



## *Public Works Service Operations Department*

**DATE:** March 10, 2021

**FROM:** Jeff Heintz, Service Operations Director

A handwritten signature in blue ink, appearing to read "JH", is written over the name "Jeff Heintz" in the "FROM:" line.

**ITEM:** Approval of Task Order 21-01 to Agreement with Houston Engineering for Solid Waste Operations Engineering Services

### **REQUEST**

Approve to accept Task Order No. 21-01 from Houston Engineering for the solid waste operations to provide support services for the NDDEQ permit.

Please place this item on the 3/23/2021 City Commission meeting agenda.

### **BACKGROUND INFORMATION**

On February 11, 2021, the City of Bismarck entered into an agreement with Houston Engineering for professional engineering services for solid waste operations. The North Dakota Department of Environmental Quality issued the City of Bismarck's Permit Number 0017 to construct and operate a solid waste facility at its designated location. As part of the approved permit, the NDDEQ requires periodic compliance and utilization reporting, review activities, and annual closure post closure care cost estimate reviews. The total estimated cost of Task Order No. 21-01 is \$20,000.00.

### **RECOMMENDED CITY COMMISSION ACTION**

Approve Task Order No. 21-01 to the Agreement with Houston Engineering for professional engineering services for solid waste operations.

### **STAFF CONTACT INFORMATION**

Jeff Heintz | Service Operations Director, 355-1700 or [jheintz@bismarcknd.gov](mailto:jheintz@bismarcknd.gov).

**SUGGESTED FORM OF  
TASK ORDER**

This is Task Order No **21-01**,  
consisting of **3** pages.

**Task Order**

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In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated February 11, 2021 ("Agreement"), Owner and Engineer agree as follows:

**1. Background Data**

- A. Effective Date of Task Order: **March 23, 2021**
- B. Owner: **City of Bismarck**
- C. Engineer: **Houston Engineering Inc.**
- D. Specific Project (title): **Solid Waste Operations Engineering Support Services**
- E. Specific Project (description): **The North Dakota Department of Environmental Quality (NDDEQ) issued the City of Bismarck a Permit to construct and operate a solid waste facility at its designated location. The permit requires periodic compliance reporting, review activities, utilization reporting, and annual closure post closure care cost estimate reviews. Services under this Task Order include overall client and project team coordination, budgeting review, preparation of responses to regulatory inquires, and other miscellaneous requests for services from the City of Bismarck not covered under other specific project Task Orders.**

**2. Services of Engineer**

A. Engineer Services

The services to be provided or furnished by Engineer Study and Report Phase Services under this Task Order are set forth in Exhibit A - A1.01 and are incorporated in this task order by reference.

B. Resident Project Representative (RPR) Services

The RPR Services set forth in Exhibit D of the Agreement is expressly incorporated in this Task Order by reference.

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

### **3. Additional Services**

- A. Additional Services that may be authorized or necessary under this Task Order are as follows:

Coordinate with and respond to the reporting requirements of the North Dakota Department of Environmental Quality related to the operations and facility permit requirements associated with the Bismarck Solid Waste Utility.

### **4. Owner's Responsibilities**

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B.

### **5. Task Order Schedule**

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule:

The completion date of this task order is through the effective period of the Bismarck Solid Waste Operations Engineering Services Agreement- February 11, 2021.

### **6. Payments to Engineer**

- A. Owner shall pay Engineer for services rendered under this Task Order as follows:

By Standard Hourly rates set forth in Article 2 and described in Exhibit C Article 2 Paragraph C2.02.B of the Agreement.

The compensation for this this Task Order 21-01 is estimated to be \$20,000.

The intent is to evaluate projected services on an annual basis and make periodic budget adjustments as required and approved by the City of Bismarck.

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

### **7. Sub-Consultants retained as of the Effective Date of the Task Order:**

None

### **8. Other Modifications to Agreement and Exhibits:**

None

### **9. Attachments:**

None

### **10. Other Documents Incorporated by Reference:**

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Task Order Form

EJCDC® E-505, Agreement Between Owner and Engineer for Professional Services – Task Order Edition.  
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**11. 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 **February** \_\_\_\_\_, **2021**.

OWNER:

ENGINEER:

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

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

Print Name: Steve Bakken

Print Name: \_\_\_\_\_

Title: President of Board of City Commissioners

Title: \_\_\_\_\_

Engineer License or Firm's  
Certificate No. (if required): \_\_\_\_\_  
State of: \_\_\_\_\_

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Jeff Heintz

Name: \_\_\_\_\_

Title: Director of Service Operations

Title: \_\_\_\_\_

Address: PO Box 5503, Bismarck ND 58506-5503

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