



**TASK ORDER NO. 15 TO
CONTINUING PROFESSIONAL SERVICES AGREEMENT
Donohue & Associates, Inc. (Donohue)
Date of Original Agreement Executed September 13, 2019**

TASK ORDER NAME/DESCRIPTION

The wastewater treatment facility (WWTF) is protected from debris by two step screens. Wet debris removed by the step screens is discharged to a single screw conveyor that discharges to a single washer/compactor. The washer/compactor discharges to a roll-off container. The screens, conveyor, and washer/compactor are at the end of their reliable services lives. This Task Order will produce bidding documents defining the Work to replace that equipment in accordance with Alternative 1 as defined in the report titled "Headworks Screening System Evaluation: Hydraulics and Configuration" (July 2, 2025, by Donohue).

The Owner intends to use the Wisconsin Clean Water Fund (CWF) to fund this capital project. The CWF requires a Facility Plan approved by the Wisconsin Department of Natural Resources (WDNR). This Task Order will enhance the July 2, 2025, report so it is a reviewable and approvable Facility Plan and produce a CWF application.

A. SCOPE OF SERVICES

General Matters

1. Prepare Bidding Documents for the Project. The documents will be prepared for construction by a single prime contractor.
2. Specifications will be prepared in general conformance with the 16-division format of the Construction Specifications Institute (CSI).
3. Produce Bidding Document drawings using AutoCAD-compatible software and specifications using Donohue's EJCDC documents.
4. Perform internal quality reviews throughout the duration of the Project.
5. Survey and geotechnical services are not anticipated nor included.
6. Manage quality, schedule, budget, and earned value. Produce and submit monthly status reports. Perform quality assurance/control reviews of Project deliverables.
7. Provide an electronic PDF-format of all Project deliverables.

Funding Services

1. Enhance the July 2, 2025 report documenting the evaluation of screening system enhancement alternatives so it is a reviewable and approvable Facility Plan.
2. Submit the Facility Plan to the WDNR. Respond to WDNR comments and questions to secure WDNR approval.
3. Work closely with the Owner to produce and submit a CWF application.
4. Respond to WDNR comments and questions related to the CWF application.

Levels of Effort (Hours) by Task

Project Roles	Principal	PM / Process	Civil	Structural	Mechanical	Electrical	Controls	Construction / Operations	Funding	QA/QC	Admin
100 General Matters											
105 Setup, Workplan, Kickoff	2	6	2	2	2	2	2	2			2
110 Project Management		64									10
Totals	2	70	2	2	2	2	2	2	0	0	12
200 Funding Services											
205 Facility Plan	1	40	5								
210 Funding	1								65		5
Totals	2	40	5	0	0	0	0	0	65	0	5
300 Design Services											
305 Project Initiation Meeting	1	8	6	6	6	6	6	6			
310 30%-Complete		85	5	60	20	10	40	5		10	
315 Review Workshop	1	10									
320 60%-Complete		100	15	80	60	50	50	5		10	5
325 Review Workshop	1	10	2	2	2	2	2	2			
330 WDNR Review and Approval		10	1	1	1	1	1				
335 90%-Complete		100	40	60	80	80	40	5		10	5
340 Review Workshop	1	10	2	2	2	2	2				
345 Final Bidding Documents	1	15	3	3	3	3	3			5	
Totals	5	348	74	214	174	154	144	28	0	35	10
400 Bidding Services											
405 Pre-Bid Meeting		10	2	2	2	2	2				
410 Addenda		10	2	2	2	2	2				
415 Bid Opening and Award	2	3									
Totals	2	23	4	4	4	4	4	0	0	0	0

Labor Fee Summary by Phase

Project Roles	Principal	PM / Process	Civil	Structural	Mechanical	Electrical	Controls	Construction / Operations	Funding	QA/QC	Admin
General Matters	\$590	\$11,550	\$330	\$440	\$330	\$440	\$330	\$440	\$0	\$0	\$1,260
Funding Services	\$590	\$6,600	\$825	\$0	\$0	\$0	\$0	\$0	\$14,300	\$0	\$525
Design Services	\$1,475	\$57,420	\$12,210	\$47,080	\$28,710	\$33,880	\$23,760	\$6,160	\$0	\$8,925	\$1,050
Bidding Services	\$590	\$3,795	\$660	\$880	\$660	\$880	\$660	\$0	\$0	\$0	\$0
Totals	\$3,245	\$79,365	\$14,025	\$48,400	\$29,700	\$35,200	\$24,750	\$6,600	\$14,300	\$8,925	\$2,835

Labor Fees and Expenses by Task

Total Hours	Labor Fee	Travel Expenses	Totals
22	\$4,100		\$4,100
74	\$11,610		\$11,610
96	\$15,710	\$0	\$15,710
Total Hours	Labor Fee	Travel Expenses	Totals
46	\$7,720		\$7,720
71	\$15,120		\$15,120
117	\$22,840	\$0	\$22,840
Total Hours	Labor Fee	Travel Expenses	Totals
45	\$8,545	\$500	\$9,045
235	\$43,800		\$43,800
11	\$1,945	\$500	\$2,445
375	\$69,900		\$69,900
23	\$4,255	\$500	\$4,755
15	\$2,585		\$2,585
420	\$77,875		\$77,875
23	\$4,255	\$500	\$4,755
39	\$7,510		\$7,510
1,186	\$220,670	\$2,000	\$222,670
Total Hours	Labor Fee	Travel Expenses	Totals
20	\$3,520		\$3,520
20	\$3,520		\$3,520
5	\$1,085		\$1,085
45	\$8,125	\$0	\$8,125

Total Labor Hours and Fee Summary

Labor Hours	Labor Fee	Total Fee
96	\$15,710	\$15,710
117	\$22,840	\$22,840
1186	\$220,670	\$222,670
45	\$8,125	\$8,125
1444	\$267,345	\$269,345

Construction Cost Metric

Construction Cost	\$3,400,000
Design Engineering	\$222,670
% of Construction	6.55%

APPROVED FOR OWNER

By: _____

Printed Name: _____

Title: _____

Date: _____

APPROVED FOR DONOHUE

By: _____

Printed Name: _____

Title: _____

Date: _____