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**To:** Chairperson Kathy Plank and Members of the Finance Committee

**From:** Utilities Deputy Director, Chris Stempa

**cc:** Utilities Director Chris Shaw;  
Kelli Rindt, Enterprise Fund Accounting Manager

**Date:** September 7, 2016

**Re:** **Informational Item: *Change Orders #1, #2, and #3 to August Winter & Sons Inc. contract as part of the Scarlet Oak Lift Station Improvements Project for subsurface geotextile, contract extension, and PLC software modification totaling \$1,391 resulting in a decrease in contingency from \$10,460 to \$9,069. No change to overall contract amount.***

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**Explanation:**

On April 6, 2016 Common Council approved contract for the Scarlet Oak Lift Station Improvements Project to August Winter and Sons, Inc. for \$139,471 with contingency of \$10,460 for a project total not to exceed \$149,931. The lift station is located on the east side of the 3300 block of South Scarlet Oak Lane and was originally constructed in 1995. Escalating occurrences of electrical system failure, sewage pump blockages, and various wetwell component deterioration increased the potential for sanitary sewer bypasses and basement backups. The project improvements identified to restore lift station system reliability include new high efficiency pumps pump rail system replacement, wholesale electrical system replacement, and improvements to site access.

Change orders #1, #2, and #3 are described below. Each change order was authorized according to the guidelines outlined within the Appleton Procurement and Contract Management Policy.

- **Change Order #1 (\$889) – Site Access Geotextile:** This change order includes costs for the addition of geotextile fabric. Geotextile fabric was placed over excavated subbase soils prior to the engineered base and Geoblock® porous media being installed. The geotextile fabric was determined necessary to prevent deflection of underlying soft soils when heavy equipment utilize the improved access drive for maintenance related activities.

- **Change Order #2 (\$0) – Extend Substantial & Final Completion Dates:** The original contract with August Winter & Sons Inc. described a substantial completion date of June 15, 2016 and final completion date of July 29, 2016. All lift station equipment was installed and operational before the June 15, 2016 substantial completion date. However, delays with site access improvements (described in Change Order #1) and PLC software modifications (described in Change Order #3) necessitated a contract extension to facilitate completion of outstanding punch list items. Therefore, the contract substantial completion date was extended to July 31, 2016 and final completion to September 12, 2016.
- **Change Order #3 (\$502) – PLC Software Modifications:** The new pump control panel with programmable logic controller (PLC) and operator interface terminal (OIT) did not facilitate the segregation of setpoints desired for high level and lag pump start. This configuration is a more recent lift station standardization preference by the Utility which was not defined when the project bidding documents were formulated. The change order costs include necessary parts and labor to incorporate the aforementioned preference.

If you have any questions regarding the project or change orders please contact Chris Stempa at 832-2353.