

ATTACHMENT A

MEMORANDUM

Date: January 7th, 2026

To: Matt Pitzer, Director of Public Works – Village of Marshall

From: Ben Heidemann, P.E., Vice President – Town and Country Engineering

Subject: Scope of Services – WWTF and Lift Stations Design and Bidding Services

The Village of Marshall intends to proceed with the final design of the upgrades to their wastewater treatment facility (WWTF) and associated lift stations, as outlined in the 2025 Facilities Plan. This scope of services for final design will cover design services to prepare a construction bid package, pre-selection of major equipment, Owner review at major milestones, regulatory review and approval, and grant and loan applications. Town and Country Engineering and our subconsultants are prepared to undertake design work to accommodate the following project scope:

General

The WWTF and Lift Station upgrades project is intended to replace and upgrade aging equipment and rehabilitate existing structures for improved operability, access, code compliance, and facility efficiency. In general this will consist of rehabilitation and upgrade of two (2) existing buildings, six (6) existing process structures, utility and controls improvements at the WWTF, as well as collection system improvements including demolition of two (2) existing lift stations located on School Street, rehabilitation and upgrades to one (1) existing lift station, and construction of one (1) new consolidated lift station.

Site Work

Site improvements will be completed to support renovations at the wastewater treatment facility. Improvements will include:

- Some site electrical, I&C, and communications distribution (Specifically from Str. 10 to the new outdoor generator and between Str. 20 and Str. 30).
- Replace yard hydrants and repair the non-potable water leak near clarifiers
- Site grading, asphalt, sidewalk, and fencing to support new or expanded building footprints and uses.
- New standby generator.

Existing Lift Station/Sludge Facility

The structure requires replacement and relocation of major electrical equipment, along with upgrades to aging mechanical systems and process equipment. Structural work includes enclosing several building elements, replacing deteriorated components, and addressing code and space-classification requirements. Scope of improvements will include:

- Replace and relocate ATS and MCCs
- Replace generator with outdoor unit
- Replace submersible influent pumps
- Replace RAS pumps
- Replace ferric chloride, chlorine, and polymer blending metering pumps
- Replace sludge pumps
- Replace gates and aging valves
- Install VFDs on large blowers
- Replace influent sampler

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- Repaint interior walls, exterior sludge tanks, and process piping
- Replace all doors and windows
- Enclose wetwell with masonry addition
- Enclose stairwell for egress
- Convert existing generator room into electrical room
- Replace or reseal remaining exterior doors and windows
- Add fire-suppression system in Chemical Room
- Replace building HVAC systems
- Replace electrical panels, wiring, instruments, and control panel

Existing Headworks/Administrative Building

The building requires equipment upgrades and select structural improvements. Proposed upgrades include:

- Replacement of the screening and grit removal equipment
- Replacement of existing gates
- Installation of solid grating above the grit chamber
- Replacement of the HVAC system in the headworks and garage
- Replacement of rusted exterior doors
- Installation of a new MCC and control panels

Existing Splitter Box

This existing splitter box is in good condition; however, the gates will be replaced.

Existing Oxidation Ditch

The existing oxidation ditch will be retained and upgraded. Upgrades include:

- Electrical building expansion
- Replacement of gates, valves, and oxidation ditch drives, discs, shafts, and split system air conditioning for electrical building
- New MCC and control panel

Existing Final Clarifiers

The scope includes replacement of the final clarifier drives, installation of solid grating in place of the existing open-top grating above the scum channel, and painting of the exterior walls.

Existing UV Disinfection/ Post Aeration

The existing UV disinfection and post aeration improvements include replacing the gates, installing solid-top grating in place of the existing open-top grating, and new UV disinfection equipment, a new weir, and new effluent sampler.

Existing Septage Receiving Station

The existing septage receiving station is not expected to resume hauled waste acceptance. The structure will remain in place; however, all equipment will be removed.

Existing Sludge Storage Tank

The sludge storage tank will undergo minor upgrades including:

- Replacement of mechanical mixer and radar sludge level sensor
- Upgrade to a motorized davit crane

Hillside Drive Lift Station

The Hillside Drive Lift Station will be upgraded due to age and to improve functionality. The lift

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station is planned to include:

- New submersible pumps, piping, and valving
- New valve vault construction
- Replacement of the control panel

Existing School Lift Stations (North and South)

All existing equipment and structures will be removed and demolished to accommodate construction of the new School Street lift station.

New School Street Lift Station

A new School Street lift station will be constructed to replace the two existing stations and combined flows from this service area. Improvements will include:

- Sanitary sewer extension
- Utility service connections
- New wetwell and valve vault manholes
- Installation of submersible pumps with associated piping and valving
- New outdoor generator and associated controls

The engineering scope of services for the final design of the project scope listed above will include:

Design Disciplines

Design services shall include civil, structural/architectural, process, HVAC, plumbing, electrical and controls engineering to support the project scope and prepare necessary plans and specifications for regulatory review and project bidding. A portion of the work will be subcontracted, which is included in the engineering costs provided.

Pre-Selection of Equipment

The scope of work under the design contract will include the bidding and selection of major process equipment items, including screening equipment, grit removal equipment, and UV Disinfection, in advance of the construction bidding. This pre-selection process will involve preparation of separate bidding documents for each item, coordination of bidding and bid questions from prospective manufacturers, evaluations of bids received, and assistance in selection of the equipment supplier. This procedure does involve more engineering time but has the benefit of the Owner securing the exact equipment considered best for their needs through an evaluated bid process. The evaluated bids will take into consideration capital cost, operating costs, maintenance costs, and a qualitative evaluation of the equipment item.

All other process and controls equipment items will be included on the construction bid form in a “base bid” format. Preferred manufacturers will be listed on the bid form, requiring the bidder to provide them as the basis for their bid. Additional cost additions/deducts can be provided for both listed and unlisted alternative suppliers. After the bids are received the Village can then evaluate the benefits of the alternative suppliers and any potential cost savings.

Deliverables

- 50% design submittal: drawings, outline specifications, and preliminary cost estimates
- 90% design submittal: drawings, specifications, updated cost estimates, and draft front-end documents
- 100% final plans and specifications for bidding
- Process design calculations and narratives

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- Instrumentation & Controls architecture and control narratives
- Bid documents for pre-selected equipment packages
- Construction bid package (front-end documents, technical specifications, and drawings)

Regulatory Review

All necessary regulatory review and approval will be obtained prior to bidding. Anticipated regulatory reviews include:

- WI DNR Wastewater Plan Review
- DSPS Architectural and HVAC Review (as necessary)
- DSPS Plumbing Review (as necessary)

Grant and Loan Application

This scope includes preparation and submittal of a Clean Water Fund grant and loan application. The application is required to be submitted by September 30, 2026.

The lump sum engineering cost for the WWTF and lift station final design work as described above is \$812,250.

Several work items may be required for design and implementation of the proposed project, but are not included in the engineering scope of services. Town & Country Engineering will assist Village staff or assist in contracting for these services from outside consultants, if needed.

- Easement acquisition for the Hillside Drive and New School Street Lift Stations.
- Construction administration and resident engineering (engineering proposal will be prepared after bidding).
- Soil borings and soil engineering report (coordination included in the above scopes).
- Wetland, endangered species, environmental (asbestos/lead) and historical investigations and report (coordination included in the above scopes).
- User rate impact and connection fees.
- Cost for permit fees.

We at Town & Country Engineering, Inc. wish to thank you for the opportunity to present this scope of services to the Village of Marshall and look forward to continuing to serve you. If you have any questions regarding the above scope, please feel free to call.

BJH:RTG

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