



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

September 20, 2024
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 FY25 USEPA Brownfield Cleanup Grant

Pursuant to our recent discussions, Stantec has prepared this proposal and associated Task Order 23 (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) 2025 United States Environmental Protection Agency (USEPA) Brownfields Cleanup Grant.

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 USEPA FY2025 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 FY2025 Brownfields Cleanup Grant, including:

Reference: Preparation and Implementation of a FY25 USEPA Brownfield Cleanup Grant

- 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 is already underway with a 80% draft due by October 16. The 95% draft is due by November 1, with the complete draft due by November 11. The grant deadline is November 14. At your direction, Stantec can submit the application on your behalf through grants.gov on November 14.

Reference: Preparation and Implementation of a FY25 USEPA Brownfield Cleanup Grant

Task 2 – Grant Implementation. Grant awards should be announced in June 2025, with work potentially beginning in July 2025. 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 FY25 application is unsuccessful, and if the City chooses to reapply for a grant as part of the FY26 competition, Stantec will be provided with the opportunity to assist with work completed as part of this Task Order.

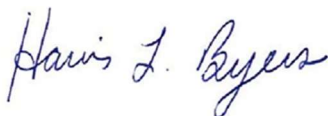
CLOSING

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.
Senior Brownfields Project Manager
414-581-6476
harris.byers@stantec.com



Stu Gross, P.G.
Sr. Project Manager
(262) 643-9159
stu.gross@stantec.com

Attachment: A – Task Order 23 and Stantec Rate Table



SERVICES AGREEMENT TASK ORDER NO. 23

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 20, 2024

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 FY2025 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 20, 2024. 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 23, 2024
Estimated Completion Date: December 31, 2024 (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 20, 2024 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 20, 2024 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 2024 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.).



**SERVICES AGREEMENT
TASK ORDER NO. 22**

**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.

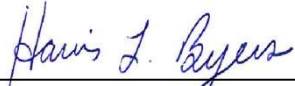
**INSURANCE
REQUIREMENTS:**

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

STANTEC CONSULTING SERVICES INC.

**Adam Tegen, Community Development
Director**


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

Print Name and Title


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



**SERVICES AGREEMENT
TASK ORDER NO. 23**

**Attachment A
Standard Rate Table**



ATTACHMENT – STANDARD RATE TABLE

BC1937_2024-1

HOURLY RATES

Stantec Billing Level	2024 Hourly Rate*
3	\$109
4	\$123
5	\$133
6	\$138
7	\$146
8	\$152
9	\$163
10	\$169
11	\$181
12	\$187
13	\$196
14	\$205
15	\$231
16	\$263
17	\$272
18	\$278
19	\$287
20	\$299
21	\$311

*Rates subject to annual increase.

Expenses. Expenses will be billed at cost.

Company-owned equipment. 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.