

**COMMISSION FILE NO:** 25-133-10 **DATE INTRODUCED:** October 13, 2025

**INTRODUCED BY:** Executive Director (Signature on File in the Office of the Commission)

**REFERRED BY COMMISSION CHAIRPERSON TO:** Operations Committee

**RELATING TO:** Change Order Request and Delegate Executive Director Change Order Authority for Contract TS-2719, On-Call Engineering Services – Conveyance Facilities

**SUMMARY:**

The Commission is requested to authorize the Executive Director to execute a change order in an amount not to exceed \$84,435 to Contract TS-2719, On-Call Engineering Services – Conveyance Facilities, with Mead & Hunt, Inc. (M&H).

Further, the Commission is requested to delegate \$50,000 in change order authority to the Executive Director for future change orders to Contract TS-2719, On-Call Engineering Services – Conveyance Facilities, with M&H.

The District owns 19 pump stations throughout the Metropolitan Interceptor Sewer (MIS) system that serve a variety of functions. In general, pump stations raise sewage from a lower elevation to a higher elevation, from which the sewage can flow by gravity. Some pump stations operate continuously, some operate during wet weather, and some operate only during overflows of the system.

Pump Station PS0501 is located on Port Washington Road, 1,500 feet north of West Hampton Avenue. The pump station continuously pumps sewage from portions of Milwaukee, Glendale, Brown Deer, River Hills, and Mequon into the Port Washington Road Force Main. The pump station has four 150-horsepower pumps that pump sewage to a higher elevation in the MIS system.

**ATTACHMENTS:** **BACKGROUND** ☐ **KEY ISSUES** ☐ **RESOLUTION** ☒  
**FISCAL NOTE** ☒ **S/W/MBE** ☐ **OTHER** ☐ \_\_\_\_\_

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**COMMITTEE ACTION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COMMISSION ACTION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## **SUMMARY (Cont'd)**

### **Change Order Request and Delegate Executive Director Change Order Authority for Contract TS-2719, On-Call Engineering Services – Conveyance Facilities**

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The performance and reliability of a pump station depend not only on the pumps themselves but also on the electrical systems that allow the pumps to adjust speed efficiently and operate under varying flow conditions. At the Port Washington Road Pump Station, this is achieved through Variable Frequency Drives (VFD's) that enable the pump motors to speed up or slow down as flows change. This flexibility reduces energy use, minimizes mechanical wear, and avoids the strain caused by frequent starts and stops, making the pumps more efficient and reliable.

For VFD's to function properly over the long term, the quality of the incoming electrical power is equally important. Power that contains distortion – essentially electrical “noise” – can overheat motors, damage sensitive equipment, and shorten service life. To prevent these problems, Harmonic Correction Units (HCU's) are often installed to filter the power before it reaches the VFD's. At the Port Washington Road Pump Station, two HCU's were installed in 2008 along with the current set of VFD's.

After nearly 20 years of service, both HCU's have failed and cannot be repaired, and both the HCU's and VFD's are at the end of their useful lives. The District evaluated alternatives and determined that, instead of replacing the obsolete HCU's with new units, the most cost effective solution is to install modern VFD's that include built-in harmonic correction. This eliminates the need for separate HCU's, reduces maintenance, and ensures that the pump station will continue to operate reliably well into the future.

District staff is using an existing on-call engineering services contract for conveyance facilities (Contract TS-2719) to advance this work. This contract provides a flexible mechanism for delivering smaller scale engineering services and allows staff to quickly respond to system needs, whether they involve capital improvements, repair and replacement projects, or operational support.

Contract TS-2719 was executed with M&H in November 2023 under the Executive Director's delegated contracting authority in an amount not to exceed \$250,000. The contract was later increased by \$49,999, also under the Executive Director's authority. By Commission policy, the Executive Director may authorize contracts up to a maximum of \$299,999.

Under this contract, the District has issued six task orders to M&H for various conveyance system engineering needs. Task Order Six, authorized in an amount not to exceed \$37,570, provides for preliminary engineering design to replace the existing VFD's with modern units that include built-in harmonic correction. The scope includes project management and engineering services through approximately 30 percent design completion.

## SUMMARY (Cont'd)

### Change Order Request and Delegate Executive Director Change Order Authority for Contract TS-2719, On-Call Engineering Services – Conveyance Facilities

Staff now requests Commission authorization of a change order in an amount not to exceed \$84,435. This additional funding will allow the project to advance through completion, with M&H providing the following engineering services:

- Project management.
- Design services.
- Development of bid documents.
- Bid and award services.
- Engineering services during construction.

## COST CHANGES

	AMOUNT	PERCENTAGE INCREASE OVER ORIGINAL CONTRACT	AUTHORIZED BY	SWMBE
Original Contract	\$250,000	-	Executive Director	0.23%
Previous Change Order	\$49,999	20%	Executive Director	0%
Requested Change Order	\$84,435	33.8%	Request of the Commission	26.2%
Total Change Orders	\$134,434	53.8%	-	16.5%
<b>TOTAL</b>	<b>\$384,434</b>	-	-	<b>5.9%</b>

Commission policy delegates to the Executive Director the authority to enter into contracts less than \$300,000 without Commission approval, which was done for Contract TS-2719. If the contract and cumulative change orders exceed \$299,999, the Executive Director shall seek the approval of the Commission. To date, change orders totaling \$49,999 under the Executive Director's authority have been executed, leaving \$0 in remaining authority. Engineering contracts under \$500,000 awarded by the Commission typically provide the Executive Director with the authority to make changes of up to \$50,000. This request to delegate \$50,000 in authority to the Executive Director for Contract TS-2719 is consistent with Commission policy and is necessary in case additional change orders are required.

## **RESOLUTION**

Change Order Request and Delegate Executive Director Change Order Authority for  
Contract TS-2719, On-Call Engineering Services – Conveyance Facilities

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**RESOLVED**, by the Milwaukee Metropolitan Sewerage Commission, that the Executive Director is authorized to execute a change order in an amount not to exceed \$84,435 to Contract TS-2719, On-Call Engineering Services – Conveyance Facilities, with Mead & Hunt, Inc.

**FURTHER RESOLVED**, by the Milwaukee Metropolitan Sewerage Commission, that the Executive Director is delegated \$50,000 in change order authority for future change orders to Contract TS-2719, On-Call Engineering Services – Conveyance Facilities, with Mead & Hunt, Inc.