

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

***MONTHLY PROGRESS REPORT #38***

***FOR STANTEC CONSULTING SERVICES INC.***

**Period Covered:**

**28-December-2019 thru 7-February-2020**

**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 1622935 totaling \$4,242.00 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 employees as well as a subconsultant invoices for Hart Associates, Inc. (\$815.00 and \$955.00).
- Invoice 1622937 totaling \$5,542.60 for tasks associated with the Norfolk Southern Rail Bridge Preliminary Design is submitted for consideration. This invoice includes time and expenses applied by Stantec employees.
- To-date approximately 93.5% 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 0 pending submittals at the start, 0 submittals were received, 0 were reviewed and returned and 0 were pending at the end of the period.
- RFIs;
  - This period there were 0 RFIs pending at the start, 1 RFI was received, 1 RFI was 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, 0 change proposals were received, 0 change proposals were reviewed and returned and 0 were pending at the end of the period.
- Progress Meetings and Site Visits;
  - A Progress call was held on 1/14 and one site visit was performed for CE Services.

#### **RPR Services**

- RPR services are on-going.
- TTL remains on-call as-needed if additional PCM is discovered at the site and is performing compaction testing services
- Stantec will provide part-time RPR services as needed for the remainder of construction.
- No site visits were performed for RPR services this period.

#### **Mussel Survey and Relocation**

- This work is complete.

#### **LOMR**

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

#### **Public Information & Outreach**

- This work is on-going.

- Continued coordination with HART for the addition of documents to Program website (www.HancockCountyFlooding.com) to reflect the addition of program-related documents.
- Continued general monitoring of local media and public relations information.
- The website is live and is being updated regularly.
- Drone videos are being posted to the website quarterly.

#### **Additional Blanchard River Hydraulic Improvements (Additional Benching):**

##### **Conceptual Design**

- This work is complete.

##### **Technical Memorandum Development and Presentations**

- This work is considered complete pending a public presentation or any additional comments or requests.

#### **Norfolk Southern Rail Bridge – Preliminary Design:**

##### **Project Coordination**

- This work is on-going.

##### **30% Design Alternatives**

- This work is on-going. Draft bridge layouts have been submitted to NS for review. NS review has been delayed due to staff turnover. Preliminary (verbal) comments have been received from NS. Stantec has revised and resubmitted layouts based on NS comments and are expecting final comments from NS next period.

##### **Supplemental Survey**

- This work is on-going. Right-of-entry (ROE) verification from NS is required prior to accessing the NS right-of-way (ROW). ROE approval from NS has been received.
- Additional survey has been performed and coordinating with Columbia gas to locate a gas line along the existing bridge has been performed.

##### **Hydraulic and Hydrology**

- This work is complete.

##### **Permitting**

- This work is on-going. A matrix of permits that will be required for the project will be developed.

### **III. Schedule**

<b>Task</b>	<b>Proposed Timeline</b>	<b>Current Status</b>	<b>Anticipated Timeline</b>
<b>A. &amp; B. Proof of Concept Report</b>		Complete	
<b>C – Supplemental #1</b>			
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

Task	Proposed Timeline	Current Status	Anticipated Timeline
<b>D – Hydraulic Improvements (Preliminary Design)</b>			
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
<b>E – Hydraulic Improvements (Final Design)</b>			
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	Complete	N/A
E.5 – Permitting	9/30/2018	Complete	N/A
E.6 – Program Management		Complete	N/A
<b>F – Proof of Concept Update</b>			
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
<b>G – Construction Phase Services</b>			
G.1 – Bidding Phase Services	9/11/2018	Complete	N/A
G.2 – Construction Engineering Services	2/1/2020	On-going. Schedule extended due to AEP work.	4/1/2020
G.3 – Resident Project Representative (RPR) Services	12/31/2019	On-going. Schedule extended due to AEP work.	4/1/2020
G.4 – Mussel Surveys & Relocation	9/1/2019	Complete	N/A
G.5 – Letter of Map Revision (LOMR)	6/30/2020	To be performed within 6 months following completion of construction	9/30/2020
G.6 – Public Relations and Outreach	12/31/2019	On-Going	12/31/2019
<b>H – Additional Benching</b>			
H.1a – Hydraulic Improvements Conceptual Development	7/3/2019	Complete	N/A
H.1b – Project Alternatives hydraulic Modeling	7/3/2019	Complete	N/A

Task	Proposed Timeline	Current Status	Anticipated Timeline
H.1c – Preliminary Opinion of Probable Construction Cost	7/3/2019	Complete	N/A
H.2a – Technical Memo Development	9/1/2019	Complete	N/A
H.2b – Stakeholder Meeting	7/29/2019 & 10/7/2019	Complete	N/A
H.2c – Public Presentation (If-Authorized)	TBD	Has not commenced	TBD
<b>I – Norfolk Southern Rail Bridge – Preliminary Design</b>			
I.1 – Project Coordination	2/17/2020	On-Going. Delay with NS review.	3/9/2020
I.2 – 30% Design Alternatives	2/17/2020	On-Going. Delay with NS review.	3/9/2020
I.3 – Supplemental Survey	9/13/2019	Complete	N/A
I.4 – Hydraulic and Hydrology	10/11/2019	Complete	N/A
I.5 – Permitting	1/17/2020	On-Going. Delay with NS review.	3/9/2020

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](mailto: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

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\_\_\_\_\_  
Clark Lynn Army, General Manager

\_\_\_\_\_  
Date

<b>Invoice Number</b>	1622935
<b>Invoice Date</b>	February 19, 2020
<b>Purchase Order</b>	174316204
<b>Customer Number</b>	140260
<b>Project Number</b>	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

<b>Project</b>	<b>Hancock County Flood Diversion - Phase II Work Plan - Proof of Concept</b>		
Project Manager	Dalton, Derek D	Contract Upset	4,178,814.00
Current Invoice Total (USD)	4,242.00	Amount Billed to Date	3,868,135.14
		For Period Ending	<b>February 7, 2020</b>

<b>Top Task</b>	<b>406</b>	<b>Construction Phase Services</b>
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**Professional Services**

<b>Category/Employee</b>	<b>Current Hours</b>	<b>Rate</b>	<b>Current Amount</b>
Taylor, Trana L	2.75	111.00	305.25
Price, Taylor Alexis	10.25	127.00	1,301.75
Dalton, Derek D	5.00	173.00	865.00
<b>Subtotal Professional Services</b>	<b>18.00</b>		<b>2,472.00</b>

**Subconsultants**

Hart Associates, Inc.	1,770.00
<b>Subtotal Subconsultants</b>	<b>1,770.00</b>

Top Task Subtotal	Construction Phase Services	4,242.00
	<b>Total Fees &amp; Disbursements</b>	<b>4,242.00</b>
	<b>INVOICE TOTAL (USD)</b>	<b>4,242.00</b>

**Due upon receipt or in accordance with terms of the contract**

<b>Invoice Number</b>	1622937
<b>Invoice Date</b>	February 19, 2020
<b>Purchase Order</b>	174316204
<b>Customer Number</b>	140260
<b>Project Number</b>	174316204

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Maumee Watershed Conservancy District  
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13980 Collections Center Drive  
Chicago IL 60693  
United States

<b>Project</b>	<b>Hancock County Flood Diversion - Phase II Work Plan - Proof of Concept</b>		
Project Manager	Dalton, Derek D	Contract Upset	4,178,814.00
Current Invoice Total (USD)	5,542.60	Amount Billed to Date	3,888,965.74
		For Period Ending	<b>February 7, 2020</b>

<b>Top Task</b>	<b>409</b>	<b>Norfolk Southern Rail Bridge - Preliminary Design</b>
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**Professional Services**

Category/Employee		Current Hours	Rate	Current Amount
	Taylor, Trana L	1.50	111.00	166.50
	Price, Taylor Alexis	19.50	127.00	2,476.50
	Gray, Michelle M (Shelly)	1.50	137.00	205.50
	Dalton, Derek D	7.00	173.00	1,211.00
	White, Ross M	7.50	191.00	1,432.50
<b>Subtotal Professional Services</b>		37.00		5,492.00

**Disbursements**

Direct - Expense	50.60
<b>Subtotal Disbursements</b>	50.60

Top Task Subtotal	Norfolk Southern Rail Bridge - Preliminary Design	5,542.60
<b>Total Fees &amp; Disbursements</b>		5,542.60
<b>INVOICE TOTAL (USD)</b>		<b>5,542.60</b>

**Due upon receipt or in accordance with terms of the contract**

**HART**  
811 MADISON AVE.  
TOLEDO, OH 43604  
419.893.9600

**INVOICE**

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

**DATE:** December 26, 2019  
**CLIENT:** Stantec  
**Invoice** G1611

Findlay Flood Risk Reduction	BUDGET	HRS.	RATE	CURRENT INVOICE	INVOICE TO DATE	% COMPLETE
Public Relations Direction Contact		2	\$150.00	\$ 300.00		
Public Relations Coordination		0.25	\$90.00	\$ 22.50		
Account Management		2	\$125.00	\$ 250.00		
Software Developer		0.5	\$145.00	\$ 72.50		
Front End Software Developer		1	\$170.00	\$ 170.00		
	64,200.00			\$ 815.00	\$ 33,933.67	53%
Amount Due				\$ 815.00		

Terms: NET 30





Stantec Consulting  
December 26, 2019

## Hart Status Report: November 23-December 20

### Website Maintenance

- Add news articles to website

### PR Engagement

- Monitor for media coverage regarding the program

**HART**  
 811 MADISON AVE.  
 TOLEDO, OH 43604  
 419.893.9600

**INVOICE**

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

**DATE:** January 30, 2020  
**CLIENT:** Stantec  
**Invoice** G1614

Findlay Flood Risk Reduction	BUDGET	HRS.	RATE	CURRENT INVOICE	INVOICE TO DATE	% COMPLETE
Public Relations Coordination		2	\$90.00	\$ 180.00		
Public Relations Media		0.75	\$145.00	\$ 108.75		
Account Management		0.5	\$125.00	\$ 62.50		
Project Management		1	\$125.00	\$ 125.00		
Quality Assurance		0.5	\$95.00	\$ 47.50		
Software Developer		0.25	\$145.00	\$ 36.25		
Front End Software Developer		1	\$170.00	\$ 170.00		
Direct or Edit		1.5	\$150.00	\$ 225.00		
				\$ -		
	64,200.00			\$ 955.00	\$ 34,888.67	54%
<b>Amount Due</b>				\$ 955.00		

Terms: NET 30



Stantec Consulting  
January 30, 2020

## Hart Status Report: December 21-January 24

### Website Maintenance

- Add news articles to website

### PR Engagement

- Monitor for media coverage regarding the program