

**CITY OF DILLINGHAM, ALASKA  
RESOLUTION NO. 2025-03**

**A RESOLUTION OF THE CITY COUNCIL OF DILLINGHAM, ALASKA, AWARDING A CONTRACT TO CRW ENGINEERING GROUP, INC. FOR ENGINEERING SERVICES FOR THE DESIGN OF A SEPTIC SYSTEM AND WATER SERVICE FOR THE PUBLIC WORKS SHOP AND QUONSET HUT IN ACCORDANCE WITH DILLINGHAM MUNICIPAL CODE 4.30.120(6)**

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**WHEREAS**, the City of Dillingham has identified the need for engineering services to design a new septic system and water service for the Public Works Shop and adjacent Quonset hut, replacing the existing failed system and connecting to a nearby city water main;

**WHEREAS**, under **Dillingham Municipal Code (DMC) 4.30.120(6)**, contracts may be awarded without competitive bidding when the contractor is already under contract with the City for similar work and an extension or modification of the contract is deemed in the best interest of the City;

**WHEREAS**, CRW Engineering Group, Inc. (CRW) is currently contracted with the City of Dillingham for general engineering services and has the expertise, familiarity, and technical capability to efficiently complete this project in a cost-effective and timely manner;

**WHEREAS**, CRW has submitted a proposal outlining the scope of work, which includes field surveying, geotechnical services, design services, permitting, and bidding assistance for the septic system and water service project at a proposed cost of **\$90,750**;

**WHEREAS**, the City Council finds that awarding this contract to CRW Engineering Group, Inc. aligns with the City's operational priorities and is in the best interest of the City, ensuring continuity, compliance with regulatory requirements, and the successful completion of the project;

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of Dillingham, Alaska, hereby awards the contract for engineering services for the design of a septic system and water service for the Public Works Shop and Quonset hut to **CRW Engineering Group, Inc.** in accordance with **DMC 4.30.120(6)** and authorizes the Acting City Manager to execute the contract and any necessary documents to facilitate the completion of the project.

**PASSED and APPROVED by the Dillingham City Council on this 3rd day of March, 2025.**

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Alice Ruby, Mayor

[SEAL]

ATTEST:

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Abigail Flynn, Acting City Clerk

City of Dillingham  
Fiscal Note

Agenda Date: February 6, 2025

CRW Engineering Public Works Septic System

ORIGINATOR: Finance Director

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: \$90,750		FUNDING SOURCE <b>City of Dillingham</b>	
FROM ACCOUNT 1000 8520 30 31 1130 0 B&G Maintenance		Project Public Works Septic System Design	
TO ACCOUNT:	VERIFIED BY: Anita Foran	Date: 2/3/2025	

EXPENDITURES

OPERATING	FY25	FY26	FY22	FY23
1000 8520 30 31 1130 0	\$90,750			
<b>TOTAL OPERATING</b>	<b>\$ 90,750.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

CAPITAL	\$ -			
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REVENUE	-			
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FUNDING

General Fund	\$90,750			
ADEC SRF Loan (30%)				
Capital Project				
Other				
<b>TOTAL FUNDING</b>	<b>\$ 90,750.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

POSITIONS

Full-Time				
Part-Time				

Analysis: (Attach a separate page if necessary) Resolution 2025-03  
 Will be resolved by using funds from 1000 7790 30 31 0000 0 and will be reviewed in the upcoming budget rev.

PREPARED BY: Anita Fuller *AF* December 6, 2024

DEPARTMENT: Finance

APPROVED BY: *Daniel Decker* 02/03/2025  
Daniel Decker (Feb 3, 2025 14:01 AKST)



October 16, 2024

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

Attn: Phil Baumgartner – Public Works Director

Re: Septic System & Water Service Design  
Proposed Scope & Fee

Dear Mr. Baumgartner,

The City of Dillingham has requested engineering services for design of a septic system and water service to serve the Public Works Shop and adjacent Quonset hut in Dillingham. The proposed septic system will replace an existing, failed system that serves the two buildings. Water service is currently provided by an on-site well; however, the City would like to connect to a nearby City water main located approximately 100 linear feet (l.f.) south of the Public Works Shop.

#### **SCOPE OF SERVICES**

CRW Engineering Group, Inc. (CRW) proposes to provide civil engineering design services for the water service and septic system. CRW's scope of work generally includes the following:

- Field Surveying & Geotechnical Services
- Onsite Water and Wastewater Design
- Permitting
- Assistance During Bidding

#### **Task 1 - Field Surveying & Geotechnical Services:**

##### Task 1.1 - Surveying

CRW will collect topographic survey data at the proposed site to the extents necessary to develop base mapping to support design of the improvements. CRW will send two surveyors to Dillingham for the data acquisition. The proposed area to be surveyed is located adjacent to the Public Works shop/Quonset hut and is approximately 200,000 square feet (s.f.). Topographic data will be collected on a ~40'x40' grid and will include all major topographical features. CRW will utilize the 811 utilities locate system as well as coordinate with the City Public Works Department to request locates of existing utilities in the project area.

CRW will attempt to recover the subject parcel's property corners (Lot 4 of U.S.S. 2732) to establish the setback requirements for the septic system design. In addition, CRW will establish two survey control monuments and one vertical benchmark on a finished floor to support future construction efforts.

To supplement ground survey data, the field survey will include the use of an unmanned aerial vehicle (UAV) for aerial photogrammetry. Use of the UAV will be dependent on site conditions at the time of the field survey. The UAV will not be used if there is inclement weather, snow on the ground, or at temperatures below 30°F. Based on preliminary analysis of the airspace requirements in the area, it is assumed that no permitting or 90-day advanced use authorization and notification is required to fly the UAV for the proposed survey.

**Deliverables for Task 1.1:**

- CAD Basemap Drawings (to be included in Design Documents (Task 2).

**Task 1.2 – Geotechnical Services**

CRW estimates 2 test pits will be advanced to depths of 10 feet to 15 feet below grade surface or as restricted by the excavation equipment. It is assumed that the test pits will be completed as part of the field survey. We understand the owner will provide the equipment and operator to conduct the excavation for each test pit. Upon completion of the field work, CRW will oversee laboratory testing (by others) and prepare geotechnical findings and recommendations to be included on the septic system plans.

**Deliverables for Task 1.2:**

- Geotechnical Recommendations (to be included in Design Documents for Task 2).

**Task 2 - Design Services:**

The proposed wastewater improvements include design of a septic tank and soil absorption system to serve the Public Works Shop and Quonset hut. The proposed water improvements include new services that connect the two buildings to a nearby City water main. The water and wastewater improvements will be designed to meet all relevant design standards and sized for the anticipated building usage.

Design submittals include the following deliverables: 75% Design Documents and Final Design Documents (Bid Documents). Tasks include preparation of civil drawings, specifications, Engineer's Estimate and engineering support documents. The plans will contain at least the following sheets: Cover Sheet, Existing Conditions, Demolition Plan, Site Plan, Septic System Plan, Utility Plan/Profile, and sections and details.

This task includes one review meeting (by teleconference) with City of Dillingham stakeholders to discuss the 75% Design submittal review comments.

The Final Design deliverable will advance the documents to completion to include addressing 75% Design review comments generated by the Owner. An engineer's construction cost estimate will be provided with the 75% and final project deliverables.

**Deliverables for Task 2:**

- 75 percent Project Manual which includes drawings and specifications (electronic file in .pdf format transmitted via e-mail). Drawings to be electronically provided at half size.
- 75 percent engineer's construction cost estimate (electronic files .pdf format) AACE Class 2 estimate.

- Review meeting agenda and notes (electronic copy in .pdf format transmitted via e-mail).
- Final Project Manual (electronic file in .pdf format transmitted via e-mail). Drawings to be electronically provided at half and full size.
- Final engineer's construction cost estimate (electronic copy in .pdf format transmitted via e-mail).

### **Task 3 - Permitting Services:**

The project will require a formal plan review and approval process through the State of Alaska Department of Environmental Conservation (ADEC) for the wastewater drain field and water system. The expected agency permitting efforts for this project include:

- Prepare and submit application packages consisting of engineering documents, calculations, and checklists for plan review and Approval to Construct permit from ADEC for the wastewater system.
- Coordination with ADEC to discuss and resolve outstanding comments.
- Submit required information to ADEC for interim and final Approval to Operate permit for the wastewater system.

Preliminary analysis of the site indicates that there are wetlands in the area. It is assumed that a drainfield site can be developed without impacting wetlands. It is further assumed that no wetlands permitting through the U.S. Army Corps of Engineers' (USACE) will be required for this project. If an USACE Permit is needed, a contract modification for additional services would be needed.

### **Task 4 - Bidding Assistance:**

Bidding assistance services will include reviewing and responding to bidder questions, and preparing contract addendums as needed.

### **Additional Services:**

CRW will provide other services in response to written request for services from the City of Dillingham Project Manager. CRW is not authorized to complete work on any additional service task without authorization from the City. If the Owner determines that additional task items will be required, CRW will provide a scope and fee proposal to the City to complete the requested work.

These services may include but are not limited to:

#### **Construction Support Services (Future)**

CRW will provide construction services as a future contract amendment at the request of Dillingham. Construction support services may include, but not be limited to: review and respond to material submittals, conduct periodic site visits, attend construction meetings, review and respond to contractor questions/request for more information, and conduct final inspections. CRW will also prepare record drawings of the water system and wastewater system after construction is complete upon request.

### **SCHEDULE**

CRW is prepared to begin immediately and complete the work of this proposal per the below schedule:

- Field Surveying and Geotechnical Investigation: Begin upon receipt of Notice to Proceed
- 75% Design Submittal: 60 days after receipt of NTP
- Final Design (Bid Documents): 30 days after receipt of 75% Design review comments

October 16, 2024  
Dillingham Septic System & Water Service  
Proposed Scope & Fee

## FEE

CRW proposes to complete these services on a time and expense basis in the amount of \$90,750. The fee breakdown by task and hours is included in Attachment A.

## ASSUMPTIONS

- All work will be completed on a time and materials basis in accordance with CRW 's 2019 General Engineering Services contract using 2024 rates.
- It is assumed that the airspace will allow CRW to operate a UAV for orthophoto purposes.
- City of Dillingham to provide excavator/backhoe and operator to dig test pits for the geotechnical field work.
- Geotechnical field work will be conducted at same time as survey field work.
- With the approaching winter, CRW assumes that that survey will be completed on ground that is free of ice and snow.
- Weather delays will be additional and billed at 8-hours per crewmember per day plus expenses.
- Construction support services will be provided by contract amendment if desired by the City of Dillingham.

We look forward to assisting the City of Dillingham with this effort. If you have any questions or comments regarding this proposal, please don't hesitate to contact me.

Sincerely,  
CRW Engineering Group, Inc.



Pete Bellezza, P.E.  
Principal/Civil Engineer

Phone: (907) 646-5640  
Email: [pete.bellezza@crweng.com](mailto:pete.bellezza@crweng.com)

CITY OF DILLINGHAM, ALASKA

Water Service & Septic System Design  
Fee Proposal

Task & Subtask Description	Name, Rate & Projected Hours CRW Engineering Group, LLC					Cost \$		
	Engineer X \$230	Engineer V \$180	Geotechnical Engineer \$190	Technician VI \$170	Administrative IV \$140	Total Labor	Expenses	Total Subtask
<b>Task 1 - Field Surveying &amp; Geotechnical Services</b>								
Field Surveying	2	2				\$820	\$27,440	\$28,260
Surveying Office Tasks	2	2				\$820	\$10,110	\$10,930
Geotechnical Analysis	2	2	8			\$2,340	\$1,000	\$3,340
<b>Total Task 1:</b>	<b>6</b>	<b>6</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>\$3,980</b>	<b>\$38,550</b>	<b>\$42,530</b>
<b>Task 2 - 75% Design and Final Design</b>								
75% Plans and Specifications	24	48	2	40	2	\$21,620		\$21,620
Construction Cost Estimate	4	16				\$3,800		\$3,800
Design Review Meeting (Teleconference)	4	4				\$1,640		\$1,640
Final Plans and Specifications	12	24		24	2	\$11,440		\$11,440
Construction Cost Estimate		4				\$720		\$720
Design Review Meeting (Teleconference)	2	2				\$820		\$820
<b>Total Task 2:</b>	<b>46</b>	<b>98</b>	<b>2</b>	<b>64</b>	<b>4</b>	<b>\$40,040</b>		<b>\$40,040</b>
<b>Task 3 - Permitting Services</b>								
ADEC Permitting	4	12			2	\$3,360	\$1,500	\$4,860
<b>Total Task 3:</b>	<b>4</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>\$3,360</b>	<b>\$1,500</b>	<b>\$4,860</b>
<b>Task 4 - Bidding Assistance</b>								
Pre-Bid Meeting/Coordination	2	2			1	\$960		\$960
Respond to Bidder Questions/Prepare Addendum	2	6				\$1,540		\$1,540
Bid Opening/Coordination	2	2				\$820		\$820
<b>Total Task 4:</b>	<b>6</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>\$3,320</b>		<b>\$3,320</b>
<b>TOTAL BASIC SERVICES:</b>	<b>62</b>	<b>126</b>	<b>10</b>	<b>64</b>	<b>7</b>	<b>\$50,700</b>	<b>\$ 40,050</b>	<b>\$ 90,750</b>

Notes and Assumptions:

- 1) All work will be completed on a time and materials basis in accordance with CRW 's 2019 General Engineering Services contract using 2024 rates.
- 2) It is assumed that the airspace will allow CRW to operate a UAV for orthophoto purposes.
- 3) City of Dillingham to provide excavator/backhoe and operator to dig test pits for the geotechnical field work.
- 4) Geotechnical field work will be conducted at same time as survey field work.
- 5) No bid support or construction support is included.



**Mayor**  
Alice Ruby

**City Manager**  
Daniel Decker



**Dillingham City Council**  
Bertram Luckhurst  
Michael Bennett  
Steven Carriere  
Curt Armstrong  
Kaleb Westfall  
Kevin McCambly

**MEMORANDUM**

**Date:** November 5, 2024  
**To:** Dan Decker; Acting City Manager  
**From:** Phil Baumgartner; Public Works Director  
**Subject:** **Public Works Septic and Water Design Proposal**

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Public Work's deos not have functioning septic nor potable water systems. Which is reported to have been the case for some time with no plans to be remedied.

A proposal for Sewer System improvements for several services in the vicinity of Public Works was acquired in February of 2024 at an estimated cost of \$8,060,000.

There are no efforts to accept and move on that proposal. It would be appropriate to provide this critical infrastructure at the Public Works facilities and at the lower proposed price of \$90,750.

I recommend we accept CRW's proposal for Septic System & Water Service Design for Public Works Shop and Quonset Hut (attached).

Phil Baumgartner

*Phil Baumgartner*

Public Works Director






# CRW FN

Final Audit Report

2025-02-03

Created:	2025-02-03
By:	Anita Fuller (anita.fuller@dillinghamak.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAFqKQnUuek4XofoRnDDCB7hC6ZFOfLySO

## "CRW FN" History

-  Document created by Anita Fuller (anita.fuller@dillinghamak.us)  
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-  Document emailed to Daniel Decker (manager@dillinghamak.us) for signature  
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2025-02-03 - 11:01:45 PM GMT
-  Document e-signed by Daniel Decker (manager@dillinghamak.us)  
Signature Date: 2025-02-03 - 11:01:58 PM GMT - Time Source: server
-  Agreement completed.  
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