

**SUGGESTED FORM OF
TASK ORDER**

This is Task Order
No. 2025-3, consisting of 3
pages.

Task Order No. 2025-3: WRF Miscellaneous Project Design, Bidding and Construction Services

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated January 1, 2018 ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

- a. Effective Date of Task Order: September 2, 2025
- b. Owner: City of Dickinson, ND
- c. Engineer: Apex Engineering Group, Inc.
- d. Specific Project (title): WRF Miscellaneous Project Design, Bidding and Construction Services
- e. Specific Project (description): Miscellaneous Projects at the Water Reclamation Facility including design/bidding assistance for IFAS scum suppression piping and nozzles, construction services assistance for replacement of the final clarifier mechanisms, design and bidding assistance for improvements to the Preliminary Treatment Building and design/bidding assistance for replacement of equipment and maintenance improvements at the Biosolids Holding tanks.

2. Services of Engineer

A. The specific services to be provided or furnished by Engineer under this Task Order are:

- ✓ the services (and related terms and conditions) set forth in the following sections of Exhibit A, as attached to the Agreement referred to above, such sections being hereby incorporated by reference:

- Preliminary Design Phase (Exhibit A, Paragraph A1.02)
- Final Design Phase (Exhibit A, Paragraph A1.03)
- Bidding or Negotiating Services (Exhibit A, Paragraph A1.04)
- Construction Phase Services (Exhibit A, Paragraph A1.05)
 - including Resident Project Representative (RPR) services (A1.05.A.2)
- Post-Construction Phase Services (Exhibit A, Paragraph A1.06)
- Commissioning Services (Exhibit A, Paragraph A1.07)

B. Resident Project Representative (RPR) Services

If the scope of services established in Paragraph 2.A above includes RPR services, then Exhibit D of the Agreement is expressly incorporated in this Task Order by reference.

Task Order Form

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All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

3. Additional Services

A. Additional Services that may be authorized or necessary under this Task Order are:

- ✓ those services (and related terms and conditions) set forth in Paragraph A2.01 of Exhibit A, as attached to the Agreement referred to above, such paragraph being hereby incorporated by reference.

4. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, subject to the following: None

5. Task Order Schedule

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule: See Attachment 1

6. Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation
1. Basic Services		
a. Preliminary and Final Design Phase (A1.02, A1.03)		
1. IFAS Scum Suppression System	\$22,000	Hourly
2. Preliminary Treatment Equipment and Maintenance Improvements	\$189,000	Hourly
3. Biosolids Holding Tank Equipment Replacement and Maintenance Improvements	\$210,250	Hourly
4. Reuse Pump Station and Piping	\$109,575	Hourly
b. Bidding or Negotiating Phase (A1.04)		
1. IFAS Scum Suppression System	\$3,000	Hourly
2. Preliminary Treatment Equipment and Maintenance Improvements	\$11,000	Hourly
3. Biosolids Holding Tank Equipment Replacement and Maintenance Improvements	\$15,000	Hourly
4. Reuse Pump Station and Piping	\$ 9,000	Hourly
c. Construction Phase (A1.05)		
1. Final Clarifier Construction Services	TBD	Hourly
2. Additional Services (Part 2 of Exhibit A)	N/A	Hourly
Total	\$568,825	

- B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

7. Consultants retained as of the Effective Date of the Task Order: None

8. Other Modifications to Agreement and Exhibits: None

9. Attachments: Attachment 1 – Scope of Services

10. Other Documents Incorporated by Reference: None

11. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is September 2, 2025.

OWNER:

By: _____

Print Name: Scott Decker

Title: President of the Commission
City of Dickinson

ENGINEER:

By: Karla Olson

Print Name: Karla Olson, PE

Title: Vice President

Engineer License or Firm's
Certificate No. (if required): COCF #975
State of: North Dakota

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Joshua Skluzacek, PE

Title: Engineer- Community Development Director

Address: 38 1st Street West
Dickinson, ND 58601

E-Mail
Address: Joshua.Skluzacek@dickinsongov.com

Phone: 701-456-7744

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Karla Olson, PE

Title: Project Manager

Address: 4733 Amber Valley Pkwy S.
Fargo, ND 58104

E-Mail
Address: Karla.Olson@ApexEngGroup.com

Phone: 701-373-7985

Task Order Form

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August 27, 2025



Attachment 1 to Task Order No. 2025-3

Water Reclamation Facility (WRF) Miscellaneous Project Design, Bidding and Construction Services

City of Dickinson

August 27, 2025

Engineer's Services

Task Order No. 2025-3 is supplemented to include the following attachment.

Engineer shall provide Services as set forth below.

This Scope of Services pertains to the following work items:

The City of Dickinson Water Reclamation Facility (WRF) has been in operation for approximately 12 years of the 20-year design life. Although the facility has been performing well and consistently meeting effluent permit limits, repair or replacement of various components are required to proactively plan for operational and equipment needs today and moving into the future. There are critical repair, maintenance and replacement needs required immediately to bring the Water Reclamation Facility to original operating conditions and to restore necessary redundancy. This series of projects will allow the City to continue reliable wastewater treatment.

A Facility Plan was completed in 2024 to assess the current equipment, current wastewater parameters, future flows and loading and future facility needs.

The immediate needs to bring the Water Reclamation Facility to original operating conditions and to restore necessary redundancy include:

- Site Work including yard piping for digester decant, drain piping by biosolid holding tanks and associated electrical and SCADA work.

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- Biosolids Holding Tank improvements including mixing equipment replacement, building for mixing equipment, telescoping valve replacement, new tank drains, new valves and electrical, instrumentation and controls.
- Improvements to the Preliminary Treatment area including improved screen lifting and hoists, improved garage door access, replace grit solenoid valves, replace classifier with grit washer and associated electrical work.
- IFAS improvements including scum suppression spray bar.
- Final Clarifier improvements including improved launder access, electrical work and construction administration assistance.
- Reuse pump station and pipeline from Cell 4 to WRF.

The proposed WRF improvements are shown in the following figure.

Figure 1 Proposed Water Reclamation Facility Improvements



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The following table shows the estimated costs for the miscellaneous projects listed above and the associated anticipated engineering services.

Table 1 Engineer's Estimate of Probable Costs – Miscellaneous Equipment Projects

Item	Maintenance Projects
Preliminary Treatment Facility Improvements	\$ 1,850,000
IFAS Improvements	\$ 275,000
Biosolids Holding Tanks Improvements	\$ 2,650,000
Reuse Pump Station and Pipeline	\$ 1,395,000
Engineering Services	
Design Engineering and Bidding	\$ 568,825
Construction Administration (Final Clarifier only)	Hourly as requested

The proposed scope includes design and bidding services. For the Final Clarifier project, construction services will be performed by Apex on an hourly basis as requested by the City of Dickinson. For the projects listed in Table 1 above, construction services will be added as a future Task Order amendment. Following is a further breakdown of subtasks associated with these projects.

Task No. 1.0 – Project Management and Funding Assistance

Objective:

To provide management of engineers and technicians through all phases of the project, including contract administration and quality assurance / quality control. To provide a single point of contact for the City of Dickinson throughout the duration of the project.

Activities:

1. Review and execute task order amendment between City of Dickinson and Apex Engineering Group, Inc. (Apex).
2. Oversee Engineers and Technicians assigned to the project.
3. Attend and report at project update meetings, as necessary.
4. Provide communications and coordination between City of Dickinson, Subconsultants and Apex.
5. Provide quality assurance/quality control throughout all phases of the project.
6. Prepare and assist the City with submittal of ND Department of Water Resources Cost Share Application (Reuse Pump Station and Pipeline Project).
7. Prepare and assist the City with submittal of ND Department of Environmental Quality House Bill 1577 grant application for Biosolids Tank Improvements.

City of Dickinson Responsibilities:

- ✓ Execute amendment between City of Dickinson and Apex.
- ✓ Provide requested information in a timely manner.
- ✓ Attend project update meetings.

Apex Responsibilities and Deliverables:

- ✓ Review and execute amendment with City of Dickinson in a timely manner.
- ✓ Gather, organize, review and return (if applicable) any necessary information.
- ✓ Coordinate with Subconsultants.
- ✓ Schedule and attend project update meetings.
- ✓ Communicate with City of Dickinson on project updates and schedule.
- ✓ Assist City of Dickinson with required funding documentation and submittals.

Task No. 2.0 – Preliminary and Final Design

Objective:

To prepare Contract Documents (i.e., plans and specifications) for Water Reclamation Facility Improvements. Provide 60% and 90% Contract Documents for milestone review with City of Dickinson. Prepare 100% Contract Documents for NDDEQ review and bidding. Follow all City of Dickinson and NDDEQ requirements for Contract Documents.

Activities:

1. Provide survey services at WRF site if needed.
2. Review and incorporate City-supplied site information and critical infrastructure.
3. Review site constraints and constructability issues.
4. Final Design development for Civil, Process, Architectural, Structural, Mechanical and Electrical components of WRF Improvements previously identified.
5. Develop updated opinions of probable costs for improvements.
6. Prepare 60% plans.
7. Conduct 60% review meeting with City and Apex.
8. Prepare 90% plans and specifications.
9. Conduct 90% review meeting with City and Apex.
10. Prepare 100% plans and specifications.
11. Conduct 100% review meeting with City and Apex.
12. Submit final plans and specifications to City Inspections Department.
13. Submit final plans and specifications to the NDDEQ.

City of Dickinson Responsibilities:

- ✓ Provide documents as requested.
- ✓ Provide and assist Apex with access to facilities, as required.
- ✓ Attend scheduled meetings.
- ✓ Review milestone contract documents (60%, 90% and 100%) and provide comments.

Apex Responsibilities and Deliverables:

- ✓ Secure Subconsultants as needed to aid in design (Architect, Structural, & Mechanical).
- ✓ Review site constraints and constructability issues with City Personnel.
- ✓ Prepare and present updated opinions of probable costs to City.
- ✓ Prepare preliminary plans and specifications. Submit electronic copies to the city for review and comment.
- ✓ Provide City with a digital copy of final plans and specifications.
- ✓ Provide NDDEQ with required copies of final plans and specifications.
- ✓ Provide City Inspections with copies of final plans and specifications, if required.

Task No. 3.0 – Bidding, Award and Contracts

Objective:

Advertise project, answer questions during bidding, issue addenda as required, open bids and recommend award of the project.

Activities:

1. Prepare Advertisement for Construction Bids.
2. Coordinate with the City of Dickinson regarding Advertisement for Bid.
3. Provide Plans and Specifications to prospective Bidders.
4. Document and answer contractor/supplier questions during bidding.
5. Issue Addenda, as appropriate, to clarify Contract Documents.
6. Attend bid opening and assist City of Dickinson in review of the Bids.
7. Prepare tabulation of Bids and make recommendation regarding Award.
8. Prepare Notice of Award and Construction Contracts. Distribute to Contractor.
9. Submit required documents to NDDEQ for review and approval.

City of Dickinson Responsibilities:

- ✓ Placement of Advertisement for Bids in appropriate publications.
- ✓ Attend pre-bid conference, as needed.
- ✓ Attend Bid Opening.
- ✓ Review of contractor's bids by City Attorney, if necessary.

Apex Responsibilities and Deliverables:

- ✓ Provide electronic copy of Bidding Documents for download by prospective Bidders.
- ✓ Provide electronic copy of Bidding Documents for local Builder's Exchanges.
- ✓ Provide any 'hard copy' Bidding Documents to prospective Bidders, as needed.
- ✓ Schedule and attend pre-bid conference, as needed.
- ✓ Answer and document Contractor questions during bidding.
- ✓ Develop bid tabulation for bid opening.
- ✓ Complete bid tabulation with contractors' bids.
- ✓ Provide recommendation of award letter to City.
- ✓ Submit required documents to NDDEQ for review and approval.

Task No. 4.0 – Construction Services – Final Clarifier

Objective:

Assist the city with construction services for the city procured Final Clarifier equipment as requested by the City of Dickinson.

Possible Construction Activities:

1. Assist progress meetings at the WRF between Owner, Engineer, Supplier and Contractors.
2. Conduct operation and maintenance manual review.
3. Provide periodic Resident Project Representative as requested.
4. Answer requests for information (RFIs).
5. Review partial pay applications.
6. Develop preliminary and final punch lists.
7. Provide startup services and coordination.

City of Dickinson Responsibilities:

- ✓ Procure final clarifier equipment.
- ✓ Attend progress meetings.
- ✓ Approve pay applications in a timely manner.
- ✓ Attend punch list inspections.
- ✓ Attend equipment training sessions.

Possible Apex Responsibilities and Deliverables:

- ✓ Provide a Resident Project Representative during construction as requested.
- ✓ Shop drawing evaluation. Note, Apex did not design or specify procured equipment and cannot take responsibility for supplier errors and omissions.
- ✓ Approve pay applications.
- ✓ Develop punch list for submittal to contractor.
- ✓ Develop substantial and final completion documents.
- ✓ Assist Owner during startup of various facilities and equipment.
- ✓ Review operation & maintenance manuals.

Project Schedule

<u>Task/Activity</u>	<u>Date (Week of)</u> ⁽¹⁾
- Execute Task Order for Engineering Services	September 2, 2025
IFAS Scum Suppression Project	
- Begin Final Design Phase	September 8, 2025
- 90% Review	September 29, 2025
- Complete Final Design Phase	October 6, 2025
Pretreatment/Biosolids/Reuse Projects ⁽²⁾	
- Begin Final Design Phase	October 6, 2025
- 60% Review Meeting	March 16, 2026
- 90% Review Meeting	May 18, 2026
- Submit 100% Plans and Specifications to NDDEQ for Approval	June 1, 2026
- Advertise/Open Bids ⁽³⁾	TBD
- Begin Construction	TBD
Final Clarifier Construction Services	As Requested

⁽¹⁾ Schedule is based on Task Order approval on September 2, 2025.

⁽²⁾ Design, Bidding, Award and Construction schedule may be broken into separate projects. Final project schedule to be determined based on funding and further design development.

⁽³⁾ Bidding and Award schedule contingent on NDDEQ approval of plans and specifications.