

**SUGGESTED FORM OF  
TASK ORDER**

This is Task Order  
No. 2023-3, consisting of 3  
pages.

**Task Order No. 2023-3: Water Reclamation Facility (WRF) Facility Plan**

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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 18, 2023
- b. Owner: City of Dickinson, ND
- c. Engineer: Apex Engineering Group, Inc.
- d. Specific Project (title): WRF Facility Plan
- e. Specific Project (description): Project to evaluate existing plant conditions, estimate 20-year flow and loading, evaluate liquid stream long term capacity and develop alternative analysis of options for solids dewatering. In addition, include the reclaimed water technical memo (Task order 2023-2) into the final Facility Plan document for funding purposes.

**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	\$53,300	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 18, 2023.

OWNER:

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

Print Name: Scott Decker

Title: President City of Dickinson

ENGINEER:

By: 

Print Name: Karla Olson, 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: Gary Zuroff

Title: Public Works Director

Address: 3411 Public Works Blvd.  
Dickinson, ND 58601

E-Mail  
Address: Gary.Zuroff@dickinsongov.com

Phone: 701-456-7979

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

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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 to Task Order No. 2023-3

## Water Reclamation Facility (WRF) Facility Plan

City of Dickinson

July 12, 2023

### Engineer's Services

Task Order No. 2023-3 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 10 years of the 20-year design life. Although the facility has been operating well, analysis of various components are required to proactively plan for future operational and equipment needs: capacity, solids handling, electrical, controls and reuse supply. This Facility Plan will allow the City to budget capital improvements needed in the future and will satisfy the requirements for State Revolving Fund (SRF) funding.

The proposed scope includes the study and report services. Design, Bidding and Construction services to be added as a future Task Order amendment. Following is a further breakdown of subtasks associated with this phase.

**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. The subtasks for this section include the following:

- 1.1.1 Project Administration
- 1.1.2 Quality Control/Quality Assurance
- 1.1.3 Meetings – includes a maximum of five monthly review meetings (1 in person, 4 Teams)

**1.2 Study and Report Services**—This task includes alternative evaluation of the existing flow and loading conditions compared to design capacity. Solutions for biosolids handling and disposal will be evaluated. Reuse supply alternatives and recommendations from Task order 2023-3 will be incorporated into the final Facility Plan document for funding purposes. The following subtasks will be completed:

**1.2.1 Liquid and Solids Treatment Capacity Analysis**

The facility has seen changes in flow and loading conditions in the past 10 years due to fluctuating population dynamics and varying industries in the system. An evaluation of the current and future flow and loading conditions to the plant is necessary to proactively plan any long-term capacity improvements required. Flow estimates for a projected new industry of 600 gpm of domestic strength wastewater will be included in the future capacity evaluation. Timing of future capacity deficiencies will be determined and recommendations for long term capital improvements will be completed.

**1.2.2 Solids Handling Analysis**

The facility solids handling and disposal procedures will be evaluated. Liquid land application of Class B biosolids was selected as the most cost effective alternative in the original facility design. However, staff time commitment and unpredictable weather conditions has resulted in difficulties land applying biosolids in the required seasonal time windows. Therefore, solids handling alternatives for mechanical dewatering will be evaluated as an option for final biosolids disposal. A maximum of four alternatives will be evaluated and preliminary opinions of costs, advantages, and disadvantages will be completed.

**1.2.3 Electrical and Controls**

The Facility Plan will include a power quality evaluation and existing electrical equipment condition assessment. A facility wide SCADA evaluation has been scoped and approved under Task Order 2023-1. Any long-term capital improvements identified under Task Order 2023-1 will be incorporated into the Facility Plan.

**1.2.4 Reuse Supply**

The reuse supply evaluation has been scoped and approved under Task Order 2023-2. The Technical Memorandum deliverable from Task Order 2023-2 will be incorporated into this Facility Plan to meet the SRF requirements and make any resulting project eligible for funding.

**1.2.5 Facility Plan**

A Facility Plan meeting the North Dakota Department of Environmental Quality (NDDEQ) and the State Revolving Fund (SRF) program requirements will be completed to make any capital improvements projects recommended eligible for funding.

Permitting and industry limit development fees are not included. Any permitting and limit development for new industry will be completed on an hourly basis at the request of the City.

Design, Bidding and Construction services may be included in the future.

**PROJECT SCHEDULE**

<b><u>Phase</u></b>	<b><u>Week of</u></b>
Execute Engineering Agreement	July 2023
Study and Report Services	August -December 2023
Industry Permitting	TBD
Design	TBD
Bidding and Construction	TBD