

**City of Dillingham Action Memorandum**      Agenda of: May 13, 2021  
**Action Memorandum No.** 2021-06

**Subject:**

Authorize Task Order No. 8 to CRW Engineering for CIP Annual Process - FCI Assistance.

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City Manager: Recommend Approval

Signature: 

**Fiscal Note:**     Yes     No

**Funds Available:**     Yes     No

**Other Attachments:**

- CIP Annual Process
- CRW Fee Proposal, Dated April 6, 2021
- Task Order No. 8

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**Summary Statement:**

CRW was awarded a contract for Engineering Services through AM 2019-01. The City requested and received a proposal to assist with our CIP Annual Process, which includes calculating the FCI for City assets. Task Order No. 8 provides for a NTE (not to exceed) cost for the project of \$26,910, which can be completed this fiscal year.

Action Memorandum No. 2021-06

**Summary Statement continued:**

Postponed from May 13, 2021 to June 3, 2021.

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PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council  
on June 3, 2021.

\_\_\_\_\_  
Mayor

ATTEST:

[SEAL]

\_\_\_\_\_  
City Clerk

Route to	Department Head	Date
	Finance Director	
X	City Clerk	

**City of Dillingham**  
**Capital Improvement Plan**  
**Annual Update Process**

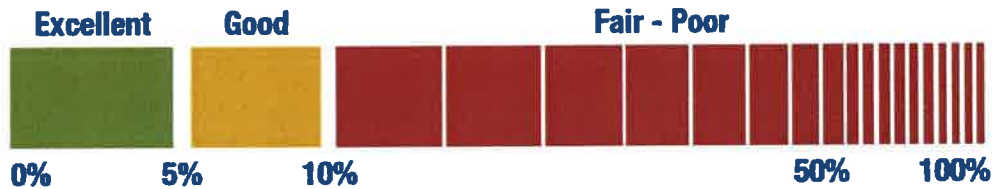
- 1) Begin with a list of City assets, including buildings and infrastructure.\*
- 2) Update buildings-Infrastructure deficiency list.
- 3) Estimate cost of deficiencies.
- 4) Estimate current cost of replacement value.
- 5) Calculate building-infrastructure FCI (every 3-5 yrs.):

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**Facility Condition Index (FCI)**

An industry-standard measure used to compare relative building conditions

$$\text{FCI} = \frac{\text{total cost of existing deficiencies}}{\text{current replacement value}}$$



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- 6) Rank building-infrastructure by FCI (highest to lowest).
  - 7) Generate Deferred Maintenance List (DML) and Capital Renewal List (CRL).
  - 8) Referencing the Strategic & Comprehensive Plans, Department Head & City Manager Feedback:
    - a. Identify and rank order the DML and CRL into high priority, poor condition projects;\*\*
    - b. Identify any new high priority projects;
    - c. Combine and rank order those of highest priority.
  - 9) Identify potential funding sources for list of highest priority projects.
  - 10) Divide list into those with highest potential for funding, average potential for funding, and lowest potential for funding.
  - 11) Produce recommended list of Capital Projects for the coming year (\$50,000 or greater).\*\*\*
  - 12) Forward draft CIP to the Planning Commission for recommendation to the City Council (public hearing).
  - 13) City Council review and approval of the CIP (public hearing).
  - 14) Update the Six-Year Capital Improvement Plan.
  - 15) Annual CIP submitted in CAPSIS.\*\*\*\*

\*The process can also be used for machinery and equipment deficiencies, needs, and to update replacement schedules.

\*\*Prioritization factors: Risk (Health, Safety, Regulatory), O&M impacts (Cost), & may reflect claims experience.

\*\*\*Projects less than \$50,000 generally remain on the DML and completed through work orders using operating funds.

\*\*\*\*March 3, 2019 was this year's CAPSIS deadline.



April 6, 2021

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

Attn: Cynthia Rogers, Director, Planning & Grants Management

Re: FCI Assistance  
Proposed Scope & Fee

Dear Ms. Rogers,

It is our understanding that the City of Dillingham is implementing a Facility Condition Index (FCI) to support the annual Capital Improvement Plan (CIP) process. The City has begun to evaluate and assemble information on assets, including a list of City-owned building deficiencies.

The City has requested assistance calculating the FCI for assets, to include replacement value estimates and recommendations for the ongoing FCI effort.

#### **SCOPE OF SERVICES**

CRW Engineering proposes to provide the following services under this scope of work:

- Review assets and deficiencies lists
- Convert assessments to a CIP template and confirm current conditions
- Provide deficiency correction rough order of magnitude (ROM) cost estimates
- Provide replacement value ROM cost estimates
- Provide general support for the FCI calculations

#### **DELIVERABLES**

The following deliverables will be provided.

- Draft CIP forms with cost estimates and FCI values
- Final CIP forms with cost estimates and FCI values

#### **SCHEDULE**

CRW is prepared to begin immediately and provide final deliverables no later than June 1, 2021.

#### **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 \$26,910.

Assumptions made in preparing this proposal are as follows:

- 1) All work will be on a time and materials basis in accordance with CRW Engineering's 2019 General Engineering Services contract.
- 2) The City will provide list of assets and deficiencies for up to 20 buildings/facilities. CRW will not make a site visit to Dillingham for this project.

April 6, 2021  
FCI Assistance  
Proposed Scope & Fee

- 3) Dagen Nelson will be available to answer questions about current conditions, obtain and send photographs and discuss corrective measures to address deficiencies.
- 4) Jay Lavoie with Estimations Inc. will provide the estimated costs to correct deficiencies and the estimated costs to replace facilities.

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, LLC



Andrea Meeks, P.E.  
Principal/Civil Engineer  
Phone: (907) 646-5645 / email: [ameeks@crweng.com](mailto:ameeks@crweng.com)

**Facility Condition Index (FCI) Assistance  
 CONTRACT FEE PROPOSAL**

City of Dillingham, Alaska

**BASIC SERVICES**  
 Revised 4/5/21

Task & Subtask Description	Name, Rate & Projected Hours CRW Engineering Group, LLC				Cost \$				
	Andrea Meeks, PE Principal	Michael Leguineche, PE	Shoshanna Johnson, EIT	Administrative Support	Total CRW Labor	Estimation s, Inc. Costs	Expenses	Total Subtask	Total Task
	\$190	\$180	\$125	\$85					
<b>Task 1 - Facility Review</b>									
Review Existing Assessments & Deficiencies Lists		20			\$3,600			\$3,600	
Convert to CIP Template		10	10		\$3,050		\$20	\$3,072	
Confirm Current Facility Conditions & Update Forms	2	20	20		\$6,480		\$20	\$6,502	<b>\$13,174</b>
<b>Task 2 - Cost Estimates &amp; Submittal</b>									
Deficiencies and Facility Replacement Cost Estimates		8			\$1,440	\$8,500	\$20	\$10,812	
Compile and Submit to City for review	2	2	8		\$1,740		\$20	\$1,762	
City Review - Q&A		2			\$360			\$360	
Final Submittal		2	2	2	\$780		\$20	\$802	
<b>Total Tasks</b>	<b>4</b>	<b>64</b>	<b>40</b>	<b>2</b>	<b>\$17,450</b>	<b>\$8,500</b>	<b>\$100</b>	<b>\$26,910</b>	<b>\$13,736</b>
<b>TOTAL BASIC SERVICES:</b>	<b>4</b>	<b>64</b>	<b>40</b>	<b>2</b>	<b>\$17,450</b>	<b>\$8,500</b>	<b>\$100</b>	<b>\$26,910</b>	<b>\$26,910</b>

*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.
- 2) The City will provide lists of assets and deficiencies and help to confirm current conditions.
- 3) This does not include a site visit. Work can be completed remotely, working with Dagen Nelson and City staff as needed.

## TASK ORDER 8

Engineering Services Task Order No. 8 as approved by Action Memorandum No. 2019-01

PROJECT NAME: City of Dillingham, CIP Projects – FCI Assistance

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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 April 6, 2021, 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 is seeking assistance with implementing a Facility Condition Index (FCI) of City assets to support the annual Capital Improvement Plan (CIP) process. The City has begun to evaluate and assemble information on assets, including a list of City-owned building deficiencies. The City has requested assistance calculating the FCI for assets, to include replacement value estimates and recommendations for the ongoing FCI effort.

The City requested and received a fee proposal from CRW Engineering to provide this assistance, which shall consist of, but not limited to:

- Review assets and deficiencies lists;
- Convert assessments to a CIP template and confirm current conditions;
- Provide deficiency correction rough order of magnitude (ROM) cost estimates;
- Provide replacement value ROM cost estimates;
- Provide general support for the FCI calculations;
- Deliverables will include draft and final CIP forms with cost estimates and FCI values;
- Schedule will be as provided in the attached proposal, dated April 6, 2021.

### PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY CONSULTANT

This scope of work is included in the attached proposal, dated April 6, 2021.

PART 3.0 OWNER'S RESPONSIBILITIES

1. The City will provide list of assets and deficiencies for up to 20 buildings/facilities. (CRW will not make a site visit to Dillingham for this project).
2. Dagen Nelson will be available to answer questions about current conditions, obtain and send photographs and discuss corrective measures to address deficiencies.
3. City of Dillingham will review and comment on submittals, as well as provide any additional information needed to complete the task.
4. City of Dillingham will attend project meetings as needed.
5. City of Dillingham will provide timely response to request for information, payment, and other project requirements.

PART 4.0 PAYMENT TO CONSULTANT

Payment shall be on a time and materials basis, with a not-to-exceed amount of \$26,910.00.

This Task Order is executed this 14th day of May, 2021.

City of Dillingham  
"OWNER"

By: Gregg Brelsford

CRW Engineering Group, LLC  
"CONSULTANT"

By: Pete Bellezza, P.E.

Signature: \_\_\_\_\_  
Title: Interim City Manager

Signature: \_\_\_\_\_  
Title: Project Manager