

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

MONTHLY PROGRESS REPORT #25

FOR STANTEC CONSULTING SERVICES INC.

Period Covered:

6-December-2018 thru 28-December-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 1463838 totaling \$12,162.74 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. (\$455.00) and Hoff Consulting Services, LLC (\$612.50).
- To-date approximately 87.4% of the total authorized funds for the Program have been invoiced.

II. Progress Update, Major Issues and Decisions

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.

Construction Engineering Services.

- Submittals;
 - This period there were 3 pending submittals at the start, 10 submittals were received, 3 were reviewed and returned and 10 were pending at the end of the period.
- RFIs;
 - This period there was 1 RFI pending at the start, 4 RFIs were received, 5 RFIs were reviewed and returned and 0 were pending at the end of the period.
- Change Proposals
 - This period there were 0 change proposals pending at the start, 1 change proposal was received, 1 change proposal was reviewed and returned and 0 were pending at the end of the period.

RPR Services

- RPR services are on-going.

Mussel Survey and Relocation

- This field work is complete. A variance to perform mussel relocations within the previous restricted dates of October 1 to May 1 was obtained from ODNR.
- A summary report will be submitted to ODNR per the permitting requirements.

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 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 is live and is being updated regularly.
- One drone video is posted to the website. The second drone shoot is scheduled for late January.

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	Complete	N/A
C.2 – Archaeological Survey	1/31/2017	Complete	N/A
C.3 – Aerial Surveying	12/31/2016	Complete	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	Complete	N/A
D.3 – Program Management		Complete	N/A
E – Hydraulic Improvements (Final Design)			
E.1 – Site Assessment & Survey	9/22/2017	Complete	N/A
E.2 – Preliminary Design Report	10/30/2017	Complete	N/A
E.3 – Detailed Design	8/30/2018	Complete	N/A
E.4 – NSRR Coordination	8/30/2018	Waiting for Norfolk Southern Force Account Agreement.	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	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	On-going	12/31/2019

Task	Proposed Timeline	Current Status	Anticipated Timeline
G.4 – Mussel Surveys & Relocation	9/1/2019	Field work complete, report preparation on-going.	3/1/2019
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 1463838
Invoice Date January 21, 2019
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)	12,162.74	Amount Billed to Date	3,144,401.93
		For Period Ending	December 28, 2018

Top Task 406 Construction Phase Services

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Taylor, Trana L	8.25	87.00	717.75
Dilbone, Elizabeth Kathryn	10.00	95.00	950.00
Price, Taylor Alexis	42.75	108.00	4,617.00
Scheibly, Jonathan F	0.75	129.00	96.75
Uhl III, John N (Nick)	0.75	137.00	102.75
Dalton, Derek D	27.00	156.00	4,212.00
Subtotal Professional Services	<u>89.50</u>		<u>10,696.25</u>

Disbursements

Direct - Expenses	398.99
Subtotal Disbursements	<u>398.99</u>

Subconsultants

Hoff Consulting Services, LLC	612.50
Hart Associates, Inc.	455.00
Subtotal Subconsultants	<u>1,067.50</u>

Top Task Subtotal	Construction Phase Services	12,162.74
Total Fees & Disbursements		<u>12,162.74</u>
INVOICE TOTAL (USD)		12,162.74

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 # 1020

DATE 10/29/2018

DUE DATE 11/28/2018

TERMS Net 30

PROJECT NUMBER:

2018_004

PROJECT NAME:

HCFRR Hyd. Imp. Phase 1

DATE	STAFF MEMBER	QTY	RATE	AMOUNT
10/29/2018	Adam C. Hoff, PE	3.50	175.00	612.50

Construction phase services.

BALANCE DUE

\$612.50

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: December 28, 2018
CLIENT: Stantec
Invoice G1555

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 Coordination		0.5	\$90.00	\$ 45.00		
Public Relations Media		0.25	\$145.00	\$ 36.25		
Account Management		1.5	\$125.00	\$ 187.50		
Project Coordination			\$90.00	\$ -		
Quality Assurance		0.75	\$95.00	\$ 71.25		
Content Entry		0.5	\$80.00	\$ 40.00		
Data Analysis			\$145.00	\$ -		
Software Developer			\$145.00	\$ -		
Front End Software Developer			\$170.00	\$ -		
Video Encoding			\$50.00	\$ -		
Video Project Coordination			\$95.00	\$ -		
Direct or Edit			\$150.00	\$ -		
Toledo Aerial Media			\$500.00	\$ -		
Liquid Web			\$53.63	\$ -		
	64,200.00			\$ 455.00	\$ 19,774.88	31%
Amount Due				\$ 455.00		

Terms: NET 30



Stantec Consulting
December 31, 2018

Hart Status Report: December 1-21

Website Maintenance

- Add news articles to website

Drone Shoots

- Schedule January drone shoot

PR Engagement and Support Drone Shoots

- Monitor for media coverage regarding the program