

## AGREEMENT FOR CONSULTANT SERVICES

THIS AGREEMENT is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2023, by and between the CITY OF RENO, hereinafter referred to as “CITY” and Stantec Consulting Services Inc., hereinafter referred to as “CONSULTANT.”

### WITNESSETH

WHEREAS, the CITY wishes to secure services for the Sanitary Sewer Collection System Modeling and Support Services 2024 – 2025, hereinafter referred to as “PROJECT.”

NOW THEREFORE, the CITY and CONSULTANT agree as follows:

1. Objectives.

1.1 The CONSULTANT shall serve as the CITY’s consultant of record and shall give advice to the CITY during performance of services to which this Agreement applies. All services shall be performed by the Consultant.

2. Basic Services.

2.1 The CONSULTANT will perform the services described in Exhibit A which is incorporated herein by this reference as part of this agreement.

2.2 The CONSULTANT will not change its Project Manager without written approval from the CITY.

3. CITY Responsibility.

3.1 The CITY shall designate a Project Manager to act as the CITY’s representative with respect to the work performed under this Agreement.

3.2 The CITY shall give prompt written notice to the CONSULTANT whenever the CITY observes or otherwise becomes aware of a problem with the project.

4. Authorization, Progress and Completion.

4.1 By execution of this Agreement, the CITY grants to the CONSULTANT specific authorization to proceed, upon written notice, with the services described in Article 2.1 of this Agreement, and shall continue until completed per the schedule attached hereto.

5. Compensation.

5.1 Compensation for services performed as described in Article 2.1 shall be payable on time and materials in the not-to-exceed amount of \$678,554.00. Any cost not included in Exhibit A

will not be paid.

5.2 Invoices for services rendered shall be submitted monthly. Payment by the CITY will be made within thirty (30) calendar days of receipt.

6. Special Services.

6.1 No additional services shall be performed and no additional compensation shall be permitted without a CITY approved written “Supplemental Agreement”. **The supplemental agreement must be executed prior to the commencement or performance of any additional work.**

7. Records to be Maintained by Consultant.

7.1 The CONSULTANT shall maintain records supporting requests for payment. Such records shall be available for inspection and audit by the CITY, and the CONSULTANT shall provide duplicate copies of all such records upon request by the CITY.

7.2 The information, conclusions and data generated during this Agreement by the CONSULTANT is for the exclusive use of the CITY. The CONSULTANT may not use this information, conclusions or data for any purpose other than to further the requirements of this Agreement. The CONSULTANT may not produce papers for professional journals or presentations for conferences without written permission and active participation by the CITY Project Manager.

8. Ownership of Documents.

8.1 Originals of all records, reports and other documents of service prepared by the CONSULTANT shall be property of the CITY. All said documents of service shall be made available to the CITY during the course of and for use in the performance of this Agreement.

9. Skill Level of Consultant.

9.1 Service performed by CONSULTANT will be conducted in a manner consistent with that level of care and skill ordinarily expected by members of the profession currently practicing in this area under similar conditions. CONSULTANT shall be responsible for the professional quality and technical accuracy of all services furnished by CONSULTANT.

10. Insurance.

10.1 General Requirements. The CITY requires that CONSULTANT purchase Industrial Insurance, General Liability, and CONSULTANT’s Errors and Omissions Liability Insurance as described below against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the CONSULTANT, its

agents, representatives, employees or subconsultants. The cost of such insurance shall be borne by CONSULTANT unless otherwise agreed.

10.2 Industrial Insurance. (Worker's Compensation & Employers Liability). It is understood and agreed that there shall be no Industrial Insurance coverage provided for CONSULTANT or any Subconsultant by the CITY and in view of NRS 616B.627 and 617.210 requiring that CONSULTANT comply with the provisions of Chapters 616A to 616D, inclusive and 617 of NRS, CONSULTANT shall, before commencing work under the provision of this Agreement, furnish to the CITY a certificate of insurance from the Worker' Compensation Insurer certifying that the CONSULTANT and each Subconsultant have complied with the provisions of the Nevada Industrial Insurance Act, by providing coverage for each and every employee, subconsultants, and independent contractors. Should the CONSULTANT be self-insured for Industrial Insurance, the CONSULTANT shall notify the CITY and approve written approval of such self-insurance prior to the signing of a Contract. The CITY reserves the right to accept or reject a self-insured CONSULTANT and to approve the amount(s) of any self-insured retentions. The CONSULTANT agrees that the CITY is entitled to obtain additional documentation, financial or otherwise, for review prior to entering into a Contract with the CONSULTANT.

10.3 Minimum Scope of Insurance. The following requirements apply. Coverage shall be at least as broad as:

(a) **Commercial General Liability** at least as broad as Insurance Services Office Commercial General Liability Coverage "occurrence" form CG OO 01 04 13 or an equivalent form. The Comprehensive General Liability Coverage shall include, but is not limited to, liability coverage arising from premises, operations, independent contractors, products and completed operations, personal and advertising, injury, blanket contractual liability and broad form property damage.

(b) **Automobile Coverage** at least as broad as Insurance Services Office Business Auto Coverage form CA OO 01 10 13 or an equivalent form covering Automobile Liability Symbol 1 "Any Auto". In lieu of a separate Business Auto Liability Policy, the City may agree to accept Auto Liability covered in the General Liability Policy, if non owned and hired auto liability are included. The CONSULTANT shall maintain limits of no less than \$1,000,000 or the amount customarily carried by the contractor, whichever is greater, combined single limit per accident for bodily injury and property damage. No aggregate limit may apply.

(c) The Additional Insured Endorsements for General Liability shall be at least as broad as the unmodified ISO CG 20 10 04 13 and ISO CG 20 37 04 13 endorsements, or equivalent. The certificate shall confirm Excess Liability is following form.

(d) Professional Errors and Omissions Liability applying to all activities performed under this Agreement in a form acceptable to CITY. CONSULTANT will maintain professional liability insurance during the term of this Agreement and for a period of six (6) years from the date of substantial completion of the project unless waived by the CITY. In the event the CONSULTANT goes out of business during the term of this Agreement or the six (6) year

period described above, CONSULTANT shall purchase Extended Reporting coverage for claims arising out of CONSULTANT's negligence acts, errors and omissions committed during the term of the Professional Liability Policy.

10.4 Minimum Limits of Insurance. CONSULTANT shall maintain limits no less than:

(a) General Liability: \$2million minimum combined single limit per occurrence for bodily injury, personal injury and property damage, and \$4 million annual aggregate.

(b) CONSULTANT's Errors and Omissions Liability: \$2 million per claim and \$4 million as an annual aggregate during the term of this Agreement and for six years after the completion of the project, with each subsequent renewal having a retroactive date that predates the date of this Agreement. The CONSULTANT may purchase project insurance or obtain a rider on her normal policy in an amount sufficient to bring CONSULTANT's coverage up to minimum requirements, said additional coverage to be obtained at no cost to the CITY.

10.5 Deductibles. Any deductibles or self-insured retentions must be declared to and approved by the CITY Risk Manager. The CITY reserves the right to request additional documentation, financial or otherwise prior to giving its approval of the deductibles or self-insured retention. Any changes to the deductible or self-insured retention made during the term of this Agreement or during the term of any policy, must be approved by the CITY Risk Manager.

10.6 Other Insurance Provisions. General Liability Coverages

(a) The CITY, its officers, officials, and employees are to be covered as additional insureds as respects: liability arising out of activities performed by or on behalf of the CONSULTANT including the insured's general supervision of the CONSULTANT; products and completed operations of the CONSULTANT; or premises owned, occupied or used by the CONSULTANT. The coverage shall contain no special limitations on the scope of protection afforded to the CITY, its officers, officials, employees or volunteers.

(b) The CONSULTANT's insurance coverage shall be primary insurance as respects the CITY, its officers, officials, and employees. Any insurance or self-insurance maintained by the CITY, its officers, officials, and employees shall be excess of the CONSULTANT's insurance and shall not contribute with it in any way.

(c) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the CITY, its officers, officials, and employees.

(d) The CONSULTANT's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

(e) The CONSULTANT'S insurance coverage shall be endorsed to state that coverage shall not be suspended, voided, canceled or non-renewed by either party, reduced in coverage or in limits except after at least thirty (30) days prior written notice for reasons other than non-payment of

premium and at least ten (10) days for non-payment of premium, by certified mail, return receipt requested, has been given to the CITY.

10.7 Acceptability of Insurers. Insurance is to be placed with an A.M. Best and Company rating level of A - Class VII or better, or otherwise approved by the CITY in its sole discretion. CITY reserves the right to require that CONSULTANT'S insurer be a licensed and admitted insurer in the State of Nevada, or on the Insurance Commissioner's approved but not admitted lists.

10.8 Verification of Coverage. CONSULTANT shall furnish the CITY with certificates of insurance, including but not limited to the Certificate of Compliance in NRS 616B.627 and with original endorsements affecting coverage required by this article. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf and must be countersigned by a duly appointed and licensed agent in this state. All approved deductibles and self-insured retentions shall be shown on the certificate. The certificates are to be on forms approved by the CITY. All certificates and endorsements are to be received and approved by the CITY before work commences. The CITY reserves the right to obtain copies of all required insurance policies.

10.9 Subconsultants. CONSULTANTS shall require all subconsultants to be insured on their own or under its policies and shall furnish separate certificates and endorsement for each subconsultant. Coverages for subconsultants shall be subject to all of the requirements stated herein unless the City Attorney or Risk Manager modify the requirements at their discretion upon request of the CONSULTANT.

10.10 Miscellaneous Conditions.

(a) If the CONSULTANT or any Subconsultant fails to maintain any of the insurance coverages required, the CITY may terminate this Agreement for cause.

(b) CONSULTANT shall be responsible for and remedy all damage or loss to any property, including property of CITY, caused in whole or in part by the CONSULTANT, any subconsultant, or any employee, directed or supervised by CONSULTANT, except damage of loss attributable to faulty drawings or specifications.

(c) Nothing herein contained shall be construed as limiting in any way to the extent to which the CONSULTANT may be held responsible for payment for damages to persons or property resulting from her operations or the operations of any subconsultant.

(d) If CONSULTANT's failure to maintain the required insurance coverage results in a breach of this Agreement, CITY may purchase the required coverage, and without further notice to CONSULTANT, deduct from sums due to CONSULTANT any premium cost advanced by CITY for such insurance.

11. Indemnification.

11.1 To the fullest extent permitted by law, the CONSULTANT shall defend, indemnify and hold harmless the CITY and its officers, employees and agents (collectively “Indemnitee”) from any liabilities, damages, losses, claims, actions or proceedings, including, without limitation, reasonable attorneys’ fees, that are caused by the negligence, errors, omissions, recklessness or intentional misconduct of the CONSULTANT or the employees or agents of the CONSULTANT in the performance of this Agreement.

11.2 The CONSULTANT assumes no liability for the negligence or willful misconduct of any indemnitee or other consultants of indemnitee.

11.3 The CONSULTANT’s indemnification obligations for claims involving “Professional Liability” (claims involving acts, error, or omissions in the rendering of professional services) and “Economic Loss Only” (claims involving economic loss which are not connected with bodily injury or physical damage to property) shall be limited to the proportionate extent of CONSULTANT’s negligence or other breach of duty.

12. Intellectual Property Indemnity.

12.1 To the fullest extent permitted by law, CONSULTANT shall defend, protect, hold harmless, and indemnify CITY and the CITY related parties from and against any and all liability, loss, claims, demands, suits, costs, fees and expenses (including actual fees and expenses of attorneys, expert witnesses, and other consultants), by whomsoever brought or alleged, for infringement of patent rights, copyrights, or other intellectual property rights, except with respect to designs, processes or products of a particular manufacturer expressly required by CITY in writing. If CONSULTANT has reason to believe the use of a required design, process or product is an infringement of a patent, CONSULTANT shall be responsible for such loss unless such information is promptly given to CITY. This Indemnity Covenant shall survive the termination of this Agreement.

13. Taxes.

13.1 CONSULTANT shall pay any and all Federal, State and local taxes, charges, fees, or contributions required by law to be paid with respect to CONSULTANT’s performance of this Agreement (including, without limitation, unemployment insurance, social security, and income taxes).

14. Independent Contractor.

14.1 The parties agree that CONSULTANT is an independent contractor and this Agreement is entered into in conformance with the provisions of NRS 333.700. The parties agree that CONSULTANT is not a CITY employee and there shall be no:

- (a) Withholding of income taxes by the CITY;
- (b) Industrial insurance provided by the CITY;
- (c) Participation in group insurance plans which may be available to employees of the CITY;
- (d) Participation or contributions by either the independent contractor or CITY to any public employees' retirement system;
- (e) Accumulation of vacation leave or sick leave;
- (f) Unemployment compensation coverage provided by CITY if the requirements of NRS 612.085 for independent contractors are met.

15. Business License.

15.1 CONSULTANT shall maintain in full force and effect throughout the term of this Agreement a current business license from the City of Reno.

16. Compliance with Legal Obligations.

16.1 CONSULTANT is subject to NRS 338.010 – 338.090 (prevailing wage) for all covered work. CONSULTANT shall procure and maintain for the duration of this Agreement any state, county, city or federal license, authorization, waiver, permit, qualification or certification required by statute, ordinance law, or regulation to be held by CONSULTANT to provide the services required by this Agreement. CONSULTANT is solely responsible to pay assessments, premiums, permits and licenses required by law. Further, CONSULTANT agrees to comply with all applicable federal and state laws including, but not limited to, the Americans with Disabilities Act of 1990 and related standards, guidelines, and regulations (collectively “ADA”) in providing the services identified in this Agreement. It is the responsibility of CONSULTANT to address in the performance of the services any and all access or other issues to assure compliance with the ADA.

17. Employment Opportunity.

17.1 CONSULTANT shall not discriminate against any employee or applicant for employment because of race, creed, color, national origin, religion, sex, gender identity, gender expression, veteran status, sexual orientation or age, or any other protected class status applicable under federal, state or local law, rule, or regulation. Sexual orientation means having or being perceived as having an orientation for heterosexuality, homosexuality or bi-sexuality. Race includes traits associated with race, including, without limitation, hair texture and protective hairstyles. Any violation of this provision by consultant shall constitute a material breach of contract.

18. Notices.

Any notices provided for herein shall be given in writing by certified mail, return receipt requested, or by personal service to:

CITY:

City of Reno  
Trina Magoon  
Utility Services Director  
1 East First Street  
Reno, NV 89501  
P.O. Box 1900  
Reno, NV 89505

CONSULTANT:

Stantec Consulting Services Inc.  
John Buzzone  
Principal, Water  
5390 Kietzke Lane, Suite 103  
Reno, NV 89511

19. Assignment.

19.1 This Agreement is binding on the heirs, successors, and assigns of the parties hereto. This Agreement is not to be assigned by either party without prior written consent of the other.

20. Integration.

20.1 This agreement represents the entire understanding of CITY and CONSULTANT as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may not be modified or altered except by written amendment thereto signed by both parties.

21. Governing Law and Jurisdiction.

21.1 This Agreement shall be administered and interpreted under the laws of the State of Nevada. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of this Agreement shall be in full force and effect. Any action at law, suit in equity or judicial proceeding for the enforcement of this Agreement or any provision thereof shall be instituted only in the district courts of the State of Nevada, County of Washoe.

22. Suspension of Work.

22.1 Either party may suspend, by written notice, all or a portion of the work under this Agreement, in the event unforeseeable circumstances, beyond the control of either party, make normal progress in the performance of the work impossible. The party desiring to suspend the work must request that the work be suspended by notifying the other party, in writing, of the circumstances which are interfering with normal progress of the work. The time for completion of the work shall be extended by the number of days the work is suspended. In the event that the

period of suspension exceeds ninety (90) working days, the terms of this Agreement are subject to renegotiation and both parties are granted the option to terminate work on the suspended portion of the project in accordance to Article 23 of this Agreement.

23. Termination of Work.

23.1 The CITY may terminate, by written notice, the work under this Agreement. The CONSULTANT may terminate work in the event the CITY fails to perform in accordance with the provisions of this Agreement. Termination of this Agreement is accomplished by fifteen (15) working days prior written notice from the party initiating termination to the other. Notice of the termination shall be delivered by certified mail with receipt of delivery returned to the Sender. In the event of termination, the CONSULTANT shall perform such additional work, as is necessary for the ordinary filing of documents, and closing shall not exceed ten percent (10%) of the total time expended on the termination portion of the project prior to the effective date of termination. The CONSULTANT shall be compensated for the terminated portion of the work on the basis of work actually performed prior to the effective date of termination, plus the work required for filing and closing. Charges for the latter work are subject to the ten percent (10%) limitation described in this Article.

23.2 CONSULTANT expressly agrees that this Agreement shall be terminated immediately if for any reason local, federal and/or State Legislature funding ability to satisfy this Agreement is withdrawn, limited, or impaired.

24. Dispute Resolution.

24.1. All claims, counterclaims, disputes and other matters in question between the CITY and the CONSULTANT arising out of, or relating to, this contract or breach of it, unless otherwise settled, may be mediated before initiation of a judicial action.

24.2 Unless the parties mutually agree otherwise, mediation will be in accordance with the Commercial Mediation Procedures of the American Arbitration Association currently in effect. The American Arbitration Association will not be used to administer or facilitate the process or the selection of the mediators. Instead, the parties will attempt to mutually agree to the appointment of one mediator. If the parties cannot agree to one mediator, each party shall select one mediator and the two mediators will appoint a third mediator. The parties agree to split the mediator(s) fees and expenses. Each party shall bear their own attorney's fees and other costs incurred for the mediation.

25. Attorneys' fees.

25.1 Unless otherwise provided for herein, each party shall bear its own attorney's fees and court costs regardless of the outcome of any proceeding brought to enforce or interpret this Agreement.

26. Severability.

26.1 If any provision contained in this Agreement is held to be unenforceable by a court of law or equity, this Agreement shall be construed as if such provision did not exist and the nonenforceability of such provision shall not be held to render any other provision or provisions of this Agreement unenforceable.

27. Due Authorization.

27.1 Each party represents that all required authorizations have been obtained to execute this Agreement and for the compliance with each and every term hereof. Each person signing this Agreement warrants and represents to the other party that he or she has actual authority to execute this Agreement on behalf of the party for whom he or she is signing. An electronic or facsimile signature on this Agreement shall be treated for all purposes as an original signature. This Agreement is executed in one duplicate original for each party hereto, and is binding on a party only when all parties have signed and received a duplicate original.

IN WITNESS WHEREOF, the parties to these presents have hereunto set their hands and seals the year and date first above written.

CITY OF RENO

ATTEST:

\_\_\_\_\_  
Hillary L. Schieve, Mayor

\_\_\_\_\_  
City Clerk

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
Susan Ball Rothe, Deputy City Attorney

Stantec Consulting Services Inc.

\_\_\_\_\_  
John Buzzone  
Principal, Water

# EXHIBIT A

## Scope of Services and Budget

### Sanitary Sewer Collection System Modeling and Support Services 2024 – 2025

#### City of Reno

## Introduction

Stantec Consulting Services Inc. (Stantec) assisted the City of Reno (City) with the development a unified model of its sanitary sewer system and with the preparation of a plan for the on-going maintenance and expansion of the model and for identifying and reducing collection system inflow and infiltration (I/I). The City is now requesting Stantec provide additional support to assist with on-going model maintenance and model expansion and with I/I reduction. The additional support requested is generally described as follows:

- Flow Data Analysis
- Model Expansion
- Model Recalibration
- Capacity Assessment
- Sewer Improvement Planning
- I/I Reduction Support

Detailed descriptions of the services and budget proposed for this effort are presented in the following sections.

## Task 1: Flow Data Analysis

### Task 1.1 – Flow Analysis

The City will provide Stantec with two (2) rounds of two-months of flow monitoring and rainfall data. Stantec will review the final flow monitoring and rainfall data provided by the City. Stantec assumes the data will be ready to use for model recalibration purposes. Stantec also assumes the City's flow monitoring consultant will complete its quality assurance review and mass balance checks. It is also assumed that there will be up to a total of 80 flow monitoring locations to be analyzed from both flow monitoring periods. The analyses to be performed by Stantec are described in the following Sections 1.1.1 through 1.1.3.

#### Task 1.1.1 – Dry Weather Flow Analysis

Using the City-provided data, Stantec will identify an appropriate dry weather flow (DWF) monitoring period for use in modeling purposes. The DWF period will include a minimum of three (3) dry weekdays and one (1) dry weekend day with no apparent wet-weather influence. Using the DWF weekdays and weekends, Stantec will estimate the average DWF and a 24-hour diurnal pattern for an average weekday and weekend day. From the data, Stantec will also estimate the average dry weather infiltration rate(s).

*Deliverables: Stantec will provide the City recommendations for the preferred DWF period, diurnal patterns and DWF infiltration rates associated with the region(s) of new flow data.*

### Task 1.1.2 – Rainfall Analysis

Stantec will review precipitation data provided by the City obtained by rain gauges deployed in support of the City's flow monitoring efforts. Stantec will perform a check of the precipitation data by comparing it to precipitation data collected by the National Weather Service at the Reno-Tahoe International Airport to confirm the data's reliability.

Using the City's precipitation data, Stantec will estimate the return frequency, peak rainfall intensity, total volume and duration of each rainfall event that occurred during the flow monitoring period. Available temperature data will be used to help assess the occurrence, accumulation, and melt of snow while analyzing the precipitation data.

*Deliverables: None.*

### Task 1.1.3 – Precipitation Event Assessment

Using the precipitation data, Stantec will assess the data to identify three (3) discernable precipitation events. Stantec will review public records to determine the nature of the storms (observations such as previous snow accumulation, snow only or mixed with rain, daily temperature, etc.) and the relative timing (accumulation and melt) and depth of snow associated with the storm. Stantec will confirm that the three selected precipitation events produced a discernable I/I response (1% increase in observed flow) at all the flow monitoring locations. Ideally, the precipitation events would exceed 0.25-inches in six (6) hours or less.

*Deliverables: Recommendations for preferred precipitation events.*

### Task 1.2 – I/I Map Updates and Results Consolidation

Stantec will consolidate the findings from two (2) wet weather flow monitoring periods into the previous I/I analysis results (Dec 2022 to Feb 2023). Stantec will normalize the findings using common flow meters between three (3) temporary flow monitoring programs / periods. This will be accomplished by using the "control basin" method. This method can normalize results from three (3) flow monitoring periods that have different rainfall and antecedent moisture conditions.

*Deliverables: Stantec will update the I/I maps that contain I/I analysis results from both flow monitoring periods.*

## Task 2: Model Updates and Recalibration

### Task 2.1 – Model Expansion

City Staff will update the model to incorporate recently completed sewer improvement projects. Stantec will use the City's updated model updates and expand it to include priority areas identified by the City's 2024 economic development Heat Map (to be provided by the City in GIS file format). Stantec assumes the model expansion will add up to 250 pipes to the City's updated model. Stantec assumes the City provide all necessary geometric data for the pipes to be added to the model. Additionally, Stantec will update the "meter-sheds" (service areas contributing to each flow meter) using the temporary flow monitoring locations.

*Deliverables: Stantec will provide the PCSWMM model files for the expanded model and an updated meter-shed map (pdf file format).*

### Task 2.2 – Model Recalibration

Stantec will use the flow monitoring data (90 metering locations) collected between December 2022 to recalibrate the model. Stantec will use peak depth, velocity, peak flow, and volume data as the calibration parameters. Stantec will recalibrate the model within 10% of the reliable portion of the data under dry-weather conditions and recalibrate the model within 15% of the reliable portion of the data under wet-weather conditions. Up to three (3) common wet-weather events from the flow monitoring locations will

be used to support the wet-weather calibration. For flow monitoring locations that have different flow monitoring period, flow information will be used to develop sanitary flow loading distribution within the collection system. Stantec will summarize the recalibration effort in a technical memorandum.

*Deliverables: Draft and final technical memoranda.*

## Task 3: Capacity Assessment

### Task 3.1 – Existing Conditions

Stantec will conduct a capacity assessment of the existing sewer system using three (3) different design storms. Stantec will identify areas with potential capacity issues. Stantec will conduct an analysis of Interceptor Remaining Capacity vs Equivalent Dwelling Units (EDU). Stantec will provide a preliminary estimate of the number of additional EDUs that can be served before each major interceptor reaches its capacity. The details regarding the definition of EDUs and occupancy rate estimations by land use should be included in the 2024 Heat Map update. All capacity assessments will be based on a d/D capacity target to be vetted with the City.

*Deliverables: Stantec will provide the City a map (pdf file format) showing color-coded pipes with capacity constraints and a table with the d/D for each pipe.*

### Task 3.2 – Future Conditions

#### Task 3.2.1 Near-Term Assessment

Stantec will prepare two (2) models which represent near-term (2030) flow conditions. Stantec will use the City's latest Heat Map and the City's current designated planning numbers for flow loadings for one (1) model representation of 2030 conditions. Stantec will also use the historical data from recent flow monitoring to develop flow loadings to represent 2030 conditions. Stantec will conduct a capacity assessment of the existing sewer system using two (2) sets of flow loadings. Stantec will conduct a sensitivity analysis to evaluate the impacts of using different flow loading projection methods. Stantec will identify areas with potential capacity issues under the two (2) flow loading projections.

*Deliverables: Stantec will provide the City a map (pdf file format) showing color-coded pipes with capacity constraints and a table with the d/D for each pipe.*

#### Task 3.2.2 Build-Out Condition Assessment

Stantec will estimate build-out flow projections based on the region's ultimate water allocation. Stantec will develop flow loadings based on both the City's designated planning numbers (to be provided by the City) and historical flow monitoring data. Stantec will conduct a capacity assessment of the existing sewer system with future flow projections. Stantec will compare the assessment results and evaluate the impacts of using different projections. Stantec will identify areas with potential capacity issues.

*Deliverables: Stantec will provide the City a map (pdf file format) showing color-coded pipes with capacity constraints and a table with the d/D for each pipe.*

## Task 4: Sewer Improvements Implementation Plan

### Task 4.1 – Alternatives Analysis

Stantec's lead engineer will hold an in-person workshop with the City's staff to brainstorm and identify up to three (3) alternatives, including modifications of existing sewer operations, that might resolve existing, near-term, and build-out capacity issues. Stantec will conduct a modeling exercise to evaluate these identified alternatives and provide recommendations for the City. Opinion of probable construction costs (Class IV planning level costs) will be estimated under this effort. Stantec will hold a virtual meeting with the City to review, discuss, and finalize the alternative evaluation results.

Alternatives could consist of any of the following (up to three):

- Change of current flow diversion operations
- I/I reduction
- New conveyance facilities (pipes and pump stations)
- New storage facilities

As part of the alternative analysis, Stantec will estimate the amount of I/I needed to be removed in order to avoid new infrastructure projects. The findings will be summarized in the Sewer Improvement Implementation Plan under Task 4.2.

Stantec will estimate the incremental flow to the Truckee Meadows Water Reclamation Facility (TMWRF) and the Reno-Stead Water Reclamation Facility (RSWRF) from each of three (3) evaluated alternatives.

*Deliverables: Results of the model evaluation of the three alternatives will be provided in an email.*

#### Task 4.2 – Sewer Improvement Implementation Plan

Stantec will develop a sewer improvement plan for the City to implement. The plan will include flow triggers for the implementation of each recommended sewer improvement project. Stantec will include planning level costs for each project. Stantec will help the City to identify the sequencing of these projects for the City's Capital Improvements Program (CIP). Stantec will prioritize these projects and develop a 1-page summary for each sewer improvement project.

*Deliverables: Draft and final technical memoranda summarizing the prioritized sewer improvement projects.*

### Task 5: I/I Reduction Support

This task focuses on assisting the City further refine areas of excessive I/I and implementing field investigation activities to identify potential I/I reduction projects. This task does not include any field work. This task focuses on using existing flow monitoring data and model simulation results to direct field investigation efforts (to be performed by the City or its vendor). Stantec will provide up to 120 hours of support under this task. This support task may include the following:

- Determine future flow monitoring locations – This activity consists of using past I/I analyses or Task 1 results to determine flow monitoring needs in Winter 2024 and/or micro-monitoring opportunities to isolate areas for further I/I investigation. Stantec will prepare flow monitoring maps for the City's subcontractor to install flow meters. Stantec will not collect flow monitoring data under this task.
- Determine areas for City's I/I field investigations – This activity consists of using Task 1 results to identify areas for field-level sanitary sewer evaluation surveys (SSES) and condition assessments. Stantec will support the City to coordinate with the City's field investigation contractors.

*Deliverables: Deliverables to be provided are dependent on the nature of the services provided, but may include emails, maps, or tables identifying key infrastructure to be investigated and Stantec's comments regarding any scope of services provided to the City by a field investigation contractor.*

### Task 6: Progress Meetings

Stantec will conduct 30-minute progress meetings with the City, held virtually via a web application. It is assumed that no more than (40) progress meetings will be held over the two-year period of this scope of services on a bi-weekly basis. These meetings will be held for discussing project status, the City's

immediate needs, technical discussion, preliminary results, and any efforts under Task 1-5 in this project. It is generally expected that up to three (3) people from Stantec will be attending these meetings.

## Task 7: Project Management

Project management services include routine project administration activities such as invoicing, schedule dates and compliance, project progress reports, coordination efforts, and other support services. Stantec assumes the duration of the entire project will be (24) months from the date of the City's authorization to proceed.

## Task 8: Optional Services

Because the exact scope of services needed for this project is not entirely certain and the need for additional or different work may arise during the course of the project, this Task 8 provides options for additional owner-directed services. Stantec will only provide services under this task upon written authorization (via email acceptable) from the City and for the optional services mutually agreed upon in advance. Work under this task may or may not be completed, depending upon the needs of the project and available budget.

- **Survey & Flow Monitoring Subconsultant Coordination** (Additional Task 5 Support) – Stantec will assist the City coordinate with their representatives to support additional I/I field coordination efforts (beyond the 120 hours budgeted under Task 5).
- **Capacity Assessment for Development Approval** – Stantec will provide modeling support to evaluate the potential impacts from proposed developments.
- **Additional Model Updates and Expansion** – Stantec will conduct additional model updates / expansion (beyond the 250 pipes under Task 2.1 efforts)
- **Model Troubleshooting Support and Coordination** – Stantec will provide the City with trouble shooting support for model updates performed by the City. Trouble shooting will be coordinated by email or by virtual meetings.
- **Additional model recalibration** – Stantec will calibrate more than the 90 locations under Task 2.
- **Model Validation** - Stantec will conduct model validation using the City's existing system-wide model and 2023 flow monitoring data. Stantec will compare the dry- and wet-weather model simulation results with flow monitoring data, collected at 90 locations from the two (2) 2023 temporary flow monitoring periods.
- **TMWRF and RSWRF CIP Coordination** - Stantec will conduct virtual meetings with the City's TMWRF and RSWRF planning team to discuss the alternative analysis currently being evaluated and considered. Stantec will present the potential impacts of these alternatives to the TMWRF and RSWRF. Stantec will coordinate with the TMWRF and RSWRF planning team to obtain information needed (project lists, costs, and objectives) to conduct additional collection system evaluations used to determine improvements needed to eliminate future CIP at TMWRF and RSWRF. Stantec will conduct a virtual meeting with the City's staff to discuss the results and finalize the sewer improvements list. Stantec will identify and determine the hydraulic trigger for each project on the CIP. The hydraulic trigger will be used in the CIP implementation stage.

## PROPOSED BUDGET

Stantec will complete the services described above on a time and materials basis with a not-to-exceed budget of \$678,554. Stantec's markup on subconsultant and other direct costs shall be limited to 10 percent. Stantec's 2024 and 2025 Standard Fee Schedules are attached and will be in effect for this project. A breakdown of the proposed project budget by task is provided in the table below.

### Budget Summary

Task	Budget
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Task 1: Flow Data Analysis	\$97,446
Task 2: Model Updates and Validation	\$310,926
Task 3: Capacity Assessment	\$45,496
Task 4: Sewer Improvements Implementation Plan	\$103,498
Task 5: I/I Reduction Support	\$26,480
Task 6: Weekly Progress Meeting	\$18,305
Task 7: Project Management	\$51,403
<b>Proposed Budget Subtotal (Tasks 1 – 7)</b>	<b>\$653,554</b>
Task 8: Optional Services	\$25,000
<b>Proposed Budget Total (Tasks 1 – 8)</b>	<b>\$678,554</b>

- Because the exact level of effort to complete each task is not certain, Stantec reserves the right to allocate budget between tasks, provided the overall budget is not exceeded, with the exception of the Optional Services task. The Task 8 budget shall not be allocated to other tasks without the written permission of the City.
- All reports, technical memoranda, invoices, and planning documents shall be delivered electronically.
- Stantec shall be entitled to reasonably rely upon the information and data provided by City or obtained from generally acceptable sources within the industry without independent verification except to the extent such verification is expressly included in the Scope of Services.

## **SCHEDULE**

Stantec's proposed project schedule is attached.





**STANTEC CONSULTING SERVICES INC.**

**Reno Office**

**STANDARD FEE SCHEDULE**

**Rate Table 3 - 2024**

Listed herein is a schedule of fees for engineering, planning and surveying services most frequently performed by Stantec Consulting Services Inc. Invoices will be submitted on completion of a project and become due on presentation. For jobs lasting longer than four weeks, monthly progress invoices will be submitted and become due on presentation and in accordance with client contract conditions. Overtime and weekend work may be charged at time and one-half.

**STAFF BILLING LEVELS**

**RATE / HOUR**

PROFESSIONAL

Levels	20 – 21 .....	\$311.00 - \$330.00
Levels	17 – 19 .....	\$289.00 - \$300.00
Levels	14 – 16 .....	\$250.00 - \$280.00
Levels	11 – 13 .....	\$210.00 - \$231.00
Levels	8 – 10 .....	\$179.00 - \$196.00
Levels	5 – 7 .....	\$152.00 - \$172.00
Levels	1 - 4 .....	\$117.00 - \$135.00

**OTHER DIRECT COSTS**

Mileage (Or Current GSA Rate) .....	\$0.655 / per mile
Supplies .....	Cost + 10%
Outside Services .....	Cost + 10%



**STANTEC CONSULTING SERVICES INC.**

**Reno Office**

**STANDARD FEE SCHEDULE**

**Rate Table 3 - 2025**

Listed herein is a schedule of fees for engineering, planning and surveying services most frequently performed by Stantec Consulting Services Inc. Invoices will be submitted on completion of a project and become due on presentation. For jobs lasting longer than four weeks, monthly progress invoices will be submitted and become due on presentation and in accordance with client contract conditions. Overtime and weekend work may be charged at time and one-half.

**STAFF BILLING LEVELS**

**RATE / HOUR**

PROFESSIONAL

Levels	20 – 21 .....	\$326.00 - \$346.00
Levels	17 – 19 .....	\$303.00 - \$315.00
Levels	14 – 16 .....	\$262.00 - \$294.00
Levels	11 – 13 .....	\$220.00 - \$242.00
Levels	8 – 10 .....	\$189.00 - \$206.00
Levels	5 – 7 .....	\$160.00 - \$181.00
Levels	1 - 4 .....	\$123.00 - \$142.00

**OTHER DIRECT COSTS**

Mileage (Or Current GSA Rate) .....	\$0.655 / per mile
Supplies .....	Cost + 10%
Outside Services .....	Cost + 10%