



Stantec Consulting Services Inc.  
12080 Corporate Parkway Suite 200, Mequon WI 53092-2649

September 24, 2025  
File: 1060034

**Attention: Mr. Adam Tegen**  
Community Development Director  
City of Manitowoc  
900 Quay Street  
Manitowoc, Wisconsin 54220

Dear Mr. Tegen,

**Reference: Preparation and Implementation of a FY26 USEPA Brownfield Cleanup Grant; Former Lakeview Centre Mall; 828 Memorial Drive; Manitowoc, Wisconsin**

Pursuant to our recent discussions, Stantec has prepared this proposal and associated Task Order 30 (Attachment A) to assist the City of Manitowoc (City) with grant application services as a continuation of our brownfield assessment and redevelopment work in Manitowoc. Specifically, Stantec will assist the City in preparing an application for a Fiscal Year (FY) 2026 United States Environmental Protection Agency (USEPA) Brownfields Cleanup Grant for the former Lakeview Centre Mall property.

This work will be completed under the *2013 Services Agreement* (formerly the "Master Services Agreement" dated December 4, 2012) between Stantec and the City and the *2023 Addendum to the 2013 Services Agreement* dated March 21, 2023.

If the application is successful, Stantec will prepare a separate task order to assist the City with implementation of the grant funded cleanup, remedial/reuse planning, outreach, and reporting activities as an extension of our current contract in accordance with the cooperative agreement to be issued after grant award.

## **PROJECT UNDERSTANDING**

The *2023 Addendum to the 2013 Services Agreement* was executed on March 21, for Stantec to provide comprehensive brownfield services to the City compliant with USEPA's procurement requirements. It is Stantec's understanding that the City desires to extend our existing contract to enable Stantec to help the City secure and implement additional USEPA cleanup grant funding as part of the upcoming USEPA FY2026 Brownfields Grant Competition.

## **SCOPE OF WORK**

### **Task 1 – Grant Application Services**

Stantec will assist the City with all facets of preparing an application for a USEPA FY2026 Brownfields cleanup grant, including:

**Reference:** Preparation and Implementation of a FY26 USEPA Brownfield Cleanup Grant; Former Lakeview Centre Mall; 828 Memorial Drive; Manitowoc, Wisconsin

- Conducting research and gathering data necessary to complete various sections of the grant application, including (but not limited to):
  - Demographics, socio-economic and health data
  - Selection of priority focus areas
  - Brownfield inventory activities
  - Identification of potential catalyst sites
- Preparation of a Draft Analysis of Brownfield Cleanup Alternatives;
- Stakeholder engagement activities (including public notification of the draft ABCA and grant application;
- Grant writing, application and submittal support;
- Preparing all attachments, including the transmittal sheet and threshold criteria documentation; and
- Other activities (such as periodic check-in calls) deemed necessary to enhance the likelihood of the application being successful.

## **Task 2 – Grant Implementation Services**

Stantec will implement the scope of work identified for the environmental consultant within the final approved Cooperative Agreement. A separate Task Order will be issued after issuance of the Cooperative Agreement by USEPA for grant implementation. In general, services to be provided by Stantec will include:

- Program Management (Prepare Quarterly Reports, Annual Financial Reports, and MBE/WBE Reports; update ACRES database; prepare Grant Closeout Report);
- Cleanup Oversight (Finalize ABCA, adapt current QAPP, abandon monitoring wells, and complete waste characterization sampling to develop waste profiles and prepare RAP/MMP. Develop bid specifications, oversee cleanup activities and Davis-Bacon Act compliance, and prepare CDR.); and
- Community Outreach (Prepare and implement a Site-Specific CIP. Host quarterly public meetings to discuss Target Property cleanup and redevelopment plans; community events; present at National Brownfield Conference).

Stantec will assist the City in complying with the six good faith efforts and other USEPA or federal requirements related to maximizing participation in the project by minority and woman owned businesses.

## **SCHEDULE**

**Task 1 – Grant Application Services.** Work on Task 1 will begin as soon as the guidelines are released, with a complete draft due within three weeks after the guidelines are released. At your direction, Stantec will submit the application on your behalf through grants.gov.

**Reference:** Preparation and Implementation of a FY26 USEPA Brownfield Cleanup Grant; Former Lakeview Centre Mall; 828 Memorial Drive; Manitowoc, Wisconsin

**Task 2 – Grant Implementation.** Grant awards should be announced in June 2026, with work potentially beginning in July 2026. The schedule for work under Task 2 will be stipulated in the Cooperative Agreement.

## BUDGET

Consistent with the *2013 Services Agreement* and the *2023 Addendum to the 2013 Services Agreement*, grant application services under Task 1 will be completed at no cost.

Consistent with the *2013 Services Agreement* and the *2023 Addendum to the 2013 Services Agreement*, grant implementation services performed under Task 2 will be provided and invoiced consistent with the terms and conditions specified in MSA Task Order 1 dated December 20, 2013. Work by Stantec staff will be billed in accordance with the Standard Rate Table in effect in the year the work is performed. Rates are subject to an annual increase. A copy of the current rate table in effect for 2025 is provided in Attachment A. Consistent with the 2013 Services Agreement and the 2023 Addendum, subcontracted services (i.e., lab, drilling, etc.), meals, lodging, mileage, and external equipment and supplies will be billed at cost. Company owned equipment used for field work will be billed on a unit rate basis (e.g., daily, weekly, etc.).

## RESUBMITTAL CONTINGENCY

In the event that the application for a USEPA FY26 application is unsuccessful, and if the City chooses to reapply for a grant as part of the FY27 competition, if both parties desire to reapply, Stantec will assist with the reapplication free of charge.

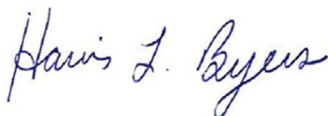
## CLOSING

Stantec sincerely appreciates this opportunity to provide you with this proposal and looks forward to working with you on this project.

If you are in agreement with this proposal, please sign where indicated on Attachment A and return to me by email. Please feel free to contact us with any questions or feedback.

Regards,

**Stantec Consulting Services Inc.**



Harris L. Byers, Ph.D.  
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Attachment: A – Task Order 30 and Stantec Rate Table



**SERVICES AGREEMENT  
TASK ORDER NO. 30**

Attached to and forming part of the SERVICES AGREEMENT

BETWEEN:

CITY OF MANITOWOC, WISCONSIN

(hereinafter called the "CLIENT")

- and -

STANTEC CONSULTING SERVICES INC.

(hereinafter called "STANTEC")

EFFECTIVE: September 24, 2025

This TASK ORDER is issued under the **2013 SERVICES AGREEMENT** (formerly the "MASTER SERVICES AGREEMENT" dated December 4, 2013) between STANTEC CONSULTING SERVICES INC. ("STANTEC") and the CITY OF MANITOWOC, WISCONSIN ("CLIENT") and the "**2023 ADDENDUM**" to the "2013 SERVICES AGREEMENT" dated March 21, 2023 for services to be provided by STANTEC to prepare a FY2026 USEPA brownfield cleanup grant application. If the grant application is successful, Stantec will prepare a separate Task Order for implementation. This TASK ORDER is incorporated into and part of the 2013 SERVICES AGREEMENT and 2023 ADDENDUM.

The CLIENT's representative shall be: Adam Tegen, Community Development Director

**SERVICES:** STANTEC shall perform the work described in Task 1 of our proposal dated September 24, 2025. If the grant application is successful, Stantec will prepare a separate task order under the **2013 Services Agreement** and the **2023 Addendum** to assist the City with implementation of the grant funded cleanup, remedial/reuse planning, outreach, and reporting activities in accordance with the cooperative agreement to be issued after grant award.  
  
(hereinafter called the "SERVICES")

**CONTRACT TIME:** Commencement Date: September 24, 2025  
  
Estimated Completion Date: December 31, 2025 (one month after the application deadline)

**CONTRACT PRICE:** Subject to the terms below, the CLIENT will compensate STANTEC as follows:

Consistent with the **2013 Services Agreement** and the **2023 Addendum** grant application services under Task 1 of our September 24, 2025 proposal will be performed for \$0.

Consistent with the **2013 Services Agreement** and the **2023 Addendum** grant implementation services performed under Task 2 of our September 24, 2025 proposal will be provided and invoiced consistent with the terms and conditions specified in MSA Task Order 1 dated December 20, 2013. Work by Stantec staff will be billed in accordance with the Standard Rate Table in effect in the year the work is performed. Rates are subject to an annual increase. A copy of the current rate table in effect for 2025 is provided in Attachment A. Consistent with the **2013 Services Agreement** and the **2023 Addendum**, subcontracted services (i.e., lab, drilling, etc.), meals, lodging, mileage, and external equipment and supplies will be billed at cost.



**SERVICES AGREEMENT  
TASK ORDER NO. 30**

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Company owned equipment used for field work will be billed on a unit rate basis (e.g., daily, weekly, etc.).

**ADDITIONAL  
CONDITIONS:**

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

The additional conditions as outlined in the 2013 Services Agreement and 2023 Addendum, Task Order No. 1, Task Order No. 2, and Task Order No. 4, and Task Order No. 11 apply.

**INSURANCE  
REQUIREMENTS:**

As provided in the original MSA and annual updates provided. The coverage shall not be cancelled except with thirty (30) days prior written notice to the CLIENT

**CITY OF MANITOWOC**

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**Adam Tegen, Community Development  
Director**

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**Print Name and Title**

**STANTEC CONSULTING SERVICES INC.**

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**Harris L. Byers, Ph.D. Sr. Brownfields Project  
Manager**

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**Stu Gross, P.G., BC1937 Practice  
Lead/Senior Project Manager**



**SERVICES AGREEMENT  
TASK ORDER NO. 30**

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**Attachment A  
Standard Rate Table**



## ATTACHMENT – STANDARD RATE TABLE

2025-1

### HOURLY RATES

Stantec Billing Level	2025 Hourly Rate*
3	\$114
4	\$128
5	\$139
6	\$144
7	\$152
8	\$158
9	\$170
10	\$176
11	\$189
12	\$195
13	\$204
14	\$214
15	\$241
16	\$274
17	\$284
18	\$290
19	\$299
20	\$312
21	\$324

\*Rates subject to annual increase.

### OTHER EXPENSES / MATERIALS

Expenses will be invoiced at cost.

Company-owned equipment will be billed on unit rate basis (e.g., daily; weekly); the expense markup does not apply to these rates. For Stantec owned vehicle, a combination of daily vehicle or mileage rates are used depending on the type of work and/or contract. A separate Stantec Equipment Rate Schedule\* is available upon request.