



11333 N. Cedarburg Road
Mequon, WI 53092-1930
Phone: 262/242-3100

www.cityofmequonwi.gov

Sewer Utility District Commission
Taped and Televised

SEWER UTILITY DISTRICT COMMISSION
Regular Meeting
Tuesday, March 10, 2026 - 7:15 PM
Or Immediately Following the Mequon Municipal Water Utility Commission Meeting
Christine Nuernberg Hall

Agenda

- 1) Call to Order and Roll Call**
- 2) Approval of Meeting Minutes**
 - a) Meeting minutes of November 4, 2025
- 3) Resolutions**
 - a) **RESOLUTION 4277** - A Resolution Approving Award of the Following Items: (A) A Contract for Implementation of a Replacement Supervisory Control and Data Acquisition (SCADA) System to Integrated Process Solutions, Inc. of Fosston, Minnesota in the Amount of \$1,921,500; and B) Execution of Task Order No. 2 for Project Management Services Under an Existing Contract with MSA Professional Services, Inc. of Kiel, Wisconsin in the Amount of \$20,000
 - b) **RESOLUTION 4278** - A Resolution Ratifying Contract Awards for the Preparation of Bid Documents and Construction Inspection Services in Connection with the Replacement of Pumps and Valves at Lift Stations R and U, to Baxter & Woodman of Milwaukee, Wisconsin, in an Amount Not-to-Exceed \$26,350
- 4) Adjourn**

DATED: March 10, 2026

/s/ Andrew Nerbun, Mayor

Notice is hereby given that a quorum of other governmental bodies may be present at this meeting to present, discuss and/or gather information about a subject over which they have

decision-making responsibility, although they will not take formal action thereto at this meeting. Persons with disabilities requiring accommodation for attendance at this meeting should contact the City Clerk's Office at 262-236-2914, twenty-four (24) hours in advance of the meeting. Any questions regarding this agenda may be directed to the City Clerk's Office at 262-236-2914, Monday through Friday, 8:00 AM – 4:30 PM.



11333 N. Cedarburg Road
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Public Works/Engineering

Taped and Televised

SEWER UTILITY DISTRICT COMMISSION

Tuesday, November 4, 2025

6:00 PM

Christine Nuernberg Hall

Minutes

1) Call to Order, Roll Call

The meeting was called to order at 6:00 p.m.

Present:

Commissioner Andrew Nerbun
Commissioner Kelly Tolocko
Commissioner Dale Mayr
Commissioner Jeffrey Hansher
Commissioner Gregg Bach
Commissioner Brian Parrish
Commissioner William Gebhardt
Commissioner Robert Strzelczyk -- **Excused**
Commissioner Peter Bratt -- **Excused**

Also present: City Administrator Jones, City Attorney Sajdak, Director of Public Works/City Engineering Lundeen, Sewer Superintendent Weinrich.

2) Approval of Meeting Minutes

Motion to approve the meeting minutes of August 12, 2025.

RESULT: **Approved by Voice Acclamation [7:2]**

MOVED BY: Commissioner Mayr

SECONDED BY: Commissioner Hansher

AYES: Nerbun, Tolocko, Mayr, Hansher, Bach, Parrish, Gebhardt

DEEMED NO: Strzelczyk, Bratt

3) Ordinances

1. **ORDINANCE 2025-1684** An Ordinance Appropriating the Necessary Funds from the City of Mequon’s Sewer Utility District for the Year 2026 for Capital Charge Payments to the Milwaukee Metropolitan Sewerage District (MMSD) and City of Mequon Capital Debt Service Requirements

Director Lundeen went over the year-over-year Annual Debt Service and showed how that debt has been decreasing as the City nears payoff. The amount of the sewer levy has been frozen by policy. MMSD restructured its allocation of fees between capital and operations, which also impacts the sewer levy.

Motion to approve Ordinance 2025-1684.

RESULT: **Approved by Roll Call Vote [7:2]**
MOVED BY: Commissioner Gebhardt
SECONDED BY: Commissioner Bach

AYES: Nerbun, Tolocko, Mayr, Hansher, Bach, Parrish, Gebhardt
DEEMED NO: Strzelczyk, Bratt

4) Resolutions

- a. **RESOLUTION 4238** A Resolution Adopting the Fiscal Year 2026 Sanitary Sewer Utility Budget and Establishing the 2026 Sanitary Sewer User Fee Schedule

Motion to approve Resolution 4238.

RESULT: **Approved by Roll Call Vote [7:2]**
MOVED BY: Commissioner Mayr
SECONDED BY: Commissioner Hansher

AYES: Nerbun, Tolocko, Mayr, Hansher, Bach, Parrish, Gebhardt
DEEMED NO: Strzelczyk, Bratt

5) Discussion Items

- a. Discussion Concerning Public Sewer Lateral Reimbursement Policy

Director Lundeen requested the Commission consider a potential public sewer lateral reimbursement policy for repairs or replacement of the public latera, concurrent to private lateral work. When work is required on both public and private sections of lateral, it is a challenge to separate the calculation of reimbursement costs. Policy language could set parameters for reimbursements, approvals for scope of work, emergency decisions and other factors. The Commission agreed that a policy is a worthwhile endeavor.

6) Adjourn

Motion to adjourn at 6:13 p.m.

RESULT: **Approved by Voice Acclamation [7:2]**
MOVED BY: Commissioner Parrish

SECONDED BY: Commissioner Gebhardt

AYES: Nerbun, Tolocko, Mayr, Hansher, Bach, Parrish, Gebhardt

DEEMED NO: Strzelczyk, Bratt

Respectfully Submitted,

Beth Kong
Deputy Clerk



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Fax: 262/242-9655

www.cityofmequonwi.gov

Sewer

TO: Sewer Utility District Commission
FROM: Jeremy Weinrich, Sewer Superintendent
DATE: March 10, 2026
SUBJECT: RESOLUTION 4277 - A Resolution Approving Award of the Following Items: (A) A Contract for Implementation of a Replacement Supervisory Control and Data Acquisition (SCADA) System to Integrated Process Solutions, Inc. of Fosston, Minnesota in the Amount of \$1,921,500; and B) Execution of Task Order No. 2 for Project Management Services Under an Existing Contract with MSA Professional Services, Inc. of Kiel, Wisconsin in the Amount of \$20,000

Background

The Mequon Sewer and Water Utilities have been operating and maintaining the existing SCADA system that monitors the combined facilities for almost two decades. This system has fulfilled the needs of the two utilities. However, as technology advances, these systems eventually become obsolete. Recently, the utilities were informed by the vendor that services the system that the computers would need to be upgraded at a significant cost to operate on Windows 11. Due to the age of the system, and the reliability of the dialer in emergencies, the utilities decided it was an appropriate time to look at a complete overhaul.

Accordingly, the City's Utility Commissions authorized staff to hire a consulting engineer (MSA) in mid-2025 to develop a Request for Proposal to advertise and solicit quotes for a new SCADA system. During development of the RFP, MSA worked with utility staff to develop a proposal that best fit the goals listed below. Several SCADA software vendors presented their products to the Sewer and Water Utility staff.

Staff selected VT Scada as the software that best fit the utilities' needs. This was the only company that included all the functions the utilities desired in the native software: monitoring, control, alarming, remote (app-based) access, data logging and reporting.

Analysis

There were several goals for upgrading the SCADA system:

- Standardizing equipment to reduce the inventory required to maintain the system (common PLC's for each station)
- A common design for similar stations (basic setups to simplify operations for the utility)

staff)

- Redundancy within the system (Two parallel computers at DPW and City Hall, two dialers for emergency call out)
- Including stations not currently monitored (Swan Meter Pit, Port Road Meter Pit, Greenvale Meter Pit, PRV pits)
- Improving system graphics to make system navigation easier and problems easier to identify
- Improving remote access for utility staff - during emergencies it is invaluable to know what is happening in the field
- Allowing for unlimited concurrent access to the systems during emergencies
- Allowing for increased control of the stations: adjusting set points, turning equipment on/off, changing lead/lag pump, etc.

The RFP was advertised and three vendors provided proposals to Mequon on Monday, January 26th, 2026. The bid results are as follows (detailed bid tab included as Exhibit A)

Company	Proposal Total Cost
Global Data Systems	\$1,221,478
Energenecs Inc.	\$1,582,100
Integrated Process Solutions, Inc.	\$1,830,000

The utilities and MSA developed a performance-based Request-for-Proposal, and on Tuesday, February 17, all three vendors provide Utility staff and MSA with presentations of their proposals. The Vendors and Utility staff worked through Q&A after each presentation. Immediately following the presentations, Utility staff and MSA graded the proposals provided by the vendors. The grading matrix was established and listed in the RFP that the vendors bid on in January. Results of the Grading Matrix are included in Exhibit B, and it was determined that IPS was the most favorable candidate based on:

- The technical merits of their proposal
- The most thorough proposal and presentation (they did a table top radio propagation study)
- Provided options and analysis: they are recommending switching to a cellular network based on 10 and 15 year cost savings over a radio system, and cellular has greater connectivity for remote troubleshooting.
- They provided High Resolution graphics examples as specified in RFP

Additionally, MSA - based on the grading matrix, proposals and presentations, provided the Mequon Utilities with a letter of recommendation for IPS (Exhibit C).

Fiscal Impact

The utilities have established capital funding for SCADA Equipment, and have identified that this equipment would eventually require upgrades and replacement. Last year, when the current

vendor indicated that the existing SCADA computers required replacement at a significant expense, the Utilities determined that the system had reached "end of life" after nearly 2 decades. IPS was the clear choice based on the grading matrix, and the utilities are recommending awarding the contract accordingly. Therefore, staff is recommending the Utility Commissions award the contract to Integrated Process Solutions, Inc. of Fosston, Minnesota in the amount of \$1,921,500 which includes a 5% contingency. Additionally, staff is requesting authorization for Task 2 with MSA for project management and inspections in the estimated amount of \$20,000.

This project has a large capital expense, however it is spread across several years allowing the utility to budget accordingly. The total SCADA project cost for the Sewer Utility is \$1,197,525 and for the Water Utility is \$723,975. The project management and construction costs will be split evenly, anticipated at \$10,000 for each utility.

Recommendation

A recommendation is forthcoming from the Sewer Utility District and Water Utility Commissions on March 10, 2026.

Attachments:

Exhibit A - Detailed SCADA RFP Results, Exhibit B - Scoring Sheet final. docx, Exhibit C - MSA Award Letter

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION - 4277

RESOLUTION 4277 - A Resolution Approving Award of the Following Items: (A) A Contract for Implementation of a Replacement Supervisory Control and Data Acquisition (SCADA) System to Integrated Process Solutions, Inc. of Fosston, Minnesota in the Amount of \$1,921,500; and B) Execution of Task Order No. 2 for Project Management Services Under an Existing Contract with MSA Professional Services, Inc. of Kiel, Wisconsin in the Amount of \$20,000

RECITALS

- A. The Sewer and Water Utility issued a Request for Proposal and received quotes for the Implementation of a Replacement SCADA System contract.
- B. Staff has reviewed the various quotes and contractor qualifications for the contracts and has determined that the quotes received are reasonable and that adequate funds are available to accomplish the work, and on that basis, has made a recommendation to the Sewer Utility District and Water Utility Commissions.
- C. Adequate funds for the contract costs are available from the Capital Project Accounts.
- D. To provide for additional services that may result from the spring thaw or other unforeseen conditions, the contract award amount shall be affirmed with a contingency for a total not-to-exceed cost of \$1,921,500.
- E. Staff has requested a contract amendment from MSA for construction administration to provide as-needed assistance with construction oversight in a not-to-exceed cost of \$20,000.
- G. The Sewer Utility District and Water Utility Commissions at the meetings on March 10, 2026, approved staff's recommendation.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin, that:

1. The Implementation of a Replacement SCADA System to Integrated Process Solutions, Inc. of Fosston, Minnesota in the amount of \$1,921,500 is approved, subject to any clerical, technical, and/or legal changes deemed necessary and appropriate by the City Attorney.
2. Task Order No.2 - Construction Related Services for SCADA Replacement for MSA of Kiel, Wisconsin is authorized in the amount of \$20,000, and the proper City officials are authorized to sign the appropriate contract documents subject to any clerical, technical, and/or legal changes deemed necessary and appropriate by the City Attorney.

Approved by: Andrew Nerbun, Mayor

Date Approved: March 10, 2026

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on March 10, 2026.

Caroline Fochs, City Clerk

Selection Criteria

The City of Mequon will evaluate proposals by assigning point values in several categories for each proposal. The firm with the highest total point value, representing the highest total value to the City, may be selected as the successful firm, or selected firms may be asked to present their proposals in person. The City of Mequon reserves the right to reject any and all proposals.

The following categories along with the maximum point total for each category will be used by the City of Mequon to evaluate proposals:

<u>Company Qualifications</u>	<u>5 pts</u>
<u>Project Team Qualifications</u>	<u>5 pts</u>
<u>Understanding of Project Requirements</u>	<u>5 pts</u>
<u>Technical Merits of Proposal</u>	<u>10 pts</u>
<u>Originality of Technical Approach</u>	<u>5 pts</u>
<u>Commercial Availability of Proposed Hardware</u>	<u>10 pts</u>
<u>Commercial Availability of Proposed Software</u>	<u>10 pts</u>
<u>Company Experience with Proposed Hardware and Software</u>	<u>5 pts</u>
<u>Service Organization Capabilities</u>	<u>10 pts</u>
<u>References</u>	<u>5 pts</u>
<u>Presentation</u>	<u>10 pts</u>
<u>Response Time</u>	<u>10 pts</u>
<u>2026 Contract Cost</u>	<u>10 pts</u>

Categories	IPS	GDS	Energenecs
Company Qualifications	5	2	5
Project Team Qualifications	5	1	4
Understanding of Project Requirements	4	1	4
Technical Merits of Proposal	9	3	7
Originality of Technical Approach	5	1	3
Commercial Availability of Proposed Hardware	10	5	8
Commercial Availability of Proposed Software	10	10	10
Company Experience w/Proposed Hardware-Software	4	5	3
Service Organization Capabilities	9	3	9
References	4	1	4
Presentation	9	2	6
Response Time	7	2	9
2026 Contract Cost	6	10	8
Final Grade	82	44	75



February 23, 2026

Jeremy Weinrich, Superintendent Mequon Municipal Sewer Utility
City of Mequon
10800 N Industrial Dr.
Mequon, WI 53092

Re: 2025 SCADA System Improvements
City of Mequon

Dear Jeremy:

Upon review of the Proposals received on January 26, 2026 for the above-referenced project, it was found that they were submitted by qualified contractors. It is our recommendation that the bidder listed below be accepted and award made at your next meeting.

Integrated Process Solutions Inc- IPS
34696 412th Street SE
PO Box 26
Fosston, MN 56542

Bid Amount \$1,830,000
+ Bonding and Insurance
+ 3% Contingency

The selection process utilized was a qualifications based proposal where a scoring grid was shared with the contractors in the bidding document. The scoring table and final results are attached. There were three responding bidders to the RFP document sent out by Mequon. These bidders were Energenecs from Saukville, WI, Global Data Systems (GDS) from Mesa Arizona, and Integrated Process Solutions Inc (IPS) from Fosston, MN. Each of the bidders subsequently asked to provide a 90min presentation to discuss their proposal to demonstrate their grasp of the project requirements and their technical approach. These presentations and proposals were reviewed and scored by a panel comprised of Water, Wastewater and MSA employees.

When considering the proposals and presentations the group determined that the GDS proposal was not responsive. The utilities felt that GDS just did not seem to understand the scope of the project. Their proposal included equipment that we removed from the scope in the addendum (Two monitors and UPS equipment at City Hall), and their presentation seemed to focus on why VT SCADA was a good platform vs how they would approach implementation of the project with the utilities. They seemed to be outside of their comfort zone with this project.

Energenecs proposal focused on the technical requirements of the project addressing each of the panels with list of components as they were specified. They provided no insight as to possibilities on how to make the system better. The Energenecs presentation focused on the long standing relationship they had with the City overlooking the details of what the Utilities needs were moving forward. Energenecs was comfortable in informing the utilities that they could not meet the requested schedule for the first year and they wanted to utilize the full four years to complete the work rather than provide creative solutions to minimize the amount of time the utilities were in transition. When discussing the graphics that were to be



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www.msa-ps.com

provided Energenecs provided examples of “Black” graphics despite being told before the presentation that these were unacceptable. They also did not display any high-performance graphics for consideration. Coupled with that it felt that rather than looking to the Utilities for guidance or direction on a path forward of needs and wants for the graphics they spent time on what they were going to provide the utility – excluding input from the utilities.

The IPS proposal focused on the technical aspects of the project highlighting areas of concern relating to UL and NEC installation requirements. They also offered data suggesting that Cellular may be worth a second look even though our engineering team offered economics that challenges this assessment. The engineering economics were based on conservative costs as compared to IPS where their analysis is based on actual costs. Taking these costs into consideration a cellular communication approach should be considered as a viable option. IPS also presented both standard graphics and high performance graphics but clearly indicated that the final layout of these graphics would be decided based on Utility input. IPS also provided several schedule alternatives that provides different ways of addressing the amount of time the Utilities are working through the construction of the new facilities. IPS demonstrated that they view this as a partnership and are willing to do what it takes to make this a successful project for the Utilities.

Sincerely,

MSA Professional Services, Inc.

A handwritten signature in black ink that reads "Lance Teunissen". The signature is written in a cursive, flowing style.

Lance Teunissen, PE
Sr Team Leader Engineering

LET
Enc.
Selection Criteria – With final scores



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Sewer

TO: Sewer Utility District Commission
FROM: Kristen Lundeen, Director Public Works/City Engineer
DATE: March 10, 2026
SUBJECT: RESOLUTION 4278 - A Resolution Ratifying a Contract Award for Bid Documents and Construction Inspection to Replace Lift Station U and R Pumps and Valves

Background

The 10-year Sewer Capital Improvement Plan (CIP) includes funding and planning for the routine replacement of pumps and check valves at the City's 23 lift stations.

In 2026, the Sewer Utility intends to replace various pumps and check valves at Lift Station U (11459/11501 North Glenwood Drive) and Lift Station R (10240 North Concord Drive), based upon previous condition assessment recommendations and staff evaluations. Based upon the estimated replacement costs, the project will require public bidding. With the vacancy of the Utility Manager position, Sewer Utility staff contracted with a consultant to draft the required bidding documents.

Analysis

The original scope for the project was limited to the replacement of the pumps and valves at Lift Station U only. Sewer staff issued a Request for Proposals for that work, received two proposals and executed a contract with Baxter & Woodman as the low proposer at a contract cost not to exceed \$14,900. As Baxter & Woodman progressed through the bid documents and the Sewer Utility vacancy remained, staff inquired whether Baxter & Woodman could add the scope of work for the bid documents for the pump and valve replacements to Lift Station R. The work at both stations is similar, and issuing as one bid offers the opportunity for Sewer Utility cost savings related to mobilization and more control over the timing of the replacements.

The amendment to include Lift Station R is \$11,450, bringing the total contract value to \$26,350. Copies of both executed proposals are attached herein for reference.

In order to maintain the original bidding schedule with anticipated advertisement on March 17, 2026 and award at the April 14, 2026 meetings, and to secure good bid pricing for the project, staff executed the contracts. As the total value of the two proposals exceed \$25,000, Sewer Utility District Commission and Common Council ratification is required.

Fiscal Impact

The total contract value is \$26,350 and sufficient funding is available within the Lift Station capital fund.

The award for the pump and valve replacement will return to the Sewer Utility District Commission for approval, anticipated at the April 14, 2026 meeting.

Recommendation

Recommendation forthcoming by the Sewer Utility District Commission on March 10, 2026.

Attachments:

Proposal Lift Station U, Proposal Amendment Lift Station R

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION - 4278

RESOLUTION 4278 - A Resolution Ratifying Contract Awards for the Preparation of Bid Documents and Construction Inspection Services in Connection with the Replacement of Pumps and Valves at Lift Stations R and U, to Baxter & Woodman of Milwaukee, Wisconsin, in an Amount Not-to-Exceed \$26,350

RECITALS

- A. The pumps and valves at Lift Station U and Lift Station R require replacement.
- B. The original proposal for Lift Station U alone did not meet the Financial Policy threshold requiring Common Council approval, but with the addition of Lift Station R the total contract value exceeds \$25,000, thereby requiring Common Council approval.
- C. The replacements are critical to the operation of the lift stations and time is of the essence to maintain the original bidding schedule that did not allow for approval prior to the authorization of the expenditure.
- D. The Sewer Utility Lift Station Account has sufficient funds for the contract and previously authorized or planned expenditures.
- E. The Sewer Utility District Commission recommended approval on March 10, 2026.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin that the not-to-exceed \$26,350 contract cost with Baxter & Woodman of Milwaukee, Wisconsin is ratified.

Approved by: Andrew Nerbun, Mayor

Date Approved: March 10, 2026

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on March 10, 2026.

Caroline Fochs, City Clerk

September 29, 2025

Ms. Kristen Lundeen, PE
Director of Public Works/City Engineer
City of Mequon
11333 N. Cedarburg Road
Mequon, WI 53092

***Subject: City of Mequon – Bid Documents and Construction Inspection to Replace Lift Station ‘U’
Pumps and Valves***

Dear Ms. Lundeen:

Baxter & Woodman, Inc., is pleased to submit the following proposal. This proposal outlines our scope of services and engineering and construction inspection fees. We understand the Lift Station ‘U’, located at 11459 North Glenwood Drive, needs upgrades for pumps and valves.

Our Baxter & Woodman team has the project understanding, talented staff, and immediate availability to produce a successful, on-time, on-budget project for the City of Mequon. The City will benefit from our project team’s extensive experience with wastewater pumping lift stations. After reviewing our proposal, we are confident you will understand that Baxter & Woodman brings several unique and distinct advantages to your project. Our team’s many advantages include extensive recent lift station project work experience by key Baxter & Woodman staff with an emphasis on medium and large sized municipalities/utilities in Wisconsin. Our team members have recently successfully completed lift station designs and provided construction services for Wisconsin utilities, including the following communities:

1. Lift Station No. 6 – Milton, WI

This project consisted of providing design engineering services for replacement of Lift Station No. 6 on Elm Street including associated pumps, valves, piping, force mains, gravity sewer modifications, and other utility improvements.

2. 18th Avenue Lift Station – Union Grove, WI

This project consisted of replacing the lift station including construction of a masonry building, precast concrete wet well, pumping equipment and controls, mechanical work, SCADA and electrical work, and demolition/abandonment of the existing lift station.



3. 45th and 63rd Avenue Lift Stations – Somers, WI

This project provided design and construction supervision for replacing lift stations at 45th Avenue and 63rd Avenue. The work included replacing pumps, new wet well and valve vault structures, valves, controls, and electrical work.



The team members include Joe Marchese, PE, as the Project/Design Engineer and Scott Hartay, PE, as the Project Manager and QA/QC. Joe completed the work on the above lift stations and has extensive experience with planning, design, and construction of lift stations. Scott has extensive experience providing planning, infrastructure improvements and water quality improvements for municipalities including Cedarburg, Grafton, West Allis, and Hartford.

Approach

The proposed lift station design and inspection services will provide the City with a solid and reliable lift station for many years.

The key tasks we will address include the following and more details are provided in the proposal:

1. Project Management
2. Project Meetings and Communications
3. Specifications
4. Bid Documents
5. Bidding Assistance
6. Construction Inspections/Administration
7. Opinion of Cost

Scope of Services

1. PROJECT MANAGEMENT – Plan, schedule, and control activities to complete the Project. These activities include budgeting, scheduling, and monitoring the scope of services.
 - A. Understanding and meeting our clients’ needs are the foundation for Baxter & Woodman’s quality client service philosophy. The primary goals of these tasks are to clearly define your requirements and expectations in terms of deliverables, project schedule and budget, and to manage the project to meet these requirements. Communication is a key to this process and an important tool to facilitate this communication in the project Work Plan.
 - B. In order to develop the Work Plan, key team members will complete an initial review of available information obtained from the City and a meeting will be held with staff to review and refine project issues, objectives, and requirements. From this discussion, an approach will be finalized, including the required deliverables and milestones. An approach that focuses on specific deliverables helps you understand what to expect and monitor the project progress. The Work Plan will also clearly define individual team member responsibilities, including those members of Mequon Public Works and Sewer Utility who may be involved in the project.

2. PROJECT MEETINGS AND COMMUNICATIONS – Attend the following project related meetings:
 - A. Baxter & Woodman will communicate with and solicit input from key representatives of the City departments involved.
 - B. Baxter & Woodman will include viewing the Lift Station as part of the initial kick-off meeting. A meeting schedule will be established for project team members and City representatives to review and report on interim findings and the progress of the work. During these meetings, the scope and direction of project tasks will also be evaluated to make sure the project remains focused. Baxter & Woodman Project Manager Scott Hartay will monitor the progress of the project on a regular basis.

3. SPECIFICATIONS

The primary objective of this task is to provide specifications based on the 2019 lift station condition assessment. Since the assessment is six years old, the equipment could be currently exhibiting further degradation and will need to be reviewed as part of the initial kickoff meeting. The following equipment is part of the scope of work as defined in the Request for Proposal:

 - A. Replacement of two Lift Station pumps.
 - B. Replacement of **four** gate valves.
 - C. Replacement of two check valves.

The specifications will be written for the above items so that in kind or better equipment will be utilized for the replacement. The City will supply the base template for the bid package.

Additionally, we noted that the level floats and level sensors were installed in 2013. Due to the age of these systems, we recommend replacing these items as part of the pump replacement. We have not included this work in the scope of work, but we could easily if desired.

4. BID DOCUMENTS

Prepare for review and approval by the City and its legal counsel the forms of construction contract documents consisting of Notice and Instructions to Bidders, Bid Form, Agreement, Performance-Payment Bond if required, General Conditions, and Supplementary Conditions, where appropriate, based upon documents prepared by the Engineers Joint Contract Document Committee (EJCDC). Prepare specifications in conformance with the format of the Construction Specifications Institute.

5. BIDDING ASSISTANCE

- A. Post the Bidding Documents on Quest CDN bidding platform or other preferred equivalent to coordinate the Bidder's List posting onto City's Website.
- B. Prepare Final bid summary table and bid details in preparation of contract award to the Mequon Sewer Utility District Commission.
- C. Provide due diligence for recommendation of Contract award.

6. MEETINGS

- A. The specifications, plans and bid documents are important deliverables of this project and the City's input is a necessary component of producing accurate documents. Therefore, three meetings are planned for this project.
 - 1) Two intermediate meetings will be virtual meetings.
 - 2) The kickoff meeting will be in person with a tour of the lift station location.

7. CONTRACT ADMINISTRATION

We will administer the contract between the City and the selected contractor, including review of shop drawings, pay requests, change requests, and schedules.

8. CONSTRUCTION OBSERVATION

Construction observations will include two six-hour trips including travel time. The trips will occur during a critical phase of installation and to finalize the construction and develop a punch list after installation is considered complete by the contractor.

THE CITY OF MEQUON'S RESPONSIBILITIES

1. Copies of available reports, drawings, specifications, design and operational data pertinent to the Project. Baxter & Woodman will provide a list of items needed at the beginning of the project.
2. Design and operation data for the lift station.
3. Manufacturer's pump curves for the existing lift station pumps.
4. Provide access to all components of the lift station.
5. Provide access to employees as needed for interviews regarding operation of the system.
6. A designated representative for the Project who shall be the main person of contact for all items related to the Project and main decision maker.

ASSUMPTIONS

1. Electrical work will only include removing and connecting new power and sensor wiring for pumps and level controls for the scope of work.
2. Voltage will be maintained at the same level as is existing at the site.
3. SCADA work is not included.
4. Replacing pumps and equipment that are substantially the same in design and function as the existing does not require permitting.

Hours and Engineering Fee

ESTIMATED LEVEL OF EFFORT Lift Station 'U' Upgrade							
Task	Project Manager	Project Engineer	Model Engr/Project Technician	Project Technician	Admin Assistant	Total Hours	Estimated Cost
1	Project Management	1	4	0	0	2	\$1,300
2	Meetings	2	6	0	0	0	\$1,700
3	Specifications	2	8	0	0	0	\$2,100
4	Bid Documents	2	14	0	0	0	\$2,700
5	Bidding Assistance	0	3	0	0	0	\$600
6	Construction Inspection/Administration	0	25	0	0	0	\$5,100
7	Opinion of Cost	1	4	0	0	0	\$1,000
	Total Labor Hours	8	64	0	0	2	\$14,500
	Estimated Project Expenses						\$400
	Total Estimated Project Cost						\$14,900
	<u>Notes:</u>						
1.	Estimated engineering fee total includes project expenses to cover mileage costs.						

The Utility shall pay the Engineer for the services performed or furnished, a lump sum including reimbursable out of pocket expenses including travel, which in total will not exceed **\$14,900.00**.

Mequon Lift Station 'U' Upgrade Schedule								
Tasks for Mequon Lift Station Project	2025			2026				
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Meetings	■		■					
Specifications	■	■						
Bid Documents		■						
Bidding Assistance			■					
Construction Observation/Administration*						■		

* Construction observation schedule is dependent on pump/valve delivery and weather.

Schedule

Baxter & Woodman can begin the work immediately. Please refer to the chart below for the preliminary project schedule. Note construction was anticipated for March to avoid performing in the severe winter months. However, this can be adjusted as needed.

Standard Terms and Conditions

The attached Standard Terms and Conditions apply to this proposal.

Acceptance

If you find this proposal acceptable, please sign and return one copy for our files. If you have any questions or need additional information, please do not hesitate to contact Scott Hartay at 414-510-0872 or shartay@baxterwoodman.com.

Sincerely,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS



Gary Vogel, PE
Vice President

City of Mequon

ACCEPTED BY: Kirsten Blundeen

TITLE: Director of Public Works/City Engineer

DATE: October 28, 2025

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PLEASE READ THESE STANDARD TERMS AND CONDITIONS (“TERMS”) CAREFULLY BEFORE EXECUTING THE LETTER PROPOSAL PRESENTED BY BAXTER & WOODMAN, INC. (“Baxter & Woodman”). BY EXECUTING THE LETTER PROPOSAL, OWNER AGREES TO BE BOUND BY THESE TERMS, THE PROVISIONS OF THE LETTER PROPOSAL, AND THE PROVISIONS OF ANY DOCUMENT REFERRING TO THESE TERMS OR THE LETTER PROPOSAL, ALL OF WHICH SHALL COLLECTIVELY CONSTITUTE THE “AGREEMENT”.

Owner’s Responsibility – Provide Baxter & Woodman with all criteria and full information for the “Project,” which is generally otherwise identified in the Letter Proposal. Baxter & Woodman will rely, without liability, on the accuracy and completeness of all information provided by the Owner (as defined in the Letter Proposal) including its consultants, contractors, specialty contractors, subcontractors, manufacturers, suppliers and publishers of technical standards (“Owner Affiliates”) without independently verifying that information. The Owner represents and warrants that all known hazardous materials on or beneath the site have been identified to Baxter & Woodman. Baxter & Woodman and their consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, unidentified or undisclosed hazardous materials unless this service is set forth in the Letter Proposal.

Schedule for Rendering Services – The agreed upon services shall be completed within a reasonable amount of time. If Baxter & Woodman is hindered, delayed or prevented from performing the services as a result of any act or neglect of the Owner, any Owner Affiliate, or force majeure event, Baxter & Woodman’s work shall be extended and the rates and amounts of Baxter & Woodman’s compensation shall be equitably adjusted in a written instrument executed by all Parties.

Invoices and Payments – The fees to perform the proposed scope of services constitutes Baxter & Woodman’s estimate to perform the agreed upon scope of services. Circumstances may dictate a change in scope, and if this occurs, an equitable adjustment in compensation and time shall be agreed upon by all Parties by written agreement. No service for which added compensation will be charged will be provided without first obtaining written authorization from the Owner. Baxter & Woodman invoices shall be due and owing by Owner in accordance with the terms and provisions of the State of Wisconsin Prompt Payment Law (s. 16.528 and 16.53 (2) (11)).

Opinion of Probable Construction Costs – Baxter & Woodman’s opinion of probable construction costs represents its reasonable judgment as a professional engineer. Owner acknowledges that Baxter & Woodman has no control over construction costs or contractor’s methods of determining prices, or over competitive bidding, or market conditions. Baxter & Woodman cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from Baxter & Woodman’s opinion of probable construction costs.

Standards of Performance – (1) The standard of care for all services performed or furnished by Baxter & Woodman will be the same care and skill ordinarily used by professionals practicing under similar circumstances, at the same time and in the same locality on similar projects. Baxter & Woodman makes no warranties, express or implied, in connection with its services; (2) Baxter & Woodman shall be responsible for the technical accuracy of its services and documents; (3) Baxter & Woodman shall use reasonable care to comply with applicable laws, regulations, and Owner-mandated standards; (4) Baxter & Woodman may employ such sub-consultants as Baxter & Woodman deems necessary to assist in the performance or furnishing of the services, subject to reasonable, timely, and substantive objection by Owner; (5) Baxter & Woodman shall not supervise, direct, control, or have authority over any contractors’ work, nor have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at the site, nor for any failure of any contractor to comply with laws and regulations applicable to such contractor’s furnishing and performing of its work; (6) Baxter & Woodman neither guarantees the performance of any contractor nor assumes responsibility for any contractor’s failure to furnish and perform the work in accordance with the contract documents; (7) Baxter & Woodman is not acting as a municipal advisor as defined by the Dodd-Frank Act. Baxter & Woodman shall not provide advice or have any responsibility for municipal financial products or securities; (8) Baxter & Woodman is not responsible for the acts or omissions of any contractor, subcontractor, or supplier, or any of their agents or employees or any other person at the site or otherwise furnishing or performing any work; (9) Shop drawing and submittal review by Baxter & Woodman shall apply only to the items in the submissions and only for the purpose of assessing if, upon installation or incorporation in the Project work, they are generally consistent with the contract documents. Owner agrees that the contractor is solely responsible for the submissions (regardless of the format in which provided, i.e., hard copy or electronic transmission) and for compliance with the construction documents. Owner further agrees that Baxter & Woodman’s review and action in relation to these submissions shall not constitute the provision of means, methods, techniques, sequencing or procedures of construction or extend to safety programs or precautions. Baxter & Woodman’s consideration of a component does not constitute acceptance of the assembled item; (10) Baxter & Woodman’s site observation during construction shall be at the times agreed upon in the Project scope. Through standard, reasonable means, Baxter & Woodman will become generally familiar with observable completed work. If Baxter & Woodman observes completed work that is inconsistent with the construction documents, information shall be communicated to the contractor and Owner for them to address.

Insurance – Baxter & Woodman will maintain insurance coverage with the following limits and Certificates of Insurance will be provided to the Owner upon written request:

Worker’s Compensation:	Statutory Limits	Excess Umbrella Liability:	\$10 million per claim and aggregate
General Liability:	\$1 million per claim	Professional Liability:	\$5 million per claim
	\$2 million aggregate		\$10 million aggregate
Automobile Liability:	\$1 million combined single limit		

In no event will Baxter & Woodman’s collective aggregate liability under or in connection with this Agreement or its subject matter, based on any legal or equitable theory of liability, including breach of contract, tort (including negligence), strict liability and otherwise, exceed the contract sum to be paid to Baxter & Woodman under this Agreement. Any claim against Baxter & Woodman arising out of this Agreement may be asserted by the Owner, but only against the entity and not against Baxter & Woodman’s directors, officers, shareholders or employees, none of whom shall bear any liability and may not be subject to any claim.

Indemnification and Mutual Waiver – (1) To the fullest extent permitted by law, Baxter & Woodman shall indemnify and hold harmless the Owner and its officers and employees from claims, costs, losses, and damages (“Losses”) arising out of or relating to the Project, provided that such Losses are attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom, but only to the extent caused by any grossly negligent act or omission of Baxter & Woodman; (2) To the fullest extent permitted by law, Owner shall indemnify and hold harmless Baxter & Woodman and its officers, directors, employees, agents and consultants from and against any and all Losses (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court, arbitration, or other dispute resolution costs) arising out of or relating to the Project provided that any such Losses are attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom, but only to the extent arising out of or occurring in connection with the Owner’s, or Owner’s officers, directors, employees, consultants, agents, or others retained by or under contract to the Owner, negligent act or omission, willful misconduct, or breach of this Agreement; (3) To the fullest extent permitted by law, Owner and Baxter & Woodman waive against each other, and the other’s employees, officers, directors, insurers, and consultants, any and all claims for or entitlement to special, incidental, indirect, enhanced, punitive, or consequential damages, in each case regardless of whether such party was advised of the possibility of such losses or damages or such losses or damages were otherwise foreseeable, and notwithstanding the failure of any agreed or other remedy of its essential purpose; (4) In the event Losses or expenses are caused by the joint or concurrent fault of the Baxter & Woodman and Owner, they shall be borne by each party in proportion to its respective fault, as determined by a mediator or court of competent jurisdiction; (5) The Owner acknowledges that Baxter & Woodman is a business corporation and not a professional service corporation, and further acknowledges that the corporate entity, as the party to this contract, expressly avoids contracting for individual responsibility of its officers, directors, or employees. The Owner and Baxter & Woodman agree that any claim made by either party arising out of any act of the other party, or any officer, director, or employee of the other party in the execution or performance of the Agreement, shall be made solely against the other party and not individually or jointly against such officer, director, or employees.

Termination – Either party may terminate this Agreement upon ten (10) business days’ written notice to the other party in the event of failure by the other party to comply with the terms of the Agreement through no fault of the terminating party. A condition precedent to termination shall be conformance with the Dispute Resolution terms below. If this Agreement is terminated, Owner shall receive reproducible copies of drawings, developed applications and other completed documents upon written request. Owner shall be liable, and shall promptly pay Baxter & Woodman, for all services and reimbursable expenses rendered through the effective date of suspension/termination of services.

Use of Documents – All Baxter & Woodman documents (data, calculations, reports, Drawings, Specifications, Record Drawings and other deliverables, whether in printed form or electronic media format, provided by Baxter & Woodman to Owner pursuant to this Agreement) are instruments of service and Baxter & Woodman retains ownership and property interest therein (including copyright and right of reuse). Owner shall not rely on such documents unless in printed form, signed or sealed by Baxter & Woodman or its consultant. Electronic format of Baxter & Woodman’s design documents may differ from the printed version and Baxter & Woodman bears no liability for errors, omissions or discrepancies. Reuse of Baxter & Woodman’s design documents is prohibited, and Owner shall defend and indemnify Baxter & Woodman from all claims, damages, losses and expenses, including attorney’s fees, consultant/expert fees, and costs arising out of or resulting from said reuse. Project documents will be kept for time periods set forth in Baxter & Woodman’s document retention policy after Project closeout.

Successors, Assigns, and Beneficiaries – Nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Baxter & Woodman to any third party, including any lender, contractor, subcontractor, supplier, manufacturer, other individual, entity or public body, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement are for the sole and exclusive benefit of the Owner and Baxter & Woodman and not for the benefit (intended, unintended, direct or indirect) of any other entity or person.

Dispute Resolution – All disputes between the Parties shall first be negotiated between executives who have authority to settle the dispute for a period of thirty (30) days. If unresolved, disputes shall be then submitted to mediation as a condition precedent to litigation. The mediation session shall be held within forty-five (45) days of the retention of the mediator, and last for at least one (1) full mediation day, before any party has the option to withdraw from the process. If mediation is unsuccessful in resolving a Dispute, then the parties may seek to have the Dispute resolved by a court of competent jurisdiction.

Miscellaneous Provisions – (1) This Agreement is to be governed by the law of the state or jurisdiction in which the project is located; (2) all notices must be in writing and shall be deemed effectively served upon the other party when sent by certified mail, return receipt requested; (3) all express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion and/or termination for any reason; (4) any provision or part of the Agreement held to be void or unenforceable under any laws or regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the Owner and Baxter & Woodman, which agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that expresses the intention of the stricken provision; (5) a party’s non-enforcement of any provision shall not constitute a waiver of the provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement; (6) to the fullest extent permitted by law, all causes of action arising under this Agreement shall be deemed to have accrued, and all statutory periods of limitation shall commence, no later than the date of substantial completion, which is the point where the Project can be utilized for the purposes for which it was intended; (7) this Agreement, together with any other documents incorporated herein by reference, constitutes the sole and entire agreement of the parties with respect to the subject matter of this Agreement and supersedes all prior and contemporaneous understandings, agreements, representations and warranties, both written and oral, with respect to such subject matter; (8) no amendment to or modification of this Agreement is effective unless it is in writing and signed by each party.

Scott Hartay, PE

Senior Water/Wastewater Engineer



EDUCATION

MS, Civil and Environmental Engineering, Marquette University, 1999

BS, Chemical Engineering, University of Wisconsin-Madison, 1987

Joined Firm in 2020

Years of Experience: 38

REGISTRATIONS

Licensed Professional Engineer: Illinois, Missouri, Wisconsin

Certified Energy Manager

OSHA 30-Hour Trained General Industry

Certified Asbestos Inspector

OSHA 40-Hour HAZWOPER Training

DOT and IATA Hazmat Training

Scott is a Senior Water/Wastewater Engineer with more than 37 years of experience in environmental engineering focused on public health and safety. He previously worked for a manufacturing company where he managed environmental permitting, compliance, and sustainability programs. Scott has extensive knowledge of RCRA, EPCRA, SWPPP, Title V air permit, hazardous waste, air emission inventory, storm water, process safety management, OSHA, DOT, drinking water operations, waste reduction, and sustainability programs. He has collaborated on numerous projects with various regulatory authorities including EPA, Wisconsin DNR, and other state and municipal regulatory authorities. Scott has additional experience with performing a variety of sampling and monitoring related to wastewater, drinking water, ground water, soil, pond sediment, and air monitoring.

REPRESENTATIVE PROJECTS

West Allis, WI

Facilities Infrastructure Evaluation

Project Manager for reviewing, inspecting, and evaluating the current infrastructure for West Allis. Provided a report and made recommendations regarding process improvements, simplification of processes and replacement of identified infrastructure. Also provided budgetary costs for infrastructure replacement.

Hartford, WI

Hartford Utilities

Assisted with acquiring data and writing Hartford's Water Master Plan. Included providing growth projections, land use projections, future utility service areas, current and future water requirements. We also provided data for water needs with respect to fire protection and future usage due to growth. Areas of low pressure and low flow were highlighted so corrections could be made.

Fort Atkinson, WI

Fort Atkinson Water Utility

Assisted with Fort Atkinson's Master Plan. Work included developing a capital improvements plan for water main replacement based on breakage frequency, age materials and risk to having a break. A scoring system was utilized to rate the watermains that should be replaced first. A schedule and costs associated with this work were provided.

Briggs & Stratton LLC*

Wauwatosa, WI

Designed and installed industrial wastewater treatment systems in Wauwatosa, WI; Poplar Bluff, MO; Ostrava, Czech Republic; and Chongqing, China. Systems included ultrafiltration, clarification, and ultrafiltration depending on the type of waste present and based on the most practical method for treating the waste at given location.

Hartford, WI

Well 15 Rehabilitation

Project Manager for bidding and renovation of Well 15. Included providing a corrosion protection system for the well, which had experienced severe corrosion issues in the past.

Hartford, WI

Lead Service Line Replacement

Project Manager for providing Plans and Specifications, funding assistance, bidding and permitting for replacement of 120 Lead Service Lines and 65 galvanized service lines for the City.

Walworth, WI

Corrosion Control Study

Project Manager for performing a corrosion control study for the Village. This was required by the Wisconsin DNR.

Glendale, WI

Corrosion Control Study

Project Engineer for performing a corrosion control study for the North Shore Water Commission, which comprises the Fox Point Water Utility, the Glendale Water Utility, and the Whitefish Bay Water Utility. This was required by the Wisconsin DNR.

West Allis, WI

Optimal Corrosion Control Treatment Study

Participated in acquiring data and evaluating the corrosion control optimization study for the West Allis Water Utility. This was a demonstrative study, and the report was approved by the WDNR for implementation. This report was required as a result of West Allis population exceeding 50,000 people.

U.S. Filter*

Glegg Water Conditioning (Guelph, Ontario); Bruner Corporation (Milwaukee, WI)

During his 13 years at U.S Filter, Glegg Water Conditioning, and Bruner Corporation, Scott provided start-up, design, and project management for iron and other filtration systems, de-ionization systems, reverse osmosis, and ultrafiltration systems. These systems were installed at manufacturers and municipalities with many of them design/build.

Kenosha, WI

Provided civil engineering services for engine expansion for the Kenosha Engine Plant including storm sewer design, permitting, sanitary design, water main design, fire system design, parking lot and paving for the facility as well as design of new wastewater treatment facility. Value of constructed items was approximately \$15,000,000.

Briggs & Stratton, LLC

Wauwatosa, WI

Provide design and management services for stormwater, sanitary sewer modifications, drinking water systems, water tower systems and wastewater treatment. Also assist with permitting and working with various governmental authorities related to compliance requirements.

Joseph W. Marchese, PE
Project Engineer



EDUCATION

B.S., Civil Engineering
University of Wisconsin-
Madison, 2001

Joined Firm in 2007

Years of Experience: 24

REGISTRATIONS

Licensed Professional
Engineer: Wisconsin

ASSOCIATIONS

Wisconsin Wastewater
Operators Association

American Water Works
Association



Joe has over 24 years of water and wastewater engineering experience. He has assisted with the planning and design of water treatment facilities, wastewater treatment plants, lift stations, and water supply wells and well houses. He has prepared planning and facility studies and made recommendations for improvements.

REPRESENTATIVE PROJECTS – WASTEWATER SYSTEMS

Paddock Lake, WI

Wastewater Treatment Plant Improvements

Project Engineer for the design of improvements to the wastewater treatment plant. Construction Manager for the construction of the improvements to the wastewater treatment plant.

Milton, WI

Lift Station No. 12 and Force Main Design

Project Engineer for the design of a wastewater lift station near the intersection of Parkview Drive and Townline Road and a force main extending east from Parkview Drive to South Janesville Street.

Lift Station No. 6 Replacement

Design Engineer for replacement of an existing cast in place lift station with a precast concrete duplex submersible lift station including pump design, valve vault design, force main design, and site work.

Delavan Lake Sanitary District, WI

Lift Station No. 5 Improvements

Project Engineer for reconstruction of the wet well; installation of a new wet well water level measurement system; installation of new motors, variable frequency drives, and motor controls; new power and control wiring to lift station; and modification of the existing electric to accommodate new motor controls.

Lift Station No. 6 Upgrades and Force Main

Design Engineer for upgrades to the existing lift station including design of new pumping equipment and piping layout; new HVAC, electrical, and control systems; new flow monitoring equipment; and site improvements.

Lift Station No. 3A Replacement

Design Engineer for replacement of an existing prefabricated steel lift station with a precast concrete duplex submersible lift station including pump design, valve vault design, and site work.

Lift Station No. 4 Remodeling

Project Engineer for remodeling of the existing lift station including wet well modifications, installation of new pumping equipment and piping, electrical and HVAC upgrades, and building improvements.

Lift Station No. 2A Replacement

Design Engineer for replacement of an existing prefabricated steel lift station with a precast concrete duplex submersible lift station including pump design, valve vault design, and site work.

Madison Metropolitan Sewerage District, WI

Pumping Station 15 Upgrades

Design Engineer for upgrades to the existing pumping station including an increase to the station's design capacity; design new pumping equipment and piping layout; new HVAC, electrical, and control systems; new flow monitoring equipment; and site improvements.

Somers, WI

7th Street and Seawall Lift Station Replacements

Design Engineer for replacement of two existing prefabricated steel lift stations with a precast concrete duplex submersible lift station, including pump design, valve vault design, and prefabricated generator building.

11th Place Lift Station Replacement

Design Engineer for replacement of an existing prefabricated steel lift station with a cast-in-place concrete duplex submersible lift station including pump design, piping layout, masonry mechanical and generator building, and site improvements.

Lift Station No. 1A West of the Divide

Design Engineer for a new cast-in-place concrete duplex submersible lift station including pump design, piping layout, masonry mechanical and generator building, and site layout.

45th Avenue and 63rd Avenue Lift Station Replacements

Design Engineer for replacement of two existing prefabricated steel lift stations with a precast concrete duplex submersible lift station, including pump design, valve vault design, and prefabricated generator building.

Union Grove, WI

18th Avenue Lift Station

Design Engineer for a replacement duplex submersible lift station including precast concrete wet well, pump design, piping layout, masonry mechanical and generator building, and site layout.

Williams Bay, WI

Lift Station No. 3 Replacement

Design Engineer for a new cast-in-place concrete duplex submersible lift station including pump design, piping layout, masonry mechanical and generator building, and site layout.

February 18, 2026

Ms. Kristen Lundeen, PE
Director of Public Works/City Engineer
City of Mequon
11333 N. Cedarburg Road
Mequon, WI 53092

***Subject: City of Mequon – Bid Documents and Construction Inspection to Replace Lift Station ‘U’
Pumps and Valves (Amendment to include Lift Station ‘R’)***

Dear Ms. Lundeen:

Baxter & Woodman, Inc., is pleased to submit the following proposal amendment. This Amendment 1 outlines our scope of services and engineering and construction inspection fees to include Lift Station ‘R’. We understand Lift Station ‘R’ needs upgrades for pumps and valves similar to Lift Station ‘U’. The Approach and Scope remain basically the same from the original proposal with the following changes:

Amended Scope of Services

3. SPECIFICATIONS

The primary objective of this task is to provide specifications for replacement pumps and valves based on original lift station design information provided by the City. The following equipment is part of the scope of work as defined in the Request for Proposal:

- A. Replacement of two Lift Station pumps.
- B. Replacement of four gate valves.
- C. Replacement of two check valves.

The specifications will be written for the above items so that in kind or better equipment will be utilized for the replacement. The City will supply the base template for the bid package.

Amended Hours and Fee

ESTIMATED LEVEL OF EFFORT Lift Station 'R' Upgrade								
Task	Project Manager	Project Engineer	Model Engr/Project Technician	Project Technician	Admin Assistant	Total Hours	Estimated Cost	
1	Project Management	1	2	0	0	1	4	\$750
2	Meetings	2	4	0	0	0	6	\$1,300
3	Specifications	2	4	0	0	1	7	\$1,400
4	Bid Documents	2	4	0	0	0	6	\$1,300
5	Bidding Assistance	0	2	0	0	0	2	\$400
6	Construction Inspection/Administration	0	25	0	0	0	25	\$5,250
7	Opinion of Cost	1	2	0	0	0	3	\$650
	Total Labor Hours	8	43	0	0	2	53	\$11,050
	Estimated Project Expenses							\$400
	Total Estimated Project Cost							\$11,450
	<u>Notes:</u>							
1.	Estimated engineering fee total includes project expenses to cover mileage costs.							

The Utility shall pay the Engineer for the services performed or furnished as stated in the above scope of services for an additional lump sum including reimbursable out of pocket expenses including travel, a total of **\$11,450.00**. This amount is in addition to the original lump sum fee of \$14,900.00 previously authorized. The following is a fee breakdown:

Original Contract Amount	\$14,900.00
<u>Additional from this Amendment No. 1</u>	<u>\$11,450.00</u>
Amended Contract Total	\$26,350.00

Schedule

Baxter & Woodman can begin the work immediately on Lift Station 'R'. The combined Lift Station 'U' and Lift Station 'R' project will advertise no later than March 17, 2026, with an expected Contract award date of April 14, 2026.

Standard Terms and Conditions

All terms and conditions of the Master Agreement dated October 28, 2025, with the City of Mequon shall apply.

Acceptance

If you find this proposal amendment acceptable, please sign and return one copy for our files. If you have any questions or need additional information, please do not hesitate to contact Scott Hartay at 414-510-0872 or shartay@baxterwoodman.com.

Sincerely,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS



Gary Vogel, PE
Vice President

City of Mequon

ACCEPTED BY: Kirsten Blundeen

TITLE: Director of Public Works/City Engineer

DATE: 2/20/26

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