



April 29, 2023

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

Attn: Patty Buholm, Planning Director

Re: Aerated Lagoon Facility Improvements
Bid and Construction Management Services

Dear Ms. Buholm,

The City of Dillingham has requested a proposal to provide Bid and 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 Bid and Construction Management Services effort will be led by Mike Leguineche, P.E. who has extensive experience with wastewater facilities in rural communities including Dillingham. 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 by December 2023. Onsite construction is estimated to last approximately 12 weeks.

SCOPE OF SERVICES

CRW Engineering proposes to provide the following Bid and Construction Management Services under this scope of work. CRW will be assisted by Bristol Engineering Services Company, LLC, the designers of record for the project.

- 1) Provide Bid Services to include updating the contract documents prepared in March 2022 for re-bid of the project in May 2023; respond to bidder questions; attend the pre-bid conference (by teleconference); prepare addendum (if necessary); evaluate bids; and provide recommendation to award.
- 2) Provide construction management services. Senior Engineer will visit construction site at least every two weeks during active construction.
- 3) 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.
- 4) Coordinate and submit the ADOL Notice of Work on behalf of the City of Dillingham.
- 5) 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.

- 6) Schedule, lead, and document the Pre-Construction Conference in Dillingham prior to commencement of Work.
- 7) Receive, log, and review material submittals and other data which the Contractor is required to submit. Compile comments and transmit back to Contractor.
- 8) Receive, log, and review all design clarification/verification requests (DCVR). Prepare responses to the DCVRs and transmit back to Contractor.
- 9) Issue clarifications and interpretations of the Contract Documents as necessary for the completion of the Contractor's work.
- 10) 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.
- 11) 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.
- 12) 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 and compaction testing.
- 13) 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.
- 14) 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.
- 15) 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.
- 16) Coordinate development of Record Drawings based on Contractor annotated red lines.
- 17) Prepare and submit to ADEC the request for Approval To Operate the lagoon improvements constructed by this project.
- 18) 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 \$164,070.

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. CRW's standard 2023 fee schedule will be utilized for this work.
- 2) Onsite construction duration will be 12 weeks.

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Aerated Lagoon Facility Improvements CMS
Proposed Scope & Fee

- 3) The original design engineers (Bristol Engineering) will draft the record drawings based on redlines provided by Contractor.

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, Inc.

A handwritten signature in blue ink that reads "Pete Bellezza". The signature is written in a cursive, flowing style.

Pete Bellezza, P.E.
Principal/Civil Engineer
Phone: (907) 646-5640 / email: pbellezza@crweng.com

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

City of Dillingham, Alaska

BASIC SERVICES
 Revised 4/29/2023

Task & Subtask Description	Name, Rate & Projected Hours							Cost \$					
	CRW Engineering Group, LLC							Total CRW Labor	Sub Contractor Costs	Expenses	Total Subtask	Total Task	
	Pete Bellezza, P.E. Engineer XI	Mike Leguineche, P.E. Engineer IX	Mechanical Engineer XI	Electrical Engineer XI	Civil Engineer II	Technician I	Administrative III						
Task 1 - Bid Services													
Prepare Contract & Bid Documents for Rebid	12	2						\$3,440		\$70		\$3,510	
Respond to Bidder Questions	4	2						\$1,440	\$330	\$30		\$1,800	
Attend Pre-bid Conference	2	2						\$940	\$330	\$20		\$1,290	
Prepare Addendum	2	4						\$1,380		\$30		\$1,410	
Recommendation to Award	2	2						\$940		\$20		\$960	
Total Task 1:	22	12	0	0	0	0	0	\$8,140	\$660	\$170		\$8,970	\$8,970
Task 2 - Construction Management Services													
Construction Project Management	4	144	4	4	12			\$36,400		\$730		\$37,130	
Civil Engineer Construction Site Visit (5 each)		50						\$11,000		\$4,500		\$15,500	
Mechanical Engineer Construction Site Visit (1 each)			10					\$2,400		\$900		\$3,300	
Electrical Engineer Construction Site Visit (1 each)				10				\$2,400		\$900		\$3,300	
Submittals Review		10	4	4	20			\$7,120	\$2,640	\$140		\$9,900	
Design Clarification/Verification Requests		12	8	8				\$6,480	\$2,640	\$130		\$9,250	
Process Change Orders	4	16	4	4				\$6,440		\$130		\$6,570	
Process Applications for Payment		16						\$3,520		\$70		\$3,590	
Pre-Construction Conference	2	10						\$2,700		\$900		\$3,600	
On-site Construction Inspection (12 weeks)						300		\$36,000				\$36,000	
Construction Materials Testing		4						\$880	\$9,350			\$10,230	
Substantial Completion Inspection	2	10						\$2,700		\$900		\$3,600	
Final Completion Inspection		10						\$2,200		\$900		\$3,100	
Record Drawings		4						\$880	\$4,950	\$20		\$5,850	
ADEC Approval To Operate		6			4			\$1,920		\$40		\$1,960	
Project Completion		6			4		2	\$2,180		\$40		\$2,220	
Total Task 2:	12	298	30	30	40	300	2	\$125,220	\$19,580	\$10,300		\$155,100	\$155,100
TOTAL BASIC SERVICES:	34	310	30	30	40	300	2	\$133,360	\$20,240	\$10,470		\$164,070	\$164,070

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. CRW's standard 2023 fee schedule will be utilized.
- 2) Onsite construction duration will be 12 weeks.
- 3) The original design engineers Bristol Engineering will review submittals as necessary.
- 4) The original design engineers Bristol Engineering will assist with resolving DCVRs as necessary.
- 5) The original design engineers Bristol Engineering will draft the record drawings based on redlines provided by Contractor.



CRW ENGINEERING GROUP, INC.
2023 Fee Schedule

LABOR RATES

Labor Category	Grade	Hourly Rate	Labor Category	Grade	Hourly Rate
Administrative	I	\$110.00	Engineer/Land Surveyor	I	\$140.00
Administrative	II	\$120.00	Engineer/Land Surveyor	II	\$150.00
Administrative	III	\$130.00	Engineer/Land Surveyor	III	\$160.00
Administrative	IV	\$140.00	Engineer/Land Surveyor	IV	\$170.00
Administrative	V	\$150.00	Engineer/Land Surveyor	V	\$180.00
Administrative	VI	\$160.00	Engineer/Land Surveyor	VI	\$190.00
Administrative	VII	\$170.00	Engineer/Land Surveyor	VII	\$200.00
Administrative	VIII	\$180.00	Engineer/Land Surveyor	VIII	\$210.00
Administrative	IX	\$190.00	Engineer/Land Surveyor	IX	\$220.00
Administrative	X	\$200.00	Engineer/Land Surveyor	X	\$230.00
Administrative	XI	\$210.00	Engineer/Land Surveyor	XI	\$240.00
Technician	I	\$120.00	Engineer/Land Surveyor	XII	\$250.00
Technician	II	\$130.00	Engineer/Land Surveyor	XIII	\$260.00
Technician	III	\$140.00	Engineer/Land Surveyor	XIV	\$270.00
Technician	IV	\$150.00	Engineer/Land Surveyor	XV	\$280.00
Technician	V	\$160.00	Planner	I	\$120.00
Technician	VI	\$170.00	Planner	II	\$130.00
Technician	VII	\$180.00	Planner	III	\$140.00
Technician	VIII	\$190.00	Planner	IV	\$150.00
Technician	IX	\$200.00	Planner	V	\$160.00
Technician	X	\$210.00	Planner	VI	\$170.00
Technician	XI	\$220.00	Planner	VII	\$180.00
			Planner	VIII	\$190.00
			Planner	IX	\$200.00
			Planner	X	\$210.00
			Planner	XI	\$220.00

SUPPLIES AND SERVICES

Direct Expenses and Supplies	Invoice + 10%
Subconsultants	Invoice + 10%
Meals (Per Diem)	\$75.00/day or Applicable Contract Rate
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)	\$0.65/mile
Bond Plots	\$1.00/square foot
Mylar Plots	\$2.00/square foot