



MEMORANDUM

DATE: June 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 5/2/2016 through 5/29/2016

This Memorandum serves as a status report of work we have completed in May and work anticipated to be completed in June 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 May 29, 2016:

- A. Pump Station 6 & 8 Construction
 - Project Complete

- B. Water Pollution Control Facility and Pump Station Construction
 - Coordinated with the Contractor on Record Drawings.
 - Coordinated with the Contractor on Septage pumping issues.



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During June 2016, the following activities are anticipated:

- A. Pump Stations 6 & 8 Construction
 - None

- B. Water Pollution Control Facility and Pump Station Construction
 - Review record drawings
 - Coordinate with the Contractor to negotiate a Change Order to correct the septage pumping issues.
 - Review the Contractors Final Payment Request.
 - Coordinate Final Payment with the Funding Agency.

SEWER EXTENSIONS PROJECT CONSTRUCTION SERVICES

The following work was completed during the period ending May 29, 2016

- Provided RPR services for the final paving operations which occurred during this period.
- Reviewed and returned submittals to the Contractor.
- Received and started to review the revised as-built drawings from Contractor.
- Received and reviewed the request for Substantial Completion from the Contractor.
- Developed a punchlist to accompany the Substantial Completion Certificate.
- Submitted SRF reimbursement request for the project.
- Attended a public workshop on betterments on May 2nd.
- Met with Town Officials on May 23rd to review the approach to assessing betterments.

During June 2016, the following activities are anticipated:

- Review submittals and RFIs as they are submitted by the Contractor.
- Review Contractor's next payment requisition, including payroll information.
- Begin to develop Record Drawings provided the as-built records from the Contractor are complete.
- Prepare and submit SRF loan reimbursement pay requisitions, as needed.
- Issue Substantial Completion to the Contractor