



OWNER REVIEW

15-653

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RT
6-15-13

Task Order No. 15-01
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) Improvements

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

Whereas CITY desires engineering assistance to proceed with design, bidding-related, construction-related, and funding assistance services for several improvements identified in the ENGINEER-prepared May 2013 WWTF Operational Needs Review Report, described in Exhibit A; and,

Whereas ENGINEER is knowledgeable in said engineering design, bidding-related, construction-related, and limited funding assistance 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:

Design Services

1. Meet with CITY to review and kick off the project. Prepare an engineering report as described in Exhibit A. Submit draft report to CITY and meet with CITY for review and input on draft report. Incorporate CITY's comments as appropriate and submit two hard copies of the final report to CITY and three to the Wisconsin Department of Natural Resources (WDNR) for approval. Respond to WDNR comments.
2. Conduct a topographic survey of the WWTF areas where improvements will be constructed.
3. Assist CITY in procuring geotechnical engineering services related to the improvements.
4. Prepare preliminary drawings for the new facilities and improvements. Review preliminary drawings with CITY.

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5. Prepare and submit permit applications to the WDNR if stormwater, erosion control, and Chapter 30 permits are required.
6. Prepare bidding documents using Engineers Joint Contract Documents Committee C-700 Standard General Conditions of the Construction Contract, 2007 edition, technical specifications, and engineering drawings.
7. Submit bidding documents to CITY and meet with CITY to review documents and obtain CITY's input.
8. Prepare prebid opinion of probable construction cost for project and review with CITY.
9. Incorporate CITY's review comments as appropriate and submit two hard copies of the final bidding documents to CITY and three to the WDNR for approval.

Bidding-Related Services

1. Distribute bidding documents electronically through QuestCDN, available at www.strand.com and www.questcdn.com. Submit Advertisement to Bid to CITY for publishing.
2. Prepare addenda and answer questions during bidding.
3. Attend bid opening, tabulate and analyze bid results, and assist CITY in the award of the Construction Contract.
4. Prepare four sets of Contract Documents for signature.

Construction-Related Services

1. Provide contract administration Services including attendance at preconstruction conference, review of contractor's shop drawing submittals, review of contractor's periodic pay requests, attendance at construction progress meetings, approximately 40 periodic site visits, preparation of an operation and maintenance manual, and participation in equipment start-ups and project closeout.
2. Provide resident project representative for up to 1,830 hours of part-time observation of construction. 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.

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Utilization of Women and Minority Businesses

ENGINEER agrees that qualified women and minority business enterprises shall have the maximum practicable opportunity to participate in the performance of WDNR financially assisted contracts and subcontracts. This pertains to the project as it is anticipated that a Wisconsin CWF grant and loan may be used to finance the project.

TASK ORDER AUTHORIZATION AND ACCEPTANCE:

STRAND ASSOCIATES, INC.®

CITY OF MANITOWOC

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By: _____
Matthew S. Richards
Corporate Secretary

By: _____
Justin M. Nickels
Mayor

Date: _____

Date: _____

DRAFT

By: _____
Jennifer Hudon
City Clerk

Date: _____

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3. Provide record drawings in electronic format from information compiled from contractor's records. ENGINEER is providing drafting Services only for record drawings based on the records presented to ENGINEER by contractor and CITY. ENGINEER will not be liable for the accuracy of the record drawing information provided by contractor and CITY.

Funding Assistance Services

Upon CITY's request, ENGINEER is prepared to provide the following funding assistance Services:

1. Provide cost, schedule, and other project information to assist CITY with its preparation of a WDNR Clean Water Fund (CWF) loan application.
2. Prepare a Plan of Operation and Parallel Cost Percentage and submit to the WDNR for CITY's CWF loan application.
3. Review CITY's application and cost disbursement requests and provide comments.
4. Assist CITY with project information and documentation that may be required for other funding programs.

Compensation

CITY shall compensate ENGINEER for Design Services under this Task Order a lump sum of \$444,000.

CITY shall compensate ENGINEER for Bidding-Related Services under this Task Order a lump sum of \$12,000.

CITY shall compensate ENGINEER for Construction-Related Services under this Task Order on an hourly rate basis plus expenses an estimated fee of \$597,000.

CITY shall compensate ENGINEER for Funding Assistance Services, if requested, under this Task Order on an hourly rate basis plus expenses an estimated fee of \$8,000.

Schedule

Services will begin upon execution of this Task Order, which is anticipated on April 20, 2015. Services are scheduled for completion as noted below:

<u>Services</u>	<u>Anticipated Completion Date</u>
Design Services	May 31, 2016
Bidding-Related Services	November 30, 2016
Construction-Related Services and all other Services	August 31, 2018

EXHIBIT A

Task Order No. 15-01
City of Manitowoc, Wisconsin (CITY)
and Strand Associates, Inc.[®] (ENGINEER)
for
Wastewater Treatment Facilities (WWTF) Improvements

Engineering Report

The engineering report will include the following evaluations and subsequent recommendations:

1. Two alternative voltages for current and future electrical service at the WWTF.
2. Updated comparison of utility steam to biogas/natural gas boilers for heating sludge and buildings.
3. Potential causes of and solutions to apparent premature wear of stack filter pumps.
4. Feasibility and costs associated with using one circular primary clarifier as an intermediate clarifier during periods of low wastewater flow.
5. Updated cost of overall proposed improvements, comparison to project budget, and refinement of construction project scope.

Scope of Construction Project

The design, bidding-related, construction-related, and funding assistance services are based on the following project elements:

1. Site/Overall
 - a. Medium voltage and 480 volt wiring replacement
2. Administration/Operations Building 100
 - a. Exterior masonry repairs
 - b. New water supply piping
 - c. Heating, ventilating, and air conditioning (HVAC)—new control system for office area
 - d. HVAC and controls improvements in garage and chlorination areas
 - e. New motor control center (MCC) and lighting panels (LPs); associated wiring
3. Stack Filters and Building 500
 - a. Pump discharge valve rebuild/replace; new duplex sump pumps
 - b. Grout pump base; provide monorail and hoist
 - c. New service entrance switchgear, transformer, MCCs and LPs and associated wiring
 - d. HVAC improvements including replacing existing air handling unit (AHU), exhaust fans (EFs) and ductwork, and associated controls