



City of Elkins

Special Call Sanitary Board Meeting

June 30, 2023
10:00 AM
401 Davis Avenue
Council Chamber, 2nd Floor

One Time Event

AGENDA

1. **Call to order and roll call**
2. **Public comment**
3. **Unfinished business**
 - a. Discussion on Phase III Projects with Engineering Firm Burgess & Niple
4. **Announcements**
5. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 30, 2023
Section:	Unfinished business
Category:	Presentation
Agenda Item Name:	Discussion on Phase III Projects with Engineering Firm Burgess & Niple
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	1. 2023-02-06 RFQ Inter-mountain Ad 2. RFQ_Elkins Sewer Improvement Project 3. ProcurementofArchitect-EngineerServices6-28-2023 4. ScheduleBandExpenditureSchedule6-28-2023 5. Detailed Scope 6. Elkins Fee Curves 7. Updated Scope and Project Cost Estimate 060723

The Inter - Mountain

CLASSIFIEDS

the

A Member of

jobnetwork

TheInter-Mountain.thejobnetwork.com

Submit an ad online at www.theintermountain.com or call 304-636-2127.



Announce-ments

1004 - Notices

2 cemetery plots at the Mt. St. Memorial Gardens for sale. \$1,000 for both. 304-635-0398.

Employment

1508 - Professional

First Baptist Church of Elkins is hiring a full-time benefitted administrative assistant, competitive pay. Call Pastor Brett 304-636-3448.

1514 - Transportation

Looking for a Class A CDL regional flat bed driver with 2 years exp. No week-end or holiday work. 304-516-3239.

1518 - Skilled Trades

Hinchcliff Lumber Company

Hendricks, WV is now accepting applications. Hinchcliff is an essential, critical infrastructure business and is following CDC guidelines to protect it's employees and the community. Apply in person. Mon-Fri 8:00 a.m. - 3:00 p.m. 304-478-2500.

Rental Real Estate

3006 - Apts. Unfurnished

1 Br. apt. available in Beverly, \$500 mo. plus electric. Appliances included. 304-636-5319. Seneca Realty Co. View our website at senecarealtyco-rentals.com

2 Br. apt near downtown Elkins. \$535 mo. plus gas and electric. Appliances included. 304-636-5319. Seneca Realty Co. View our website at senecarealtyco-rentals.com

Coming soon! 1 Br. apt on Central St. near hospital, Elkins. \$500 mo. plus electric. Appliances included. 304-636-5319. Seneca Realty Co. View our website at senecarealtyco-rentals.com

Sale Real Estate

3512 - Houses

Advertise Here

3528 - Miscellaneous

Sale Real Estate

ATTENTION

Federal Fair Housing Act Information

Pertaining to The Inter-Mountain Newspaper

***All real estate advertised herein is subject to the Federal Fair Housing Act, which makes it illegal to advertise any preference, limitation, or discrimination based on race, color, religion, sex, handicap, familial status, or national origin or intention to make any such preference, limitation, or discrimination.

We will not knowingly accept any advertising for real estate, which is in violation of the law. All persons are hereby informed that all dwellings advertised are available on an equal opportunity basis.

Garage/Yard Sales

4502 - Yard Sales

Advertise Here 304-636-2127

Garage/Yard Sales

YARD SALE

Or Garage Sale Special

• 5 lines

• 3 days

• A yard sale packet with 2 signs & pricing labels for only \$17.65

Electronics

5000 - Computers

Merchandise

6000 - Miscellaneous

50 special issues of Sports Illustrated including the first issue from Aug. 1954. \$250.00. More Info. call 304-636-2929.

6008 - Sporting Goods

Barnett Crossbow with scope, quiver and cockrope. Great cond. \$150. Call 304-636-0202. Leave message.

6034 - Furniture

For sale: Motorized scooter, wheelchair, hospital bed, 2 lifts, 1 elec. 1 crank, potty chair, and bed table. 304-621-3902.

Transportation

7006 - Vans

98' Dodge Van. Has a handicap lift. For more info. Call 304-621-3902.

7022 - Parts & Accessories

Treasures await!

In the Classifieds.

Call 304-636-2127

To Advertise Your Treasures!

Legal Advertisement

Notice of Administration to Creditors, Distributees & Legatees

Notice is hereby given that the following estate(s) have been opened for probate in the Randolph County Clerk's Office at 2 Randolph Avenue Elkins, WV 26241-0368. Any person seeking to impeach or establish a will must make a complaint in accordance with the provisions of West Virginia Code 41-5-11 through 13. Any interested person objecting to the qualifications of the personal representative or the venue or jurisdiction of the court, shall file written notice of an objection with the County Commission through the Randolph County Clerk's Office at the address listed above within 60 days after the date of the first publication or within 30 days of the service of the notice, whichever is later. If an objection is not filed timely, the objection is forever barred. Any person interested in filing claims against an estate must file them in accordance with West Virginia Code 44-2 or 44-3A.

Settlement of the estate(s) of the following named decedent(s) will proceed without reference to a fiduciary commissioner unless within 60 days from the first publication of this notice a reference is requested by a party of interest or an unpaid creditor files a claim and good cause is shown to support reference to a fiduciary commissioner.

First Publication Date: Monday, February 6, 2023

Claim Deadline: Friday, April 7, 2023

ESTATE OF: MICKEY RAY POLAND ADMINISTRATOR: SHERIFF OF RANDOLPH COUNTY 4 RANDOLPH AVENUE ELKINS WV 26241

ESTATE OF: IAN DAVID WILSON ADMINISTRATRIX: DONNA SUE WILSON 120 KNAVENSHUE LANE ELKINS WV 26241

ESTATE OF: JAMES FILMORE DUDLEY JR ADMINISTRATRIX: JANET L DUDLEY 18 SLABTOWN RD HARMAN WV 26296

ESTATE OF: ROBERTA SUE CORE EXECUTOR: CITIZENS BANK OF WV PO BOX 1519 ELKINS WV 26241 FIDUCIARY COMMISSIONER: JENNIFER L MORGAN

ESTATE OF: HILDA R SPONAUGLE EXECUTOR: CHARLES MICHAEL (MICKEY) SPONAUGLE 15939 ALLEGHENY HIGHWAY BOWDEN WV 26254-9120 FIDUCIARY COMMISSIONER: JOHN J WALLACE IV

ESTATE OF: ROBERT ARTHUR CAIN SR EXECUTOR: ROBIN MAXSON 98 HIGHLAND STREET ELKINS WV 26241 FIDUCIARY COMMISSIONER: JOHN J WALLACE IV 14 RANDOLPH AVENUE ELKINS WV 26241

ESTATE OF: DANIEL DAVID GILES CO EXECUTRIX: KRISTIN GILES YOUNG 4310 GRANDVIEW RD

BEAVER WV 25813 CO EXECUTOR: AARON DAVID GILES 107 JUNE LANE MORGANTOWN WV 26508

ESTATE OF: MARY ANN DICK EXECUTOR: DAVID ALBERT DICK PO BOX 1015 ELKINS WV 26241

ESTATE OF: LOWELL THOMAS WILLIAMS CO EXECUTOR: DAVID LOWELL WILLIAMS 106 GLADWOOD LANE HURRICANE WV 25526-8810 CO EXECUTOR: DOUGLAS KEITH WILLIAMS 1 DAVIS AND ELKINS AVENUE ELKINS WV 26241-3790 FIDUCIARY COMMISSIONER: JOHN J WALLACE IV 14 RANDOLPH AVENUE ELKINS WV 26241

ESTATE OF: DORCUS ELAINE ARBOGAST EXECUTOR: BERTRAND D CUTRIGHT 4100 MARSH GROVE LN UNIT 4201 SOUTHPORT NC 28461 FIDUCIARY COMMISSIONER: JENNIFER MORGAN PO BOX 1819 ELKINS WV 26241

ESTATE OF: TOMMY GLEN MOORE EXECUTRIX: GLENDA KAY HELMICK 3249 CHENOWETH CREEK ROAD ELKINS WV 26241

ESTATE OF: LAWSON WAYNE MCKENZIE ADMINISTRATRIX: MARGARET MCKENZIE PO BOX 24 DAILEY WV 26259

ESTATE OF: SANDRA KAY WATSON EXECUTRIX: TRACY LYNN TACY 42 HEMLOCK DRIVE BEVERLY WV 26253

ESTATE OF: DARLENE ANN HOOVER ADMINISTRATOR: STEVEN HOOVER 102 POPLAR ST ELKINS WV 26241

ESTATE OF: MARGARET LOUISE RECTOR EXECUTOR: JOHN JACOB RECTOR 212 FERNDAL DRIVE ELKINS WV 26241 FIDUCIARY COMMISSIONER: JOHN J WALLACE IV PO BOX 7 ELKINS WV 26241

ESTATE OF: JOHN K KYLE EXECUTOR: ALLEN EDWARD KYLE 220 PATRICIA AVE ELKINS WV 26241

ESTATE OF: ALLEN FRANK MCCOLLAM EXECUTRIX: SUSAN EVICK 123 EVERGREEN DRIVE ELKINS WV 26241 Subscribed and sworn to before me on 2/1/2023

Brenda Wiseman Clerk of the Randolph County Commission 2/6, 2/13

See it... Hear it... Say it... Buy it... Rent it... Sell it... Learn it... List it... Tell it... Fetch it... Smell it... Trade it... Hire it... Get it!...

...in the CLASSIFIEDS!

The Inter - Mountain

Call Today For More Details

304-636-2127

Monday thru Friday

8 a.m. to 5 p.m.

NOTICE OF REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES

The City of Elkins - Sanitary Sewer Board, Randolph County, West Virginia is in the process of developing a project to make improvements to its sewer plant and collection system. The PSD is requesting statements of qualifications from engineering consulting firms to provide engineering services for this project. Professional services to be provided will include, but will not be limited to, the following: preliminary engineering report; project design; preparation of all necessary permit applications; preparation of construction plans, specifications, and bidding documents; assistance during bidding; construction administration services; and construction inspection services.

Sources of funding for this project includes, but may not be limited to, Congressionally Directed Spending, American Rescue Plan Act Funds, WV Community Development Block Grant, USDA Rural Development, Appalachian Regional Commission, US Environmental Protection Agency, WV Clean Water State Revolving Fund, and WV Infrastructure & Jobs Development Council.

Procurement of said services will be in accordance with WV Code Chapter 5G and 2 CFR 200. All firms interested in being considered for this selection must submit at least five copies of a proposal detailing qualifications, technical expertise, management, and staffing capabilities, related prior experience, and professional references.

The goal of the competitive process is to objectively select the firm who will provide the highest quality service. Accordingly, technical expertise and related experience will be weighed heavily. The candidates judged most qualified based on a review of the statements of qualifications will be interviewed. The firm determined to be the most qualified based on an evaluation of the interviews will be asked to prepare fee proposals for engineering services as project scopes are finalized.

Please submit five hard copies of all requested information to: City of Elkins - Sanitary Sewer, c/o Whitney Hymes, Chief Sanitary Operator, 401 Davis Avenue, Elkins WV 26241 and one electronic copy to Region VII Planning & Development Council, c/o Carrie Wallace, Project Coordinator at cwallace@regionvii.com.

Proposals will be accepted until Friday, February 24, 2023, at 3 p.m. The City reserves the right to accept or reject any and all submissions or re-solicit proposals should all submissions be rejected. All work will be performed following the regulations issued by State and Federal agencies relative hereto. The selected provider may be required to comply with 2 CFR 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Title VI of the Civil Rights Act of 1964; Executive Order 11246; Executive Order 11625, CFR Title 13 Chapter III and all other requirements as they relate to the potential funding sources. The City shall ensure, to the fullest extent possible, that positive efforts are made to utilize disadvantaged businesses, including those in rural areas, minority-owned firms, and women-owned business enterprises. The City will not discriminate against any interested individual or firm on the grounds of race, creed, color, sex, age, handicap, or national origin in the award of the contract. The City is an equal opportunity employer.

Questions concerning this project should be directed to Whitney Hymes at (304) 636-1122.

Jerry A. Marco, Mayor
City of Elkins
2/6, 2/13

BUSINESS & SERVICE DIRECTORY

HINCHCLIFF LUMBER COMPANY

Hendricks, WV

Mon-Fri

8am-3pm

304-478-2500

Always Accepting Applications!

TLC STUMP GRINDING & TREE SERVICES, LLC

Licensed and insured

Tree Removal

Trimming, Chipping and Stump Grinding

Free estimates

304-636-3520

304-516-1017

ELKINS TRUCK SERVICE

ROADSIDE ASSISTANCE

304-636-5330

DAMAGE FREE TOWING FOR TRUCKS-BUSES-AUTOS-RV'S

HEAVY RECOVERY SPECIALISTS

TRUCK PARTS & REPAIR

ELKINS, WV - SINCE 1974

VARCHETTO INSURANCE PLANS

Where You're the VIP

Medicare Supplements

Life

Group Health

Group Dental and Vision

To schedule an appointment

Call: 304-636-3700

LOOK!

Call Today to Advertise

304-636-2127

The Inter-Mountain

Only \$160 per month with annual commitment 1x2 AD or \$170 per month

CALL TO RESERVE YOUR SPACE ~ 304-636-2127

Page 3 of 15

NOTICE OF REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES

The City of Elkins - Sanitary Sewer Board, Randolph County, West Virginia is in the process of developing a project to make improvements to its sewer plant and collection system. The PSD is requesting statements of qualifications from engineering consulting firms to provide engineering services for this project. Professional services to be provided will include, but will not be limited to, the following: preliminary engineering report; project design; preparation of all necessary permit applications; preparation of construction plans, specifications, and bidding documents; assistance during bidding; construction administration services; and construction inspection services.

Sources of funding for this project includes, but may not be limited to, Congressionally Directed Spending, American Rescue Plan Act Funds, WV Community Development Block Grant, USDA Rural Development, Appalachian Regional Commission, US Environmental Protection Agency, WV Clean Water State Revolving Fund, and WV Infrastructure & Jobs Development Council.

Procurement of said services will be in accordance with WV Code Chapter 5G and 2 CFR 200. All firms interested in being considered for this selection must submit at least five copies of a proposal detailing qualifications, technical expertise, management, and staffing capabilities, related prior experience, and professional references.

The goal of the competitive process is to objectively select the firm who will provide the highest quality service. Accordingly, technical expertise and related experience will be weighed heavily. The candidates judged most qualified based on a review of the statements of qualifications will be interviewed. The firm determined to be the most qualified based on an evaluation of the interviews will be asked to prepare fee proposals for engineering services as project scopes are finalized.

Please submit five hard copies of all requested information to: City of Elkins – Sanitary Sewer, c/o Whitney Hymes, Chief Sanitary Operator, 401 Davis Avenue, Elkins WV 26241 and one electronic copy to Region VII Planning & Development Council, c/o Carrie Wallace, Project Coordinator at cwallace@regionvii.com.

Proposals will be accepted until Friday, February 24, 2023, at 3 p.m. The City reserves the right to accept or reject any and all submissions or re-solicit proposals should all submissions be rejected. All work will be performed following the regulations issued by State and Federal agencies relative hereto. The selected provider may be required to comply with 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Title VI of the Civil Rights Act of 1964; Executive Order 11246; Executive Order 11625, CFR Title 13 Chapter III and all other requirements as they relate to the potential funding sources. The City shall ensure, to the fullest extent possible, that positive efforts are made to utilize disadvantaged businesses, including those in rural areas, minority-owned firms, and women-owned business enterprises. The City will not discriminate against any interested individual or firm on the grounds of race, creed, color, sex, age, handicap, or national origin in the award of the contract. The City is an equal opportunity employer.

Questions concerning this project should be directed to Whitney Hymes at (304) 636-1122.

Jerry A. Marco, Mayor
City of Elkins

ARTICLE 1. PROCUREMENT OF ARCHITECT-ENGINEER SERVICES.

§5G-1-1. Declaration of legislative policy.

The Legislature hereby declares it to be the policy of the state, and its political subdivisions, to procure architectural or engineering services or both on the basis of demonstrated competence and qualification for the type of professional services required.

§5G-1-2. Definitions.

As used in this section:

- (a) The term "agency" means all state departments, agencies, authorities, quasi-public corporations and all political subdivisions, including cities, counties, boards of education and public service districts, except, for the purposes of this section, the term "agency" does not include the state institutions of higher education known as Marshall University and West Virginia University.
- (b) The term "architectural and engineering services" includes those professional services of an architectural or engineering nature as well as incidental services that members of those professions and those in their employ may logically or justifiably perform.
- (c) The term "director of purchasing" means any individual assigned by any agency to procure the services of architects and engineers.
- (d) The term "firm" or "professional firm" means any individual, firm, partnership, corporation, association or other legal entity permitted by law to practice the professions of architecture and engineering.

§5G-1-3. Contracts for architectural and engineering services; selection process where total project costs are estimated to cost \$250,000 or more.

In the procurement of architectural and engineering services for projects estimated to cost \$250,000 or more, the director of purchasing shall encourage firms engaged in the lawful practice of the profession to submit an expression of interest, which shall include a statement of qualifications and performance data, and may include anticipated concepts and proposed methods of approach to the project. All jobs shall be announced by public notice published as a Class II legal advertisement in compliance with the provisions of §59-3-1 et seq. of this code. A committee of three to five representatives of the agency initiating the request shall evaluate the statements of qualifications and performance data and other material submitted by interested firms and select three firms which, in their opinion, are best qualified to perform the desired service: Provided, That if such circumstances exist, such that seeking competition could result in a compromise to public safety, significantly increase costs, or an extended interruption of essential services, the agency may, with the prior approval of the director of purchasing, select a firm on the basis of previous satisfactory performance and knowledge of the agency's facilities and needs: Provided, however, That on projects funded, wholly or in part, by School Building Authority moneys, in accordance with §18-9D-15 and §18-9D-16 of this code, two of said three firms shall have had offices within this state for a period of at least one year prior to submitting an expression of interest regarding a project funded by School Building Authority moneys. Interviews with each firm selected shall be conducted and the committee shall conduct discussions regarding anticipated concepts and proposed methods of approach to the assignment. The committee shall then rank, in order of preference, no less than three professional firms deemed to be the most highly qualified to provide the services required, and shall commence scope of service and price negotiations with the highest qualified professional firm for architectural or engineering services or both. Should the agency be unable to negotiate a satisfactory contract with the professional firm considered to be the most qualified, at a fee determined to be fair and reasonable, price negotiations with the firm of second choice shall commence. Failing accord with the second most qualified professional firm, the committee shall undertake price negotiations with the third most qualified professional firm. Should the agency be unable to negotiate a satisfactory contract with any of the selected professional firms, it shall select additional professional firms in order of their competence and qualifications and it shall continue negotiations in accordance with this section until an agreement is reached: Provided further, That county boards of education may either elect to start the selection process over in the original order of preference, or it may select additional professional firms in order of their competence and qualifications, and it shall continue negotiations in accordance with this section until an agreement is reached: And provided further, That for any water or wastewater construction project the engineering design and construction inspection costs may not exceed the amount calculated pursuant to the compensation curves for consulting engineering services based upon project construction costs published by the American Society of Civil Engineers manual of practice, unless granted a variance by the Infrastructure and Jobs Development Council established pursuant to §31-15A-1 et seq. of this code.

§5G-1-4. Contracts for architectural and engineering services; selection process where total project costs are estimated to cost less than \$250,000; division of highways procurements.

(a) In the procurement of architectural and engineering services for projects estimated to cost less than \$250,000, competition shall be sought by the agency. The agency shall conduct discussions with three or more professional firms solicited on the basis of known or submitted qualifications for the assignment prior to the awarding of any contract: Provided, That if a judgment is made that special circumstances exist and that seeking competition is not practical, the agency may, with the prior approval of the director of purchasing, select a firm on the basis of previous satisfactory performance and knowledge of the agency's facilities and needs. After selection, the agency and firm shall develop the scope of services required and negotiate a contract.

(b) The Division of Highways may procure the services of architectural and engineering firms under the provisions of this section in an amount not to exceed \$750,000 for the services per project.

From: Cary Smith
Sent: Monday, June 26, 2023 11:53 AM
To: Whitney Hymes
Subject: RE: Request for Phase II Info and Special Call Meeting-Elkins

CAUTION: This email originated from outside the organization. Do not click links or open attachments or reply unless you recognize the sender and know the content is safe. Contact Help Desk for assistance.

Whitney,

I have attached two pieces of information per the request. Find attached the Schedule B. The Schedule B was the amounts that were allocated for each line item at the closing of the loan (at the beginning of the project going to construction). I have also attached the last expenditure schedule. This is the amounts of each line item as the project ended up at the end of the project. I prepared expenditure schedule each time there was a requisition prepared that takes into consideration change orders, budget revisions, etc. So...this provides the final numbers in each line item when the project was completed. I hope this provides what they were requesting. If you need anything additional, please do not hesitate to reach out.

Yes, I can be at the special call meeting. I have accepted the invitation.

Regards,
Cary

CARY A. SMITH, PE | PROJECT MANAGER
REGION VII PLANNING & DEVELOPMENT COUNCIL
PO Box 849 (MAILING ADDRESS)
21 E MAIN STREET, SUITE 102 (PHYSICAL ADDRESS)
BUCKHANNON, WV 26201
OFFICE | 304.472.6564
FAX | 304.472.6590
MOBILE | 304.216.9930
CSMITH@REGIONVII.COM
WWW.REGIONVII.COM

From: Whitney Hymes <whymes@cityofelkinswv.com>
Sent: Monday, June 26, 2023 11:12 AM
To: Cary Smith <csmith@regionvii.com>
Subject: Request for Phase II Info and Special Call Meeting-Elkins

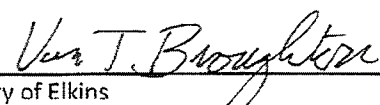
Cary:

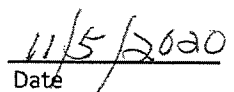
Can you see the below request from Tracy Judy and Randall Biller (Sanitary Board Member) and perhaps provide that information to me for his review. I do not have the information concerning the Phase II Project that he is requesting.

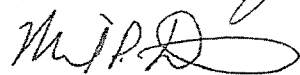
City of Elkins
Schedule B
IJDC #2017S-1712

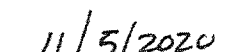
9/24/2020

A. Cost of Project		TOTAL	City	SRF Loan
1.	Construction			
a.	Contract 1	3,755,365.00	0.00	3,755,365.00
b.	Construction Contingency 5.0%	187,800.00	0.00	187,800.00
2.	Technical Services (B&N)			
a.	Study & Report	12,800.00	0.00	12,800.00
b.	Design (Prelim & Final)	171,900.00	0.00	171,900.00
c.	Bidding & Negotiating	13,700.00	0.00	13,700.00
d.	Engineering During Construction	81,600.00	0.00	81,600.00
e.	Post Construction	4,500.00	0.00	4,500.00
f.	Resident Project Representative	158,900.00	0.00	158,900.00
g.	Special Services			
i	Asset Management	12,500.00	0.00	12,500.00
ii	Funding Assistance	17,500.00	0.00	17,500.00
iii	Post Construction Monitoring Report	12,900.00	0.00	12,900.00
iv	Soil Borings & Geotech Report	21,600.00	0.00	21,600.00
v	Topographical Mapping	34,500.00	0.00	34,500.00
vi	Manhole Inspection & Smoke Testing	42,400.00	0.00	42,400.00
3.	Legal			
a.	Legal - PSC (Kay Casto)	20,000.00	0.00	20,000.00
b.	Legal - Local (Crim Law)	25,000.00	0.00	25,000.00
4	Accounting (Griffith)	30,000.00	0.00	30,000.00
5	Administration (Region VII)	55,000.00	0.00	55,000.00
6	Sites and Other Lands	20,000.00	15,000.00	5,000.00
7.	Permits & Fees	5,900.00	0.00	5,900.00
8.	Project Contingency	0.00	0.00	0.00
9.	Total of Lines 1 through 8	4,683,865.00	15,000.00	4,668,865.00
B. Cost of Financing				
10.	Reserve	0.00	0.00	0.00
11.	Bond Counsel (S&J)	30,000.00	0.00	30,000.00
12	Registrar Fee	500.00	0.00	500.00
13	c. Funded Reserve	0.00	0.00	0.00
14	Total Cost of Financing	30,500.00	0.00	30,500.00
15	Total Project Cost (line 9 plus line 14)	\$ 4,714,365.00	\$ 15,000.00	4,699,365.00
C. Sources of Funds				
16	Federal Grants:	0.00	0.00	0.00
17	State Grants	0.00	0.00	0.00
18	Other (City)	15,000.00	15,000.00	0.00
19	Total of Sources	15,000.00	15,000.00	0.00
20	Size of Bond Issue	\$ 4,699,365.00	\$ -	4,699,365.00


City of Elkins


Date 11/5/2020


Burgess & Niple


Date 11/5/2020

**Elkins Sewer Project
Expenditure Schedule**

April 17, 2023

SRF Loan	Per Schedule B	Adjustments	Revised Budget	Requested Prior to this Draw	Requested This Draw	Total Requested	Remaining
Contract 1	3,755,365.00	72,250.21	3,827,615.21	3,827,615.21	0.00	3,827,615.21	0.00
Construction Contingency (-CO#1, -CO#2, EA#12)	187,800.00	-187,800.00	0.00	0.00	0.00	0.00	0.00
City of Elkins (Reimbursement)	0.00	3,178.85	3,178.85	3,178.85	0.00	3,178.85	0.00
City of Elkins (Sewer Flow Meters)	0.00	102,701.94	102,701.94	102,701.94	0.00	102,701.94	0.00
Technical Services (B&N)							
Study & Report	12,800.00	0.00	12,800.00	12,800.00	0.00	12,800.00	0.00
Design (Prelim & Final)	171,900.00	0.00	171,900.00	171,900.00	0.00	171,900.00	0.00
Bidding & Negotiating	13,700.00	0.00	13,700.00	13,700.00	0.00	13,700.00	0.00
Engineering During Construction	81,600.00	0.00	81,600.00	81,600.00	0.00	81,600.00	0.00
Post Construction	4,500.00	0.00	4,500.00	4,500.00	0.00	4,500.00	0.00
Resident Project Representative	158,900.00	40,247.63	199,147.63	199,147.63	0.00	199,147.63	0.00
Special Services							
i Asset Management	12,500.00	2,630.66	15,130.66	14,943.91	186.75	15,130.66	0.00
ii Funding Assistance	17,500.00	-1,196.28	16,303.72	16,303.72	0.00	16,303.72	0.00
iii Post Construction Monitoring Report	12,900.00	-5,540.23	7,359.77	1,680.76	5,679.01	7,359.77	0.00
iv Soil Borings & Geotech Report	21,600.00	-1,429.49	20,170.51	20,170.51	0.00	20,170.51	0.00
v Topographical Mapping	34,500.00	-184.54	34,315.46	34,315.46	0.00	34,315.46	0.00
vi Manhole Inspection & Smoke Testing	42,400.00	0.00	42,400.00	42,400.00	0.00	42,400.00	0.00
Legal							
Legal - PSC (Kay Casto)	20,000.00	-2,651.83	17,348.17	17,348.17	0.00	17,348.17	0.00
Legal - Local (Crim Law)	25,000.00	-9,901.00	15,099.00	15,099.00	0.00	15,099.00	0.00
Accounting (Griffith)	30,000.00	-12,766.27	17,233.73	17,233.73	0.00	17,233.73	0.00
Administration (Region VII)	55,000.00	0.00	55,000.00	45,295.22	9,704.78	55,000.00	0.00
Sites and Other Lands	5,000.00	-5,000.00	0.00	0.00	0.00	0.00	0.00
Permits & Fees	5,900.00	-259.53	5,640.47	5,640.47	0.00	5,640.47	0.00
Project Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reserve	0.00	5,719.88	5,719.88	0.00	5,719.88	5,719.88	0.00
Bond Counsel (S&J)	30,000.00	0.00	30,000.00	30,000.00	0.00	30,000.00	0.00
Registrar Fee	500.00	0.00	500.00	500.00	0.00	500.00	0.00
Total	\$ 4,699,365.00	\$ (0.00)	\$ 4,699,365.00	\$ 4,678,074.58	\$ 21,290.42	\$ 4,699,365.00	\$ -

**City of Elkins Sanitary Board
Combined Sewer System Improvements, Phase 3
Conceptual Project Scope**

June 7, 2023

OVERALL PROJECT

- Two separate construction contracts:
 - Contract 1 – Steward Avenue Sewer Separation
 - Contract 2 – Interceptor Relocation and Cleaning

Contract 1 – Steward Avenue Sewer Separation - \$3,720,000

- Construction Scope
 - Sewer Separation/Rehabilitation
 - Steward Avenue Lift Station Improvements
 - Force Main Replacement

Contract 2 – Interceptor Relocation and Cleaning - \$2,090,00

- Construction Scope
 - South Interceptor Relocation
 - North Interceptor Cleaning and Televising

Construction Contingency = \$580,000

ENGINEERING – FIRST PHASE OF AGREEMENT

Preliminary Engineering Report = \$11,200

- Formatting report to meet IJDC requirements

Design = \$395,200

- Project Management
- Preliminary Mapping Setup
- Utility/Tax Map Coordination
- Review in Field with Owner
- Client Meetings
- Quality Assurance/Quality Control
- Permits
- Cost Estimates
- General Engineering Sheets (Total 4 Sheets)
- Paving/SWPPP Sheets (Total 16 Sheets)
- Project Layout Sheets (Total 2 Sheets)
- Sewer Plan & Profile (Total 16 Sheets)
- Force Main Plan & Profile (Total 5 Sheets)
- Miscellaneous/Standard Details (Total 6 Sheets)

- Lift Station Site Plans (2 sheets)
- Lift Station Detail Sheets (3 sheets)
- Electrical Design (5 sheets)
- Specifications

Bidding = \$13,300

- Advertisement
- Prepare Plans for Delivery
- Pre-bid Meeting
- Addenda
- Bid Opening
- Bid Tabulation/Review Letter
- Board Meeting to Discuss Results
- Complete Contract Forms for Execution

Additional Services (Estimated Fees)

- Railroad Permit - \$5,500
 - Application
 - Responding to Questions from Railroad
- Funding Assistance - \$15,500
 - IJDC Preliminary Funding Application/Meeting
 - WVDEP Facilities Plan Development
 - Final Funding Agency Application Assistance
 - Conference Call with Funding Agencies
- Survey - \$57,100
 - Topographic Survey
 - Manhole Inspections
 - Smoke Testing
- Sewer Televising - \$53,400
 - Coordination with CCTV Subconsultant
 - Propose FeeCorp for CCTV Subconsultant (2 weeks)
- Geotechnical Review - \$26,000
 - Coordination with Geotechnical Subconsultant
 - Propose CTL Engineering of West Virginia
- Easement Assistance - \$6,300
 - Easement Drawing Preparation
 - Changes to Plans to Meet Easement Requirements

ENGINEERING – SECOND PHASE OF AGREEMENT (Costs are preliminary until bidding)

Construction Phase Services (Two Construction Contracts) = \$137,500

- Construction Staking
- Preconstruction Conference
- Shop Drawings and Submittals
- Site Visits/Job Meetings/Minutes
- Interpretations/Notices
- Change Orders
- Communications
- Pay Estimate Review
- Substantial Completion Inspection
- Project Closeout/Final Inspection
- Record Drawings
- Project Management /Board Meetings

Post Construction Phase Services = \$7,700

- Lift Station Startup
- Warranty Period Services
- Warranty 11-month Observation

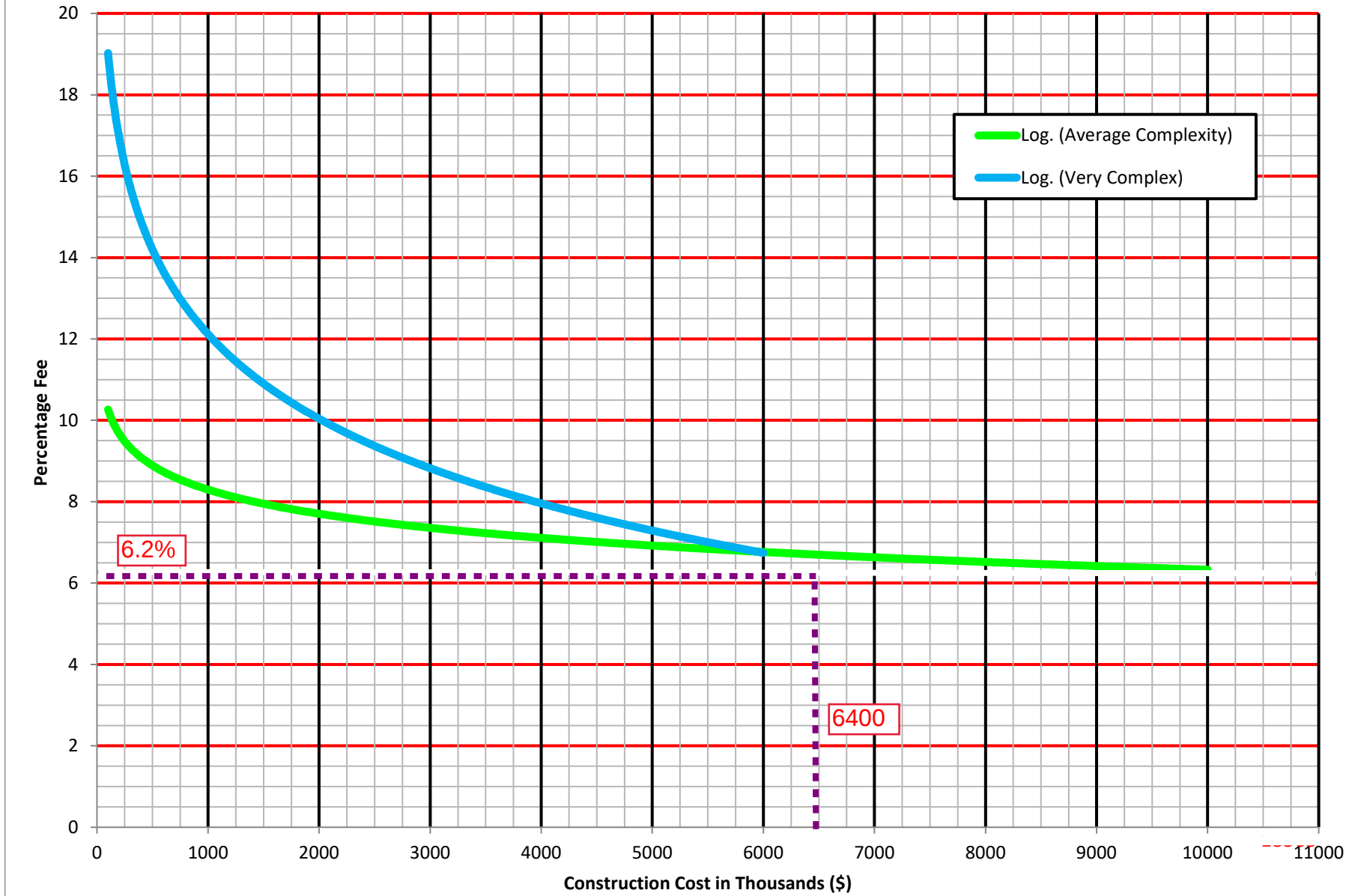
Resident Project Representative = \$330,500 (Estimated Fees)

- One RPR per Project
- 9 month Construction Period
- 8 month Fulltime RPR
- 1 month Part Time RPR (punchlist)

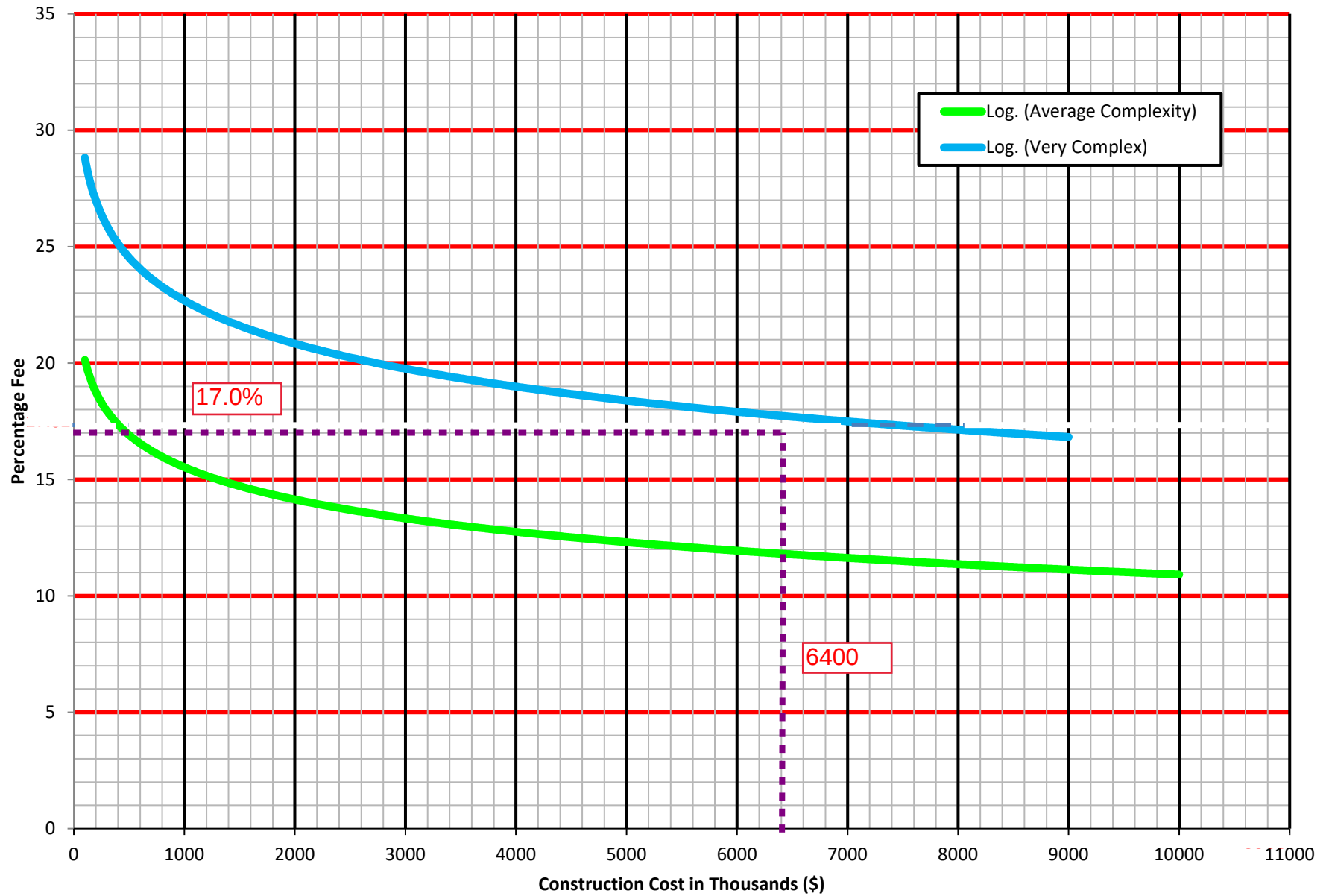
Additional Services (Estimated Fees)

- Post Construction Monitoring Report - \$16,700
 - Prepare Sampling/Metering Plan
 - Review Lab/Metering Results
 - Prepare Report (Requirement of the LTCP)
- Asset Management Plan Update - \$8,600
 - Update Condition Assessment
 - Update Report
 - Discuss with Board
 - Address WVDEP Comment

Graph 2. Design Fee vs. Construction Costs for Modifications



Graph 4. Total Fee vs. Construction Cost for Modifications



**CITY OF ELKINS SANITARY BOARD
SEWER PROJECT
PROPOSED PROJECT BREAKDOWN**

June 7, 2023

Scope	2023	2024
Steward Avenue		
Separation/Rehabilitation	\$ 3,220,000.00	
Lift Station Improvements		
FeeCorp Sewer TV		
Smoke Testing		
Force Main Replacement?	\$ 870,000.00	
South Interceptor	\$ 2,100,000.00	
City Clean & TV outside of agreement		
Can remove jog from sewer		
How far we can go		
Possibly use 15th St FM easement?		
North Interceptor Clean & Televis		
Do as part of construction contract	\$ 200,000.00	
Teaberry Hills		
Vector LS FM Relocation		\$ 870,000.00
Whiteman LS Upgrades		\$ 400,000.00
Vector LS Upgrades		\$ 400,000.00
Teaberry Hills LS		\$ 420,000.00
Teaberry Hills FM Relocation		\$ 300,000.00
Teaberry Hills Sewer Replacement (bottom only)		\$ 810,000.00
Lift Stations		
AB Andrews LS		\$ 330,900.00
AB Andrews FM		\$ 180,000.00
Glendale LS		\$ 610,000.00
Generators for:		\$ 780,000.00
Cherokee		
Barron		
15th St.		
Old Plant		
AB Andrews		
Building at Old WWTP		
Pole building 40' x 60' x 20'		
Old Plant CSO		
Replace headwall		\$ 50,000.00
WWTP		
Scum pump station replacement		\$ 440,000.00
UV System Replacement		\$ 600,000.00
Dryer/Pelletizer		\$ 2,120,000.00
Additional Sludge Holding		\$ 1,070,000.00
Dump Area (old plant?)		\$ 50,000.00
	\$ 6,390,000.00	\$ 9,430,900.00

**CITY OF ELKINS SANITARY BOARD
COMBINED SEWER SYSTEM IMPROVEMENTS, PHASE 3
PROJECT COSTS**

June 7, 2023

Description	Costs
Construction Costs - Contract 1 (Steward Avenue)	\$ 3,720,000
Construction Costs - Contract 2 (Interceptor)	\$ 2,090,000
Construction Contingency (10%)	\$ 580,000
 Engineering	
Preliminary Engineering Report	\$ 11,200
Design	\$ 395,200
Bidding	\$ 13,300
Construction and Post Construction Services	
Resident Project Representative (RPR)	\$ 330,500
Services during Construction	\$ 137,500
Post Construction Services	\$ 7,700
Additional Services	
Survey	\$ 57,100
Soil Borings	\$ 26,000
Sewer Televising	\$ 53,400
Asset Management Plan Update	\$ 8,600
Railroad Permit	\$ 5,500
Funding Assistance	\$ 15,500
Easement Assistance	\$ 6,300
Post Construction Monitoring Report	\$ 16,700
 Legal	
PSC Attorney	\$ 15,000
Local Attorney	\$ 15,000
ROW Attorney	\$ 15,000
 Administrative	
Accountant	\$ 35,000
Administration	\$ 75,000
 Financing	
Bond Counsel	\$ 25,000
Registrar	\$ 500
 Site, Easement, and ROW Cost	
Land and Easement Acquisition Costs	\$ 15,000
Appraisal Services	\$ 15,000
 Subtotal Non-Construction Costs	\$ 1,300,000
 Project Contingency (5%)	\$ 70,000
 Total Estimated Project Cost	\$ 7,760,000