quote) did not result in any qualified vendor responses and competition is determined to be inadequate.

☐ **Health or Safety Concern: When** a health or safety concern exists that is ***not*** an immediate threat but needs to be addressed in a period that does not allow for formal competitive procurement procedures.

☒ **Continuity of design: Consistency** with current commodity or service.

☐ **Emergency procurement: A** risk of human suffering or substantial damage to real or personal property exists requiring immediate attention.

☐ **Cooperative purchase: Purchase** from another governmental unit contract or state approved purchasing association.

☐ **Other: Description** provided below

PROPOSED DETAILS
Requesting dept: Wastewater Treatment Facility
Product/service: Engineering bidding & construction services for water tower booster pump improvements
Vendor name: McMahon Associates, Inc.
Total cost: $28,000 with a 10% contingency, total not to exceed $30,800

Justification and price quotation provided by the department, for the items to be considered and approved as a sole source purchase attached for review.

Jenifer Huss
Purchasing Manager

06/18/2025
Date