

RESOLUTION NO. 2568

A RESOLUTION accepting the installation of a solar array at the Wastewater Treatment Plant.

WHEREAS, pursuant to Resolution No. 2523 and Resolution No. 2529 in December 2019, the Town of Friday Harbor secured funding and authorized construction of a solar panel array at the Town Wastewater Treatment Plant; and

WHEREAS, the project was completed and inspected in compliance with its contract; and

WHEREAS, the Town Engineer recommends acceptance of the project;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Friday Harbor that the solar array project at the Wastewater Treatment Plant is hereby accepted;

BE IT FURTHER RESOLVED that the Mayor or designee is authorized to complete any additional documentation related to final acceptance of the project.

ADOPTED this 2nd day of July 2020.

TOWN OF FRIDAY HARBOR

Farhad Ghatan, Mayor

SEAL of the
Town of Friday Harbor

ATTEST:

Amy E. Taylor, Town Clerk



DES-EAS
P.O. BOX 41476
Olympia, WA 98504-1476

June 25, 2020

Attn: Butch Boles

Subject: Notice of Commencement of Energy Production
Town of Friday Harbor
Solar Array at WWTP 2019-123 G (1-1)

Dear Butch,

This letter will serve as formal notice that all related work related to our Energy Services Contract was substantially complete as of June 12th, 2020. This date should be used as a starting date for the commencement of energy production.

If you have any questions or comments, please contact me at (206) 455-1473.

Sincerely,

Stephen Pawlowski, PMP, CEM
Construction Manager
Apollo Solutions Group

...Building People Who Build Great Things

1201 W. Columbia Drive
Kennewick, WA 99336
509-413-6227

www.apollosolutionsgroup.com



DES-EAS
P.O. BOX 41476
Olympia, WA 98504-1476

June 25, 2020

Subject: Notice of Substantial Completion
Town of Friday Harbor, Solar Array at WWTP
Contract #2019-123 G (1-1)

To Whom It May Concern,

This letter will serve as formal notice that the construction work associated with our Energy Services Contract has been substantially completed for its intended purpose effective June 12th, 2020. This includes the scope of work outlined in the Energy Services Proposal. The standard Apollo Solutions Group one-year warranty period for this work has commenced accordingly.

If you have any questions or comments, please contact Apollo Solutions Group at:
(206) 455-1473

Sincerely,

Stephen Pawlowski, PMP, CEM
Construction Manager
Apollo Solutions Group

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ENERGY PROJECT COMPLETION NOTICE			
PROJECT NO.	PROJECT TITLE		
THE FOLLOWING PORTION OF THIS PROJECT IS COMPLETED:			
<input type="checkbox"/> Audit <input type="checkbox"/> Professional Services <input type="checkbox"/> Construction Phase <input type="checkbox"/> Other (Specify) <input style="width: 50%; border: 1px solid black;" type="text"/>			
ACTION TO BE TAKEN:			
<input type="checkbox"/> Close/Terminate ESCO Agreement No. _____ <input type="checkbox"/> CHECK B2Gnow Closeout <input type="checkbox"/> Issue Acceptance Notice on Contract No. _____ <input type="checkbox"/> Close Project Files <input type="checkbox"/> Other (IAA) <input style="width: 20%; border: 1px solid black;" type="text"/> NOTE to CS: If closing IAA, send e-mail to close IAA in ECMS			
COMMENCEMENT OF ENERGY SAVINGS DATE			<input type="checkbox"/> PM HAS TURNED IN CLOSE-OUT DOCUMENTS
WARRANTY PERIOD FROM _____ TO _____	SUBSTANTIAL COMPLETION DATE (Energy Program Project Manager)	FINAL ACCEPTANCE DATE (Energy Program Manager)	
ESCO PROJECT MANAGER'S SIGNATURE		CLIENT AGENCY'S SIGNATURE	
DATE		DATE	
ENERGY PROGRAM PROJECT MANAGER'S SIGNATURE		ENERGY PROGRAM MANAGER'S SIGNATURE	
DATE		DATE	
Energy Completion Notice (2/16)			

NOTES:

ENERGY PROJECT AGREEMENT COMPLETION NOTICE			
PROJECT NO.	PROJECT TITLE		
<p>THE FOLLOWING PORTION OF THIS PROJECT IS COMPLETED:</p> <p><input type="checkbox"/> Audit</p> <p><input type="checkbox"/> Professional Services</p> <p><input type="checkbox"/> M&V</p> <p><input type="checkbox"/> Other (Specify) <input style="width: 150px;" type="text"/></p>			
<p>ACTION TO BE TAKEN:</p> <p><input type="checkbox"/> Close Agreement No. _____</p> <p><input type="checkbox"/> Close Project _____</p> <p><input type="checkbox"/> Files Other (IAA) <input style="width: 150px;" type="text"/></p> <p style="text-align: right;"><input type="checkbox"/> CHECK B2Gnow Closeout</p>			
ESCO CONSULTANT PROJECT MANAGER'S SIGNATURE		DATE	CLIENT AGENCY'S SIGNATURE
ENERGY PROJECT MANAGER'S SIGNATURE		DATE	ENERGY PROGRAM MANAGER'S SIGNATURE
			DATE
Energy Completion Notice (2/16)			

NOTES:

**WASHINGTON STATE
DEPARTMENT OF ENTERPRISE SERVICES
FACILITIES PROFESSIONAL SERVICES
ENERGY PROGRAM**

ENERGY SERVICES CONSTRUCTION COMPLETION CHECKLIST

Project Title:	Project No.	Date:
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Agency: _____ Facility: _____

<input checked="" type="checkbox"/>	ACTION:										
	1. Final inspection: ESCO, Energy-PM, Utility, & Owner - (Items found after final inspection will be placed on warranty list unless item significantly impairs operation of facility). ESCO completes work identified on punch list.										
	2. ESCO issues Notice of Commencement of Energy Cost Savings and Energy-PM approves. Commencement of Measurement and Verification.										
	3. Substantial Completion (If partial completion, attach letter-describing phase or segment included in substantial completion). Warranty period begins on the date of substantial completion for the phase or segment included. Substantial Completion Date: _____										
	4. ESCO provides accounting of final costs, along with final invoices if not previously submitted										
	5. Deductive change order approved and processed as necessary										
	6. Time extension change order approved and processed (if required)										
	7. Confirm ESCO coordinates with utilities for incentives and rebates										
	8. Utility written acceptance, as required										
	9. Energy PM confirms receipt of and delivery to the client of the following: <ul style="list-style-type: none"> • Electrical Inspection • Boiler Inspection • Air Quality Inspection • 100% Design Documents • O&M Manuals to include: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1. Operator Training Log</td> <td style="width: 50%;">6. Disposal Manifests</td> </tr> <tr> <td>2. Post-Installation M&V Report</td> <td>7. Certificate of Warranty from Subcontractors</td> </tr> <tr> <td>3. As-built Drawings</td> <td>8. Spare material and parts list</td> </tr> <tr> <td>4. Shop Drawings/Submittals</td> <td>9. Commissioning/Balance Reports</td> </tr> <tr> <td>5. Test Reports</td> <td>10. Warranty responsibility contacts</td> </tr> </table> 	1. Operator Training Log	6. Disposal Manifests	2. Post-Installation M&V Report	7. Certificate of Warranty from Subcontractors	3. As-built Drawings	8. Spare material and parts list	4. Shop Drawings/Submittals	9. Commissioning/Balance Reports	5. Test Reports	10. Warranty responsibility contacts
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	10. Intents and Affidavits of Wages Paid have paper copies filed										
	11. Energy- PM fills out Completion Notice Form and obtains appropriate signatures										

ENERGY SERVICES CONSTRUCTION COMPLETION CHECKLIST CONTIUNUED

√	ACTION:
	12. FPS Energy notification of Final Acceptance to ESCO and Client Agency (email from contracts section); 45-day lien period begins
	13. FPS-PM: Approves ESCO retainage invoice and submits to Client Agency
	14. FPS-PM: Requests submission of invoice for DES project management fees to Client Agency
	15. FPS-PM: Request Contracts to extend IAA for Measurement and Verification (M&V) period if required
	<p>16. Client Agency (Energy PM to explain points below to Client Agency):</p> <ul style="list-style-type: none"> • Submits State of Washington "Notice of Completion of Public Works Contract" form F215-038-000 http://www.lni.wa.gov/FormPub/Detail.asp?DocID=2404 to the Department of Labor and Industries, Revenue and Employment Security. All known contractors are to be listed on the request form. • Client to receive "Retainage Release" letter from the Departments of Labor and Industries (LNI). • Client to receive "Certificate of Payment of State Excise Taxes by Public Works Contractor" from Revenue (DOR). • Client to receive "Certificate of Payment of Contributions, Penalties and Interests on Public Works Contract" from Employment Security (ESD). • Client to pay retainage after receipt of above documents from LNI, DOR, ESD and 45-day retainage release