



## Transmittal Letter

DATE: September 27, 2022 PROJECT NO. 3516.029

COMPANY NAME: City of Manitowoc  
 ATTENTION: Mr. Greg Minikel, P.E., Engineering Division Manager  
 ADDRESS: 900 Quay Street  
 CITY/STATE/ZIP: Manitowoc, WI 54220  
 RE: South 19th Street Pumping Station Rehabilitation–Task Order

**WE ARE SENDING YOU:**

- |   |                                   |                                   |                                  |   |
|---|-----------------------------------|-----------------------------------|----------------------------------|---|
| <input type="checkbox"/> Agreement                                    | <input type="checkbox"/> Contract | <input type="checkbox"/> Letter   | <input type="checkbox"/> Report  | <input type="checkbox"/> Shop Drawings  |
| <input type="checkbox"/> Change Order                                 | <input type="checkbox"/> Drawings | <input type="checkbox"/> Pay Apps | <input type="checkbox"/> Samples | <input type="checkbox"/> Specifications |
| <input checked="" type="checkbox"/> Other <u>Task Order No. 22-04</u> |                                   |                                   |                                  |   |

Copies	Date	No.	Description
2	09/27/22	22-04	Task Order No. 22-04

**ITEMS TRANSMITTED AS SHOWN:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> For approval           | <input type="checkbox"/> Approved as submitted      | <input type="checkbox"/> Resubmit ____ copies for approval   |
| <input type="checkbox"/> For your use           | <input type="checkbox"/> Approved as noted          | <input type="checkbox"/> Submit ____ copies for distribution |
| <input type="checkbox"/> As requested           | <input type="checkbox"/> Approved as noted–Resubmit | <input type="checkbox"/> Additional Information Required     |
| <input type="checkbox"/> For review and comment | <input type="checkbox"/> Not Approved               | <input checked="" type="checkbox"/> For signature            |
| <input type="checkbox"/> Other _____            |   |  |

**REMARKS:**

Greg, enclosed are two signed originals of the referenced Task Order for the design and bidding-related services of the South 19th Street Pumping Station Rehabilitation. Once executed by the City, please return one original to Strand as follows:

Strand Associates, Inc.; Attn: Ms. Gretchen Christensen; 910 West Wingra Drive; Madison, WI 53715.

Thank you.

Signed   
 Andrew B. Constant, P.E.

Copy to: File



Task Order No. 22-04  
City of Manitowoc, Wisconsin (CITY)  
and Strand Associates, Inc.<sup>®</sup> (ENGINEER)  
Pursuant to Technical Services Agreement dated April 11, 2013

### **Project Information**

Project Name: South 19th Street Pumping Station Rehabilitation

**Whereas**, CITY owns and operates a sewage pumping station on South 19th Street that needs to be rehabilitated, and

**Whereas**, CITY desires engineering assistance to proceed with Design and Bidding-Related Services for the project, and

**Whereas**, ENGINEER is knowledgeable in said engineering services and has availability and offers to provide personnel and facilities necessary to accomplish the services within the required time limits of CITY.

### **Scope of Services**

ENGINEER will provide the following services to CITY.

#### Design Services

1. Conduct a site visit to assess the condition of the existing pumping station and take measurements for design of the rehabilitation.
2. Conduct a topographic survey of the existing pumping station site, including a 3D scan of the interior of the station.
3. Prepare design drawings for the rehabilitation of the pumping station, as described in ENGINEER's report titled "South 19th Street Pumping Station Study" dated April 2022. Pumping station rehabilitation is anticipated to include existing structure and building repairs and modifications; heating, ventilation, and air conditioning improvements in accordance with current codes and standards; replacement of electrical equipment; and replacement of pumps and piping. Design for the station to be powered by a portable emergency generator will also be included.
4. Prepare Bidding Documents including CITY's front end Contract Documents, technical specifications, and engineering drawings, and submit to CITY for review and comment. Incorporate comments into final Bidding Documents, as appropriate. CITY's front end documents shall require the contractor to name ENGINEER as an additional insured on contractor's General Liability and Automobile Liability insurance policies and to indemnify ENGINEER to the same extent that the contractor insures and indemnifies the CITY.
5. Submit drawings and technical specifications to the Wisconsin Department of Natural Resources (WDNR) for review and approval.

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- 6. Prepare and submit Intent to Apply to the WDNR for the purposes of obtaining eligibility for the Clean Water Fund Program. The deadline to apply for State Fiscal Year 2024 funding is October 31, 2022.
- 7. Prepare a prebid opinion of probable construction cost for the project and submit to CITY.
- 8. Conduct up to four virtual meetings with CITY to discuss the project.

Bidding-Related Services

- 1. Submit final Bidding Documents to CITY in an electronic portable document format file for CITY's use in project bidding.
- 2. Answer questions from bidders and prepare addenda, as needed.
- 3. Review bid results and assist CITY with the award of the Construction Contract.

**Compensation**

CITY shall compensate ENGINEER for Services under this Task Order on an hourly rate basis plus expenses an estimated fee of \$97,000.

**Schedule**

Services will begin upon execution of this Task Order, which is anticipated the week of October 3, 2022. Services are scheduled for completion on December 29, 2023.

TASK ORDER AUTHORIZATION AND ACCEPTANCE:

STRAND ASSOCIATES, INC.®

CITY OF MANITOWOC

By: Joseph M. Bunker  
Joseph M. Bunker  
Corporate Secretary

By: \_\_\_\_\_  
Justin M. Nickels  
Mayor

Date: 9/28/22

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Mackenzie Reed-Kadow  
City Clerk

Date: \_\_\_\_\_