



DEPARTMENT OF UTILITIES

**Department of
Utilities** Wastewater
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MEMORANDUM

Date: August 4, 2026
To: Chairperson Vered Meltzer and Members of the Utilities Committee
From: Chris Stempa, Director of Utilities
CC: Corey Popp, Director of Information Technology
Subject: **Action: Approve Contract Amendment #1 for Engineering Construction Services Contract with Donohue and Associates, Inc. as part of Utilities Department Network System Upgrades Project in the amount not to exceed \$169,445**

BACKGROUND:

The Utilities Department Network System Upgrades Project engineering service contract was awarded to Donohue & Associates, Inc. (Donohue) by Common Council on September 4, 2024 in the amount of \$222,890 with a 15% contingency of \$33,443. The Utilities Department requested a proposal from Donohue for engineering services during construction of the Water and Wastewater Network Improvements project. The construction scope includes upgrades to the business networks at the Appleton Wastewater Treatment Plant and the Appleton Water Treatment Facility, including replacement of business fiber network infrastructure, network cabinets, switches, wireless access points, and related communications improvements.

Under the original contract, Donohue prepared public bidding documents in accordance with Engineers Joint Contract Documents Committee (EJCDC 2018) standards. The resulting construction contract, with an award recommendation to Van Ert Electric, was presented to the Finance Committee on July 20, 2026, and is scheduled for Common Council approval on August 5, 2026.

Amendment #1 to Donohue's contract would authorize Donohue to serve as "Engineer of Record" during construction, providing construction management and engineering support services. This support will be critical throughout construction to ensure that facilities remain in operation. The contractor is required to coordinate work to minimize disruptions to plant operations, maintain wastewater and finished water treatment performance, and sequence network cutovers so that existing communications remain functional to the greatest extent practicable.

RECOMMENDATION

The cost of additional engineering design and construction management services outlined Contract Amendment #1 totals \$169,445. This amendment would result in the Utilities Department Network System Upgrades contract with Donohue increasing from \$222,890 to \$392,335. No additional contingency funds are being requested with the change in scope.

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