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Department of Utilities
Water Treatment Facility
2281 Manitowoc Road
Menasha, WI 54952
920-997-4200 tel.

TO: Chairperson Greg Dannecker and Members of the Utilities Committee

FROM: Utilities Director Chris Shaw

DATE: March 2, 2016

RE: *Award Matthias Tower Clean and Inspect Project to McMahon and Associates, Inc. in the amount of \$5,596 with a 5% of contingency of \$280 for a project total not to exceed \$5,876 and authorization to negotiate a sole source future engineering contract with McMahon and Associates Inc.*

BACKGROUND:

The Matthias Tower is located at 1825 Matthias Street in Appleton and was originally constructed by Chicago Bridge and Iron in 1987. This tower was last cleaned and inspected in 2011. Wisconsin DNR Administrative Code NR 810.14 and American Water Works Association (AWWA) C652 standards recommend that water storage tanks should be assessed once every three to five years. The Appleton Water Treatment Facility is proposing a cleaning and inspection in accordance with those requirements. Project deliverables will include cleaning, inspection, and submittal of the WDNR report and Form 3300-248 which documents the tanks structural, mechanical, and coatings conditions.

The completion of this inspection report must be completed prior to June 1, 2016. This would give the City ample time to plan a coatings project should the inspection report and City staff agree to that course of action.

Professional Services quotes were solicited for this cleaning and inspection work. Three engineering firms were invited to quote. The firms were selected for the following reasons: McMahon and Associates were the original design engineers for the Matthias Tower. Robert E Lee and Associates is currently the engineering firm for the Softener Coating Project. Strand and Associates is currently the design engineer for the Glendale Tower Project. Quotes were opened on March 1, 2016. The following table identifies the engineering quotes.

COMPANY	QUOTE
<i>McMahon Associates, Inc.</i>	\$5,596
<i>Robert E Lee and Associates Inc.</i>	\$13,750
<i>Strand and Associates</i>	DNP

*DNP – Did Not Propose

I completed a review of the quotes and found them to provide acceptable services aligned with scope requirements in the RFQ. The quote received from McMahon and Associates was the least cost quote. McMahon and Associates has performed a number of these inspections in the past with successful results.

FUNDING SOURCE:

Funding for this project is identified in the water operations treatment budget. Additionally, if a subsequent project is identified where engineering services would be required, that funding is also listed in the operations budget.

Since the extent of any additional engineering is dependent on the results of the inspection, the design scope could not be accurately identified in this RFQ process. In the process the RFQ stated, “upon receipt of the project deliverables, the City may amend the existing contract by mutual agreement or a new contract may be executed between the parties, for additional work” therefore we are also requesting permission to negotiate the contract for the design and development of construction bid documents with McMahon and Associates, provided their work on the Cleaning and Inspection Project is deemed satisfactory. This future design contract is subject to approval of the Utilities Committee and Common Council at the appropriate time.

The 2016 Water Treatment Operations Budget includes \$255,000 for engineering and a painting project at Matthias Tower

RECOMMENDATION:

I recommend the award of the Matthias Tower Clean and Inspect Project to McMahon and Associates, Inc. in the amount of \$5,596 with a 5% of contingency of \$280 for a project total not to exceed \$5,876, and approval to negotiate with McMahon for a future contract for the engineering services without an RFP process once inspection conditions have been identified.

If you have any questions regarding this project please contact me at ph: 832-5945