



DEPARTMENT OF  
**UTILITIES**

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

[appletonwi.gov/government/departments/utilities](http://appletonwi.gov/government/departments/utilities)

## MEMORANDUM

**Date:** June 4, 2026  
**To:** Chairperson Denise Fenton and Members of the Finance Committee  
**CC:** Ryan Rice, Deputy Director of Utilities  
Jeri Ohman, Enterprise Accounting Manager  
**From:** Chris Stempa, Director of Utilities  
**Subject:** **Information: Change Order #13 to Staab Construction contract as part of the AWWTP Phase 2 Belt Filter Press Equipment Upgrades Project totaling \$31,042 resulting in a decrease in contingency from \$383,130 to \$352,088**

---

### BACKGROUND:

On June 24, 2024 Common Council approved the Appleton Wastewater Treatment Plant (AWWTP) Phase 2 Belt Filter Press Equipment Upgrades Project contract to Staab Construction in the amount of \$4,627,000 with 4.65% contingency of \$215,119 for a project total not to exceed \$4,842,119. On February 4, 2026, Common Council authorized the transfer of \$520,595 in unused contingency from the Phase 1 Belt Filter Press Equipment Upgrades Project to the Phase 2 Belt Filter Press Equipment Upgrades Project contract with Staab Construction.

The change order tasks summarized within Table 1 represent work added to the original contract scope of work (per Section IV P of the Procurement and Contract Management Policy) or deleted from, which alters the original contract amount.

### CHANGE ORDER SUMMARY

Change Orders summarized on the following page reflect the labor and material costs associated with several miscellaneous items that were not included in the original scope of work but were necessary to accommodate new equipment and building features, replace components found to be in deteriorated condition, address or improve work safety, or remove elements that were no longer required following project upgrades. Total change order amounts less than \$50,000 are defined as “informational” per the city’s Procurement and Contract Management Policy. Change Orders greater than \$50,000 are brought forward to Finance Committee for recommendation then followed by Common Council for formal authorization.

**Table 1: Change Order (CO) Summary**

<b>CO#</b>	<b>Cost</b>	<b>Description</b>
CO#1	\$29,457	Replace existing beam smoke detector with linear heat wire fire protection system because of conflicts with new HVAC ductwork.
CO#2	\$28,148	Demo unused fiberglass-reinforced plastic bulk chemical storage tanks, concrete tank bases, concrete secondary containment walls, pumps, and nonfunctional HVAC system within the former dewatering chemical room.
CO#3	\$17,946	Install four pressure sensors with local analog pressure indication (\$13,616) on sludge feed pipes; install two stainless steel wash sink in former Operator office rooms (\$3,507); and install fire hose connection on BFP platform for future maintenance cleaning activities.
CO#4	\$38,757	Demo the existing polymer make-down systems and install new Polydyne Inc. manufactured units. Costs also include electrical and controls integration for SCADA connectivity.
CO#5	\$42,779	BFP #1 and #2 custom fabrication of additional high pressure spray bars to facilitate bidirectional flow for belt washing, filtrate mist guards and protective bellows.
CO#6	\$18,778	Install four Vega pressure sensors to polymer injection rings (includes conduit, electrical, and system integration).
CO#7	\$12,580	Provide gravity backdraft dampers for exhaust fans EF-7 & EF-9 (\$2,519). Credit for not Insulating/painting PVC vent lines (- \$4,873). Masonry repair surrounding an existing drain line (\$669). Fabricate 316L SST washwater collection pans (\$8,897). Relocate drain lines in first floor air handling room (\$5,368)
CO#8	\$16,975	ADDS: Provide power to electric water heater from Panel L-8 (\$3,242). Connect duct smoke sensor to fire alarm system (\$3,477). Replace RFE saddle, union and gate valves in lower-level V-Building (\$2,393). Replace RFE tee, gate valve and galvanized pipe (\$8,979). Dem abandoned water line from V- to T-Building (\$3,109). Demo cabinets, restore penetrations in Room V202 (\$3,872). Provide exterior hydrant on roof (\$2,750). DEDUCTS: Eliminate window treatment in second floor Operator's Room (-\$1,380). Eliminate curtain wall north of BFPs (-\$8,458). Eliminate Painting of overhead door in SSB (-\$1,009)
CO#9	\$47,086	Combine washwater and filtrate line on 1st floor (\$23,491). Modify 10-inch filtrate line, bypass filtrate storage/EQ tank (\$23,595).
CO#10	\$11,310	Demo BFP floor grout (\$3,169). Replacement of cross bracing in BFP #1 and #2 containment bays with gussets (\$1,331). Relocate Conveyor Scale (\$6,810)
CO#11	\$44,714	Relocate BFP washwater pumps.
CO#12	\$44,054	Provide and install lifting equipment at BFP and feed pump locations to improve safety during maintenance tasks.
CO#13	\$31,042	Remove existing 8-inch filtrate pump and replace with unused BFP feed pump (\$15,712); Provide additional electrical circuit for water system (\$1,061); Strip remnant paint overspray from brick where former lime silo resided (\$6,019); Remove existing roof fan and curb, seal/patch roof (\$3,635); Relocate 1 1/2 inch water line, cap duct and ceiling opening in old polymer room (\$4,615).

**TOTAL \$383,626**

If you have any questions or require additional information regarding this project, please contact Chris Stempa at 920-832-5945.