



City of Grand Forks  
Staff Report

City Council – January 5, 2026

**APPROVED & ACCEPTED**  
by City Council

01/05/2026

*Maureen Storstad*  
Maureen Storstad  
City Auditor

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**Agenda Item:** Task Order for City Project No. 8922, District No. 612 – Highway 81 & Associated Area Sanitary Sewer Phase IV

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

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**Staff Recommended Action:** **Approve Task Order with WFW in the amount of \$209,560, for City Project No. 8922, District No. 612 – Highway 81 & Associated Area Sanitary Sewer Phase IV.**

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**Committee Recommended Action:** N/A

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**Council Action:**

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

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**BACKGROUND:**

The work of this project is proposed to consist of installing sanitary sewer in the Highway 81 annexation area. This project is expected to complete the sanitary sewer buildout in this development. This phase (Phase IV) covers most of the properties adjacent to the east side of Highway 81 from 27<sup>th</sup> Ave N to Mill Rd. It also includes several properties along the north end of Mill Rd.

The proposed Task Order applies to Project 8921 – Phase III. It includes design, bidding and construction services. WFW 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 for the wastewater collection master plan, lift station, and the first two phases of the sanitary sewer buildout.

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 sewer 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 construction estimate for these projects is as follows:

<b>Construction Estimate</b>	<b>Engineering</b>
\$1,334,000	\$209,560

- This project will be funded utilizing special assessments that will be repaid utilizing North Dakota State Revolving Fund Loans.
- 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 any of these projects.
- The City assumption of assessments is to be funded from the Wastewater Fund 5200, utilizing a State Revolving Fund Loan. The estimated City share for this project is \$1,806,000.00.
- This project is expected to be bid in Spring of 2026.

**SUPPORT MATERIALS:**

- Task Order for Project 8921 (4 pages)
- Assessment District Map (1 Page)

# TASK ORDER NO. 8922

This is Task Order No. 8922,  
consisting of 4 pages.

In accordance with Paragraph 1.01, Main Agreement, 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:	12/22/2025
b.	Owner:	City of Grand Forks, ND
c.	Engineer:	Webster, Foster & Weston Consulting Engineers, Inc.
d.	Specific Project (title)	Sanitary Sewer Phase 4 for HWY 81 & Associated Area
e.	Specific Project (description):	Design, Bid, and Construction Services for Phase 4 for HWY 81 & Associated Area. The current design will be updated and coordinated with property owners.
f.	Related Task Orders Supplemented by this Task Order: Superseded by this Task Order:	8486, 8489, 8921

## 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.

Task Order.

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Specific Project Title:	Sanitary Sewer Phase 4 for HWY 81 & Associated Area
Type and Size of Facility:	Sanitary Sewer: 1962 ft of 8", 610 ft of 10"
Description of Improvements:	New sanitary sewer gravity pipe to service a portion of the Peony Addition.
Expected Construction Start:	Spring 2026
Prior Studies, Reports, Plans:	None
Facility Location(s):	Peony Addition
Current Specific Project Budget:	1.4 million
Funding Sources:	SRF Funds and Local Shares
Known Design Standards:	City and WFW standards
Known Specific Project Limitations:	None
Specific Project Assumptions:	None
Other Pertinent Information:	None

### 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.
- 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:
  - 1. If the Scope established in Paragraph 2.A above includes RPR services, then 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

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Task Order.

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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 Main Agreement, with compensation for such other Additional Services as set forth in the amending instrument.

**4. DELIVERABLES SCHEDULE**

- A. In submitting required Documents and taking other related actions, Engineer and Owner will comply with Exhibit B to Task Order, attached to this specific Task Order.

**5. ADDITIONS TO OWNER'S RESPONSIBILITIES**

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

**6. TASK ORDER SCHEDULE**

- A. In addition to any schedule provisions provided in Exhibit B or elsewhere, the parties shall meet the following schedule: Not Applicable

**7. ENGINEER'S COMPENSATION**

- A. The terms of payment are set forth in Article 4 of the Main 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		
a. Final Design Phase	<b>\$34,640.00</b>	Hourly Rates
b. Bidding or Negotiating Phase	<b>\$6,985.00</b>	Hourly Rates
c. Construction Phase	<b>\$71,935.00</b>	Hourly Rates
2. Resident Project Representative Services*	<b>\$96,000.00</b>	Hourly Rates
TOTAL COMPENSATION (items 1 and 2)	<b>\$209,560.00</b>	
3. Additional Services under Section 2.D above	(N/A)	

\*Based on a **2.5**-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.

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

A. None

**9. EXHIBITS AND ATTACHMENTS:**

- A. Exhibit A to Task Order—Engineer's Services Under Task Order
- B. Exhibit B to Task Order—Task Order Deliverables Schedule
- C. Exhibit D to Task Order—Duties, Responsibilities, and Limitations of Authority of Resident Project Representative Under Task Order
- D. Exhibit E to Task Order-EJCDC® C-626, Notice of Acceptability of Work (Form)
- E. Other:

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

OWNER: City of Grand Forks, North Dakota

ENGINEER: Webster, Foster & Weston Consulting Engineers, Inc.

By: \_\_\_\_\_  
Print      Brandon Bochenski  
Name: \_\_\_\_\_  
Title:      Mayor

By: \_\_\_\_\_  
Print      Ben Williams  
Name: \_\_\_\_\_  
Title:      President

Attest: \_\_\_\_\_

**DESIGNATED REPRESENTATIVE FOR TASK ORDER:**

**DESIGNATED REPRESENTATIVE FOR TASK ORDER:**

Name: Christian Danielson  
Title: Assistant City Engineer  
Address: \_\_\_\_\_  
:      PO Box 5200  
          Grand Forks, ND 58206-5200  
E-Mail: CDanielson@grandforksgov.com  
Phone: (701) 746-2612

Name: Ben Williams  
Title: President  
Address: \_\_\_\_\_  
          1616 Mill Road  
          Grand Forks, ND 58203  
E-Mail: benw@wfwengineers.com  
Phone: (701) 775-8118

Task Order.