



17-0480

**MASTER SERVICES AGREEMENT
TASK ORDER**

Attached to and forming part of the MASTER AGREEMENT

BETWEEN:

CITY OF MANITOWOC
(hereinafter called the "CLIENT")

- and -

STANTEC CONSULTING SERVICES INC.
(hereinafter called "STANTEC")

EFFECTIVE: 5/10/17

This TASK ORDER is issued under the **MASTER SERVICES AGREEMENT** (dated 12/2/13) between STANTEC CONSULTING SERVICES INC. ("STANTEC") and CITY OF MANITOWOC ("CLIENT") for Services to be provided by STANTEC on the Lawton Terrace Sanitary Sewer Design project ("Project"), as more fully described below. This Task Order is incorporated into and part of the Master Services Agreement.

The CLIENT's representative shall be: Greg Minikel, Engineering Division Manager

SERVICES: STANTEC shall perform the following SERVICES:
MSA TASK ORDER 5: Lawton Terrace Gravity Sanitary Sewer Design
Scope of Services is provided in Attachment A.
(hereinafter called the "SERVICES")

CONTRACT TIME: Commencement Date: 5/15/17
Estimated Completion Date: 2/26/18
Task and milestone completion schedule is provided in Attachment A.

CONTRACT PRICE: Subject to the terms below, CLIENT will compensate STANTEC as follows:
Fixed fee: \$39,980
Fee breakdown for Project phases is provided in Attachment A.

Unless otherwise noted, the fees in this agreement do not include any value added, sales, or other taxes that may be applied by Government on fees for services. Such taxes will be added to all invoices as required.

Where the SERVICES or services conditions change, STANTEC shall submit to the CLIENT in a timely manner, documentation of the revisions to this Task Order adjusting the Contract Services Time and Price as required.

ADDITIONAL CONDITIONS: The following additional conditions shall be read in conjunction with and constitute part of this Task Order:

N/A

ADDITIONAL ATTACHMENTS: The following additional attachments shall be read in conjunction with and constitute part of this Task Order:

Attachment A: Scope of Services, Schedule, Fee
Attachment B: City of Manitowoc RFP dated December 20, 2016

INSURANCE REQUIREMENTS:

Before any services are provided under this agreement, STANTEC shall procure, and maintain in effect during the term of this agreement, insurance coverage in amounts and on terms not less than set forth below.

General Liability: Commercial general liability insurance for personal and bodily injury, including death, and property damage in the amount of \$1,000,000 each occurrence and not less than \$2,000,000 in the aggregate.

Automobile Liability: Automobile liability insurance for bodily injury, including death, and property damage in the amount of \$1,000,000 each occurrence.

Professional Liability: Professional liability insurance for damages incurred by reason of any negligent act, error or omission committed or alleged to have been committed by STANTEC in the amount of \$1,000,000 per claim and in the aggregate.

Workers' Compensation: As prescribed by applicable law.

Certificates: Upon request, STANTEC shall provide certificates of insurance evidencing coverage required above. Each certificate shall provide that the coverage therein afforded shall not be cancelled except with thirty (30) days prior written notice to the CLIENT.

CITY OF MANITOWOC

Justin M. Nickels, Mayor
Print Name and Title

Signature

Jennifer Hudson, City Clerk
Print Name and Title

Signature

Print Name and Title

Signature

State of Wisconsin, County of Ozaukee.
This document was signed before me on

by Richard Klein (date) May 11, 2017

Notary's Signature: Richard Klein
Notary's Expiration Date: Sept 23, 2019
Notary's Seal





ATTACHMENT A: SCOPE OF SERVICES, SCHEDULE, FEE

SCOPE OF SERVICES

Preliminary Design Phase

1. Attend project kickoff meeting with representatives of the City to review design objectives and scheduling for the project.
2. Review existing data, reports, mapping and plans. The following mapping data (where available) shall be provided by the City to Stantec, in digital (CAD or GIS) format.
 - a. Cadastral mapping (property lines, right of way, easements)
 - b. Utility mapping (sanitary sewer, storm sewer, water main)
 - c. Topography / contours
 - d. As-built plans, especially for sanitary sewers in project area and the existing Lawton Terrace lift station.
3. Prepare base map in CAD to be used in development and evaluation of possible alignments.
4. Prepare a preliminary plan and profile of one or more potential gravity sewer alignments, to be used by Stantec and City staff for initial evaluation of possible alignments.
5. Evaluate and compare possible gravity sewer alignments. Alternatives will be evaluated based on criteria such as:
 - a. Estimated construction costs
 - b. Easements / property acquisition requirements
 - c. Impacts to private and public property
 - d. Anticipated environmental impacts and permitting requirements
 - e. Utility and structure conflicts
 - f. Future access, operation and maintenance considerations
 - g. Other evaluation criteria agreed upon by City staff and Stantec
6. Preliminary sewer sizing and hydraulic analysis.
7. Evaluate applicability and estimated costs of trenchless construction methods.
8. Attend 2 meetings with City and property owners regarding proposed alignments (or alternative alignments) and other project considerations.
9. In collaboration with City staff, recommend final horizontal alignment and size of the proposed sanitary sewer.
10. Prepare a preliminary Opinion of Probable Construction Cost for the preferred alternative.
11. Meet with City staff to discuss evaluation of alternatives, and to review and obtain approval of design recommendations.

Final Design Phase

12. Conduct a field survey to obtain the information necessary to prepare construction drawings for approximately 1,300 feet of new gravity sanitary sewer.
Specifically, the survey scope will include:
 - a. Notify Diggers Hotline for utility marking.
 - b. Perform a topographic and utility survey along the selected alignment. For purposes of survey cost budgeting, Stantec assumes the route to be surveyed is generally comparable to the corridor shown in Figure 1, in terms of location and length. Stantec assumes that the survey control previously established for the Little Manitowoc River estuary restoration project will be utilized for this project.
 - c. Measure-downs at selected utility crossings of proposed new sewer / existing structures near proposed sewer alignment.
13. Develop recommendations for a subsurface exploration program, such as required number and location of soil borings. Assist the City in selecting a soil testing and/or geotechnical consultant to perform the subsurface evaluation.

Note: The subsurface field exploration, any requested lab testing, and geotechnical report will be contracted and paid for separately by the City and is not included in our budget.
14. Evaluate whether a wetland delineation is necessary to provide design and permitting information. If wetland delineation is necessary, assist the City in selected a certified wetland delineator to perform the fieldwork and prepare the necessary rreport. Any wetland delineation will be contracted and paid for separately by the City and is not included in our budget.
15. Refine horizontal alignment and vertical profile of selected route.
16. Finalize sewer sizing, including a hydraulic analysis to confirm design flows, and calculate design velocities and hydraulic grade line elevations.
17. Stantec will incorporate plans for the disconnection and abandonment of the existing Lawton Terrace lift station into the project documents.
18. Prepare 60% plans and an outline / Table of Contents of anticipated technical specifications. Submit to the City for review.
19. Review 60% plans with City, and incorporate review comments as appropriate.
20. Prepare an updated preliminary Opinion of Probable Construction Cost.
21. Assist the City to prepare and submit sewer extension request for the Bay Lake Regional Planning Commission.
22. Assist the City to prepare and submit sewer extension request to the Wisconsin DNR.

23. Assist the City by meeting with property owners to negotiate acquisition of permanent and temporary easements.
24. Prepare legal descriptions for use by the City in preparing easement documents. For purposes of budgeting, we assume that up to three easement legal descriptions will be prepared. The budget does not include the cost of title reports on parcels subject to said proposed easements.
25. Assist the City in obtaining necessary permits from Wisconsin DNR and U.S. Army Corps of Engineers.

We assume this work will consist of coordinating and conducting a site meeting with City staff to identify the WDNR/ACOE permitting requirements and timeline for permitting. The meeting will identify the permits necessary, application requirements, and timing for submittal and permit issuance. This task assumes the City will be preparing and submitting the permit application and materials after Stantec has confirmed the specific permit application.
26. Prepare 90% plans and draft specifications.
27. Make final plan revisions, based upon City review comments on 90% plans and specifications.
28. Prepare final, bid-ready plans and specifications. We assume the City will use QuestCDN for distribution of bid documents.
29. Update the Opinion of Probable Construction Cost.
30. In our budget for this Scope of Services, Stantec has allocated time for up to 4 meetings to review design process, design concerns (including permitting and easement acquisition), and coordination with utilities.
31. Our scope also includes project management tasks, such as financial oversight and tracking, record-keeping and miscellaneous communication, and project team coordination and oversight.

SCHEDULE

The following schedule discussion and milestone completion table was included in our proposal dated January 25, 2017:

“The City’s requested schedule, listed in the RFP, indicates that final bid-ready plans and specifications shall be completed by December 31, 2017. This is based on the design project being awarded at the February or March City Council meeting, and the project kick-off meeting being held in March or April. Based upon these milestones and assumed start dates, we have prepared the following schedule. This schedule achieves the delivery of bid-ready plans and specifications by the end of 2017, assuming a notice to proceed of March 15th.

This schedule includes time cushions to allow for coordination with property owners, stakeholders and regulators. If the City determines that a more aggressive schedule is required to accelerate completion, we would be happy to discuss options for schedule modification to deliver the final design before the end of December.”

| Task / Milestone | Weeks after Notice To Proceed |
|---|--------------------------------------|
| Preliminary Design Phase | |
| Project kickoff meeting | 1 |
| Prepare preliminary plan and profile | 2 -6 |
| Evaluate and compare potential sewer alignments | 2 -8 |
| Recommend final alignment, meet with City staff | 12 |
| Final Design Phase | |
| Conduct field survey | 13 - 15 |
| Subsurface exploration | 13 - 18 |
| Evaluate need for wetland delineation, perform wetland delineation if necessary | 13 - 18 |
| Prepare and submit 60% plans | 13 - 25 |
| Submit sewer extension request to Bay Lake Regional Planning Commission | 28 |
| Submit sewer extension request to Wisconsin DNR | 32 |
| Meetings with property owners to negotiate easements | 28 - 32 |
| DNR / Army Corps of Engineers permitting | 28 - 34 |
| Prepare and submit 90% plans and draft specifications | 28 - 38 |
| Prepare final, bid-ready plans and specifications | 39 - 41 |

With the current schedule anticipating a May 15, 2017 Notice to Proceed (NTP), the corresponding completion date is February 26, 2018. If an earlier completion date is preferred, we will be happy to discuss modifications necessary to accommodate the City’s schedule requirements.

FIXED FEE TOTAL COST and STANDARD FEES

For our scope of services for this project, Stantec proposes the following fixed fee:

| Work Phase | Fee |
|--------------------|-----------------|
| Preliminary Design | \$15,930 |
| Final Design | \$24,050 |
| Total | \$39,980 |

Per the RFP, we have also included the table below showing Stantec's standard hourly rates for 2017 Wisconsin infrastructure design.

| Staff Category | Typical 2017 hourly rate |
|---|---------------------------------|
| Project manager and assistant project manager | \$150 - \$180 |
| Staff engineer / scientist | \$95 - \$135 |
| Senior engineer / scientist | \$135 - \$180 |
| Registered land surveyor | \$120 - \$130 |
| CAD / GIS / engineering technician | \$95 - \$125 |
| Administrative assistance | \$70 - \$90 |

Attachment B: City of Manitowoc RFP

CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



December 20, 2016

Mr. Richard Klein, P.E.
Stantec
1165 Scheuring Road
DePere, WI 54115

Dear Richard:

The City of Manitowoc is soliciting proposals from qualified consulting Engineers to perform the preliminary and final design for the Lawton Terrace Lift Station Replacement with a New Gravity Sanitary Sewer.

The attached Scope of Services is intended to communicate the minimum requirements of the project. We encourage you to draw from your experience and enhance the scope where you find it appropriate.

The City of Manitowoc will provide high quality digital mapping, digital orthography, and 3-D digital topography and planimetric plans. This should reduce analysis time for the successful candidate and should enhance your presentation of the final product.

Proposals should include team resumes, project schedule and a schedule of your firm's standard fees. In a separate sealed and labeled envelope, please include a fixed fee quote for the cost of the design work. It shall include all costs necessary for the entire project.

The reviewing committee will first rank the Consultants based upon the proposals and then the quotes will be opened. Cost of services will only be one factor in the determination of the successful Consultant.

Proposals are due at **4:00 P.M. on Wednesday, January 25, 2017**, in the Engineering Office at City Hall located at 900 Quay Street. Proposals can also be e-mailed to gminikel@manitowoc.org on or before the date and time listed above.

Good Luck to you and your team. We are very excited about the project and hope that you will be too.

Sincerely,

Gregory J. Minikel, P.E.

Gregory J. Minikel, P.E.
Engineering Division Manager

Enc.



**SCOPE OF SERVICES
FOR
A NEW GRAVITY SANITARY SEWER TO REPLACE
THE LAWTON TERRACE LIFT STATION
CITY OF MANITOWOC, WISCONSIN**

CONSULTANT RESPONSIBILITIES

A. Description of Project

The project consists of the surveying, design and preparation of construction plans and specifications for the construction of approximately 1,300 lineal feet of new gravity sanitary sewer to replace the existing Lawton Terrace Lift Station. The new gravity sewer will be routed and discharge to the existing Maritime Drive Lift Station.

The project will also include all work necessary to perform various reports as needed including, but not limited to, wetland delineations and soil borings. In addition, the consultant will be responsible for assisting the City with easement acquisition and all permitting issues.

B. Additional Information & Previous Reports

The City of Manitowoc hired Strand Associates in 2013 to evaluate the replacement of the existing Lawton Terrace Lift Station versus the construction of a new gravity sanitary sewer main. The Final Report dated February 28, 2014 has been included as a part of this proposal.

The City of Manitowoc anticipates that the recommended route in the Strand Associates report will be the route for preparation of the plans. However, the City is willing to explore other alternative routes for the sanitary sewer with the Consultant.

C. Scope

Services to be provided for the project under this proposal are as follows:

1. Preliminary Design Phase

- a. Attend a kick-off meeting with representatives of the City to review the design objectives and scheduling for the project.
- b. Attend meetings with City and property owners concerning proposed alignment (2 meetings total).

- c. Recommend final horizontal alignment and size of the proposed sanitary sewer.
- d. Meet with City staff for review and approval of the preliminary recommendations.

2. Final Design Phase

- a. Conduct a field survey to obtain information necessary to prepare construction drawings for approximately 1,300 feet of new gravity sanitary sewer.
- b. Assist the City in obtaining subsurface information. When, in the opinion of the Consultant, soil borings or other subsurface explorations are necessary to secure information for design purposes, the Consultant will assist the City in selecting a geotechnical firm to make the subsurface explorations and prepare a geotechnical report. The contract for the geotechnical work shall be between the City and the geotechnical firm and the cost shall be paid by the City.
- c. Assist the City in obtaining a wetland delineation if necessary. When, in the opinion of the Consultant, a wetland delineation is necessary to secure information for design and permitting purposes, the Consultant will assist the City in selecting a certified wetland delineator to perform the necessary work and prepare a wetland delineation report. The contract for the wetland delineation work shall be between the City and the wetland delineation firm and the cost shall be paid by the City.
- d. Prepare final plans in Microstation V8i or compatible format and bidding documents appropriate for receiving bids.
- e. The plans and specifications shall also include the removal and/or abandonment of the existing Lawton Terrace Lift Station and related forcemain.
- f. Assist the City by meeting with property owners to negotiate acquisition of the necessary permanent and temporary easements.
- g. Prepare legal descriptions for use by the City in preparing easement documents.
- h. Assist the City in obtaining all necessary permits from the DNR and/or Army Corps of Engineers.
- i. Assist the City in obtaining approval of plans and specifications documents (sanitary sewer extension permit) from the Department of Natural Resources and Bay Lake Regional Planning Commission.
- j. A total of four (4) meetings have been included under basic services herein to review design progress, design concerns (including permitting and easement acquisition) and coordination with utilities.
- k. Prepare a statement of probable cost for the proposed construction.
- l. Submit the final construction plans and bidding documents to the City for review and approval. The City utilizes QUEST CDN for On-Line Bidding.

D. Schedule

The City currently anticipates that the project would be awarded at the February or March, 2017 Council Meeting.

The project Kick-Off meeting would be held in March or April, 2017.

The Preliminary Design Phase would be approximately April through June and the Final Design Phase would be approximately June through December 2017.

The Completion Date for the final bid-ready plans and specifications shall be December 31, 2017.

Stantec Consulting Services Inc.

12075 Corporate Parkway Suite 200
Mequon WI 53092-2649
Phone: (262) 241-4466
Fax: (262) 241-4901

| | | | |
|-----------|--|-------------------------------------|----------------------|
| To: | Greg Minikel | From: | Richard Klein |
| Company: | City of Manitowoc | <input type="checkbox"/> | For Your Information |
| Address: | 900 Quay Street Manitowoc, WI 54220 | <input type="checkbox"/> | For Your Approval |
| Phone: | 920-686-6950 | <input type="checkbox"/> | For Your Review |
| Date: | May 11, 2017 | <input checked="" type="checkbox"/> | As Requested |
| File: | n/a | | |
| Delivery: | overnight | | |

Reference: MSA Task Order No. 5 – Lawton Terrace Gravity Sanitary Sewer Design Agreement

Attachment:

| Copies | Doc Date | Description |
|--------|----------|--|
| 2 | 5/11/17 | MSA Task Order No. 5 – Lawton Terrace Gravity Sanitary Sewer Design Agreement (signed and notarized) |

STANTEC CONSULTING SERVICES INC.

Richard Klein
Senior Project Manager
Phone: (262) 643-9025
Richard.Klein@stantec.com