TASK ORDER NO. 14 TO MASTER AGREEMENT

Project Number 0717.031

This is Task Order No. 14, consisting of 3 pages and 1 Attachment.

Task Order

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated March 5, 2012 ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

a.	Effective Date of Task Order:	January 2, 2024
b.	Owner:	City of Sidney
c.	Engineer:	Morrison-Maierle
d.	Specific Project (title):	Facultative Lagoon Sludge Removal and Reclamation
e.	Specific Project (description):	Preliminary Design, Final Design, and Bidding Services including engineering, survey, and funding assistance shall be provided for the Facultative Lagoon Sludge Removal and Reclamation.

2. Services of Engineer

A. The specific services to be provided or furnished by Engineer under this Task Order are:

Design and Bidding Services as described in Attachment A.

B. Other Services

Engineer shall also provide the following services:

Grant and Loan Administration as described in Attachment A.

C. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

3. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, subject to the following: **No Changes.**

4. Task Order Schedule

The parties shall meet the following schedule:

Party	Action	Completion Date
Engineer	**Design as described in Attachment A.**	**May 15, 2024**
Engineer	**Bidding as described in Attachment A.**	**As necessary to match the City and SRF schedule, but bidding shall begin no later than July 31, 2024.**

5. 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. Basic Services (Part 1 of Exhibit A)		
a. Design Phase	$110,000	Lump Sum
b. Bidding Services	$16,000	Lump Sum
c. Other Services – Grant and Loan Administration	$9,500	Lump Sum
TOTAL COMPENSATION	$135,500	Lump Sum

Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Consultants' charges, if any. Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered, but shall not exceed the total compensation amount unless approved in writing by the Owner.

B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

6. Consultants retained as of the Effective Date of the Task Order: None.

7. Other Modifications to Agreement and Exhibits: None.

8. Attachments: Attachment A.

9. 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 as shown under 1.a of this Task Order.

OWNER:	ENGINEER:
By: _____	By: Jill A. Cook
Print Name: Rick Norby	Print Name: Jill Cook, PE
Title: Mayor	Title: Vice President
DESIGNATED REPRESENTATIVE FOR TASK ORDER:	DESIGNATED REPRESENTATIVE FOR TASK ORDER:
Name: Jeff Hintz	Name: Laura Gundlach, PE
Title: Director of Public Works	Title: Water/Wastewater Engineer
Address: 115 2nd St SE Sidney, MT 59270	Address: 315 N 25th St, Suite 102 Billings, MT 59101
E-Mail Address: publicworks@cityofsidneymt.com	E-Mail Address: lgundlach@m-m.net
Phone: (406) 433-2809	Phone: (406) 237-1272

OWNER ACCEPTANCE: _____ (Initials)

ENGINEER ACCEPTANCE: _____ (Initials)

ATTACHMENT A

TO

TASK ORDER NO. 14
CITY OF SIDNEY
FACULTATIVE LAGOON SLUDGE REMOVAL AND RECLAMATION – DESIGN AND BIDDING
SCOPE OF SERVICES

The Master Agreement for Professional Services dated March 5, 2012, between the City of Sidney (Owner) and Morrison–Maierle, Inc. (Engineer) for engineering services, shall be modified for this Task Order No. 14, as noted below.

Preliminary Design, Final Design, and Bidding Services including engineering, survey, and funding administration and coordination assistance shall be provided for the Facultative Lagoon Sludge Removal and Reclamation Project. The components included in the scope for this Task Order include:

- Engineering services related to design and bidding for removal of sludge and final disposal by land application from the decommissioned 39-acre facultative lagoon.
- Engineering services related to design and bidding for reclamation of the lagoon site.

Engineer shall complete a Basis of Design Report as the final deliverable for the Preliminary Design phase and Drawings and Specifications for the project as the final deliverable for the Final Design Phase. Engineer shall conduct design workshops with the Owner at 70% completion for both the preliminary and final design phases and incorporate comments into the documents. Engineer shall facilitate the bidding of the project and make award recommendation to the Owner upon its conclusion.

SERVICES EXCLUDED FROM THIS TASK ORDER:

GEOTECHNICAL STUDY

Geotechnical studies, if needed, are anticipated to be contracted for directly by the City. If the City elects to have the Engineer conduct a geotechnical study, this shall be considered an Additional Service to be added by a future Amendment.

PERMITTING

No permitting needs are anticipated beyond approval for construction by Montana DEQ. Any additional permitting will be completed only upon authorization of the Owner as an Additional Service to be added by a future Amendment.

CONSTRUCTION ADMINISTRATION

The Construction and Post-Construction phases for the project are not included in this Task Order 14 Scope and may be added by Amendment.

ASSUMPTIONS:

- Per discussions with City staff, the Engineer assumes that the facultative lagoon was constructed with a clay liner per the original construction drawings. City staff has also indicated that the bottom elevation may be undefined.

- Based on discussions with City staff, reclamation is anticipated to consist of burying the existing rip rap in the footprint of the lagoon and leaving the clay liner in place.

- Also, as a part of this reclamation, the City anticipates the construction of a gravel pad at the southwest corner of the existing lagoon. The City will provide information about vehicle type and frequency of future use which will be used as a basis of design.

    - Engineer assumes that the construction of this gravel pad does not have specific regulatory requirements. Design for compliance with any other specific regulatory requirements based on future use will be completed only upon authorization of the Owner as an Additional Service to be added by a future Amendment.

- Engineer assumes that sludge testing completed by the City with Steve Harris over the last several years will be sufficient for design and no additional sludge testing will be required. If additional sampling or testing is required, this shall be contracted for and paid for directly by the City with results to be shared with Engineer during the preliminary design phase to allow to incorporation into the construction documents.

- During preliminary design, some field investigations may be necessary. It is assumed that Owner's staff will be available to assist with field investigations. If any physical exposure of existing infrastructure is required, it is assumed the Owner will excavate or hire a contractor to excavate to obtain needed verifications.

- It is assumed that the State Revolving Fund (SRF) is the only funding agency, and that SRF staff will prepare the Environmental Report required by SRF.

TRAVEL SUMMARY:

- This Task Order includes a total of five trips to Sidney total for the assumed purposes below:
    - One trip to Sidney for the project manager to meet with City personnel and the City Council.
    - One trip to Sidney for the project manager and the lead design engineer for the kickoff meeting and preliminary site investigations.
    - One trip to Sidney for the purpose of coordination with funding and regulatory agencies, including presenting at a rate hearing, if required.
    - Two trips to Sidney for the purpose of attending an on-site Pre-Bid meeting and the bid opening.

DESCRIPTION OF PRELIMINARY DESIGN, FINAL DESIGN, AND BIDDING PHASE SERVICES:

TASK 10 - PROJECT MANAGEMENT

Project management for the design phase will essentially include all project coordination between the Owner and the Engineer. This management task includes communication of ideas, questions, and issues to ensure the design encompasses input from the project personnel for both the Owner and Engineer. Project management also includes the effort necessary to control the quality, schedule, and budget of the project.

Engineer shall attend or conduct meetings with Owner's personnel and the Sidney City Council.

The project team, including the project manager and lead design engineer, will meet with the Owner in a kickoff meeting to discuss the overall project direction and consensus-building on major issues. Preparation for this meeting is included in this task. Meeting notes will be prepared and distributed to all participants.

Project management shall also include all coordination with other internal engineering and support staff for the completion of the project.

TASK 37 – GRANT AND LOAN ADMINISTRATION

Engineer will provide support to the Owner to coordinate with the project funder for grant and loan administration. It is expected that the only funder is the Montana State Revolving Fund (SRF). Engineer will provide any previously completed environmental documents requested by SRF for their use.

Engineer shall assist the City in meeting startup conditions for the loan, participate in monthly funder conference calls, participate on-site in a public rate hearing (if required), and prepare of draw requests. Startup conditions are anticipated to include the preparation of an estimated project budget, estimated implementation schedule, and management plan.

TASK 30 – DESIGN SURVEY

Design phase survey services will consist of the following:

- Establish horizontal and vertical control for the project areas. The horizontal and vertical datums for this project shall be approved by the City.
- Design survey will be completed with GPS to collect surface data. Utility locates will be requested before the survey using the One-Call service.
- Aerial imagery will be obtained with an unmanned aerial vehicle (UAV)survey. The plans will utilize the aerial imagery from the UAV survey as a background and features such as approaches, trees, etc. will not be drawn in.
- Complete valve and manhole measure downs adjacent to the lagoon.
- Identify any pipes entering or exiting the lagoon.

TASK 40 – PRELIMINARY DESIGN

The following subtasks are included in Preliminary Design:

1. Engineer shall advise Owner of benefits and risks related to obtaining additional reports, data, information, or services of the types described in the 2012 Wastewater Preliminary Engineering Report and as performed on the facultative lagoon sludge by Steve Harris. Engineer shall assist Owner in obtaining such reports, data, information, or services if the Owner deems they are necessary. Owner will contract and pay for such additional services.

    a. Based on conversations with City staff, the City plans to hire a boring contractor to core the sludge in several locations in a grid pattern, with the number to be determined on accessibility in the lagoon. Engineer shall review this data and make recommendations to the City related to potential benefits of additional testing as described above. Final decisions regarding the amount of additional testing to be conducted will be made by the City.

2. Basis of Design Report. The preliminary design effort will include engineering calculations and the development of cost estimates. The preliminary design will be summarized in a Basis of Design (BOD) report which will be submitted to the Owner for review and comment. The report will also include preliminary drawings of the recommended improvements based on the recommendations in the report. Before publishing the final document, a design workshop will be conducted with the Owner to review the recommendations and preliminary design. This preliminary design submittal shall include a preliminary sheet list and table of contents for the Project Manual which will be delivered to the City electronically. After this design workshop, the Owner shall submit additional comments to Engineer within one week.

    The BOD report will include the following components and scope items:

    a. Regulatory Summary

    b. Sludge Removal and Land Application

        i. The City shall identify potential landowners for final sludge disposal. City will be responsible for all communications and negotiations with landowners for disposal. Engineer shall complete preliminary land application calculations based on this data and determine potential final disposal locations.
            1. This task order includes up to 60 hours of time for the Engineer to coordinate with the City on this work and complete these calculations. If required, additional time for this work may be added by Amendment.

        ii. Engineer shall complete an evaluation of the methods for disposal of trash and debris within the lagoon, including a plan to include in the design for screening and final disposal of such materials by the construction contractor.

c. Reclamation

d. Preliminary Construction Cost Estimate and Schedule

3. Engineer's services under the Preliminary Design Phase will be considered complete on the date when Engineer has delivered to Owner the revised Preliminary Design Phase documents. These copies shall be delivered electronically in pdf format and two printed copies shall be mailed to the City for their records.

TASK 41 – FINAL DESIGN, PLANS AND SPECIFICATIONS

The following work will be performed under this task:

1. Design Documents: Engineer will prepare a complete set of design documents (contract documents, technical specifications, and design drawings) for the sludge removal and reclamation of the facultative lagoon. Front-end contract documents will be prepared using 2007 EJCDC standard documents that incorporate the Funding Agency Special Provisions and modifications. The design documents will be prepared in accordance with Montana DEQ guidelines and will meet the requirements outlined in Circular DEQ-2 and 40 CFR 503.

    1) Engineer shall submit two printed copies and email electronic copies of the 70% design documents to the City. The scope of the design includes all elements described in the BOD report. A design workshop will be conducted virtually with the Owner to review the design documents at 70% completion. After this design workshop, the Owner shall submit additional comments to Engineer within one week.

2. Agency Submittals: Final design documents including drawings, project manual with specifications, final Basis of Design Report and any necessary variance requests, will be prepared and submitted to the Montana DEQ SRF program for review and approval. Owner will be responsible for paying all applicable design review fees and any permitting fees if required. Engineer will meet with agency personnel to review the final design (as necessary) and respond to questions/comments.

3. Engineer's services under the Final Design Phase will be considered complete on the date when Engineer has delivered to Owner the final Drawings and Specifications which are ready for bidding and Construction Contract Documents and the documents have been approved by the Owner and Montana DEQ.

TASK 45 - BIDDING

The Engineer will produce bidding documents for electronic download by prospective bidders. Engineer will assist the Owner in addressing bidder questions, will answer bidder questions as appropriate, conduct a Pre-Bid meeting and issue addenda as necessary during the bidding process. Engineer will evaluate bids and make an award recommendation to the Owner.

TASK 88 – QUALITY ASSURANCE

Engineer shall complete a quality assurance review of the Basis of Design report and the 95% documents to check the quality of the plans and specifications.