



NIXLE Registration

Tuesday, May 19, 2026
5:30 PM

Location: By Zoom Teleconference only

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Please note that Persons to be Heard is not available through Zoom.



1. CALL TO ORDER

2. PERSONS TO BE HEARD

3. AMENDMENTS TO THE AGENDA

4. CONFLICT OF INTEREST

5. NEW BUSINESS

- a. Approval of a Contract to DOWL for the Wastewater Treatment Plant Effluent Disinfectant System Project

6. ADJOURNMENT

**CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	May 19, 2026
	<u>Agenda Section</u>	13

Approval of the Professional Services Agreement with DOWL for the Engineering Services for Wastewater Effluent Disinfection System Project in the amount of \$165,008

<u>SUBMITTED BY:</u>
Amber Al-Haddad, Capital Projects Director

<u>FISCAL NOTE:</u>	
Expenditure Required: \$165,008	
Amount Budgeted:	
Account Number(s):	
11300-101-9999-XX-11022	
Account Name(s):	
Wastewater Treatment Plant Effluent Disinfection CIP Fund	
Unencumbered Balance(s) (prior to expenditure):	

<u>Reviews/Approvals/Recommendations</u>	
<input type="checkbox"/>	Commission, Board or Committee
Name(s)	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: 1. Fee Proposal from DOWL dated May 15, 2026

RECOMMENDATION MOTION:
Move to Approve the Professional Services Agreement with DOWL for the Engineering Services for Wastewater Effluent Disinfection System Project in the amount of \$165,008.

SUMMARY STATEMENT:

The CBW issued an RFQ for the Engineering Services for Wastewater Effluent Disinfection System Project. The selected firm will develop an Alternatives Analysis for treating effluent discharged into marine waters. Based on this analysis, CBW will select a preferred solution for construction to bring the facility into regulatory compliance.

On April 15th, the CBW received four proposals and convened a four-person evaluation committee comprised of the Capital Projects Director, Public Works Director, Project Manager, and Wastewater Treatment Operator. The evaluation committee evaluated and ranked the qualifications of the proposers based on the weighted criteria outlined in the RFQ and narrowed the selection to the two highest ranking firms. Following a rigorous interview process with each of the top two firms, which was used to get to know the teams and further assess qualifications and project approach, the evaluation committee ranked DOWL as the top-ranking firm.

As outlined in the Request for Qualifications (RFQ) competitive solicitation document, the highest ranked proposer, DOWL, was invited to enter contract negotiations with the City and Borough of Wrangell. The Borough engaged in negotiations with DOWL and outlined a scope of work for which DOWL has based their fee proposal, as attached, in the amount of \$165,008.

Borough staff find the fee proposal comprehensive in addressing the scope of work outlined and recommend the Borough Assembly approval of the Professional Services Agreement with DOWL for the Engineering Services for Wastewater Effluent Disinfection System Project in the amount of \$165,008.

Funding for these services is scheduled from the \$175,000 loan received from the Alaska State Revolving Loan Fund, of which 100% of the principal amount has been offered full forgiveness.



May 15, 2026

Ms. Amber Al-Haddad
Capital Facilities Director
City and Borough of Wrangell
P.O. Box 531
Wrangell, AK 99929

Subject: Proposal for Engineering Services- *Revision 1*
City and Borough of Wrangell Wastewater Disinfection Project

Dear Ms. Al-Haddad:

DOWL appreciates the opportunity to work with the City and Borough of Wrangell (CBW) on this important community project to improve the existing Wastewater Treatment Plant.

We have prepared this Scope of Services and Fee Proposal based on the Request For Proposals, the CBW May 10, 2026 Scope of Work (SOW), and subsequent email clarifications. This letter clarifies the assumptions used to generate the lump-sum fee proposal for the Phase 1 Wastewater Treatment Plant Effluent Disinfection Alternatives Analysis.

SCOPE OF WORK

Phase 1 of the pre-construction project is the Alternatives Analysis, which will provide for the engineering analysis of alternative solutions for adding disinfection to the wastewater treatment plant by evaluating treatment options that meet the final effluent limitations for fecal coliform and enterococcus bacteria while considering capital cost, O&M costs, and environmental impacts. The structure of this Analysis will follow the format of the USDA RUS Bulletin for Preliminary Engineering Reports (PERs).

Project completion timeline for the engineering work for the Alternatives Analysis and selection of a preferred alternative is one year from the date of the NPDES permit, or by November 1, 2026. Under this project phase, DOWL will:

1. Coordinate with the Borough to define the specific design criteria, project objectives, and non-monetary cost considerations.
2. Conduct a comprehensive site and facility assessment of the existing facility and project site to establish a baseline and understanding for the alternatives analysis. This evaluation will inform the Phase 2 project scope, ensuring seamless integration between the preliminary conceptualization and the final design and construction phases.
3. Develop the Disinfection Alternatives Analysis with full report to evaluate and justify specific effluent treatment technologies. The analysis will assess each alternative based on technical feasibility, project implementation requirements, and overall life-cycle value. Key deliverables within the report include:
 - a. Construction cost estimates, long-term operating and power costs comparisons, chemical delivery, and maintenance considerations.
 - b. Identification of permitting requirements, site and environmental constraints, and physical site footprints.

- c. Recommendations for practical project delivery methods and a roadmap for system integration.
- d. Direct engagement with equipment manufacturers and suppliers to provide evidence-based product specification.

Our team, as presented in our proposal, has not changed. Chase Nelson, P.E., will be the primary point of contact, reporting directly to Amber Al-Haddad. Other communications with other project team members will be encouraged and required, but for matters involving scope of work, budget, and schedule, Chase and Amber will be the project leaders on our respective sides.

For all design phases, DOWL will set up a recurring project progress meeting. The recurrence will be once every two weeks. Key design team members and key CBW staff will be involved.

Our services will be broken into the following phases.

Phase 1A- Project Management

DOWL will provide overall project management and coordination required to complete the Alternatives Analysis in accordance with the City and Borough of Wrangell's schedule and objectives. Services shall include, but are not limited to, the following:

- Conduct a virtual project kickoff meeting with City and Borough of Wrangell staff.
- Confirm project objectives, evaluation criteria, schedule, and decision milestones.
- Coordinate with City staff and applicable regulatory agencies as required during the Alternatives Analysis phase.
- Provide ongoing project management, internal coordination, and schedule tracking.

Phase 1B- Existing Facilities Condition Assessment

DOWL will assess the existing wastewater treatment facilities and available data to establish baseline conditions and constraints relevant to effluent disinfection. Services shall include:

- Review existing WWTP treatment processes, site layout, and hydraulic conditions.
- Review historical influent and effluent flow data and available water quality data.
- Identify physical, electrical, hydraulic, and operational constraints affecting implementation of disinfection alternatives.
- Document baseline conditions for use in alternatives development and evaluation.
- Site Visits:
 - DOWL anticipates an initial site visit to review and inventory the existing facilities, meet with City operations staff and discuss known site constraints and City preferences for facility siting, operations and maintenance to consider with the alternatives analysis. Staff members attending will be Chase Nelson, Kevin Johnson, Dustin Wheeler, and Jon Wendel.
 - DOWL will perform the initial sampling for UVT and other wastewater quality characteristics required by UV vendors.

Phase 1C- Alternatives Analysis Memorandum

DOWL will identify and develop feasible effluent disinfection alternatives capable of achieving NPDES permit requirements for fecal coliform and enterococcus. Services shall include:

- Identification and development of feasible disinfection alternatives, including ultraviolet (UV) disinfection and chlorination followed with dechlorination.
- Consideration of a physical location for the facilities either adjacent to the existing headworks and north end of the sedimentation pond or across Zimovia Highway northwest of the existing facilities.

DOWL will evaluate the identified disinfection alternatives using consistent technical and financial criteria. Services shall include:

- Evaluation of compatibility of each alternative with the existing primary treatment process, effluent water quality, physical site constraints and the marine receiving environment.
- Evaluation of technical feasibility, treatment effectiveness, and operational reliability.
- Assessment of operator safety, chemical handling requirements, and regulatory compliance considerations.
- Comparison of operations and maintenance requirements, constructability, logistical constraints, site footprint requirements and sequencing considerations to maintain existing treatment during construction.
- Preparation of opinions of probable construction cost at a Class 4 level and life-cycle cost comparison of alternatives.
- Development of a comparative evaluation matrix identifying advantages and disadvantages of each alternative.

This memorandum will follow the structure of the USDA RUS PER Bulletin, so that the document can be used to solicit funding from potential other federal funding partners.

Phase 1D- Permitting Requirements and Environmental Considerations

DOWL will identify permitting and environmental considerations associated with each disinfection alternative. Services shall include:

- Identification of anticipated regulatory approvals and agency coordination requirements.
- Evaluation of environmental considerations, including marine receiving water constraints and site-specific impacts.
- Identification of environmental risks and considerations to be addressed in subsequent design and permitting phases.
- *Environmental considerations and permitting requirements will be articulated in an Environmental Narrative. DOWL will provide graphics and explanation of permitting requirements and environmental considerations.*

Phase 1E- Alternatives Analysis Recommendations

Based upon the alternatives evaluation costs and qualitative ranking, DOWL will meet with the City to review the preliminary findings, and solicit comments and discussion with City staff before finalizing selection of a preferred alternative. Based upon City input, DOWL will provide any necessary updates to the alternatives evaluation and develop an implementation plan for the preferred alternative.

DOWL will summarize the preferred alternative and consider additional implementation steps including equipment specification, selection and/or procurement options, probable construction timing and effects upon existing treatment operations and general construction logistics. DOWL shall prepare

an Alternatives Analysis Technical Memorandum documenting the results of Phase 1. Services shall include:

- Preparation of a draft Alternatives Analysis Technical Memorandum summarizing existing conditions, alternatives evaluated, and comparative analysis.
- Identification and recommendation of a preferred disinfection alternative.
- Preparation of a final Alternatives Analysis Technical Memorandum incorporating City review comments and providing an implementation roadmap for subsequent project phases.
- Implementation and Funding Plan

Phase 2 – Design

DOWL will provide a design fee and scope of work for Phase 2 following completion of Phase 1 with a better understanding of the selected disinfection alternative and path forward.

ASSUMPTIONS

- DOWL will not be involved with grant reporting and grant management. Funding agency coordination is a CBW responsibility.
- DOWL will coordinate with CBW to ensure effluent samples are taken at appropriate times and delivered to the correct locations. CBW will be responsible for collecting, delivering and paying for sample collection at DOWL’s direction.
- DOWL will be primarily responsible for generating Phase 1 cost estimates for consideration when selecting an alternative. Architectural and Electrical/Controls subconsultants will be engaged to provide insight into items within their purview.
- DOWL will not be responsible for producing an Environmental Assessment during Phase 1 for the alternatives.
- No survey or geotechnical investigations will be completed during Phase 1.
- DOWL will be generating estimates in house based on regional bidding. DOWL assumes that the Borough will provide recent bids from the last three years to support the capital cost estimating.

DELIVERABLES

Phase 1 Deliverables

- Draft and Final Alternatives Analysis Tech Memo
- *Environmental Narrative*

FEE PROPOSAL

In response to the RFP and subsequent documents, we have prepared a lump sum fee for all the Phase 1 services as shown below.

Table 1: Proposed Fee

Phase 1 Tasks	Proposed Lump Sum Fee
1A- Project Management	\$27,990
1B- Existing Facility Condition Assessment	\$39,473
1C- Alternative Analysis Memorandum	\$62,335
1D- Permitting Requirements and Environmental Considerations	\$14,640
1E- Alternative Analysis Recommendations	\$20,570
Phase 1 Total	\$165,008

SCHEDULE

We understand time is of the essence, and the DOWL team is ready to begin work immediately. There are many things beyond the design team's control, such as owner reviews and receiving responses to requests for vendor information. It is our intent to move forward with expedience and strive to meet our proposed schedule and regulatory requirements. We will communicate openly if the schedule needs to be adjusted.

Please do not hesitate to contact us with questions.

Sincerely,
DOWL



Chase Nelson, P.E.
Project Manager

Attachment 1: Fee Breakdown

PRICE PER TASK SUMMARY

FIRM: DOWL			PROJECT TITLE: Wrangell Wastewater Disinfection Alternative Analysis			DATE: 5/14/2026	
			TOTAL FIXED FEE**:		\$165,008		
GROUP	TASK	TASK DESCRIPTION	LABOR (or FP)	EXPENSES	FIRM'S TOTAL PRICE	*SUB-CONTRACTS	PRICE PLUS SUBS
1A		Project Management	\$27,990	\$0	\$27,990	\$0	\$27,990
1B		Existing Facility Condition Assessment	\$30,420	\$9,053	\$39,473	\$0	\$39,473
1C		Alternative Analysis Memorandum	\$54,460	\$0	\$7,875	\$7,875	\$62,335
1D		Permitting Requirements and Environmental Considerations	\$14,640	\$0	\$14,640	\$0	\$14,640
1E		Alternative Analysis Recommendations	\$12,320	\$0	\$12,320	\$8,250	\$20,570
<p>*Subcontractors for negotiated professional or technical services, products, etc. (Commodity items available to the general public at market prices, equipment use, and unit priced items are generally included in estimate as expenses.)</p>							
ESTIMATED TOTALS			LABOR (or FP)	EXPENSES	FIRM'S TOTAL PRICE	*SUB-CONTRACTS	PRICE PLUS SUBS
FOR FIRM:			\$139,830	\$9,053	\$102,298	\$16,125	\$165,008

COST ESTIMATE PER TASK

FIRM: DOWL						PROJECT TITLE: Wrangell WWTP Effluent Disinfection Alternatives Analysis Phase 1					
TASK NO. 1	TASK DESCRIPTION: Alternatives Analysis					DATE: 5/1			Item a.		
GROUP C	METHOD OF PAYMENT: F <input checked="" type="checkbox"/> FPPE <input type="checkbox"/> T& <input type="checkbox"/> Cf <input type="checkbox"/> F				PREPARED BY: CAN						
SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION								TOTAL	
		PM (Eng IX) C. Nelson	Water Eng (VIII)- K. Johnson	Design Eng- Eng IV D. Wheeler	Env Spec (Spec VII) J. Wendel	Admin/Invoicing S. Ballon	QC Eng (IX)- S. Bradley				
	Alternatives Development		16	16						32	
	Coordination for additional sampling events	2		2						4	
	Information for PER formatted report	4	8	8	4					24	
	Cost Estimates	8	16	40						64	
	Vendor Coordination		12	12						24	
	Report	8	24	24	16					72	
	Quality Control	8					8			16	
TOTAL LABOR HOURS		30	76	102	20	0	8	0	0	0	
* LABOR RATES (\$/HR)		\$270.00	\$250.00	\$200.00	\$240.00	\$120.00	\$270.00				
LABOR COSTS (\$)		\$8,100.00	\$19,000.00	\$20,400.00	\$4,800.00	\$0.00	\$2,160.00	\$0.00	\$0.00	\$0.00	
EXPENSES											
SUB-TASK NO.	ITEM(S)	TRIPS	QUANTITY	UNIT PRICE	TOTAL PRICE	COMMENTS: -One Workshop in Wrangell. Two day site visit. No travel delays.					
1	Per Diem		0	\$ 125.00	\$0.00						
2	Lodging		0	\$ 230.00	\$0.00						
3	Vehicle rental		0	\$ 100.00	\$0.00						
4	Airfare - Anc/Jnu to Wrg		0	\$ 800.00	\$0.00						
5	Airfare - MT to Wrg		0	\$ 1,400.00	\$0.00						
6	Taxi, parking, Incidentals.		0	\$ 120.00	\$0.00						
TOTAL EXPENSES:					\$0	FIRM'S TOTAL COST OF LABOR (or Fixed Price):					\$54,460
						FIRM'S TOTAL EXPENSES (+10% markup)					\$0
SUB-CONTRACTORS: Firm Initials and Price Per Task						FIRM'S TOTAL COST (no Subcontracts or Fee)					\$54,460
FIRM:	Alaska Autom	MRV	AMC			TOTAL SUBCONTRACTOR PRICES (with 5% Mark-Up):					\$7,875
AMOUNT:	\$2,500	\$2,500	\$2,500			FIRM'S TOTAL COST					\$62,335

COST ESTIMATE PER TASK

FIRM: DOWL		PROJECT TITLE: Wrangle II WWTP Effluent Disinfection Alternatives Analysis Phase 1												
TASK NO.	1	TASK DESCRIPTION: Permitting Support								DATE: 5/	Item a.			
GROUP	D	METHOD OF PAYMENT: F <input checked="" type="checkbox"/> FPPE <input type="checkbox"/> T&E <input type="checkbox"/> CPFF <input type="checkbox"/>					PREPARED BY: CAN							
SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION												
		PM (Eng IX) C. Nelson	Water Eng (VIII) K. Johnson	Design Eng- Eng IV D. Wheeler	Env Spec (Spec VII) J. Wendel	Admin/Invoicing S. Ballon	QC Eng (IX)- S. Bradley					TOTAL		
	Environmental Narrative	2			24									26
	Permitting Review and Graphics	2			16									18
	Cultural Resource Consultation	2			4									6
	Mapping				8									8
	Quality Control	2												2
TOTAL LABOR HOURS		8	0	0	52	0	0	0	0	0	0	0	0	
* LABOR RATES (\$/HR)		\$270.00	\$250.00	\$200.00	\$240.00	\$120.00	\$270.00							
LABOR COSTS (\$)		\$2,160.00	\$0.00	\$0.00	\$12,480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,640.00

EXPENSES						COMMENTS:
SUB-TASK NO.	ITEM(S)	TRIPS	QUANTITY	UNIT PRICE	TOTAL PRICE	
1	Per Diem		0	\$ 125.00	\$0.00	
2	Lodging		0	\$ 230.00	\$0.00	
3	Vehicle rental		0	\$ 100.00	\$0.00	
4	Airfare - Anc/Jnu to Wrg		0	\$ 800.00	\$0.00	
5	Airfare - MT to Wrg		0	\$ 1,400.00	\$0.00	
6	Taxi, parking, Incidentals.		0	\$ 120.00	\$0.00	
TOTAL EXPENSES:					\$0	
SUB-CONTRACTORS: Firm Initials and Price Per Task						FIRM'S TOTAL COST OF LABOR (or Fixed Price):
FIRM:	Alaska Autom	MRV	AMC			\$14,640
AMOUNT:	\$0	\$0	\$0			\$0
						FIRM'S TOTAL EXPENSES (+10% markup)
						\$0
						FIRM'S TOTAL COST (no Subcontracts or Fee)
						\$14,640
						TOTAL SUBCONTRACTOR PRICES (with 5% Mark-Up):
						\$0
						FIRM'S TOTAL COST
						\$14,640

