

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  
SPECIAL BOARD OF PUBLIC WORKS  
First Floor Conference Room  
100 Main Street  
May 6, 2019  
5:50 PM  
  
AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL
- C. DISCUSSION / ACTION ITEMS
  - 1. Recommendation to Award – Menasha Utilities-Racine Road Relocation; KS Energy Services, LLC; \$139,112.64
  - 2. Change Order – Menasha Utilities-Racine Road Relocation; KS Energy Services, LLC; ADD: \$20,574.71 (Change Order No. 1)
- D. 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."



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

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## MEMORANDUM

TO: Public Works Department

FROM: Melanie Krause, General Manager  
Steve Grenell, Engineering Manager

DATE: April 24, 2019

SUBJECT: Recommendation for Award

At the Regular Meeting on April 24, the Menasha Utilities Commission passed a motion for the Board of Public Works to recommend to the Common Council authorization of award of the Racine Road Relocation project to KS Energy Services, LLC in the amount of \$139,112.64. This contract is for installation of electrical plant as well as a bore that can be used for future fiber installation.

Since we have to have this work completed by June 12, ahead of the DOT project, we are requesting this be placed on the agenda for Public Works and the Council on May 6.

Copies of supporting documents are enclosed.



April 22, 2019

sent via email: [sgrenell@wppienergy.org](mailto:sgrenell@wppienergy.org)

Steve Grenell  
Menasha Utilities  
321 Milwaukee St.  
PO Box 340  
Menasha, WI 54952

**Subject: Menasha Utilities – Racine Road Relocation  
Construction Bid Results and Recommendation to Award**

Dear Steve:

This letter is to summarize the sealed bid process and results for construction labor regarding the Racine Road Relocation project, along with a recommendation to award this Contract.

On April 3, 2019, invitations to bid on unit priced labor were sent to 11 pre-qualified electrical construction contractors. Class II advertisements were also run for this project. Three sealed bid packages were received by 1:00pm on April 19, 2019 at the Menasha Utilities (Menasha) office at 321 Milwaukee Street, Menasha, WI. The sealed bids were opened by you and witnessed by Ethan Vanderpoel of Menasha Utilities. It was also noted that MasTec and MP Systems were interested in the project, but submitted written “decline to bid” notifications based on current workload.

A detailed review of the three submitted bid packages resulted in the determination that the lowest estimated bid was received from KS Energy Services, LLC with the second lowest received from J&R Underground, LLC. A summary of the total estimated bid prices is outlined below:

<b>BIDDER</b>	<b>BID PRICE</b>
KS Energy Services, LLC	\$139,112.64
J&R Underground, LLC	\$170,561.00
M.J. Electric, LLC	\$188,882.50

Upon review of the bids received, we recommend that Menasha Utilities award the Racine Road Relocation project to KS Energy Services, LLC in the estimated amount of \$139,112.64. This price includes installation of the electrical plant as well as a bore that can be used for future fiber installation.

The originals of the pertinent bid documents are currently held at the offices of Menasha Utilities. Please review these documents at your convenience. PSE will submit draft contract documents to Menasha for approval prior to final award.

If no questions arise, please respond indicating approval to award the project to KS Energy Services, LLC. Upon approval from Menasha, a Notice of Intent to Award will be issued to KS Energy Services, LLC. The Menasha Board and Council approval process may also begin at this time. Assuming all approvals will be granted, a Notice to Proceed will be issued to KS Energy Services, LLC directing them to secure the Performance Bond and the required Insurance Certificates. Upon receipt of these

documents from KS Energy Services, LLC, PSE will compile the final contracts and deliver them to you for the appropriate signatures.

Please feel free to contact me via phone or email if you have any questions or would like to discuss these items further.

Sincerely,

A handwritten signature in black ink, appearing to read "M. Mezera".

Michael H. Mezera  
Manager – Line Design



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## MEMORANDUM

TO: Public Works

FROM: Melanie Krause, General Manager  
Steve Grenell, Engineering Manager

DATE: May 1, 2019

SUBJECT: Change Order Approval

At the Special Meeting on May 1, the Menasha Utilities Commission passed a motion for the Board of Public Works to recommend to the Common Council authorization of a Change Order for KS Energy Services, LLC in the amount of \$20,574.71. The change order is requested for additional charges to complete the Racine Road Relocation project by June 12, 2019, in order to meet DOT requirements.

Copies of supporting documents are attached.



April 26, 2019

sent via email: [sgrenell@wppienergy.org](mailto:sgrenell@wppienergy.org)

Steve Grenell  
Menasha Utilities  
321 Milwaukee St.  
PO Box 340  
Menasha, WI 54952

**Subject: *Menasha Utilities – Racine Road Relocation  
Recommendation to Approve KS Change Order***

Dear Steve:

As a follow up to our recent conversations, please find the enclosed change order documentation, and associated correspondence, received from KS Energy Services, LLC (KS) related to the Racine Road Relocation project.

KS submitted the winning bid for this project on April 19, 2019 with an estimated bid price of \$139,112.64. Subsequent to the bidding process, it was determined that the original project schedule (start by June 17, 2019 and complete by July 31, 2019) will not meet the DOT's requested utility relocation timeline. It was requested that KS review their workload and determine a schedule that would meet the DOT requirements.

KS has agreed to complete the project prior to June 12, 2019, but in order to accomplish this task, they will require mobilization of additional crews. The estimated cost of this mobilization \$20,574.71 which brings the total project labor cost to \$159,687.35. The requested change order amount seems reasonable based on the information provided by KS. In addition, KS remains in the low bid position even with the updated labor fee. It is my recommendation that Menasha Utilities approve the change order and proceed with KS on the accelerated project schedule.

Please feel free to contact me via phone or email if you have any questions or would like to discuss these items further.

Sincerely,

Michael H. Mezera  
Manager – Line Design

enclosure





**CHANGE ORDER**

Company: Menasha Utilities		Contractor: KS Energy Services, LLC	
PO Number: TBD		Date Submitted: 4/26/19	
Project: Racine Road Relocation	Location: Menasha, WI	Work Order Number:	

Description of Requested Change: Compensation for trucking fees, hotel stays, and per diem for crews to install the project at the accelerated schedule for an additional \$20,574.71 on top of the original bid price of \$139,112.64 for a new total of \$159,687.35.

Reason for Requested Change: Accelerated Project Schedule. Original project scope 6/17/19 to 7/31/19; per DOT all locating needs to be completed prior to 6/12/19 with commencement of installation to follow. See attached documentation.

Cost Detail		
<input checked="" type="checkbox"/> Lump Sum	Total Cost	\$159,687.35
<input type="checkbox"/> Unit Price Item	Total Cost	\$
<input type="checkbox"/> T&M Not to Exceed <sup>1</sup>	Total Cost	\$
<input type="checkbox"/> T & M <sup>2</sup>	Estimated Cost	\$

**Schedule Impact**

No Change

New Substantial Complete Date: prior to original 7/31/19

New Available for Commissioning Date (if applicable):

**Company Action**

Approved by Company     Denied by Company     Denied as Submitted (Requires additional information or changes):

**Signatures**

Contractor Authorized Signature and Date:	Company Authorized Signature and Date:
Printed Name: <i>Dennis Klein Jr.</i>	Printed Name: