



MEMORANDUM

DATE: October 30, 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 9/28/15 through 10/25/2015

This Memorandum serves as a status report of work we have completed in October and work anticipated to be completed in November 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 November.

The following work was completed during the period ending October 25, 2015:

- A. Pump Station 6 & 8 Construction
 - Project Complete except for final payment to Contractor

- B. Water Pollution Control Facility and Pump Station Construction
 - Received and reviewed the Contractor's testing and startup submittals
 - 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. 12.
 - Coordinated with the Contractor on Davis Bacon pay roll
 - Coordinated with the Contractor on responses to RFIs 17 and 18, and additional informal requests for information on electrical questions at the flow equalization basin.
 - Observed startup and attended training on all of the major equipment on the WPCF site.
 - Reviewed and prepared a monetized punch list for the Contractor's partial Request for Substantial Completion.
 - Provided resident representative observation of the contractor's work.



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- Provided technical assistance related to providing back-up power to the Town Hall from the PS#9 generator.

During November 2015, the following activities are anticipated:

- A. Pump Stations 6 & 8 Construction
 - Submit electronic and paper copies of the Record Drawings
 - Process final payment to the Contractor as part of the next SRF Requisition
- B. Water Pollution Control Facility and Pump Station Construction
 - Continued coordination with the electrical and instrumentation subcontractors
 - Completion of a monetized punch list.
 - Prepare Change Order 3 incorporating recent PCOs, the Town Hall Generator work, and balancing any unused quantities in the Contractor's Bid
 - Prepare a response to the Contractor's partial Request for Substantial Completion.
 - Prepare and submit another SRF loan reimbursement pay requisition.
 - Provide resident observation of the contractor's work

SEWER EXTENSIONS PROJECT CONSTRUCTION SERVICES

The following work was completed during the period ending October 25, 2015

- Issued Minutes for prior construction progress meeting No. 6.
- Reviewed Sargent's payment requisition No. 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.
- Gave a presentation to the Town Council on Betterments.

During November 2015, the following activities are anticipated:

- Kleinfelder's Resident Project Representative will transition to part-time on site.
- Continue to review shop drawings and RFIs as they are submitted by Sargent.
- Prepare for, attend, and develop Minutes monthly progress meeting No. 7.
- Review Sargent's payment requisition No. 6.
- Support installation and start-up of pump stations.
- Develop preliminary list of deficient work (pre-punch list).