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|--------------------|-------------|--------|
| | Approved | Denied |
| Date Action Taken: | 3/24/08 | |
| Other: | | |
| Verified by: | [Signature] | |

WASILLA CITY COUNCIL ACTION MEMORANDUM

AM No. 08-18

TITLE: CONTRACT AMENDMENT FOR HATTENBURG, DILLEY, AND LINNELL IN THE AMOUNT OF \$52,850 FOR THE WASILLA AIRPORT MAINTENANCE BUILDING ENGINEERING SERVICES.

Agenda of: March 24, 2008
 Originator: Public Works Director

Date: March 12, 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 | [Signature] 3.12.08 |
| X | Finance, Risk Management & MIS Director Purchasing | [Signature] |
| X | Deputy Administrator Planning, Economic Development, Human Resources | [Signature] 3/12/08 |
| X | City Clerk | [Signature] |

REVIEWED BY MAYOR DIANNE M. KELLER: [Signature] 3/18/08

FISCAL IMPACT: yes \$52,850 or no Funds Available yes no

Account name/number: Airport Maintenance Building/ 330-4379-437.45-21

Attachments: HDL Proposal, FAA CIP Data Sheet

SUMMARY STATEMENT: The original contract was awarded by Council Action Memorandum AM 06-24 through a Request for Proposal (RFP) process 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 RFP was intended to provide engineering services through 2008. Airport engineering services for 2009-2012 will be advertised later this year through an RFP.

To date, the following contract amendments have been authorized; \$12,000 for additional Apron Phase 1C engineering per AM 07-16; \$155,599 for Taxiway B engineering per AM 07-26; and \$145,995 for engineering of Apron B security improvements, new access road, and an evaluation of extending the runway per AM 08-05.

ACTION: Authorize the Mayor to execute a contract amendment with Hattenburg, Dilley, and Linnell in the amount of \$52,850 for Wasilla Airport Maintenance Building engineering services.

March 13, 2008

File No: 78-021

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

Re: Fee Proposal for Professional Services
Snow Removal Equipment Building
Wasilla Municipal Airport

Dear Mr. Giddings:

Hattenburg Dilley & Linnell (HDL) submits this fee proposal to the City of Wasilla (City) for pre-construction professional services for a Snow Removal Equipment Building (SREB) project at the Wasilla Municipal Airport.

Background. The existing 1,100 square foot snow removal equipment storage building was constructed in 1992 as part of the original airport construction. The SREB is too small to store the current equipment. There are no sanitary facilities, no domestic water, and no office space. An expansion of the SREB is included in the Wasilla Municipal Airport Master Plan.

Project Scope. The proposed project will expand the SREB by approximately 3,680 square feet to provide space for the current and proposed snow removal equipment, an office, and a restroom. The proposed building will be steel-frame with metal siding and concrete floor, similar to the existing building. A new domestic water well and septic system will be installed and the gravel pad surrounding the SREB will be expanded to provide for pull-through access.

This project is proposed to be accomplished using a design-build process, as is often employed by Alaska Department of Transportation and Public Facilities (ADOT&PF) for SREBs; it usually results in earlier project completion and may also provide project cost savings. HDL has experience successfully using this method to complete similar projects.

Civil plans and specifications will be fully developed, whereas architectural, structural, mechanical and electrical requirements will be detailed only in the technical specifications. Conceptual building drawings will be developed to provide the overall building dimensions, approximate floor plan, door dimensions and locations, minimum floor slab thickness, eave height and roof pitch. Contractors will be required to provide detailed building drawings and engineering calculations, stamped and signed by a professional engineer registered in the State of Alaska, as well as to obtain Fire Marshal approval.

Scott Hattenburg, PE

Lorie Dilley, PE/CPG

Dennis Linnell, PE

David Lundin, PE

Services included: Our services will include surveying, civil engineering, mechanical engineering and electrical engineering to provide you with FAA-approved, bid-ready documents. We will provide you with a design study report, plans, specifications and a construction cost estimate. As requested, geotechnical engineering services are not included.

Communications: HDL will work closely with the City Public Works staff and act as an extension of City staff. HDL will communicate by visiting the City offices routinely to exchange ideas and information, by using e-mail and by formal written correspondence.

Procedures and records: HDL shall provide accurate and timely recordings of meetings, contacts and conversations to ensure excellent communications between the project team and the City. HDL will provide a monthly written report of progress and items requiring special attention or requiring input from the City or FAA. HDL shall provide on-demand electronic copies of the work product and said work product shall become the property of the City.

TASK 1: PRELIMINARY ASSISTANCE

The purpose of this task is to secure FAA funding on behalf of the City. We will prepare an FAA Airport Improvement Project (AIP) grant application package. The grant will be finalized based on the actual construction contract price and will include design and other pre-construction costs. The grant application will include all attachments, including the application for federal assistance (SF 424), CIP Data Sheet, budget estimates, project narrative, FAA Form 5100-100, assurances and sponsor certifications and DOT Title VI assurances. After the City has reviewed the draft grant application, we will conduct a meeting with FAA Airports Division staff to brief them on the scope and financial aspects of the package, if necessary. Final corrections will be made and the final grant package submitted to the City for approval and signature. During the processing of the grant application, we will maintain contact with the FAA Airports Division, respond to any questions and otherwise help with the processing.

Deliverables: The deliverable for this task is an FAA-approved grant application.

TASK 2: SURVEY

Design Survey. HDL will gather survey data needed for the site design. We will prepare a topographic survey map of the existing SREB area, including visible improvements, grade breaks, and existing building corners, doors, and utility entrances. Survey limits will be the existing fenced area plus 100 feet beyond the eastern and southern fences, and extending west to Beacon Street. All surveying will be performed under the direction of a Registered Professional Land Surveyor and in accordance with the current ASPLS Standards of Practice. Surveying will be accomplished using conventional and GPS equipment.

Survey Control. Existing control and horizontal and vertical datums from our previous survey work on the airport will be utilized for this project. Any new monuments set as part of this task will be referenced on the design drawings.

Deliverables. The deliverables for this task are a topographic survey map adequate for design of site improvements. The airport survey control drawing prepared in 2005 for a previous project will be used for this project. Field books and notes will be maintained and copies will be available upon request. No property corners will be set as part of this survey.

TASK 3: DESIGN

Plans and specifications: HDL will prepare a project manual including plans and specifications for the proposed improvements. We will subcontract to EDC Inc. for mechanical and electrical components. SREB design will follow the guidance of AC 150/5220-18A *Buildings for Storage and Maintenance of Airport Snow and Ice Control Equipment and Materials*. For the SREB structure, we will prepare conceptual drawings, including a floor plan, elevations and sections and performance-type technical specifications to establish minimum requirements for building design, structural components, insulation, doors, finishes, hardware, safety equipment, fixtures, heating and ventilation, and electrical. Our design for site improvements will include plans and technical specifications for site layout and grading, fencing revisions, water well location and details, and septic system location and requirements; septic system will be designed by the Certified Installer. Plans will be prepared in English units in AutoCAD® 2005. Specifications will comply with AC 150/5370-10B, *Standards for Specifying Construction of Airports*, as amended by ADOT&PF for Alaskan airports, where appropriate specifications are available. We anticipate the following drawings:

- Cover
- Project Notes / Legend / Abbreviations
- Airport Safety Plan
- Survey Control (re-use existing sheet)
- Site/Grading Plan
- Site Cross-sections
- Site Details
- Well Details
- Erosion and Sediment Control Plan
- SREB Floor Plan
- SREB Elevations/Section

TOTAL 10 new sheets

Plans and specifications will be submitted to the City for review at 65% complete and to the City and FAA at 95% complete. Any comments will be addressed and incorporated into the final, bid-ready documents.

Design study report: HDL will prepare a design study report (DSR) following the FAA's Airport Sponsor's Guide format for FAA approval. The DSR will describe the project's purposes and need and discuss all technically feasible and environmentally acceptable

alternatives. The DSR will also address issues relating to design criteria, environmental impacts and construction costs. A draft DSR will be submitted for review with the 65% complete submittal. Comments will be incorporated into a final DSR.

Construction estimate: HDL will prepare a detailed unit-price engineer's estimate at 65% complete and with the final documents.

Quality Assurance (QA) program: HDL will perform a rigorous internal review of documents. An independent senior partner with a minimum of 20 years experience will perform our internal QA review. Comments will be addressed and documents updated prior to bid-ready submission to the City.

Deliverables: The deliverables for this task is a design study report, bid-ready project manual including plans and specifications, and construction cost estimate.

TASK 4: BIDDING ASSISTANCE

HDL will assist the City in bidding the project and retaining the successful bidder under contract. On behalf of the City, we will prepare the invitation to bid, public notices, respond to bidders' questions, conduct a pre-bid conference, prepare written addenda, tabulate bids and check proposals for completeness, review bonding and insurance submittals, and provide a written recommendation for award to the City based on the lowest responsive bid.

Basic Assumptions. The following are a list of our basic assumptions and understandings that were used in estimating our fee. Anything contrary to our understanding may be an unanticipated additional cost later, depending on the extent.

- We assume the Cat-ex letter submitted to FAA with the CIP Data Sheet is satisfactory and no further environmental documentation is necessary.
- We assume the as-built drawings for the existing building are available and complete.
- As requested, there will be no geotechnical investigation during design. Bidding documents will provide assumed soil properties and minimum soil bearing capacity as determined by City and will require verification by the construction contractor; any variation from the assumed information may be cause for claim during construction.
- Septic system will be designed by contractor's Certified Installer and soil information required by ADEC will be provided by contractor. Bidding documents will provide assumed soil properties and percolation rate as determined by City; any variation from the assumed information may be cause for claim during construction.
- We assume that standby power generation is not included in the project.
- We assume that a fire suppression water storage tank is not included in the project.
- The project will be bid in one package and at one time.
- Bid document reproduction and distribution, including addenda will be by the City.

RE: Fee Proposal for Professional Services
Snow Removal Equipment Building - Wasilla Municipal Airport
March 13, 2008
Page 5 of 5

→ Construction-phase services are not included at this time, but will be added at a later time by amendment or as a separate contract, once the construction requirements and schedule are determined.

Fee Estimate. We propose to provide the design services on a time-and-expenses basis for a not-to-exceed amount of \$52,850 as set forth in the attached HDL Fee Estimate, based on our published hourly rates. The current construction cost estimate is \$1.0 million; thus the design fee is approximately 5% of the anticipated construction cost.

We look forward to continuing working with you and assisting the City with these exciting improvements to the Wasilla Municipal Airport.

Sincerely,

HATTENBURG DILLEY & LINNELL, LLC



David Lundin, P.E.
Project Manager



Attach: Fee Proposal Worksheet (5 pages)
EDC Proposal (2 pages)

cc: Scott Hattenburg, HDL

Project: Wasilla Airport Snow Removal Equipment Building

Engineer: HATTENBURG DILLEY & LINNELL

Fee Summary by Task

Date Prepared: 3/13/08

| <u>Task</u> | <u>ACTIVITY</u> | <u>LABOR</u> | <u>REIMB</u> | <u>SUB CONTRACT</u> | <u>TOTAL</u> |
|-------------|------------------------|---------------|--------------|-------------------------|---------------|
| 1 | Preliminary Assistance | 3,920 | 0 | 0 | 3,920 |
| 2 | Survey | 7,800 | 0 | 0 | 7,800 |
| 3 | Design | 29,355 | 0 | 7,350 | 36,705 |
| 4 | Bidding Assistance | 4,320 | 105 | 0 | 4,425 |
| | | <u>45,395</u> | <u>105</u> | <u>7,350</u> | <u>52,850</u> |

Project: Wasilla Airport Snow Removal Equipment Building
 Engineer: HATTENBURG DILLEY & LINNELL
 Preliminary Assistance

Date Prepared: 03/13/08

| TASK | ACTIVITY | QTY | RATE | LABOR | REIMB | SUB CONTR | SUB TOTAL | TOTAL |
|------------|---|--------|----------|--------------|----------|--------------|--------------|----------------|
| 1.0 | Preliminary Assistance..... | | | | | | | \$3,920 |
| | <u>FAA Coordination and Grant Preparation</u> | | | | | | 3,920 | |
| | Principal-in-Charge | 4 hrs | @ \$ 145 | 580 | | | | |
| | Associate Engineer | 20 hrs | @ \$ 120 | 2,400 | | | | |
| | Staff Engineer/Designer | 8 hrs | @ \$ 85 | 680 | | | | |
| | Clerical | 4 hrs | @ \$ 65 | 260 | | | | |
| | Subtotal | | | 3,920 | 0 | 0 | | 3,920 |
| | 5% Markup | | | | 0 | 0 | | \$0 |
| | TOTAL TASK 1 | | | 3,920 | 0 | 0 | | \$3,920 |

Project: Wasilla Airport Snow Removal Equipment Building
 Engineer: HATTENBURG DILLEY & LINNELL
 Survey
 Date Prepared: 03/13/08

| TASK | ACTIVITY | QTY | RATE | LABOR | REIMB | SUB CONTR | SUB TOTAL | TOTAL |
|------------|---|--------|----------|--------------|----------|--------------|--------------|----------------|
| 2.0 | Survey..... | | | | | | | \$7,800 |
| | <u>Research and Survey Preparation</u> | | | | | | 760 | |
| | Survey Manager | 4 hrs | @ \$ 120 | 480 | | | | |
| | Survey Technician | 4 hrs | @ \$ 70 | 280 | | | | |
| | <u>Field Survey/Control</u> | | | | | | 3,400 | |
| | 2-Person Survey Crew | 20 hrs | @ \$ 170 | 3,400 | | | | |
| | <u>Data Reduction and Drawing Preparation</u> | | | | | | 3,640 | |
| | Survey Manager | 16 hrs | @ \$ 125 | 2,000 | | | | |
| | Survey Technician | 4 hrs | @ \$ 70 | 280 | | | | |
| | Drafting Technician | 16 hrs | @ \$ 85 | 1,360 | | | | |
| | Subtotal | | | 7,800 | 0 | 0 | | 7,800 |
| | 5% Markup | | | | 0 | 0 | | \$0 |
| | TOTAL TASK 2 | | | 7,800 | 0 | 0 | | \$7,800 |

Project: Wasilla Airport Snow Removal Equipment Building
 Engineer: HATTENBURG DILLEY & LINNELL
 Design
 Date Prepared: 03/13/08

| TASK | ACTIVITY | QTY | RATE | LABOR | REIMB | SUB CONTR | SUB TOTAL | TOTAL |
|------------|--|--------|------------|----------------|----------|--------------|-----------------|-----------------|
| 3.0 | Design..... | | | | | | | \$36,705 |
| | <u>Project Management & Coordination</u> | | | | | | \$3,080 | |
| | Principal-in-Charge | 8 hrs | @ \$ 145 | 1,160 | | | | |
| | Associate Engineer | 16 hrs | @ \$ 120 | 1,920 | | | | |
| | <u>Plans (10 sheets)</u> | | | | | | \$14,780 | |
| | Associate Engineer | 24 hrs | @ \$ 120 | 2,880 | | | | |
| | Staff Engineer/Designer | 60 hrs | @ \$ 85 | 5,100 | | | | |
| | Drafting Technician | 80 hrs | @ \$ 85 | 6,800 | | | | |
| | <u>Specifications</u> | | | | | | \$7,480 | |
| | Associate Engineer | 24 hrs | @ \$ 120 | 2,880 | | | | |
| | Staff Engineer/Designer | 48 hrs | @ \$ 85 | 4,080 | | | | |
| | Clerical | 8 hrs | @ \$ 65 | 520 | | | | |
| | <u>Cost Estimate</u> | | | | | | \$1,300 | |
| | Associate Engineer | 8 hrs | @ \$ 120 | 960 | | | | |
| | Staff Engineer/Designer | 4 hrs | @ \$ 85 | 340 | | | | |
| | <u>Mechanical & Electrical Engineering</u> | | | | | | \$7,000 | |
| | EDC | 1 fee | @ \$ 7,000 | (See Attached) | | 7,000 | | |
| | <u>Design Study Report</u> | | | | | | \$2,715 | |
| | Associate Engineer | 4 hrs | @ \$ 120 | 480 | | | | |
| | Staff Engineer/Designer | 24 hrs | @ \$ 85 | 2,040 | | | | |
| | Clerical | 3 hrs | @ \$ 65 | 195 | | | | |
| | Subtotal | | | 29,355 | 0 | 7,000 | | 36,355 |
| | 5% Markup | | | | 0 | 350 | | \$350 |
| | TOTAL TASK 3 | | | 29,355 | 0 | 7,350 | | \$36,705 |

Project: Wasilla Airport Snow Removal Equipment Building
Engineer: HATTENBURG DILLEY & LINNELL
Bidding Assistance

Date Prepared: 03/13/08

| TASK | ACTIVITY | QTY | RATE | LABOR | REIMB | SUB CONTR | SUB TOTAL | TOTAL |
|------------|--|--------|----------|--------------|------------|--------------|--------------|----------------|
| 4.0 | Bidding Assistance | | | | | | | \$4,425 |
| | <u>Project Management & Coordination</u> | | | | | | \$480 | |
| | Associate Engineer | 4 hrs | @ \$ 120 | 480 | | | | |
| | <u>Pre-bid Conference (1 each)</u> | | | | | | 1,120 | |
| | Associate Engineer | 4 hrs | @ \$ 120 | 480 | | | | |
| | Staff Engineer/Designer | 6 hrs | @ \$ 85 | 510 | | | | |
| | Clerical | 2 hrs | @ \$ 65 | 130 | | | | |
| | <u>Assistance During Bidding</u> | | | | | | 2,210 | |
| | Associate Engineer | 8 hrs | @ \$ 120 | 960 | | | | |
| | Staff Engineer/Designer | 12 hrs | @ \$ 85 | 1,020 | | | | |
| | Clerical | 2 hrs | @ \$ 65 | 130 | | | | |
| | Reimbursables | 1 Sum | @ \$ 100 | | 100 | | | |
| | <u>Bid Review and Tabulation</u> | | | | | | 610 | |
| | Associate Engineer | 4 hrs | @ \$ 120 | 480 | | | | |
| | Clerical | 2 hrs | @ \$ 65 | 130 | | | | |
| | Subtotal | | | 4,320 | 100 | 0 | | 4,420 |
| | 5% Markup | | | | 5 | 0 | | \$5 |
| | TOTAL TASK 4 | | | 4,320 | 105 | 0 | | \$4,425 |



March 10, 2008

David Lundin, P.E.
Hattenburg, Dilley, & Linnell
3335 Arctic Boulevard, Suite 100
Anchorage, AK 99503

Subject: Wasilla Airport Snow Removal Equipment Building (SREB) – Mechanical and Electrical Design Proposal

Dear Dave:

This proposal is for providing mechanical and electrical design documents for a new snow removal equipment building (SREB) at the Wasilla Municipal Airport. This proposal is based on the following:

SCOPE OF WORK:

EDC, Inc. will provide technical specifications defining the mechanical and electrical performance criteria for an approximately 5,000 square foot SREB. The intent is to specify the requirements such that the SREB can be bid as a design-build type of project. EDC, Inc. will provide performance specifications for:

1. Basic mechanical requirements
2. Domestic water and waste plumbing including a new water well and septic system.
3. Fuel piping.
4. Mechanical insulation.
5. HVAC systems.
6. Electrical controls for HVAC.
7. Basic electrical requirements.
8. Panelboards and electrical service equipment.
9. Normal and Emergency Lighting.
10. Conduit and Wiring.
11. Wiring devices including receptacles and switches.
12. Telephone Outlets.

In addition to the specifications, mechanical and electrical construction cost estimates will be provided.

EDC, Inc. will also provide bidding assistance as required.

Dave Lundin, P.E.

Page 2

March 10, 2008

EXCLUSIONS:

This proposal does not include any design drawings. It also does not include any construction management services such as submittal reviews, inspections, design clarifications, etc.

DELIVERABLES - A single copy of each of the technical specification sections and the construction cost estimates will be provided. Electronic copies of each will also be provided as requested.

FEE - The proposed fee for the above scope of work is:

Mechanical = \$3,500

Electrical = \$3,500

TOTAL FEE \$7,000

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

Sincerely,



John H. Faschan

President / EDC, INC.