



September 16, 2022

Mr. Tyson Ames
Public Works Director
Municipality of Skagway Borough
700 Spring Street
P.O. Box 415
Skagway, AK 99840

Re: Proposal for Preliminary Engineering, Grant, and Environmental Services
Skagway Wastewater Treatment Facility Improvements

Dear Tyson,

CRW Engineering Group, LLC (CRW) is pleased to provide this proposal for preliminary engineering services to support the Municipality of Skagway Borough (Skagway) with improvements to its wastewater treatment facility (WWTF). We understand that Skagway has received a direct appropriation from Congress for upgrades to its WWTF in the form of an EPA Community Grant. This proposal provides the scope and fee for pre-design work including assistance with the application and coordination of the EPA Community Grant, environmental review, WWTF 3D survey, and preliminary engineering documents including conceptual drawings and construction cost estimates.

CRW will provide process, civil, structural, mechanical, and electrical/controls engineering services with State of Alaska licensed professional engineers as well as assistance with grant writing and coordination. We intend to contract with Solstice Alaska Consulting (Solstice), a WBE (Certification #9900647), for environmental services and HMS, Inc. for cost estimating services. This proposal outlines CRW's scope, assumptions, schedule, deliverables, and costs.

SCOPE OF SERVICES

CRW proposes to perform the work in general accordance with the following tasks.

Task 0010 – Grant Assistance

Skagway has received preliminary information from EPA regarding the grant awards process and some of the requirements that will apply to funding received for the project. EPA has indicated that they intend to provide final implementation guidance and application instructions for community grantees in the coming months. CRW will assist Skagway in the grant award process with EPA. Grant assistance services may include preparation of the grant application, technical writing, financial analysis to support benefit-cost analyses, cost share funding analyses, project narrative development, project budget development, and compilation or development of relevant supporting documents.

Assumptions for Task 1:

- This scope of work is an estimate based on preliminary information from Skagway and the EPA and prior grant coordination experience. CRW will assist Skagway with grant coordination as needed based on the services outlined above, up to the limits of CRW's budget for this task. The amount of time furnished and the cost of performing such services are estimates. CRW is not obligated to provide services beyond the amounts summarized in Attachment 1, nor is Skagway

obligated to pay for such services unless such services are mutually agreed to by both parties in an amendment to this scope of work.

Deliverables for Task 1:

- Meeting Agendas and Minutes, Grant Application Forms, Narratives, etc. (Deliverables shall be electronic files in .pdf format transmitted via e-mail).

Task 0020 – Environmental Review

CRW/Solstice will assist with the preparation of environmental reports in compliance with the National Environmental Policy Act (NEPA). In order to secure funding through the EPA, an environmental report that documents environmental conditions and potential effects of the WWTF improvements is required in accordance with NEPA.

Because EPA has not developed NEPA guidance under this grant program, CRW/Solstice will prepare a general draft environmental review based on a categorical exclusion-level NEPA document. The document will summarize:

- Purpose and need for the project
- Alternatives, including the proposed alternative
- Existing resources based on established NEPA categories
- Potential impacts

As a part of this task, CRW/Solstice will complete the consultation process with the State Historic Preservation Office under the National Historic Preservation Act (NHPA) Section 106 and complete an office-based report documenting all known historic and cultural resources within the WWTF's area of potential effect.

Assumptions for Task 2:

- A draft document will be developed as described above. If the EPA's NEPA document needs are substantially different from the categorical exclusion-level document developed, additional scope/services may be required.
- A final categorical exclusion report will be produced once EPA provides NEPA guidance.
- No fieldwork or travel to Skagway is needed to complete the environmental review/report.
- A routine environmental process is assumed. Addressing substantial controversy and/or detailed agency negotiations, including but not limited to formal consultation under the NHPA, would be done as additional services.

Deliverables for Task 2:

- Draft categorical exclusion NEPA report (electronic file in .pdf format transmitted via e-mail)
- Final categorical exclusion NEPA report (electronic file in .pdf format transmitted via e-mail)

Task 0030 – WWTF 3D Mapping

CRW will collect and process a 3D colorized point cloud of the interior and exterior façade of the WWTF. Data will be collected with a Matterport™ Pro2 scanner. An MEP/Industrial space will be processed and exported from Matterport for development of the Revit model. CRW's Project Manager (Moyers) and

Mechanical EIT (Atkins) will travel to Skagway to conduct the 3D scan of the WWTF and perform a walkthrough/condition assessment of major equipment with Skagway staff. This task includes travel expenses for the site visit and assumes the trip will be accomplished in two days, with an overnight stay in Skagway. Additional labor and expenses incurred due to travel delays outside of CRW's control will be billed as additional services.

Assumptions for Task 3:

- WWTF will be clear of items and clutter that could block areas to be mapped.
- Grating and hatches will be able to be opened and removed for data collection.
- No areas to be mapped will require confined space entry.
- Skagway will provide supplemental lighting for areas too dark for color scans. If no lighting is available scans will be performed in black and white.
- Data will be registered through cloud to cloud; scanning targets will not be used.

Deliverables for Task 3:

- Unified point cloud of the interior and exterior façade of the WWTF
- Matterport project file and support data
- Revit model
- 360° color photos viewable in Matterport

Task 0040 – Preliminary Engineering Report (PER)

CRW will develop a Preliminary Engineering Report based on the alternatives identified in the '2019 WWTP Evaluation and Alternatives Analysis Report' and submitted for potential funding under the proposed EPA Community Grant. In general, the proposed upgrades to the WWTF will include:

- installation of a Moving Bed Biofilm Reactor (MBBR) as a primary polishing reactor to provide additional soluble BOD removal following the existing primary clarifiers.
- improvements to the existing influent pump station to allow for redundancy.
- a new ultraviolet (UV) odor control system – based on the design completed for WWTF Building 2 in 2019. No new design is anticipated at the PER stage.
- a new approx. 1,200 square foot light wood frame building adjacent to the existing WWTF. The building is to be used as a laboratory and office space. This alternative will be based on the design completed by Architects Alaska for the office building in 2015.

In addition to the alternatives identified above, CRW will develop and evaluate treatment process alternatives (disinfection) for meeting potential effluent limits for fecal coliform/enterococcus as indicated by EPA/ADEC to be included in the renewed 301(h) permit for the facility.

CRW will prepare a draft PER in general accordance with the Interagency Memorandum developed by the USDA, EPA, IHS, and HUD, dated January 16, 2013. The report will include descriptions of the existing facilities, and an evaluation of the alternatives including the design criteria, conceptual layouts, environmental impacts, site control/land requirements, potential construction problems/phasing, sustainability considerations, and capital and O&M cost estimates for each alternative. The report will also include preliminary recommendations for a proposed project based on the available funding with the EPA Community Grant.

Following Skagway's review of the draft report, CRW will attend a design review meeting via teleconference and provide written responses to review comments. Following the design review meeting, CRW will incorporate the review comments from the draft PER, complete the selection of an alternative(s) and include a preliminary/conceptual design, schedule, permit requirements, capital cost, and annual operating budget (O&M costs and short-lived assets) for the proposed project(s) into a final PER.

Assumptions for Task 4:

- CRW proposes to contract with HMS, Inc. to provide capital cost estimates for the proposed alternatives.
- It is assumed that Skagway will distribute the draft PER for review as needed and will provide a consolidated list of review comments.
- It is assumed that the review meeting will be accomplished via a conference call or virtual MS Teams meeting. No travel has been included in this task.

Deliverables for Task 4:

- Draft PER including Concept-level drawings and cost estimate (electronic file in .pdf format transmitted via e-mail)
- Response to PER comments (electronic file in Excel format transmitted via e-mail)
- Final PER including Concept-level drawings and cost estimate (electronic file in .pdf format transmitted via e-mail)

Task 0050 – Project Management

- 5.1 Project accounting, invoicing, scheduling, and contract administration.
- 5.2 Implementation and management of a QA/QC program to ensure quality work products. This program includes a detailed internal QC of all project deliverables by a technical expert who is not directly involved with this project for the benefit of outside perspective.

ADDITIONAL NOTES AND ASSUMPTIONS

The above scope and tasks include the following assumptions:

1. It is assumed that COVID testing/quarantine time requirements will not be applicable for the proposed travel on this project. Additional labor and travel expenses incurred due to COVID requirements at the time of travel will be billed as additional services.
2. This proposal does not include detailed design services (beyond conceptual/preliminary design) of the selected alternative(s).
3. This proposal does not include detailed site topographic survey or subsurface geotechnical exploration.
4. CRW shall provide other services in response to a written request for services from the Municipality of Skagway Project Manager. CRW is not authorized to complete work on any additional service task without authorization from Skagway. If the Owner determines that additional task items will be required, CRW shall provide a scope and fee proposal to Skagway to complete the requested work.

SCHEDULE

CRW proposes to perform the work in accordance with the following milestones. If a different schedule is desired please let us know and we will attempt to meet that schedule. Grant Assistance has not been included in the milestone schedule as CRW will provide services as needed to coordinate with Skagway and EPA over the coming months. Similarly, the Categorical Exclusion has not been included in the milestone schedule below pending coordination with EPA on the requirements of the environmental review. It is anticipated a draft CatEx report will be submitted 6 weeks after NTP for that report.

- Notice to proceed (for PER) October 14, 2022
- Site visit for 3D scan/condition assessment October 24-25, 2022
- Draft PER (6 weeks) November 25, 2022
- Skagway review period (2 weeks) December 9, 2022
- Final PER December 30, 2022

FEE

We propose to perform our work on a time and expense basis. CRW’s total compensation for services provided pursuant to this agreement, including labor and overhead costs and expenses shall not exceed \$125,484.00 without written authorization by the Municipality. Fee estimate spreadsheet is included as Attachment 1.

We look forward to working with you on this project and are excited about this opportunity. Please don't hesitate to contact me at (907) 646-5607 if you have any questions regarding any aspect of this proposal.

Sincerely,

CRW Engineering Group, LLC



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Attachments: Fee Proposal (1 page)