



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Agenda - Final-revised Utilities Committee

Tuesday, May 22, 2018

5:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[18-0740](#) Approval of the April 24, 2018 Utilities Committee Meeting Minutes.

Attachments: [April 24, 2018 Utilities Committee Meeting Minutes.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[18-0419](#) Confirm the following:

- Elect Vice-Chair
- Designate a "Contact Person" who can answer specific questions about agenda items
- Set Utilities Committee Meeting date and time

Legislative History

4/24/18 Utilities Committee held
Motion to hold the election of vice chair, meeting date/time.

Director Shaw and Director Vandehey will act as Contact Persons for agenda items.

[18-0772](#) Action: Award Phase I Preliminary Engineering Services Contract for the Lake Intake and Shorewell Project to McMahon in the Amount of \$98,770 with an Option to Negotiate and Award Phase 2 Engineering Services

Attachments: [Lake Intake & Shorewell Project Eng Services \(5-22-18\).doc](#)

6. **Information Items**

[18-0746](#)

Informational Item: The following 2018 budget adjustments be approved to provide funding for additional permanent street patches associated with water main breaks, lead service replacement and curb box/valve replacements:

5371.6809-Water Capital Fund Balance	-125,000
5357.6408-Water Distribution Operation & Maintenance	+125,000

Attachments: [Budget Adjustment Street Patches \(5-22-18\).pdf](#)

[18-0745](#)

Informational Item: Request for Program Modification - 2018 Water Capital Improvements (5431)

Attachments: [Program Modification Memo 5431 CIP \(May 22, 2018\).pdf](#)

[18-0741](#)

Monthly Reports for April 2018:
- Water Distribution and Meter Team Monthly Report

Attachments: [Water Meter Team Reports April.pdf](#)

7. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.

For questions on the agenda, contact Chris Shaw at 920-832-5945 or Paula Vandehey at 920-832-6474.



City of Appleton

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Meeting Minutes Utilities Committee

Tuesday, April 24, 2018

5:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

Aldersperson Dvorachek called the Utilities Committee meeting to order at 5 p.m.

2. Roll call of membership

Present: 4 - Meltzer, Reed, Dvorachek and Raasch

Excused: 1 - Baranowski

3. Approval of minutes from previous meeting

[18-0475](#)

Approval of the March 27, 2018 Utilities Committee Meeting Minutes.

Attachments: [March 27, 2018 Utilities Committee Meeting Minutes.pdf](#)

**Reed moved, seconded by Meltzer, that the Minutes be approved. Roll Call.
Motion carried by the following vote:**

Aye: 4 - Meltzer, Reed, Dvorachek and Raasch

Excused: 1 - Baranowski

4. Public Hearings/Appealances

5. Action Items

[18-0419](#)

Confirm the following:

- Elect Vice-Chair
- Designate a "Contact Person" who can answer specific questions about agenda items
- Set Utilities Committee Meeting date and time

Motion to hold the election of vice chair, meeting date/time.

Director Shaw and Director Vandehey will act as Contact Persons for agenda items.

Raasch moved, seconded by Meltzer, that the Report Action Item be held. Roll Call. Motion carried by the following vote:

Aye: 4 - Meltzer, Reed, Dvorachek and Raasch

Excused: 1 - Baranowski

[18-0476](#)

Award Unit F-18, Sewer Cleaning & Televising to Green Bay Pipe & TV, LLC in an amount not to exceed \$247,500.

Attachments: [Unit F-18.pdf](#)

Reed moved, seconded by Meltzer, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Meltzer, Reed, Dvorachek and Raasch

Excused: 1 - Baranowski

[18-0495](#)

Request to sole source contract to Patrick Engineering for a contract fee of \$130,000 and a contingency of 10% for professional services needed to complete the Wastewater Electrical Distribution Upgrades Phase 2 for a contract not to exceed \$143,000.

Attachments: [2018 Electrical Distribution System Upgrades Design PH 2.pdf](#)

Reed moved, seconded by Meltzer, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Meltzer, Reed, Dvorachek and Raasch

Excused: 1 - Baranowski

6. Information Items

[18-0582](#)

2018 Sustainability Annual Update

Attachments: [2018 Sustainability Annual Update.pdf](#)

This item was presented.

[18-0477](#)

2018 Water Treatment Facility Power Generation Test

Attachments: [2018 WPPI Test and Payment.pdf](#)

This item was presented.

[18-0478](#)

Anaerobic Digester Seed Sludge to New Water - Project Completion

This item was presented.

[18-0492](#)

Lead Service Update

This item was presented.

[18-0552](#)

Monthly Reports for January, February, March 2018

- Wastewater Treatment Plant Synopsis and Receiving Station Revenue Report

- Water Treatment Facility Synopsis

- Water Distribution and Meter Team Monthly Report - March

Attachments: [2018 AWWTP Q1 Synopsis.pdf](#)

[2018 AWTF Q1 Synopsis.pdf](#)

[Water Meter Team Reports March.pdf](#)

This item was presented.

7. Adjournment

Reed moved, seconded by Meltzer, that the Utilities Committee Meeting be adjourned at 5:30 p.m. Roll Call. Motion carried by the following vote:

Aye: 4 - Meltzer, Reed, Dvorachek and Raasch

Excused: 1 - Baranowski



"...meeting community needs...enhancing quality of life."

Department of Utilities
Water Treatment Facility
2281 Manitowoc Road
Menasha, WI
920-832-5945 tel.
920-832-5949 fax

TO: Chairperson Ed Baranowski and Members of the Utilities Committee

FROM: Chris Shaw, Utilities Director

DATE: May 17, 2018

RE: *Award Phase 1 Preliminary Engineering Services Contract for the Lake Intake and Shorewell Project to McMahon in the Amount of \$98,770 with an option to Negotiate and Award Phase 2 Engineering Services*

BACKGROUND:

The Appleton Water Treatment Facility (AWTF) draws raw water from Lake Winnebago through preliminary treatment at the Raw Water Lake Station. Once pretreated, the raw water is pumped to the AWTF via a 42" pipe line for further treatment. The intent of this project is to address reliability and redundancy in raw water treatment.

The lake intake and shorewell were constructed in 1968. The intake consists of a single four foot diameter pipe with two twelve foot bell intakes. The intakes' configuration and building materials are prone to icing events that stop raw water. The lake station traveling screen removes large objects from the raw water intake such as logs, fish, and other debris. These materials are screened out of the water so they do not enter and damage the low lift pumps that pump water to the AWTF. The current screen has reached its useful life and is in need of a replacement. This project will provide a second raw water pipe, replacement screen, and a screenings conveyance system for wastes to be collected.

This project includes the preliminary engineering for the construction of a second raw intake from the lake station to the shorewell, new screening, as well as a pump assessment of the low lift pumps. In general, the selected engineering firm will complete a conditions assessment on the mechanical, electrical, and chemical systems. An alternatives analysis will be produced to give multiple options for upgrading the station and intake components. Each alternative will have a construction estimate and 10% conceptual engineering.

This project will also explore a treated water interconnection with the City of Menasha and/or Village of Fox Crossing. The Department of Natural Resources has recommended that Appleton pursue an emergency finished water interconnection. One potential option is an interconnection with the Village of Fox Crossing at a location along Oneida Street where the water mains of the Village are in close proximity to Appleton's.

QUOTATION RESULTS:

A request for proposal (RFP) was distributed to five engineering firms. Each firm had previous engineering experience with design and construction of water intakes. McMahon Associates created the original plans and specifications for the Raw Water Pump Station. Strand and Associates has recently completed engineering services including construction management of the Glendale Tower project. Donohue had completed investigatory engineering work on frazil ice in 2009.

Representatives from the firms attended a pre-proposal meeting where the project was defined along with the project scope. Two of the firms, CDM Smith and Jacobs Engineering, opted not to provide a proposal based on the specifics of this project. The following table identifies the invited engineering firms along with their proposal score, proposal pricing and value score:

Table 1: Engineering Firms and RFQ Results

COMPANY	Proposal Score	Cost	Value Score
McMahon Associates	261	\$98,770	264
Donohue and Associates	218	\$90,404	241
Strand Associates	121	\$99,950	121
Jacobs Engineering	DNP	NA	NA
CDM Smith	DNP	NA	NA

Notes: DNP – Did Not Propose, NA – Non Applicable

An evaluation team completed their review and scoring of the submitted proposals. The evaluation team found that McMahon had scored the highest and provided a proposal that best met the City's needs. The team also found that the Donohue firm had provided a competitive proposal. The evaluation team completed the value evaluation to provide whether or not the additional costs for the McMahon proposal were worth justifying. The formula produced results that McMahon Associates provided the best overall project value including costs.

The McMahon team is experienced with similar intake projects including a Neenah and Menasha project. Their proposal demonstrated a comprehensive approach that delivered construction and improvement alternatives that best fit the City's needs.

It is further recommended that Phase 2 engineering award be conditional on whether value exists in the firm's Phase 2 proposal. Phase 2 engineering services will include producing bidding documents, construction management, and contract administration services.

RECOMMENDATION:

Award Phase 1 Preliminary Engineering Services Contract for the Lake Intake and Shorewell Project to McMahon in the Amount of \$98,770 with an option to negotiate and award Phase 2 engineering services. If you have any questions regarding this project please contact Chris Shaw at ph: 920-997-4200.



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DEPARTMENT OF PUBLIC WORKS - Engineering Division
MEMO

TO: Finance Committee and Utilities Committee

FROM: Ross Buetow, Deputy Director of Public Works

DATE: May 16, 2018

SUBJECT: **The following 2018 budget adjustments be approved to provide funding for additional permanent street patches associated with water main breaks, lead service replacement and curb box/valve replacements:**

5371.6809 – Water Capital Fund Balance	-125,000
5357.6408 – Water Distribution Operation and Maintenance	+125,000

The Department of Public Works has identified and field measured all outstanding temporary street patches associated with past water main breaks, lead service replacement and curb box/valve replacements. Based upon the measurements obtained, we will currently be unable to complete all of the permanent patches within our 2018 budgeted funds. The vast majority of these patches are from an unusually large number of water-related street excavations that occurred in 2017.

In an effort to stay current with our street patch maintenance and avoid long term maintenance of temporary patches, we are requesting approval of the budget adjustment described in the subject line of this memo. Due to favorable bid prices on our 2018 water capital projects, we do have sufficient fund balance to cover this proposed budget adjustment.

Thank you for your consideration of our request.



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DEPARTMENT OF PUBLIC WORKS - Engineering Division

MEMO

TO: Finance Committee and Utilities Committee

FROM: Ross Buetow, Deputy Director/City Engineer

SUBJECT: Request for Program Modification – 2018 Water Capital Improvements (5431)

DATE: May 16, 2018

The City has recently been made aware of a proposed private redevelopment project in the 1300 block of south Monroe Street. The proposed redevelopment would provide transitional housing in conjunction with the COTS program. In order for this project to move forward, the existing building will need to be retrofitted with a full sprinkler system. Unfortunately, the existing City water main in this block of Monroe Street is a 4" cast iron main originally installed in 1918. This main does not have sufficient capacity to properly serve the proposed sprinkler system.

In an effort to accommodate this development (as well as upgrade one of the oldest and smallest existing water mains in the City) the Department of Public works is requesting to utilize existing Water Capital Improvement fund balance to add this main replacement to our 2018 project list.

To accomplish this we propose the following:

Addition to the 2018 water capital improvement project list:

- Installation of approximately 300 linear feet of new 8" water main on Monroe Street between Fremont Street and Harrison Street, including associated fittings, valves and surface restoration. (The estimated cost for this proposed project addition is \$40,000)

This proposed program change will not require any additional funding or any transfer of funds among business units. Sufficient fund balance exists within the Water Capital Improvements business unit to complete this work.

Please feel free to contact me if you have any questions regarding this request. Thank you for your consideration.

WATER SUMMARY FOR APRIL 2018

Work done by Construction Maintenance				
	April 17	April 18	YTD 17	YTD 18
Hydrants repaired	5	4	10	12
Hydrants replaced	2	0	2	3
Hydrant leaks	0	0	0	0
Valves replaced	0	0	1	1
Valves tested & inspected	415	957	1117	1972
Valves Rebuilt	4	14	6	24
Valve boxes repaired	1	11	20	17
Curb boxes repaired	30	2	52	39
Curb boxes replaced	0	1	0	1
Lead or galvanized replaced	2	0	2	0
New services 1"	0	0	0	0
New services >1"	0	0	0	0
Water main breaks	1	3	33	37
Joint leaks repaired	0	0	1	0
Water quality	2	0	4	1
Service leaks (City side)	0	0	1	4
Work done by Meter Service Team				
	April 17	April 18	YTD 17	YTD 18
New accounts set with 3/4" or 1"	5	5	23	28
New accounts set with larger meter	0	0	2	0
Meters tested	351	6	2793	167
Meters failed	9	0	102	6
Meters stalled	0	0	0	0
Service calls	140	143	547	492
Final readings	224	299	963	977
Read meters - no reading	0	0	0	0
New meters installed	356	13	2859	68
Exception meters inspected	0	0	0	5
Exception meters removed	0	0	0	0
Service leaks found	2	4	11	14
Cross connection inspections	335	0	2760	24

**WATER MAIN BREAK/JOINT LEAK REPORT APRIL
2018**

LOCATION	Work Order	TYPE OF PIPE	SIZE	YEAR	BREAK	ESTIMATED DURATION	ESTIMATED WATER LOSS IN GALLONS	ESTIMATED DOLLAR VALUE OF WATER REVENUE LOSS**
512 E. Calumet Street	239369	CIP	8"	1948	1/16" crack	3 hours	53,189	\$323.39
2118 E. Emmers Drive	239809	CIP	8"	1965	1/8" crack	6 hours	330,572	\$2,009.88
1017 S. Telulah Avenue	240125	CIP	6"	1951	5" hole	5 hours	800,829	\$4,869.04

**Water loss is calculated at the residential rate of \$6.08 per 1000 gallons.

WATER MAIN BREAK/Joint LEAK DATA LOG APRIL 2018

Leak Location	Arterial, Collector, Freeway, Local	Type of Street Concrete/Asphalt	Major Break Minor Break	Catch Basin Draining Yes/No	Date/Time	Comments
512 E. Calumet Street	Arterial	Concrete	Major	Yes 75' away	4/6/2018 3:00 a.m. Friday	Repaired right away due to property damage.
2118 E. Emmers Drive	Local	Concrete	Major	Yes 100' away	4/16/2018 9:00 p.m. Monday	Repaired right away to prevent water loss and ice build up.
1017 S. Telulah Avenue	Collector	Asphalt	Major	Yes 100' away	4/23/2018 11:00 p.m. Monday	Break was located in a construction zone. Contractor made the repair.