



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

THURSDAY, JANUARY 19, 2017 AT 4:00 PM
MIAMI TOWN COUNCIL CHAMBERS
500 W SULLIVAN STREET, MIAMI, ARIZONA 85539

Meeting Minutes

I. Call to Order

Meeting was called to order at 4:00 pm by Jay Spehar.

II. Roll Call

PRESENT: Jay Spehar, Ray Webb, John Trujillo, Jerry Barnes, Don Reiman

ABSENT: None

III. Approval of Minutes

a. Approval of Minutes from the December 15, 2016 Meeting.

- John Trujillo motioned to approve the minutes of the December 15, 2016 Meeting. Motion was seconded by Ray Webb – All in favor.

IV. New Business

a. Project Status Update

Mark Ipson with HILGARTWILSON provided an update on the project.

- Phase 2 Construction:
 - Phase 2 construction is mostly complete. Over the past month, Kinkaid has been completing minor clean up items such as the drainage issues experienced in Sykes Alley after a recent rain event. In the construction meeting prior to the wastewater advisory board meeting, final close-out items were discussed. The remaining items include miscellaneous paperwork and final payments. The paperwork includes a few outstanding change orders, most of which will be considered later in the wastewater advisory board meeting. Mr. Ipson stated that the project team anticipates one additional reconciliation change order will be presented at the next board meeting to verify and confirm the quantities installed as compared to the original quantities that were listed in the bid documents.

- 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. It is anticipated that part of the reconciliation change orders will pull these remaining balances out of the contract.
 - Ray Webb asked if the reconciliation change orders will include the service connections that were not installed. Mark Ipson and Tim LeClair replied that those items and others will be accounted for in the change order.
 - Mark Ipson gave a detailed breakdown of the change orders and total project costs to date, including soft costs (items such as engineering design, resident project representative, construction management, permitting, legal fees, etc.). Additional discussion was held about the budget summary and the amount remaining for Phases 3-5.
 - Jay Spehar asked if the budget for Phases 3-5 was a calculated number. Mark Ipson explained that costs to date are calculated numbers while future costs are projected and are based on the original budget for the project. As the project moves along, those projected numbers will be adjusted to match the bids submitted by contractors and as any portions of the proposed improvements are removed from the project.
 - Mark Ipson gave an overview of the budget and projected costs for each phase and discussed how each phase was over or under budget. Joe Heatherly asked if the original budget should be updated due to some of the work that was deferred in Phase 2. Mark Ipson stated that the budget tables being presented were based on the original budget and costs to date and that they would be updated to reflect the deferred work. More discussion was held about the remaining budget for the future phases and potential work that can be pulled from future phases, such as service connections to abandoned buildings or vacant lots and sections where CIPP can be used in lieu of open trench installation.
 - Jay Spehar requested that a table be created for the next WWAB meeting to break down the soft costs to date, so more detail is available on what went over budget. Jerry Barnes added a request for a table to be prepared to summarize the work deferred from Phase 2 to future phases. More discussion was held about the budget, soft costs, and contingency amounts in the original budget. Mark Ipson stated that he would add an agenda item to next month's meeting to discuss soft costs and would also provide a table with a breakdown of soft costs to date.
- Phases 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.
 - All 41 easements for the Phase 3-5 sewer project have been obtained and the final paperwork has been processed with the help of Dale Metz.
 - Mark Ipson noted that the contract for the Phases 3-5 Construction Management services has been prepared and is now being reviewed by the Town's attorney. Ray Webb asked if this contract was for HILGARTWILSON and if Jacobs has a part of the work, to which Mr. Ipson responded that he was

correct and that Rick Powers will be devoting some time to the project. Discussion was held about the status and amounts of the proposed contract. The Construction Management services will be equal to approximately 7.3% of the construction cost.

b. Change Orders

- Change Order #36, for a \$27,048.75 decrease in Kinkaid Civil Construction's contract price for the removal of the asphalt replacement work on Canyon Avenue and Cuprite Avenue from the contract, which work will not be replaced as part of this project, was discussed. A motion was made by Jerry Barnes to recommend to Council the approval of Change Order #36 for a decrease in Kinkaid Civil Construction's contract price in the amount of \$27,048.75, subject to funding agency concurrence. John Trujillo seconded the motion. All in favor.
- Change Order #37, for a \$84,374.00 decrease in Kinkaid Civil Construction's contract price for the removal of the CIPP rehabilitation work that will be added to a future phase of the project, was discussed. A motion was made by John Trujillo to recommend to Council the approval of Change Order #37 for a decrease in Kinkaid Civil Construction's contract price in the amount of \$84,374.00, subject to funding agency concurrence. Jerry Barnes seconded the motion. All in favor.
- Change Order #38, for a \$14,257.28 increase in Kinkaid Civil Construction's contract price to reconcile all asphalt removal and replacement amounts for the Phase 2 project, was discussed. A motion was made by Ray Webb to recommend to Council the approval of Change Order #38 for an increase in Kinkaid Civil Construction's contract price in the amount of \$14,257.28, subject to funding agency concurrence. John Trujillo seconded the motion. All in favor.
- Change Order #39, for a \$110,857.57 increase in Kinkaid Civil Construction's contract price to reconcile all the Portland Cement Concrete Pavement (PCCP) removal and replacement amounts for the project, was discussed. A motion was made by John Trujillo to recommend to Council the approval of Change Order #39 for an increase in Kinkaid Civil Construction's contract price in the amount of \$110,857.57, subject to funding agency concurrence. Jay Spehar seconded the motion. John Trujillo, Jay Spehar, and Don Reiman voted in favor. Ray Webb opposed. Jerry Barnes abstained. The motion passed with a vote of 3 to 1.

c. Payment Applications

- Kinkaid Civil Construction's (Kinkaid) pay application in the amount of \$51,850.22 for Phase 2 construction services was reviewed and discussed. Mark Ipson and Joe Heatherly stated that HILGARTWILSON and the Town have reviewed this pay application and find it acceptable. A motion was made by Jerry Barnes to recommend to Council the approval of Kinkaid's pay application in the amount of \$51,850.22, subject to funding agency concurrence. John Trujillo seconded the motion. All in favor.
- Town of Miami pay application in the amount of \$8,865.91 for easements and other project-related expenses was reviewed and discussed. Joe Heatherly stated that most of this pay application is for costs incurred for the railroad easements and for easements related to Phases 3-5. Discussion was held regarding the future monthly or annual costs for the railroad easements that were obtained. A motion was made by John Trujillo to recommend to Council the approval of the Town of Miami pay application in the amount of \$8,865.91, subject to funding agency concurrence. Ray Webb seconded the motion. All in favor.

d. Information and Discussion regarding the draft Scope of Work for Construction Management Services for Phases 3-5 of the Miami Sewer Replacement Project.

- Joe Heatherly explained that this was on the agenda to present to the wastewater advisory board the proposed scope of work for the construction management services. The Town Council has approved the tentative scope and dollar amount for HILGARTWILSON to perform the construction management services for Phases 3-5. Mr. Heatherly also spoke with USDA about the scope and fee amount and it was decided that the contract will be a lump sum price and not time and materials based. As the contract is being finalized, the Town has been working on locating, exposing, and cleaning existing manholes for Phases 3-5, some of which were buried up to 5 feet deep and were plugged with debris. It is anticipated that within the next few weeks, the sewer mains will be jetted so they can be videoed. John Trujillo asked if most of the sewers should have already been videoed. Mr. Heatherly responded that not all the sewers were videoed during the original investigation for various reasons. Additional discussion was held about the previous design and video work.

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

- No public comments were given.

V. Adjournment:

- Don Reiman motioned to adjourn the meeting. Seconded by Jerry Barnes. All in favor. The meeting was adjourned at 5:11 pm.