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June 27, 2014

Ms. Robyn Hofstad, Administrative Support
Enterprise Services
Engineering & Architectural Services
P.O. Box 41476
Olympia, Washington 98504-1476

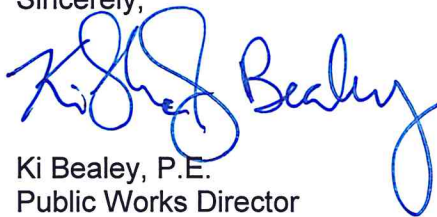
Re: City of Walla Walla Application for Project Approval to the Project Review Committee of the Capital Projects Advisory Board

Dear Ms. Hofstad:

Attached is the City of Walla Walla application to the Project Review Committee of the Capital Projects Advisory Board. This application is for the Water Treatment Plant Slow Sand Filter Improvements.

If you would like any additional information or if there are any questions, please call me at 509.527.4463.

Sincerely,



Ki Bealey, P.E.
Public Works Director

Attachment: Application to the Project Review Committee of the Capital Projects Advisory Review Board

SUMMARY OF GC/CM PROJECT APPROVAL APPLICATION

City of Walla Walla Slow Sand Filter Improvements

July 2014

Description of Proposed Project: The City of Walla Walla (City) owns and operates the City of Walla Walla Water Treatment Plant (WTP). Upgrades to the WTP are needed to comply with USEPA's Long-Term 2 Enhanced Surface Water Treatment Rule (LT2) regulations and the City has selected a slow sand filter treatment process to replace the existing sedimentation basins/raw water reservoirs. In addition, the project will include telemetry and controls upgrades, modifications to the ozone contact facility and upgrades at the High Service Pump Station.

Projected Total Cost for the Project: The estimated total project cost including design, construction, project administration, contingencies and Washington State sales tax is \$19,946,000.

Project Funding: The City will fund this project through State Revolving Fund (SRF) loans. If SRF loans are insufficient, the City will apply to the Public Works Trust Fund and if other sources are unavailable, the City would use bond funding.

Anticipated Project Design and Construction Schedule Milestones:

Award GC/CM Contract	October 2014
WTP Slow Sand Filtration Improvements	
Start Design	May 2014
Complete 30% Design Documents	September/October 2014
Complete 60% Design Documents	April 2015
Complete 90% Design Documents	October 2015
Complete Construction Documents	August 2016
Begin Telemetry Construction Package	May 2015
Begin WTP Construction Package	April 2016
Complete Construction	July 2018

Procurement and Hiring of Consultants: The City has engaged HDR to prepare preliminary and final design. The City also engaged Brown and Caldwell to advise and assist the City with issues specifically related to implementing the project as a General Contractor/Construction Manager (GC/CM) project under RCW 39.10.

City Project Staffing: The City has assigned a Project Manager, Frank Nicholson, who will be fully available as needed by the project. In addition, the City has hired a Project Engineer to assist with all aspects of management and oversight of the project.

Why the GC/CM Contracting Procedure is Appropriate for this Project:

As is more fully described in the Application, the City believes that the project meets the following criteria identified in RCW 39.10:

1. Implementation of the project involves complex scheduling, phasing, or coordination.
2. The project involves construction at an occupied facility which must continue to operate during construction.

3. The involvement of the general contractor/construction manager during the design stage is critical to the success of the project.
4. The project encompasses a complex or technical work environment.

Project Team Qualifications: The City of Walla Walla has been conducting and managing major construction projects for many years using in-house resources, including successful completion of ozonation improvements at the WTP. The Public Works Department has several licensed engineers with facilities construction experience. The City has retained design and procurement consultants who have successfully completed numerous previous GC/CM projects and can provide knowledge and assistance to the City regarding management of the GC/CM process, and who will be engaged throughout design and construction.

Key steps in the procurement process:

Date	Description
July 2014	Submit Application for Project Approval to PRC
July 2014	Public PRC Meeting
August 2014	Receive Project Approval from PRC
August 2014	First publication of RFP
August 2014	Second publication of RFP
August 2014	Project Informational Meeting
September 2014	Proposal submittal deadline from interested GC/CM firms
September 2014	Selection Committee meets to evaluate and score proposals, and select most qualified firms to receive Request for Final Proposal (RFFP). References contacted.
September 2014	Distribution of RFFP
September 2014	Final Proposal submittal deadline
September 2014	Interviews conducted with most qualified firms; selection of firm with highest total score
October 2014	Notification of successful and unsuccessful firms
October 2014	Preconstruction Work Plan due
October 2014	Submit recommendation for award of GC/CM contract for Preconstruction Services
October 2014	Walla Walla City Council approves contract
October 2014	Issue notice to proceed to GC/CM, Agreement for Preconstruction Services executed
April 2016	Finalize MACC negotiations

City of Walla Walla

State of Washington
Capital Projects Advisory Review Board (CPARB)
Project Review Committee (PRC)

APPLICATION FOR PROJECT APPROVAL
TO USE THE
GENERAL CONTRACTOR/CONSTRUCTION MANAGER (GC/CM)
ALTERNATIVE CONTRACTING PROCEDURE

Submitted By:
City of Walla Walla

Project:
Water Treatment Plant, Slow Sand Filter Improvements

Submitted:
June 27, 2014

The CPARB PRC will only consider complete applications: Incomplete applications may result in delay of action on your application. Responses to Questions 1-8 and 10 should not exceed 20 pages (font size 11 or larger). Provide no more than six sketches, diagrams or drawings under Question 9

1. Identification of Applicant

- (a) Legal name of Public Body (your organization): City of Walla Walla
- (b) Address: 55 E. Moore Street, Walla Walla, WA 99362
- (c) Contact Person Name: Ki Bealey, P.E. Title: Public Works Director
- (d) Phone Number: 509.527.4463
 Fax: 509.524.7960
 E-mail: kbealey@wallawallawa.gov

2. Brief Description of Proposed Project

Please describe the project in no more than two short paragraphs.

The City of Walla Walla (City) owns and operates the City of Walla Walla Water Treatment Plant (WTP). The existing WTP provides drinking water for City residents and businesses, and has a treatment capacity of 24 million gallons per day (mgd). Both surface water (approximately 90% of supply) and groundwater (about 10% of supply) are treated at the WTP. The current treatment processes employed at the WTP include sedimentation, ozonation and chlorination. Sedimentation occurs at two existing raw water reservoirs (Twin Reservoirs); there are also two treated water storage tanks downstream of the treatment processes.

Upgrades to the WTP are needed to comply with USEPA’s Long-Term 2 Enhanced Surface Water Treatment Rule (LT2) regulations, which include more stringent requirements for the removal or inactivation of the waterborne pathogen *Cryptosporidium*. After evaluating a range of improvement alternatives, the City selected a slow sand filter treatment process to replace the existing sedimentation basins/raw water reservoirs. The upgraded WTP will have a design capacity of 24 mgd. In addition to slow sand filter improvements, the project will include telemetry and controls upgrades encompassing the WTP, the City’s sources of supply, and the City’s water distribution system. The project will also include modifications to the ozone contact facility and upgrades at the High Service Pump Station located on site at the WTP.

3. Projected Total Cost for the Project

A. Project Budget

Table 1. Project Budget

Line	Description	Cost (\$)
1	Costs for Professional Services (A/E, Legal, etc.)	\$ 1,866,000
2	Construction Cost Including Construction Contingency	\$ 13,921,000
3	Equipment and Furnishing Costs	\$ 520,000
4	Off-Site Costs	\$ 1,300,000
5	Contract Administration Costs	\$ 280,000

6	Contingencies (Owner and Design)	\$ 429,000
7	Other Related Project Costs	\$ -
8	Sales Tax @ 8.9%	\$ 1,630,000
9	Total Cost	\$ 19,946,000

B. Funding Status

The City of Walla Walla will fund this project through a combination of sources:

- The City has obtained a Drinking Water State Revolving Fund (SRF) loan of \$12,120,000, to be repaid with revenues from water utility rate payers.
- The City currently anticipates applying for and obtaining a loan for the remaining project funding (approximately \$8M), from the SRF in the upcoming funding cycle. The project was the second highest scoring project in the state for SRF funds last round and the Department of Health has indicated that the City should have no problems securing a second round of funding from the SRF.
- If this additional SRF funding is not available or if there are insufficient funds to pay for project costs, the City will reapply to the Public Works Trust Fund and if that fails the City would take out bond funding.

SRF funding is the City's preferred source of funding, as low interest rates associated with SRF loans reduce the financial impacts of the project to City rate payers.

4. Anticipated Project Design and Construction Schedule

Please provide:

The anticipated project design and construction schedule, including (1) procurement; (2) hiring consultants if not already hired; and (3) employing staff or hiring consultants to manage the project if not already employed or hired.

The proposed project design and construction schedule is shown in Attachment A, and key milestones are provided in Table 2 at the end of this section.

Procurement and Hiring of Consultants

The City of Walla Walla engaged HDR to prepare an engineering report that identifies the required improvements needed at the WTP, and to complete the design. The Project Report (April 2012) outlined a conceptual design for Slow Sand Filter Improvements. HDR has initiated the design process for the recommended improvements.

In May 2014, the City also engaged Brown and Caldwell with support from HDR to advise and assist the City with issues specifically related to implementing the Project as a General Contractor/Construction Manager (GC/CM) project under RCW 39.10. Brown and Caldwell will specifically provide this assistance through procurement of the GC/CM contractor and subsequently through the design, construction, and closeout phases of the Project.

The City plans to initiate the procurement process for a GC/CM Contractor upon receiving approval from the Project Review Committee (PRC), and plans to execute a

Preconstruction Services Contract with the GC/CM contractor by late October/early November 2014, at which time the 30 percent facility design will be available for an independent cost estimate by the GC/CM contractor.

City Project Staffing

The City has assigned a Project Manager, Frank Nicholson, who will be fully available as needed by the Project. In addition, the City has hired a Project Engineer to assist with all aspects of management and oversight of the project.

Table 2. Key Project Design and Construction Milestones

Award GC/CM Contract	October 2014
WTP Slow Sand Filtration Improvements	
Start Design	May 2014
Complete 30% Design Documents	September/October 2014
Award GC/CM Preconstruction Services Contract	October 2014
Complete 60% Design Documents	April 2015
Complete 90% Design Documents	October 2015
Negotiate MACC	April 2016
Complete Construction Documents	August 2016
Begin Telemetry Construction Package	May 2015
Begin WTP Construction Package	April 2016
Complete Construction	July 2018

If your project is already beyond completion of 30% drawings or schematic design, please list compelling reasons for using the GC/CM contracting procedure.

Not applicable –The City plans to award the GC/CM preconstruction services contract in time for the GC/CM contractor to prepare an independent cost estimate at 30% design stage.

5. Why the GC/CM Contracting Procedure is Appropriate for this Project

Please provide a detailed explanation of why use of the contracting procedure is appropriate for the proposed project. Please address the following, as appropriate:

From May to June 2012, the City and HDR evaluated GC/CM as an alternative contracting methodology to Design-Bid-Build (DBB) for the Slow Sand Filter Improvements Project considering the criteria for selecting GC/CM contracting set forth in RCW 39.10. The City then consulted with Brown and Caldwell and hired them as the owner’s advisor for this project. The main reason for using this alternative methodology is using a team approach to building a water plant expansion while keeping the existing plant in full operation. This method is being used very successfully in similar projects such as the Tacoma water plant and based on this analysis, the City elected to use the GC/CM contracting method. A key differentiator was the project includes construction of new facilities in and around the City’s primary source of water so that it is critical to have

the Contractor on board early to provide collaboration on the phasing of the work. This will reduce potential risks that could have substantial budget and project schedule impacts. Another benefit of this type of project delivery is that it will improve constructability while still operating the plant.

If implementation of the project involves complex scheduling, phasing, or coordination, what are the complexities?

The major complexities for phasing and scheduling include the following:

- Maintaining water service to the City.
- Removal and replacement of the existing water system telemetry hub at the WTP administration building and at the Chlorine Building will need to occur without disrupting operational control and monitoring of the WTP and the City's water supply wells.
- Retrofit of the existing Twin Reservoirs/sedimentation tanks into slow sand filters while keeping the WTP in operation.
- Coordination of the supply of approximately 590,000 CY of washed, sieved slow sand filtration media.
- Coordination of the supply of approximately 220,000 CY of washed, graded support gravels and sands.
- Renovation of the existing ozone generators while keeping them in continuous operation.
- Timing of slow sand filter construction and media placement such that each new filter will start operation in the late spring, to support ripening and associated biological filter growth.

If the project involves construction at an existing facility that must continue to operate during construction, what are the operational impacts on occupants that must be addressed?

Note: Please identify functions within the existing facility which require relocation during construction and how construction sequencing will affect them. As part of your response you may refer to the drawings or sketches that you provide under Question 9.

The City WTP must remain in operation for the duration of construction activities, requiring significant coordination between the City, the designer, and the construction contractor.

The major operational impacts on the existing WTP that must be addressed include the following (see plant schematics in Attachment B for process locations):

- Keeping the WTP online and in compliance with drinking water regulations while all instrumentation and controls and telemetry gear are replaced at the raw water intake, Power House (there is an existing hydroelectric project on the supply line from the City's surface water supply), WTP, wells, and finished water reservoirs.
- Retrofitting of the existing Twin Reservoirs/sedimentation basins into slow sand filters while keeping the WTP in operation.
- Renovating the existing ozone generators while keeping them in continuous operation.
- Modifying the existing ozone contact facility or replacing with a pipe inline ozone contactor.

- Maintaining site access while all of the new filters are being built.

If involvement of the GC/CM is critical during the design phase, why is this involvement critical?

This project will benefit substantially from GC/CM participation during the design phase in order to properly address phasing challenges, continued operation of the facility during construction, sand filter media procurement and delivery, and cost control.

The facility must continue to operate during construction to provide water supply to utility customers. During the design process, the GC/CM will work with the design engineer to develop scenarios for phasing construction that address re-routing flows, shutting down and restarting systems, and working with the facility operations staff. This type of collaboration is not a normal element of conventional design-bid-build delivery.

This project requires GC/CM participation during the design phase in order to minimize construction-related operating problems. Raw water will need to be diverted prior to shutting down parts of the treatment process. This will require the contractor to develop an understanding of the facility's systems. Using GC/CM provides the greatest opportunity for minimizing operational disruptions.

Additional benefit can be provided by the GC/CM during design in the form of construction scheduling, cost estimating, cost control, constructability reviews, and value engineering.

If the project encompasses a complex or technical work environment, what is this environment?

The WTP is a critical piece of infrastructure for City water supply. Its array of mechanical, chemical, and electrical equipment and controls must be carefully controlled and maintained. The facility is subject to fluctuations in seasonal raw water quality and to changing finished water production requirements in order to meet seasonal customer water demands. Replacement of instrumentation and controls and telemetry equipment on and off site of the WTP while maintaining operational control of facilities will be a complex undertaking.

Early GC/CM involvement in the design phase will help minimize disruptions to crucial operations, and potentially reduce changes during the construction phase which may impact overall project cost and schedule.

If the project requires specialized work on a building that has historical significance, why is the building of historical significance and what is the specialized work that must be done?

There is a 1922 brick valve house located between the raw water reservoirs that are being converted to slow sand filters. Currently, the City is going through a Section 106 historic consultation and a determination of demolish, move or preserve will be made.

If the project is declared heavy civil and the public body elects to procure the project as heavy civil, why is the GC/CM heavy civil contracting procedure appropriate for the proposed project?

Not applicable.

6. Public Benefit

In addition to the above information, please provide information on how use of the GC/CM contracting procedure will serve the public interest. For example, your description must address, but is not limited to:

**How this contracting method provides a substantial fiscal benefit; or
How the use of the traditional method of awarding contracts in a lump sum (the “design-bid-build method”) is not practical for meeting desired quality standards or delivery schedules.**

The most notable benefits the City anticipates from using a GC/CM contracting method for this project are cost and schedule control. These benefits are realized through GC/CM contractor contributions to value engineering, designer/contractor collaboration, construction phasing, and resulting reduction in risk of cost and schedule overruns.

Other benefits include quality of work and working relationship. The City can select the most qualified contractor at the best value for the project rather than solely on the lowest price. This tends to discourage unrealistically low bids which might create problems and lead to excess change order requests. RCW 39.10 also extends the benefits of using GC/CM down to the subcontractor level by establishing an alternative early selection process for mechanical and/or electrical subcontractors, providing additional fiscal benefits for the GC/CM contracting method. The City plans to use this process for early selection of its electrical/I&C subcontractor.

Repeat work is a strong motivator for GC/CM contractors. Experienced GC/CM contractors understand that their ability to get the next project will be greatly enhanced by the City’s judgment of their performance. This helps foster an environment where the City’s concerns are considered a high priority and resolved without getting into dispute.

During design, the GC/CM contractor can provide detailed input on construction issues that enhance long-term operations, resulting in potential long-term savings.

GC/CM contractor involvement during design also reduces the likelihood of construction problems and leads to more efficient management of the construction process. The GC/CM adds price certainty by preparing a series of estimates as the design progresses to corroborate the estimates of the design engineer. Selection of a GC/CM will also include value engineering experience to identify additional cost saving activities.

The GC/CM process enables price competition on construction subcontracts. Typically, 80 to 90 percent of the work will be bid, which takes advantage of competitive pricing in the marketplace. The GC/CM will likely generate a broad response from subcontractor bidders by utilizing local contacts and relationships in the subcontractor community to encourage competition.

In the case of heavy civil GC/CM, why the heavy civil contracting procedure serves the public interest

Not applicable

7. Public Body Qualifications

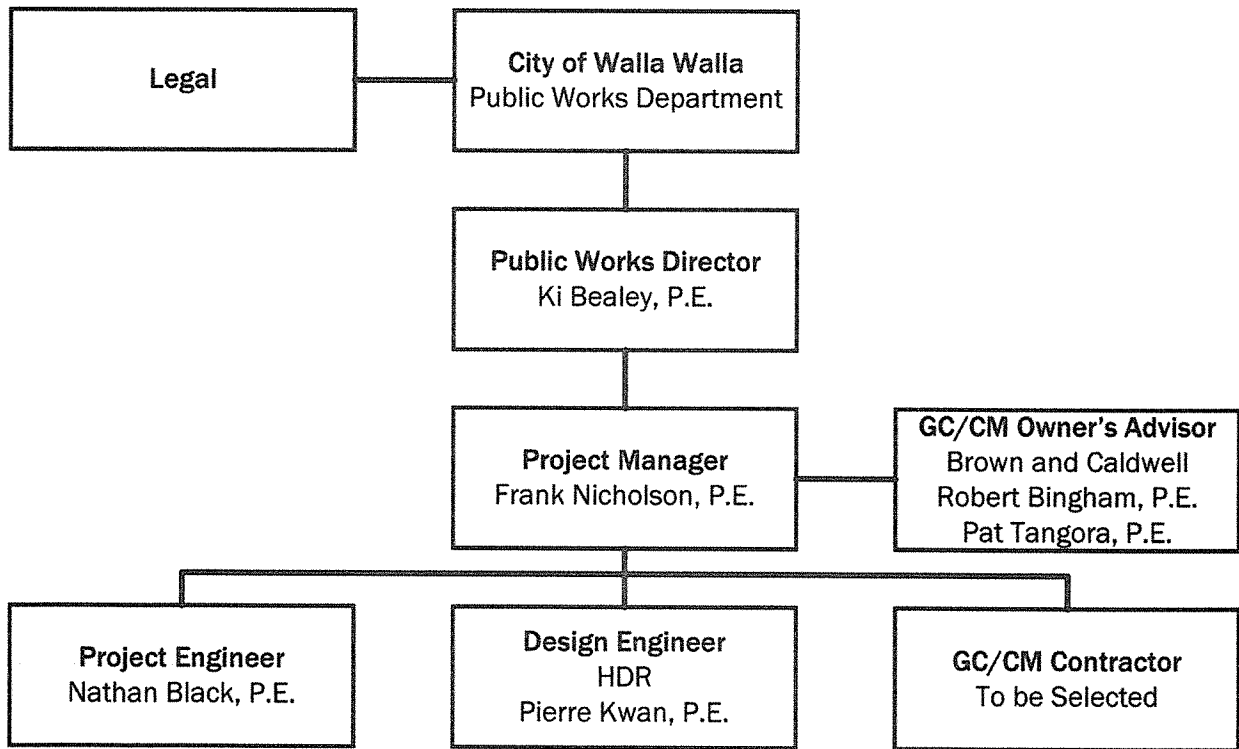
Please provide:

A description of your organization's qualifications to use the GC/CM contracting procedure.

The City of Walla Walla has been conducting and managing major construction projects for many years using in-house resources including successful completion of ozonation improvements at the WTP. The Public Works Department has several licensed engineers with facilities construction experience. The City has retained design and procurement consultants who have successfully completed numerous previous GC/CM projects and can provide knowledge and assistance to the City regarding management of the GC/CM process, and who will be engaged throughout design and construction.

A Project organizational chart, showing all existing or planned staff and consultant roles.

Note: The organizational chart must show the level of involvement and main responsibilities anticipated for each position throughout the project (for example, full-time project manager). If acronyms are used, a key should be provided.



Staff and consultant short biographies (not complete résumés):

Frank Nicholson, P.E. – Project Manager

Role: City of Walla Walla Project Manager, Available Full-time

Relevant Experience: Frank Nicholson is a Utility Engineer with the City of Walla Walla's Public Works Department. He has 26 years of engineering experience, including the last 16 years with the City. He has managed many infrastructure projects, including the following:

- City Project Manager for \$14M LT1 water plant upgrade to Ozone Disinfection
- City Project Manager for \$31M Wastewater plant upgrades to Class A reclaimed water, completed in three phases.
- Managed numerous other water, wastewater and landfill projects for the City.
- Designed and managed various water system projects as a consulting engineer prior to joining the City.

Nathan Black, P.E. CFM – Project Engineer

Role: City of Walla Walla Project Engineer, Available Full-Time

Relevant Experience: Nathan Black has been hired as an Assistant Utility Engineer with the City of Walla Walla's Public Works Department. He has 14 years of engineering experience and a M.S. in Environmental Science and Engineering from Colorado School of Mines that focused on water treatment, reuse and reclamation. Nathan's experience includes: water planning, water treatment pilot testing, water system modeling and design (surface water treatment, distribution and storage), wastewater planning, wastewater modeling and design (collection and treatment), permitting, stream realignment, bridge replacement, construction observation, cost estimates and easement negotiations, and contract management.

- Mountain Water Company, Missoula MT- 2,135 lot Water System Project design.
- City of Haines, OR - Water System Improvement Study, \$5.8M estimated project cost.
- Imber, OR - Onsite Sewer Design using the GC/CM method of delivery for Imbler School District.
- City of Irrigon, OR - 13th Street Water Project design and construction management.
- City of Irrigon, OR - Septic Conversion Project construction oversight.
- City of Golden, CO - 13 MGD Water Treatment Plant Rapid Sand Filtration Pilot Study.
- Idaho Springs, CO - Wastewater Plant Evaluation.
- Construction observation and construction management on various water, sewer, and road projects.

Ki Bealey, P.E. – Public Works Director

Role: City of Walla Walla Project Oversight

Relevant Experience: Ki Bealey has served the City as Public Works Director since 2010. His 17 years of engineering and public works experience includes 14 years as a consulting engineer prior to joining the City. As Public Works Director, Ki oversees a number of departments, including Streets, Water Distribution and Treatment, Wastewater Collection and Treatment, Sanitation, Landfill, Stormwater, and Engineering. Ki has managed a number of award winning projects, including:

- Beaver Creek Road, City of Oregon City, OR – 2009 APWA National Project of the Year Award (Transportation projects less than \$5M); 2008 APWA Oregon Chapter Project of the Year Award Honorable Mention
- Downtown Washougal Improvements, City of Washougal, WA – 2008 Community Pride Design Award; 2007 Vancouver Business Journal Top Projects Award; 2007 Award of Appreciation from the City of Washougal
- 7th Street Improvements, City of Oregon City, OR – 2005 Certificate of Appreciation from McLoughlin Neighborhood Association, The City of Oregon City and the Historic Oregon City Merchants Association

Pierre Kwan, P.E. – Project Manager

Role: Project Manager for the HDR design team

Relevant Experience: Pierre Kwan is a Senior Project Manager for HDR Engineering's Water Treatment Business Class. He is a registered professional engineer in the States of Washington and Oregon and the Provinces of British Columbia and Alberta with 15 years of design and construction experience of water treatment facilities for municipal agencies and industrial companies. His water treatment construction experience has included engineering services during construction for the 40 MGD Hood Street Corrosion Control and Fluoridation Facility for Tacoma Water, engineering services during construction for the 17 MGD South Tacoma Pump Station Treatment Retrofit for Tacoma Water, engineering services during construction of the 15 MGD membrane retrofit for the Kennewick, WA Water Treatment Plant, the design/build 42 MGD expansion of the Edward C. Little Water Recycling Facility in El Segundo, CA, the CMAR designer of the Salt River Pima-Maricopa Indian Community Zone 2 5 MGD groundwater treatment plant, wells, reservoirs, and pipelines in Scottsdale, AZ, and the designer for CMAR construction efforts for four industrial water treatment plants in Minnesota, Iowa, Illinois, and South Dakota in support of refinery operations.

Robert Bingham P.E. – GC/CM Advisor

Role: Provide advice throughout the project; assist with development of contracts and procedures for the procurement, preconstruction, and construction phases of the project.

Relevant Experience: Robert Bingham has provided planning and engineering services for municipal utilities, particularly in the area of facility development using alternative project delivery approaches, many of which were in the state of Washington. Alternative delivery projects on which he has served as project manager and/or lead advisor include City of Everett Water Pollution Control Facility (WPCF) Phase A and Phase B Expansions (GC/CM) and Reservoir 6 Improvements (DB); City of Bellingham Post Point TP (GC/CM); Tacoma Water Green River Water Treatment Plant (GC/CM); Pierce County Chambers Creek WWTP (GC/CM); City of Tacoma Central Treatment

Plant Expansion (DB); City of Seattle Tolt River Treatment Plant (DBO), Landsburg Improvements (GC/CM) and Cedar River Treatment Plant (DBO); and City of Wilsonville Oregon Wastewater Treatment Plant (DBO). He additionally served as an oversight consultant on the King County Brightwater Project (GC/CM, DB, and DBB). He has implemented alternative delivery on more than 15 projects with a capital value in excess of \$2 billion.

Pat Tangora, P.E.: Project Manager

Role: Project Manager for Brown and Caldwell for this project.

Relevant Experience: Throughout the past 20 years, Pat has worked closely with water, wastewater, and solid waste utilities as owner's advisor to implement alternative contracting, including DB, DBO, and GC/CM projects.

Alternative delivery projects on which she has served as project manager and/or lead advisor include: Colorado WISE Authority water supply project (DB); City of Everett WPCF Phase A Expansion (GC/CM) and Reservoir 6 Improvements (DB); Pierce County Chambers Creek WWTP (GC/CM); City of Tacoma Central Treatment Plant Expansion (DB); City of Seattle Tolt River Treatment Plant (DBO), Landsburg Improvements (GC/CM) and Cedar River Treatment Plant (DBO); and City of Wilsonville Oregon Wastewater Treatment Plant (DBO). Pat additionally served as an oversight consultant on the King County Brightwater Project (GC/CM, DB, and DBB). Pat's experience also includes acting as the commercial manager on the GC/CM (CM at Risk) delivery team for a water supply and treatment facility for the City of North Las Vegas and for the Buckman Direct Diversion water supply and treatment project for the City of Santa Fe, New Mexico (DB). In this role, she was responsible for contract compliance, risk management, controls, and procurement.

Dan Becker, CCM, PMP – Construction Manager

Role: Construction Manager for the HDR

Relevant Experience: Dan Becker is a Senior Construction Manager for HDR Engineering's Water Treatment Business Class. He is certified by the Construction Management Association of America and Project Management Institute. He has provided owner's representative services during the selection process, pre-construction phase construction phase and closeout on various projects throughout the west. His more recent project experience on alternative delivery projects in the region included providing support to clients during selection process, pre-construction and construction phases on the Budd Inlet Treatment Plant, Olympia, WA (GC/CM), Newberg WWTP (CM/GC), Newport WTP (CM/GC), Bend Water Treatment Plant (CM/GC), the North Transfer Station (GC/CM) for Seattle Public Utilities. Dan will be working with the team to select the GC/CM and advise on the management of various tasks during the pre-construction and construction phases of this project.

Provide the experience and role on previous GC/CM projects delivered under RCW 39.10 or equivalent experience for each staff member or consultant in key positions on the proposed project.

Refer to above biographies and Attachment C for additional team experience on alternative delivery projects.

The qualifications of the existing or planned project manager and consultants.

The City and HDR have been teamed together for the past five years working on successfully implementing the upgrades to the City's WTP. The City is well versed with managing construction contracts and HDR provides additional support by providing expert project managers, designers, and construction managers/inspectors so that the upgrades are well-planned, executed successfully, and of high quality.

The City has retained Brown and Caldwell as a GC/CM procurement consultant. BC staff have significant experience in alternative delivery projects, and specifically in providing Owner's Advisor services for projects using the GC/CM delivery method.

If the project manager is interim until your organization has employed staff or hired a consultant as the project manager indicate whether sufficient funds are available for this purpose and how long it is anticipated the interim project manager will serve.

Not applicable.

A brief summary of the construction experience of your organization's project management team that is relevant to the project.

The City's project management and oversight team has significant experience in managing large construction projects, including the following:

- Ozone Disinfection Upgrades (City of Walla Walla)
- Wastewater Treatment Plant Reclaimed Water Upgrades (Phases 1-3) (City of Walla Walla)
- Beaver Creek Road Project (City of Oregon City, OR)
- Downtown Washougal Improvements (City of Washougal, WA)

A description of the controls your organization will have in place to ensure that the project is adequately managed.

The City will use a number of means to provide adequate project oversight. For example:

- The City's project management protocols are standardized and controlled. Construction projects are managed using a Construction Administration Checklist (see Attachment D) and associated standard project file indexes and templates.
- All contracts are reviewed by the City Attorney's office and Finance Division prior to consideration by the City Council for award.
- The City Project Manager and Finance Division staff has received training on Public Works Trust Fund (PWTF) protocols for project controls, documentation, and federal requirements.
- The project will be managed according to the guidelines in the DWSRF Borrower's Handbook, consistent with funding requirements.

In addition to protocols followed by the City, HDR provides the following operational and organizational controls to support the City in their efforts to update the WTP:

- Weekly coordination phone calls with City and GC/CM to review and discuss project issues, including design, schedule, coordination, permitting, cost, etc.

- Monthly in-person meetings for further project collaboration and tracking.
- Maintenance of an Internet-based SharePoint site for a common, collaborative file sharing service during design and construction.
- Monthly progress reviews of HDR and GC/CM work efforts and schedule to maintain schedule.
- Tracking of work efforts using MS Project on a weekly basis to identify project schedule float, critical path issues, and overall progress.
- Tracking of project buyout and other GC/CM related activities.
- Use of a decision log to list and monitor major project decisions that have an impact on design objectives, schedules, costs, and risks.
- Use of an automated file tracking service linked to the SharePoint site to track and monitor RFIs, change orders, shop drawing submittals, monthly pay requests, and other construction correspondence.
- Use of earned value reporting spreadsheets to monitor progress achieved versus cost expended for early identification of inefficiencies and need for corrective actions.
- Placement of a dedicated full-time inspector on-site during construction to track and monitor progress.

A brief description of your planned GC/CM procurement process.

The City's GC/CM selection process will follow the requirements of RCW 39.10, and build on the experience the City's consultants have in conducting GC/CM projects.

The GC/CM selection process will include initial proposals focused on bidder qualifications, interviews of qualified firms, and then final proposals for percent fee and specified general conditions work. The firm with the highest total score from the scoring of Proposal, Interview, and Final Proposal, will be selected to provide Preconstruction Services and MACC negotiations.

Below is a list of key steps in the procurement process:

Table 3. GC/CM Procurement Schedule

Date	Description
July 2014	Submit Application for Project Approval to PRC
July 2014	Public PRC Meeting
August 2014	Receive Project Approval from PRC
August 2014	First publication of RFP
August 2014	Second publication of RFP
August 2014	Project Informational Meeting
September 2014	Proposal submittal deadline from interested GC/CM firms
September 2014	Selection Committee meets to evaluate and score proposals, and select most qualified firms to receive Request for Final Proposal (RFFP). References contacted.
September 2014	Distribution of RFFP
September 2014	Final Proposal submittal deadline
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October 2014	Notification of successful and unsuccessful firms

Date	Description
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October 2014	Submit recommendation for award of GC/CM contract for Preconstruction Services
October 2014	Walla Walla City Council approves contract
October 2014	Issue notice to proceed to GC/CM, Agreement for Preconstruction Services executed
April 2016	Finalize MACC negotiations

Verification that your organization has already developed (or provide your plan to develop) specific GC/CM or heavy civil GC/CM contract terms.

By September 2014, the City will review and adapt example GC/CM contract terms and conditions from other agencies, and modify as necessary to reflect changes in RCW 39.10 and specifics of the WTP expansion project. The City will work internally with its attorney, in-house staff, and consultants, to produce language that addresses the requirements specific to the GC/CM delivery method.

8. Public Body (your organization) Construction History

Provide a matrix summary of your organization’s construction activity for the past six years outlining project data in content and format per the attached sample provided:

- **Project Number, Name, and Description**
- **Contracting method used**
- **Planned start and finish dates**
- **Actual start and finish dates**
- **Planned and actual budget amounts**
- **Reasons for budget or schedule overruns**

Refer to Attachment E for the matrix summary.

9. Preliminary Concepts, sketches or plans depicting the project

To assist the PRC with understanding your proposed project, please provide a combination of up to six concepts, drawings, sketches, diagrams, or plan/section documents which best depict your project. In electronic submissions these documents must be provided in a PDF or JPEG format for easy distribution.

A overview site plan (indicating existing structure and new structures)

Plan or section views which show existing vs. renovation plans particularly for areas that will remain occupied during construction.

Refer to Attachment B for site plans and schematics depicting the project.

10. Resolution of Audit Findings on Previous Public Works Projects

If your organization had audit findings on any project identified in your response to Question 8, please specify the project, briefly state those findings, and describe how your organization resolved them.

The Myra Road and the Palouse Street Bridge project listed in Attachment E had Exit Item Level recommendations, the lowest level of audit recommendations, and not included in the audit report. No other City projects listed were subject to audit findings.

Caution to Applicants

The definition of the project is at the applicant's discretion. The entire project, including all components, must meet the criteria to be approved.

Signature of Authorized Representative

In submitting this application, you, as the authorized representative of your organization, understand that: (1) the PRC may request additional information about your organization, its construction history, and the proposed project; and (2) your organization is required to submit the information requested by the PRC. You agree to submit this information in a timely manner and understand that failure to do so shall render your application incomplete.

Should the PRC approve your request to use the GC/CM contracting procedure, you also understand that: (1) your organization is required to participate in brief, state-sponsored surveys at the beginning and the end of your approved project; and (2) the data collected in these surveys will be used in a study by the state to evaluate the effectiveness of the GC/CM process. You also agree that your organization will complete these surveys within the time required by CPARB.

I have carefully reviewed the information provided and attest that this is a complete, correct and true application.

Signature:  _____

Name: (please print): Nabiel Shawa _____

Title: City Manager _____

Date: 6/27/2014 _____

Attachment A: Project Schedule

ID	Task Name	Duration	Start	Finish	2015					2016					2017					2018										
					Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov			
1	Basis of Design	73 days	Tue 6/10/14	Fri 9/19/14																										
2	30% Basis of Design Report	59 days	Tue 6/10/14	Fri 8/29/14																										
3	Submit 30% to City	0 days	Fri 9/19/14	Fri 9/19/14																										
4	Cost Estimating	86 days	Fri 8/29/14	Fri 12/26/14																										
5	HDR prepares 30% cost estimate	16 days	Fri 8/29/14	Fri 9/19/14																										
6	Meeting with GC/CM Contractor	0 days	Fri 11/14/14	Fri 11/14/14																										
7	GC/CM Contractor prepares 30% cost estimate	15 days	Mon 11/17/14	Fri 12/5/14																										
8	Cost Reconciliation Meeting	5 days	Mon 12/8/14	Fri 12/12/14																										
9	Project Cost Model	5 days	Mon 12/22/14	Fri 12/26/14																										
10	GC/CM Approval and Selection	89 days	Tue 7/1/14	Fri 10/31/14																										
11	Submit CPARB application	0 days	Tue 7/1/14	Tue 7/1/14																										
12	State Project Review Committee meeting	1 day	Thu 7/24/14	Thu 7/24/14																										
13	State Project Determination	0 days	Thu 8/7/14	Thu 8/7/14																										
14	Advertise for GC/CM	20 days	Thu 8/7/14	Wed 9/3/14																										
15	Review GC/CM non-price proposals	5 days	Thu 9/4/14	Wed 9/10/14																										
16	Conference call	0 days	Wed 9/10/14	Wed 9/10/14																										
17	GC/CM proposer interviews	1 day	Thu 9/25/14	Thu 9/25/14																										
18	Review of final price proposals	5 days	Fri 9/26/14	Thu 10/2/14																										
19	Review conference call	1 day	Fri 10/3/14	Fri 10/3/14																										
20	GC/CM Contractor Selection	0 days	Fri 10/3/14	Fri 10/3/14																										
21	Contracting and Award to Selected GC/CM Contractor	20 days	Mon 10/6/14	Fri 10/31/14																										
22	GC/CM Contractor NTP	0 days	Fri 10/31/14	Fri 10/31/14																										
23	Final Design	416 days	Fri 1/2/15	Fri 8/5/16																										
24	60% Design	126 days	Fri 1/2/15	Fri 6/26/15																										
25	60% WTP design	51 days	Fri 1/2/15	Fri 3/13/15																										
26	Submit 60% to City	0 days	Fri 4/10/15	Fri 4/10/15																										
27	GC/CM Cost Estimating	11 days	Fri 5/22/15	Fri 6/5/15																										
28	60% Design Workshop	6 days	Fri 6/5/15	Fri 6/12/15																										
29	Incorporate City and GC/CM Comments	11 days	Fri 6/12/15	Fri 6/26/15																										
30	Early Out Telemetry Construction Package	41 days	Fri 3/27/15	Fri 5/22/15																										

Project: Walla Walla Date: Wed 6/25/14	Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
	Split		External Tasks		Inactive Summary		Manual Summary		Progress	
	Milestone		External Milestone		Manual Task		Start-only			
	Summary		Inactive Task		Duration-only		Finish-only			

Attachment A: Project Schedule

ID	Task Name	Duration	Start	Finish	2015					2016					2017					2018				
					Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May
31	Submit Final Package to City	0 days	Fri 3/27/15	Fri 3/27/15																				
32	GC/CM Cost Estimating	11 days	Fri 4/17/15	Fri 5/1/15																				
33	Incorporate City and GC/CM Comments	11 days	Fri 5/8/15	Fri 5/22/15																				
34	Release Early Out Telemetry Construction Package to GC/CM	0 days	Fri 5/22/15	Fri 5/22/15																				
35	90% Design	126 days	Fri 6/26/15	Fri 12/18/15																				
36	90% WTP Design	51 days	Fri 6/26/15	Fri 9/4/15																				
37	Submit 90% to City	0 days	Fri 10/2/15	Fri 10/2/15																				
38	GC/CM Cost Estimating	11 days	Fri 11/20/15	Fri 12/4/15																				
39	Incorporate City and GC/CM Comments	11 days	Fri 12/4/15	Fri 12/18/15																				
40	100% Design	124 days	Tue 2/16/16	Fri 8/5/16																				
41	100% WTP Design	54 days	Tue 2/16/16	Fri 4/29/16																				
42	Submit 100% to City	0 days	Fri 5/27/16	Fri 5/27/16																				
43	Complete Design Package	21 days	Fri 7/8/16	Fri 8/5/16																				
44	Permitting Assistance	0 days	Fri 2/26/16	Fri 2/26/16																				
45	Receive Construction Permits	0 days	Fri 2/26/16	Fri 2/26/16																				
46	Maximum Allowable Construction Cost Negotiations	196 days	Fri 7/10/15	Fri 4/8/16																				
47	Negotiations with GC/CM Contractor for MACC	36 days	Fri 2/19/16	Fri 4/8/16																				
48	Sand Pre-Purchasing	21 days	Fri 7/10/15	Fri 8/7/15																				
49	Bid for Pre-Purchase of Sand	21 days	Fri 7/10/15	Fri 8/7/15																				
50	Phase 4 Construction	821 days	Fri 5/22/15	Fri 7/13/18																				
51	Early Out Telemetry Construction Package	161 days	Fri 5/22/15	Fri 1/1/16																				
52	Construction	161 days	Fri 5/22/15	Fri 1/1/16																				
53	WTP Construction Package	591 days	Fri 4/8/16	Fri 7/13/18																				
54	Construction	401 days	Fri 4/8/16	Fri 10/20/17																				
55	Substantial Completion	0 days	Fri 10/20/17	Fri 10/20/17																				
56	Initial filter ripening	61 days	Fri 2/23/18	Fri 5/18/18																				
57	Start-up and Commissioning	41 days	Fri 5/18/18	Fri 7/13/18																				
58	Project Conclusion	0 days	Fri 7/13/18	Fri 7/13/18																				

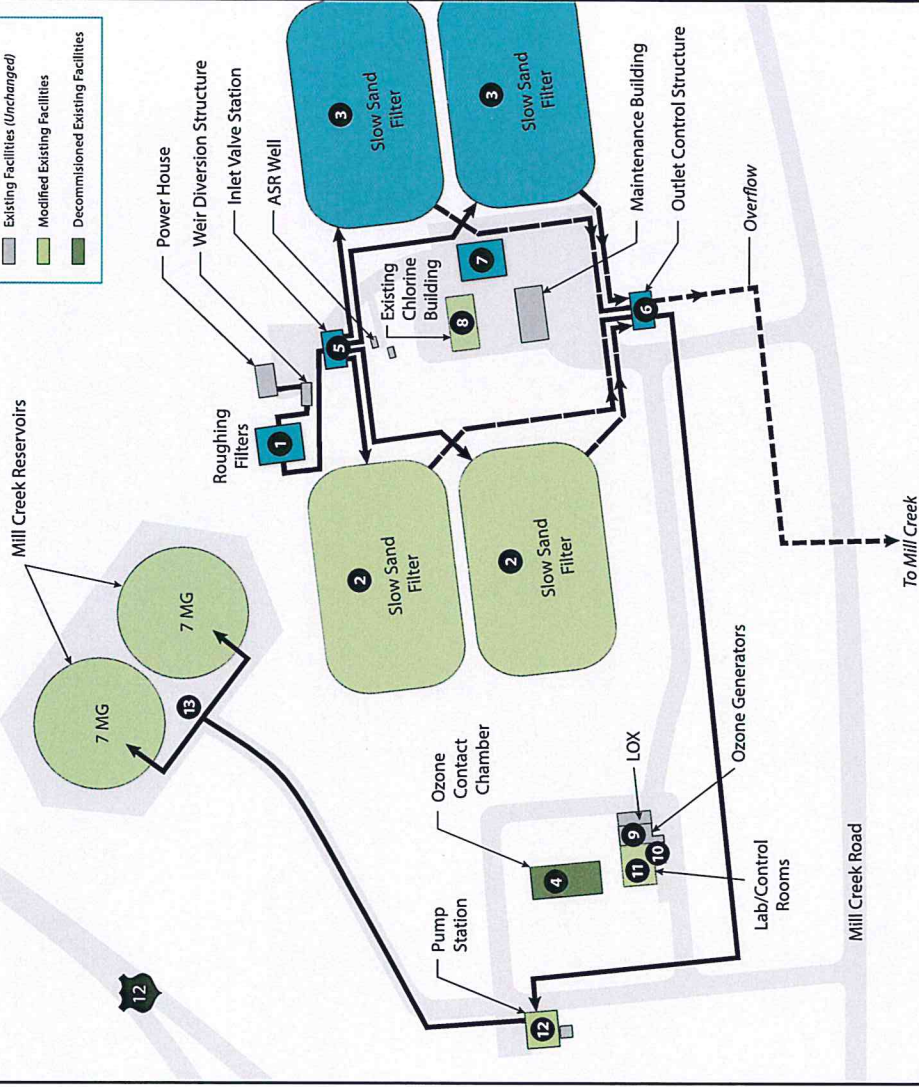
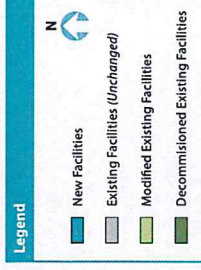
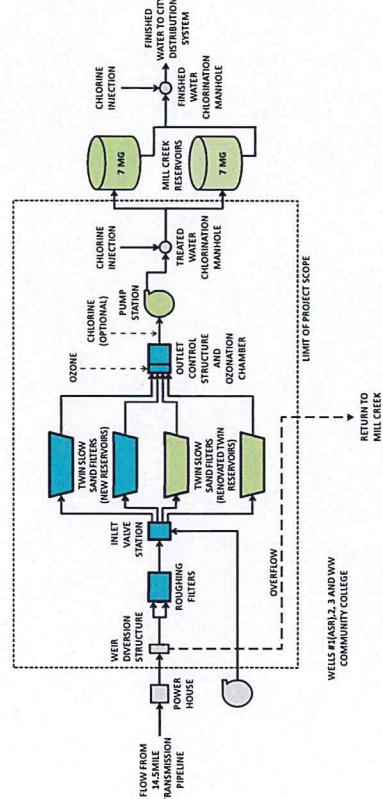
Project: Walla Walla Date: Wed 6/25/14	Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
	Split		External Tasks		Inactive Summary		Manual Summary		Progress	
	Milestone		External Milestone		Manual Task		Start-only			
	Summary		Inactive Task		Duration-only		Finish-only			

Mill Creek Water Treatment Plant – LT2 Upgrades

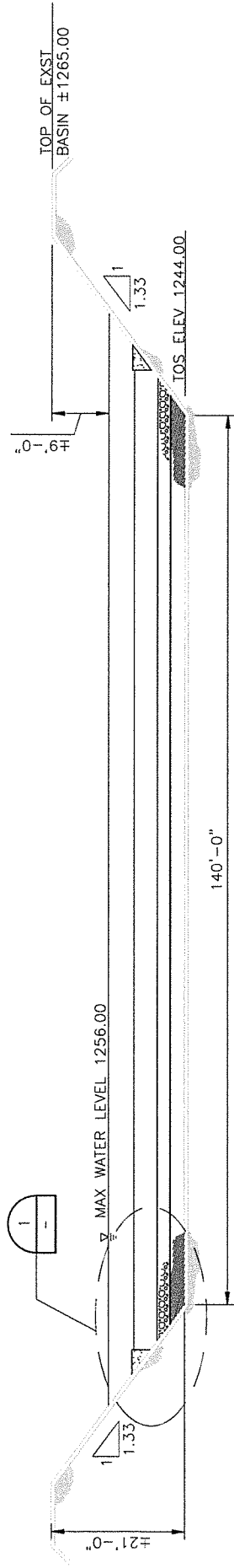


Project Features

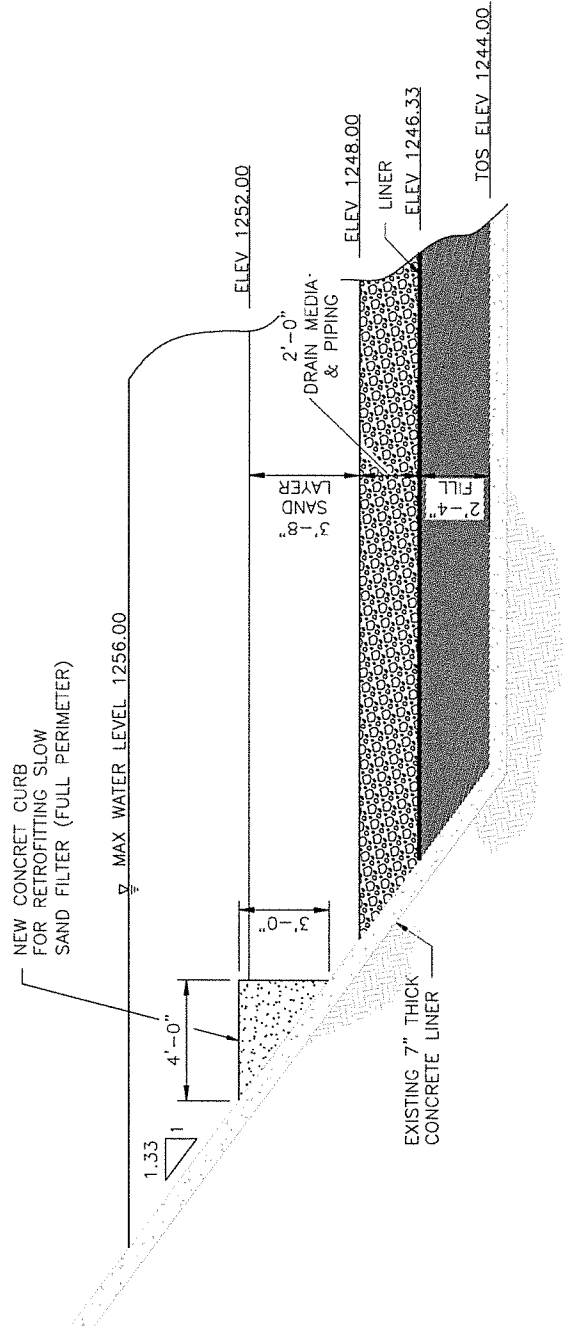
- 1 A new roughing filter will be provided.
- 2 The existing Twin Reservoirs will be converted into slow sand filters by placement of controlled density fill and graded filter media on top of existing concrete panels (pending geotechnical analysis).
- 3 Two slow sand filter cells will be constructed to provide a full 24 MGD of filtration capacity.
- 4 The existing ozone contact chamber will be decommissioned.
- 5 Inlet valve station contains isolation valves for each filter.
- 6 Outlet control structure contains flow control weirs, flow meters, and new location for chlorine and ozone injection.
- 7 New equipment garage to house sand scraper and other equipment related to process.
- 8 Replace existing gaseous chlorine piping and valving.
- 9 Replace existing ozone generation control valves and instrumentation.
- 10 Expand laboratory into existing restroom.
- 11 Replace existing telemetry hub.
- 12 Add new pump and replace existing valves and telemetry.
- 13 Replace existing isolation valves.



Attachment B



EXISTING RESERVOIRS SSF RETROFIT SECTION
 1/16" = 1'-0"



DETAIL 1
 1/4" = 1'-0"

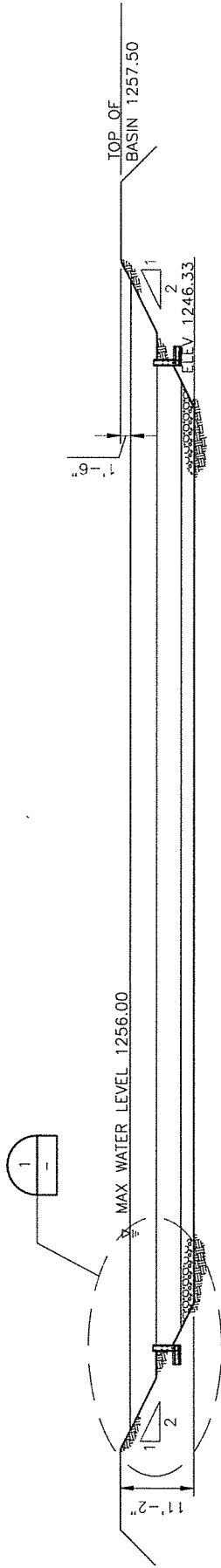


MILL CREEK
 WATER TREATMENT PLANT
 LT2 UPGRADES

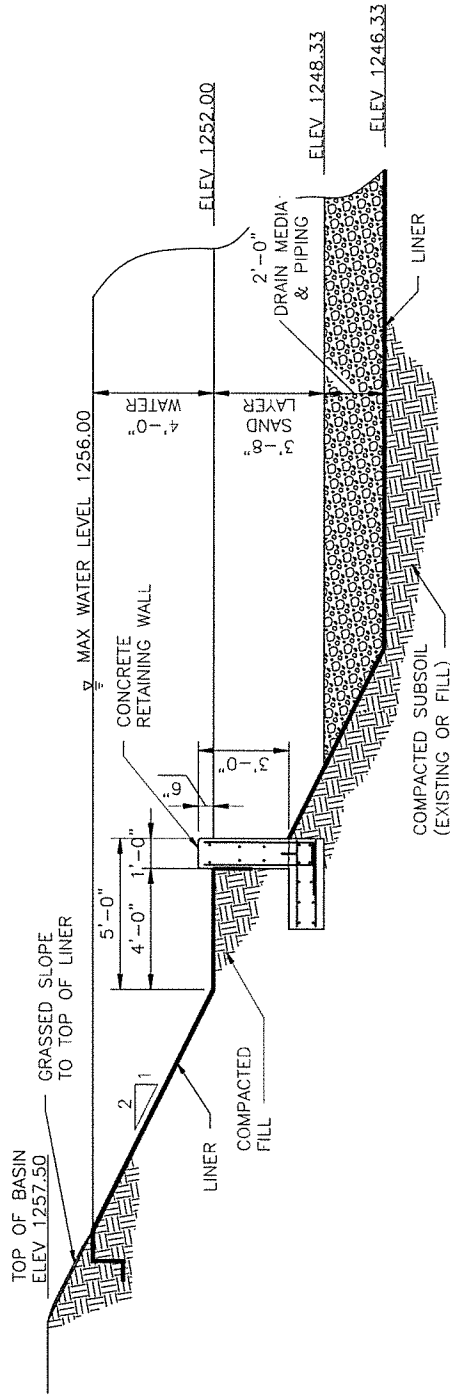
DATE 06/26/14
 FIGURE 1

SLOW SAND FILTERS
 EXISTING RESERVOIRS RETROFIT

Attachment B



NEW SSF BASIN SECTION (TYP)
 1/16" = 1'-0"



DETAIL 1
 1/4" = 1'-0"



MILL CREEK
 WATER TREATMENT PLANT
 LT2 UPGRADES

NEW SLOW SAND FILTERS

DATE 06/26/14

FIGURE

2

Attachment B

PROJECT SCOPE

Complete replacement of existing Supervisory Control and Data Acquisition (SCADA) System:

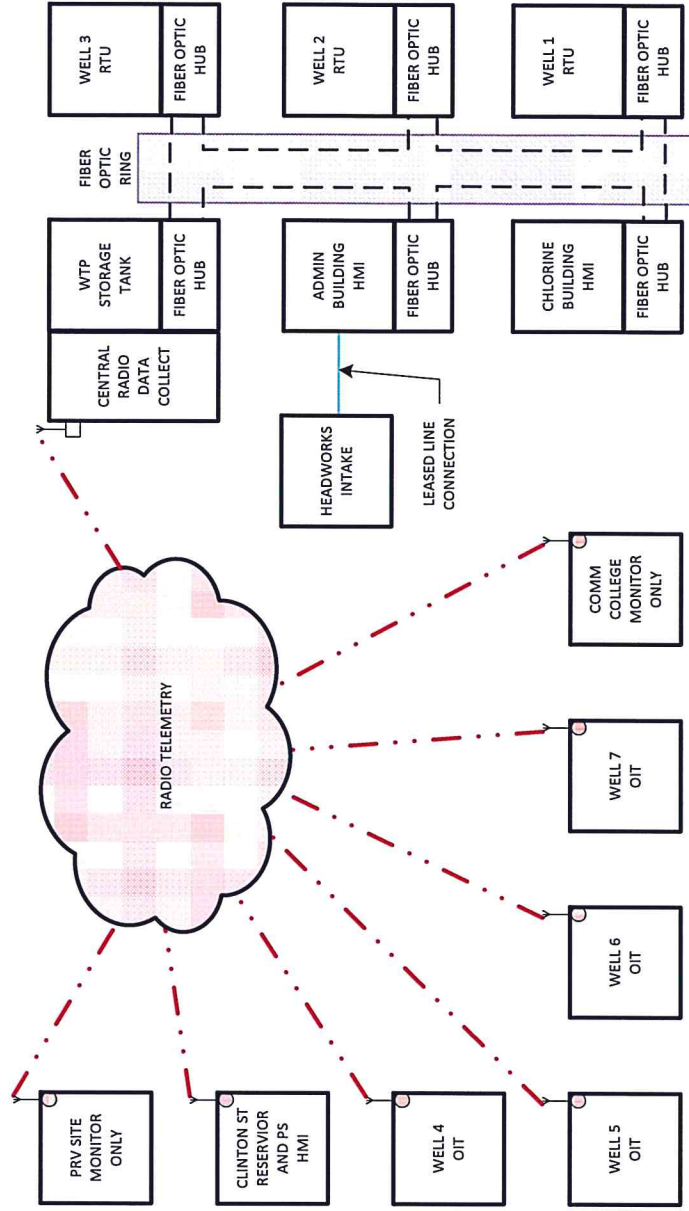
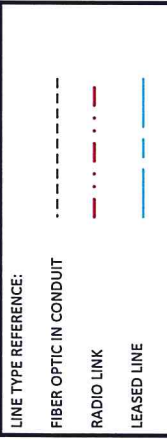
- New Controllers at the Water Treatment Plant and remote stations
- New SCADA Human Machine Interfaces (HMI) or Operator Interface Terminal (OIT) at all stations
- Performance of Radio Studies for all Radio Sites
- Standardization on Allen Bradley controllers
- Earthwork to establish fiber optic ring and new terminus for leased line

Each OIT Site Includes:

- OIT with access to local data/control
- USB data storage for local data historical back up
- System Alarms

Each HMI Site Includes:

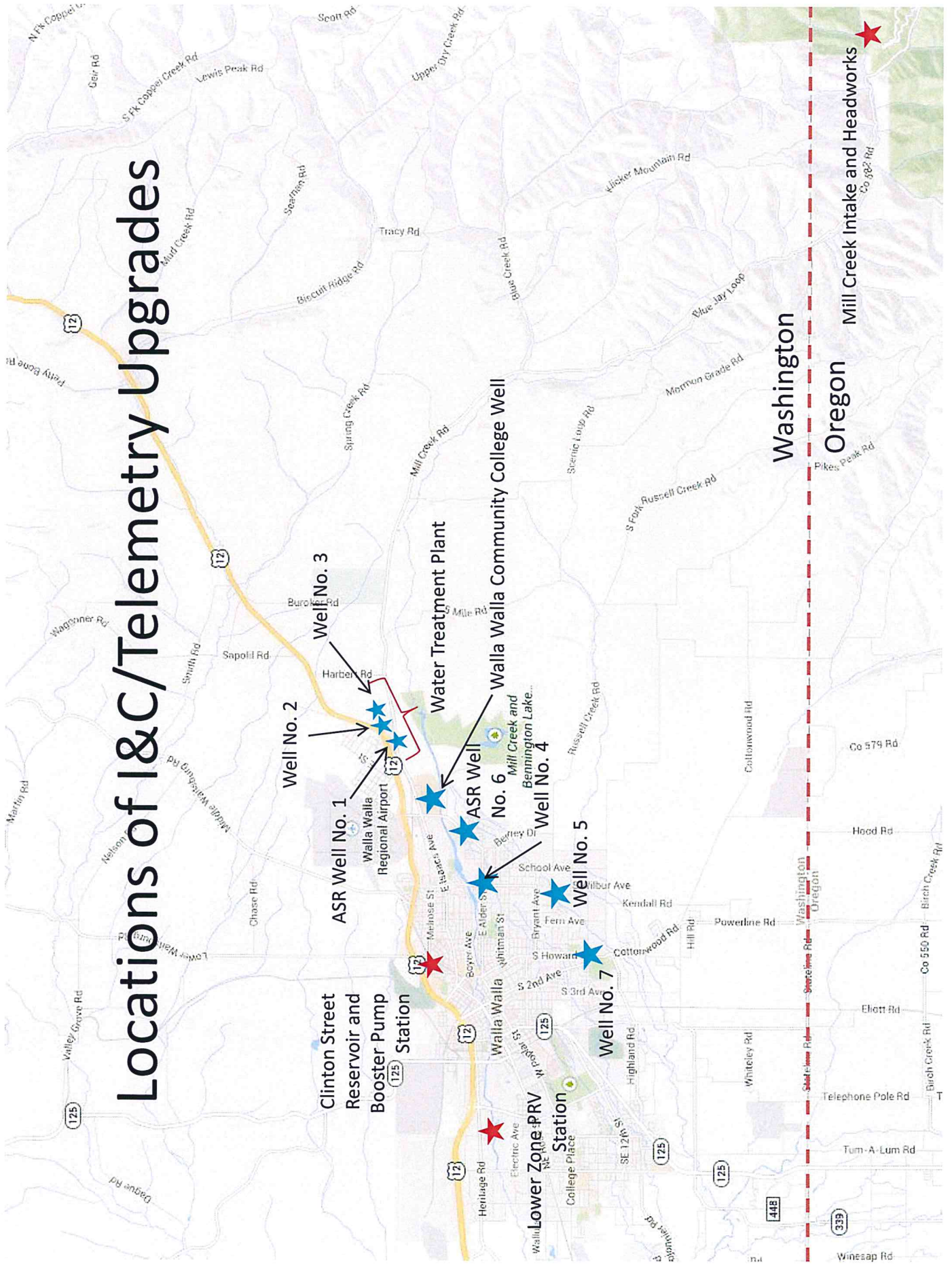
- HMI terminal with access to all data points within system
- Historical backup
- Access to Historian Data stored on server in Admin Bldg and/or City Hall



CITY OF WALLA WALLA – WATER COLLECTION SCADA SYSTEM

Attachment B

Locations of I&C/Telemetry Upgrades



Attachment C: City of Walla Walla's Consultant Experience with Alternative Delivery Projects including GC/CM

Name	Experience	Org	Projects	Cost	Project type	Role during project phases	
						Design	Const.
Robert Bingham, P.E.	34 years experience in utility engineering, planning, design and Alternative Project Delivery	Brown and Caldwell	Everett WPCF Phase A Expansion	\$36 million	GC/CM	Consultant PM	Consultant PM
			King County Brightwater Wastewater TP	\$440 million	GC/CM & DBB	Oversight consultant	Oversight consultant
			King County Brightwater Marine Outfall	\$29 million	D-B	Oversight consultant	Oversight consultant
			Tacoma Central Treatment Plant Expansion	\$70 million	D-B	Consultant PM	Consultant advisor
			Seattle Public Utilities Tolt River Treatment Plant	\$70 million	DBO	Consultant PM	Consultant advisor
			Seattle Cedar River Treatment Plant	\$78 million	DBO	Consultant PM	Consultant PM
			Wilsonville, Oregon Wastewater Treatment Plant	\$50 million	DBO	Consultant advisor	Consultant advisor
			Bellingham Post Point Wastewater Treatment Plant Expansion	\$50 million	GC/CM	Consultant PM	Consultant PM
			Tacoma Central Treatment Plant Expansion	\$70 million	D-B	Consultant PM	Consultant PM
			Santa Fe Buckman Direct Diversion	\$190 million	D-B	Commercial Manager	Commercial Manager
Pat Tangora, P.E.	Over 30 years experience as a consulting engineer providing alternative delivery and utility planning	Brown and Caldwell	Seattle Public Utilities South Transfer Station	\$50 million	D-B	Consultant PM	Consultant PM
			Seattle Public Utilities Cedar Water Treatment Plant	\$78 million	DBO	Consultant PM	Consultant PM
			Seattle Public Utilities Tolt Water Treatment Plant	\$70 million	DBO	Consultant PM	Consultant PM
Greg Pierson, P.E.	26 years in utility planning, engineering, design, and construction phase services.	HDR Engineering	Seattle Public Utilities - Chester Morse Lake Pump Station	\$80 million	GC/CM	Contract Utility PM for SPU	N/A
			West Basin Municipal Water District Edward C. Little Water Recycling Plant Phase IV Expansion	\$54 Million	D-B	Consultant Lead for Process Design	Consultant Lead for Process Construction
Pierre Kwan, P.E.	15 years in municipal and industrial water treatment process planning, design, construction phase services, and operations.	HDR Engineering	Sunshine Coast Regional District South Pender Harbour Water Treatment Plant	\$5.9 Million (CAN)	GC/CM	Consultant PM	Consultant PM

Attachment C: City of Walla Walla's Consultant Experience with Alternative Delivery Projects including GC/CM

Name	Experience	Org	Projects	Cost	Project type	Role during project phases	
						Design	Const.
Dan Becker, CCM, PMP	36 years experience in construction administration and Alternative Project Delivery	HDR Engineering	Salt-River Pima Maricopa Indian Community Zone 2 Improvements	\$26 Million	GC/CM	Consultant Lead for Process Design	Consultant Lead for Process Construction
			Confidential Client – Biofuel Refinery Water Supply	\$32 Million	GC/CM	Consultant PM	Consultant PM
			Confidential Client – Biofuel Refinery Water Supply	\$25 Million	GC/CM	Consultant Asst. PM	Consultant Asst. PM
			Confidential Client – Biofuel Refinery Water Supply	\$16 Million	GC/CM	Consultant Lead for Process Design	Consultant Lead for Process Design
			Confidential Client – Biofuel Refinery Water Supply	\$12 Million	GC/CM	Consultant Lead for Process Design	Consultant PM
			Seatac Parking Garage Expansion	\$42 million	D-B	Consultant PM	Consultant CM
			Carson Water Treatment Plant	\$26 million	GC/CM	CM	CM
			Harry Tracy WTP	\$12 million	D-B	CM	CM
			Chip Manufacture	\$6 million	GC/CM	CM	CM
			Crow Creek Tribal School and Resident Hall	\$40 million	D-B	Consultant PM	Consultant PM
			LOTT – Bud Inlet WWTP	\$45 million	GC/CM	Responsible for GC/CM Selection & Contract	GC/CM Contract Oversight
			Newport WTP	\$8 million	CM/GC	Responsible for CM/GC Selection & Contract	CM/GC Contract Oversight
			Newberg WWTP	\$40 million	CM/GC	Responsible for CM/GC Selection & Contract	CM/GC Contract Oversight

CM – Construction Manager
 PM – Project Manager

Attachment D
CITY OF WALLA WALLA
CONSTRUCTION ADMINISTRATION CHECKLIST

Project Name: _____ **PWE No.:** _____

Project Manager: _____ **Date Printed:** June 26, 2014

- Begin first by confirming **Bidding Requirements** in the document "**Purchasing and Bidding chart for Local Agencies in Washington State**" at <http://www.mrsc.org/govdocs/PurchasingChartA.pdf>. Walla Walla is a code city of >20,000.

BID INITIATION

- Schedule bid opening with City Clerk. (*Bid openings are usually on Monday or Tuesday at least 3 weeks before Council Meeting. Check the [Walla Walla City Council Agenda Deadlines](#) schedule.*)
- Opening Date (enter date) and Time at (Click here to enter text.)
- Prepare the "[Notice of Call for Bids](#)" and obtain the **Public Works Director's** signature.
- Send to City Clerk
- Copy to Public Works secretary
- Copy to Engineering Division secretary
- Advertise project once for 2 consecutive weeks (*3 weeks for federal projects*) 15 days before bid opening via City Clerk. (*It is usually done in Monday local paper - sometimes in outside papers.*)
- Prepare Engineer's "Opinion of Probable Construction Costs", including taxes. \$ *enter amount*
- Set up [plan-holders list](#) via secretary only.
- (**As applicable**): Issue any addendum a **minimum of seven days** before bid opening.
- Update "[Project File Index Sheet](#)" and give to Engineering Division secretary.

BID OPENING

- Facilitate bid opening
- Determine responsive bid. \$ *Enter Low bid amount*
- Call references (optional).
- Check Contractor License at <http://www.lni.wa.gov/contractors/contractor.asp> also has bonding, insurance, and complaint information. (**Print & File**)
- Check with finance to ensure no outstanding debts to City. (**Email or similar, Print & File**)
- Prepare bid tabulation/abstract.
- (**FEDERAL PROJECTS**): Verify prime and subcontractors <http://www.epls.gov/>.
- Give bid bonds to Engineering Division secretary, who will process them and send to Finance.

AWARD OF CONTRACT

- Prepare Council Packet and send to Public Works Secretary (*12:00 noon, 3 weeks prior to Council meeting. Check the [City Council Deadlines](#) for actual schedule*)
- [Legal Request](#)
- [Agenda Item](#)
- Bid Tabulation with Engineer's Opinion of Probable Construction Costs.
- Bid Abstract Summary
- Exhibit Map of project site (GIS basis on 8-1/2"x11" title-block)
- Council awards contract at regularly scheduled meeting (*2 & 4 Wednesday of the month, except November and December, which is 1 & 3 Wednesday instead*). (enter date)
- Send [Letter of Award](#) to approved Contractor with the following:
- Two (2) copies of Construction [Contracts](#),

Attachment D
CITY OF WALLA WALLA
CONSTRUCTION ADMINISTRATION CHECKLIST

Project Name: _____ **PWE No.:** _____

Project Manager: _____ **Date Printed:** June 26, 2014

- Copy of Payment Bond form
- Copy of Performance Bond form
- Copy of Retainage Agreement form
- Notify unsuccessful bidders and send back bid bond (**except first three**).
- Engineering Division secretary shall process any checks that were submitted for return.
- Contractor returns both copies of Construction Contract signed along with [Performance](#) and [Payment](#) Bonds, Insurance, and [Retainage Agreement](#).
- Review contract bonds and insurance.
- Prepare a "[Request for Legal](#)", and forward to the City Attorney to review bonds, insurance, and signed contracts as to legality.
(City Attorney in turn forwards to the City Manager for his/her signature. City Manager signs and forwards to City Clerk. City Clerk will award contract to Contractor with copy to Public works.)
(City clerk will send signed contract to contractor and have file recorded on Laser Fiche)
- Return remaining bid bonds/checks (**NOT sooner**).
- Issue "[Notice to Proceed](#)"
 - Mobilization date (enter date)
 - Last day Completion without penalty (enter date)

PROJECT START-UP

- Hold pre-construction conference. (Link minutes here)
- Approve Contractor's schedule.
- (**As applicable**): Fill out Project [Vendor Sheet](#) form (*Bottom of AP Purchasing List*).
- Fill out Purchase Order ([PO](#)) paper work and give to Engineering Division Secretary.
- Prepare a project master [Pay Estimate](#) and [Ledger](#).

CHANGE ORDERS

- Prepare documents ([Cover](#) and [Form](#)) and forward to Contractor for potential cost impacts
- Finalize two (2) sets of documents, and obtain contractor signatures.
- Obtain Approvals and City signatures. (**Follow Legal Request process similar to "Award of Contract"**)
 - City Council approval first**
 - City Manager only (IF contract amount is \$20,000 or less)
- Send originals of change order to City Clerk and Contractor. Engineering shall keep copy.
- Send PO change e-mail to Engineering Division Secretary, who will forward request to City finance to update.

CONSTRUCTION

- (**FEDERAL PROJECTS**): Follow [LAG Manual Checklist](#)
- Receive affidavit of "Intent to Pay Prevailing Wages" prior to first payment.
- Check certified payroll against prevailing wages: <http://www.lni.wa.gov/TradesLicensing/PrevWage/default.asp>
- Issue a "[weekly statement of work days](#)" for "work day" projects only.

Attachment D
CITY OF WALLA WALLA
CONSTRUCTION ADMINISTRATION CHECKLIST

Project Name: _____ **PWE No.:** _____

Project Manager: _____ **Date Printed:** June 26, 2014

PROJECT CLOSE-OUT (*First, meet with the Engineering Secretary to complete this effort*)

- Inspect project and issue punch-list. (Contractor shall notify Owner in writing first to arrange site visit).
- Complete final inspection.
- Process final application for payment after all the following is obtained and/or confirmed:
 - Construction corrections are completed
 - Operation and Maintenance instructions are provided
 - Training is complete
 - Guarantees, certificates, and record document plans are provided
- Send "[Letter of Substantial Completion](#)" to Contractor stating physical completion and request all Affidavit of Wages Paid. (Enter date)
- Receive Affidavit of Wages Paid from Contractor.

Do not complete remaining effort until the Final Payment has been processed with City Finance.

- 1. Department of Labor and Industries:** Go to <https://fortress.wa.gov/lni/bbip/Search.aspx> and print the "Employer Liability Certificate" for the file
 - Send "[Notice of Completion of Public Works Contract](#)" [F215-038-000] to the Industrial Insurance Division of the Department of Labor & Industries (L&I). <http://www.lni.wa.gov/forms/wordforms/F215-038-000.doc>
 - 2.** Receive acknowledgement back from L&I.
- Department of Revenue** (*Only for projects over \$35,000 per State RCW 60.28.051 Rev. 7/28/07*): Forward (email original) the "[Notice of Completion](#)" to City Finance for them to send to the Department.
 - 3.** Receive acknowledgment back from Department of Revenue.
- Department of Employment Security:** Send "[Notice of Completion](#)" to them.
 - 4.** Receive acknowledgment from Department of Employment Security.
- (**Federal Project Only**) Collect Form FHWA-47 from contractor, showing all materials, labor hours, and amount earned.
- Interview all subcontractors to verify payment by Prime contractor.
- Send City Finance [memo](#) requesting release of retainage, along with copies of all four proceeding documents from state agencies (plus the one from the federal agency as applicable).
- Close out PO's via Engineering Division Secretary.

RECORD DOCUMENTS CLOSE-OUT

- Sort through files and eliminate duplicates.
- Contact City Clerk to archive the files in archive boxes.
- Complete and file RECORD DRAWING plans. (One set on full-size mylar sheets)
- Send CAD file information to GIS (refer to their criteria)
- Prepare and file "Final Record" notebook containing the following:
 - Final Record Cover Sheet
 - One page project summary with photograph
 - List of City project personnel
 - Copy of Signed Construction Contract

Attachment D
CITY OF WALLA WALLA
CONSTRUCTION ADMINISTRATION CHECKLIST

Project Name: _____ **PWE No.:** _____

Project Manager: _____ **Date Printed:** June 26, 2014

- Copies of executed bonds and proof of insurance (see AWARD OF CONTRACT above)
- Copy of Final Pay Estimate
- Copies of Wages, Payments, and Change Orders
- Copies of Daily Diary reports

Attachment E: City of Walla Walla Major CIP Project List

Year	Project Number	Planned Start Date	Actual Start Date	Planned Finish Date	Actual Finish Date	Project Name and Description (Projects Over \$1 Million in Past 5 Years Plus Major Plant Upgrades)	Planned Construction Cost (Millions \$)	Actual Construction Cost (Millions \$)	Reasons for Budget or Schedule Overruns	Audit Findings
2013	ST07013	Apr-13	Jun-13	Sep-13	Nov-13	Myra Road Project (upgrade major arterial)	2.8	3.0	Schedule - Underestimated Environmental and Right of Way approval times. Budget increased due to project change orders during construction. Primarily due to soft subgrades.	None
2013	IRRP007	Apr-13	Apr-13	Oct-13	Oct-13	Pleasant/Home/Fern/Statesman (local road replace water, sewer and road)	2.1	1.7		None
2013	TBD9010	Jul-13	Jul-13	Nov-13	Oct-13	Rose Street TBD - 13th Avenue to Carey Court (upgrade major arterial)	1.6	1.8	Bids came in higher than estimate	None
2012	IRRP012	Apr-12	Apr-12	Oct-12	Oct-12	Edith/Carrie (local road replace water, sewer and road)	1.6	1.5		None
2010-2012	pd07050	Nov-10	Nov-10	Nov-11	Dec-11	New Walla Walla Police Station	7.2	6.9	Schedule over-run from weather impacts during 1st 3 months of excavation/foundation work	None
2011	IRRP004	Mar-11	Mar-11	Sep-11	Sep-11	Bonsella-Estrella-Figueroa IRRP (local road replace water, sewer and road)	1.6	1.1		None
2011	IRRP006	Apr-11	May-11	Aug-11	Sep-11	Whitman Street IRRP (local road replace water, sewer and road)	0.8	0.8		None
2010	lf06011	Mar-10	Jun-10	Nov-10	Nov-10	Landfill Close Area 6 (install cover, gas collection and flare system)	2.0	1.6	Schedule - Project had to re-bid due to bid irregularity and qualifications of the low bidder	None
2009-2010	st06001	Aug-09	Aug-09	Dec-09	Apr-10	Replace Palouse Street Bridge	0.8	0.9	Filing sub contractor failed to perform and then went bankrupt	None
2009-2011	na	Oct-14	Aug-09	Jun-14	Jun-11	ARRA 13th Street (upgrade major arterial)	1.9	2.0		None
1999-2008	na	Jan-99	Jan-99	Nov-08	Nov-08	Wastewater Plant expansion to Class A reclaimed water in 3 phases	30.0	30.0	Project was under budget - with PWTF blessing three gravity sewer projects were added	None
1998-1999	na	Jan-98	Jan-98	Dec-98	May-99	Water Plant Upgrade (install ozone treatment, pumps, pipes and tanks)	14.0	14.0	Schedule - contractor was unable to finish painting exterior of water tank before winter	None

Note: All projects listed used design-bid-build contracting method.