



MEMORANDUM

DATE: October 2, 2015
TO: George Kathios
FROM: David Peterson, Gus O'Leary
CC: Dana Lee, Eliot Town Manager
SUBJECT: Kittery Infrastructure Improvements & Sewer Extension Projects
Progress Report for the period 8/24/15 through 9/27/2015

This Memorandum serves as a status report of work we have completed in September and work anticipated to be completed in October 2015 for the Kittery Infrastructure Improvements Project and the Sewer Extension Project. We suggest you share it with the Town Manager, Town Council, and others.

WASTEWATER INFRASTRUCTURE IMPROVEMENTS CONSTRUCTION SERVICES

Note that there are two subprojects under this improvement project:

- 1) Upgrades to two of the Town's 21 pump stations - Pump Station Nos. 6 and 8. This contract is substantially complete and operational.
- 2) Upgrades to the wastewater treatment facility and to the Town's other 19 pumping stations. We anticipate this contract will be substantially complete and operational during October.

The following work was completed during the period ending September 27, 2015:

- A. Pump Station 6 & 8 Construction
 - Drafted Record Drawings

- B. Water Pollution Control Facility and Pump Station Construction
 - Received and reviewed the Contractor's re-submittals for the head works grit baffle and pipe insulation.
 - Tracked and reported on project finance status and remaining contingencies.
 - Assisted in the SRF loan application process
 - Reviewed and processed the contractor's Pay Requisition No. 11.
 - Coordinated with the Contractor on Davis Bacon pay roll
 - Coordinated with the Contractor on site erosion control and Headworks bypass.
 - Coordinated with the Contractor and equipment vendor on further responses to RFI 16, and informal requests for information on electrical questions at the flow equalization basin.
 - Provided resident representative observation of the contractor's work.
 - Provided technical assistance related to providing back-up power to the Town Hall from the PS#9 generator.

During October 2015, the following activities are anticipated:

- A. Pump Stations 6 & 8 Construction
 - Drafting and submitting record drawings from the contractor's red lines.
 - Final payment to the Contractor

- B. Water Pollution Control Facility and Pump Station Construction
 - Continued coordination with the electrical and instrumentation subcontractors on flow equalization, septage receiving and other electrical issues
 - Prepare and submit two SRF loan reimbursement pay requisitions.
 - Attend the monthly construction progress meeting
 - Provide resident observation of the contractor's work
 - Oversee startup of new wastewater equipment

SEWER EXTENSIONS PROJECT CONSTRUCTION SERVICES

The following work was completed during the period ending September 27, 2015

- Received and reviewed Sargent's technical submittal for its HDD Work Plan.
- Attended oversight of the HDD installation.
- Prepared and issued a paving re-design of Martin Road and a portion of Manson Road.
- Issued Minutes for construction progress meeting #5, which was held on 8/27/15.
- Reviewed Sargent's payment requisition #5.
- Provided a report on the status of certified payroll issues.
- Provided daily resident representative observation of the contractor's work.
- Continued to review shop drawings and RFIs as they are submitted by Sargent.
- Submitted SRF reimbursement request to DEP.
- Issued construction photos to DEP, per DEP's request.

During October 2015, the following activities are anticipated:

- Kleinfelder's Resident Project Representative will remain on site throughout the duration of construction.
- Continue to review shop drawings and RFIs as they are submitted by Sargent.
- Prepare for, attend, and develop Minutes for monthly progress meeting #6.
- Receive and review Sargent's payment requisition #6.
- Support installation and start-up of pump stations.