

TASK ORDER NO. 11281.H

Pursuant to the

MASTER AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN

CITY OF MERIDIAN (OWNER) AND STANTEC CONSULTING SERVICE, INC. (ENGINEER)

This Task Order is made this 24th day of September, 2024 and entered into by and between the City of Meridian, a municipal corporation organized under the laws of the State of Idaho, hereinafter referred to as “Owner”, and accepted by Stantec Consulting Services, Inc., hereinafter referred to as “Engineer” pursuant to the mutual promises, covenant and conditions contained in the Master Agreement (Category 2a) between the above-mentioned parties dated October 2, 2023. The Project Name for this Task Order is as follows:

TERTIARY FILTRATION – SERVICES DURING CONSTRUCTION

PROJECT UNDERSTANDING

The City of Meridian (City) Water Resource Recovery Facility (WRRF) is in year seven of a ten-year NPDES compliance schedule to reduce phosphorus effluent loadings to Fivemile Creek as required in the 2017 EPA administered NPDES permit. The City has previously completed a Wastewater Resource Recovery Facility Plan (WRRFP) in December 2018 per the facility planning process identified in the Idaho Administrative Procedures Act (IDAPA). As part of that effort, a comprehensive Capital Improvement Plan was identified to address the various treatment challenges and regulatory updates. In order to address more stringent total phosphorus removal requirements, the need for additional tertiary filtration was identified as part of that effort.

Stantec has identified several requirements for this project that will be used as a framework for establishing the expectations for the work. These project requirements include schedule, criteria, and facility design elements.

Preliminary schedule requirements:

- Contractor Notice to Proceed expected late October 2024
- Substantial completion expected early May 2026 (Permit requires July 31, 2026)
- Startup and commissioning complete by July 31, 2026
- IPDES compliance date of June 30, 2027 (expected to be administered by State of Idaho)

SCOPE OF WORK

This work is generally described as submittal reviews, response to Contractor questions, clarifications, and change items. These services also could include field observations, final inspections, record drawings, startup and commissioning and other work as requested by the City.

The following describes assumptions and conventions that were used in developing this scope of ESDC work. These services were developed based on the 90% design documents which were distributed to the City and reviewed with review comments incorporated into this scope.

General Assumptions

- Project Staging and Sequencing - The staging and sequencing of the construction will generally be left to the means and methods of the awarded Contractor except as identified in the design documents and the special project constraints within.
- Pre-purchased equipment submittals will be reviewed under this agreement in addition to those specified under the General Contractor scope.

TASK 1 - Engineering Services During Construction Scope

1.1 Project Management and Coordination

The project management and coordination work for this Task Order 3 will include:

1.11 Project Management Plan Update

Stantec will revise the project management plan (PMP) developed during design to update the status, delivery approach, staffing, responsibilities, schedule, risks and project deliverables. The PMP will be reviewed and updated on an annual basis or if there are significant changes as determined by Stantec.

1.1.2 Progress Tracking, Reporting and Invoicing

Stantec will prepare and maintain tracking tools for monthly reporting and invoicing to the City. The invoicing will include monthly status updates on a task-by-task basis, physical percent complete status and any changes or new risks identified in the billing period.

1.1.3 Internal, Contractor and City Coordination

Significant internal coordination between Stantec internal staff, contractor coordination, and City project manager will be needed in this project. Stantec assumed eight hours per week of coordination including informal phone calls and impromptu meetings, Teams discussions, emails, log maintenance and other coordination demands to keep the construction progressing, support the City's project manager and coordinate all the stakeholders as appropriate.

Project Management Assumptions:

- Document Management – All formal construction documentation (submittals, RFIs, change orders, etc.) will be saved, managed, and maintained on ConDoc. This online ConDoc platform will be made available to Stantec at no expense to Stantec.
- Invoicing will be performed monthly unless otherwise coordinated with the City due to inactivity.
- Engineer and City will maintain documents logs for real time access. It is assumed an electric document management system, ConDoc, will be established by the City and Contractor and will be accessed regularly by Engineer.

1.2 Construction Meetings

The following meetings during construction are as follows.

1.2.1 Construction Coordination Meetings

Stantec will manage and coordinate the design team to provide engineering support during construction. Coordination will be as administered by the City or the City's representative and are anticipated to require periodic meetings and workshops. Meeting minutes will be sent to the City for review and comment prior to sending to the Contractor. Stantec will coordinate, prepare for and attend the following:

- Pre-construction conference – Stantec to coordinate with City, prepare agenda and take/distribute notes and is assumed to include four Stantec staff onsite.
- Regular bi-weekly (every two weeks) construction progress meetings – Stantec to attend, conduct, and review Contractor notes. It is assumed that three Stantec staff will attend, two in-person and one virtually for 22 months of regular meetings.
- Five special equipment and material conferences (e.g., membrane vendor, building manufacturer, concrete conference)
- Integrator-led programming and functional design workshop

1.2.2 Additional Construction Meetings

This will include additional construction meeting coordination as requested by the City. It is assumed that two Stantec staff will attend in person and one virtually with the level of effort assumed to be two additional construction meetings per month for 10 months (for a total of 20 additional meetings) while construction activities are heavy. The special meetings will be billed per meeting as requested by the City. Stantec will provide hourly break down for additional meetings billed.

Construction Meetings Assumptions:

- Notes will be taken by Stantec, distributed to the City for review and distributed to the Project team by Stantec and documentation of meeting decisions and topics. Notes will be distributed within 5 business days of the progress meeting.
- The City may need up to two days review time of the draft notes.

1.3 Conformed Drawings

Stantec will incorporate addenda and design revision information identified during the bidding services and revise the drawings and specifications into conformed drawings and specifications to be distributed to the selected Contractor prior to notice-to-proceed. It is assumed that 50 sheets will need to be revised at two hours per sheet and 20 hours of specification updates. Note that the conformed drawings are to have City's building review/approval stamp indicating approval to construct. Digital versions of specifications and drawings will be provided. The conformed drawings and spec deliverables will include:

- 2 sets of full size drawings
- 6 sets of half-size (11X17) drawings
- 2 sets of technical specifications
- 2 sets of partial specifications (electrical/I&M and civil)
- Digital (pdf) versions of both the specifications, appendices and drawings

1.4 Submittal Reviews

Stantec shall assist City by reviewing submittals and shop drawings as they are required and received from the Contractor via Condoc. The submittals will be reviewed for conformity with the contract documents and general engineering and operations compliance and functionality including cross discipline review. The submittal reviews do not relieve the Contractor's responsibility to provide bid compliance materials, equipment and processes as required and communicated in the contract documents. Submittals will be reviewed and returned to the Contractor as approved, approved as noted, amend and resubmit or rejected. It is expected that 400 original plus 200 resubmittals (600 total) submittals will be received. For budgeting purposes, it is assumed that each submittal averages 6 hours with resubmittals averaging 3 hours. Stantec will also prepare and maintain a submittal log. The log shall capture submittal items by package for review and approval tracking. The final submittal count shall be compared to the scoping assumptions.

Assumptions:

- Stantec will review submittals within two weeks of receipt.
- The City will receive submittals concurrently for their information and should the City have review comments prior to Stantec's review finalization, Stantec will incorporate the review comments accordingly.
- Stantec will not hold up submittal reviews for City's review response.

1.5 Contract Documents Interpretation and Clarification (RFI, RFP, CPR, WCD and CO Assistance)

1.5.1 RFIs

Stantec will interpret the technical content of drawings and specifications with respect to requests for clarification and/or deviation from them. Review, document, recommend specific action, and respond to all requests for information (RFI). For budgeting purposes, it is expected that 250 RFIs will be processed at an average of six hours per RFI. This level of

effort is assumed to include 60 revised sketches/CAD drawings throughout the duration of the project.

1.5.2 Review of City/Engineer Requested Change Orders (out of scope work)

RFPs are City/Engineer initiated requests for the Contractor to prepare a proposal for new or additional work as requested by the City. If approved, this proposed additional work would be documented in a change order. For budgeting purposes it is expected that 20 RFPs will be performed during this project averaging 16 hours each. This level of effort is assumed to include 20 revised sketches/CAD drawings throughout the duration of the project.

1.5.3 Change Proposal Requests (CPRs)

Stantec will assist the City with review of Contractor change proposal requests (CPRs) including cost review, general review and negotiations of the CPR for completeness and accuracy. For budgeting purposes it is assumed that 40 CPRs will be reviewed as part of this project at 10 hours each.

1.5.4 Work Change Directives (WCD)

Stantec will assist the City in preparation of work change directives per the City request as deemed necessary for changed conditions and revised City preferences, additions to and variances from the design intent and documents. For budgeting purposes, it is assumed up to 15 work change directives will be reviewed as coordinated by the City at 20 hours each. This level of effort is assumed to include 20 revised sketches/CAD drawings throughout the duration of the project.

1.5.5 Change Order Assistance

The City will lead preparation of the change orders. However, Stantec will support the City with the review and preparation of drawings/sketches, specifications, and cost estimates to assist with contract change orders and in negotiations. For budgeting purposes, it is assumed that up to 50 change orders will be needed as part of this project at an average of two hours of support each.

1.6 Factory Testing Support

Stantec will provide staff and services to support factory witness testing for the major pump systems, membranes, and programmable logic controls per specification requirements.

Assumptions:

- The membrane filtration witness requires two staff (process-mechanical and electrical/I&C) for a duration of two days.
- The filter feed pumps and motors shall require 2 staff (process-mechanical and electrical/I&C) for a duration of 2 days.
- The PLC shall require one I&C staff for a duration of 2 days.
- The process controls instrument system (PCIS) factory testing witness requires two staff (process-mechanical and electrical/I&C) for a duration of two days.

- One additional 2-day factory test support trip as needed for two engineers to the membrane factory testing site.
- All travel will be within the United States or Canada.

Deliverables:

- A brief memorandum summarizing observations and recommendations shall be issued for each factory witness test.

1.7 Construction Field Administration

1.7.1 Regular Site Visits

Stantec will provide in-field engineering support services from local staff. This support is in addition to bi-weekly (every other week) site walks before or after progress meetings estimated to include 78 weeks of support for an average of five hours per site visit. It is assumed that 39 of these site visits will be part of (pre or post) construction meetings and the other 39 are independent of construction meetings as situations arise and site coverage is most needed. This site work will include daily photos, notes, site walk, Contractor check-in and observations of in progress work and recently completed work to identify observable areas of non-compliance or conflict. Note these observations do not relieve the Contractor of constructing per the contract documents. All information obtained in the field administration work will be documented and available for City review and reference.

1.7.2 Additional As-requested Site Visits

Should the conditions warrant additional site observations and inspection work to supplement the budgeted weekly site visits, these additional site visits will be only as authorized by the City and as conditions warrant. It is assumed that up to 39 additional site visits at 6 hours each are budgeted as part of this work.

1.7.3 Special Site Visits

Stantec will provide special discipline site visits for unique situations that arise requiring specific disciplines or specialists to be on-site for meetings, observations, or to get an on-site perspective of any issues or progress information that may be needed. It is assumed that 18 special site visits may be needed for the project including the six needed for structural observations. Each site visit will accompany site visit notes, photos and other documentation as is appropriate.

1.8 Quality Review

Stantec will review nonconformance notices or reports, inadequate test results or any notifications generated by the City or various Inspectors, respectively, when requested by the City that are deemed inadequate or in need of Engineer review. The number of reviews shall be assumed as 20 at two hours each.

1.9 Final Job Walks

Stantec will assist City staff in reviewing project completion. Stantec shall attend a substantial completion walk through inspection of specialists/engineers (mechanical, electrical, structural, I&C, civil, and architectural) for up to a full day. Stantec will assist the City in:

- Confirming Contractor's claim of substantial and final completion has been met
- Development of a punch list of items necessary to complete the project

Additionally, Stantec shall attend a final completion walk through inspection with the same number of engineers/specialists as in the substantial completion site inspection. Stantec shall assist the City in verification of completion of the punch list items.

1.10 Final Record Drawings

Stantec will prepare final record drawings that incorporate the following:

- Addenda
- Contract Clarifications
- Field Changes
- Change orders
- Contractor supplied as-built drawings.

The Stantec will submit final record drawings and final project specifications. The submittal shall consist of electronic PDF files of 22" x 34" drawings and hard copies as required in the City Record Drawing Standards found on the City website. A minimum of two (2) full size singled sided bound drawing sets and 3 half-size bound sets shall be prepared. For budgeting purposes, it is assumed that this task will require one hour per drawing, for 305 drawings. It is not anticipated that every contract drawing will require revision. Levels of effort beyond these assumptions shall be authorized in writing as Supplemental Services. It is assumed that there will only be one final version of record drawings produced at the end of the project based upon Contractor redlines, RFIs, City and Stantec field notes.

1.11 Start-up Planning Support

Stantec will assist the City with reviewing Contractor start up plans, participate in start-up planning and issues meetings, and participate in two-hour Coordination activities as requested by City. Stantec will coordinate, prepare for, attend and take notes at eight monthly start up planning and coordination meetings starting four months prior to Substantial Completion. It is expected that four Stantec staff will virtually attend with one staff in person.

1.12 Functional Testing and Start-up Support

It is expected that the Contractor will have primary responsibility for startup and testing of the facilities. Stantec will be present on-site during startup of the system. Stantec will provide process and other discipline engineering support along with operations and maintenance support during startup for each major process system. Process and other discipline engineering support will review equipment for proper installation, connections, and operation. This assistance includes the following:

- Additional detailing and revisions to the startup plan developed to assist in finalization.

- Provide engineering input and oversight during startup and commissioning of individual unit processes:
- Witness performance tests as specified in the Contract Documents, review test reports applicable to the equipment and systems, and make recommendations as to acceptance.
- Analyze equipment and process performance for conformance with intended design conditions.
- Assist the City during initial startup of the facilities by assisting assigned operating personnel.
- Advise City staff during startup/testing.
- Verify that startup performance is as anticipated and troubleshoot any unexpected outcomes.
- Participate in meetings, respond to email inquiries, and evaluate operational data and procedures.
- Provide recommendations for operational, system, or control narrative changes to improve system performance.

Assumptions:

- Startup services are budgeted at two project representatives full time (40-hours per week each) for six weeks for planning and to observe and provide input during the permanent system startup and commissioning period plus travel costs.

1.13 Acceptance Testing Support

The Contractor will lead all acceptance testing related activities. Additional detailing and revisions to the Acceptance Test Plan developed by the Contractor will be reviewed by Stantec to assist in finalization.

The Contractor shall demonstrate, through Acceptance Testing, that the Project meets Performance Standards established in the Contract Documents for plant hydraulics, chemical feed, controls, water quality, and waste streams. Stantec will attend and witness field and performance tests and review test reports applicable to the equipment and systems and make recommendation to City as necessary.

Assumptions:

- One on-site project representative from Stantec is anticipated to directly observe acceptance testing for four of the expected eight weeks required for acceptance testing. A second on-site Stantec representative is anticipated to be on-site to observe acceptance testing for up to 10 full days.
- Stantec assumes 320 hours for this effort:
- Stantec will provide support of 40 hours/week for four weeks onsite for one person.
- Stantec will provide secondary support of 40 hours/week for two weeks onsite for a second person.
- During the other four weeks, Stantec will support acceptance testing; Stantec support is assumed to be 20 hours/week during this time. Infrequent visits to the site may be required during these other weeks.

- The Contractor will provide on-site support for the entire acceptance testing period.
- Stantec is not including any water quality testing lab or testing costs, the City or the Contractor will perform all necessary testing.

1.14 Training Assistance

In addition to the training provided by the Contractor and equipment vendors, Stantec will prepare and arrange for operator and maintenance training for major components of the work. Training will consist of some classroom training with handouts and projected images, as well as on-site training on the actual constructed systems. The training shall consist of approximately three four-hour sessions in person.

Training will cover the design intent, process overview, major system components and equipment operation, instrumentation and controls, operating strategies and monitoring. Training deliverables will include training presentations and associated documents.

In addition, one Stantec engineer will be available sit in on each subject class up to a maximum of four classes (assumed at 3-hour) to provide additional information or input during the class.

1.15 O&M Manual (O&M)

Stantec will develop an O&M manual for the City in accordance with IDAPA 58.01.16. The manual will only be for the new or updated facilities included in this project except as noted in the outline assumptions. The O&M manual will follow the general format of the February 2017 WRRF O&M Manual with the level of detail similar to the December 2023 WRRF Digester 6 O&M Manual. It is expected that the O&M Manual will generally contain the following major items within for the membrane tertiary filtration system chapter:

- Tertiary Filtration Chapter Executive Summary
- System Overview
- Theory of Operation
- Equipment and Instrumentation
- Procedures
- Future Expansion

Assumptions and Deliverables:

- Stantec will also incorporate vendor submittals and vendor specific equipment O&M manuals and submit to the City but this work will be provided as part of the submittal review work (not part of this task).
- Submit DRAFT O&M documentation for City Review in MS Word.
- Incorporate City review comments and submit FINAL O&M documentation to City and IDEQ if requested in MS Word and pdf.

NOTICES

Any and all notices required to be given by either of the parties hereto, unless otherwise stated in this agreement, shall be in writing and be deemed communicated when mailed in the United States mail, certified, return receipt requested, addressed as follows:

City of Meridian

Purchasing Manager
33 E. Broadway Avenue
Meridian, Idaho 83642
Telephone: (208) 489-0417
kwatts@meridiancity.org

Stantec Consulting Services, Inc.

Attn: Michael Fuss
727 East Riverpark Lane, Ste. 150
Boise, ID 83706
Telephone: (208)345-5865
Email: Michael.fuss@stantec.com

TIME OF COMPLETION and COMPENSATION SCHEDULE

COMPENSATION AND COMPLETION SCHEDULE			
Task	Description	Due Date	Compensation
1.1	Project Management & Coordination	▪ Ongoing Throughout Project	\$239,384
1.2	Construction Meetings	▪ 90 days from NTP	
	Regular and Planned Special Meetings	▪	\$110,764
	As-needed Construction Meetings	▪	\$53,139
1.3	Conformed Drawings	▪	\$25,585
1.4	Submittal Reviews	▪	\$659,979
1.5	RFI, RFP, SPR, WCD & CO Support	▪	\$616,666
1.6	Factory Testing Support	▪	\$52,180
1.7	Construction Field Administration	▪	
	Regular and Planned Special Site Visits	▪	\$185,727
	As-needed Site Visits	▪	\$54,852
1.8	Quality (Nonconformance) Review	▪	\$5,200
1.9	Final Job Walks	▪	\$67,635
1.10	Final Record Drawings	▪	\$79,733
1.11	Start-up Plan Support	▪	\$26,519
1.12	Function Testing Support	▪	\$121,029
1.13	Acceptance Testing Support	▪	\$69,370
1.14	Training & Assistance	▪	\$26,175
1.15	O&M Manual	▪	\$104,103
TASK ORDER TOTAL:			\$2,498,040.00

The Not-To-Exceed amount to complete all services listed above for this Task Order is two million, four hundred ninety-eight thousand, forty dollars and 00/100 (\$2,498,040.00). No compensation will be paid over the Not-to-Exceed amount without prior written approval by the Owner in the form of a Change Order. No travel or expenses will be reimbursed through this agreement. All costs must be incorporated in the individual tasks within the Compensation and Completion Schedule above.

CITY OF MERIDIAN

STANTEC CONSULTING SERVICES, INC.

BY: _____
KEITH WATTS, Procurement Manager

BY: *Michael Fuss* _____
MICHAEL FUSS, P.E., Inland NW Practice Lead

Dated: _____

Dated: 9/17/24 _____

City Project Manager:
David Briggs

Approved by Council:

Attachment A: Preliminary Schedule

