



MEMORANDUM

DATE: February 1, 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 12/28/2015 through 1/24/2016

This Memorandum serves as a status report of work we have completed in January and work anticipated to be completed in February 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 January 24, 2016:

- A. Pump Station 6 & 8 Construction
 - Project Complete except for final payment to Contractor
 - Coordinated with the Town and the Contractor on VFD harmonics issue at Pump Station 7

- 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.
 - Coordinated with the Contractor on Davis Bacon pay roll
 - Coordinated with the Contractor on the punch list.
 - Coordinated with the Contractor on Record Drawings.
 - Coordinated with the Contractor on Septage pumping issues.



MEMORANDUM

During February 2016, the following activities are anticipated:

- A. Pump Stations 6 & 8 Construction
 - Submit electronic and paper copies of the Record Drawings (to be delivered when next on-site)
 - Process final payment to the Contractor as part of the next SRF Requisition

- B. Water Pollution Control Facility and Pump Station Construction
 - Prepare and review record drawings
 - Process payment for requisition 14 to the Contractor as part of the next SRF Requisition
 - Prepare and submit another SRF loan reimbursement pay requisition.

SEWER EXTENSIONS PROJECT CONSTRUCTION SERVICES

The following work was completed during the period ending January 24, 2016

- Reviewed Sargent's payment requisition Nos. 8 and 9.
- Reviewed certified payrolls for payment periods and provided a report of deficiencies to Sargent.
- 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 February 2016, the following activities are anticipated:

- Continue to review shop drawings and RFIs as they are submitted by Sargent.
- Review Sargent's payment requisition No. 10, including payroll information.
- Support installation and start-up of pump stations, assuming it is scheduled for this period.