City of Dillingham Action Memorandum Agenda of: June 06, 2019

Action Memorandum No. 2019-05

Subject:

Authorize Task Order No. 1 to CRW Engineering for the lagoon mitigation study.

City Manager: Recommend Approval

Signature: _____

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

Other Attachments:

CRW Fee Proposal
Task Order No. 1

Summary Statement:

In March CRW Engineering was awarded a one year contract for Engineering Services, AM 2019-01. A fee proposal to prepare the Wastewater Treatment Relocation Study was submitted by CRW Engineering in May. The proposed cost for the study is $211,071.00 which includes the subcontractor (Bristol Engineering) costs as well as data collection and research, a public meeting, a drafted report ,and a final report.

In April the Denali Commission awarded the City of Dillingham $171,900 for Wastewater Treatment Lagoon Erosion Mitigation Study.

The difference of $39,171 has been appropriated in the FY20 budget for the study.

Action Memorandum No. 2019-05

Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council on June 6, 2019.

Mayor

ATTEST: [SEAL]

Kelsen Bradenburg

City Clerk, ACTING

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

City of Dillingham
Fiscal Note

Agenda Date: June 6, 2019

Wastewater Treatment Relocation Study awarded to CRW Engineering

ORIGINATOR: Finance Director

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT ☐ YES ☐ NO
AMOUNT REQUESTED: $211,071		FUNDING SOURCE **Denali Commission & City Funds**
FROM ACCOUNT 5945 7060 30 62 4512 0	Contractual Professional	Project A study for relocating the wastewater treatment system.
TO ACCOUNT:	VERIFIED BY: Anita Fuller	Date: 3/30/2019

EXPENDITURES

OPERATING	FY19	FY20	FY21	FY22
5945 7060 30 62 4512 0		$ 171,900.00		
7140 7060 30 62 4512 0		39,171.00		
TOTAL OPERATING	$ -	**$ 211,071.00**	$ -	$ -

CAPITAL	$ -			

REVENUE	-			

FUNDING

General & Special Rev. Funds				
State/Federal Funds		171,900.00		
Capital Project		39,171.00		
Other (Insurance Proceeds)				
TOTAL FUNDING	$ -	**$ 211,071.00**	$ -	$ -

POSITIONS

Full-Time				
Part-Time				

Analysis: (Attach a separate page if necessary) See Action Memorandum 2019-05

PREPARED BY: Anita Fuller May 31, 2019

DEPARTMENT: Finance

APPROVED BY:

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TASK ORDER 1

Engineering Services Task Order No. 1 as approved by Action Memorandum No. 2019-01

PROJECT NAME: City of Dillingham Wastewater Treatment Relocation Study

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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 May 22, 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 was provided an award of financial assistance from the Denali Commission to study erosion mitigation at the Wastewater Treatment Lagoon. The lagoon is located in an unprotected area just beyond the east end of Snag Point bulkhead. The lagoon outfall is currently impacted by annual erosion which has led to the need for emergency repairs in the summers of 2016 through 2018 after storms exposed the outfall piping. Without mitigation of the erosion, the integrity of the lagoon cells could be jeopardized within 10-15 years at the current rate of erosion. A failure to mitigate these threats would have serious long-term consequences, including putting the health of the community at risk and damage to the reputation of the salmon industry on which the region relies economically.

The City requested and received a fee proposal from CRW Engineering to study this issue and prepare a Wastewater Treatment Relocation Study. The study will evaluate three options for addressing the potential impacts to the community's wastewater treatment system from recurring erosion:

- "Defend in Place," requiring extension of the existing seawall to protect the lagoon from future erosion;
- Relocating the lagoon further inland away from the impacts of the continued erosion;
- Relocating the lagoon further south closer to the Kanakanak Hospital to potentially combine the hospital's lagoon with the City's lagoon.

In the two relocation options, consideration will be given to using a membrane bio reactor (MBR) in lieu of an aerated sewage lagoon. In addition to requiring different operations, an MBR has different facility siting and discharge requirements that may be more suitable for the City.

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY CONSULTANT

This scope of work is included in the attached proposal, to be completed in accordance with the deliverables and schedule listed on page 2.

PART 3.0 OWNER'S RESPONSIBILITIES

1. City of Dillingham will assist with the site visit.

2. City of Dillingham will review and comment on submittals.

3. City of Dillingham will participate in the public meeting.

PART 4.0 PAYMENT TO CONSULTANT

Payment shall be on a time and materials basis, with a not-to-exceed amount of $211,071.

This Task Order is executed this 7th day of June, 2019.

City of Dillingham "OWNER"	CRW Engineering Group, LLC "CONSULTANT"
By: Cynthia Rogers	By: Pete Bellezza, P.E.
Signature: _____	Signature: _____
Title: Acting City Manager	Title: Project Manager

CRW
ENGINEERING GROUP, LLC
Bright People. Powerful Solutions. Building Alaska.

May 22, 2019

City of Dillingham
PO Box 889
Dillingham, Alaska 99576

Attn: Mr. Tod Larson

RE: City of Dillingham Wastewater Treatment Relocation Study – Fee Proposal

Dear Mr. Larson,

Pursuant to your request, attached is our fee proposal to prepare the Wastewater Treatment Relocation Study for the City of Dillingham. Working with subconsultant, Bristol Engineering Services, we propose to evaluate three options for addressing the potential impacts to the community's wastewater treatment system from recurring erosion.

These options include a "defend in place" solution that requires extending the existing seawall to protect the existing lagoon from future erosion; relocating the lagoon further inland away from the impacts of continued erosion; and relocating the lagoon further south closer to the Kanakankak Hospital to potentially combine the hospital's lagoon with the City's lagoon (possible cost savings). In the two relocation options, consideration will also be given to using a membrane bio reactor (MBR) in lieu of an aerated sewage lagoon. In addition to requiring different operations, an MBR has different facility siting and discharge requirements that may be more suitable for the City.

The following sections describe the proposed scope of services, deliverables, and estimated engineering fees for completing the City of Dillingham Wastewater Treatment Relocation Study.

SCOPE OF SERVICES

CRW proposes to complete the following scope of services.

Task 1 – Data Collection & Research

Task 1.1 – Existing Studies & Reports Review: CRW will work with Bristol to research and review existing studies, plans and reports pertinent to the existing sewage lagoon, seawall, erosion rates, wastewater treatment preferences, and community planning.

Task 1.2 Site Visit & Trip Report: Engineers from CRW and Bristol will travel to Dillingham to assess the existing lagoon and erosion issues. This trip is expected to occur in mid-July when the tides are low and erosion impacts are more visible. Ideally, Golder (under contract to Bristol) can travel to Dillingham during this time to complete the field tasks necessary to generate a desktop-level Geotechnical Report for the project. Upon completion of the site visit a trip report will be submitted to the City.

Task 2 – Draft Report Preparation & Public Meeting

Task 2.2 – Draft Report: CRW and Bristol will prepare the draft report. The draft report will include conceptual layouts of the different alternatives, draft cost estimates (HMS), and a discussion of permitting impacts. This task will also include Golder's desktop level Geotechnical Report, development of the archaeological and history study to be provided by True North (also under contract to Bristol), and a Land Status Report by CRW.

Task 2.2 Public Meeting: Engineers from CRW and Bristol will travel to Dillingham to present the Draft Report at a Public Meeting. The public meeting is expected to occur in September after fishing, when greater community participation can be anticipated.

Task 2.3 Review Comments: CRW will participate in a teleconference review meeting with the City of Dillingham and Denali Commission (if desired). Comments will be distributed to team members.

Task 3 Final Draft & Final Report

Task 3.1. – Final Draft: CRW and Bristol will incorporate the Draft Report review comments and take the document to the 95% or Final Draft stage. A draft resolution for the City to use to accept the study, will also be provided.

Task 3.2 Review Comments: CRW will participate in a teleconference review meeting with the City of Dillingham and Denali Commission.

Task 3.3 Final Report: CRW and Bristol will incorporate the Final Draft Report review comments, obtain Final Cost estimates from HMS and submit the final.

DELIVERABLES & SCHEDULE

The following is a list of proposed deliverables and anticipated project schedule:

Site Visit	To occur the latter part of the week of July 8, 2019
Trip Report	To be submitted the week of July 15, 2019 (electronic copy via e-mail)
Draft Report	To be submitted the week of September 16, 2019 (electronic copy via e-mail and three hard copies via mail)
Public Meeting	To occur during the week of September 23, 2019 (pdf of agenda and public notice to be e-mailed in advance of meeting)
Draft Final Report	To be submitted within two weeks of receiving review comments (electronic copy via e-mail and three hard copies)
Final Report	To be submitted within two weeks of receiving review comments (electronic copy via e-mail and three hard copies)

ESTIMATED FEE

The proposed Scope of work will be performed on a time-and-materials, not-to-exceed basis in accordance with the accompanying fee estimate and the terms and conditions of a Contract agreement to be made between the City of Dillingham and CRW Engineering Group, LLC. The estimate of these services is $211,071 and a detailed estimate is attached. Thank you for the opportunity to submit this proposal. We look forward to continuing to support the City of Dillingham.

Sincerely,

CRW ENGINEERING GROUP, LLC

Andrea D. Meeks

Andrea Meeks, P.E.
Principal

Attachments: Fee Estimate Spreadsheet (1 page)
CRW Fee Schedule (1 page)

CRW Engineering Group, LLC Fee Proposal City of Dillingham Wastewater Treatment Relocation Study	Category, Rate & Projected Hours CRW Engineering Group				Cost $					SUBCONSULTANT BREAK DOWN
	Project Manager / Principal Engineer	Project Engineer	Reg. Staff Engineer	Technician II	Total Labor	Sub-Consultant Costs	Reimbursable Expenses	Line Item Totals	**Subtask Totals**	Bristol Engineering Services Co
	$190	$170	$150	$110						
Task 1 Data Collection & Research										
1.1 Existing Studies, Plans & Reports Review	8	8	4		$3,480		$100	$3,590		
1.2 Site Visit & Trip Report	24	28			$9,320	$15,666	$3,440	$28,770		$14,242
1.2.1 Geotechnical Field Work	1	1			$360	$4,360		$4,720		$3,964
								Subtotal	**$37,081**	*$18,206*
Task 2 Draft Report & Public Meeting										
2.1 Draft Report	2	8	8		$2,940	$48,195	$200	$51,355		$43,814
2.1.1 Geotechnical Desktop Report	1	1			$360	$34,485		$34,845		$31,350
2.1.2 Archaeological Study	1	1			$360	$15,924		$16,284		$14,476
2.1.3 Land Status Report	8	16		16	$6,000			$6,000		
2.1.4 Draft Cost Estimates	1	1			$360	$7,314		$7,674		$6,650
2.4.5 Seawall Extension	8	16	16	24	$9,280			$9,280		
2.2 Public Meeting	24	24			$8,640	$14,007	$3,440	$26,431		$12,734
2.3 Review Comments	2	2			$720			$720		
								Subtotal	**$152,590**	*$109,024*
Task 3 Draft Final & Final Report										
3.1 Draft Final Report	2	4		8	$1,940	$6,631	$200	$8,791		$6,028
3.2 Review Comments	2	2			$720			$720		
3.3 Final Report	1	4			$870	$3,315	$200	$4,405		$3,014
3.3.1 Final Cost Estimates		1			$170	$7,314		$7,484		$6,650
								Subtotal	**$21,401**	*$15,692*
TOTAL	**85**	**117**	**28**	**48**	**$45,520**	**$157,213**	**$7,580**	**$211,071**	**$211,071**	**$142,921**

Notes / Assumptions

1 Site Visit will be two days. Assumes $1,200 airfare, $80 per diem/parking, $260 per night lodging and $100/day car rental

2 10% mark-up on subconsultant and reimbursable expenses

CRW ENGINEERING GROUP, LLC
Fee Schedule – 2019

EMPLOYEE CATEGORY

Senior Principal	$200.00
Principal	$190.00
Senior Engineer/Land Surveyor	$180.00
Project Engineer/Land Surveyor	$170.00
Registered Staff Engineer/Land Surveyor	$150.00
Staff Engineer/Land Surveyor II (EIT/LSIT)	$135.00
Staff Engineer/Land Surveyor I	$125.00
Senior Designer	$140.00
Technician III	$125.00
Technician II	$110.00
Technician I	$ 90.00
Clerical/Administrative Support	$ 85.00

SUPPLIES AND SERVICES

Direct Expenses and Supplies	Invoice + 10%
Subconsultants	Invoice + 10%
Meals (Per Diem)	$60.00/day
In-house Expenses	
Xerox (8-1/2 x 11)	$0.10/copy
Xerox (11 x 17)	$0.20/copy
Color Copies (8-1/2 x 11)	$1.00/copy
Mileage (Federal Rate)	$0.545/mile
Bond Plots	$1.00/square foot
Mylar Plots	$2.00/square foot