

Action Memorandum No. 2020-02

Subject:

Authorize Task Order No. 5 to CRW Engineering for construction support for the Wastewater System Upgrades, Aeration project.

City Manager: Recommend Approval

Signature: *Tod Lane*

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

CRW Fee Proposal
Task Order No. 5

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 Wastewater System Upgrades, Aeration project was submitted by CRW Engineering in August 2019, in the amount of \$102,550. The City believes CRW's proposal for construction support offers the best value for the needed services. CRW will assign Steven Hebnes, P.E. to the project, who has extensive experience with wastewater facilities in rural communities. Local resident Dagen Nelson will provide daily on-site inspections and document construction progress in support of this project. The attached proposal outlines the scope of work, contract fee proposal, and contract assumptions.

Action Memorandum No. 2020-02

Summary Statement continued:

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 5

Engineering Services Task Order No. 5 as approved by Action Memorandum No. 2020-02

PROJECT NAME: City of Dillingham, Wastewater System Upgrades, Aeration, Construction Support

This Task Order pertains to a fee proposal provided to the City of Dillingham ("OWNER") and CRW Engineering Group, LLC dated August 19, 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 Wastewater System Upgrades, Aeration 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;
- On-site inspection and reporting of progress of work, materials and laboratory testing;
- 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 oversee completion of project record drawings by design engineer;
- 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 August 19, 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 \$102,550.00.

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



August 19, 2019

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

Attn: Cynthia Rogers, Planning Director

Re: Aerated Lagoon Facility Improvements
Construction Management Services

Dear Ms. Rogers,

The City of Dillingham has requested a proposal to provide Construction Management Services for the Aerated Lagoon Facility Improvements project. This project includes replacement of aeration and baffle equipment in the existing lagoons, replacement of the aeration manifold at the Blower Building, construction of a new pre-treatment pond for hauled wastewater, and construction of a gravity sewer line from the new pre-treatment pond to the existing lagoons.

The Construction Management Services effort will be led by Steven Hebnes, P.E. who has extensive experience with wastewater facilities in rural communities. He will be assisted by local resident Dagen Nelson who will provide daily on-site inspections and document construction progress.

It is anticipated that the construction will be completed in December 2019. Construction is estimated to last approximately 12 weeks.

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 on-site construction inspection as necessary to observe and document the progress of the Contractor's execution of the Work. It is assumed onsite construction duration will be 12 weeks, and daily inspections will require a minimum of 4 hours effort.
- 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. It is assumed that the original design engineers will be available to review submittals as necessary.

- 7) Receive, log, and review all design clarification/verification requests (DCVR). Prepare responses to the DCVRs and transmit back to Contractor. It is assumed that the original design engineers will be available to resolve DCVRs as necessary.
- 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 on-site and laboratory testing as necessary to assure that work is in conformance with the Contract Documents. This will include soils testing, compaction testing, and testing of structural concrete.
- 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 development of Record Drawings based on Contractor annotated red lines. It is assumed that the original design engineers will draft the record drawings.
- 16) Prepare and submit to ADEC the request for Approval To Operate the lagoon 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 \$102,550.

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) Onsite construction duration will be 12 weeks.
- 3) The original design engineers will be available to review submittals as necessary.
- 4) The original design engineers will be available to resolve DCVRs as necessary.
- 5) The original design engineers will draft the record drawings based on redlines provided by Contractor.

August 19, 2019
Aerated Lagoon Facility Improvements CMS
Proposed Scope & Fee

- 6) Inspection will be coordinated with other City projects to reduce the cost of construction management services.

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

**Aerated Lagoon Facility Improvements
 Construction Management Services
 CONTRACT FEE PROPOSAL**

City of Dillingham, Alaska

BASIC SERVICES
 Revised 8/19/2019

Task & Subtask Description	Name, Rate & Projected Hours CRW Engineering Group, LLC							Cost \$			
	Pete Bellezza, P.E. Senior Principal	Steven Hebnes, P.E. Senior Civil Engineer	Senior Mechanical Engineer	Senior Electrical Engineer	Staff Engineer II	Technician I	Administrative Support	Total CRW Labor	Expenses	Total Subtask	Total Task
Construction Management Services											
Construction Project Management	4	120	4	4	12			\$25,460	\$510	\$25,970	
Civil Engineer Construction Site Visit (4 each)		50						\$9,000	\$3,200	\$12,200	
Mechanical Engineer Construction Site Visit (1 each)			10					\$1,800	\$800	\$2,600	
Electrical Engineer Construction Site Visit (1 each)				10				\$1,800	\$800	\$2,600	
Submittals Review		20	4	4	20			\$7,740	\$150	\$7,890	
Design Clarification/Verification Requests		12	8	8				\$5,040	\$100	\$5,140	
Process Change Orders	4	14	4	4				\$4,760	\$100	\$4,860	
Process Applications for Payment		16						\$2,880	\$60	\$2,940	
Pre-Construction Conference	2	10						\$2,200	\$800	\$3,000	
On-site Construction Inspection (12 weeks)						300		\$27,000		\$27,000	
Substantial Completion Inspection	2	10						\$2,200	\$800	\$3,000	
Final Completion Inspection		10						\$1,800	\$800	\$2,600	
ADEC Approval To Operate		4			4			\$1,260	\$30	\$1,290	
Project Completion		4			4		2	\$1,430	\$30	\$1,460	
Total Task:	12	270	30	30	40	300	2	\$94,370	\$8,180	\$102,550	\$102,550
TOTAL BASIC SERVICES:	12	270	30	30	40	300	2	\$94,370	\$8,180	\$102,550	\$102,550

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) Onsite construction duration will be 12 weeks.
- 3) The original design engineers will be available to review submittals as necessary.
- 4) The original design engineers will be available to resolve DCVRs as necessary.
- 5) The original design engineers will draft the record drawings based on redlines provided by Contractor.
- 6) Inspection will be coordinated with other City projects to reduce the cost of construction management services.

City of Dillingham
Fiscal Note

Agenda Date: February 6, 2020

CRW Engineering construction support for Wastewater System Upgrades, Aeration Project

ORIGINATOR: Finance Director

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: \$102,550		FUNDING SOURCE City of Dillingham	
FROM ACCOUNT 3009 8530 30 62 4510 0 Wastewater Lagoon Aeration		Project Wastewater lagoon aeration	
TO ACCOUNT:	VERIFIED BY: Anita Fuller	Date:	1/30/2020

EXPENDITURES

OPERATING	FY20	FY21	FY22	FY23
3009 8530 30 62 4510 0	\$ -	\$ 102,550.00		
	-	-		
TOTAL OPERATING	\$ -	\$ 102,550.00	\$ -	\$ -

CAPITAL	\$ -			
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REVENUE	-			
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FUNDING

General & Special Rev. Funds				
State/Federal Funds				
Capital Project				
ANTHC grant funding		102,550.00		
TOTAL FUNDING	\$ -	\$ 102,550.00	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				

Analysis: (Attach a separate page if necessary) AM 2020-02

PREPARED BY: Anita Fuller

January 30, 2020

DEPARTMENT: Finance

APPROVED BY: *Ted Law*

1/30/2020