

**WORK ORDER**

PURSUANT TO A MASTER AGREEMENT BETWEEN  
THE CITY OF FORT COLLINS  
AND  
DITESCO, LLC

**WORK ORDER NUMBER:** 2019-Ditesco-01  
**PROJECT TITLE:** Project Management Services – Residuals Handling Alternatives Analysis  
**ORIGINAL BID/RFP NUMBER & NAME:** 8745 – Engineering Services for Water, Wastewater and Stormwater Facilities Capital Improvements – On-Call  
**MASTER AGREEMENT EFFECTIVE DATE:** August 7, 2018  
**ARCHITECT/ENGINEER:** If using a 3rd party architect/engineer or City PM/Engineer  
**OWNER’S REPRESENTATIVE:** Mark Kempton  
**WORK ORDER COMMENCEMENT DATE:** August 16, 2019  
**WORK ORDER COMPLETION DATE:** November 31, 2019  
**MAXIMUM FEE:** (time and reimbursable direct costs): \$19,728.00

**PROJECT DESCRIPTION/SCOPE OF SERVICES:** Overall project management of the Residuals Handling Program through the alternatives analysis including assistance with budget and schedule management, engineering consultant management, cost control, and data collection.

Service Provider agrees to perform the services identified above and on the attached forms in accordance with the terms and conditions contained herein and in the Master Agreement between the parties. In the event of a conflict between or ambiguity in the terms of the Master Agreement and this Work Order (including the attached forms) the Master Agreement shall control.

The attached forms consisting of three (3) pages are hereby accepted and incorporated herein, by this reference, and Notice to Proceed is hereby given after all parties have signed this document.

**SERVICE PROVIDER:** **Ditesco, LLC**

By: KEITH MEYER  
Name: KEITH MEYER

Date: 8/15/2019  
Title: Owner/Manager



**OWNER'S ACCEPTANCE & EXECUTION:**

This Work Order and the attached Contract Documents are hereby accepted and incorporated herein by this reference.

ACCEPTANCE: DocuSigned by: Mark Kempton Date: 8/15/2019  
Mark Kempton, Project Manager

REVIEWED: DocuSigned by: Pat Johnson Date: 8/16/2019  
Pat Johnson, Senior Buyer

APPROVED AS TO FORM: \_\_\_\_\_ Date: \_\_\_\_\_  
Name, City Attorney's Title  
(if greater than \$1,000,000)

ACCEPTANCE: DocuSigned by: Carol Webb Date: 8/19/2019  
Carol Webb, Utilities Deputy Director

ACCEPTANCE: \_\_\_\_\_ Date: \_\_\_\_\_  
Name, Title

ACCEPTANCE: \_\_\_\_\_ Date: \_\_\_\_\_  
Kevin Gertig, Utilities Executive Director  
(if greater than \$1,000,000)

ACCEPTANCE: \_\_\_\_\_ Date: \_\_\_\_\_  
Gerry Paul, Purchasing Director  
(if greater than \$60,000)

ACCEPTANCE: \_\_\_\_\_ Date: \_\_\_\_\_  
Darin Atteberry, City Manager  
(if greater than \$1,000,000)

ATTEST: \_\_\_\_\_ Date: \_\_\_\_\_  
City Clerk  
(if greater than \$1,000,000)

**ATTACHMENT A  
WORK ORDER SCOPE OF SERVICES**

## **Exhibit A Residuals Handling Project Management Scope of Services**

### **Project Understanding**

The City of Fort Collins (COFC) is continuing an evaluation of their Residuals Handling program to determine a more efficient and effective means to manage aluminum sulfate WTP residuals. The alternatives being evaluated include belt filter press, centrifuge and discharge to the sanitary sewer collection system.

The project is currently starting the alternatives evaluation phase. HDR is the consulting engineer responsible for the analysis and design documents. The project is expected to be delivered through selection of a contractor using a CM/GC or CMaR process. Alternatives analysis will be complete by fall 2019 to allow for appropriate funding requests within the City. If funded, design is expected to occur throughout 2020.

The services provided under this contract are generally expected to include project management, budget and schedule control, contract management, oversight and coordination with the design engineers. We are also anticipating detailed coordination with COFC staff throughout the alternatives analysis process.

### **Phase: Alternatives Analysis**

- During this phase Ditesco will manage the alternatives analysis work with HDR attending meetings, coordinating with plant staff and working through evaluation steps including on-site belt press demonstrations and testing.
- We will attend regular coordination meetings with the design consultants and COFC staff to ensure communication and coordination on various work elements.
- Our team will review and comment on updates to the Solids Handling Study (Jacobs).
- We will review and comment on HDR schedules, work products and deliverables.
- We will attend site visits at various Northern Colorado installations of belt presses; advise on equipment selection and pricing alternatives.
- We will assist HDR in developing cost estimates for each alternative to include in the final report/technical memorandum to the City.
- We will assist City staff with polymer dosing pilot testing and evaluate effectiveness on pond drying and turn over operations.

### **Deliverables**

- Deliverables will include full project documentation presented electronically including: schedules, submittals, transmittals, reports, photographs, meeting notes, drawings and other relevant information produced throughout the alternatives analysis phase. All documents will also be provided in an electronic form (PDF or MS Office) on external drives for City use.

### **Schedule**

The anticipated schedule for the alternatives analysis and design phase are as follows:

Alt Analysis:                      August through November 2019

**Fee Estimate**

We have based our fee estimate on the following assumptions:

- 16-week alternatives analysis timeline
- Ditesco will host project Procore site (if necessary)

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<b><i>Estimated Fee:</i></b>	<b>\$18,955.00</b>
<b><i>Estimated Reimbursable Expenses:</i></b>	<b><u>\$ 773.00</u></b>
<b><i>Total:</i></b>	<b>\$19,728.00</b>

**A detailed task breakdown is included. Please find this on page 4 of this scope of work proposal.**

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The fee shown above is to be billed on a time and material not-to-exceed basis based on the rates shown in the table on page 4 of this proposal. All reimbursable expenses will be billed at direct cost.

**ATTACHMENT B  
WORK ORDER COST DETAIL**



**City of Fort Collins**  
**Solids Handling Project Management - Alt Analysis Phase**

8/8/2019

A	B	C	D	
Design Phase/Task Description	Person/Role - 2019-2020		Task Total	Notes
	Keith Meyer Principal (hrs)	Cassidy Hill Project Admin (hrs)		
	\$145	\$65		
<b>Task 1: Project Management</b>			<b>\$18,955</b>	
1.1 Contract Management - Alt Analysis				
- Contract Management	4	4	\$764	monthly document management; invoicing
- Bi-Weekly Progress Meetings	33	0	\$4,829	assume all meetings at WTF; HDR provides meeting minutes
- Weekly Engineer Coordination and Follow Up; Data Collection	44	0	\$6,438	routine coordination; data collection assistance
- Budget Management/Cost Control Review with COFC Staff	15	0	\$2,111	cost control worksheet/program budget
- Schedule Control	4	0	\$528	project schedule to manage design and construction
- COFC Staff Coordination/Meetings	15	0	\$2,111	internal CFOC staff meetings
1.3 Review Plans/Specs/Cost Models				
- Review Final TM	15	0	\$2,175	tech memo comments/review
<b>Alt Analysis Phase Subtotal</b>	125	4	\$18,955	alternatives analysis
<b>% Job Assignment - Phase</b>	0.22	0.01		
<b>Cost</b>	<b>\$18,191</b>	<b>\$237</b>		
<b>Reimbursable Costs (mileage, etc)</b>			\$773	
<b>Total Cost</b>			<b>\$19,728</b>	