

Action Memorandum No. 2017-14

**Subject:**

Authorize Task Order No. 19 to Bristol Engineering Corporation (BESC) to provide technical consultant services for the water/wastewater systems and the City landfill

City Manager: ~~Recommend~~ Approval

Signature: 

Fiscal Note:  Yes  No

Funds Available:  Yes  No

**Other Attachments:**

- Copy of Task Order No. 19
- Copy of Action memo 2015-26

**Summary Statement:**

The City has been served with a Notice of Violation (NOV) of specific permit requirements for the wastewater-treatment lagoon.

A response to the compliance violations is required by October 1, 2017 in order to avoid further enforcement action and monetary penalties.

The City needs technical help from a qualified engineering consultant to assist the remaining City staff to competently respond to Violation order. With the departure of the Public Works Director the need for this technical regulatory assistance is especially serious.

The City has a continuing contract with Bristol Engineering Services (BESC) to provide such technical consultant services by task order specifically for the water/wastewater systems and the City Landfill. Task order 19 will provide the necessary consultant engineer to provide these services. These services include:

- 1.) Review the APDES Violation order with State ADEC.
- 2.) Visit lagoon site and review compliance needs with City representatives.
- 3.) Update report forms, sampling protocols and schedules.
- 4.) Develop training and certification plan for city operators.
- 5.) Provide operational support and coordination with the City to stay in compliance.

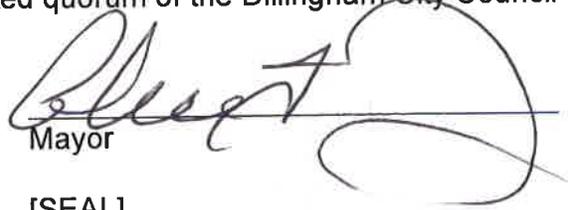
Funding for this regulatory assistance will be provided through ANTHC grant funds or the Municipal Matching Grant funds. We are working with the respective agencies to determine the most efficient source of funding.

Action Memorandum No. 2017-14

Summary Statement continued:

---

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council  
on 8/4/17.

  
Mayor

ATTEST:

[SEAL]

Jamie Wilkerson  
City Clerk

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

City of Dillingham  
Fiscal Note

Agenda Date: August 3, 2017

Contract w/ Bristol Engineering Services Corporation (BESC) to provide technical assistance regarding wastewater lagoon compliance.

ORIGINATOR: Don Moore

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: <span style="float: right;">\$30,000</span>		FUNDING SOURCE <b>General Fund</b>	
FROM ACCOUNT  2100 7060 30 62 <span style="float: right;">\$30,000</span>		Project  <b>Technical Assistance for wastewater lagoon compliance</b>	
TO ACCOUNT:	VERIFIED BY: <u>Navin Bissram</u>	Date: <u>7/27/2017</u>	

EXPENDITURES

OPERATING	FY18			
Contract/Professional	\$ 30,000			
<b>TOTAL OPERATING</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

CAPITAL				
---------	--	--	--	--

REVENUE				
---------	--	--	--	--

FUNDING

General & Special Rev. Funds	\$30,000			
State/Federal Funds				
Other				
<b>TOTAL FUNDING</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

POSITIONS

Full-Time				
Part-Time				
Temporary				

ANALYSIS: (Attach a separate page if necessary)

See Action Memorandum 2017-14

PREPARED BY: Navin Bissram

July 27, 2017

DEPARTMENT: Finance

\_\_\_\_\_

Bristol Engineering Services Corp.

TASK ORDER NUMBER: 19

PROJECT NAME: Technical Assistance Wastewater Lagoon Compliance Order

This Task Order pertains to an Agreement by and between the City of Dillingham ("OWNER") and Bristol Companies ("CONSULTANT"), formerly known as Bristol Engineering Services Corp., dated May 7, 2013 ("the AGREEMENT"). Consultant shall perform services on the project 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

Provide technical consultant services and regulatory assistance to address the City's compliance with the Alaska Pollutant Discharge Elimination System (APDES) Notice of Violation (NOV) signature date June 26, 2017.

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY CONSULTANT

- 1.) Review the APDES Violation Order with State DEC.
- 2.) Visit Lagoon site and meet with City personnel.
- 3.) Update report forms, manuals, sampling protocols and schedules.
- 4.) Develop training and certification plan for operators.
- 5.) Provide technical support and coordination with city staff to stay in compliance.

PART 3.0 OWNER'S RESPONSIBILITIES

The City shall provide office space when the consultant is in town working on City project, unless otherwise agreed by both parties and shall also provide transportation.

PART 4.0 DELIVERABLES AND TIME PERIOD

DEC Coordination meeting—week of August 7, 2017  
Initial site visit---week of August 21  
Provide Draft NOV response to City---September 1, 2017  
Incorporate City comments in final draft—September 14, 2017

PART 5.0 PAYMENT TO CONSULTANT

The fee proposal is a time & materials basis with a not-to-exceed amount of **\$30,000.**

PART 6.0 OTHER

N/A

This Task Order is executed this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

City of Dillingham  
"OWNER"

Bristol Engineering Services Corp.  
"CONSULTANT"

By: Donald L. Moore

By: Isaac Pearson, P.E.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: City Manager

Project Manager

City of Dillingham Action Memorandum      Agenda of: December 3, 2015  
Action Memorandum No. 2015-26

**Subject:**

Extend the Bristol Engineering Services Corp (BESC) contract through November 30, 2017.

---

City Manager: Recommend Approval

Signature: Rose Loren

---

Fiscal Note:  Yes  No

Funds Available:  Yes  No

**Other Attachments:**

Bristol Engineering Services Corp - Contract Amendment No. 1

---

**Summary Statement:**

The City has not formally extended the BESC 2010 contract that expired in May 2015. However, the City has continued to use BESC for wastewater and landfill projects by using Task Orders for the various projects.

The City has a DEC Municipal Matching Grant #23807 which has to approve any expenditures they are requested to reimburse us for. They noticed that the BESC 2010 contract did not have a formal extension and is withholding reimbursement until it is extended since we continue to use their services.

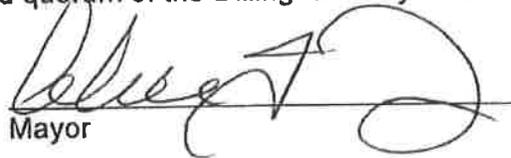
We are recommending extending the BESC contract through November 30, 2017. By this time the wastewater projects should be completed.

Action Memorandum No. 2015-26

Summary Statement continued:

---

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council  
on 12/3/15.



Mayor

ATTEST:

[SEAL]

---

City Clerk

Route to	Department Head	Date
X	Finance Director	12/4/15
X	City Clerk	12/4/15