



Strand Associates, Inc.®

910 West Wingra Drive

Madison, WI 53715

(P) 608-251-4843

(F) 608-251-8655

April 11, 2013

179

City of Manitowoc
900 Quay Street
Manitowoc, WI 54220

Attention: Mr. Gregory Minikel, P.E., Director of Public Works/City Engineer

Re: Agreement for Technical Services

THIS AGREEMENT made and entered into on this 11th day of April 2013, by and between the City of Manitowoc, a Municipal Corporation, located at 900 Quay Street, County of Manitowoc, Wisconsin, hereinafter referred to as "CITY" and Strand Associates, Inc.®, a Wisconsin Corporation, located at 910 West Wingra Drive, Madison, Wisconsin 53715, hereinafter referred to as "ENGINEER," to provide technical services ("Services").

Scope of Services

Services to be provided under this Agreement can be described as engineering, scientific, computer-aided design drafting, clerical, and administrative activities performed in accordance with the terms and conditions of this Agreement and subsequently issued Task Orders. Prior to ENGINEER's engagement by CITY, a mutually agreeable Task Order document shall be developed and executed by both parties. The Task Order will include **Project Information**, a detailed **Scope of Services**, **Compensation**, and **Schedule**. The general form of the Task Order shall be in accordance with the enclosed Task Order No. 13-01.

Service Elements Not Included

The following services are not included in this Agreement. If such services are required, they will be provided as noted. If necessary, additional Service Elements Not Included may be identified in each subsequently issued Task Order.

1. Additional and Extended Services during construction made necessary by:
 - a. Work damaged by fire or other cause during construction.
 - b. A significant amount of defective or neglected work of any contractor.
 - c. Prolongation of the time of the construction contract.
 - d. Default by contractor under the construction contract.

Any services of this type will be provided through an amendment to this Agreement.

City of Manitowoc
Page 2
April 11, 2013

2. Archaeological or Botanical Investigations: ENGINEER will assist CITY in engaging the services of an archaeologist or botanist, if required, to perform the field investigations necessary for agency review through a separate agreement with CITY.
3. Flood Studies: Any services involved in performing flood and floodway studies, if required, will be provided through an amendment to this Agreement or through a separate agreement with CITY.
4. Geotechnical Engineering: It is anticipated that geotechnical engineering information will be provided through CITY and CITY's geotechnical consultant. If soil borings are required, ENGINEER will assist CITY in direct procurement of drilling services.
5. Land and Easement Surveys/Procurement: Any services of this type including, but not limited to, a record search, field work, preparation of legal descriptions, or assistance to CITY for securing land rights necessary for siting sanitary sewer, tanks, and appurtenances will be provided through a separate agreement with CITY.
6. Permit and Plan Review Fees: All permit and plan review fees payable to regulatory agencies shall be paid for by CITY.
7. Preparation for and/or Appearance in Litigation on Behalf of CITY: This type of service by ENGINEER will be provided through a separate agreement with CITY.
8. Review of Product Substitutions or Means, Method, Technique, Sequence, or Procedure Substitutions Proposed by Contractor: The terms of the construction Contract (GC 6.05B and GC 6.05E) call for the construction contractor to reimburse CITY for ENGINEER's cost for evaluating substitute products, means, method, technique, sequence, or procedure of construction. ENGINEER's cost for such evaluations is not included in the scope of this Agreement. Services of this type by ENGINEER will be provided through an amendment to this Agreement.
9. Revising Designs, Drawings, Specifications, and Documents: Any services required after these items have been previously approved by state or federal regulatory agencies, because of a change in the Task Order-specified project scope or where such revisions are necessary to comply with changed state and federal regulations that are put in force after Services have been partially completed, will be provided through an amendment to this Agreement.
10. Services Furnished During Readvertisement for Bids, if Ordered by CITY: If a Contract is not awarded pursuant to the original bids, any services of this type will be provided through an amendment to this Agreement.
11. Services Related to Buried Wastes and Contamination: Should buried solid, liquid, or potentially hazardous wastes or subsurface or soil contamination be uncovered at the site, follow-up investigations may be required to identify the nature and extent of such wastes or subsurface soil or groundwater contamination and to determine appropriate

City of Manitowoc
Page 3
April 11, 2013

methods for managing of such wastes or contamination and for follow-up monitoring. Investigation, design, or construction-related services related to buried solid, liquid, or potentially hazardous wastes or soil or groundwater contamination will be provided through a separate agreement with CITY.

Compensation

CITY shall compensate ENGINEER for Services indicated in each subsequently issued Task Order for a lump sum or for an estimated fee on an hourly rate basis plus expenses.

Expenses incurred such as those for travel, meals, printing, postage, copies, computer, electronic communication, and long distance telephone calls, directly related to the Services, will be billed at actual cost plus 10 percent.

Only sales taxes or other taxes on Services that are in effect at the time this Agreement is executed are included in the Compensation. If the tax laws are subsequently changed by legislation during the life of this Agreement, this Agreement will be adjusted to reflect the net change.

The lump sum and estimated fees for the Services are based on wage scale/hourly billing rates, adjusted annually on July 1, that assume the Services will be completed as indicated. Should the completion time be extended, it may be cause for an adjustment in the fee that reflects any wage scale adjustments made.

The lump sum and estimated fees shall not be exceeded without prior notice to and agreement by CITY but may be adjusted for time delays, time extensions, amendments, and changes in the **Scope of Services**. Any adjustment shall be negotiated based on ENGINEER's or CITY's increase in costs caused by delays, extensions, amendments, or changes by either party.

Schedule

Services will begin upon execution of this Agreement, which is anticipated April 11, 2013. This Agreement will terminate two years following its execution. The schedule for individual tasks will be included on each subsequently issued Task Order.

Standard of Care

The Standard of Care for all services performed or furnished by ENGINEER under this Agreement shall be the care and skill ordinarily used by members of ENGINEER's profession practicing under similar circumstances at a similar time and in a similar locality. ENGINEER is employed to render Services and any payments made to ENGINEER are compensation for such Services rendered and recommendations made in carrying out the Services. ENGINEER agrees to indemnify, defend, and hold harmless CITY from and against all liability arising out of negligent errors or sole negligent omissions of ENGINEER, its agents, employees, or representatives in the performance of ENGINEER's duties under this Agreement.

City of Manitowoc
Page 4
April 11, 2013

CITY's Responsibilities

1. Assist ENGINEER by placing at ENGINEER's disposal all available information pertinent to the Task Order-specified project including previous reports, previous drawings and specifications, and any other data relative to the scope of the Task Order-specified project.
2. Furnish to ENGINEER, as required by ENGINEER for performance of Services as part of this Agreement, data prepared by or services of others obtained or prepared by CITY relative to the scope of the Task Order-specified project, such as soil borings, probings and subsurface explorations, and laboratory tests and inspections of samples, all of which ENGINEER may rely upon in performing Services under this Agreement.
3. Provide access to the site as required for ENGINEER to perform Task Order-specified project Services under this Agreement.
4. Guarantee access to and make all provisions for ENGINEER to enter upon public and private lands as required for ENGINEER to perform Task Order-specified project Services under this Agreement.
5. Examine all reports, sketches, estimates, special provisions, drawings, and other documents presented by ENGINEER and render, in writing, decisions pertaining thereto within a reasonable time so as not to delay the performance of ENGINEER.
6. Provide all legal services as may be required for the development of the Task Order-specified project.
7. Retain the services of a soils consultant to provide any necessary geotechnical evaluation and recommendations.

Opinion of Probable Cost

Any opinions of probable cost prepared by ENGINEER are supplied for general guidance of CITY only. ENGINEER has no control over competitive bidding or market conditions and cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to CITY.

Observation Services

In furnishing observation services, ENGINEER's efforts will be directed toward determining for CITY that the completed project will, in general, conform to the Contract Documents; but ENGINEER will not supervise, direct, or have control over the contractor's work and will not be responsible for the contractor's construction means, methods, techniques, sequences, procedures, or health and safety precautions or programs, or for the contractor's failure to perform the construction work in accordance with the Contract Documents.

City of Manitowoc
Page 5
April 11, 2013

Payment Requests

ENGINEER's review of Payment Requests from contractor(s) will not impose responsibility to determine that title to any of the work has passed to CITY free and clear of any liens, claims, or other encumbrances. Any such service by ENGINEER will be provided through an amendment to this Agreement.

Changes

1. CITY may make changes within the general scope of this Agreement in the Services to be performed. If such changes cause an increase or decrease in ENGINEER's cost or time required for performance of any Services under this Agreement, an equitable adjustment will be made and this Agreement will be modified in writing accordingly.
2. No services for which additional compensation will be charged by ENGINEER will be furnished without the written authorization of CITY. The fee established herein will not be exceeded without agreement by CITY but may be adjusted for time delays, time extensions, amendments, or changes in the **Scope of Services**.

Extension of Services

This Agreement may be extended for additional Services upon CITY's authorization. Extension of Services will be provided for a lump sum or an hourly rate plus expenses.

Payment

CITY shall make monthly payments to ENGINEER for Services performed in the preceding month based upon monthly statements. Nonpayment 30 days after the date of receipt of invoice may, at ENGINEER's option, result in assessment of a 1 percent per month carrying charge on the unpaid balance, unless the balance is in dispute and CITY notifies ENGINEER of said disputed invoice within the 30-day time period after the date of receipt.

Nonpayment 45 days after the date of receipt of invoice may, at ENGINEER's option, result in suspension of Services upon five calendar days' notice to CITY. ENGINEER will have no liability to CITY, and CITY agrees to make no claim for any delay or damage as a result of such suspension caused by any breach of this Agreement by CITY. Upon receipt of payment in full of all outstanding sums due from CITY, or curing of such other breach which caused ENGINEER to suspend Services, ENGINEER will resume Services and there will be an equitable adjustment to the remaining project schedule and compensation as a result of the suspension.

Data Provided by Others

ENGINEER is not responsible for the quality or accuracy of data nor for the methods used in the acquisition or development of any such data where such data is provided by or through CITY, contractor, or others to ENGINEER and where ENGINEER's Services are to be based

City of Manitowoc
Page 6
April 11, 2013

upon such data. Such data includes, but is not limited to, soil borings, groundwater data, chemical analyses, geotechnical testing, reports, calculations, designs, drawings, specifications, record drawings, contractor's marked-up drawings, and topographical surveys.

All maps, data, inventory, reports, drawings, surveys or other documents supplied by CITY are the property of CITY, and ENGINEER, its agents, employees, assigns or officers shall not share the documents supplied by CITY without the expressed written permission of CITY.

Termination

This Agreement may be terminated with cause in whole or in part in writing by either party subject to a two-week notice and the right of the party being terminated to meet and discuss the termination before the termination takes place. ENGINEER will be paid for all completed or obligated Services up to the date of termination.

Default

A material breach or default shall include, but not be limited to, the failure of a party to comply with any or all terms, provisions, requirements or covenants under this Agreement. The breaching or defaulting party shall have ten (10) calendar days in which to cure such material breach or default. Failure to cure may result in the non-breaching or non-defaulting party to choose to terminate this Agreement immediately if they so desire. The parties may agree to a different time period to cure if curing cannot be completed within ten (10) calendar days. The material breaching party or defaulting party shall be responsible to the other party for any costs and expenses incurred relating to or arising from a material breach or default under this Agreement.

Insurance

ENGINEER shall maintain during the life of this Agreement, the following minimum public liability and property damage insurance to cover claims for injuries, including accidental death, as well as from claims for property damages, which may arise from the performance of work under this Agreement.

1. Comprehensive general liability insurance, including personal injury liability, blanket contractual liability and broad form property damage liability. The combined single limit for bodily injury and property damage shall not be less than \$1,000,000.
2. Statutory workers compensation and employer's liability insurance as required by the state having jurisdiction.
3. Professional liability insurance covering damages resulting from errors and omissions of ENGINEER.

ENGINEER shall furnish to CITY a Certificate of Insurance prior to beginning the project demonstrating that ENGINEER has the appropriate insurance. Said Certificate shall be approved by the City Attorney, contain a thirty (30) day notice of cancellation and shall list

City of Manitowoc
Page 7
April 11, 2013

CITY as an additional insured. ENGINEER shall furnish the appropriate additional insured endorsement along with the Certificate of Insurance.

Assignment

This Agreement is binding on the heirs, successors, and assigns of the parties hereto. This Agreement is not to be assigned by either CITY or ENGINEER without the prior written consent of the other.

Integration

This Agreement represents the entire understanding of CITY and ENGINEER as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may not be modified or altered except in writing signed by both parties.

Jurisdiction

This Agreement shall be administered and interpreted under the laws of the State of Wisconsin. Jurisdiction of litigation arising from this Agreement shall be in that state. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of this Agreement shall be in full force and effect.

Suspension of Services

CITY may suspend, in writing, all or a portion of the services under this Agreement in the event unforeseen circumstances beyond the control of CITY make normal progress in the performance of the services impossible. ENGINEER may request that the services be suspended by notifying CITY, in writing, of circumstances, which are interfering with normal progress of the services. The time for completion of the services shall be extended by the number of days the services is suspended.

Notice and Demand

Any notice, demand or communication under this Agreement by any party to the other party shall be given or delivered by first class mail, registered or certified mail, postage paid, return receipt requested or delivered in person as follows to:

CITY: CITY CLERK
900 Quay Street
Manitowoc, WI 54220

ENGINEER: STRAND ASSOCIATES, INC.®
Matthew S. Richards, Corporate Secretary
910 West Wingra Drive
Madison, WI 53715

The above addresses or designated party may be changed at any time by the parties by giving notice in writing in the manner provided above.

City of Manitowoc
Page 8
April 11, 2013

Construction

All parties have contributed to the drafting of this Agreement. In the event of a controversy, dispute or contest over the meaning, interpretation, validity or enforcement of this document or any of its terms or conditions, there shall be no inferences, presumption or conclusion drawn whatsoever against any party whatsoever by virtue of that party having drafted the document or any portion thereof.

Amendments

This Agreement may not be modified or altered except in writing signed by both parties with the same formality as this Agreement.

Third-Party Beneficiaries

Nothing contained in this Agreement creates a contractual relationship with or a cause of action in favor of a third party against either CITY or ENGINEER. ENGINEER's Services under this Agreement are being performed solely for CITY's benefit, and no other party or entity shall have any claim against ENGINEER because of this Agreement or the performance or nonperformance of Services hereunder. CITY and ENGINEER agree to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors, and other entities involved in the Task Order-specified project to carry out the intent of this provision.

IN WITNESS WHEREOF the parties hereto have made and executed this Agreement.

STRAND ASSOCIATES, INC.®

CITY OF MANITOWOC

By: Matthew S. Richards
Matthew S. Richards
Corporate Secretary

By: Justin M. Nickels
Justin M. Nickels
Mayor

Date: 4/11/13

Date: 4/16/13

By: Theodore J. Richards
Theodore J. Richards
Chairman and CEO

By: Jennifer Hudon
Jennifer Hudon
City Clerk

Date: 4/11/13

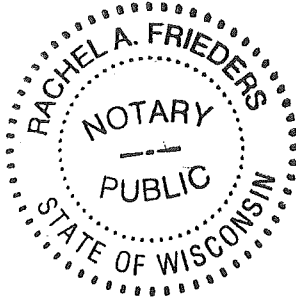
Date: 4/16/13

STATE OF WISCONSIN)

) ss.

COUNTY OF Dane)

Personally came before me this 11th day of April, 2013, the above-signed Matthew S. Richards, Corporate Secretary, and Theodore J. Richards, Chairman and CEO of Strand Associates, Inc.[®], of Madison, Wisconsin, and acknowledged that they executed the foregoing instrument as such Officers of said Corporation, by its authority.



Rachel A. Frieders
Notary Public
Dane County, Wisconsin
My commission (expires) (is):
July 28, 2013

STATE OF WISCONSIN)

) ss.

COUNTY OF MANITOWOC)

Personally came before me this 16 day of April, 2013, the above-signed Justin M. Nickels, Mayor, and Jennifer Hudon, City Clerk, of the City of Manitowoc, Wisconsin, and acknowledged that they executed the foregoing instrument as such Officers of said City, by its authority.

Deborah A. Neuser
Notary Public
Manitowoc County, Wisconsin
My commission (expires) ~~(is)~~:
8-17-14



Strand Associates, Inc.®

910 West Wingra Drive

Madison, WI 53715

(P) 608-251-4843

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Task Order No. 13-01

City of Manitowoc, Wisconsin (CITY)
and Strand Associates, Inc.® (ENGINEER)

Pursuant to Technical Services Agreement dated April 11, 2013

Project Information

Project Name: Wastewater Treatment Facilities (WWTF) Miscellaneous Technical Services

WHEREAS the WWTF is aging with several facilities or pieces of equipment in need of rehabilitation or replacement and wastewater loadings have changed, resulting in occasional process-related challenges; and,

WHEREAS, CITY may desire assistance with review of proposed facility rehabilitation or equipment replacement done by others, and may desire assistance with other miscellaneous services such as review and advice related to hauled waste receiving or troubleshooting of process performance; and,

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

NOW, THEREFORE, CITY and ENGINEER agree as follows:

Scope of Services

Upon CITY's request, ENGINEER is prepared to provide the following services:

1. Review technical specifications, scope documents, and pricing provided by material and equipment suppliers to CITY, to assist CITY in determining whether the proposed material and equipment is suitable for incorporation into the WWTF. Provide suggestions for changes, if appropriate.
2. Prepare schematics, sketches, or drawings as deemed necessary to assist CITY with obtaining bids from material and equipment suppliers.
3. Assist CITY with reviewing and analyzing bids.
4. Review wastewater quality and flow data provided by CITY to assist CITY in assessing the potential impact of proposed hauled wastes on the WWTF performance and operations.
5. Review wastewater quality and flow data provided by CITY to assist CITY with troubleshooting process performance problems and improving WWTF performance.
6. Provide advice to CITY on other areas of WWTF operation and performance.

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City of Manitowoc
Task Order No. 13-01
Page 2
April 11, 2013

Compensation

CITY shall compensate ENGINEER for Services requested and completed under this Task Order on an hourly rate basis plus expenses an estimated not-to-exceed fee of \$4,950.

Schedule

Services will begin upon execution of this Task Order, which is anticipated on April 11, 2013. Services are scheduled for completion by July 31, 2013.

IN WITNESS WHEREOF the parties hereto have made and executed this Task Order.

STRAND ASSOCIATES, INC.®

By: Matthew S. Richards
Matthew S. Richards
Corporate Secretary

Date: 4/11/13

CITY OF MANITOWOC

By: Justin M. Nickels
Name: Justin M. Nickels
Title: Mayor

Date: 4/16/13

By: Jennifer Hudon
Jennifer Hudon, City Clerk



Strand Associates, Inc.®

910 West Wingra Drive

Madison, WI 53715

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Task Order No. 13-02
City of Manitowoc, Wisconsin (CITY)
and Strand Associates, Inc.® (ENGINEER)
Pursuant to Technical Services Agreement dated April 11, 2013

Project Information

Project Name: Collection System Infiltration/Inflow (I/I) Program Development Assistance

WHEREAS CITY recently completed a collection system capacity analysis, and that evaluation noted high levels of I/I during wet weather events; and,

WHEREAS, CITY desires to develop and implement a more aggressive I/I identification and removal program; and,

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

NOW, THEREFORE, CITY and ENGINEER agree as follows:

Scope of Services

ENGINEER will provide the following services to CITY:

1. Assist CITY personnel in the procurement of flow meters. Purchase flow meters, supporting equipment, and software for CITY; CITY shall reimburse ENGINEER for the cost of purchase.
2. Develop a flow metering program which will include a determination as to the number and placement of flow meters within the collection system.
3. Assist CITY personnel with the installation of flow meters.
4. Provide weekly preliminary data analysis from CITY-provided downloads after CITY personnel perform weekly meter checks.
5. Review data and provide CITY with comments regarding flow meter performance. CITY shall be responsible for any field adjustments required to restore proper flow meter operation.
6. Perform final data analysis on flow metering data received from CITY. Analysis will document collection system flow characteristics for dry and wet weather operational conditions.
7. Prepare a list of recommended I/I identification and removal activities for CITY to implement.
8. Prepare a draft report documenting the flow metering results and the I/I recommendations. Provide CITY one copy of the draft report in a portable document format (PDF) file and five hard copies for review.

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City of Manitowoc
Task Order No. 13-02
Page 2
April 11, 2013

9. Meet with CITY staff to present the draft report and obtain input.
10. Incorporate CITY's review comments as appropriate into the final report. Provide CITY with one copy of the final report in a PDF file and ten hard copies.

Service Elements Not Included

In addition to those listed in the associated Technical Services Agreement, the following services are not included in this Task Order. If such services are required, they will be provided as noted.

Traffic Control: ALL traffic control-related services for the project shall be provided by CITY.

Compensation

CITY shall compensate ENGINEER for Services under this Task Order on an hourly rate basis plus expenses an estimated fee of \$44,500. This includes an allowance of \$20,000 for flow metering equipment and software purchase.

Schedule

Services will begin upon execution of this Task Order, which is anticipated on April 11, 2013. Services are scheduled for completion on December 31, 2013.

CITY's Responsibilities

In addition to those listed in the associated Technical Services Agreement, the following shall be completed by CITY:

1. Complete all registration and warranty information for flow meters, supporting equipment, and software.
2. Return any defective or faulty flow meters, supporting equipment, or software and procure replacements.

IN WITNESS WHEREOF the parties hereto have made and executed this Task Order.

STRAND ASSOCIATES, INC.®

By: Matthew S. Richards
Matthew S. Richards
Corporate Secretary

Date: 4/11/13

CITY OF MANITOWOC

By: Justin M. Nickels
Name: Justin M. Nickels
Title: Mayor

Date: 4/16/13

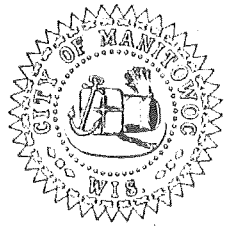
By: Jennifer Hudon
Jennifer Hudon, City Clerk



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



Date: April 15, 2013

To: Common Council

From: Greg Minikel

Interim Director Public Infrastructure

In order to streamline the approval process for work provided by Strand Associates, attached is a Master Agreement for Technical Services provided to the City of Manitowoc. With the master agreement in place, Strand will provide us with Task Orders for each project. Task Order 13-1 attached for \$4,950 is to assist with the review of proposed WWT facility rehabilitation or equipment replacement and Task Order 13-2 also attached for \$44,500 (\$24,500 for program development, \$20,000 for equipment) is for the Collection System Infiltration/Inflow Program Development Assistance.

The Streets and Sanitation Committee at their March 25th, 2013 meeting endorsed entering into the Master Agreement and all Task Orders not to exceed budgeted amounts, a monthly report to the committee and all pay requests to go through the Board of Public Works.

I recommend entering into the Master Agreement with Strand Associates and the approval of Task Order 13-1 and 13-2.

Respectfully,



Greg Minikel





Strand Associates, Inc.®

910 West Wingra Drive

Madison, WI 53715

(P) 608-251-4843

(F) 608-251-8655

Amendment No. 1 to Task Order No. 14-05
City of Manitowoc, Wisconsin (CITY)
and Strand Associates, Inc.® (ENGINEER)
Pursuant to Technical Services Agreement dated April 11, 2013

This is Amendment No. 1 to the referenced Task Order.

Services Name: Wastewater Treatment Facilities (WWTF) Influent Pumping Rehabilitation
Technical Services

Under **Scope of Services**, ADD the following sentence to the beginning of item no. 3:

“Prepare technical specifications for grout repair, caulking, and deflection plate replacement.”

Under **Compensation**, CHANGE \$10,800 to “\$13,300.”


TASK ORDER AMENDMENT AUTHORIZATION AND ACCEPTANCE:

STRAND ASSOCIATES, INC.®

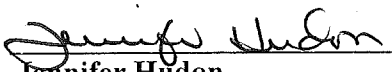
By: 
Matthew S. Richards
Corporate Secretary

Date: 10/14/14

CITY OF MANITOWOC

By: 
Justin M. Nickels
Mayor

Date: 11/13/14

By: 
Jennifer Hudon
City Clerk

Date: 11/13/14