

City of Dillingham Action Memorandum      Agenda of: February 6, 2020

Action Memorandum No. 2020-01

**Subject:**

Authorize Task Order No. 4 to CRW Engineering for construction support for the Water Improvements project.

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City Manager: Recommend Approval

Signature: *Tod Larsen*

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Fiscal Note:  Yes  No

Funds Available:  Yes  No

**Other Attachments:**

CRW Fee Proposal  
Task Order No. 4

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**Summary Statement:**

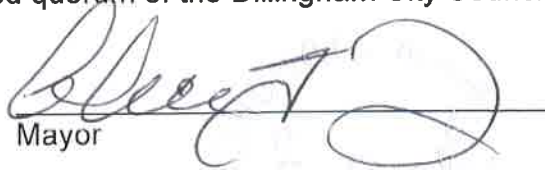
In March of 2019, CRW Engineering was awarded a one-year contract for Engineering Services, AM 2019-01. A fee proposal to provide construction support for the Water Improvements project was submitted by CRW Engineering in June 2019, in the amount of \$224,205. The City believes CRW's proposal for construction support offers the best value for the needed services. CRW completed the design engineering work in support of this project. The attached proposal outlines the scope of work, contract fee proposal, and contract assumptions.

Action Memorandum No. 2020-01

Summary Statement continued:

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PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council  
on Feb. 6, 2020.

  
Mayor

ATTEST:

[SEAL]

  
City Clerk

Route to	Department Head	Date
	Finance Director	
X	City Clerk	

## TASK ORDER 4

Engineering Services Task Order No. 4 as approved by Action Memorandum No. 2020-01

PROJECT NAME: City of Dillingham, Water Improvements, Construction Support

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This Task Order pertains to a fee proposal provided to the City of Dillingham ("OWNER") and CRW Engineering Group, LLC dated June 18, 2019, as part of our contract for Engineering Services ("the AGREEMENT") described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

### PART 1.0 PROJECT DESCRIPTION

The City of Dillingham is seeking construction support services for our 2019 Water System Improvements project. CRW was the design engineer on the project.

The City requested and received a fee proposal from CRW Engineering to provide this assistance, which shall consist of, but not limited to:

- CRW Senior Engineer to oversee the project, office support, and site visits;
- Full time on-site daily inspection, materials testing, and reporting;
- Coordinate and submit all state required submittals;
- Issue design and contract verification/clarification/interpretations;
- Prepare and coordinate change orders;
- Review and process applications for payment;
- Coordinate substantial completion activities and pre-final inspection punch list;
- Coordinate final notice of acceptability of work activities;
- Coordinate and complete project record drawings;
- Project completion documents and close out activities;

### PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY CONSULTANT

This scope of work is included in the attached proposal, dated June 18, 2019.

PART 3.0 OWNER'S RESPONSIBILITIES

1. City of Dillingham will review and comment on submittals, as well as provide any additional information needed to complete the task.
2. City of Dillingham will organize and attend project meetings and maintain a communication plan and stakeholder list throughout the project.
3. City of Dillingham will provide a single point of contact for project management decisions.
4. City of Dillingham will provide timely response to request for information, payment, and other project requirements.

PART 4.0 PAYMENT TO CONSULTANT

Payment shall be on a time and materials basis, with a not-to-exceed amount of \$224,205.00.

This Task Order is executed this 7th day of February, 2020.

City of Dillingham  
"OWNER"

By: Tod Larson

CRW Engineering Group, LLC  
"CONSULTANT"

By: Pete Bellezza, P.E.

Signature: \_\_\_\_\_  
Title: City Manager

Signature: \_\_\_\_\_  
Title: Project Manager



June 18, 2019

City of Dillingham  
P.O. Box 889  
Dillingham, Alaska 99576

Attn: Cynthia Rogers, Planning Director

Re: Dillingham 2019 Water System Improvements  
Construction Management Services

Dear Ms. Rogers,

The City of Dillingham has requested a proposal to provide Construction Management Services for the 2019 Water System Improvements project. This project includes construction of 2,208 feet of new and replacement water mains, gate valves, and water services on:

- Kakanak Road/Kenny Wren Road
- Main Street
- D Street

The Construction Management Services effort will be led by Mike Leguineche, P.E. who provided construction support on three recent City of Dillingham projects (Lift Station Improvements, Lagoon and Dock Lift Station Improvements, 2017 Water System Improvements). He will be assisted by a CRW Engineering Staff Engineer who will serve as the on-site Resident Project Representative.

It is anticipated that the project will bid in June, 2019 with a bid award in July. Construction will begin in August and run until it is completed, or until winter conditions require a seasonal shutdown. If necessary, construction will resume in late spring/early summer 2020 after the ground has thawed.

#### **SCOPE OF SERVICES**

CRW Engineering proposes to provide the following Construction Management Services under this scope of work.

- 1) Provide CRW Engineering Senior Engineer to manage construction project and provide office support. Senior Engineer will visit construction site at least every two weeks during active construction.
- 2) Provide full time on-site construction inspection to observe and document the progress of the Contractor's execution of the Work. It is assumed onsite construction duration will be 12 weeks.
- 3) Coordinate and submit the ADOL Notice of Work on behalf of the City of Dillingham.
- 4) Coordinate and submit the APDES Notice of Intent (NOI) application for excavation dewatering on behalf of the City of Dillingham. Submit APDES Notice of Termination (NOT) at project completion.
- 5) Schedule, lead, and document the Pre-Construction Conference in Dillingham prior to commencement of Work.

- 6) Receive, log, and review material submittals and other data which the Contractor is required to submit. Compile comments and transmit back to Contractor.
- 7) Receive, log, and review all design clarification/verification requests (DCVR). Prepare responses to the DCVRs and transmit back to Contractor.
- 8) Issue clarifications and interpretations of the Contract Documents as necessary for the completion of the Contractor's work.
- 9) Document daily inspection of the project on standard inspection report forms. Daily inspection report forms will include photos representative of the work underway at the time of inspection.
- 10) Prepare change orders and work change directives as required during construction. All change orders for either contract cost or contract time will be approved by the City of Dillingham.
- 11) Provide, coordinate, and schedule materials technicians to conduct both on-site and laboratory testing as necessary to assure that work is in conformance with the Contract Documents. This will include soils testing, trench compaction testing, testing of asphalt pavement, and bacteriological testing for new water mains.
- 12) Process the Contractor's Applications for Payment based on observations of the Work and determine the amounts the Contractor is to be paid. Completed Applications for Payment will be forwarded to City of Dillingham for final approval and payment.
- 13) Substantial Completion: After notice from the Contractor that the Work is ready for its intended use, schedule substantial completion inspection and review the Project to determine if the Work is substantially complete. Generate and issue the pre-final inspection punch list. After confirming completion of the punch list items, prepare a certificate of Substantial Completion.
- 14) Final Notice of Acceptability of the Work: Conduct a final review of the Project to determine if the completed Work of the Contractor is acceptable for final payment to the Contractor.
- 15) Coordinate and complete Record Drawings based on Contractor annotated red lines. Project Record Drawings of the constructed improvements will be signed and sealed by a Professional Engineer licensed in the State of Alaska.
- 16) Prepare and submit to ADEC the request for Approval To Operate the water improvements constructed by this project.
- 17) Project Completion Documents: Project files will be organized and maintained throughout the construction phase of the project including: correspondence, inspection reports, testing reports, submittal reviews, design clarification/verification responses, permits, quantity calculations, pay requests, red-line drawings, change order documentation, and other documents related to the completion of the work. All files will be provided to City of Dillingham at completion of project.

#### **FEE**

CRW proposes to complete the proposed services on a time and expenses basis in accordance with the attached Fee Proposal. The estimated cost for the work is \$224,205.

Assumptions made in preparing this proposal include:

- 1) All work will be on a time and materials basis in accordance with CRW Engineering's 2019 General Engineering Services contract.
- 2) Reimbursable expenses include 10% markup.

June 18, 2019  
2019 Water System Improvements CMS  
Proposed Scope & Fee

- 3) City of Dillingham will provide housing, a vehicle, and an office for the Resident Project Representative.

We look forward to assisting the City of Dillingham with this project. If you have any questions or comments regarding this proposal, please don't hesitate to contact me.

Sincerely,  
CRW Engineering Group, LLC

A handwritten signature in cursive script that reads "Pete Bellezza".

Pete Bellezza, P.E.  
Principal/Civil Engineer  
Phone: (907) 646-5640 / email: [pbellezza@crweng.com](mailto:pbellezza@crweng.com)

**Dillingham 2019 Water System Improvements  
 Construction Management Services  
 CONTRACT FEE PROPOSAL**

City of Dillingham, Alaska

**BASIC SERVICES  
 Revised 6/18/2019**

Task & Subtask Description	Name, Rate & Projected Hours CRW Engineering Group, LLC					Cost \$				
	Pete Bellezza, P.E. Senior Principal	Mike Leguineche, P.E. Senior Civil Engineer	Staff Engineer II	Technician III	Administrative Support	Total CRW Labor	Sub Contractor Costs	Expenses	Total Subtask	Total Task
<b>Construction Management Services</b>										
Construction Project Management	16	120				\$24,800		\$500	\$25,300	
Senior Engineer Construction Site Visit (5 each)		50				\$9,000		\$4,000	\$13,000	
Misc Applications: Notice of Work, NOI, NOT		8	12			\$3,060		\$60	\$3,120	
Submittals Review		12	30			\$6,210		\$120	\$6,330	
Design Clarification/Verification Requests	4	40				\$8,000		\$160	\$8,160	
Process Change Orders	4	40				\$8,000		\$160	\$8,160	
Process Applications for Payment		16				\$2,880		\$60	\$2,940	
Pre-Construction Conference		10	10			\$3,150		\$1,600	\$4,750	
On-site Construction Inspection (12 weeks)			720			\$97,200		\$9,240	\$106,440	
Construction Materials Testing		12				\$2,160	\$25,265	\$40	\$27,465	
Substantial Completion Inspection		10				\$1,800		\$800	\$2,600	
Final Completion Inspection		10	10			\$3,150		\$1,600	\$4,750	
Record Drawings	2	2	4	40		\$6,300		\$130	\$6,430	
ADEC Approval To Operate	2	2	4			\$1,300		\$30	\$1,330	
Project Completion	2	8	10		2	\$3,360		\$70	\$3,430	
<b>Total Task:</b>	<b>30</b>	<b>340</b>	<b>800</b>	<b>40</b>	<b>2</b>	<b>\$180,370</b>	<b>\$25,265</b>	<b>\$18,570</b>	<b>\$224,205</b>	<b>\$224,205</b>
<b>TOTAL BASIC SERVICES:</b>	<b>30</b>	<b>340</b>	<b>800</b>	<b>40</b>	<b>2</b>	<b>\$180,370</b>	<b>\$25,265</b>	<b>\$18,570</b>	<b>\$224,205</b>	<b>\$224,205</b>

*Notes and Assumptions:*

- 1) All work will be on a time and materials basis in accordance with CRW Engineering's 2019 General Engineering Services contract.
- 2) Reimbursable expenses include 10% markup.
- 3) City of Dillingham will provide housing, a vehicle, and an office for the Resident Project Representative.



City of Dillingham  
Fiscal Note

Agenda Date: February 6, 2020

CRW Engineering Water System Improvements construction support

ORIGINATOR: Finance Director

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: \$224,205		FUNDING SOURCE <b>City of Dillingham</b>	
FROM ACCOUNT 4424 8530 30 61 3022 0                      Water Imp Construction- 4450 8530 30 61 3022 0                      Engineering		Project Water improvement	
TO ACCOUNT:	VERIFIED BY: Anita Fuller	Date:	1/30/2020

EXPENDITURES

OPERATING	FY20	FY21	FY22	FY23
4424 8530 30 61 3022 0	\$ 94,166.00	\$ 62,777.00		
4450 8530 30 61 3022 0	40,356.00	26,906.00		
	-	-		
<b>TOTAL OPERATING</b>	<b>\$ 134,522.00</b>	<b>\$ 89,683.00</b>	\$ -	\$ -

CAPITAL	\$ -			
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REVENUE	-			
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FUNDING

MMG 28308 (70%)	\$ 94,166.00	\$ 62,777.00		
ADEC SRF Loan (30%)	40,356.00	26,906.00		
Capital Project				
Other				
<b>TOTAL FUNDING</b>	<b>\$ 134,522.00</b>	<b>\$ 89,683.00</b>	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				

Analysis: (Attach a separate page if necessary)

2020-01

PREPARED BY: Anita Fuller

January 30, 2020

DEPARTMENT: Finance

APPROVED BY: 

1/30/2020