

**SUGGESTED FORM OF  
TASK ORDER**

This is Task Order  
No. 2024-2, consisting of 3  
pages.

**Task Order No. 2024-2: 2025 Watermain and Lead Service Line Replacement Project**

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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: March 19, 2024
- b. Owner: City of Dickinson, ND
- c. Engineer: Apex Engineering Group, Inc.
- d. Specific Project (title): 2025 Watermain and Lead Service Line Replacement Project with Special Improvement District
- e. Specific Project (description): Project to replace existing cast-iron watermains and lead service lines. A 2025 project will include the following areas: 9<sup>th</sup> Avenue West from Villard Street to 2nd Street West; 10<sup>th</sup> Avenue West from Villard Street south one block; 1<sup>st</sup> Street West from 12<sup>th</sup> Avenue West to Hollywood Boulevard; 2<sup>nd</sup> Street West from 10<sup>th</sup> Avenue West to 12<sup>th</sup> Avenue West and 5th Street West from 7<sup>th</sup> Avenue West to 8<sup>th</sup> Avenue West. All service lines will be replaced from the main to the curb stop and lead service lines will also be replaced as part of the project from the curb stop to the meter.

**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)
    - Final Design Phase (Exhibit A, Paragraph A1.03)
    - Bidding or Negotiating Services (Exhibit A, Paragraph A1.04)

- B. 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:

<u>Task/Activity*</u>	<u>Week Of</u>
Task Order Approval by City	March 19, 2024
Field Survey	May 15, 2024
Special Improvement District	June 15, 2024
SID Final Resolution	August 1, 2024
30% Design Completed	September 1, 2024
90% Design Completed	October 1, 2024
Final Design Completed	November 15, 2024

\*NDDWR Preconstruction Cost Share may require schedule changes.

**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. Preliminary and Final Design Services (A1.02, A1.03)	\$226,600	Hourly Not To Exceed
2. Easement Acquisition	\$6,900	Hourly Not To Exceed
3. Bidding Phase (A1.04)	\$9,100	Hourly Not To Exceed
<b>Total Compensation</b>	<b>\$242,600</b>	
4. 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 March 19, 2024.

OWNER:

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

Print Name: Scott Decker

Title: President City of Dickinson

ENGINEER:

By: 

Print Name: Scott M. Schneider

Title: Vice President

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

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Joshua M. Skluzacek, PE

Title: Engineering & Community Development Director

Address: 38 1<sup>st</sup> St. W  
Dickinson, ND 58601

E-Mail Address: joshua.skluzacek@dickinsongov.com

Phone: 701-456-7715

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Scott M. Schneider, PE

Title: Project Manager

Address: PO Box 4201  
Dickinson, ND 58602

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

Phone: 701-264-3926



## Attachment 1 to Task Order No. 2024-2

### **2025 Watermain and Lead Service Line Replacement Project with Special Improvement District**

City of Dickinson  
March 13, 2024

#### **Engineer's Services**

Task Order No. 2024-2 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 is updating the water distribution system piping along the following street segments in 2025:

- 9<sup>th</sup> Avenue West from Villard Street to 2<sup>nd</sup> Street West
- 10<sup>th</sup> Avenue West from Villard Street south about one block to the extents of the existing watermain
- 1<sup>st</sup> Street West from 12<sup>th</sup> Avenue West to Hollywood Boulevard
- 2<sup>nd</sup> Street West from 10<sup>th</sup> Avenue West to 12<sup>th</sup> Avenue West
- 5<sup>th</sup> Street West from 7<sup>th</sup> Avenue West to 8<sup>th</sup> Avenue West

The purpose of this Task Order is to provide preliminary and final design and bidding services for the 2025 Watermain Replacement project. The project will include replacement of all water service lines and replacement of lead service lines into the homes/buildings and a Special Improvement Districts (SID) for curb and gutter, driveways, and sidewalk replacements.

## SCOPE OF SERVICES

### 1.0 Project Management

Apex will be responsible for the overall coordination of work completed by the consultant team. Apex will be responsible for managing the project schedule and budget, work assignments, internal coordination meetings, and coordination with the City of Dickinson. Bi-weekly updates will be submitted and will include at a minimum: what was completed in the previous period, what is anticipated to be completed in the next period, issues or concerns for the City of Dickinson, estimated accrual for the previous period, and deliverables/milestones achieved during the previous period.

Meetings with representatives from the City of Dickinson will be held to discuss design and planning issues, scheduling, progress, and upcoming work. The Project Manager will ensure that the project proceeds in a timely and efficient manner, and that the City is provided proper communication of the project status.

### 2.0 Study and Report Services

- 2.1. Special Improvement District: The City desires to assess the required replacement of curb and gutter, driveways, and sidewalks within the project area per Resolution 39-2019. SID tasks include:
  - 2.1.1. Conduct field review of proposed improvements with City staff. A walk through with the City will be conducted to determine surface replacement limits (sidewalk/curb and gutter) and to identify surface/underground amenities that may cause issues.
  - 2.1.2. District Boundary and Engineers Report including determination of estimated assessment per lot and preparation of the property letters. The City will mail the SID letters.
  - 2.1.3. Attend Special Assessment District Public Hearing.
- 2.2. Facility Plan
  - 2.2.1. The City desires to develop a Facility Plan for the remaining cast-iron-pipe and asbestos cement pipe. A Facility Plan will be completed meeting the NDDEQ requirements.
- 2.3. Funding Assistance
  - 2.3.1. ND Department of Water Resources Cost Share application will be submitted and may include both a preconstruction and construction cost share applications.
  - 2.3.2. NDDEQ Drinking Water SRF Loan requirements will be utilized for the project and assistance with submittals will be provided.

### 3.0 Preliminary Design Services

- 3.1. Survey: Field survey of ND One-call of utilities and topographic data. Sewer video to be provided by the City to determine service locations. A legal survey establishing property lines will not be completed – City GIS linework will be used to estimate property lines. CADD editing of the ground survey will be completed to use for the contract plan documents.
- 3.2. Preliminary design of all water services from main to curb stop and replacement of lead service lines identified by the City from curb stop to meter within project limits.
- 3.3. City will provide updated GIS linework of water/sewer services.
- 3.4. The City has identified approximately 50-lead service lines to be replaced from the curb stop to the meter in the homes/buildings. Plans will include a document of meter location within each

property for bidding purposes. Temporary construction easements will be procured for lead service line replacements.

- 3.5. Opinion of Probable Cost will be prepared.
- 3.6. One Progress Meeting (30% design review)
- 3.7. City to provided geotechnical exploratory borings and any pavement replacement recommendations.
- 3.8. Deliverables: 30% plans

#### **4.0 Final Design Services**

- 4.1. Final design of watermain replacement for area identified in Preliminary Design Phase. Final tie-in locations and final details will be coordinated with City during 90% review.
- 4.2. Plans will include standard sheets including cover sheet, detail sheets, removal sheets and plan and profile sheets. Standard City Specifications will be used; updates to City specifications may be utilized.
- 4.3. Individual lead service lines information provided by City will be included in appendix to specifications.
- 4.4. Opinion of Probably Cost will be prepared.
- 4.5. SRF requirements will be included in the contract documents.
- 4.6. Two Progress Meetings (Progress meeting and 90% design review)
- 4.7. Deliverables: 90% and Final plans

#### **5.0 Bidding Services**

- 5.1. Advertise for Bids
- 5.2. Bid Phase Questions and Addenda
- 5.3. Bid Opening
- 5.4. Recommendation of Award