

**SUGGESTED FORM OF  
TASK ORDER**

This is Task Order  
No. 2025-4, consisting of 3  
pages.

**Task Order No. 2025-4: Lift Station 7 Improvements**

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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: July 15, 2025
- b. Owner: City of Dickinson, ND
- c. Engineer: Apex Engineering Group, Inc.
- d. Specific Project (title): Lift Station 7 Improvements
- e. Specific Project (description): This project will evaluate the existing condition of Lift Station No. 7 and assess proposed operational modifications to the existing building. Alternatives for meeting these needs and the associated costs will be developed. A preferred alternative will be identified in conjunction with City staff.

**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:
    - Study and Report Services (Exhibit A, Paragraph A1.01)
    - Preliminary Design Phase (Exhibit A, Paragraph A1.02)
- 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.
- C. 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. Study and Report Services and Preliminary Phase	\$42,200	Hourly-Not-To Exceed
2. Additional Services (Part 2 of Exhibit A)	N/A	Hourly

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 July 15, 2025.

OWNER:

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: President of the Commission  
City of Dickinson

ENGINEER:

By: Scott M. Schneider

Print Name: Scott Schneider, PE

Title: Vice President

Engineer License or Firm's

Certificate No. (if required): COCP #975

State of: North Dakota

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Aaron Praus

Title: Public Works Director

Address: 3411 Public Works Blvd.  
Dickinson, ND 58601

E-Mail  
Address: Aaron.Praus@dickinsongov.com

Phone: 701-456-7979

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Scott Schneider, PE

Title: Project Manager

Address: 204 Sims St. – Suite 201  
Dickinson, ND 58601

E-Mail  
Address: Scott.Schneider@ApexEngGroup.com

Phone: 701-264-3964

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Task Order Form

EJCDC® E-505, Agreement Between Owner and Engineer for Professional Services – Task Order Edition.  
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## Attachment 1 - Scope of Services

### Lift Station No. 7 – Improvements Planning/30% Design

City of Dickinson, North Dakota  
June 25, 2025

Task No.	Description
1	Planning and Preliminary Design
2	Final Design <i>(by future amendment)</i>
3	Construction Services <i>(by future amendment)</i>

### Project Background

Lift Station No. 7 is located on West Broadway across the street from the water treatment plant. This lift station serves the west side of Dickinson from the water treatment plant to the CHI St. Alexus Medical Center on Empire Rd., and north to I-94 and east of the I-94 Business Loop. This lift station was identified as having adequate capacity for future growth in the 2012 comprehensive planning report. It has been decided through data review and discussions with the City that a flow study is not needed.

This project will evaluate the existing condition of Lift Station No. 7 and develop alternatives for meeting the City's needs and associated costs. The preferred alternative will be taken to 30% design.

Design to 100% and Construction Services are not included in this scope, however may be included in a future Task Order.

## Task 1, Planning

### Objective:

The objective of this phase is to provide the City of Dickinson with recommendations for improvements to Lift Station No. 7. The recommendations will be based on the existing condition of the lift station and the future needs of the City.

**1.1 Project Management** – The Project Manager will ensure that the project proceeds in a timely and efficient manner, and that the Owner is provided proper communication of the project status. A pre-development meeting will be held with City staff. The subtasks for this section include the following:

- 1.1.1 Project Administration
- 1.1.2 Quality Control/Quality Assurance
- 1.1.3 Meetings

**1.2 Assessment of Existing Physical Conditions** – The assessments performed on the station will focus primarily on the existing condition, ultimate life expectancy and occupancy/safety issues. It is believed that the existing forcemain is PVC which doesn't require a condition assessment. The subtasks for this section include the following:

- 1.2.1 Civil (site, access including property boundaries)
- 1.2.2 Architectural (doors, roof, safety, & occupancy)
- 1.2.3 Structural (building and hoist)
- 1.2.4 Process (pumps, valves, & piping)
- 1.2.5 Mechanical (HVAC, ventilation, & classification)
- 1.2.6 Electrical (service, backup power, switchgear, wiring, & devices)

**1.3 Evaluation and Recommendations** – The lift station deficiencies and operational preferences will be identified. Alternatives and costs will be developed to address these deficiencies and preferences. A recommended alternative will be chosen in conjunction with City staff. The subtasks for this section include the following:

- 1.3.1 Operational Preferences
- 1.3.2 Deficiency Identification
- 1.3.3 Alternative Analysis
- 1.3.4 Cost Estimates
- 1.3.5 Recommendations

1.4 **Report** – The planning report will summarize the findings, alternatives, costs, and recommendations identified in the project.

1.4.1 This report will include preliminary engineering for the chosen improvements to Lift Station 7.

1.4.2 This report will not include an evaluation of the wet well. Rehabilitation of the wetwell is assumed.

1.5 **Preliminary Design** – The design of the chosen alternative will be taken to 30%.

1.5.1 Preliminary plans

## **Task 2 –Final Design**

On completion and acceptance of the Phase I recommendations by the City of Dickinson, the City reserves the right to extend the contract to perform design for the recommended improvements.

## **Task 3 – Construction Services**

The City of Dickinson reserves the right to extend the contract to include construction management services, construction observation, and contract administration.

## **Project Schedule**

### **Task/Activity**

Contract Approval by City  
Draft Planning Report  
Final Planning Report

### **Week Of**

July 2025  
October 2025  
December 2025

## **Compensation for Engineering Services:**

Planning Phase: Hourly Not to Exceed, \$42,200.