



DEPARTMENT OF UTILITIES

Department of Utilities
Wastewater Treatment Plant
2006 East Newberry Street
Appleton, WI 54915
p: 920-832-5945
f: 920-832-5949

www.appleton.org/government/utilities

MEMORANDUM

Date: April 21, 2024
To: Chairperson Vered Meltzer
CC: Ryan Rice, Utilities Deputy Director
From: Chris Stempa, Utilities Director
Subject: **Utilities Committee Action: Sole Source Engineering Services Contract to McMahon as part of 2024 Primary Clarifiers #1 through #4 Rehabilitation Project in the amount of \$57,900 with a 15% contingency of \$8,685 for a Project Total not to exceed \$66,585**

BACKGROUND:

There are six primary clarifiers at the Appleton Wastewater Treatment Plant (AWWTP). Primary Clarifiers #1 and #2 were originally constructed in 1936 with Primary Clarifiers #3 and #4 later constructed as part of a 1961 expansion project. Primary Clarifiers #5 and #6 were constructed in 1992 during the last significant upgrade project at the AWWTP. The primary treatment system is designed to split wastewater flow between all six online clarifiers or any combination of clarifiers depending on treatment and maintenance needs. Each primary clarifier is 70 feet in diameter with a side water depth of 10 feet. The total volume is 1,728,000 gal and the detention times are 2.68 and 0.75 hours at 15.5 million gallons per day (mgd) and 55 mgd, respectively. Approximately 60% or more of the total suspended solids entering the AWWTP are removed by the primary clarifiers. The last major maintenance or CIP project completed on Primary Clarifiers #1 through #4 was in 2001. As part of that project, all four primary clarifiers were modified to raise the bridge elevations and install new drive mechanisms.

In April of 2019, McMahon was awarded the engineering services contract for AWWTP Improvements Project. That project was comprised of five individual projects which involved the rehabilitation, replacement, or improvements to address immediate needs and long-term reliability. One of the five project elements included concrete recoating and repairs of Primary Clarifiers #1 through #4. There were other critical operation and maintenance (O&M) needs identified in the later stages of the preliminary engineering phase that were included in the final public bidding documents of 2019 AWWTP Improvements Project scope. Alternate bid items were identified to provide flexibility with the contract award in anticipation that the base bids might exceed the available project budget caused by the change in scope. This contingency planning was further necessitated by the bidding climate which was already being impacted at that time as a result of the COVID epidemic. Unfortunately, the total bid amount with all alternatives exceeded the available budget. This required staff to prioritize the bid alternatives which resulted in deferring the rehabilitation of the Primary Clarifiers #1 through #4 until a later year.

Inspections completed by an independent contractor during the summer of 2023 provided support to address structural steel components impacted by corrosion along with restoring the original concrete grout layer which has deteriorated over the 60 plus years of continuous use. AWWTP staff reestablished the 2019 Primary Clarifier #1 through #4 scope of work along with the 2023 inspection findings as part of a 2024 rehabilitation project.

PROPOSAL

McMahon was asked to provide a proposal for design, bidding and construction management services as part of the Primary Clarifiers #1 through #4 Rehabilitation Project. The 2024 budget identified \$1,000,000 in total for engineering and construction costs. The McMahon proposal detailed each aspect of the rehabilitation project and the associated services required to provide the necessary deliverables. The Scope of Services described within their proposal includes the following compensation on a Time and Expense basis.

Service Description	Fee
Design/Bidding Documents	\$15,900
Bidding Services	\$3,500
Construction Administrative Services	\$19,000
Construction On-Site Services	\$16,000
Pump Control Panel As-Needed Assistance	\$3,500
TOTAL	\$57,900

JUSTIFICATION

Engineering fees integrated as a function of total construction can be 15% or more depending on the complexity of the scope of work involved. Even when applying a safety factor for contingency, the overall contract amount represents 7% of the budget. McMahon has already produced much of the preliminary design work that will be utilized as part of this project. They have provided quality engineering services on several projects at the AWWTP. That presence has given them a foundational understanding of the treatment plant operations and needs. That experience has translated into highly responsive and cost-effective services. Their proposal reflects the value the city would be receiving. For the reasons previously described, I recommend that McMahon be considered for a sole source engineering contract as part of the 2024 Primary Clarifiers #1 through #4 Rehabilitation Project.

RECOMMENDATION:

I am recommending the approval of a sole source engineering contract to McMahon as part of the 2024 Primary Clarifiers #1 through #4 Rehabilitation Project in the amount of \$57,900 with a 15% contingency of \$8,685 for a project total not to exceed \$66,585.

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

Much of the preliminary design work necessary for the rehabilitation of Primary Clarifiers #1 through #4 has been completed by McMahon. They have provided quality engineering services on several projects at the AWWTP. Their understanding and familiarity with the AWWTP provide the city with cost-effective services.

PROPOSED DETAILS
Requesting dept: Utilities
Product/service: Engineering services contract; Primary Clarifier Rehabilitation Project #1-4
Vendor name: McMahon
Total cost: \$57,900 with 15% contingency of \$8,685 - project total not to exceed \$66,585

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

04/11/2024
Date