

**Maumee Watershed Conservancy District
Hancock County Flood Diversion**

MONTHLY PROGRESS REPORT #23

FOR STANTEC CONSULTING SERVICES INC.

Period Covered:

6-October-2018 thru 2-November-2018

Submitted by:

**Stantec Consulting Services Inc.
4540 Heatherdowns Boulevard, Suite A
Toledo, Ohio 43614**

**Telephone: (419) 380-8910
Fax: (419) 380-8920**

I. Invoice Summary and Project Financial Status

- Invoice 1435152 totaling \$29,889.62 for tasks associated with the Hydraulic Improvements Construction Phase Services (Han. Co. PO No. 1803992), is submitted for consideration. This invoice includes time and expenses applied by Stantec as well as subconsultant invoices from Hart Associates, Inc. (\$1,439.01 and \$5,487.08) and Hoff Consulting Services, LLC (\$1,502.85).
- To-date approximately 85.9% of the total authorized funds for the Program have been invoiced.

II. Progress Update, Major Issues and Decisions

Permitting

- Permitting work is complete.

Aerial & Ground-Based Survey

- Survey is complete for the current tasks.

Hydraulic Improvements Preliminary & Final Engineering

- Final design is complete.

Proof of Concept Update

- The Draft Proof of Concept Update report is complete.

Hydraulic Improvement Construction Phase Services:

Bidding Phase Services

- This work is complete.
- The project was advertised on 7/31/2018, a pre-bid conference was held on 8/14/2018, two (2) addenda were issued, bids were received and evaluated on 8/30/2018, an award recommendation was provided on 9/4/2018, and the construction contract was awarded to Helms and Sons Excavating on 9/11/2018.

Construction Engineering Services

- The tree clearing contract is complete.
- Hydraulic Improvements construction is on-going.
- A pre-construction conference was held on 9/20/2018. Hancock County Sanitary Landfill coordination meetings were held on 7/12/2018 and 11/1/2018. Construction coordination calls are being held weekly. Monthly progress meeting at the project site will commence next period.
- Submittals;
 - 16 submittals have been submitted, 11 have been reviewed and returned and 5 are currently being reviewed.
- RFIs;
 - 4 RFIs have been submitted, all of which have been reviewed and responded to.
- Change Proposals
 - 1 change proposal has been submitted and is currently being reviewed.

RPR Services

- RPR services are expected to begin in the next period around 11/19/2018.

Mussel Survey and Relocation

- This work is on-going.

- Phase 1 commenced on 7/25/2018 and the mussel relocation work was completed in early August. These efforts included a dive team using SCUBA gear to salvage and relocate freshwater mussels from in-water construction areas.
- A summary report will be submitted to ODNR at the end of 2018 per the permitting requirements, and again at the end of Phase 2 (if completed in 2019).
- Phase 2 of the mussel relocation commenced on 10/29/2018 and will be completed as soon as river conditions allow. A variance to perform mussel relocations within the previous restricted dates of October 1 to May 1 has been obtained from ODNR.

Norfolk Southern Railroad Underwater Bridge Inspection

- This work is complete.
- This work was requested by Norfolk Southern and was performed on 7/26/2018, concurrently with Phase 1 of the mussel relocation work described above.
- An underwater bridge inspection report was submitted on 8/30/2018.

LOMR

- A Letter of Map Revision (LOMR) will be completed following completion of Hydraulic Improvements construction.

Public Information & Outreach

- This work is on-going.
- A groundbreaking ceremony was held at the project site on 10/4/2018.
- Continued coordination with HART for the addition of documents to Program webpage (www.HancockCountyFlooding.com) to reflect the addition of program-related documents.
- Continued general monitoring of local media and public relations information.
- The new website was completed and went live on 10/25/2018.
- The first drone video of the project site was captured on 10/25/2018, is being processed, and will be added to the website soon.

III. Schedule

Task	Proposed Timeline	Current Status	Anticipated Timeline
A. & B. Proof of Concept Report		Complete	
C – Supplemental #1			
C.1 – Wetland Delineation & Habitat Assessment	1/31/2017	Field Work and Report Complete for Diversion Channel ~ On Hold	N/A
C.2 – Archaeological Survey	1/31/2017	Field Work and Report for Diversion Channel Complete for areas East of I75 ~ On Hold	N/A
C.3 – Aerial Surveying	12/31/2016	Aerial Imagery Complete; Additional processing for the watershed area is currently underway	N/A
D – Hydraulic Improvements (Preliminary Design)			
D.1 – Site Assessment & Survey	7/31/2017	Complete	N/A
D.2 – Cultural and Historic Resources	5/9/2018	Field work for archaeological survey completed; Report	N/A

Task	Proposed Timeline	Current Status	Anticipated Timeline
		submitted to OHPO. OHPO submitted findings to USACE.	
D.3 – Program Management		Complete	N/A
E – Hydraulic Improvements (Final Design)			
E.1 – Site Assessment & Survey	9/22/2017	Coordination with OEPA complete.	N/A
E.2 – Preliminary Design Report	10/30/2017	Final report submitted on October 30 th	N/A
E.3 – Detailed Design	8/30/2018	Detailed design complete.	N/A
E.4 – NSRR Coordination	8/30/2018	In-stream bridge inspection complete and submitted to NS.	Additional follow-up required.
E.5 – Permitting	9/30/2018	Complete	N/A
E.6 – Program Management		Complete	N/A
F – Proof of Concept Update			
F.1 – H&H Model Simulations	4/30/2018	Revised H&H basis report complete.	N/A
F.2 – Data Collection	2/28/2018	Complete	N/A
F.3 – Concept Refinement	2/28/2018	Complete	N/A
F.4 – Updated Economic Analysis	4/30/2018	Complete	N/A
F.5 – Report Preparation	6/30/2018	Draft Proof of Concept Update report is complete.	N/A
F.6 – Program Management		Complete	N/A
G – Construction Phase Services			
G.1 – Bidding Phase Services	9/11/2018	Complete	N/A
G.2 – Construction Engineering Services	2/1/2020	On-going	2/1/2020
G.3 – Resident Project Representative (RPR) Services	12/31/2019	To commence next period.	12/31/2019
G.4 – Mussel Surveys & Relocation	9/1/2019	On-going	12/31/2018
G.5 – Letter of Map Revision (LOMR)	6/30/2020	To be performed within 6 months following completion of construction	6/30/2020
G.6 – Public Relations and Outreach	12/31/2019	On-Going	12/31/2019

Please contact us should you have any questions or comments. Thank you for the opportunity to be of service.

Respectfully Submitted

STANTEC CONSULTING SERVICES INC.

Derek Dalton, P.E.
Senior Associate
Tel: (419) 380-8910
Fax: (419) 380-8920
derek.dalton@stantec.com

APPROVAL OF PAYMENT:

On behalf of the Maumee Watershed Conservancy District and in accordance with the Memorandum of Agreement, I hereby recommend payment in favor of Stantec Consulting Services Inc. by the Hancock County Commissioners in the amount of

\$_____.

Clark Lynn Army, General Manager

Date

Invoice Number	1435152
Invoice Date	November 12, 2018
Purchase Order	174316204
Customer Number	140260
Project Number	174316204

Bill To

Maumee Watershed Conservancy District
Steve Wilson, Project Manager
1464 Pinehurst Drive
Defiance OH 43512
United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States

Project	Hancock County Flood Diversion - Phase II Work Plan - Proof of Concept		
Project Manager	Dalton, Derek D	Contract Upset	3,597,175.00
Current Invoice Total (USD)	29,889.62	Amount Billed to Date	3,089,128.57
		For Period Ending	November 2, 2018

Top Task	406	Construction Phase Services
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Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Taylor, Trana L	6.00	87.00	522.00
Dilbone, Elizabeth Kathryn	9.00	95.00	855.00
Price, Taylor Alexis	76.75	108.00	8,289.00
Sjollema, Angela L	21.75	108.00	2,349.00
Van Horne, Siena	11.50	108.00	1,242.00
Gray, Michelle M (Shelly)	1.50	115.00	172.50
Neupane, Sagar	5.50	115.00	632.50
Scheibly, Jonathan F	1.00	129.00	129.00
Hayson, David T	4.25	137.00	582.25
Uhl III, John N (Nick)	0.75	137.00	102.75
Dunlap, Robert D	2.75	144.00	396.00
Fleece, William C (Cody)	5.00	151.00	755.00
Dalton, Derek D	30.00	156.00	4,680.00
Subtotal Professional Services	175.75		20,707.00

Disbursements

Direct - Expense	753.68
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Subtotal Disbursements	753.68
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Subconsultants

Hoff Consulting Services, LLC	1,502.85
Hart Associates, Inc.	6,926.09

Invoice Number	1435152
Invoice Date	November 12, 2018
Purchase Order	174316204
Customer Number	140260
Project Number	174316204

Subtotal Subconsultants	<u>8,428.94</u>
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Top Task Subtotal	Construction Phase Services	29,889.62
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Total Fees & Disbursements	<u>29,889.62</u>
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INVOICE TOTAL (USD)	<u>29,889.62</u>
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Due upon receipt or in accordance with terms of the contract



**HOFF CONSULTING
SERVICES, LLC**

4000 Magnolia Circle
Maumee, OH 43537

(419) 466-3343
adam@hoffcsllc.com

Coder: Trana Taylor

INVOICE

BILL TO

Mr. Derek D. Dalton PE
Stantec Consulting Services
Inc.
4540 Heatherdowns Boulevard,
Ste. A
Toledo, Ohio 43614 USA
Attn: Derek D. Dalton, PE

INVOICE # 1017

DATE 10/08/2018

DUE DATE 11/07/2018

TERMS Net 30

PROJECT NUMBER:

2018_004

PROJECT NAME:

HCFRR Flood Risk Reduction

DATE	STAFF MEMBER	QTY	RATE	AMOUNT
10/08/2018	Adam C. Hoff, PE	8	175.00	1,400.00
10/08/2018	Direct Expense (Mileage)	187	0.55	102.85

HCFRR Hydraulic Improvements (Phase 1)

BALANCE DUE

\$1,502.85

Daily hour record is attached.

HART

811 MADISON AVE.
TOLEDO, OH 43604
419.893.9600

INVOICE

Stantec
Derek Dalton
4540 Heatherdowns Blvd.
Suite A
Toledo, OH 43614

DATE: September 28, 2018
CLIENT: Stantec
Invoice 54740

Findlay Flood Risk Reduction	BUDGET	HRS.	RATE	CURRENT INVOICE	INVOICE TO DATE	% COMPLETE
Public Relations Direction Contact		5.5	\$150.00	\$ 825.00		
Account Management		3.25	\$125.00	\$ 406.25		
Mechanical Production		0.25	\$125.00	\$ 31.25		
Production Coordination		1.5	\$90.00	\$ 135.00		
Sales Tax				\$ 41.51		
	64,200.00			\$ 1,439.01	\$ 11,106.22	17%
Amount Due				\$ 1,439.01		

Terms: NET 30



Stantec Consulting
September 28, 2018

Hart Status Report: August 23-September 21, 2018

Webpage Evolution

- Continue website development
- Facilitate client review of development site

HART

811 MADISON AVE.
TOLEDO, OH 43604
419.893.9600

INVOICE

Stantec
Derek Dalton
4540 Heatherdowns Blvd.
Suite A
Toledo, OH 43614

DATE: October 25, 2018
CLIENT: Stantec
Invoice G1537

Findlay Flood Risk Reduction	BUDGET	HRS.	RATE	CURRENT INVOICE	INVOICE TO DATE	% COMPLETE
Public Relations Direction Contact		0.5	\$150.00	\$ 75.00		
Public Relations Writing		12.5	\$145.00	\$ 1,812.50		
Account Management		8.25	\$125.00	\$ 1,031.25		
Project Coordination		0.75	\$90.00	\$ 67.50		
Project Management		4.5	\$125.00	\$ 562.50		
Quality Assurance		4.75	\$95.00	\$ 451.25		
Content Entry		6.5	\$80.00	\$ 520.00		
Data Analysis		1.5	\$145.00	\$ 217.50		
Software Developer		2.5	\$145.00	\$ 362.50		
Proofreading		1.25	\$115.00	\$ 143.75		
Sales Tax				\$ 243.33		
	64,200.00			\$ 5,487.08	\$ 16,593.30	26%
Amount Due				\$ 5,487.08		

Terms: NET 30



Stantec Consulting
October 24, 2018

Hart Status Report: September 22-October 19

Webpage Evolution

- Continue website development and edits

Drone Shoots

- Coordinate drone shoot and permitting