

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

***MONTHLY PROGRESS REPORT #33***

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

**Period Covered:**

**10-August-2019 thru 6-September-2019**

**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 1559410 totaling \$11,121.82 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. (\$1,107.50) and Hoff Consulting Services, LLC (\$1,317.40).
- Invoice 1559412 totaling \$3,295.43 for tasks associated with the Additional Blanchard River Hydraulic Improvements (Additional Benching) (Han. Co. PO No. 1903043) is submitted for consideration. This invoice includes time and expenses applied by Stantec.
- Invoice 1559411 totaling \$3,648.75 for tasks associated with the Norfolk Southern Rail Bridge Preliminary Design is submitted for consideration. This invoice includes time applied by Stantec.
- To-date approximately 84.6% 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, 2 RFIs were received, 2 RFIs were reviewed and returned and 0 were pending at the end of the period.
- Change Proposals;
  - This period there was 1 change proposal pending at the start, 1 change proposal was received, 2 change proposal were reviewed and returned and 0 were pending at the end of the period.
- Progress Meetings and Site Visits;
  - A progress meeting was held at the project site on 8/22/19 and two site visits 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 provided part-time RPR service on-site during the excavation, sewer and in-stream work this period.
- Five site visits were performed for RPR services.

#### **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**

- The draft technical memo was submitted on 7/19/19.
- A stakeholder presentation was held on 7/29/19.
- Follow-up options are being evaluated based on comments received during the stakeholder presentation.
- The final technical memo development is on-going.

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

**Project Coordination**

- This work is on-going. A meeting with NS will be held next period.

**30% Design Alternatives**

- This work is on-going. Draft bridge layouts will be submitted to NS for review.

**Supplemental Survey**

- This work has not yet commenced. Right-of-entry (ROE) verification from NS is required prior to accessing the NS right-of-way (ROW).

**Hydraulic and Hydrology**

- This work has not yet commenced. Recommendations from hydraulic and hydrology engineers will be provided to bridge engineers on the configuration of bridge piers and abutments.

**Permitting**

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

**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

Task	Proposed Timeline	Current Status	Anticipated Timeline
C.2 – Archaeological Survey	1/31/2017	Complete	N/A
C.3 – Aerial Surveying	12/31/2016	Complete	N/A
<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>			

Task	Proposed Timeline	Current Status	Anticipated Timeline
H.1a – Hydraulic Improvements Conceptual Development	7/3/2019	Complete	N/A
H.1b – Project Alternatives hydraulic Modeling	7/3/2019	Complete	N/A
H.1c – Preliminary Opinion of Probable Construction Cost	7/3/2019	Complete	N/A
H.2a – Technical Memo Development	9/1/2019	On-Going. 2nd Stakeholder meeting expected.	N/A
H.2b – Stakeholder Meeting	7/29/2019	On-going. 2nd Stakeholder meeting expected.	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	2/17/2020
I.2 – 30% Design Alternatives	2/17/2020	On-Going	2/17/2020
I.3 – Supplemental Survey	9/13/2019	Has not commenced, awaiting ROE from NS.	12/20/2019
I.4 – Hydraulic and Hydrology	10/11/2019	Has not commenced.	10/11/2019
I.5 – Permitting	1/17/2020	On-Going	1/17/2020

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 \$\_\_\_\_\_.

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

\_\_\_\_\_  
Date

**Invoice Number** 1559410  
**Invoice Date** September 11, 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

<b>Project</b>	<b>Hancock County Flood Diversion - Phase II Work Plan - Proof of Concept</b>		
Project Manager	Dalton, Derek D	Contract Upset	4,097,814.00
Current Invoice Total (USD)	11,121.82	Amount Billed to Date	3,461,321.75
		For Period Ending	<b>September 6, 2019</b>

**Top Task 406 Construction Phase Services**

**Professional Services**

Category/Employee		Current Hours	Rate	Current Amount
	Taylor, Trana L	4.50	100.00	450.00
	Price, Taylor Alexis	48.00	121.00	5,808.00
	Dalton, Derek D	13.00	162.00	2,106.00
	<b>Subtotal Professional Services</b>	<u>65.50</u>		<u>8,364.00</u>

**Disbursements**

Direct - Expenses	332.92
<b>Subtotal Disbursements</b>	<u>332.92</u>

**Subconsultants**

Hoff Consulting Services, LLC	1,317.40
Hart Associates, Inc.	1,107.50
<b>Subtotal Subconsultants</b>	<u>2,424.90</u>

Top Task Subtotal	Construction Phase Services	11,121.82
	<b>Total Fees &amp; Disbursements</b>	<u>11,121.82</u>
	<b>INVOICE TOTAL (USD)</b>	<b>11,121.82</b>

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

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**Invoice Date** September 11, 2019  
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 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	4,097,814.00
Current Invoice Total (USD)	3,295.43	Amount Billed to Date	3,468,265.93
		For Period Ending	<b>September 6, 2019</b>

**Top Task 407 Add'l Blanchard River Hydraulic Improvements**

**Professional Services**

Category/Employee	Current Hours	Rate	Current Amount
Kemper, Lauren	9.50	82.00	779.00
Fan, Rong (Rachel)	4.00	113.00	452.00
Sprague, Adam Carl	7.00	135.00	945.00
Hayson, David T	5.00	150.00	750.00
Dalton, Derek D	2.00	162.00	324.00
<b>Subtotal Professional Services</b>	<u>27.50</u>		<u>3,250.00</u>

**Disbursements**

Direct - Expenses	45.43
<b>Subtotal Disbursements</b>	<u>45.43</u>

Top Task Subtotal	Add'l Blanchard River Hydraulic Improvements	3,295.43
<b>Total Fees &amp; Disbursements</b>		<u>3,295.43</u>
<b>INVOICE TOTAL (USD)</b>		<b>3,295.43</b>

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

**Invoice Number** 1559411  
**Invoice Date** September 11, 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

<b>Project</b>	<b>Hancock County Flood Diversion - Phase II Work Plan - Proof of Concept</b>		
Project Manager	Dalton, Derek D	Contract Upset	4,097,814.00
Current Invoice Total (USD)	3,648.75	Amount Billed to Date	3,464,970.50
		For Period Ending	<b>September 6, 2019</b>

**Top Task 409 Norfolk Southern Rail Bridge - Preliminary Design**

**Professional Services**

Category/Employee	Current Hours	Rate	Current Amount
Price, Taylor Alexis	7.00	121.00	847.00
Tolman, Ann Louise	2.00	121.00	242.00
Gray, Michelle M (Shelly)	1.50	127.00	190.50
Davis, Eric S	1.00	135.00	135.00
Hayson, David T	0.75	150.00	112.50
Dalton, Derek D	6.00	162.00	972.00
White, Ross M	3.25	187.00	607.75
Davis, Gene A	2.00	271.00	542.00
<b>Subtotal Professional Services</b>	<u>23.50</u>		<u>3,648.75</u>

Top Task Subtotal Norfolk Southern Rail Bridge - Preliminary Design 3,648.75

**Total Fees & Disbursements 3,648.75**

**INVOICE TOTAL (USD) 3,648.75**

**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:** August 30, 2019  
**CLIENT:** Stantec  
**Invoice** G1593

Findlay Flood Risk Reduction	BUDGET	HRS.	RATE	CURRENT INVOICE	INVOICE TO DATE	% COMPLETE
Public Relations Direction Contact		3.5	\$150.00	\$ 525.00		
Account Management		0.5	\$125.00	\$ 62.50		
Quality Assurance		0.5	\$95.00	\$ 47.50		
Software Developer		1.5	\$145.00	\$ 217.50		
Front End Software Developer		1.5	\$170.00	\$ 255.00		
	<b>64,200.00</b>			<b>\$ 1,107.50</b>	<b>\$ 32,061.29</b>	<b>50%</b>
<b>Amount Due</b>				<b>\$ 1,107.50</b>		

Terms: NET 30



Stantec Consulting  
August 30, 2019

## Hart Status Report: July 20-August 23

### Website Maintenance

- Add news stories

### PR Engagement

- Monitor for media coverage regarding the program



**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 #** 1078

**DATE** 08/28/2019

**DUE DATE** 09/27/2019

**TERMS** Net 30

**PROJECT NUMBER/NAME:**

2018\_004 - HCFRR Hyd. Imps.

**CONTRACT AMOUNT:**

\$51,250.00

**BALANCE REMAINING:**

\$31,210.65

DATE	ACTIVITY	STAFF MEMBER	QTY	RATE	AMOUNT
08/28/2019	<b>Professional Services:Professional Services</b>	Adam C. Hoff, PE	7	175.00	1,225.00
08/28/2019	<b>Direct Expense Mileage</b>	Mileage	168	0.55	92.40

Construction phase services.

BALANCE DUE

**\$1,317.40**

Daily hour record is attached.