

## TASK ORDER NO. 10036.g

Pursuant to the

MASTER AGREEMENT FOR PROFESSIONAL SERVICES  
BETWEEN

**CITY OF MERIDIAN (OWNER) AND MOUNTAIN WATERWORKS, INC (ENGINEER)**

This Task Order is made this 18<sup>th</sup> day of January, 2022 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 “City”, and accepted by (MOUNTAIN WATERWORKS, 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 1, 2020. The Project Name for this Task Order is as follows:

**CITY OF MERIDIAN**

### **WRRF Sidestream Phosphorus Removal Project Services During Construction**

#### **PROJECT UNDERSTANDING**

The Engineer’s scope of services, time of completion, and compensation shall be as set forth herein. This Task Order is for professional engineering to support construction of the Sidestream Phosphorus Removal Project for the City’s WRRF. The sidestream phosphorus removal equipment procurement and design tasks have been completed under a separate task order. The focus of this task order is for construction support and startup services for the project.

#### **SCOPE OF WORK**

The City utilizes anaerobic digestion for solids stabilization at the WRRF. During the anaerobic digestion process, a significant amount of nutrients (phosphorus and ammonia) are released. The nutrient release causes two primary challenges for the City:

- Struvite formation in piping, valves, tanks, and equipment downstream of anaerobic digestion causing significant operation and maintenance problems and expenses
- Nutrient return to the head of the WRRF resulting in concerns with meeting nutrient limits contained in the current discharge permit; and future permit limits are anticipated to be more stringent

Over the last 5 to 6 years, the City has spent a significant amount of time evaluating various options for sidestream nutrient management. A number of engineering studies were prepared and pilot testing was completed to determine the preferred approach for sidestream nutrient management. Based on the work completed by the City, nutrient recovery from the digested sludge immediately after anaerobic digestion has been selected.

The City has executed an equipment procurement agreement with CNP/Centrisys to supply an equipment package that includes their Airprex sidestream treatment system. This task order is to assist the City during construction of the Airprex system, supporting facilities, and sitework. Specific tasks are described below.

### **Task 1 – Project Coordination and Meetings**

Engineer will coordinate with the project team, contractor, and City throughout the project related to schedule, budget, and status updates. Monthly coordination meetings are anticipated. Meeting minutes will be prepared for project coordination meetings and distributed to attendees. Monthly progress reports will be prepared and submitted with monthly invoices to document project progress.

Engineer shall attend a preconstruction meeting to facilitate understanding of the contract requirements by all parties involved. The meeting will be conducted by the Engineer. Meeting minutes will be prepared by the Engineer.

Engineer shall attend on-site bi-monthly (twice per month) construction progress meetings. Engineer shall prepare agenda and meeting notes. This is based on an estimated construction schedule of 14 months.

Engineer shall attend special on-site meetings (not conducted on the same day as the regularly scheduled meetings) at the request of the City to discuss and assist in resolving construction issues. The intent of these meetings is to expedite the submittal review process and resolve contract change orders and requests for information. Fifteen (15) additional meetings have been assumed for this task.

#### **Task 1 Deliverables:**

- Monthly progress reports with invoices
- Meeting minutes

### **Task 2 – Review and Prepare Responses to Contractor Construction Documents**

#### ***Task 2.1 – Request for Information (RFI) Review and Response***

Engineer shall prepare written responses to the Contractor's written questions and concerns that arise during construction through the RFI process. Engineer shall provide clarification or direction to the Contractor through written responses to these requests for information. This task is estimated to include fifty (50) RFIs.

### *Task 2.2 – Design Clarification (DC) Development*

DCs shall be initiated by the Engineer when questions and concerns arise that cannot be resolved through a close and thorough examination of the Contract Documents, or for which an interpretation may result in a material change in the design or operational intent of the facility. DCs shall include sketches and drawing/specification revisions. This task is estimated to include ten (10) DCs.

### *Task 2.3 – Construction Document Logging and Management*

Engineer and City will maintain document logs. Engineer will review monthly and provide comments at the progress meetings. It is assumed that an electronic document management system (ConDoc) will be established by City and Contractor and will be accessed regularly by Engineer.

#### Task 2 Deliverables:

- Written documentation coordinated and managed through ConDoc

## **Task 3 – Review of Shop Drawings and Submittals**

### *Task 3.1 – Initial Submittal Review*

Engineer shall review the shop drawings, material samples, O&M manuals, laboratory tests, mill tests results, and related information and provide responses within ten (10) working days to the Contractor regarding the suitability of the proposed equipment and materials to be incorporated into the project. Items reviewed, actions taken (including allowed substitutions), and recommendations made will be maintained in the electronic document management system. This task is estimated to include 103 initial submittals.

### *Task 3.2 – Resubmittal Review*

It is anticipated that resubmittals will be required at the rate of approximately 2 resubmittals for every initial submittal. However, the time required for a resubmittal review is significantly less than for initial submittals.

#### Task 3 Deliverables:

- Written documentation coordinated and managed through ConDoc

## **Task 4 – Review and Preparation of Change Orders**

### *Task 4.1 – Evaluate Contractor's Request for Change Orders (COs) and Claims*

Engineer shall review Potential Change Order (PCOs) submissions by the Contractor and make recommendations to the City regarding the acceptance or rejection of the proposed change. This includes requests for additional time, and additional money. Engineer's services related to resolution of claims (over and above reviewing the claim and making recommendation to City) are beyond the scope of services. This task is estimated to include ten (10) CO reviews.

#### *Task 4.2 – Prepare Change Order Requests (CORs) or Field Orders*

Engineer shall prepare CORs from the Contractor for proposed changes in the contract for construction. Change orders, including modified and/or additional drawings, specifications, and other exhibits shall be prepared to define the scope and extent of the change and solicit a price from the Contractor to perform the work. This task is estimated to include the preparation of ten (10) CORs.

#### *Task 4.3 – Review Monthly Progress Payment Requests*

Engineer shall review monthly progress payment requests from the Contractor and make recommendations to the City for payment. This review shall include assessment of materials and/or equipment stored on-site or off-site and for which the Contractor is requesting payment for stored materials. This is based on a construction schedule of 14 months.

#### Task 4 Deliverables:

- Written documentation coordinated and managed through ConDoc

#### **Task 5 – Final Completion**

Following completion of construction, Engineer shall perform a final inspection of the work completed by the Contractor and make recommendations as appropriate for partial or final acceptance of the work. Following Contractor's completion of punch list items on Certificate of Final Completion, Engineer will conduct final walkthrough to verify correction of punch list items.

#### Task 5 Deliverables:

- Written documentation coordinated and managed through ConDoc

#### **Task 6 – Record Drawings**

The Contractor will maintain a current set of marked-up Contract Documents detailing field changes and clarifications. During Construction, the Engineer shall inspect Contractor's markups of As-built drawings on a monthly basis to assess compliance with the requirements of the contract documents. Following Contract closeout, Engineer shall prepare one set of full-sized and one set of half-sized reproducible set of record drawings reflecting field changes and clarifications noted by the Contractor, Engineer, and City.

#### Task 6 Deliverables:

- Record drawings in hard copy, pdf, and CAD format

The anticipated schedule is as follows:

- Begin based on City's issuance of construction Notice to Proceed, anticipated construction duration is 14 months.

# **ASSUMPTIONS**

The following assumptions are made for this scope of work:

- The City will provide the following as needed:
  - Daily inspection services
  - Witness and document standard construction testing such as pipe pressure testing
  - Third party testing services such as geotechnical testing
- The City will take the lead with coordinating other construction projects in the vicinity such as Digester 6

# **TIME OF COMPLETION and COMPENSATION SCHEDULE**

The following schedule is based on our project understanding and scope of work described above.

<b>COMPENSATION AND COMPLETION SCHEDULE</b>			
<b>Task</b>	<b>Description</b>	<b>Due Date</b>	<b>Compensation</b>
1	Project Coordination & Mtgs	▪ Throughout Project	▪ \$83,680.00
2	Review and Respond to Contractor Construction Docs	▪ Throughout Project	▪ \$39,480.00
3	Review of Shop Drawings and Submittals	▪ Throughout Project	▪ \$165,960.00
4	Review and Prepare Change Orders	▪ Throughout Project	▪ \$39,880.00
5	Final Completion	▪ TBD	▪ \$50,720.00
6	Record Drawings	▪ TBD	▪ \$75,520.00
			<b>TASK ORDER TOTAL \$455,240.00</b>

The Not-To-Exceed amount to complete all services listed above for this Task Order No. 10036.e is four hundred fifty-five thousand two hundred forty dollars (\$455,240.00). No compensation will be paid over the Not-to-Exceed amount without prior written approval by the City 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**

**MOUNTAIN WATERWORKS, INC**

BY: \_\_\_\_\_  
KEITH WATTS, Procurement Manager

BY:  \_\_\_\_\_  
STUART HURLEY, President

Dated: \_\_\_\_\_

Dated: 1/7/21 \_\_\_\_\_

Approved by Council: \_\_\_\_\_