



# MEMORANDUM

---

**DATE:** January 4, 2016  
**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 11/23/15 through 12/27/2015

---

This Memorandum serves as a status report of work we have completed in December and work anticipated to be completed in January 2016 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. This contract is substantially complete and operational.

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

- A. Pump Station 6 & 8 Construction
  - Project Complete except for final payment to Contractor
  - Reviewed and processed the contractor's Final Pay Requisitions numbered 11, 12 & 13.
  
- B. Water Pollution Control Facility and Pump Station Construction
  - Tracked and reported on project finance status and remaining contingencies.
  - Assisted in the SRF loan application process.
  - Reviewed the contractor's Pay Requisition No. 14.
  - Coordinated with the Contractor on Davis Bacon pay roll
  - Coordinated with the Contractor on the punch list.
  - Coordinated with the Contractor on Septage pumping issues.
  - Provided part time resident representative observation of the contractor's work.

During January 2016, the following activities are anticipated:

- A. Pump Stations 6 & 8 Construction



# MEMORANDUM

---

- 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
  - Prepare and submit another SRF loan reimbursement pay requisition.
  - Provide part time resident observation of the contractor's work

## SEWER EXTENSIONS PROJECT CONSTRUCTION SERVICES

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

- Issued Minutes for prior construction progress meeting No. 8.
- Reviewed Sargent's payment requisition No. 7.
- Provided a report on the status of certified payroll issues.
- Continued to review shop drawings and RFIs as they are submitted by Sargent.
- Kleinfelder's Resident Project Representative transitioned to part-time on site.

During January 2016, the following activities are anticipated:

- Continue to review shop drawings and RFIs as they are submitted by Sargent.
- Prepare for, attend, and develop Minutes monthly progress meeting No. 9.
- Review Sargent's payment requisition No. 8, including payroll information.
- Support installation and start-up of pump stations.
- Continue to develop preliminary list of deficient work.