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MEMORANDUM

TO: Appleton Redevelopment Authority

FROM: Matt Rehbein, Economic Development Specialist

DATE: December 7, 2018

RE: OMNNI Associates, Inc. Contract Amendment for Site Investigation and Remedial Activities at 222 N. Oneida Street in Appleton, WI

The Appleton Redevelopment Authority (ARA) acquired the property located at 222 N. Oneida Street in Appleton on December 21, 2017. As part of the due diligence, a Phase I and Phase II environmental report was completed by OMNNI Associates, Inc. As required by law, OMNNI notified the Wisconsin Department of Natural Resources of findings of exceedances for polycyclic aromatic hydrocarbons (PAHs) and volatile organic compounds (VOCs) in the soils. ARA received a "Responsible Party" letter from the DNR on January 24, 2018 outlining the responsibilities as owner of a contaminated parcel. ARA approved a contract with OMNNI Associates, Inc. authorizing spending up to \$25,260.40 on March 14, 2018 (memo and contract attached). To date, \$21,908 has been spent.

Based upon additional contamination and further information identified during completion of this work, three (3) additional test wells are recommended to try to establish end points of the contamination and to allow for closure of the site. Staff asked OMNNI to prepare a contract amendment for drilling and testing of these wells. Work identified in the original proposal, but not included since it was difficult to accurately predict at the beginning of the project, is included in this request.

The anticipated cost for the three (3) test wells with sampling is \$4,000, the total of DNR fees is estimated at \$2,900, and other OMNNI work to prepare the closure request is \$6,000, for a total cost of \$12,900.

The City's Procurement & Contract Management Policy (attached) requires soliciting competitive proposals/quotes for professional services [Sec. IV.C.(3)]. The City has already solicited competitive proposals for a Master Contract which is currently held with OMNNI Associates, Inc. Because the total cost of this project is anticipated to be over \$25,000, staff is seeking authority to proceed with the proposed amendment.

Staff Recommendation:

Staff is authorized to amend the contract incorporating the scope of services proposed by OMNNI Associates, Inc. in the Amendment dated December 6, 2018 for an amount not to exceed \$14,835 (\$12,900 + 15% contingency of \$1,935) **BE APPROVED**.