



---

west virginia department of environmental protection

---

Division of Water and Waste Management  
601 57<sup>th</sup> Street, SE  
Charleston, WV 25304  
Phone: 304-926-0495 / Fax: 304-926-0496

Austin Caperton, Cabinet Secretary  
dep.wv.gov

**MEMORANDUM**

**TO:** Kathy Emery, P.E., Program Manager, DWWM

**FROM:** Jason Billups, P.E., DWWM ↵ B

**DATE:** April 9, 2019

**SUBJECT:** Culloden Public Service District (PSD)  
Total Engineering Fee Variance Request  
Wastewater System Improvements  
IJDC No. 2017S-1693

---

**RECOMMENDATION**

The variance request for the engineering fees for the above referenced project has been reviewed, and it is recommended for approval.

The justification for exceeding the total engineering fee includes additional services. The original agreement started in 2011 and the District changed the project's scope of work to represent the current scope of work. The changes required the Consultant to revise and resubmit a new preliminary engineering report to Council. There are also additional services that the District requested to include; easement acquisitions and the preparation of an asset management plan. The total of these services and the resubmittal equals \$94,800. Removing this total will reduce the total fee to approximately 20%. The new total fee of \$332,000 is below the curve. The owner supports the work and agreed to the total fee. The total engineering fee does not appear to be excess compared to the work that's being accomplished.

In addition, the total engineering fee variance comment was made in the memo on April 2017. The project total costs and engineering fees were updated in November of 2018 and additional funding was provided in February of 2019. Project costs are anticipated to be updated as the project gets closer to bid. The above recommendation represents the most up to date cost.

**CULLODEN PUBLIC SERVICE DISTRICT**

100 SPANISH OAK DRIVE  
P.O. BOX 405  
CULLODEN, W. VA. 25510

April 1, 2019

Mr. Wayne Morgan, PE, Executive Director  
WV Infrastructure & Jobs Development Council  
1009 Bullitt Street  
Charleston, WV 25301

Re: Culloden PSD Project No. 2017S-1693  
Engineering Fee Waiver Request

Dear Mr. Morgan,

This letter is to request a waiver from the Council for total engineering fees related to the above-referenced project. Chapman Technical Group has worked on this project since 2011, and has provided the following information in support of this waiver. Chapman Technical Group's work includes a significant scope change when the District opted to eliminate the proposed extensions of service included in the original project. This required the re-filing of the PER with the Council and DEP, which were both additional services and thus increased the total fees.

Recently, the District also requested that Chapman Technical Group provide services to acquire property and easements necessary for the project. These services are also considered as additional services.

Additionally, if consideration of special (additional) services, including the preparation of an asset management plan, are removed from the calculation of total fees, the result is 20.0% which lies between the curves for construction costs for modifications.

We respectfully request a waiver be issued by the Council based on the justifications provided herein. If additional information is necessary, please do not hesitate to let us or Chapman Technical Group know and we will be happy to provide such.

Sincerely,

**CULLODEN PUBLIC SERVICE DISTRICT**



Bonnie Osburn, Manager

cc: Greg Belcher, PE, Chapman Technical Group

MIKE KIRTNER  
CHAIRMAN

STEVE LAWRENCE  
SECRETARY

DANNY CANTRELL  
TREASURER