City of Dillingham Action Memorandum Agenda of: January ~~12~~ 19, 2017

Action Memorandum No. 2017-01

Subject:

Authorize Task Order No. 3 to CRW Engineering to prepare the design work for additional repairs needed on the dock lift station and bid-ready documents

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City Manager: Recommend Approval

Signature: Rose Loera

Fiscal Note: ☑ Yes ☐ No **Funds Available:** ☑ Yes ☐ No

Other Attachments:

-- Copy of Task Order No. 3

Summary Statement:

The City has been working for the past few years on improvements to its waste water facilities with grant funding. One of the projects consists of replacing the entire Dock Lift Station building and control panel. During the work on the building, it was determined that the wet well flooring, piping and discharge elbows were in poor shape and was hampering the proper operation of the pumps. The wet well was not a part of the original RFP 2015-11 Dock Lift Station Replacement. CRW Engineering Group, LLC estimates the cost to design the new repairs and complete the RFP documents for advertising to be $14,100. CRW completed the designs for improving all the other lift stations.

We anticipate using the DEC sewage system improvement grant for the design as well as the work which requires a 30% match. The 30% match will use City funds allocated for lift station improvements as specified in Resolution No. 2016-50 adopted by the Council September 1, 2016.

If the Council approves this action memorandum, the city manger would issue Task Order No. 3 to CRW Engineering Group, LLC to design the wet well repairs and develop the bid documents for the project to repair the dock lift station wet well floor, new wet well piping and new pump discharge elbows, for a cost not to exceed $14,100.

Action Memorandum No. 2017-01

Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council on 1/19/17.

Mayor

ATTEST: [SEAL]

City Clerk

Route to	Department Head	Date
X	Finance Director	
X	Public Works Director	
X	City Clerk	

City of Dillingham
Fiscal Note

Agenda Date: January 12, 2017

Contract w/ CRW Engineering for design work for additional repairs needed on dock lift station and preparation of RFP.

ORIGINATOR: Rose Loera

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT ☑ YES ☐ NO
AMOUNT REQUESTED: $14,100		FUNDING SOURCE **MMG28307 & General Fund**
FROM ACCOUNT 2100 8710 30 62 4411 $4,230 4423 8710 30 62 4411 $9,870		Project Design work for additional repairs on Dock Lift Station & preparation of RFP.
TO ACCOUNT:	VERIFIED BY: Navin Bissram	Date: 1/5/2017

EXPENDITURES

OPERATING	FY17			
TOTAL OPERATING	$ -	$ -	$ -	$ -

CAPITAL	$ 14,100			

REVENUE				

FUNDING

General & Special Rev. Funds	$4,230			
State/Federal Funds				
Other	9,870			
TOTAL FUNDING	$ **14,100**	$ -	$ -	$ -

POSITIONS

Full-Time				
Part-Time				
Temporary				

ANALYSIS: (Attach a separate page if necessary) See Action Memorandum No. 2017-01

PREPARED BY: Navin Bissram January 5, 2017

DEPARTMENT: Finance

APPROVED BY:

TASK ORDER 3

Engineering Services Task Order No. 3 as approved by Action Memorandum 2017 - 01

PROJECT NAME: Prepare the Design Work for Additional Repairs on Dock Lift Station and Bid Ready Documents

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This Task Order pertains to a Notice to Proceed by and between the City of Dillingham ("OWNER") and CRW Engineering Group, LLC which was signed on _____, ("the AGREEMENT") for services 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

CRW Engineering will provide design for wet well improvements to the Dock Lift Station and develop bid documents for the project to include repair of the wet well floor, new wet well piping and new pump discharge elbows, for a cost not to exceed $14,100.

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY CONSULTANT

The scope of work includes design services as outlined in the December 20, 2016 letter to include the following:

1. Prepare Lift Station Design Drawings;
2. Prepare bid-ready Contract Documents & Specifications;
3. Prepare Cost Estimates; and,
4. Coordinate with ADEC for approval of proposed improvements.

PART 3.0 OWNER'S RESPONSIBILITIES

1. The City of Dillingham will review and provide comments on preliminary design submittal.
2. The City of Dillingham will advertise the project for contractor bids and administer the bidding process.

PART 4.0 DELIVERABLES AND TIME PERIOD

- Preliminary Design (75% complete) by February 13, 2017
- Final Design (100% Complete) will be stamped and signed by an engineer registered in the State. Submitted by March 13, 2017.

PART 5.0 PAYMENT TO CONSULTANT

The fee proposal is a time & materials basis with a not-to-exceed amount of $14,100.

This Task Order No. 3 is executed this _____ day of January 2017.

City of Dillingham
"OWNER"

By: Rose Loera

Signature: _____
Title: City Manager

CRW Engineering Group, LLC
"CONSULTANT"

By: Pete Bellezza, PE.

Signature: _____
Project Manager