



**TOWN OF MIAMI  
Wastewater Advisory Board Meeting  
Wastewater Collection System Replacement Project**

**THURSDAY, DECEMBER 15, 2016 AT 4:15 PM**  
MIAMI TOWN COUNCIL CHAMBERS  
500 W SULLIVAN STREET, MIAMI, ARIZONA 85539

**Meeting Minutes**

**I. Call to Order**

Meeting was called to order at 4:15 pm by Jay Spehar.

**II. Roll Call**

PRESENT: Jay Spehar, Ray Webb, John Trujillo

ABSENT: Jerry Barnes, Don Reiman

**III. Approval of Minutes**

a. Approval of Minutes from the November 17, 2016 Meeting.

- John Trujillo motioned to approve the minutes of the November 17, 2016 Meeting. Motion was seconded by Ray Webb – All in favor.

b. Approval of Minutes from the November 28, 2016 Special Meeting.

- Ray Webb motioned to approve the minutes of the November 28, 2016 Special Meeting. Motion was seconded by John Trujillo – All in favor.

**IV. New Business**

**a. Project Status Update**

HILGARTWILSON and Kinkaid provided an update on the project.

- Phase 2 Construction:
  - Phase 2 construction is nearing completion. Over the past month, Kinkaid has been completing the final punch-list items, including putting back walls, replacing fences, and pouring manhole collars. Kinkaid anticipates the work will be 100% completed by next week.
  - Mr. Trujillo asked if the issue regarding the missing service connections was resolved. Derek Borum of Kinkaid said they found the missing Post Office service and the service in Canyon Avenue, however a few services still remain missing in Sullivan Street. Additional discussion was held about the missing

services and which portion of the old sewer main is still active within Sullivan Street.

- Joe Heatherly explained how the current missing sewer services will be located and connected to the new sewer main in the future. The Town is creating a written agreement form for each property owner having a missing sewer service, which gives the Town access into their property to perform the sewer service connection work using a different contractor. If the property owner chooses to not agree to this work, they would do so knowing that the old sewer main will be taken offline in the near future and that their property will no longer have sewer service.
- Mark Ipson with HILGARTWILSON gave a brief overview of the change orders approved to date and the unknown utility and Mackey Camp allowance summaries. It was noted that there is nearly \$40,000 left in the unknown utility allowance and \$19,500 left in the Mackey Camp allowance. These allowances had been approved as additions to the contract. Therefore, if the money is not used, these remaining allowance amounts will be used to reduce the budget overage resulting from the Phase 2 change orders.
- John Trujillo asked Joe Heatherly if the Phase 2 budget was going to remain open after construction, once Kinkaid is complete, so that the costs for connecting the remaining services can still be charged to Phase 2. Mr. Heatherly stated that the Town will discuss with USDA the best way to address that issue. Mark Ipson noted that in regards to funding, USDA has typically looked at the project as a whole, therefore money for Phase 2 repairs could probably be re-allocated to future phases, however, this would need to be discussed with USDA.
- Mark Ipson gave an overview of the change orders that are pending and that have not been approved to date.
- Mark Ipson gave a detailed breakdown of the total project costs to date, including soft costs (items such as engineering design, the resident project representative, construction management, permitting, legal, etc.). Additional discussion was held about the budget summary and the amount remaining for Phases 3-5.
- Jay Spehar asked about the contingency amount for each construction phase and whether the contingency amount for Phase 2 has been spent. Mark Ipson explained that the Phase 2 contingency has been spent. Additional discussion was held on how the project costs and change orders to date have exceeded the contingency amount.
- Phase 3-5:
  - Mark Ipson discussed the construction phasing planned for Phases 3-5. Phase 3 includes work at the east end of Town and in the Miami Gardens area, while Phases 4 and 5 include work on the north and south sides of Highway 60, respectively.
  - Mark Ipson stated that all easements for the sewer project have been obtained and Dale Metz is currently processing the final paperwork for these easements. Additional discussion was held regarding the final easements that are being worked through with the Town.
  - Mark Ipson discussed the preliminary Phase 3-5 schedule. The Town is hoping to get plans out to bid in February or March of 2017.

**b. Change Orders**

- Change Order #35, for a \$4,156.29 increase in Kinkaid Civil Construction's contract price to cover the costs for rerouting the discharge line from the septage receiving station to the new sewer main in the Public Works Yard, was discussed. A motion was made by John Trujillo to recommend to Council the approval of Change Order #35 for an increase in Kinkaid Civil Construction's contract price in the amount of \$4,156.29, subject to funding agency concurrence. Ray Webb seconded the motion. All in favor.

**c. Payment Applications**

- Kinkaid Civil Construction's (Kinkaid) pay application in the amount of \$51,749.35 for Phase 2 construction services was reviewed and discussed. Joe Heatherly stated the Town has reviewed this pay application and finds it acceptable. A motion was made by John Trujillo to recommend to Council the approval of Kinkaid's pay application in the amount of \$51,749.35, subject to funding agency concurrence. Ray Webb seconded the motion. All in favor.
- Amec Foster Wheeler's (AMEC) pay application in the amount of \$17,922.85 for one month of engineering design, construction management, and program management services, was reviewed and discussed. Joe Heatherly stated that he reviewed this pay application and found it to be acceptable. However, Joe expressed concerns over a few construction items that need to be resolved prior to the issuance of a future final pay application to AMEC, such as the discharge line at the septage receiving pit and actual material quantities used. Additional discussion was held about the issues and how they will be resolved. A motion was made by Ray Webb to recommend to Council the approval of AMEC's pay application in the amount of \$17,922.85, subject to funding agency concurrence. John Trujillo seconded the motion. All in favor.
- Town of Miami pay application in the amount of \$14,922.37 for legal, mediation, and other project-related expenses was reviewed and discussed. Joe Heatherly stated that most of this pay application is for legal costs relating to Phase 2 mediation and Phase 3-5 easement work. Discussion was held regarding the invoice amounts that included work relating to the Tri-Cities Sanitary District. Mark Ipson explained that costs for any work involving railroad easements were not included in the pay application and the amount shown is correct. A motion was made by John Trujillo to recommend to Council the approval of the Town of Miami pay application in the amount of \$14,922.37, subject to funding agency concurrence. Ray Webb seconded the motion. All in favor.

**d. Discussion regarding the contract for Phases 3-5 Construction Management Services with HILGARTWILSON**

- Joe Heatherly provided a status update on the construction management services contract negotiation with HILGARTWILSON for Phases 3-5. The Town went through an RFQ process for the Phases 3-5 construction management services and has selected HILGARTWILSON. The Town is now in negotiations with HILGARTWILSON regarding the contract amount. Joe provided additional discussion on the general Request for Qualifications (RFQ) and negotiation process and what steps would need to be taken in the event that an agreement is not reached with HILGARTWILSON. Joe stated that he anticipates a contract amount can be agreed to in principle by early to mid-next week. Depending on the timing of this agreement, the Town may ask for either a special WWAB meeting or contact the WWAB members individually for their feedback on the contract.

**e. Public Comment on the operation, financing, and construction of the sewer project**

- No public comments were given.

**V. Adjournment:**

- Ray Webb motioned to adjourn the meeting. Seconded by John Trujillo. All in favor. The meeting was adjourned at 5:13 pm.