



CITY OF APPLETON

MEMORANDUM

Date: 3/2/26
To: Municipal Services Committee
From: Eric Lom, P.E., City Traffic Engineer
Subject: Request to Award Traffic Utility Locating Services Contract to Lazer Utility Locating, LLC, in an amount not-to-exceed \$60,000

BACKGROUND

The Traffic Engineering Division requires ongoing utility locating services to support safe and efficient excavation near underground traffic signal, lighting, and communications infrastructure. These services are necessary to verify critical underground facilities prior to any maintenance, construction, or installation work in the public right-of-way.

PROCUREMENT PROCESS

To ensure compliance with City procurement policies and secure competitive pricing, the City solicited pricing from three qualified vendors capable of providing digger's hotline locating services for underground traffic infrastructure. Ultimately, the City received two proposals.

EVALUATION OF PROPOSALS

Both proposals were evaluated based on:

- Experience and qualifications to perform underground locating services
- Ability to meet the City's scheduling and turnaround needs
- Insurance and liability coverage
- Pricing structure and overall cost to the City

FUNDING

Funding for this service would be provided through the approved Traffic Section operational budget (BU 17022). There are sufficient funds in the current fiscal year to cover the estimated costs under the recommended contract.

RECOMMENDATION

Based on the evaluation of proposals and the ongoing need for professional locating services that support safe excavation activities and compliance with Wisconsin State statute requirements, staff recommends that the Committee authorize the City to enter into a contract with **Lazer Utility Locating, LLC**, to provide digger's hotline locating services for a period of one-year, in an amount not-to-exceed \$60,000. The proposed contract would be extendable on an annual basis for up to five years if mutually agreed upon between the parties and approved annually by the Common Council.