



CITY OF APPLETON

Department of Parks & Recreation

1819 East Witzke Blvd.

Appleton, WI 54911

p: 920-832-3919

f: 920-993-3103

www.appleton.org

TO: Finance Committee

FROM: Tom Flick

DATE: 1/26/2026

RE: Action: Request to sole source a contract to Donohue and Associates for professional services needed to complete the Wastewater Electrical MCC Replacement Project for a contract fee of \$399,668.

BACKGROUND

This memo requests approval to sole source a professional services contract to Donohue and Associates to complete the remaining engineering and construction oversight services for the Wastewater Electrical Motor Control Centers (MCC'S) Replacement Project.

The project includes a comprehensive replacement of the electrical distribution MCC'S at the Wastewater Treatment Plant. The existing MCC system is more than forty years old and has undergone numerous modifications to accommodate plant expansions and operational changes. Due to age, condition, and system complexity, replacement is necessary to maintain reliable plant operations and reduce the risk of electrical failures.

Given the size, technical complexity, and operational importance of the work, the project was intentionally structured as a multi-year, phased capital improvement effort.

PROJECT PHASING AND FUNDING SUMMARY

The Wastewater Electrical MCC Replacement Project has been structured as a multi-year, phased capital project to align design, construction, and funding across multiple Capital Improvement Plan years.

Phase 1 focused on establishing the overall system approach and initiating construction. Phase 1 design was completed in 2023 under the approved Capital Improvement Plan in the amount of \$160,000 and included development of technical standards, construction sequencing, and bid documents for the initial phase of MCC replacement.

Phase 1 construction was funded through the 2024 Capital Improvement Plan with a total allocation of \$3,800,000. The Phase 1 construction contract was competitively bid and awarded to Van Ert Electric Co., Inc. in the amount of \$1,605,450. Bids were received under budget, allowing the City to significantly reduce the anticipated Phase 2 construction funding request in the 2027 Capital Improvement Plan.

Phase 2 represents the final phase of the project and includes completion of design, bidding, and construction oversight for the remaining MCC replacements required to fully modernize the electrical distribution system. Funding for Phase 2 design is included in the 2026 Capital Improvement Plan in the amount of \$200,000.

SCOPE OF SERVICES AND COST

The requested professional services contract with Donohue and Associates totals \$399,668 and provides continuity across both project phases.

The contract includes Phase 1 construction oversight services that include submittal and approval drawing review, factory acceptance testing, commissioning, startup assistance, and on-site construction oversight.

The contract also includes Phase 2 final design, bidding support, and construction oversight services necessary to complete the remaining MCC replacements.

These professional services are consistent with the project phasing strategy and are funded within approved and planned Capital Improvement Plan allocations. This contract does not expand the overall project scope or budget, and reflects the continuation of professional services previously approved as part of the City's phased Capital Improvement Plan.

SOLE SOURCE JUSTIFICATION

On large, multi-year infrastructure projects of this complexity, it is standard practice to retain a single engineering firm from initial design through final construction to ensure continuity, cost control, and risk management.

Facilities Management and the Utilities Department selected Donohue and Associates through a competitive process to serve as the engineer of record for the entire MCC replacement program. Contracts are issued incrementally as work progresses to align with annual budgeting practices. Unless performance or cost concerns arise, the City continues to sole source professional services to the originally selected firm through project completion.

Donohue and Associates has extensive institutional knowledge of the Wastewater Treatment Plant electrical systems and has completed all design work to date. Introducing a new engineering firm at this stage would increase project risk, extend schedules, and result in additional costs related to system familiarization and redesign.

Based on Donohue and Associates prior performance, technical expertise, and familiarity with the existing infrastructure, Facilities Management believes sole sourcing this contract is in the best interest of the City and will ensure the overall project investment is fully maximized.

RECOMMENDATION

Award a sole source contract to Donohue and Associates for professional services required to complete the Wastewater Electrical Motor Control Centers Replacement Project in the amount of \$399,668.

Please feel free to contact me at 832-3915 with any questions, or by email at tom.flick@appletonwi.gov.