



**NFS TO OWNER**

**Strand Associates, Inc.®**

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Task Order No. 26-02  
City of Sheboygan, Wisconsin (City)  
and Strand Associates, Inc.® (Contracting Party)  
Pursuant to General Service Agreement dated \_\_\_\_\_, 20\_\_

### **Scope of Services**

Contracting Party will provide the following services to City.

#### Planning Services

1. Attend one kickoff meeting with City at the wastewater treatment plant (WWTP). Gather site-specific information and review project scope, available information, project goals, and potential funding alternatives.
2. Provide requests for information to City for documents and information appropriate for design.
3. Prepare flow projections for the WWTP through year 2050. Use the 2020 previously prepared Wastewater Treatment Facility Plan flow projections as the basis, and update flow projections based on recent influent wastewater data and Wisconsin Department of Administration projections provided by City. City shall approve flow projections.
4. Review potential regulations and future limits associated with the disinfection process including E. coli and fecal coliform. Request potential limit changes from the Wisconsin Department of Natural Resources (WDNR).
5. Request and evaluate cost proposals from up to three ultraviolet (UV) disinfection system suppliers. UV transmissivity and collimated beam testing are anticipated to be completed by potential manufacturers. It is anticipated that Bidding Documents will be based on one UV disinfection system supplier with the potential that others may be listed as equipment alternatives.
6. Evaluate the potential installation of a hydraulic turbine to generate electricity using the WWTP's hydraulic profile.
7. Prepare a draft abbreviated facilities plan report expanding on Contracting Party's previously prepared Wastewater Treatment Facility Hydraulic Profile and UV Disinfection Feasibility Study report.
8. Attend one review meeting with City at the WWTP. Use information gathered at this meeting to review the draft abbreviated facilities plan and City-selected single UV disinfection system supplier for the basis of design. Address City's facilities plan comments and submit to the facilities plan to WDNR for review.
9. Respond to WDNR review comments, as appropriate.

#### Design Services

1. Conduct a topographic survey of the WWTP site to gather information. Scan the site and interior of the existing chlorine contact tank using a high-definition 3D surveying laser scanner. City shall coordinate and perform the drain down of the existing chlorine contact tank for the purpose of obtaining the 3D laser scan. Communicate with Digger's Hotline to mark buried utilities prior to surveying.

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2. Prepare National Fire Protection Association (NFPA) 820 review and summary for the project existing remaining disinfection-related structures and proposed new structures. Review architectural, structural, mechanical, and/or electrical elements for modifications to systems in accordance with NFPA 820 and local building codes.
3. Prepare draft Bidding Documents using Engineers' Joint Contract Documents Committee C-700 Standard General Conditions of the Construction Contract, 2018 edition, technical specifications, and engineering drawings for bidding the project as a single construction contract.
4. Conduct a virtual workshop with City to discuss bidding, contracting, and general construction (Division 00 and 01).
5. Submit draft Bidding Documents and an opinion of probable construction cost (OPCC) for City review at approximately 30, 60, and 90 percent design. The OPCCs will be prepared in accordance with the Association for the Advancement of Cost Engineers Cost Estimate Classification System, Class 4 estimate for the 30 percent design and Class 3 estimate for the 60 and 90 percent design. Conduct a review meeting at the WWTP following each deliverable. Incorporate City's comments from each review meeting, as appropriate. Bidding Documents are anticipated to include the following components:
  - a. Retrofit of existing chlorine contact tanks for conversion to a UV disinfection system.
  - b. UV disinfection system installed within a new enclosed building located within the footprint of the existing chlorine contact tanks. No excavation is anticipated.
  - c. Demolition of existing sodium bisulfate chemical building.
  - d. Process, mechanical, heating, ventilation, air conditioning, electrical, structural, and architectural components related to the WWTP modifications.
6. Submit the appropriate number of reviewable Bidding Documents to the WDNR and Wisconsin Department of Safety and Professional Services (WDSPS) for approval, if required. Agency review fees shall be paid directly by City.
7. Incorporate WDNR and WDSPS comments, as appropriate, into final Bidding Documents.
8. Submit final OPCC to City, prepared in accordance with the Association for the Advancement of Cost Engineers Cost Estimate Classification System, Class 3 estimate. Submit up to three paper copies and an electronic portable document format file of the final Bidding Documents to City.
9. Prepare updated Intent to Apply and Priority Evaluation and Ranking forms for the Clean Water Fund Program and submit to the WDNR.
10. Assist City with preparing a Clean Water Fund Program loan application for submittal to WDNR.
11. Communicate project elements with Focus on Energy. An allowance of 16 hours has been included for this item.

#### Bidding Services

1. Distribute Bidding Documents electronically through QuestCDN, available at [www.strand.com](http://www.strand.com) and [www.questcdn.com](http://www.questcdn.com). Submit Advertisement to Bid to City for publishing.

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2. Attend and conduct a pre-bid meeting at the WWTP.
3. Prepare and issue addenda, as needed. Answer contractor questions during bidding.
4. Attend virtual bid opening, tabulate and analyze bid results, prepare a summary letter of bid results, and assist City in the award of the Construction Contract.
5. Prepare four sets of Contract Documents for signatures.

#### **Service Elements Not Included**

The following services are not included in this Task Order. If such services are required, they will be provided through an amendment to this Task Order or through a separate task order with City.

1. Additional Site Visits and/or Meetings: Additional City-required site visits or meetings.
2. Bidding Alternatives and Bid Phasing: Any services involved in providing bidding alternatives or bidding phases.
3. Construction-Related Services: Any services involved in performing construction-related services.
4. Flood Studies: Any services involved in performing flood and floodway studies.
5. Preparation for and/or Appearance in Litigation on Behalf of City: Any services related to litigation.
6. Revising Designs, Drawings, Specifications, and Documents: Any services required after these items have been previously approved by state or federal regulatory agencies, because of a change in project scope or where such revisions are necessary to comply with changed state and federal regulations that are put in force after Services have been partially completed.
7. Services Furnished During Readvertisement for Bids, if Ordered by OWNER: If a Contract is not awarded pursuant to the original bids.

#### **Compensation**

City shall compensate Contracting Party for Services under this Task Order a lump sum of \$535,000.

The lump sum fee for the Services is based on wage scale/hourly billing rates, adjusted annually on July 1, that anticipates the Services will be completed as indicated. Should the completion time be extended, it may be cause for an adjustment in the lump sum that reflects any wage scale adjustments made.

The lump sum will not be exceeded without prior notice to and agreement by City but may be adjusted for time delays, time extensions, amendments, or changes in the **Scope of Services**. Any adjustments will be negotiated based on Contracting Party's increase or decrease in costs caused by delays, extensions, amendments, or changes.

#### **Schedule**

Services will begin upon execution of this Task Order, which is anticipated the week of February 2, 2026. Services are scheduled for completion on March 31, 2027.

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### City's Responsibilities

1. Assist Contracting Party by placing at Contracting Party's disposal all available information pertinent to the Task Order-specified project including previous reports, previous drawings and specifications, and any other data relative to the scope of the Task Order-specified project.
2. Furnish to Contracting Party, as required by Contracting Party for performance of Services as part of this Task Order, data prepared by or services of others obtained or prepared by City relative to the scope of the Task Order-specified project, such as soil borings, probings and subsurface explorations, and laboratory tests and inspections of samples, all of which Contracting Party may rely upon in performing the Task Order-specified project Services under this Task Order.
3. Provide access to and make all provisions for Contracting Party to enter upon public and private lands as required for Contracting Party to perform Task Order-specified project Services under this Task Order.
4. Examine all reports, sketches, estimates, special provisions, drawings, and other documents presented by Contracting Party and render, in writing, decisions pertaining thereto within a reasonable time so as not to delay the performance of Contracting Party.
5. Provide all legal services as may be required for the development of the Task Order-specified project.
6. Pay all permit and plan review fees payable to regulatory agencies.

### Opinion of Probable Cost

Any opinions of probable cost prepared by Contracting Party are supplied for general guidance of City only. Contracting Party has no control over competitive bidding or market conditions and cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to City. If City requires more than general guidance, then City agrees to obtain an independent cost estimate by others.

### Payment

City shall make monthly payments to Contracting Party for Services performed in the preceding month based upon monthly invoices.

Nonpayment 45 days after the date of receipt of invoice may, at Contracting Party's option, result in suspension of Services upon five calendar days' notice to City. Contracting Party will have no liability to City, and City agrees to make no claim for any delay or damage as a result of such suspension caused by any breach of this Task Order by City. Upon receipt of payment in full of all outstanding sums due from City, or curing of such other breach which caused Contracting Party to suspend Services, Contracting Party will resume Services and there will be an equitable adjustment to the remaining project schedule and compensation as a result of the suspension.

Failure to make payments to Contracting Party is cause for termination upon two-week notice to City.

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**Data Provided by Others**

Contracting Party is not responsible for the quality or accuracy of data nor for the methods used in the acquisition or development of any such data where such data is provided by or through City, contractor, or others to Contracting Party and where Contracting Party's Services are to be based upon such data. Such data includes, but is not limited to, soil borings, groundwater data, chemical analyses, geotechnical testing, reports, calculations, designs, drawings, specifications, record drawings, contractor's marked-up drawings, and topographical surveys.

**TASK ORDER AUTHORIZATION AND ACCEPTANCE:**

CONTRACTING PARTY:  
STRAND ASSOCIATES, INC.®

CITY:  
CITY OF SHEBOYGAN, WISCONSIN

\_\_\_\_\_  
Joseph M. Bunker  
Corporate Secretary

Date

\_\_\_\_\_  
Ryan Sorenson  
Mayor

Date

**NOT FOR  
SIGNATURE**