DEPARTMENT OF
UTILITIES

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MEMORANDUM

Date: April 30, 2025

To: Chairperson Brad Firkus and Members of the Finance Committee

From: Chris Stempa, Utilities Director

CC: Ryan Rice, Utilities Deputy Director
Kelli Rindt, Enterprise Fund Accounting Manager

Subject: Finance Committee Information: Approve Change Order #1 to Staab Construction contract as part of the AWWTP Phase 2 Belt Filter Press Equipment Upgrades Project totaling $29,457 resulting in a decrease in contingency from $215,119 to $185,662

BACKGROUND:

On June 24, 2024 Common Council approved a contract for the Appleton Wastewater Treatment Plant (AWWTP) Phase 2 Belt Filter Press Equipment Upgrades Project to Staab Construction in the amount of $4,627,000 with 4.65% contingency of $215,119 for a project total not to exceed $4,842,119. The change order tasks summarized within Table 1 represent work added to the original contract scope of work (per Section IV P of the Procurement and Contract Management Policy) or deleted from, which alters the original contract amount.

CHANGE ORDER #1

Change Order #1 reflects the labor and material costs to install a linear heat detection cable (LHDC) fire protection system which will replace the existing beam smoke detection system that conflicts with the new HVAC ductwork. The LHDC system provides improved coverage within the upper elevations of V-Building and is in close proximity of new ductwork including higher profile belt filter press (BFP) units. The replacement system is also more appropriately suited for use in harsh environments which this equipment would be exposed to when acid cleaning activities occur on the BFPs.

Table 1: Change Order (CO) Summary

CO#	Cost	Description
CO#1	**$29,457**	**Replace existing beam smoke detector with linear heat wire fire protection system because of conflicts with new HVAC ductwork.**
Total	**$29,457**	

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