



February 2, 2026

Mr. Brad Sontag
City of Valdez
Capital Projects and Engineering
300 Airport Road, STE 201
Valdez, AK 99686

**Subject: Construction Management Services
Pavement Rehabilitation Phase IV – Project No. 22-310-1115
Robe River Dr and Meals Ave Corridors and Additive Alternates #1 to #6**

Dear Mr. Sontag:

DOWL appreciates the opportunity to submit our proposal to provide construction management services for the Valdez Pavement Rehabilitation Phase IV project. We have prepared this proposal based on your request for assistance, and our services are limited to the Robe River Drive and Meals Avenue corridors and additive alternates #1 to #6. Below is a description of tasks for these services and our assumptions used to establish fees.

SCOPE OF SERVICES

DOWL will administer the construction contract between the City of Valdez (City) and the selected Contractor for the subject project. We propose the following work breakdown structure and duties.

Phase 1 – Preliminary Activities

Phase 1 services commence with receipt of Notice-to-Proceed (NTP) and conclude when the Contractor begins on-site work. DOWL responsibilities for this phase include:

1. Construction contract/risk and project review: (1) contract scope, (2) plan set drawings, details, and notes, (3) City general provisions, (4) construction specifications, (5) City standard drawings, (6) contract special provisions, (7) bid items and quantities, (8) existing wet and dry utilities, (9) geotechnical conditions, (10) pedestrian and vehicular traffic control, (11) milestone dates, (12) insurance and bonding, (13) permits, and (14) key stakeholders.
2. Establish communication and become the main point of contact with the construction Contractor.
3. Project scheduling, subconsultant coordination, logistical planning, and equipment & gear gathering as we prepare to mobilize to site.
4. Safety planning and training.
5. Develop submittal register.
6. Develop materials testing summary and special inspections schedule.
7. Review Contractor submitted work plans, baseline critical path method (CPM) schedule, storm water pollution prevention plan (SWPPP), traffic control plans (TCPs), and other preliminary submittals.
8. Lead preconstruction meeting.

Phase 2 – On-site Contract Administration (CA)

Phase 2 services commence at completion of Phase 1 and conclude when the Contractor approaches Substantial Completion. DOWL responsibilities for this phase include:

1. Interpret, administer, and enforce contract terms, with direction from the City.
2. Provide full-time on-site construction observation.
3. Prepare daily construction inspection reports.
4. Identify or reject nonconforming work.

5. Manage the Contractor submittal process. DOWL will review project execution and closeout submittals for general conformance with the contract documents. Submittal dispositions shall either be approved, approved with revisions, approved with conditions, or rejected/revise & resubmit.
6. Oversee and manage Request for Information (RFI) process. RFI categories include design confirmation, design clarification, information/data request, material/product substitution, and work/scope direction request.
7. Coordinate and manage quality assurance (QA) testing and special inspections.
8. Manage contract scope changes: (1) review Contractor change order requests, (2) develop requests for proposals (RFP) and review Contractor responses, and (3) assist the City execute change orders or contract contingency authorization requests (CAR). DOWL will scope and quantify additional or extra work and we can assist with any change order negotiations.
9. Oversee and manage the project budget including the contract contingency. During the first pay application period, DOWL will begin to track bid item quantities and the cost of construction, the contract contingency, change orders, and total contract price. When scope changes are to be accomplished without a change order, most approved changes will expend (debit) funds from the contract contingency line item and credit that value to the cost of construction. Conversely, DOWL recognizes certain approved changes will debit funds from the cost of construction and credit those funds to the contingency line item.
10. Coordinate and lead recurring Owner-Engineer-Contractor construction progress meetings.
11. Review and recommend payment for Contractor submitted pay applications.
12. Lead critical path method (CPM) schedule reviews.
13. Monitor and inspect Contractor's implementation of erosion and sediment control best management practices (BMPs).
14. Stakeholder coordination and maintenance of a shared construction folder.

Phase 3 – Close-out

Phase 3 services begin at the conclusion of Phase 2 and end when the Contractor reaches project completion.

DOWL responsibilities for this phase include:

1. Coordinate and conduct Substantial Completion inspection.
2. Develop a final punch list.
3. Oversee completion/resolution of all punch list items including required documentation to be submitted by the Contractor.
4. As-built to record drawing Contractor coordination.
5. Develop record drawings.
6. Coordinate and conduct final completion inspection.
7. Prepare and assemble CA close-out documents.

Phase 4 – Additional Contract Administration and Project Manager Site Visits

This phase provides funding for additional work not specified in this scope as requested by the City, and additional DOWL Project Manager site visits as needed.

DELIVERABLES

The close-out package summarizes all DOWL CA deliverables for this project and includes:

- Photo/video records of pre-construction conditions
- Construction contract
- Construction correspondence
- Project permits
- RFI responses and design clarifications

- Change order documentation
- Processed pay requests
- Daily construction inspection reports and photo logs
- Additional pay quantity documentation
- QA testing and special inspection reports
- Submittal records including O&M manuals and warranty documents
- Substantial completion letter and final punch list
- Record drawings
- Contract close-out documentation

TEAM

We propose the following team for this project:

- Project Manager and Resident Engineer: Forrester Cook, PE, PMP
- Field Representative: Roger Wirt
- Special Inspection: Alaska Testlab
- Electrical Inspection: RSA Engineering – David Blubaugh, PE

SCHEDULE

Anticipated milestone deadlines for this project are shown below.

- February 9, 2026 DOWL receives NTP for services in this proposal
- February 19, 2026 Contractor bids due
- May 22, 2026 Preconstruction meeting
- June 1, 2026 Construction work begins
- November 1, 2026 Substantial completion
- June 30, 2027 Final completion

ASSUMPTIONS

1. DOWL will provide on-site observation from contractor ground disturbance until Substantial Completion. We assume this duration will last no more than 21 weeks.
2. The construction Contractor will work no more than six, 11-hour days each week.
3. DOWL's on-site representative is not a Valdez resident. He may travel back to his primary residence or home office every 8-10 weeks for rest and recreation (R&R) breaks or during long holiday weekends.
4. The construction Contractor is responsible for site safety, including their own workforce, subcontracted employees, and any visitors to the site. The Contractor is also responsible to provide DOWL staff safe access to perform their work.
5. The SWPPP prepared by the construction Contractor will require each operator to file a Notice of Intent (NOI) with the Department of Environmental Conservation (DEC). The City is the party with operational control of the plans and specifications. The City will file the NOI and pay the permit fee directly.
6. Deviations from these assumptions may result in renegotiating DOWL compensation.

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FEES

DOWL proposes to complete the services described in Phase 1 – 3 on a lump sum basis for the costs listed below. DOWL proposes to establish a \$20K time and materials budget for additional contract administration and PM site visits under Phase 4.

Phase	Cost
Phase 1 – Preliminary Activities	\$ 44,672.00
Tasks to be completed under Pioneer Dr contract	<u>(\$ 24,400.00)</u>
	\$ 20,272.00
Phase 2 – Contract Administration	\$ 493,760.00
Phase 3 – Close-out	\$ 33,522.00
Phase 4 – Additional CA and PM Site Visits (T&M)	\$ 20,000.00
Total	\$ 567,554.00

The DOWL team is ready to begin work immediately, and we are excited for the opportunity to provide owner’s representation and construction management services for another phase of the City’s Pavement Management Program.

Please contact me at 907-978-0726 or fcook@dowl.com with any questions or comments.

Sincerely,
DOWL

Forrester Cook, PE, PMP
Project Manager

Jason Kelly, PE
Senior Project Manager

Attachment: DOWL Fee Summary



Robe River Dr and Meals Ave Corridors and Additive Alternates #1 to #6
City of Valdez
Project No. 22-310-1115
2/2/2026

Summary

Prepared By:
FJC
 Reviewed By:
JK

Phase Name	Task	Labor Subtotal		Direct Expenses Subtotal	Subconsultants	Project Totals
		Hours	Cost			
Phase 1 - Preliminary Activities	A Project Management (scope, schedule, budget mgmt.), Invoicing	28	\$ 5,397.00	\$ -	\$ -	\$ 5,397.00
	B Construction Contract-Risk and Project Review	16	\$ 3,440.00	\$ -	\$ -	\$ 3,440.00
	C Coordination with Contractor/Contractor Management	9	\$ 1,935.00	\$ -	\$ -	\$ 1,935.00
	D Develop Material Summary and Special Inspection Schedule	26	\$ 5,590.00	\$ -	\$ -	\$ 5,590.00
	E Develop Submittal Approval Document	26	\$ 5,590.00	\$ -	\$ -	\$ 5,590.00
	F SWPPP Review and Approval	8	\$ 1,720.00	\$ -	\$ -	\$ 1,720.00
	G Preliminary Submittal Reviews	28	\$ 6,020.00	\$ -	\$ -	\$ 6,020.00
	H Preconstruction Meeting	8	\$ 1,650.00	\$ -	\$ -	\$ 1,650.00
	I Scheduling, Logistics	24	\$ 5,160.00	\$ -	\$ -	\$ 5,160.00
	J Field Representative Preparation	20	\$ 4,300.00	\$ -	\$ -	\$ 4,300.00
	K Mobilization	18	\$ 3,870.00	\$ -	\$ -	\$ 3,870.00
	<input type="checkbox"/> T&M <input checked="" type="checkbox"/> Lump Sum <input type="checkbox"/> Other _____	Subtotal	211	\$ 44,672.00	\$ -	\$ -
Phase 2 - Contract Administration	A Project Management (scope, schedule, budget mgmt.), Invoicing	57	\$ 11,899.00	\$ -	\$ -	\$ 11,899.00
	B Submittals and Shop Drawing Reviews	60	\$ 12,900.00	\$ -	\$ -	\$ 12,900.00
	C On-site Construction Observation & Administration	1260	\$ 315,840.00	\$ 60,621.00	\$ -	\$ 376,461.00
	D Recordkeeping and Documentation	72	\$ 15,480.00	\$ -	\$ -	\$ 15,480.00
	E SWPPP Oversight & Management	8	\$ 1,720.00	\$ -	\$ -	\$ 1,720.00
	F Recurring Progress Meetings	42	\$ 9,030.00	\$ -	\$ -	\$ 9,030.00
	G Design Assistance / Engineering Support for RFIs & COs	56	\$ 11,340.00	\$ -	\$ -	\$ 11,340.00
	H Change Order Processing	24	\$ 5,160.00	\$ -	\$ -	\$ 5,160.00
	I Pay Application Recommendations	12	\$ 2,580.00	\$ -	\$ -	\$ 2,580.00
	J Coordination with Contractor/Contractor Management	21	\$ 4,515.00	\$ -	\$ -	\$ 4,515.00
	K Ad Hoc Correspondence and Meetings	30	\$ 6,100.00	\$ -	\$ -	\$ 6,100.00
	L ATL Sub	-	\$ -	\$ -	\$ 27,500.00	\$ 27,500.00
	M RSA Sub	-	\$ -	\$ -	\$ 9,075.00	\$ 9,075.00
<input type="checkbox"/> T&M <input checked="" type="checkbox"/> Lump Sum <input type="checkbox"/> Other _____	Subtotal	1642	\$ 396,564.00	\$ 60,621.00	\$ 36,575.00	\$ 493,760.00



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City of Valdez
Project No. 22-310-1115
2/2/2026

Summary

Prepared By:
FJC
 Reviewed By:
JK

Phase Name	Task		Labor Subtotal		Direct Expenses Subtotal	Subconsultants	Project Totals
			Hours	Cost			
Phase 3 - Close-out	A	Project Management (scope, schedule, budget mgmt.), Invoicing	10	\$ 1,972.00	\$ -	\$ -	\$ 1,972.00
	B	Develop Close-out Documentation Summary/Checklist	20	\$ 4,300.00	\$ -	\$ -	\$ 4,300.00
	C	Contractor As-built Coordination	16	\$ 3,440.00	\$ -	\$ -	\$ 3,440.00
	D	Substantial Completion Inspection	20	\$ 4,300.00	\$ -	\$ -	\$ 4,300.00
	E	Final Punch Lists	10	\$ 2,150.00	\$ -	\$ -	\$ 2,150.00
	F	Demobilization	12	\$ 2,580.00	\$ -	\$ -	\$ 2,580.00
	G	Record Drawings	48	\$ 9,620.00	\$ -	\$ -	\$ 9,620.00
	H	COV Close-out Package Development	24	\$ 5,160.00	\$ -	\$ -	\$ 5,160.00
	<input type="checkbox"/> T&M <input checked="" type="checkbox"/> Lump Sum <input type="checkbox"/> Other _____		Subtotal	160	\$ 33,522.00	\$ -	\$ -
Phase 4 - Additional CA & PM Site Visits	A	Additional Construction Administration	28	\$ 5,880.00	\$ -	\$ -	\$ 5,880.00
	B	PM Site Visits	55	\$ 11,825.00	\$ 2,279.00	\$ -	\$ 14,104.00
	<input checked="" type="checkbox"/> T&M <input type="checkbox"/> Lump Sum <input type="checkbox"/> Other _____		Subtotal	83	\$ 17,705.00	\$ 2,279.00	\$ -
TOTAL			2096	\$ 492,463.00	\$ 62,900.00	\$ 36,575.00	\$ 591,938.00