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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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To: Utilities Committee

From: Dean R. Gazza, Director of Parks, Recreation and Facilities Management

Date: April 13, 2021

Re: Action: Request to sole source contract to Patrick Engineering for professional services needed to complete the Wastewater Electrical Distribution Upgrades Phase 5 (Final Phase), for a contract fee of \$259,600 and a contingency of 5% not exceed a total contract of \$272,580.

This memo is a request to sole source a contract to Patrick Engineering to fully design, create construction documents, provide construction services, and complete a power system study for the Wastewater Electrical Distribution Upgrades Phase 5 project (Final Phase). Construction phases 1-4 were also sole sourced to Patrick Engineering.

This project includes a complete upgrade of the electrical distribution at the Wastewater Plant. The current system is over 40 years old and the Plant has experienced so many changes that an upgrade is necessary to continue a smooth operation and to ensure dependability of the plant.

Due to the size and complexity of this project it was broken into multiple phases over multiple years. The City of Appleton selected Patrick Engineering for the entire project. Phase 5 (Final Phase) design, bidding, and construction oversight will cost \$216,600 which is competitive for this type of work and includes: Design, Bid Documents, Bid Review, Approval Drawing Review, Factory Acceptance Testing, Commissioning of all Components, Assistance with Start-Up, and Onsite Construction Oversight Services.

Once Phase 5 has been implemented and completed, we will require Patrick Engineering to complete a facility-wide Power System Study. The Power System Study is needed because of the significant changes made to the entire electrical system. The Power System study will include Field Investigation, short circuit per ANSI standards utilizing SKM's a-fault module, protective device coordination study utilizing SKM's captor module, arc flash analysis per IEEE 1584 and NFPA 70E, and arc flash labels. The cost for the Power System Study is \$43,000, which is competitive for this type of work.

On a large complex multi-year project the process of issuing contracts is different than issuing a one-time contract. In this case PRFMD and the Utilities Department fully evaluated and selected a company from the beginning to see the City through the entire project. The City issues contracts as the work is being performed year to year to align with the City of Appleton's budget. Unless the design firm does not deliver, meet expectations, or their fees are not in alignment with previous contracts, the City will sole

source the contracts until the work is completed. For the project to be successful it is necessary to only have one design firm involved from beginning to end.

Patrick Engineering has an unsurpassed knowledge of the current electrical system from the five previous projects (four construction phases and one master planning contract). Based upon Patrick Engineering's previous experience along with the proposals and selection process from the five previous years, PRFMD is requesting sole sourcing. PRFMD believes that the department's choice of Patrick Engineering will ensure that the investment is fully maximized based on their past work and continuity throughout a highly complex and technical project.

RECOMMENDATION:

Award Wastewater Electrical Distribution Upgrades Phase 5 Project (Final Phase) to Patrick Engineering in the amount of \$259,600 with a contingency of 5% only to be utilized as needed.

Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.