



City of Grand Forks
Staff Report
Committee of the Whole – N/A
City Council – January 5, 2026

APPROVED & ACCEPTED
by City Council
01/05/2026
Maureen Storstad
Maureen Storstad
City Auditor

Agenda Item: Engineering Services Agreement for City Project No. 9065 – Upgrade Lift Station #5

Submitted by: Carmen Neuschwander, Utility Engineer

Staff Recommended Action: Approve Task Order Agreement with Webster, Foster, and Weston for Design, Bidding, and Construction Administration in the amount of \$216,520 for City project No. 9065 – Upgrade Lift Station #5

Committee Recommended Action:
N/A

Council Action:

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

BACKGROUND:

This project is intended to renew Sanitary Lift Station No. 5 so that it can provide efficient and reliable service for the next 25 plus years. Lift Station No. 5 is located at 728 N 3rd St. Lift Station 5 was last rehabbed in 2001. The existing drives and most of the controls are obsolete and parts are no longer available. The pumps and many of the station components are at the end of their useful life and there are safety concerns that need to be addressed.

The City of Grand Forks owns and operates 48 Sanitary Sewage Lift Stations throughout the City. Two of these stations are master stations that boost the pressure inside of the forcemain and the remainder are individual lift stations. Sanitary sewage from within the City is collected at the individual lift stations where the sewage is then pumped into a force main network approximately 50 miles in total length. Most of the sewage then passes through one of the two master lift stations and is ultimately delivered to the City Wastewater Treatment Facility. Periodically, these lift stations require rehabilitation to upgrade pumps, valves, piping, controls, electrical systems, ventilation systems, building structure, safety features, and other appurtenances. To avoid the need to rehabilitate a large number of these stations during a single fiscal year and cause a strain on the yearly budget, stations are prioritized and the station(s) most in need of repairs and upgrades are rehabilitated.

ANALYSIS AND FINDINGS OF FACT:

- This Agreement utilizes the Task Order agreement form where details of this project, including price, scope of work, schedule, etc., are identified on the attached pages and approximately 50 pages of standard contract language which was approved by City

Council on April 3, 2023, are incorporated into the Agreement by reference.

- Agreement will be based on an hourly not-to-exceed contract amount.
- The task order contract amount is \$216,520
- The estimated cost of construction is \$1,200,000
- Funding for this project will come from the annual lift station rehabilitation program for sanitary lift stations, Fund 4702
- This project will replace pumps, valves, controls and drives, piping modifications, electrical upgrades, ventilation upgrades, access improvements to improve safety of workers maintaining the station, repair deteriorated concrete, and a new generator enclosure.
- The equipment and appurtenances proposed to be replaced during this project are near their life expectancy, worn out, in need of safety improvements, or otherwise unreliable.

SUPPORT MATERIALS:

- Task Order (4 pages)
- Project Location Map (1 page)
- Page from 2026 City Budget indicating funding source for this project (1 page)

TASK ORDER NO. 9065

This is Task Order No. **9065** 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 **[date]**, Owner and Engineer agree as follows:

1. TASK ORDER DATA

a.	Effective Date of Task Order:	November 24, 2025
b.	Owner:	City of Grand Forks, ND
c.	Engineer:	Webster, Foster & Weston Consulting Engineers, Inc.
d.	Specific Project (title)	Upgrade LS #5
e.	Specific Project (description):	Upgrade pumps at LS 5, replace aging valves, repair damaged soffit, and update safety equipment and electrical.
f.	Related Task Orders Supplemented by this Task Order: Superseded by this Task Order:	None

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:	Upgrade LS #5
Type and Size of Facility:	Sanitary Lift Station: 2650 gpm
Description of Improvements:	Upgrade pumps, repair the building, and rehab existing infrastructure at LS 27.
Expected Construction Start:	Summer 2026
Prior Studies, Reports, Plans:	None
Facility Location(s):	723 N 3 rd St
Current Specific Project Budget:	1.2 million
Funding Sources:	State (Prairie Dog Funds)
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

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	\$97,430.00	Hourly Rates
b. Bidding Phase	\$7,070.00	Hourly Rates
c. Construction Phase	\$69,880.00	Hourly Rates
d. Post-Construction Phase	\$10,460.00	Hourly Rates
2. Resident Project Representative Services*	\$31,680.00	Hourly Rates
TOTAL COMPENSATION (items 1 and 2)	\$216,520.00	
3. Additional Services under Section 2.D above	(N/A)	

*Based on a [1.5]-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. AE2S

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 Name: Brandon Bochenski
 Title: Mayor

By: _____
 Print Name: Ben Williams
 Title: President

Attest: _____

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Carmen Neuschwander
 Title: Utility Engineer
 Address: PO Box 5200
 Grand Forks, ND 58206-5200
 E-Mail: cneuschwander@grandforksgov.com
 Phone: (701) 787-3723

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

Task Order.

City of Grand Forks, ND Sanitary Sewer Service Area Map

City of Grand Forks GIS Services
www.gfgis.com

PROJECT: 3/23/2015



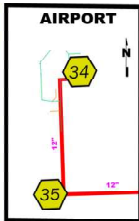
TO NEW LANDFILL
LIFT STATION 2
(SEE INSET ABOVE)

WASTEWATER
TREATMENT
FACILITY

LIFT STATION 41 SERVES
BALING FACILITY ONLY

LIFT STATION 36
AT INERT LANDFILL

TO AIRPORT LIFT
STATIONS 34 & 35
(SEE INSET BELOW)

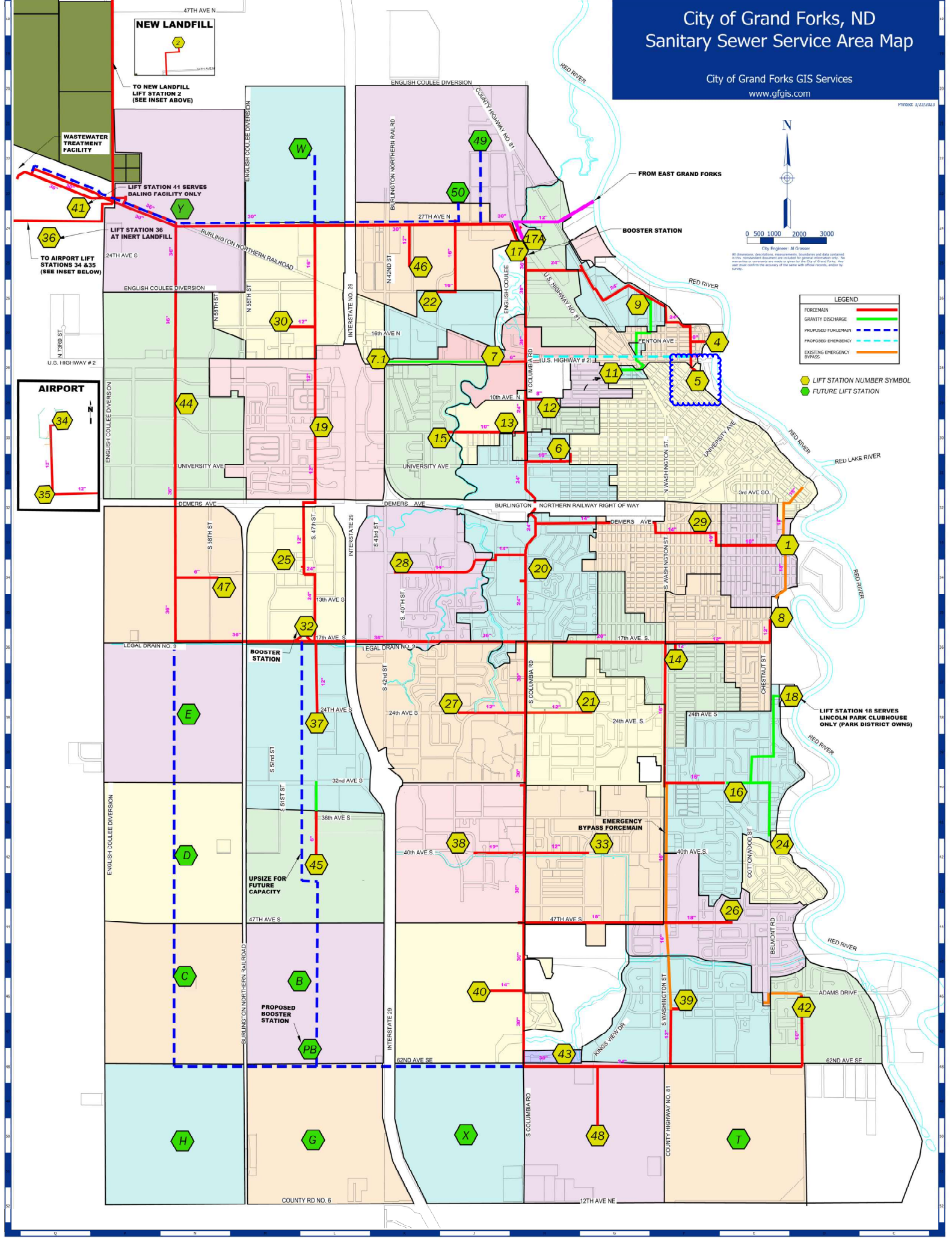


City Engineer: Al Grosser

All dimensions, elevations, measurements, boundaries and data contained
in this map were obtained from the City of Grand Forks, ND. Any
other data within the accuracy of the same with official reports, under the
supervision of the City Engineer.

LEGEND	
FORCEMAIN	
GRAVITY DISCHARGE	
PROPOSED FORCEMAIN	
PROPOSED EMERGENCY BYPASS	
EXISTING EMERGENCY BYPASS	

- LIFT STATION NUMBER SYMBOL
- FUTURE LIFT STATION



LIFT STATION 18 SERVES
LINCOLN PARK CLUBHOUSE
ONLY (PARK DISTRICT OWNS)

UPSIZED FOR
FUTURE
CAPACITY

EMERGENCY
BYPASS FORCEMAIN

PROPOSED
BOOSTER STATION



WW Capital Projects - Pump Station Renew - Prairie Dog

G/L Account	Account Description	2023 Amended Budget	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Adopted Budget	2026 Adopted Budget	
Fund 4702 - WW CapitalProj-PS RenewPrairieDog								
EXPENSE								
Department 100 - Expenditures								
Capital Outlay								
4702.100 650.0010	Work In Progress	818,725.00	6,575.00	1,086,083.00	117,962.96	1,000,000.00	1,350,000.00	
Budget Transactions								
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Council Adopted					1.0000	1,350,000.00	1,350,000.00
								Council Adopted Totals
								\$1,350,000.00
	<i>Capital Outlay Totals</i>	\$818,725.00	\$6,575.00	\$1,086,083.00	\$117,962.96	\$1,000,000.00	\$1,350,000.00	
	EXPENSE TOTALS	\$818,725.00	\$6,575.00	\$1,086,083.00	\$117,962.96	\$1,000,000.00	\$1,350,000.00	
Fund 4702 - WW CapitalProj-PS RenewPrairieDog	Totals							
	REVENUE TOTALS	\$1,000,000.00	\$1,000,000.00	\$1,200,000.00	\$1,000,000.00	\$1,000,000.00	\$1,350,000.00	
	EXPENSE TOTALS	\$818,725.00	\$6,575.00	\$1,086,083.00	\$117,962.96	\$1,000,000.00	\$1,350,000.00	
Fund 4702 - WW CapitalProj-PS RenewPrairieDog	Totals	\$181,275.00	\$993,425.00	\$113,917.00	\$882,037.04	\$0.00	\$0.00	