



	Approved	Denied
Date Action Taken:	6/9/08	
Other:		
Verified by:	Hornitz	

WASILLA CITY COUNCIL ACTION MEMORANDUM

AM No. 08-37

TITLE: CONTRACT AMENDMENT TO HATTENBURG, DILLEY AND LINNELL IN THE AMOUNT OF \$105,450 FOR WASILLA AIRPORT SNOW REMOVAL EQUIPMENT BUILDING EXPANSION CONSTRUCTION PHASE ENGINEERING SERVICES.

Agenda of: June 9, 2008
 Originator: Public Works Director

Date: May 28, 2008

Route to:	Department	Signature/Date
	Police Chief Youth Court, Dispatch, Code Compliance	
	Culture and Recreation Services Director Library, Museum, Sports Complex	
X	Public Works & Recreation Facility Maintenance Director	<i>[Signature]</i> 5/28/08
X	Finance, Risk Management & MIS Director Purchasing	<i>[Signature]</i> CFO
X	Deputy Administrator Planning, Economic Development, Human Resources	<i>[Signature]</i>
X	City Clerk	<i>[Signature]</i>

REVIEWED BY MAYOR DIANNE M. KELLER: _____

FISCAL IMPACT: yes \$105,450 or no Funds Available yes no

Account name/number: FY09 Funding

Attachments: HDL Proposal, AM 08-18

SUMMARY STATEMENT: This is a continuation of the design contract awarded on March 24, 2008 (AM 08-18) to Hattenburg, Dilley & Linnell (HDL). This contract amendment will provide construction phase engineering services for the project. This project will expand the existing snow removal equipment building at the airport in anticipation of additional snow removal equipment to be purchased next year with an FAA Grant.

ACTION: Authorize the Mayor to execute a contract amendment to Hattenburg, Dilley & Linnell in the amount of \$105,450 for Wasilla Airport Snow Removal Equipment Building Construction Phase Engineering Services, subject to the execution of the FAA Grant and appropriation of funding.



	Approved	Denied
Date Action Taken:	1/14/08	
Other:		
Verified by:	<i>ASm.lee</i>	

WASILLA CITY COUNCIL ACTION MEMORANDUM

AM No. 08-05

TITLE: CONTRACT AMENDMENT FOR HATTENBURG, DILLEY, AND LINNELL IN THE AMOUNT OF \$145,995 FOR 2008 WASILLA AIRPORT IMPROVEMENTS ENGINEERING SERVICES.

Agenda of: January 14, 2007
 Originator: Public Works Director

Date: January 3, 2008

Route to:	Department	Signature/Date
	Police Chief Youth Court, Dispatch, Code Compliance	
	Culture and Recreation Services Director Library, Museum, Sports Complex	
X	Public Works & Recreation Facility Maintenance Director	<i>[Signature]</i> 1/3/08
X	Finance, Risk Management & MIS Director Purchasing	<i>EGM</i> 1-4-08
X	Deputy Administrator Planning, Economic Development, Human Resources	<i>S. Hall</i> 01-04-08
X	City Clerk	<i>ASm.lee</i>

REVIEWED BY MAYOR DIANNE M. KELLER: *Dianne M. Keller 1/7/08*

FISCAL IMPACT: yes \$145,995 or no Funds Available yes no
 Account name/number: Apron Phase 1C-State/ 330-4379-437.45-10 \$3,650
 Apron Phase 1C-FAA/ 330-4379-437.45-11 \$138,695
 Apron Phase 1C-City/ 330-4379-437.45-12 \$3,650

Attachments: HDL Proposal, CIP Detail Sheets

SUMMARY STATEMENT: The original contract was awarded by Council Action Memorandum AM 06-24 in the amount of \$299,982 as part of the 2006-2007 Phase 1C construction improvements funded through a \$3.6 million FAA Grant. The project came in approximately \$200,000 under budget. FAA has authorized the balance of the grant funds as eligible for HDL engineering services to design additional apron space (Phase 1D), to design modifications to Apron B to improve access to the original 9 lease lots that includes security improvements, and to extend runway 3-21 to 4,000 feet.

The attached proposal shows these design services in the amount of \$175,995. In December 2007, the Mayor authorized this work to begin through a \$30,000 purchase order until the balance of the contact could be presented for City Council authorization.

ACTION: Authorize the Mayor to execute a contract amendment with Hattenburg, Dilley, and Linnell in the amount of \$145,995 for 2008 Wasilla Airport Improvements engineering services.

May 23, 2008

File No. 78-021/08-014

Archie Giddings, Public Works Director
City of Wasilla
290 East Herring Avenue
Wasilla AK 99654-7091

Re: Fee Proposal for Construction Phase Services
Expand Snow Removal Equipment Building
Wasilla Municipal Airport

Dear Mr. Giddings:

Hattenburg Dilley & Linnell (HDL) is pleased to present this fee proposal for construction phase services for the Expand Snow Removal Equipment Building project at the Wasilla Municipal Airport.

Project Description

This project will expand the existing Snow Removal Equipment Building (SREB) from 1,100 square feet to 4,690 square feet, expand and pave the SREB gravel pad and provide water and wastewater systems for the facility. It will require import and installation of 3,100 tons of subbase, 1,300 tons of base course and 400 tons of hot-mix asphalt pavement. The project uses the design-build method for the building structural, mechanical, electrical and wastewater systems. Steppers Construction has been selected as the contractor.

Proposed Services

HDL will work closely with the City of Wasilla to provide construction-phase services for the projects described above. HDL will provide inspection services to observe and document the work and to facilitate communication between the contractor and the City. EDC Inc., as a subconsultant to HDL, will provide additional periodic electrical and mechanical inspection.

Oversight and Coordination. HDL will coordinate and oversee the day-to-day activities of these projects on behalf of the City. Scott Hattenburg, P.E., will be the Principal-in-Charge and David Lundin, P.E., will be the Project Manager. David Longtin, E.I.T., will be our Project Engineer and will be the primary point of contact. He will work with the City's representative, Edward "Burgie" Burgholzer, to keep the City informed of progress, field directives, and changes as they arise. We will prepare weekly written status reports on the Contractor's progress.

Scott Hattenburg, PE

Lorie Dilley, PE/CPG

Dennis Linnell, PE

David Lundin, PE

Project Start-up / Review of Submittals & Shop Drawings. HDL will review submittals, preliminary schedules, material and equipment submittals, working drawings, samples, and quality control submittals. EDC will provide submittal review of electrical and mechanical components. As this is a design-build project, the review of working drawings will require significant effort to verify compliance with the contract requirements.

Project Administration. HDL will review administrative submittals, schedules, and contract closeout submittals. We will prepare a Construction Management Program in accordance with FAA requirements. HDL will review and respond to Design Clarification/Variation Requests (DCVRs) from the contractor. We will conduct formal weekly construction meetings and will meet informally with the Contractor and City frequently to assist in coordinating the work. We will review pay requests and make recommendations for payment by the City. We will prepare Change Orders for unanticipated and additional directed work as needed.

Closeout Documents. HDL and EDC will review the contractor's record drawings and construction markups and will prepare electronic record drawings. We will submit record drawings to the City and FAA on Mylar and in Adobe PDF format. We will process bond and lien releases and prepare a project completion certificate. HDL will provide a bound Project Closeout Report for the FAA grant in accordance with FAA requirements.

Construction Inspection & Quality Assurance Testing. HDL will provide periodic construction inspection of the work during the 17-week anticipated field construction period (July 1 – October 31, 2008). We anticipate our inspector will work an average of 24 hours per week, with approximately 4 hours per week of overtime. Actual hours will vary depending upon the Contractor's schedule. We will take advantage of opportunities for savings by using the overlap between this project and the Construct Phase 2 Security Improvements project.

Our inspector will observe, test, and document the construction on behalf of the City. Documentation will include photographs and daily reports detailing the equipment, labor, inspections, testing, and activities occurring each day. We will also conduct formal inspections with the City at Substantial Completion and Final Completion. EDC will provide phase inspections as detailed on the attached proposal.

HDL will provide quality assurance testing of soil, concrete and asphalt materials to ensure the adequacy of the Contractor's quality control by performing the minimum testing detailed in Specification Section 01400, including:

- ✓ Approximately 5 field density tests.
- ✓ Approximately 4 Proctor tests to determine maximum laboratory density.
- ✓ Approximately 6 laboratory asphalt density tests of core samples.
- ✓ Approximately 3 concrete strength field tests.
- ✓ Approximately 12 concrete cylinder break tests in the lab.

RE: Fee Proposal for Construction Phase Services
Expand Snow Removal Equipment Building, Wasilla Municipal Airport
May 23, 2008
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Schedule

Our fee is based on an anticipated 17-week field construction period, commencing about July 1, 2008. If the contractor's work continues beyond the contract construction period, there may be additional cost to our work.

Cost Proposal


We propose to provide the aforementioned services on a time-and-materials basis using our published hourly labor rates and receiving reimbursement for project expenses at cost plus 5%. Based on the scope of work and schedule, we expect the cost of our services will be \$105,450. A detailed worksheet of this estimate is attached.

The level of effort required for construction phase services is highly dependent on the cooperation and skill of the contractor; the methods and equipment the contractor employs; the weather; the amount of rejected workmanship that must be retested; and the schedule he decides to work. All of these conditions are not within the control of the Engineer. We have prepared this estimate taking an optimistic view of potential difficulties based on our current understanding of the project. Our fee is therefore a budget-level estimate based on the above-discussed services and schedule.

We look forward to working with the City on this project. If you have any questions, you can contact me at 746-5230.

Sincerely,

HATTENBURG DILLEY & LINNELL, LLC



David Lundin, P.E.
Project Manager

Attach: Fee Proposal Worksheet (2 pages)
EDC Fee Proposal Letter (2 pages)

cc: Scott Hattenburg, HDL

FEE PROPOSAL
for
Construction Administration, Inspection and Testing Services
Expand Snow Removal Equipment Building
Wasilla Municipal Airport

<u>TASK</u>	<u>ACTIVITY</u>	<u>QTY</u>	<u>RATE</u>	<u>LABOR</u>	<u>REIMB</u>	<u>SUBCON</u>	<u>SUBTOTAL</u>	<u>TOTAL</u>
1.0	Construction Administration.....							\$54,925
	<u>Project Administration (17 weeks)</u>							\$36,895
	Principal-in-Charge	8 hrs	@ \$145	\$1,160				
	Project Manager, 6 hrs/wk	102 hrs	@ \$120	\$12,240				
	Project Engineer, 16 hrs/wk	272 hrs	@ \$85	\$23,120				
	Vehicle	5 days	@ \$75	\$375				
	<u>Project Start-up / Review of Submittals & Shop Drawings</u>							\$11,300
	Project Manager	16 hrs	@ \$120	\$1,920				
	Project Engineer	40 hrs	@ \$85	\$3,400				
	Civil Engineer	8 hrs	@ \$100	\$800				
	EDC Electrical Allowance	1 L.S.	@ \$4,520			\$4,520		
	Clerical	8 hrs	@ \$70	\$560				
	Reimbursables	1 L.S.	@ \$100		\$100			
	<u>Record Drawings and Project Closeout Report</u>							\$6,730
	Project Manager	10 hrs	@ \$120	\$1,200				
	Project Engineer	30 hrs	@ \$85	\$2,550				
	Drafting	24 hrs	@ \$85	\$2,040				
	Clerical	12 hrs	@ \$70	\$840				
	Reimbursables	1 L.S.	@ \$100		\$100			

FEE PROPOSAL
for
Construction Administration, Inspection and Testing Services
Expand Snow Removal Equipment Building
Wasilla Municipal Airport

<u>TASK</u>	<u>ACTIVITY</u>	<u>QTY</u>	<u>RATE</u>	<u>LABOR</u>	<u>REIMB</u>	<u>SUBCON</u>	<u>SUBTOTAL</u>	<u>TOTAL</u>
2.0	Construction Inspection & Testing.....							\$49,955
	<u>Construction Inspection (17 weeks at 24 hrs/wk)</u>							\$45,660
	Inspector-ST	340 hrs	@ \$75	\$25,500				
	Inspector-OT	68 hrs	@ \$100	\$6,800				
	EDC Electrical Allowance	1 L.S.	@ \$5,760			\$5,760		
	Vehicle	100 days	@ \$75	\$7,500				
	Reimbursables	1 L.S.	@ \$100		\$100			
	<u>Quality Assurance Testing</u>							\$4,295
	Principal Geotech. Engineer	6 hrs	@ \$145	\$870				
	Nuclear Densometer	12 days	@ \$30	\$360				
	Lab. Moisture-Density Test	4 ea	@ \$270	\$1,080				
	Topsoil Organic Content	1 ea	@ \$70		\$70			
	Asphalt Core Density	6 ea	@ \$40		\$240			
	Concrete Field Test	3 ea	@ \$125	\$375				
	Concrete Cylinder Breaks	12 ea	@ \$20	\$240				
	Clerical	8 hrs	@ \$70	\$560				
	Reimbursables	1 L.S.	@ \$500		\$500			
Subtotal Basic Services				\$93,490	\$1,110	\$10,280		\$104,880
Markup*					\$56	\$514		\$570
Total Basic Services				\$93,490	\$1,166	\$10,794		\$105,450

*5% for subcontracts, 5% for reimbursable



May 22, 2008

Dave Longtin
Hattenburg, Dilley, & Linnell
808 South Bailey Street, Suite 102
Palmer, AK 99645

Subject: Wasilla Airport 2008 Improvements – Construction Management Services
Proposal

Dear Dave:

This proposal is for providing electrical and mechanical construction management services in association with the planned improvements for the Wasilla Airport. This proposal is based on the following:

SCOPE OF WORK:

EDC, Inc. will provide electrical construction management services for both the Wasilla Airport apron security gate improvement project and the Equipment Storage Building project. We will also provide mechanical construction management services for the Equipment Storage Building project.

Services shall be divided into two tasks, construction start-up and periodic inspections. Construction start-up shall include review of shop drawings and submittals, as well as responding to RFI's and issuing clarifications. Review of the design drawings shall also be provided for the Equipment Storage Building project.

The periodic inspection task shall include four separate inspections for each project – below grade, rough-in, pre-final and final. It shall also include producing record drawings for the security gate project only.

FEE: The proposed fee to perform the above scope of work will be billed on a time and material basis with not-to-exceed amounts as follows:

Task 1: Security Gate

Construction Start-up	= \$1,300
Periodic Inspections	= <u>\$3,880</u>
Task Total	= \$5,180

Dave Longtin
Page 2
May 22, 2008

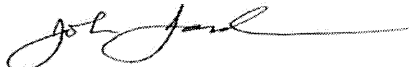
Task 2: Equipment Storage Building

Construction Start-up = \$ 4,520
Periodic Inspections = \$ 5,760
Task Total = \$10,280

TOTAL FEE NOT-TO-EXCEED = \$15,460

Please feel free to contact me if you have any questions concerning this proposal.

Sincerely,



John Faschan - President / EDC, INC.