

January 30, 2026

Thomas Rummel  
Assistant Public Works Director  
Petersburg Borough  
Public Works Department  
PO Box 329, Petersburg, AK 99833

Subject: Petersburg Water Treatment Plant Clearwell Replacement  
Proposal to Provide Professional Services

## ***Background***

Previous work completed in 2012 for the City of Petersburg by GV Jones & Associates Inc. (GVJ&A) included the design of upgrades to the existing water treatment plant clearwell tank. At that time the City did not have the funds to implement the designed tank improvements. The Borough has recently received funding to move ahead with tank improvements which are planned to consist of removal and replacement of the existing tank with a new covered tank. The Borough has requested a proposal from GVJ&A to provide design services related to the replacement of the existing clearwell with a new covered tank. This letter is our proposal to provide the requested services.

## ***Requested Scope of Services***

Design deliverables are to include a 35% pre-design memorandum, 65% drawings, 95% drawings, and construction ready bid documents. A specification package is to be delivered with 95% plans. After the completion of the 95% plans and specifications, a construction cost estimate based on the 95% documents is to be completed. Then, with the approval of the Borough, the drawings and specifications will be further advanced to produce a set of construction ready bid documents.

Design technical support for the bid phase of the work is to be provided, followed by construction phase support, including submittal reviews, evaluation of change order requests, review/approval of pay applications, milestone inspections, and provide closeout support for the construction contract.

## ***Project Tasks***

We propose to provide the scope of work outlined in the following tasks.

### ***Task 1: 35% Pre-Design Memorandum***

Background information and drawings from previous projects at the WTP will be gathered and combined with any operational data shared by the Borough to confirm the tank location, size and configuration to be provided for the project. Previous documents prepared for the City included a draft geotechnical report by Golder Associates dated 2011. These findings will be presented to the Borough in a brief pre-design memorandum to confirm the direction for the design team. The pre-design memo will also identify candidate tank manufacturers and their respective advantages and disadvantages.

### **Task 2: 65% Submittal**

Using direction received from Task 1, the project will be progressed to the 65% level of design completion. Drawings will be prepared as AutoCAD dwg files using the current version of that software. A list of anticipated specifications will be provided.

A site visit by the design team is anticipated following preparation and submittal of the 65% documents. The 65% review meeting with the design team and the Borough is expected to be onsite during the visit.

### **Task 3: 95% Submittal**

Comments received from the 65% review will be addressed in efforts to advance drawings to a 95% level of design completion. Technical specifications will be prepared using Construction Specifications Institute (CSI) format. Divisions 0 and 1 will be prepared with either EJCDC or the Borough's own documents for solicitation and contract administration. The 95% submittal will be used to prepare and submit an estimate of project construction cost. A follow up virtual conference call meeting will be scheduled with the design team and the Borough to review comments.

### **Task 4: Bid-ready Documents**

Comments received from the 95% submittal will be incorporated to compile final bid ready documents.

### **Task 5: Bid Phase Services**

The following services will be provided during the bid phase of the Project:

1. Host a virtual pre-bid conference for bidders
2. Response to bidder clarification questions
3. Preparation of addenda
4. Review of bids received and prepare a recommendation for award

### **Task 6: Permitting**

We will prepare and submit to the Alaska Department of Environmental Conservation (ADEC) a plan review submittal and request for approval to construct the Project. The plan review submittal to ADEC will include the Bid-Ready construction documents.

A building permit will also be submitted for construction of the new clearwell if it is required.

### **Task 7: Construction Phase Services**

Construction phase services proposed for this project include the following:

- Pre-construction meeting
- Submittal Reviews
- DCVRs/RFIs
- Change Orders
- Up to 3 Milestone Inspections (but not continuous onsite observation)
- A Substantial Completion Inspection
- Onsite Commissioning
- Preparation of Stamped Record Drawings
- ADEC interim and final Approvals to Operate

The fee proposal assumes that a resident observer will not be onsite for the entirety of the project.

## ***Proposed Schedule***

The following proposed schedule is based on receiving NTP by the specified date and scheduling surveyors for travel and onsite work promptly.

<b>Date</b>	<b>Duration</b>	<b>Event</b>
2/2/2026	7	Notice to Proceed
2/10/2026	1	Kickoff Meeting
2/11/2026	30	Complete 35% Memo
3/13/2026	7	Receive Comments from Borough on 35%
3/20/2026	40	Complete 65% Drawings
4/29/2026	7	Receive Comments from Borough on 65%
5/6/2026	14	Complete 95% Drawings
5/20/2026	14	Complete Project Cost Estimate
6/3/2026	7	Receive Comments from Borough on 95%
6/10/2026	7	Complete Bid Documents
6/17/2026	12	Borough Compilation of Bid Documents
6/29/2026	7	Review of Final Bid Documents
7/6/2026	30	Advertise Period of Contractor Bids
8/5/2026	7	Bid Award
8/12/2026	7	Contractor Notice to Proceed

## **Cost Proposal**

We propose to undertake the foregoing scope of services on a time and materials basis for a not-to-exceed amount of \$200,600. Labor will be invoiced at our current published hourly labor rates. Direct expenses will be invoiced with receipts at cost plus a markup of 5%.

## **Assumptions**

The following assumptions have been made in the preparation of this proposal.

1. Tank will be performance specified.
2. Existing site geotechnical information from Golder is adequate for use in structural design of the tank foundation without additional geotechnical site investigation efforts or site soils sample collection and testing work.
3. Suggestions for providing wash water for the filters during demolition of the old tank and construction of the new will be identified in the bid documents, but ultimately be the responsibility of the Contractor to prepare a plan that can be submitted to ADEC for approval prior to proceeding with construction.
4. No civil engineering services related to modification of site yard piping are expected. The new tank is assumed to be located where the existing tank is currently located.
5. No site visits are proposed for Project cost estimating personnel.
6. ADEC plan review fees for this Project will be paid by the Borough.
7. Building permit fees for this Project, if required, will be paid by the Borough.
8. Project deliverables will all be electronic files. No distribution of hard copy sets of documents is included in this proposed scope of work.
9. Project construction cost estimates prepared for this Project are not a guarantee that bids received will be within the Borough's available project funds. Regardless of bids received, this Project will be designed only once unless the Borough elects to negotiate additional services for redesign and rebid services.

## **Closure**

Thank you for the opportunity to submit this proposal for your consideration. If you have any questions or suggestions for revisions, please contact me.

Sincerely,



Greg Jones, P.E., BCEE  
President  
GV Jones & Associates, Inc.



GV Jones and Associates, Inc.  
1200 E 76<sup>th</sup> Ave, Ste 1207  
Anchorage, Alaska 99518

01/26/2026  
Proposal #00826

RE: Petersburg WTP Clearwell Replacement, City of Petersburg, Alaska

We are pleased to provide the following proposal for your review. We appreciate the opportunity to join your team and work together on this project.

**Scope of Proposed Services:**

We propose to provide a 95% design estimate for the replacement of an approximately 250,000 gallon water storage tank. The foundation may potentially be reused pending engineering approval. Limited piping replacement will be required.

**Fee Breakdown and Timeline:**

Guideline Estimating will provide the above scope of services based on the following fee breakdown and schedule.

95% Design Estimate – 40 hours @ \$150.00 = \$6,000.00 within (10) working days

**Total for all Estimates: 40 hours, \$6,000.00**

**General Terms and Conditions:**

**Notice to Proceed** – Guideline Estimating LLC requires a written notice to proceed in order to begin work on any project or specific level of a project. Transferal of documents or other information does not qualify as a notice to proceed and work will not begin until the notice to proceed has been received in writing, either physically or electronically.

**Additional Bid Items, Alternates, Change in Scope** – This proposal is for items listed in the Scope of Proposed Services section only. Any additive or additional bid items, alternates, or any other change in the overall scope of work must be approved by Guideline Estimating LLC prior to the work commencing. The right to change fees is hereby reserved as it applies to changes in the scope of work, additive or additional bid items, or alternates.

**Payment Terms** – Payment shall be made within (45) days of invoice date. Statements will be sent regularly. Payments beyond (90) days shall be considered late and may be subject to a 1.5% additional charge per month.

**Additional Insured** – Guideline Estimating LLC will provide certificates of insurance naming additional insured parties in line with the prime contract requirements.

These may be subject to additional fees if further charges are added by our insurance carrier.

**Fee Proposal Expiration** – This fee proposal shall be honored until the end of the calendar year in which it was provided. Fee proposals provided after October 1<sup>st</sup> shall be honored until July 1<sup>st</sup> of the following year. Once a fee proposal has expired, Guideline Estimating LLC reserves the right, at a minimum, to change the hourly rates to match the current year’s rates and may, at its discretion, update the fee proposal entirely.

**Estimating Services Defined** – Estimating services referred to in this fee proposal refer to an opinion of probable construction cost based on Guideline Estimating LLC’s professional experience and best understanding of the documents provided by the design team. Standard industry practices, current material and labor pricing, site condition factors, industry market conditions, and other similar factors are considered when providing this opinion. It is not a guarantee of the low bid or final project cost and cannot predict, or account for, abrupt or dramatic market changes based on factors within or beyond the construction industry’s control.

**Standard Exclusions** – Unless specifically mentioned in the **Scope of Proposed Services** section the following items are always excluded from the fee proposal. Life cycle cost analysis work, first costs for LCCAs, alternative layouts, additional or additive bid options, alternates, work schedules or timelines, or risk analysis work. Preparation of the estimate in alternative formats or in bid schedule format is also excluded unless prior arrangements are made.

**Termination** – Either party may terminate this agreement effective immediately upon submission of written notice. Should the client choose to terminate the agreement, all fees and costs expended prior to receipt of the termination notice shall be paid.

If this agreement is acceptable, please sign in the spaces below and return a copy for our records. Thank you for your consideration of our proposal and we hope to work with you on this project.



\_\_\_\_\_  
Robert Brown (Guideline Estimating, LLC)

Date 01/26/2026

\_\_\_\_\_  
Client, Acceptance

Date \_\_\_\_\_



ENGINEERS, INC.

January 29, 2026

PND 26J008

Andrew Jones, P.E.  
GV Jones & Associates, Inc.  
1200 E 76th Avenue, Unit 1207  
Anchorage, Alaska 99518

Re: Petersburg Wastewater Treatment Plant Clearwell Replacement  
Structural Engineering Fee Proposal

Dear Mr. Jones,

PND Engineers, Inc. (PND) appreciates the opportunity to assist GV Jones & Associates (GVJ&A) on the Petersburg Wastewater Treatment Plant Clearwell Replacement project. We understand that the owner, City of Petersburg, would like to replace their existing clearwell. The new clearwell will be the same diameter (approximately 63") as the existing clearwell and will be a steel tank with a roof. You would like PND to provide structural engineering design and construction administration services.

***Structural scope of work***

PND's structural scope of services will include:

- Design foundation for the new clearwell. Foundation will be designed based on the draft geotech report by Golder Associates (GA) dated August 23, 2011. It is assumed that the foundation will be a shallow concrete foundation and deep foundation (piles) is not required.

A geotech investigation and report are not included in this fee proposal. Limited time is included in this fee proposal for a PND geotechnical engineer to review the GA report and assist with earthwork specifications.

- Develop a performance specification for the new clearwell. The specification will include structural design criteria for the location. Specification will also include all appurtenances (ladders, hatches, and railing). Appurtenances will also be shown on the drawings. The tank geometry will be included in the specification and in the drawings.
- One site visit during design after the completion of the 65% submittal is included.
- Civil engineering is not included in this fee proposal. It is assumed the new clearwell will be located in the same location as the existing clearwell and therefore changes to the site grading are not required. In addition, it is assumed that no assistance is needed for new or existing utilities.
- Cost estimating is not included in this fee proposal. It is assumed that a professional cost estimator will be engaged during the project.
- Structural submittals included in this proposal include the following:
  - Structural drawings at conclusion of 65% Design Development (DD) Phase, 95% Construction Document (CD) Phase, and 100% CD Phases.
  - It is assumed that no deliverable is required for the 35% Schematic Design (SD) Phase.
- Structural drawings will be prepared in AutoCAD.
- Technical specifications will be developed in MS Word. Specification list will be provided with 65%

DD submittal. Draft specifications will be provided with 95% CD submittal. Final specifications will be provided with 100% CD submittal.

- Bid assistance will include answering bidder questions and incorporating responses into a conformed set of drawings.
- Construction Administration services include responding to contractor RFP's and review of submittals. In addition, three site visits are included during construction.
- Special inspection is not included in this fee proposal. PND would be happy to provide a separate fee proposal for special inspection once the scope of inspection is defined.

***Schedule***

The schedule is yet to be determined. PND can commence design services within 2 weeks of a signed contract, but not before mid-February. We anticipate the design to take 5 months assuming owner reviews of the submittals are not more than two weeks.

***Fees***

PND proposes to perform the services described herein under five subtasks as shown below. All design tasks will be performed on a fixed fee (FF) basis. Bid and construction administration tasks will be performed on a time and expense (T&E) basis.

We will invoice FF tasks monthly based on progress during each billing cycle. T&E tasks will be invoiced monthly for hours worked and expenses incurred in accordance with our standard billing rates at the time of service. Expenses and subconsultants will be invoiced at cost plus 10% administrative markup. The proposed budget will not be exceeded without prior written authorization from GVJ&A. A summary of the fees per task is shown below. A breakdown of the fees is attached.

<b>Structural</b>		
Task S1 65% DD	\$25,000	FF
Task S2 95% CD	\$28,000	FF
Task S3 100% CD	\$10,000	FF
Task S4 Bid Assistance	\$2,000	T&E
<u>Task S5 Construction Administration</u>	<u>\$33,000</u>	T&E
Total Fee	\$98,000	

Thank you for considering PND Engineers for this project. If you have questions or need additional information, please feel free to contact us. We look forward to working with you.

Sincerely,  
PND Engineers, Inc. | Juneau Office



Brian Nielsen, P.E., S.E.  
Vice President/Principal Structural Engineer

**Petersburg WTP  
Clearwell Replacement Project  
Cost Proposal for Engineering Services  
January 30, 2026**

Labor					
Description	Hours	Staff	Hourly Rate	Total	Total
<b>Task 1 35% Pre-Design Memo</b>					
Review Background Project Files	8	Andrew	\$170	\$1,360	
Review Updated Operational Data	8	Andrew	\$170	\$1,360	
Calculate Required Clearwell Size	8	Andrew	\$170	\$1,360	
Preparing Memo Text	16	Andrew	\$170	\$2,720	
Senior Review	4	Greg	\$175	\$700	
Total Task Labor					\$7,500
<b>Task 2: 65% Submittal</b>					
Prepare 65% Docs	190	Andrew	\$170	\$32,300	
Site Visits to Collect Design Data	32	Andrew	\$170	\$5,440	
Team Coordination/Meetings	2	Andrew	\$170	\$340	
QC Review of Design Submittal	2	Andrew	\$170	\$340	
Review Comments Mtgs and Responses	2	Andrew	\$170	\$340	
Review Comments Mtgs and Responses	4	Greg	\$175	\$700	
Total Task Labor					\$39,460
<b>Task 3: 95% Submittal</b>					
Prepare 95% Docs	60	Andrew	\$170	\$10,200	
Prepare 95% Docs	24	Lisa	\$175	\$4,200	
Senior Review	8	Greg	\$175	\$1,400	
Support Cost Estimator with Info, Mtgs	6	Andrew	\$170	\$1,020	
Total Task Labor					\$16,820
<b>Task 4: Bid Ready Documents</b>					
Prepare 100% Docs	16	Andrew	\$170	\$2,720	
Total Task Labor					\$2,720
<b>Task 5: Bid Phase Services</b>					
Bid Phase Services	12	Andrew	\$170	\$2,040	
Total Task Labor					\$2,040
<b>Task 6: Permitting</b>					
Prepare ADEC Approval to Construct	20	Lisa	\$175	\$3,500	
Total Task Labor					\$3,500
<b>Task 7: Construction Phase Services</b>					
Preconstruction Meeting	1	Andrew	\$170	\$170	
Submittal Reviews	6	Andrew	\$170	\$1,020	
DCVRs/RFIs	4	Andrew	\$170	\$680	
Change Orders	2	Andrew	\$170	\$340	
Milestone Inspections	24	Andrew	\$170	\$4,080	
Substantial Completion Inspection	30	Andrew	\$170	\$5,100	
Record Drawing Preparation	4	Andrew	\$170	\$680	
Record Drawing Preparation	8	Heidi	\$170	\$1,360	
ADEC Approval to Operate	16	Andrew	\$170	\$2,720	
Total Task Labor					\$16,150
<b>Subtotal Labor</b>					<b>\$88,190</b>

**Petersburg WTP**  
**Clearwell Replacement Project**  
**Cost Proposal for Engineering Services**  
**January 30, 2026**

Expenses					
Item	Quantity	Units	Unit Cost	Subtotal	Total
<b>Task 2: 65% Submittal</b>					
RT Airfare to Petersburg	2	trips	\$700	\$1,400	
Travel Room and Board	6	days	\$150	\$900	
Travel Meals	6	days	\$46	\$278	
Vehicle Rental in PSG	4	days	\$90	\$360	
ANC Parking	6	days	\$16	\$96	
Postage and Reproduction	All Req'd	Lump Sum	\$24	\$24	
<b>Total Task 2 Expenses</b>					\$3,058
<b>Subconsultants</b>					
Guideline Cost Estimating	All Req'd	Lump Sum	\$6,000		
PND Structural and Geotech	All Req'd	Lump Sum	\$98,000		
<b>Total Sub Expenses</b>					\$104,000
<b>Subtotal Expenses</b>					\$107,058
Markup of 5%					\$5,353
<b>Total Expenses</b>					\$112,410
<b>Total Labor and Expenses</b>					\$200,600