

# TASK ORDER

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In accordance with the Agreement Between Owner and Engineer for Professional Services, dated January 24, 2025, Amendment No. 1 to that agreement dated September 3, 2025, and Amendment No. 2 to that agreement dated January 1, 2026 ("Agreement"), Owner and Engineer agree as follows:

## 1. Background Data

- |                                  |   |
|----------------------------------|---|
| a. Effective Date of Task Order: | March 4, 2026                                   |
| b. Owner:                        | City of Sandpoint                               |
| c. Engineer:                     | Stantec Consulting Services Inc.                |
| d. Agreement Number:             | A25-3257-2                                      |
| e. Specific Project (title):     | WWTP Screw Press – Services During Construction |

## 2. Services of Engineer:

The City of Sandpoint (City) has requested that Stantec Consulting Services Inc. (Stantec) provide Engineering Services During Construction for the new screw presses for the Wastewater Treatment Plant (WWTP). As part of this effort, Stantec plans to perform the following tasks:

- Project Management and Administration – These services include progress tracking and monthly invoicing and reporting to the City. General coordination between the City, Contractor, and Stantec and internal staff coordination are also included in this task.
- Engineering Services During Construction (ESDC)
- Pre-construction Meeting – The pre-construction meeting will be coordinated and facilitated by Contractor. One Stantec staff member will attend in person.
- Regular Construction Progress Meetings – Two Stantec staff will lead the construction progress meetings virtually. Up to 14 meetings are assumed through construction although there will be periods of no activity. Progress meetings are expected every two weeks during active construction periods.
- Pay Application Review – Stantec will review monthly contractor Pay Applications
- Submittal Reviews – Stantec shall review submittals for conformity with contract documents. Stantec will review submittal within two weeks of receipt. Up to 20 submittals and 5 resubmittals are assumed as part of this work.
- Requests for Information (RFIs) – Stantec will interpret the technical content of drawings and specifications with respect to requests for clarification and/or deviation from them. Up to 10 RFIs are assumed as part of this work.

TASK ORDER NO. 4 – AGREEMENT NO. A25-3257-2

Agreement for Professional Services, City of Sandpoint and Stantec Consulting Services Inc.

- Change Order Assistance – Stantec will assist the City in reviewing change requests from the Contractor. The City will lead preparation of the change orders with support from Stantec. Up to two change orders are assumed as part of this work.
- Site Observations – Stantec will conduct site observations every other month through construction to observe work progress and identify observable areas of noncompliance or conflict. Up to five site visits are assumed as part of this work.
- Startup Support – Stantec will meet onsite with City staff, contractor and Huber representative to perform screw press startup for the first screw press startup and commissioning effort.
- Final Punch List – Two Stantec staff will visit the site for a final walk-through inspection and creation of punch list following substantial completion. City will be responsible for verifying completion of punch list.
- Final Record Drawings – Stantec will prepare final record drawings that incorporate addenda, contract clarifications, field changes, change orders, and contractor supplied as-built drawings. Record drawings will be submitted in PDF format.
- General Assumptions:
  - Conformed drawings are not included in this scope of work.
  - Stantec will manage, compile and archive the various ESDC documentation. Documents will be stored on a Sharepoint or equivalent file sharing system.
  - The contractor will have its own construction management site.
  - The active construction period will be from April 2026 through February 2027.

### **3. Owner's Responsibilities**

- The Owner will supplement Stantec site inspections that are not budgeted.
- The Owner will allow access to site as needed for site inspections.

### **4. Task Order Schedule**

These services are anticipated to extend from late March 2026 through early March 2027. This assumes a Contractor Notice to Proceed in late March 2026 and construction completion in February 2027

### **5. Payments to Engineer**

The terms of payment are set forth in the Agreement. The authorized, not to exceed, amount for this Task Order Amendment is \$81,827 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
<b>1</b>	<b>Project Management and Meetings</b>	<b>60</b>	<b>\$12,535</b>
<b>2</b>	<b>Engineering Services During Construction</b>	<b>290</b>	<b>\$69,292</b>
2.1	Pre-Construction Meeting	8	\$2,700
2.2	Construction Progress Meetings	28	\$6,270
2.3	Pay App Review	5	\$904
2.4	Submittal Reviews	90	\$17,170
2.5	RFIs	40	\$8,120
2.6	Change Order Assistance	10	\$2,250
2.7	Site Observations	40	\$13,188
2.8	Startup Support	12	\$4,219
2.9	Final Punch List / Walkthrough	14	\$5,548
2.10	Final Record Drawings	43	\$8,923
		<b>Total Fee</b>	<b>\$81,827</b>

#### 6. 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 the Effective Date of this Task Order signed by Owner.

The Effective Date of this Task Order is March 4, 2026.

OWNER:

By: \_\_\_\_\_

ENGINEER:

By: Nick Smith 02/25/2026  
Nick Smith (Feb. 25, 2026 02:10:06 MST)

Print Name: Jeremy Grimm

Print Name: Nick Smith

Title: Mayor

Title: Senior Principal Project Manager







# A25-3257-2 STANTEC TASK ORDER NO 4

Final Audit Report

2026-02-26

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