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MEMORANDUM

TO: Project File
FROM: Randy Romenesko, Sr. Project Manager 
Cc: Romy Cadiente, NVC Local Coordinator
DATE: 17 November, 2016
SUBJECT: Newtok Site Visit

This memo summarizes my trip to Newtok.

Dates of Travel: 15 – 17 November, 2016

Purpose of Trip:

1. Meet with NVC regarding various issues and direction needed for relocation efforts;
2. Participate in community meeting with ANTHC regarding site development in Mertarvik;
3. Participate in community meeting with CCHRC regarding housing needs for Mertarvik.

Persons Contacted:

NVC: Paul Charles, Pres. NVC; George Carl, VP NVC; Frieda Carl, NVC; Bernice Tom, NVC; Katherine Charles, NVC; Tom John, Tribal Administrator; Daylon Ayuluk, Admin. Assistant, NVC; Phillip Carl, NNC; Simeon Fairbanks, Jr., NVC; Romy Cadiente, Local Relocation Coordinator

ANTHC: Gavin Dixon; Sierra Kell; Jacqueline Schaeffer

CCHRC: Jack Hebert; Aaron Cooke; Judith Grunau; Molly Rettig; Philip Fitzgerald

LKSD – Home of the Jaegers: Grant Kashatok, Prinicipal; many friendly and inquisitive students.

Other: Andrew Burton, Postgraduate Fellow at UC Berkley who is preparing a film on the Newtok – Mertarvik relocation effort.

Alaska Native Tribal Health Consortium (ANTHC) and Cold Climate Housing Research Center (CCHRC) will be producing notes from their community presentations and meetings.

Key items discussed with NVC:

1. Road Construction Superintendent. Current plan is for NVC to hire a

field superintendent to run the 2017 construction work. It is recommended the superintendent be hired by early January 2017 so he may assist with equipment procurement, barging schedule, camp operations and hiring of construction crew. The proposal is for Goldstream Engineering (GEI) to recommend 3 candidates to NVC for consideration. NVC would interview in Newtok and make the hire as they determine is best for the project. NVC concur with this plan and direct the Project Team to move forward with this effort.

2. Architect / Engineer for MEC. The team learned in October the USACE would not be able to assist with A/E services for the MEC. The initial plan was to issue an RFP for A/E services. Further investigation determined (1) NVC procurement code Section 8.1 allows NVC to enter into intergovernmental agreements for procurement of services to the maximum extend feasible; and (2) ANTHC has a term A/E firm available for use by NVC. NVC concur with the plan to contract with ANTHC for use of their A/E firm to complete the design of the MEC. The Project Team will work with ANTHC, funding agencies, and Tribe attorney to develop appropriate documents for the agreement. Goal is to have A/E under contract by 1 January, 2017.
3. Crew Camp Operations. NVC is interested in operating the crew-camp in Mertarvik during the construction season. This would require providing a camp cook, support labor (for hauling water, freighting shipped materials from Newtok to Mertarvik by boat, etc.) and camp cleaning. Logistical support from Anchorage and other details will be part of the workforce camp plan under development by GEI.
4. FEMA “Buy-Out” Application. DOWL would like to hire CRW Engineering as a subconsultant to develop the “buy-out” application. DOWL believes utilizing CRW’s knowledge of the previous application to FEMA is the best way to develop the new application in the timeline provided by FEMA (application to be submitted by early January). NVC will need to approve a contract amendment with DOW in order to hire CRW. Proposed funding source for the application work is BIA grant A16AV01004. NVC had no objection to DOWL subcontracting with CRW for the development of the application.
5. CCHRC Technical Assistance. NVC is interested in retaining the services of Cold Climate Housing Research Center (CCHRC) to assist with various projects on behalf of NVC. Projects that may benefit from CCHRC participation include: (1) development of crew-camp for both short-term and long-term use by NVC; (2) assist A/E in final design of the MEC shell and interior layouts; (3) provide QC/QA on housing construction; (4) general technical assistance with site development effort led by ANTHC. DOWL believes the current NVC-CCHRC agreement allows for future task orders when approved by NVC; this needs to be confirmed by Tribe attorney. Proposed funding source for the application work is BIA grant A16AV01004; this needs to be confirmed by BIA. NVC wishes to retain CCHRC for technical assistance on a task order basis.
6. NVC – Goldstream Engineering Amendment No. 1. NVC approved amendment #1 to the GEI contract. The amendment corrected several items in the fee schedule. Amendment sent to GEI for signature on 11/17/2016.

7. Housing Construction. A special meeting was held on 11/16/2016 with NVC, CCHRC and DOWL to discuss housing construction for 2017.
 - a. CCHRC is not in the construction business as they have neither the staffing nor is it in their mission to be in the commercial contracting realm; therefore they are not available to build housing in Mertarvik. CCHRC does want to provide technical assistance to NVC to make sure houses are built correctly, to provide technical training to NVC employees on proper construction details for energy efficient house, etc.
 - b. It is unknown at this time if AVCP-RHA intends to build 2 houses with the Title VI funds awarded to NVC. NVC was to travel to Bethel on 11/18 to meet with AVCP to sign final paperwork and get clarification:
 - i. Will AVCP-RHA build with Title VI funds or will they allow others to use the funds for construction?
 - ii. Would AVCP build the Demonstration Home model built in 2016 in lieu of other models?
 - iii. Would AVCP-RHA build 4 or 5 homes on behalf of NVC utilizing available Title VI and HUD IT grant funds?
 - c. Depending on AVCP-RHA intent, an alternative is to issue an RFP for a General Contractor/Construction Manager (GC/CM) to manage the house building on behalf of NVC. We need clarification by the end of November so an RFP can be developed.

End of Report

