


Date: September 5, 2008
To: Mel Odens, Director of Public Works
Copy: Colleen Thompson, WWTF Superintendent
Holly Wilson
File
From: Rhonda Rae, Program Manager 
Prepared by: Rhonda Rae, Program Manager
Re: August 2008 Monthly Report Summary (through August 9, 2008)

These notes summarize the activities related to the Wastewater Treatment Plant Relocation and Conveyance System Improvements for the month of August 2008 (through August 9, 2008).

Summary of Program Management Activities

Several Technical Memoranda were completed including I/I Reduction Projects (2008-2012), Sewer and Manhole Improvements and Project Description 10, and Frequently Visited Problem Areas.

The Infrastructure Management Subprogram was active with continued work on a program to reduce fat, oil and grease (FOG) in the City's Sewer System. Work continued on the update to Willmar's Sewer Use Ordinance.

Grant application status was monitored for the potential WRDA and STAG grants.

Together with legal counsel, arranged and conducted a pipeline corridor tour for the Condemnation Commissioners.

Continued to monitor and follow up on pending permits.

File management activities continued with file upload to Buzzsaw.

Design Phase

Continued to answer bidders' questions for the WWTF and Conveyance Projects. The bid opening was held on July 31. A pre-award conference was held on August 6 with the apparent low bidders on the three conveyance projects. Bids were evaluated, and recommendations were made to the City Council for the WWTF and Conveyance Projects.

The tentative contract award remains scheduled for August 18 for Conveyance Projects and September 2 for the WWTF. A Pre-Construction Conference for the Conveyance Projects is scheduled for September 3, and the Notice to Proceed for those Projects is tentatively scheduled for September 8.

Final updates are being prepared to Contract D-6 (pump stations) and Contract B (Existing WWTF Decommissioning).

Construction Phase

Project 0609, Phase 2 Southern Interceptor Sewer, remains open and Donohue has prepared its recommendations for contract close and final payment. A letter was prepared for City signature to SJ Louis with a proposed settlement for Project 0609.

**Financial
Information**

**Planning Phase
Year to Date Cost Summary**

Remaining Balance
\$338

**Design Phase
Year to Date Cost Summary**

Original Contract Limit
\$4,359,172
Contract Amendments
\$198,219
Current Contract Limit
\$4,557,391

Invoices to date
\$4,454,052
Remaining Balance
\$103,339

Remaining Balance
Monthly Beginning Balance
\$151,309
July Invoice
\$47,970
Remaining Balance
\$103,339
