

TASK ORDER

In accordance with the Agreement Between Owner and Consultant for Professional Services, dated January 24, 2025 ("Agreement"), Owner and Consultant agree as follows:

1. Background Data

- | | |
|----------------------------------|---|
| a. Effective Date of Task Order: | April 1, 2025 |
| b. Owner: | City of Sandpoint |
| c. Consultant: | Stantec Consulting Services Inc. |
| d. Agreement Number: | A25-3257-2 |
| e. Specific Project (title): | Wastewater Treatment Plant Preliminary
Engineering Report, Technical Advisor |

2. Services of Consultant

Screw Press Design and Installation

The City of Sandpoint (City) wastewater treatment plant (WWTP) is currently using old belt presses for their dewatering needs. Recently Idaho Department of Environmental Quality (DEQ) has cited these units as deficient and in need of replacement or repair. The City has requested that Stantec provide preliminary and final design and bid support for new screw presses for the WWTP. As part of this task order (TO) effort, Stantec plans to perform the following tasks:

- Project Management and Administration – These services include tracking, invoicing and general coordination of the City and engineering staff including Task Orders 1 and 2. This work will also include the administrative duties for TO1 (PER Review) and internal coordination meetings.
- Preliminary Design
 - Site Visit/Kickoff Meeting – Two staff for a site visit and virtual kickoff meeting (includes site travel expenses).
 - Develop Design Criteria and Assumptions:
 - Confirm flows/loads (use previous data and estimates)
 - Electrical
 - Chemical type (using existing polymer feed system and type)

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- Code compliance
 - HVAC needs
 - Confirm sole source or open bid
 - Prepurchase of screw press is assumed (in lieu of contractor purchase after bid award)
- Discipline Site Visit and Fatal Flaw Evaluation
 - This task includes a structural, building mechanical and electrical engineer visit the site for inspection and evaluation of the Solids Handling Building to identify any fatal flaws with retrofitting the belt press area with new screw presses including site visit notes and photos. In addition, this site visit is to identify what improvements will be needed for inclusion into the 30% design and Preliminary Engineering Report (PER).
 - Prepare Class 4 Opinion of Probable Construction Costs (OPCC or cost estimate) – Draft for City review followed by a finalized OPCC.

Class 4 OPCCs include typical accuracy ranges of -15% to -30% on the low side, and +20% to +50% on the high side. The City acknowledges that Stantec has no control over costs of labor, materials, competitive bidding environments and procedures, unidentified field conditions, financial and/or market conditions, or other factors likely to affect the OPCC of this project, all of which are and will unavoidably remain in a state of change, especially in light of the high volatility of the market attributable to Acts of God and other market events beyond the control of the parties and that this is a “snapshot in time” and that the reliability of the OPCC will inherently degrade over time.

- Develop Preliminary Design Deliverables:
 - Drawings
 - Process and building mechanical plan
 - Process mechanical sections (2)
 - P&ID
 - Electrical one-line
 - Cover, criteria and list of final drawings/specs
 - Preliminary Engineering Report
 - Draft
 - Final to DEQ (after City review)
- Prepurchase Support – This task will include the following:
 - Prepurchase and sole source justification memorandum
 - Prepurchase coordination with City on sole source
 - Prepurchase coordination with Huber and Goble Sampson on specification, sizing, system layout and general procurement issues
 - Develop procurement package (prepurchase specifications, mechanical plan, mechanical section, P&ID and one-line electrical)
 - Quote review

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- Huber Q-Press submittal review

Preliminary Design Assumptions:

- No fatal flaws will be found with the initial site investigations or follow-up review. Should fatal flaws be identified, this scope of work would need to be revised including renegotiated project fees in order to continue to completion.
 - Stantec shall be entitled to reasonably rely upon the information and data provided by the City or obtained from generally acceptable sources within the industry without independent verification except to the extent such verification is expressly included herein.
 - Two Huber 440 Q-Press units or 620 Q-Press units are assumed to be the sole sourced equipment.
 - The City has procurement staff that will lead the screw press procurement effort and Stantec will provide technical support and documentation only.
 - No civil work is assumed to be needed.
 - The existing Solids Handling Building roof is in need of repair or replacement.
 - The existing dewatered solids conveyor system will be reused as-is.
 - The controls for the new screw presses will be local with no connection to WWTP centralized (SCADA) system, however the screw press controls system will be expandable to future SCADA connection should the City chose.
 - The electrical system is adequate as is with the existing MCC system able to be retrofit to power the new screw presses and other ancillary electrical connections.
- Final Design – The final design services shall include:
 - Site Visit – Two staff for a site visit (includes travel expenses) to review additional site information as deemed critical to the completion of the final design.
 - Updated Design Criteria – Based upon the work in the preliminary design the design criteria should be established, however, as design progresses there may be adjustments needed which will be incorporated into the design and information communicated to the vendor and future installation contractor. This information will be included in the final bid documents.
 - Develop Final Design Deliverables:
 - Drawings
 - General Drawings – Cover, Drawing Index, Common Symbols and Abbreviations, Process Flow Diagram, Design Criteria, and Pipe Schedule
 - Process Mechanical Drawings – Notes and Symbols, Standard Details, Process Mechanical Upper Floor Demo Plan, Process Mechanical Upper Floor Plan, Process Mechanical Sections (2)

- Instrumentation and Control Drawings – Screw Press P&ID, Details and General I&C sheets
 - Electrical – One-line diagram, MCCs, Site Plan, General Electrical and Details
 - Structural – Notes and Design Criteria, Standard Details, Structural Upper Floor Demo Plan, Structural Upper Floor Plan, Structural Roof Plan, Structural Section
 - HVAC – Symbols, Notes, and Abbreviations, Code Review, HVAC Control Sequence of Operations, Standard Details, HVAC Upper Floor Demo Plan, HVAC Floor Plan, HVAC Roof Plan, Equipment Schedule
 - Final Specifications
- Final Design Assumptions
 - Stantec shall be entitled to reasonably rely upon the information and data provided by the Client or obtained from generally acceptable sources within the industry without independent verification except to the extent such verification is expressly included herein.
 - No civil site work is needed.
 - The existing dewatered solids conveyor system will be reused as is.
 - The controls for the new screw presses will be local with no connection to WWTP centralized (SCADA) system. However, the screw press controls system will be expandable to future SCADA connection should the City chose.
 - The electrical system is adequate as is with the existing MCC system able to be retrofit to power the new screw presses and other ancillary electrical connections.
 - Existing HVAC equipment will need to be replaced.
 - Existing floor drains will be utilized and no new eyewash or shower systems will be needed with the upgrade.
 - Existing equipment pads for the belt presses will be demolished, and new equipment pads will be designed and constructed.
 - Existing polymer system will be utilized.
 - Existing sludge pumps will be utilized with a new VFD added to one existing progressive cavity sludge pump. The other existing sludge pump has a VFD.
 - Fire protection upgrades are not needed for the building
 - Architectural to provide coordination for code requirements and closing of any existing opening. No architectural drawings to be developed.
 - Stantec will develop a draft deliverable drawing and specification set for the City to review. After City review and comments, Stantec will finalize the bid documents.
 - Existing plumbing fixtures will not be replaced as part of the Project.
- Bid Support – Bid support for the project will include:

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- Attendance at one pre-bid meeting and site visit for one Stantec staff including travel expenses.
- Assist with negotiations with respect to technical and engineering issues that arise during contracting should they be needed.
- Prepare and issue addenda as appropriate to clarify, correct or change the issued documents. Up to two addenda are assumed.
- Bid Support Assumptions:
 - The City will issue the contract documents for bidding.
 - Stantec will lead the pre-bid meeting, including putting together an agenda and taking notes.
 - The bidding phase will be considered complete upon award of Construction Contracts for the Work and commencement of the construction phase.

Note: Engineering Services During Construction is not included in this scope of work but a proposal for installation support can be submitted upon City request.

3. Owner's Responsibilities

Owner will facilitate meetings, allow access to site as needed for facility tours, lead pre-purchasing efforts, and advertise the project for bids.

4. Task Order Schedule

All review comments by the City must be provided within 10 business days of Consultant's receipt of the review materials. Design services are anticipated through November 30, 2025 with bidding and minor procurement support through February of 2026.

5. Payments to Consultant

The terms of payment are set forth in the Agreement. The authorized, not to exceed, amount for this Task Order No. 2 is \$166,540 as shown in the fee table below with payment per the billing rates previously agreed to for these on-call services.

WBS Code	Task Name	Hours	Total
1	Project Management and Meetings	63	\$12,985
2	Preliminary Design	278	\$56,655
2.1	Site Visit/Kickoff Meeting	18	\$5,480
2.2	Develop Design Criteria	15	\$2,895
2.3	Discipline Site Visit and Fatal Flaw Eval	37	\$10,270
2.4	Class 4 Cost Estimate	12	\$2,460
2.5	Preliminary Design Deliverables	161	\$29,507
2.6	Prepurchase Support	35	\$6,043
3	Final Design	458	\$89,680
3.1	Site Visit	16	\$5,130
3.2	Final Design Deliverables	442	\$84,550
4	Bid Support	33	\$7,220
Total		832	\$166,540

6. Terms and Conditions

Execution of this Task Order by Owner and Consultant shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Consultant is authorized to begin performance upon the Effective Date of this Task Order signed by Owner.

The Effective Date of this Task Order is April 1, 2025.

OWNER:

By: 

Print Name: Jeremy Grimm

Title: Mayor

CONSULTANT:

By: Smith, Nickolas
Digitally signed by
 Smith, Nickolas
 Date: 2025.07.17
 09:12:50 -06'00'

Print Name: Nick Smith

Title: Senior Principal Project Manager