



March 29, 2016
W.O. 70565.01

Mr. Chris Cotta
Assistant Director
Public Works Department
Petersburg Borough
Post Office Box 329
Petersburg, Alaska 99833

Subject: Pump Station 1 and Force Main Upgrade Project – Phase II
Proposal for Inspection and Construction Management Services

Dear Mr. Cotta:

DOWL is pleased to submit this proposal to provide inspection and construction management services for Phase II of the Pump Station 1 and Force Main Improvements project during 2016. We have attached the following scope and associated fee schedule for your review.

CONSTRUCTION SCOPE

DOWL assumes that construction will begin in early April and extend into late May 2016, a period of six weeks (assuming two weeks for each station's improvements and two to three weeks for sewer main improvements). In general, we expect the DOWL inspector will be working on this project approximately 11 hours per day, six days per week during the three weeks of sewer main construction within the roadway. Part of this time may be spent off-site as our inspector writes inspection reports and prepares related documents. The majority of the inspector's time will be spent at the job site.

Our inspector(s) will work on other projects during bad-weather days or other stops in construction work. The Petersburg Borough will not be charged for time spent working on other projects.

Inspection and On-Site Management

DOWL's team will perform the following duties:

- Attending the pre-construction conference in-person. Additional project staff can attend via teleconference. This will be discussed in detail with the Petersburg Borough staff before this meeting occurs.
- Chris Pletnikoff, P.E. will make one visit, if necessary, to the site and consult with DOWL's inspectors. He will help resolve field issues and provide direction to the inspector.
- Performing material testing needed during construction.

- DOWL will work with Petersburg Borough staff to adjust reporting procedures, as necessary. You or your on-site representative will receive a copy of these reports on a weekly basis.

Construction Management Services

DOWL's team will perform the following duties:

- Answering contractor questions; performing submittal reviews and office engineering needed to address design modifications.
- Informing the Petersburg Borough of out-of-scope construction items.
- Producing utility record drawings at project completion.
- Producing water and sewer connect cards at project completion.

POINTS OF CONTACT

Aaron Christie, P.E. will be the Contract Manager for the project and will oversee the project for the duration.

Chris Pletnikoff, P.E. will be the construction project manager for this project. Chris will communicate with inspectors on day-to-day problems resolution and progress of the project. He will coordinate with Aaron Christie with any questions or concerns.

PROPOSED FEE

DOWL proposes to provide the services as outlined as follows:

Inspection and On-Site Management (Time and Materials).....	\$68,500
Construction Management (Time and Materials).....	<u>\$13,380</u>
TOTAL:	\$81,880

Our estimated fee for this work is \$81,880. This Inspection and On-site Management fee is based on an estimated 66 hours of billable time per week at a rate of \$130 per hour, over three weeks, with supervisory visits.

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Thank you again for considering DOWL for these inspection and construction management services. We are looking forward to working with you on this project and will be happy to answer any questions you may have.

Sincerely,
DOWL

A handwritten signature in blue ink, appearing to read 'Aaron R. Christie', with a stylized flourish at the end.

Aaron R. Christie, P.E.
Contract Manager

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Attachment(s): As stated

This proposal is accepted, and DOWL is authorized to proceed with the work.

Petersburg Borough Authorized Signatory

Date

DOWL
ESTIMATE FOR PROFESSIONAL SERVICES

PROJECT:	Petersburg Pump Station 1 and Force Main Improvements - Phase II	WO#:	70565
		DATE:	3/29/2016
		Prepared by:	CCP
CLIENT:	Petersburg Borough	Checked By:	ARC

Phase	Basic Services	Total Fees
Task 13	Inspection and On-Site Management (T&M)	\$68,500
Task 14	Construction Management (T&M)	\$13,380
	Total for Basic Services:	\$81,880

DOWL

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		DATE:	3/29/2016
CLIENT:	Petersburg Borough	Prepared by:	CCP

	Labor Category	Contract Manager	Office Engineer	Technician	Admin Asst	Expenses	TOTALS
		A. Christie	C. Pletnikoff				
	Hourly Rate	\$180.00	\$120.00	\$85.00	\$85.00	10% Markup	
Task	Phase Description						
Task 14	<u>Construction Management (T&M)</u>						
	Coordination: ARC and PSG Borough	2	4				
	Project Budgeting, Schedule, Planning and Coordination	2	4				
	Preconstruction Meeting, CCP to Attend	2	16				
	Submittal Review/Contractor Coordination	2	4	2			
	Change Orders/DCVR's	2	4	4			
	Coordination with Onsite Inspector						
	Field Engineering Coordination	2	18				
	Record Documents						
	Connect Card Documentation/Production		2	8			
	Record Drawing Documentation/Production	2	2	8	2		
	QA/QC		4	4			
	Coordination with DEC to receive Approval to Operate	1	2	2	2		
	Reimbursable Expenses						
	Plane Tickets					\$660.00	
	Long Distance Phone Calls					\$100.00	
	<i>Subtotal - Hours</i>	15	60	28	4		107
	<i>Subtotal - Costs</i>	\$2,700.00	\$7,200.00	\$2,380.00	\$340.00	\$760.00	\$13,380