



City of Grand Forks
Staff Report

APPROVED & ACCEPTED
by City Council

01/05/2026

Maureen Storstad
Maureen Storstad
City Auditor

City Council – January 5, 2026

Agenda Item: Task Order for City Project No. 8577, District No. 362 – Highway 81 & Associated Area Watermain Phase III

Submitted by: Engineering Department, Christian Danielson, PE (Assistant City Engineer)

Staff Recommended Action: **Approve Task Order with AE2S in the amount of \$227,490, for City Project No. 8577, District No. 362 – Highway 81 & Associated Area Watermain Phase III.**

Committee Recommended Action: N/A

Council Action:

Motion by Berg, second by Sande to approve on consent agenda.
Motion passed unanimously

BACKGROUND:

The work of this project is proposed to consist of installing watermain in the Highway 81 annexation area. This project is expected to complete the watermain buildout in this development. This phase (Phase III) will provide water service to the remaining properties along N 30th St and those north of 33rd Ave N.

The proposed Task Order includes design, bidding and construction services. AE2S was selected as the most qualified firm to prepare plans and specifications for this project from the City's pre-qualified list of engineers. They conducted the engineering services the first phase of watermain and have a strong familiarity with the City's water distribution network.

This project and its predecessors have been funded utilizing North Dakota State Revolving Fund Loans. Because of this, a Special Assessment District was already created on October 21, 2024. For the water in this area, the City has agreed to assume all of the special assessments that would otherwise be assigned to the private lots. So, while this project does have a special assessment district, it is not anticipated that any special assessments would be placed on private property owners.

ANALYSIS AND FINDINGS OF FACT:

- This project is not protestable as per ND Century Code 40-22-15.
- The current estimate for the project is as follows:

Construction Estimate	Engineering
\$786,740	\$227,490

- This task order is an hourly not to exceed agreement based on a master agreement approved in April of 2023.
- This project will be funded utilizing special assessments as well as an anticipated North Dakota State Water Commission (NDSWC) cost share. The previous phase of watermain in this area received approximately 60% cost sharing from NDSWC. A similar cost share was received for the two previous phases of work.
- The City has previously agreed to assume the assessments for all properties excluding Lot 2, Block 1 which is currently owned by a private party. This lot does not lie within the proposed assessment district for this project.
- The City assumption of assessments is to be funded by Water Utility Revenue through Fund 5300, utilizing a State Revolving Fund Loan. The estimated City share for this project is \$437,940.
- The project is expected to be bid in Spring of 2026

SUPPORT MATERIALS:

- Task Order for Project 8577 (5 Pages)
- Assessment District Map (1 Page)

TASK ORDER NO. 00105-2022-022

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services—Task Order Edition dated **April 3, 2023**, Owner and Engineer agree as follows:

1. TASK ORDER DATA

a.	Effective Date of Task Order:	December 22, 2025
b.	Owner:	City of Grand Forks, North Dakota
c.	Engineer:	Advanced Engineering and Environmental Services, LLC (AE2S)
d.	Specific Project (title)	City Project No. 8577 Annexation Area Watermain Expansion Phase 3
e.	Specific Project (description):	Design, Bidding, Construction and Post-Construction Phase Services for Phase 3 Watermain Expansion.
f.	Related Task Orders Supplemented by this Task Order: Superseded by this Task Order:	N/A

2. BASELINE INFORMATION

Baseline Information. Owner has furnished the following Specific Project information to Engineer as of the Effective Date of the Task Order. Engineer's scope of services has been developed based on this information. As the Specific Project moves forward, some of the information may change or be refined, and additional information will become known, resulting in the possible need to change, refine, or supplement the scope of services.

Specific Project Title: Annexation Area Watermain Phase 3

Type and Size of Facility: N/A

Description of Improvements: Watermain installation to provide potable water for a recently annexed portion of Falconer Township.

Expected Construction Start: June 2026

Prior Studies, Reports, Plans: 00105-2021-035 Project Peony Corridor Study
00105-2022-015 Highway 81 Watermain Phase 1 (P-8575)
00105-2022-019 Highway 81 Watermain Phase 2 (P-8576)

Facility Location(s):	Highway 81 between 27 th Ave. N and 33 rd Ave. N
Current Specific Project Budget:	N/A
Funding Sources:	N/A
Known Design Standards:	City of Grand Forks Standard Specifications
Known Specific Project Limitations:	N/A
Specific Project Assumptions:	N/A
Other Pertinent Information:	N/A

3. SERVICES OF ENGINEER (“SCOPE”)

A. The specific Basic Services to be provided or furnished by Engineer under this Task Order are:

Exhibit A to Task Order, “Engineer’s Services for Task Order,” as attached to this specific Task Order.

- Phase 040 – Final Design Phase (Exhibit A, Paragraph A1.03)
- Phase 050 – Bidding and Negotiations Phase (Exhibit A, Paragraph A1.04)
- Phase 060 – Construction Phase Services (Exhibit A, Paragraph A1.05)
 - Including Resident Project Representative (RPR) services (A1.05.B.3)
- Phase 070 – Post Construction Phase (Exhibit A, Paragraph A1.06)

B. All of the services included above comprise basic services for purposes of Engineer’s compensation under this Task Order, with the exception of Resident Project Representative Services, if any, which are compensated separately.

C. Resident Project Representative (RPR) Services:

- Exhibit D to Task Order is expressly incorporated in this Task Order by reference.

D. Additional Services: Services not expressly set forth as Basic Services in Paragraph 3.A above, and necessary services listed as not requiring Owner’s written authorization, or requiring additional effort in an immediate, expeditious, or accelerated manner as a result of unanticipated construction events or Specific Project conditions, are Additional Services, and will be compensated by the method indicated for Additional Services in this Task Order. All other Additional Services require mutual agreement and may be authorized by amending the Task Order as set forth in Paragraph 8.05.B.2 of the Agreement, with compensation for such other Additional Services as set forth in the amending instrument.

4. ADDITIONS TO OWNER’S RESPONSIBILITIES

A. Owner shall have those responsibilities set forth in Article 2 of the Agreement, and the following supplemental responsibilities that are specific to this Task Order: **None**

5. TASK ORDER SCHEDULE

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

Date	Action / Milestone	Comment
February 15, 2026	Preliminary Deliverable	
February 15, 2026	Engineer's Construction Cost Estimate	For use in Special Assessments
March 15, 2026	Pre-Final Deliverable	OPCC, Drawings and SP's
April 15, 2026	Final Deliverable	OPCC, Drawings and SP's
April 15, 2026	Advertisement for Bid	
May 15, 2026	Bids Received, Opened and Tabulated	
June 15, 2026	Award Construction Contract	
October 1, 2026	Completion of Construction	
October 1, 2027	End Warranty Period	

6. ENGINEER'S COMPENSATION

A. The terms of payment are set forth in Article 4 of the Agreement.

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

Description of Service	Amount	Basis of Compensation
1. Basic Services	\$150,250	Hourly
a. Preliminary and Final Design Phase	\$ 90,516	Hourly
b. Bidding or Negotiating Phase	\$ 8,678	Hourly
c. Construction Phase*	\$ 41,536	Hourly
d. Post Construction Phase	\$ 9,520	Hourly
2. Resident Project Representative Services*	\$ 77,240	Hourly
TOTAL COMPENSATION (items 1 and 2)	\$227,490	
3. Additional Services under Section 2.D above	(N/A)	Hourly

*Based on a 3-month continuous construction period.

C. Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Subconsultants' charges, if any. For lump sum items, Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually

rendered, but shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

7. ENGINEER'S PRIMARY SUBCONSULTANTS FOR TASK ORDER, AS OF THE EFFECTIVE DATE OF THE TASK ORDER:

A. **None**

8. EXHIBITS AND ATTACHMENTS:

- A. Exhibit A – Engineer Services
- B. Exhibit D – Duties, Responsibilities, and Limitations of Authority of resident Project Representative Under Task Order
- C. Exhibit E - Notice of Acceptability of Work
- D. Attachment 1.A – Detailed scope of services.
- E. 2026 Hourly Fee and Expense Schedule

Execution of this Task Order by Owner and Engineer makes it subject to the terms and conditions of the Agreement and its exhibits and appendices, which Agreement, exhibits, and appendices are incorporated by this reference.

OWNER:

City of Grand Forks, North Dakota
(name of organization)

By: _____
(individual's signature)

Date: _____
(date signed)

Name: Brandon Bochenski
(typed or printed)

Title: Mayor
(typed or printed)

Attest: _____
(individual's signature)

Title: _____
(typed or printed)

Designated Representative For Task Order:

Name: _____
(typed or printed)

Title: _____
(typed or printed)

Address: _____

Phone: _____

Email: _____

Approved as to form and manner of execution:

Dan Gaustad, City Attorney

ENGINEER:

Advanced Engineering and Environmental
Services, LLC
(name of organization)

By: Brian R. Bergantine
Brian R. Bergantine (Dec 16, 2025 14:42:19 CST)
(individual's signature)

Date: 12/16/2025
(date signed)

Name: Brian R. Bergantine, PE
(typed or printed)

Title: Project Quality Director
(typed or printed)

Attest: _____
(individual's signature)

Title: _____
(typed or printed)

Designated Representative For Task Order:

Name: Bill Moonen, PE
(typed or printed)

Title: Senior Project Manager
(typed or printed)

Address: 4050 Garden View Drive
Grand Forks, ND 58201

Phone: 701-746-8087

Email: bill.moonen@ae2s.com
