

Monthly Report Summary



Date: November 3, 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: October 2008 Monthly Report Summary

These notes summarize the activities related to the Wastewater Treatment Plant Relocation and Conveyance System Improvements for the month of October 2008.

Summary of Activities

Program Management

Planned for Groundbreaking Ceremony held on October 28. Approximately 40 people were in attendance including City Staff, City Council members, area legislators and Donohue & Associates, Inc. staff.

Prepared October 2008 Monthly Program Report and distributed to City Staff.

Met with City Staff regarding funding and finance issues. Worked with the City to submit Pay Requests 1, 2, 3, and 4 to the Public Facilities Authority for the Clean Water Revolving Fund loan and Wastewater Improvement Fund. Met with PFA staff to review and answer questions in regard to the pay requests.

With input from Springsted, drafted response on behalf of the City to questions raised by JOTS in regard to proposed Sewer Utility Rate Structure.

Continued to work with legal counsel to provide information on the property acquisition.

Worked with the Corp of Engineers to secure the wetlands permit and MPCA for the Water Quality Certificate.

File management activities continued with files upload to Buzzsaw.

Construction Related Engineering

Conveyance System

Provided construction management on all conveyance projects and observation at the site for Projects 0814-D4 and 0815-D5.

Provided Technical Shop Drawing reviews.

Wastewater Treatment Facilities

Provided Technical Shop Drawing reviews.

Submitted Change Order No. 1 on Type III equipment for a reduction in cost of \$397,788.

Reviewed unsuitable material at Structure 242 Oxidation Ditch and directed contractor to remove and replace with suitable material. This cost is identified as Allowance Modification No. 1 to the Owner Unanticipated Cost Allowance of \$500,000

**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
\$4,510,030
Remaining Balance
\$47,361

**Construction Phase
Original Contract Limit
\$5,398,251**

Monthly Beginning Balance
\$5,281,413
October Invoice
\$142,803
Remaining Balance
\$5,138,610
