CITY OF DILLINGHAM, ALASKA

RESOLUTION 2017-34

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL WAIVING THE PURCHASE RESTRICTIONS AND AUTHORIZING THE CITY MANAGER TO AWARD A CONTRACT TO CRW ENGINEERING GROUP LLC FOR CONSTRUCTION MANAGEMENT SERVICES OF THE LAGOON AND DOCK LIFT STATION IMPROVEMENTS PROJECT

WHEREAS, the City of Dillingham received a Notice of Violation for the Dillingham Lagoon on June 26, 2017; and

WHEREAS, the City Council adopted Resolution 2017-25 and subsequent Action Memorandum 2017-12 which allowed staff to receive bids and award a contract for the Lagoon and Dock Lift Station Improvements Project; and

WHEREAS, now that construction has begun the City is in need of construction management services to oversee the technical work that needs to be done at the lagoon and dock lift station improvements project, which includes reviewing project submittals, providing on-site inspections, coordinating construction progress meetings and attending the Substantial Completion inspection; and

WHEREAS, the City Council awarded a contract to CRW Engineering, Resolution No. 2016-10, to provide engineering services for Lift Station Equipment Replacement and had provided the RFP documents for the City, and is familiar with the lift stations and their needs; and

WHEREAS, Dillingham Municipal Code (DMC) 4.30.130, Exemptions, Section B., allows waiving of purchase restrictions if the City Council determines the public interest would best be served by waiving the sealed bid requirement for awarding contracts over $20,000; and

WHEREAS, the waiver is based on the criteria outlined in DMC 4.30.130, Exemptions, B.1, Restrictions and provisions of this chapter shall not apply, 1. An emergency where the delays required for compliance with this section would jeopardize the public health, safety or welfare;

NOW, THEREFORE, BE IT RESOLVED that Dillingham City Council waives the purchasing restrictions as stated above;

BE IT FURTHER RESOLVED that:

1. The City Council authorizes the City Manager to award a contract to CRW Engineering Group LLC to provide construction management services for the Lagoon and Dock Lift Station Improvements project; and
2. The payment of services will be for an amount not to exceed $66,695.

City of Dillingham Information Memorandum Agenda of: August 25, 2017

Attachment to:

Ordinance No. _____ / **Resolution No.** 2017-34

Subject:

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL WAIVING THE PURCHASE RESTRICTIONS AND AUTHORIZING THE CITY MANAGER TO AWARD A CONTRACT TO CRW ENGINEERS FOR CONSTRUCTION MANAGEMENT SERVICES OF THE LAGOON AND DOCK LIFT STATION IMPROVEMENTS PROJECT

City Manager: Recommend Approval

Signature: _____

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

Other Attachments:

- CRW Contract Amendment Proposal

Summary Statement:

Elite Mechanical was awarded a contract to perform necessary repairs at the Dillingham Sewer Lagoon and Dock Lift Station, in order to address the City's Notice of Violation from the Alaska Department of Conservation. CRW provided initial Construction Support Services for this project, totalling $8,710.

Now that construction has begun, the City is in need of Construction Management Service which include reviewing project submittals, providing on-site inspections, coordinating construction progress meetings and attending the Substantial Completion inspection.

The cost for this contract is based on Time & Materials and is currently estimated to be $66,695. CRW is working on a project in a nearby village and when possible, will coordinate staff travel in order to reduce costs to the projects.

Attachment to:
Ordinance No. _____ **/ Resolution No.** 2017-34

Summary Statement continued:

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

City of Dillingham
Fiscal Note

Agenda Date: August 25, 2017

Contract w/ CRW Engineering Group for Construction Management Services to oversee the Lagoon and Dock Lift Station Improvements project.

ORIGINATOR: Don Moore

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT ☑ YES ☐ NO
AMOUNT REQUESTED: $66,695		FUNDING SOURCE **MMG & ANTHC Grants**
FROM ACCOUNT 3009 8710 30 62 4510 $20,009 4423 8710 30 62 4510 $46,686		Project **Construction Management - oversee Lagoon and Dock Lift Station Improvements.**
TO ACCOUNT:	VERIFIED BY: Navin Bissram	Date: 8/23/2017

EXPENDITURES

OPERATING	FY18			
TOTAL OPERATING	$ -	$ -	$ -	$ -

CAPITAL	$ 66,695			

REVENUE				

FUNDING

General & Special Rev. Funds				
State/Federal Funds				
Other	$ 66,695			
TOTAL FUNDING	**$ 66,695**	$ -	$ -	$ -

POSITIONS

Full-Time				
Part-Time				
Temporary				

ANALYSIS: (Attach a separate page if necessary) See Resolution No. 2017-34

PREPARED BY: Navin Bissram August 23, 2017

DEPARTMENT: Finance

CRW
ENGINEERING GROUP, LLC

July 12, 2017

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

Attn: Don Moore, City Manager

Re: Dillingham Lagoon and Dock Lift Station Improvements
Contract Amendment: Construction Management Services (Revision 1)

Dear Mr. Moore:

CRW Engineering Group, LLC (CRW) is pleased to provide this proposal for a contract amendment to provide Construction Management Services and to serve as the Engineer of Record for the above referenced project. The project generally involves: relocating the Tower Loop Road force main, installing an influent flow meter manhole, installing a flume and ultrasonic sensor in the effluent manhole, and improvements at the Dock Lift Station. These improvements are needed to reduce operation and maintenance costs and to facilitate compliance with ADEC discharge permit requirements.

CRW's original contract was dated March 10, 2017 and included 50 hours of Construction Support Services for a total of $8,710. These services generally included submittal reviews, responding to Design Clarification/Verification Requests, review of payment requests, as well as limited on-site inspection services. This new proposal is in addition to these services.

We anticipate these new services will be provided under CRW's existing contract for Engineering Services for this project.

SCOPE OF SERVICES

In addition to the services included in the original contract, CRW proposes to provide the following construction management services under this scope of work:

1) Construction Site Visits:
   a) Organize, attend, and lead the pre-construction conference in Dillingham.
   b) Perform weekly on-site inspections during construction of the influent flow meter manhole and effluent manhole improvements only (assume 12 each). On-site inspections will be conducted by a Staff Engineer and each inspection will be documented with a written report.
   c) Attend and lead weekly construction progress meetings in Dillingham while performing site inspections.
   d) Attend and lead remaining construction meetings via teleconference and document and distribute meeting minutes.
   e) Attend Substantial Completion inspection.
2) Office Support:

a) Address Contractor's construction questions and issues.

b) Approve Contractor's payment requests.

c) Resolve Contractor's claims.

d) Review and track daily inspection.

ASSUMPTIONS

Assumptions made in preparing this proposal are as follows:

1) City of Dillingham personnel will provide the day-to-day on-site construction inspections, documentation, and photographs.
2) CRW will perform weekly progress meetings/on-site inspections of the work during construction of the influent flow meter manhole and effluent manhole improvements only.
3) It is assumed that 14 total site visits will be made by CRW during construction of the work as follows: 1 preconstruction conference, 10 civil site inspections, 2 electrical site inspections, and 1 substantial completion inspection.
   a. The duration of 13 trips will be 1 day including travel to/from Dillingham.
   b. The duration of 1 trips will be 2 days, including travel to/from Dillingham, requiring an overnight stay in Dillingham.
4) Trip reports will be prepared and submitted to the City within 1 week of each visit.
5) City of Dillingham personnel will conduct the Final Inspection.
6) It is assumed that all work will be completed within 20 weeks.

FEE

CRW proposes to complete the additional work on a time and expenses basis in accordance with the attached Fee Proposal. The estimated cost for construction management services for the Lagoon and Dock Lift Station Improvements is $66,695.

We appreciate the opportunity to submit this proposal and look forward to continuing to assist you with this project. Please let me know if you have any questions.

Sincerely,

CRW ENGINEERING GROUP, LLC

M. Leguineche

Michael Leguineche, PE
Principal, Senior Engineer
Phone: (907) 646-5615 / email: mleguineche@crweng.com

Attachments: CRW Fee Proposal

CITY OF DILLINGHAM, ALASKA

Dillingham Lagoon and Dock Lift Station Improvements
Construction Management Services
Fee Proposal (Rev. 7/12/2017)

	Name, Rate & Projected Hours					Cost $			
	CRW Engineering Group, LLC								
	Michael Leguineche, PE Senior Engineer	Andy Horazdovsky, PE Project Engineer	Bill McDonald, PE Senior Electrical Engineer	Christi Meyn, EIT Staff Engineer	Admin Support	Total		Total	**Total**
Task & Subtask Description	$175	$155	$175	$105	$75	Labor	Expenses	Subtask	**Task**
Task 1 - Construction Management									
Preconstruction Conference	2	12	2	14		$4,030	$1,430	$5,460	
Weekly Construction Progress Meetings/Site Inspection (12 total)	4	64	34	216	4	$39,550	$8,895	$48,445	
Teleconferences	2	16	2	20		$5,280		$5,280	
Substantial Inspection	2	6	14	16	2	$5,560	$1,950	$7,510	
Total Task 1:	10	98	52	266	6	$54,420	$12,275	$66,695	**$66,695**
TOTAL BASIC SERVICES:	**10**	**98**	**52**	**266**	**6**	**$54,420**	**$12,275**	**$66,695**	**$66,695**

Notes and Assumptions:

1) All work will be completed on a Time and Materials basis.
2) City of Dillngham personnel will provide the day-to-day on-site construction inspections, documentation, and photos.
3) CRW will perform site inspections during construction of the influent and effluent manhole improvements only.
4) Site inspections are assumed to be 12 hours per day including travel to/from Dillingham.
5) Construction will be completed in 20 weeks.