



## MEMORANDUM

**DATE:** August 30, 2021  
**TO:** Chris Hladick, Interim City Manager  
**FROM:** Cynthia Rogers, Director, Planning & Grants Management  
**SUBJECT:** Department Report

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### STAFF REPORT

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#### Planning Commission

Regular meeting schedule is second Wednesday of the month at 5:30 pm.

#### ITBs/RFPs

**RFP 2020-01**, Furnish Aggregate FY22, closed on August 26. Addendum No. 1 and No. 2 issued to correct quantities and specifications and to extend the bid deadline. One responsive bidder. Recommendation sent.

**RFP 2021-02**, Janitorial Services, closed July 29. One responsive bidder. Recommendation sent.

**RFP 2021-03**, IT Services, closed on August 19. Addendum No. 1 and No. 2 issued to schedule optional Pre-Bid meeting held on July 26 and to extend the bid deadline. Three responsive bidders. Recommendation pending budget revision.

#### Dillingham Multi-Jurisdictional Hazard Mitigation Plan Update

The First HMP Workshop will take place on September 1<sup>st</sup> at 5:30 PM through Zoom. Once the initial workshop is held, the City and the Curyung Tribe are expected to receive a draft HMP for release to stakeholders and posting for a public comment period. The current schedule is as follows:

**September** TBD, Stakeholder & public comment period, draft document available on websites.

**September 1, 5:30 pm**, First HMP Workshop, public comments may be received.

**September 8, 5:30 pm**, Planning Commission Meeting, comments may be received.

**September 14, 5:30 pm**, Curyung Tribal Council Mtg., describe planning process, present draft, comments taken.

**Mid-September TBD**, Second HMP Workshop, public hearing for verbal comments on the update.

**October 7, 7:00 pm**, Dillingham City Council Meeting, describe planning process, present draft, comments taken.

**October 12**, Draft HMP Update submitted to the State DHS&EM for review.

**November 2**, State submits revised Draft HMP to FEMA for review. The City and Curyung Councils formally adopt.

**December 17**, We receive either an Approved Pending Adoption Letter from FEMA or Comments to Address.

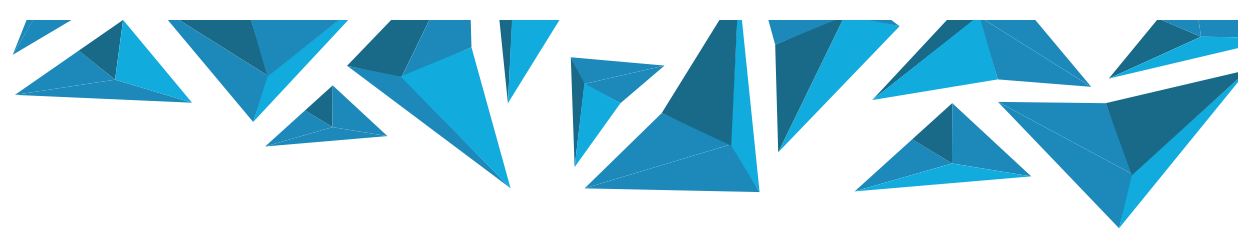
**January 15, 2022**, Grant expires.

#### PM Training

I completed a live virtual Project Management Professional (PMP)<sup>®</sup> class which ended in August. The class is a requirement to apply to sit for the PMP exam.



Professional. Measurable. Realistic.



Authorized

## CERTIFICATE OF TRAINING COMPLETION

Is hereby given to:

**Cynthia Rogers**

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5 August 2021

For achieving and completing the necessary requirements for

**PMP® Exam Preparation Training**



35 Completed Contact Hours

Hours Earned

*Christopher Scordo*

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**Christopher Scordo PMP®**  
Founder & Managing Director





**FY19 Capital Improvement Project Priorities  
Progress Update August 2021**

**\*Special Project – Bingman Clean-Up **\$300,000 (estimate)****

To address the clean-up of hazardous substances, a Phase II Environmental Site Assessment will be sought. EPA Brownfields Assessment Grant awards have been sought; other funding avenues explored. Anticipated completion of project phases within 5 years, including: assessment, clean-up, planning, development/reuse.

Construction: \$300,000 (estimate)

- Funding established by Council as the insurance settlement from fire.

Project Timeline:

- TBD – Pending Funding Identification

**\*Special Project – Emergency Communications System **\$730,000 (estimate)****

An overall public safety emergency communications system package to support mission critical communications for the City of Dillingham. The system will consist of portable radios, companion equipment, and all software and hardware required to operate the portable radios. This includes furnishing, installing, programming, and testing radios, batteries, antennas, and software and hardware and will include support and maintenance services for year two through six. The system programming and implementation was completed in May. Installation is complete but system needs further evaluation to meet coverage needs. Completion expect during summer 2021.

Project Timeline:

- August, 2021 – Motorola visit to assess coverage needs

**\*Special Project – Landfill Shop Replacement **\$892,316 (estimate)****

A fire destroyed the landfill shop building on January 4. An assessment of the foundation indicated it is sound. Assessment of the steel structure is pending. Once completed, design planning can proceed, ITB can then be developed and solicitation released. Estimate is to replace the structure only, 2022 construction costs.

Project Timeline:

- TBD – Pending the above

**#1 – Wastewater System Upgrades, Aeration **\$922,331 (estimate)****

The City received an extension of the DEC Approval to Construct the Lagoon Improvements project to April 10, 2025, on April 15, 2021. Currently working on development of the solicitation.

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Design: \$89,891 (estimate)

- Bristol Engineering has been contracted to complete the design for this project.
- ANTHC funding has been used for the design expenses.

Construction: \$832,440 (2021 estimate)

- City to develop RFP.
- ADEC SRF Loan Questionnaire submitted August 31, 2018; AK Clean Water Fund, Point Source Project Priority, Q3 prioritized #3.
- ADEC SRF Loan Application for \$650,000 submitted on 1/29/2020.
- SFY20 Q2 Project Priority List indicates a potential subsidy of \$335,000.
- Loan Agreement received from ADEC SRF in the amount of \$650,000, with \$335,000 subsidy through loan forgiveness, 20 year term, 1.5%.
- Loan Agreement returned to ADEC SRF on 2/24/2021.
- Funding alternative is USDA Water and Waste Disposal Loan and Grant Program; ANTHC Grant

Project Timeline:

- January 22, 65% Design
- March 22, 95% Design & ADEC review & permission to construct
- April 10, DEC approval to construct received
- May 3, 100% Design
- TBD, RFP Release, RFP scoring, evaluation, and recommendation for contract
- TBD, Construction begins; Project close out

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**#2 – Public Safety Server Room Fire Protection \$67,000 (estimate)**

Scheduling for system certification visit still pending availability of the subcontractor and air sealing of the room.

Construction: \$67,000 (estimate)

- RFP awarded to Wolverine Supply, Inc.
- E-911 Grant funding will be used for this project.

Project Timeline:

- December, 2018 Installation of Clean Agent System
- August, 2019 Air Sealing of Server Room
- TBD, GNW Fire Services air sealing and system certification; project close out

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**#3 – Landfill Groundwater Monitoring Wells \$432,095 (estimate)**

Construction phase is completed. Continuing to follow results of quarterly monitoring through final report expected January 2022. The City is working towards approval to transition from the 2-year quarterly sampling requirement to the previous semi-annual sampling.

Design: \$23,202 (estimate)

- Bristol Engineering has been contracted to complete the design for this project.
- City funding will be used for the design costs.
- Cost overrun of \$5,404.00 due to project delay (originally \$17,798)

Construction: \$161,928 (estimate)

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- ADEC SRF Loan Questionnaire submitted August 31, 2018; AK Clean Water Fund, Non-Point Source Project Priority, Q3 prioritized #2.
  - ADEC SRF Loan Application submitted March 12, 2019 for \$331,575.
  - ADEC SRF Loan Re-Application submitted October 10, 2019 for \$366,897.03 (to reflect cost overrun).
  - ADEC SRF Loan agreement in the amount of \$367,000 was signed on December 18, 2019, with a subsidy amount of \$137,610, and repayment amount of \$229,390 (1.5%, 20 year term).
  - Funding alternative is USDA Water and Waste Disposal Loan and Grant Program.
  - RFP was developed by Bristol Engineering; Denali Drilling was only bidder for the project.
  - Cost overrun of \$29,918.03 due to project delay (originally \$132,010).

Additional Project Costs: \$246,965 (estimate)

- Bristol Engineering has been contracted for these services at \$199,565.
  - Administration, \$298.
  - Construction Oversight, Sampling and Reporting, \$199,267.
- Cost Overruns due to project delay and longer spring construction duration:
  - Bristol Engineering (expected overage), \$47,400.

Project Timeline:

- October, 2018, Project Manual/Permit Set
- November, 2018, ADEC review and approval to construct
- January, RFP Release
- February, RFP scoring, evaluation, and recommendation for contract
- March, Contract awarded
- April, On-site evaluation determined construction should be delayed until fall
- January 2020, Construction NTP issued
- February 26, 2020, Substantial Completion
- January, 2021, Project (construction) close out
- February, 2022, Quarterly sampling requirement met

**#4 – Water System Improvements, Downtown Streets Support** **\$3.68M (estimate)**

Phase I is nearly complete, except for the water improvements under the DOT project footprint. As-builts have been received.

Design: \$224,715 (estimate)

- CRW Engineering Group LLC has been contracted to complete the design for this project. Additionally, CRW is expected to handle ROW, easement, ADEC permitting, temporary construction permits, and construction administration for the City.
- City funding will be used for 30% of the design costs; MMG 28308 will be used for 70% of the design costs.

Construction, Phase I (DOT Project Footprint & Downtown Core): \$2,334,861.35 (estimate)

- CRW to develop RFP.
- ADEC SRF Loan Questionnaire submitted November 30, 2018; AK Clean Water Fund, Point Source Project Priority, Q3 prioritized #17.
- MMG 28308 will provide 70% up to approximately \$1.4M total cost, with 30% matching.
- ADEC SRF Loan Application for \$600,000 submitted 4/10/19, was approved on 8/27/19.
- Funding alternative is USDA Water and Waste Disposal Loan and Grant Program.

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- Expected URSA billing (DOT Project Footprint) is estimated at \$364,515. This number may change based on project actuals.
  - Apparent Low Bidder (Downtown Core): JJC Enterprises, \$1,622,734.
  - Change Order 1 & Adjustments: \$340,943.85

Additional Project Costs: \$224,205 (estimate)

- CRW Engineering Group, LLC, Construction Support/Inspection/Materials Testing, \$224,205.
- Current billings of approximately \$125,000.

Construction, Phase II: \$1,350,939 (estimate)

- ADEC SRF Loan Questionnaire submitted on February 26, 2021.
- This project ranked #2 in the ADEC SRF DW Projects. The City is eligible to apply for a loan in the amount of \$1,576,000, with \$500,000 estimated principal forgiveness. The loan would include construction, construction support, inspection, and materials testing.

Construction, Phase III: \$1,158,600 (estimate)

- ADEC SRF Loan Questionnaire submitted on February 26, 2021.
- This project ranked #3 in the ADEC SRF DW Projects. The City is eligible to apply for a loan in the amount of \$1,384,000. The loan would include construction, construction support, inspection, and materials testing.

Project Timeline (Phase I):

- January 9, 75% Design (All Phases)
- February 11, 100% Design for Phase I (DOT Footprint)
- February 27, 100% Design (All Phases)
- August, RFP Release; RFP scoring, evaluation, and recommendation for contract
- September 2019, Contract awarded; Construction begins May 18
- February 2021, Phase I Project close out (excludes URSA work under DOT footprint)

**#5 – Lake Road Fire Hall Addition**

**\$803,620 (estimate)**

LCG Lantech has been contracted for construction support and Dagen Nelson has rejoined us for inspection as the Special Projects Coordinator, with support from EMC Engineering for materials testing. Wolverine Supply, Inc. is now under contract and broke ground in early October 2020. Currently, a substantial completion review list has been generated and the contractor is working on addressing these items. Additional costs in the amount of \$30,420.46, for change orders to add a coiling door, CO detector, and air supply hose, have been approved. Completion is expected approximately 3 weeks after receiving the coiling door in Dillingham and the availability of equipment.

Design:

- LCG Lantech Inc. and RSA Engineering, Inc. have provided 100% design and specifications for this project.

Construction: \$744,000.00 (estimate)

- City of Dillingham, GO Bond
- Funding alternative is USDA Community Facilities Loan and Grant Program.
- RFP to be developed by Bristol Engineering.

Additional Project Costs: \$29,200 (estimate)

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- LCG Lantech, Inc. will be contracted for these services.
  - City personnel may handle some tasks, others will be assigned to LCG Lantech via Task Orders.
  - Permitting, Bid Assistance, and Construction Administration, \$12,000, T&M, NTE fee.
  - Project Inspection, Contract Administration, \$17,200, T&M, NTE fee.

Project Timeline:

- June, RFP Release
- July-August, RFP scoring, evaluation, and recommendation for contract, contract awarded
- October 2020, Construction begins
- September 2021, Project close out

**#6 – Harbor Float Replacement**

**\$5.2M (estimate)**

This project is pending funding identification.

Design:

- PND Engineers, Inc. has provided 100% design for this project.

Construction: \$5.2M (estimate)

- The City is currently exploring funding options through federal appropriations.
- Funding alternatives are AKDOT&PF Harbor Facility Grant Program and USDA Public Works and Economic Development Facilities Program (Grants).
- City to develop RFP.

Project Timeline:

- TBD pending funding

**#7 – D Street & Seward Street Rehabilitation Project**

**\$3,294,735.96**

The final as-builts have been received from the contractor. The project is closed out as of March 9.

Design: \$154,329

- PND Engineering, Inc. has been contracted to complete the design for this project.

Construction: \$2,909,203.96

- City of Dillingham, GO Bond
- Funding alternative is USDA Community Facilities Loan and Grant Program.
- RFP to be developed by PND.
- Apparent Low Bidder: JJC Enterprises, \$2,494,737; contracted for \$2,194,737
- Total value of CO to date, \$714,466.96

Additional Project Costs: \$231,203

- PND Engineering, Inc., Construction Support, \$88,568
- EMC Engineering, LLC, Inspection/Materials Testing, \$142,635

Project Timeline:

- March 2021, Project close out