

It is expected that a Quorum of the Personnel Committee, Administration Committee, and Common Council will be attending this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA**  
**Board of Public Works**  
**Third Floor Council Chambers**  
**140 Main Street, Menasha**  
**November 4, 2013**  
**6:45 PM**  
**or immediately following the Administration Committee**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [October 21, 2013](#)
- D. ACTION ITEMS
  - 1. [Change Order – PTS Contractors, Inc.; Ninth Street Lift Station Improvements Project; Contract E145-13-01A; DEDUCT: \\$300.00 \(Change Order No. 1\)](#)
  - 2. [Change Order – PTS Contractors, Inc.; Ninth Street Lift Station Improvements Project; Contract E145-13-01A; ADD: \\$2344.08 \(Change Order No. 2\)](#)
  - 3. [Change Order – PTS Contractors, Inc.; Ninth Street Lift Station Improvements Project; Contract E145-13-01A; ADD: \\$1037.40 \(Change Order No. 3\)](#)
  - 4. [Change Order #1; Menasha Utilities McM. No. M0002-930159.04; High Lift Pumping Station Yard Piping; DeGroot, Inc.; ADD: \\$11,490.00](#)
  - 5. [Payment – PTS Contractors, Inc.; Ninth Street Lift Station Improvements Project; Contract E145-13-01A ; \\$272,689.44 \(Payment No. 1\)](#)
- E. ADJOURNMENT

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."

CITY OF MENASHA  
Board of Public Works  
Third Floor Council Chambers  
140 Main Street, Menasha  
October 21, 2013  
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 7:55 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Zelinski, Englebert, Benner, Nichols, Taylor, Sevenich, Langdon, Keehan

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, Captain Halderson, DPW Radtke, ASD Steeno, LD Lenz, Scott Maurer (MU Water Dept), Clerk Galeazzi

C. MINUTES TO APPROVE

1. [October 7, 2013](#)

Moved by Ald. Langdon, seconded by Ald. Keehan to approve minutes.

Motion carried on voice vote.

D. ACTION ITEMS

1. [Change Order #1; Menasha Utilities McM. No. M0002-930159.06; Water Main Reconstruction, Edgewater Drive and Lakecrest Drive; Don Hietpas & Sons, Inc.; ADD: \\$21,267.50](#)

Scott Maurer, MU Water Dept, explained the change order is to replace the remainder of the water main on Lakecrest Drive, an additional 355 feet. Temporary asphalt will be installed as the street will be resurfaced in 2014

Moved by Ald. Benner, seconded by Ald. Langdon to recommend to Common Council Change Order #1, Menasha Utilities McM. No. M0002-930159.06, Water Main Reconstruction, Edgewater Drive and Lakecrest Drive, Don Hietpas & Sons, Inc. ADD: \$21,267.50

Motion carried on roll call 8-0.

2. [Change Order #6; Menasha Utilities McM. No. M0002-910333.07; 16-Inch Transmission Main Construction; Dorner, Inc.; ADD: \\$296.25](#)

Scott Maurer, MU Water Dept, explained the change order is due to a clerical error by the contractor that was discovered by the Department of Natural Resources.

Moved by Ald. Benner, seconded by Ald. Langdon to recommend to Common Council Change Order #6, Menasha Utilities McM. No. M0002-910333.07, 16-Inch Transmission Main Construction, Dorner, Inc., ADD: \$296.25

Motion carried on roll call 8-0.

3. [Payment – Al Dix Concrete, Inc.; Contract Unit No. 2013-01; Midway Road Walk Construction; \\$163,793.86 \(Payment No. 1\)](#)

DPW Radtke explained the work is almost completed. There is still some terrace restoration and backfill near driveways that need to be completed. The work has been done on a timely basis.

Moved by Ald. Sevenich, seconded by Ald. Langdon to recommend to Common Council Payment to Al Dix Concrete, Inc., Contract Unit No. 2013-01, Midway Road Walk Construction in the amount of \$163,793.86 (Payment No. 1)  
Motion carried on roll call 8-0.

4. [Parking Committee Recommendation to Remove the Two Hour Parking Restriction on the North Side of First Street in the Parking Bay Section adjacent to the Menasha Library West of Racine Street](#)

DPW Radtke explained the Parking Committee recommended removing the restricted parking on First Street by the Library. It was at the request of LD Lenz to allow for extended parking for Library patrons. Post Office employees no longer use that area for parking, so a two-hour restriction is not necessary.

LD Lenz commented a two-hour parking restriction puts limits on patrons' visits to the Library.

Moved by Ald. Langdon, seconded by Ald. Keehan to recommend to Common Council to remove the two hour parking restriction on the north side of First Street in the parking bay section adjacent to the Menasha Library west of Racine Street and to draft an ordinance.

Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Zelinski, seconded by Ald. Langdon to adjourn at 8:05 p.m.  
Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, WCMC, City Clerk

CHANGE ORDER NO: CO-1451301A-01

DATE: October 28, 2013

KAEMPFER & ASSOCIATES, INC.  
Consulting Engineers  
650 East Jackson Street  
Post Office Box 150  
Oconto Falls, WI 54154

PROJECT: Ninth Street Sewage Lift Station Improvements

OWNER: City of Menasha  
140 Main Street  
Menasha, WI 54952

ENGINEER'S PROJECT NO.: E145-08.07  
STATE/FEDERAL PROJECT NO.: S-2012-0470

OWNER'S PROJECT NO.: --  
CWF LOAN NO.: 5101-06

CONTRACTOR: PTS Contractors, Inc.

CONTRACT DATE: April 5, 2013

COMPLETION DATE: November 5, 2013

ADDRESS: 4075 Eaton Road  
Green Bay, WI 54311

CONTRACT: E145-13-01A Sewage Lift Station Modifications

You are directed to make the changes noted below in the above contract and this Change Order becomes a part of your contract, subject to all the conditions thereof;

NATURE OF CHANGE: The Contractor shall provide a credit of \$300.00 for not constructing the concrete working pad.

ADDITIONAL NUMBER OF CONTRACT DAYS PROVIDED BY THIS CHANGE ORDER: 0 DAYS

Enclosures:

The changes result in the following adjustment of Contract Price:

Contract Price Prior to this Change Order	\$ <u>276,600.00</u>
Net ( <del>In</del> crease/Decrease) Resulting from this Change Order	\$ <u>(300.00)</u>
Current Price, including this Change Order	\$ <u>276,300.00</u>

The above changes are approved:

FOR THE ENGINEER: By: Taryn S. Nail, P.E. Date: \_\_\_\_\_

FOR THE OWNER: By: Mark Radtke, P.E. Date: \_\_\_\_\_

The above changes are accepted:

FOR THE CONTRACTOR: PTS Contractors, Inc.

By: Mark Schleis, Vice President Date: \_\_\_\_\_

CHANGE ORDER NO: CO-1451301A-02

DATE: October 30, 2013

KAEMPFER & ASSOCIATES, INC.  
Consulting Engineers  
650 East Jackson Street  
Post Office Box 150  
Oconto Falls, WI 54154

PROJECT: Ninth Street Sewage Lift Station Improvements

OWNER: City of Menasha  
140 Main Street  
Menasha, WI 54952

ENGINEER'S PROJECT NO.: E145-08.07  
STATE/FEDERAL PROJECT NO.: S-2012-0470

OWNER'S PROJECT NO.: --  
CWF LOAN NO.: 5101-06

CONTRACTOR: PTS Contractors, Inc.

CONTRACT DATE: April 5, 2013

COMPLETION DATE: November 5, 2013

ADDRESS: 4075 Eaton Road  
Green Bay, WI 54311

CONTRACT: E145-13-01A Sewage Lift Station Modifications

You are directed to make the changes noted below in the above contract and this Change Order becomes a part of your contract, subject to all the conditions thereof;

NATURE OF CHANGE: Provide rock removal at lift station.

ADDITIONAL NUMBER OF CONTRACT DAYS PROVIDED BY THIS CHANGE ORDER: 0 DAYS  
Enclosures: Change Order Request from PTS Contractors, Inc. dated 10/22/2013.

The changes result in the following adjustment of Contract Price:

Contract Price Prior to this Change Order	\$ <u>276,300.00</u>
Net (Increase/Decrease) Resulting from this Change Order	\$ <u>2,344.08</u>
Current Price, including this Change Order	\$ <u>278,644.08</u>

The above changes are approved:

FOR THE ENGINEER: By: Taryn S. Nall, P.E. Date: \_\_\_\_\_

FOR THE OWNER: By: Mark Radtke, P.E. Date: \_\_\_\_\_

The above changes are accepted:

FOR THE CONTRACTOR: PTS Contractors, Inc.

By: Mark Schleis, Vice President Date: \_\_\_\_\_

PTS Contractors, Inc.  
 4075 Eaton Road  
 Green Bay, WI 54311  
 Phone: (920) 468-5217  
 FAX: (920)468-4087

**TO:** Kaempfer & Associates  
 Attn: Taryn Nall, P.E.  
 650 E. Jackson St.  
 PO Box 150  
 Oconto Falls, WI 54154

**INVOICE#:** 13-624-01  
**DATE:** 10/22/2013

**TIME & MATERIAL:** Remove rock at lift station

**Date: of T&M:** Oct. 16, 2013

		UNIT PRICE	TOTAL
Equipment/Laborer			
3 Hr	345 Cat Excavator	\$ 227.00	\$ 681.00
3 Hr	644HMH Wheel Loader	\$ 79.70	\$ 239.10
3 Hr	3" Electric Pump	\$ 18.46	\$ 55.38
3 Hr	MQ Generator	\$ 29.99	\$ 89.97
2 Hr	Pickup and Trailer	\$ 36.00	\$ 72.00
3 Hr	Foreman	\$ 88.55	\$ 265.65
3 Hr	Operator	\$ 82.23	\$ 246.69
3 Hr	Pipelayer	\$ 63.25	\$ 189.75
3 Hr	Laborer	\$ 62.62	\$ 187.86
3 Hr	Bypass Pump	\$ 75.56	\$ 226.68
1 Hr	Dump Truck	\$ 90.00	\$ 90.00
		\$ -	\$ -
	<b>TOTAL Equipment &amp; Labor</b>		<b>\$ 2,344.08</b>
Material			
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
	<b>GRAND TOTAL</b>		<b>\$ 2,344.08</b>



CHANGE ORDER NO: CO-1451301A-03

DATE: October 31, 2013

KAEMPFER & ASSOCIATES, INC.  
Consulting Engineers  
650 East Jackson Street  
Post Office Box 150  
Oconto Falls, WI 54154

PROJECT: Ninth Street Sewage Lift Station Improvements  
OWNER: City of Menasha  
140 Main Street  
Menasha, WI 54952

ENGINEER'S PROJECT NO.: E145-08.07  
STATE/FEDERAL PROJECT NO.: S-2012-0470

OWNER'S PROJECT NO.: --  
CWF LOAN NO.: 5101-06

CONTRACTOR: PTS Contractors, Inc.

CONTRACT DATE: April 5, 2013

COMPLETION DATE: November 5, 2013

ADDRESS: 4075 Eaton Road  
Green Bay, WI 54311

CONTRACT: E145-13-01A Sewage Lift Station Modifications

You are directed to make the changes noted below in the above contract and this Change Order becomes a part of your contract, subject to all the conditions thereof;

NATURE OF CHANGE: The Contractor shall relocate electric service and meter socket to accommodate the new control panel.

ADDITIONAL NUMBER OF CONTRACT DAYS PROVIDED BY THIS CHANGE ORDER: 0 DAYS

Enclosures: None

The changes result in the following adjustment of Contract Price:

Contract Price Prior to this Change Order	\$ <u>278,644.08</u>
Net (Increase/Decrease) Resulting from this Change Order	\$ <u>1,037.40</u>
Current Price, including this Change Order	\$ <u>279,681.48</u>

The above changes are approved:

FOR THE ENGINEER: By: Taryn S. Nall, P.E. Date: \_\_\_\_\_

FOR THE OWNER: By: Mark Radtke, P.E. Date: \_\_\_\_\_

The above changes are accepted:

FOR THE CONTRACTOR: PTS Contractors, Inc.

By: Mark Schleis, Vice President Date: \_\_\_\_\_

## Carol A. Schmidt

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**From:** Dawn Lucier [dlucier@wppienergy.org]  
**Sent:** Wednesday, October 23, 2013 10:17 AM  
**To:** Mark Radtke; Carol A. Schmidt  
**Cc:** Melanie Krause  
**Subject:** change order Menasha Utilities  
**Attachments:** 2013-10-23 HLPS Piping.doc

Attached is a memorandum asking the Board of Public Works to recommend to the Common Council authorization of change order for De Groot in the amount of \$11,490.00. The change order was approved October 23<sup>rd</sup> by the Menasha Utilities Commission.

Thanks,

Dawn Lucier  
Administrative and Accounting Assistant  
Menasha Utilities ([www.Menashautilities.com](http://www.Menashautilities.com))  
email ([dlucier@wppienergy.org](mailto:dlucier@wppienergy.org))  
phone (920-967-3411), fax (920-967-3440)



321 Milwaukee Street • P.O. Box 340 • Menasha, WI 54952-0340 [www.menashautilities.com](http://www.menashautilities.com)

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## MEMORANDUM

TO: Mark Radtke, Director  
Public Works

FROM: Melanie Krause  
General Manager

DATE: October 23, 2013

SUBJECT: Change Order Approval

At the Regular Meeting on October 23 the Menasha Utilities Commission passed a motion for the Board of Public Works to recommend to the Common Council authorization of Change Order for De Groot, Inc. in the amount of \$11,490.00. Change order is requested to add facilities across the street from the High Lift Pumping Station that will allow effective flushing and sampling on the new main without engaging other portions of the existing distribution system.

The change order includes a new hydrant and the necessary fittings and valves.

Copies of supporting documents are attached.

# McMAHON

ENGINEERS ARCHITECTS

October 16, 2013

## MEMORANDUM

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To: Tim Gosz  
Menasha Utilities - Water Treatment Plant  
57 Manitowoc Street  
Menasha, WI 54952

From: Donald J. Voogt, P.E., BCEE  
McMAHON

Re: Menasha Utilities  
High Lift Pumping Station Yard Piping  
Water Main Replacement  
McM. No. M0002-930159.04

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At the Pre-Construction Meeting, held Tuesday, October 15, 2013, for the above referenced project, the issue of flushing and testing the new water main was discussed. The new water main will be 20-inch diameter, and only 36-feet long. The concern was expressed that there is no good means with the present layout of the distribution system in that part of the City to flush the new piping, without extending that flushing into a large portion of the existing distribution system. The nearest hydrant is at the intersection of Plank Road and Third Street at a complex intersection of several water mains. Furthermore, there are no existing locations near the new project from which to take samples for bacteriological testing.

In light of what we observed in a neighboring community this past summer, with failed bacteriological testing on a water main project and all of the ramifications from that situation, it is our opinion that we need to add facilities to this project that will allow effective flushing and sampling on the new main without engaging other portions of the existing distribution system. We, therefore, recommend that a new hydrant be installed immediately adjacent to the project site, across the street from the High Lift Pumping Station. This will allow for flushing and sampling of the new 20-inch main without bringing other portions of the distribution system into the process. This new hydrant will also serve a useful purpose for test pumping of high lift pumps, and fire protection at the High Lift Pumping Station and the new diesel generator system.

We have obtained a price from the contractor, DeGroot, Inc., to install the necessary fittings, valves and hydrants at a cost of \$11,490.00. Refer to the attached price quote. With the Utility's approval, we will direct DeGroot to proceed with this work.

Attachment



## **DE GROOT, INC.**

4201 CHAMPION ROAD

GREEN BAY, WI 54311

PHONE: 920-866-2348 FAX: 920-866-2361

### ***LABOR AND MATERIAL ESTIMATE SHEET***

**TO:** Don Voogt  
**JOB:** Menasha High Lift Pumping Station  
**DATE:** October 16, 2013  
**FROM:** Mark De Groot

To install 2 - 20x6 tees, 2 - 6" valves, 2 - 6" 45° bends, 1 - 6x6 tee, and 1 hydrant:

\$11,490.00

Note:

- If any curb needs to get replaced, this price will need to be negotiated later.

