

Date of Action: 11/27/17	
Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/>
By: <i>[Signature]</i>	

CITY COUNCIL ACTION MEMORANDUM

AM No. 17-47: Contract Extension to HDL Engineering Consultants in the amount of \$100,000 for Wasilla Airport Apron E Engineering Services.

Originator: Public Works Director
 Date: October 27, 2017

Agenda of: November 27, 2017

Route to:	Department Head	Signature	Date
X	Public Works Director	<i>[Signature]</i>	11/1/17
X	Finance Director	<i>[Signature]</i>	11.1.17
X	Deputy Administrator	<i>[Signature]</i>	11/1/17
X	City Clerk	<i>[Signature]</i>	11/1/17

Reviewed by Mayor Bert L. Cottle: *[Signature]* 11/02/2017

Fiscal Impact: yes \$100,000 **Funds Available:** yes

Account name/number: Airport Apron Improvements/330-4379-437.45-05

Attachments: HDL Proposal (19 pages)

Summary Statement: This contract extension is a continuation of engineering services awarded to HDL Engineering Consultants through the City's Request for Proposal No. 0104-0-2012/AG. On September 20, 2017 the City was notified by FAA that its Apron E project could move forward subject to completing an environmental assessment by November 1, 2017. HDL prepared an engineering proposal for this work and a Purchase Order was issued on October 2, 2017 in the amount of \$28,880 to complete the environmental assessment (NEPA Class of Action).

The City is now eligible to receive a FAA Grant for the apron expansion subject to designing and bidding the project. Once the project is bid, a grant application can be submitted to FAA which is proposed for May 2018, with construction to follow later that summer. This contract award is partial in the amount of \$100,000 until the balance (\$139,994) can be appropriated from the Airport Fund and awarded which is proposed for the December 11, 2017 City Council meeting. The FAA grant will reimburse the City 90.97 percent of the project cost. This engineering contract is eligible for the grant's match requirement of 9.03 percent.

The proposed project is estimated at \$2.4 million that will construct new paved apron space 365 feet by 510 feet in 2018. This area will be used for additional aircraft tie-down spaces, as the City currently has a waiting list for tie-down spaces.

Staff Recommendation: Adopt AM No. 17-47.

October 23, 2017

Archie Giddings, Public Works Director
 City of Wasilla
 290 E. Herning Avenue
 Wasilla, AK 99654

RE: Scope and Fee Proposal for Engineering Services - *REVISED*
 Wasilla Airport – General Aviation Apron E, Phase 1

Dear Mr. Giddings:

CIVIL
ENGINEERING

GEOTECHNICAL
ENGINEERING

TRANSPORTATION
ENGINEERING

ENVIRONMENTAL
SERVICES

PLANNING

SURVEYING
& MAPPING

CONSTRUCTION
ADMINISTRATION

MATERIAL
TESTING

RIGHT-OF-WAY
SERVICES

HDL Engineering Consultants, LLC (HDL) is pleased to present this proposal for engineering services to expand the general aviation apron at Wasilla Airport. The project includes the construction of Apron E northeast of the existing Apron D.

The City of Wasilla currently has a waiting list of aircraft owners desiring to rent a tie-down for their aircraft. During 2016 and the spring of 2017, HDL assisted the City of Wasilla with an update of their Airport Layout Plan and Capital Improvements Plan. One of the projects to meet the growing aircraft parking demand at the airport is the expansion of general aviation apron space.

The proposed Apron E is 510 feet x 875 feet and will be in two phases. Phase 1 is to be constructed in 2018 and includes a 510-foot x 365-foot paved, lighted apron with tiedowns and headbolt heater outlets. Approximately 185,000 cubic yards of material will be excavated and used for the base of future airport projects. Phase 1 also includes creating a soil disposal area and making improvements to the existing haul road, as necessary for access. The Phase 2 project will complete the remainder of the apron. However, a portion of the Phase 2 project will be included as an additive alternate to the Phase 1 project and will be awarded if adequate funding is available, based on actual bid prices.

HDL is currently providing environmental services to satisfy Federal Aviation Administration (FAA) requirements for this project.

SCOPE OF WORK

PROJECT INITIATION

Project Kickoff Meeting: Upon Notice to Proceed, HDL will coordinate a kick-off meeting to establish formal lines of communication, clarify scope and objectives, set project milestones, and confirm the City's project expectations.

TASK 1—SURVEYING AND MAPPING

HDL's survey group will provide a topographic base map for both phases of the Apron E project. We will also provide a topographic map of the soil disposal site. With City permission, we will perform the disposal site mapping using our aerial drone and mapping software.

Anchorage	3335 Arctic Boulevard, Suite 100, Anchorage 99503	907.564.2120
Mat-Su	202 West Elmwood Avenue, Palmer 99645	907.746.5230
Kenai Peninsula	10735 Spur Highway, Suite 1B, Kenai 99611	907.283.2051

HDL will recover the Primary Airport Control Station (PACS) and the Secondary Airport Control Station (SACS) for the basis of survey control for this project. We will also recover sufficient survey monumentation to define the Runway 4/22 centerline and the boundaries of the Apron E area. If needed, we will set additional control to aid in future construction.

The Apron E survey limits will be bounded by Apron D, Aviation Avenue, and Taxiway B. We will gather planimetric and topographic data including above and below ground utilities of the Apron E site. We will gather features beyond the survey limits if they may impact design. The data will be reduced and used to produce a 1-foot contour base map. Soil disposal area survey limits will be Runway 4/22, the weather station, the airport boundary, and Aviation Avenue. Only surface features will be mapped in this area.

Final survey deliverables will include the topographic base map, a survey control drawing, copies of the field notes, indexed photographs, and a brief survey report.

TASK 2—ENGINEER’S DESIGN REPORT

Per FAA Order 5100-38D, the Engineer’s Design Report (EDR) will document the existing conditions, identify the design criteria, summarize the geotechnical evaluation and pavement recommendations that were previously completed, evaluate project alternatives and costs, and provide a recommended alternative. The EDR will include 35 percent complete drawings, including electrical drawings as proposed in the attached Electrical Design Proposal from EDC, Inc., as well as a cost estimate. We anticipate the alternatives will only consider a build and no-build alternative. The need for the apron expansion was already determined during the update of the City’s Airport Layout Plan and Capital Improvements Plan in 2016 and 2017. Other items to be considered and discussed in the EDR will be how construction sequencing may affect airport users.

We will verify the previous apron paving design using FAARFIELD and AC 150/5320-6F.

For the EDR cost estimate, we will compute estimated quantities and use historical bid prices for similar work at Wasilla Airport, Palmer Municipal Airport, and Merrill Field Airport, as well as other recent public works projects in the Mat-Su. The unit prices will be adjusted for current bidding conditions and engineering judgment.

The draft EDR, preliminary plans, and cost estimate will be submitted to the City for review. All written EDR review comments will be documented and addressed, and a record of adjudication will be provided with the final, sealed EDR. The final EDR will be submitted with the final design.

TASK 3—CONSTRUCTION SAFETY & PHASING PLAN

HDL will prepare a Construction Safety & Phasing Plan (CSPP) per AC 150/5370-2. The CSPP will include a narrative and drawings depicting limits of work, construction sequencing, haul routes, runway and taxiway safety areas, utilities, disposal areas, stockpile areas, staging areas, and temporary operational areas. The narrative will be made part of the project specifications and will address contractor communication requirements; construction safety meetings, schedule limitations, and requirements; and the lines of authority and organization between the City, HDL, the contractor, and FAA.

HDL will submit the draft CSPP to the City with the draft EDR. We will incorporate and document changes based on the City's comments and then submit the draft CSPP to FAA for their approval. HDL will incorporate any FAA comments into the final CSPP.

TASK 4—FINAL DESIGN

After completion of the draft EDR, HDL and EDC will advance the plans, specifications, and construction cost estimate (PS&E) towards bid-ready documents. Three design submittals are anticipated: 65 percent; 95 percent; and bid-ready PS&E documents. The design and deliverables will comply with FAA Advisory Circulars for airport improvement projects. Plans will be prepared utilizing AutoCAD Civil 3D 2016 for drafting, and deliverables will be in a single hardcopy and as Adobe PDF electronic files ready for printing.

The 65 percent design documents will include the draft PS&E for the preferred alternative, as well as any temporary construction necessary for the CSPP. The documents will be sufficiently complete to fully identify the construction elements and limits, and will be submitted for the City's review and comment.

Upon receipt of any comments, the design will be advanced to the 95 percent level by adding the details of construction and contractor instructions to clearly describe what is expected and how payment is made for the work elements. The 95 percent package will be submitted for the City's review and comment and, after a brief City review, for FAA review and comment.

Upon receipt of comments from the City and FAA, we will make any final revisions and will produce bid-ready documents. We will then submit to FAA for Approval to Advertise and will deliver documents to the City for on-line distribution.

Plans: The plan set will be developed following the drafting standards that we have developed for municipal work and have used on many FAA-funded projects. It will include sheets for overall project layout, survey control, typical sections, site design, soil disposal site design, electrical design, marking plans, details, fence layout and details, obstruction removal, new signage and sign relocation, cross sections, and miscellaneous other information as needed.

Specifications: The specifications will utilize the City's standard bidding and general contract provisions and State of Alaska Standard Specifications for Airports, as approved by FAA. Deviations from standard specifications or FAA design criteria will be summarized in a "Modifications to Standards" memorandum, submitted with the specifications.

Estimate: The construction cost estimate will be refined and revised at each submittal phase to account for updates in bid items, quantities, and bid prices. Any lump sum assumptions will be documented.

Quality Control/Quality Assurance: As Project Manager, Shawn Hull, P.E. will be responsible for quality control of all documents and will review all submittals for completeness and accuracy. As Principal-in-Charge, David Lundin, P.E. will assist throughout the project and will provide a quality assurance review on the 95 percent documents; his comments will be addressed prior to the bid-ready submittal.

TASK 5—DBE PROGRAM

HDL will assist the City with updating the City's Disadvantaged Business Enterprise (DBE) Program and establishing participation goals. As the City anticipates receipt of grant funds from the FAA, a current DBE Program is necessary to comply with grant conditions. We anticipate our scope of work to be:

1. Review the current DBE regulations (49 CFR Part 26) and FAA-guidance.
2. Update the City's plan to follow the current guidance, including the participation goals.
3. Assist the City with the required information-gathering meeting and public notice.

TASK 6—BIDDING AND GRANT ASSISTANCE

On behalf of the City, we will prepare the Invitation to Bid, respond to bidders' questions, conduct a pre-bid conference, issue written addendums, tabulate bids, check proposals for completeness, review bonding and insurance submittals, and provide a written recommendation for award based on the lowest responsive bid.

HDL will draft an FAA grant application and coordinate with FAA so the grant can be awarded as soon as possible after bid opening. We will submit a draft grant application for FAA review based on the engineer's construction cost estimate, and will update the application with the actual bid amount after bid opening.

AIRPORT SAFETY

Airport safety during our survey and engineering field work is of utmost importance. HDL will review with the City how we will safely conduct field operations. Notices-to-Airmen (NOTAMs) will be properly filed. Survey instruments will be set up outside air operation areas, and the time spent near runways and taxiways will be minimized. Our trained crews will continuously monitor the common traffic advisory frequency. They will keep a watchful eye for surprise air traffic and give it first priority. Vehicles will be marked with beacons. As Airport Manager, you will be briefed in advance of all field activity.

BASIC ASSUMPTIONS

The following basic assumptions were used to prepare this estimate:

1. Environmental documentation is being completed under PO 21819.
2. Field surveying will be performed in winter 2017 in leaf-off, minimal snow conditions. Snow depth greater than 6 inches or temperatures below 10 degrees F may delay production and require additional budget.
3. GPS survey methods will be used where possible and supplemented by conventional survey techniques where needed. Aerial drone mapping will be used for the disposal area; however, this is dependent on City permission to fly the drone on the airport.
4. A geotechnical exploration was previously completed and included the proposed project area. Information from this will be used for this project and no further geotechnical fieldwork will be necessary. If additional geotechnical fieldwork becomes necessary, it can be added by amendment.

5. The project will be bid in one package, one time, using additive alternates where needed to maximize the use of available funding. Alternates will be determined from the 65 percent submittal.

Please let us know immediately if any of these assumptions are contrary to your anticipation, so that we may revise our proposed scope of work.

SCHEDULE

Upon Notice to Proceed (NTP), we will commence the project initiation and surveying tasks as soon as possible. We anticipate a limited NTP for up to \$100,000 will be issued November 28, 2017 to get started, with an amendment for the remaining budget to follow in December. Based on this schedule, we anticipate we will have bid ready documents in April 2018.

COST PROPOSAL

We propose to provide the aforementioned services on a time-and-expenses basis using our published hourly labor rates and receiving reimbursement for subcontracts and expenses at cost plus 10% (reimbursement for travel expenses is not anticipated). Based on the scope of work and schedule, we expect the cost of our services not to exceed **\$239,994** as shown on the attached detailed fee estimate worksheet.

We have prepared our estimate of the time required to perform the proposed scope of services based on previous experience. Additional budget may be necessary if additional services are requested or required.

We look forward to working with you on this project. If you have any questions, you can contact me at (907) 746-5230.

Sincerely,

HDL Engineering Consultants, LLC



David Lundin, P.E.

Principal / Civil & Environmental Engineer

attach: Engineering Services Fee Estimate Worksheet, dated 10/16/2017
Electrical Design Proposal, dated 10/13/2017

FIRM: HDL Engineering Consultants	PROJECT TITLE: Engineering Services for Wasilla Airport Apron E, Phase 1	DATE: 10/16/2017
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TOTAL NEGOTIATED FIXED FEE: N/A
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GROUP	TASK	LABOR (or FP)	INDIRECT COST	EXPENSES	TOTAL COST	FEE DISTRIBUTION	FIRM'S TOTAL PRICE	*SUB-CONTRACTS	PRICE PLUS SUBS
0	0	\$5,675	\$0	\$0	\$5,675		\$5,675	\$0	\$5,675
0	1	\$22,400	\$0	\$0	\$22,400		\$22,400	\$0	\$22,400
0	2	\$58,965	\$0	\$0	\$58,965		\$58,965	\$5,016	\$63,981
0	3	\$15,990	\$0	\$0	\$15,990		\$15,990	\$0	\$15,990
0	4	\$101,335	\$0	\$0	\$101,335		\$101,335	\$11,968	\$113,303
0	5	\$8,660	\$0	\$0	\$8,660		\$8,660	\$0	\$8,660
0	6	\$9,985	\$0	\$0	\$9,985		\$9,985	\$0	\$9,985

*Subcontractors for negotiated professional or technical services, products, etc. (Commodity items available to the general public at market prices, equipment use, and unit priced items are generally included in estimate as expenses.)

ESTIMATED TOTALS	LABOR (or FP)	INDIRECT COST	EXPENSES	TOTAL COST	FEE	FIRM'S TOTAL PRICE	*SUB-CONTRACTS	PRICE PLUS SUBS
FOR FIRM:	\$223,010	\$0	\$0	\$223,010	\$0	\$223,010	\$16,984	\$239,994

COST ESTIMATE PER TASK

FIRM: HDL Engineering Consultants				PROJECT TITLE: Engineering Services for Wasilla Airport Apron E, Phase 1								
TASK NO: 0		TASK DESCRIPTION: Project Initiation						DATE: 10/16/2017				
GROUP:		METHOD OF PAYMENT: FP <input type="checkbox"/> FPPE <input type="checkbox"/> T&E <input checked="" type="checkbox"/> CPFF <input type="checkbox"/>				PREPARED BY: Shawn Hull						
SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION										
		Contract Manager	Project Manager	Civil Engineer	Aviation Engineer	Clerical						
	Management & Coordination	4	4			2						
	Project Kickoff Meeting	4	4	4	8	2						
	FAA Coordination	1	4	4								
TOTAL LABOR HOURS		9	12	8	8	4	0	0	0	0	0	0
* LABOR RATES (\$/HR)		\$175.00	\$155.00	\$115.00	\$125.00	\$80.00						
LABOR COSTS (\$)		\$1,575.00	\$1,860.00	\$920.00	\$1,000.00	\$320.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSES					COMMENTS:							
SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE								
				\$0.00								
				\$0.00								
				\$0.00								
				\$0.00								
				\$0.00								
				\$0.00								
				\$0.00								
				\$0.00								
Markup at 10%				\$0.00	FIRM'S TOTAL COST OF LABOR (or Fixed Price): \$5,675							
					IF CPFF, TOTAL INDIRECT COST @ 0.00% \$0							
TOTAL EXPENSES:				\$0	FIRM'S TOTAL EXPENSES \$0							
SUB-CONTRACTORS: Firm Initials and Price Per Task					FIRM'S TOTAL COST (no Subcontracts or Fee) \$5,675							
FIRM:				Subtotal	10% Markup							
AMOUNT:				\$0	\$0	TOTAL SUBCONTRACTOR PRICES: \$0						

* Labor Rates shall be direct labor (base pay) only if Method of Payment is CPFF; otherwise, Labor Rates shall be total rates (i.e. base pay + benefits + overhead + profit.)

COST ESTIMATE PER TASK

FIRM: HDL Engineering Consultants			PROJECT TITLE: Engineering Services for Wasilla Airport Apron E, Phase 1									
TASK NO: 1	TASK DESCRIPTION: Surveying & Mapping										DATE: 10/16/2017	
GROUP:	METHOD OF PAYMENT: FP <input type="checkbox"/> FPPE <input type="checkbox"/> T&E <input type="checkbox"/> CPFF <input checked="" type="checkbox"/>					PREPARED BY: Brad Rinckey						
SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION										
		Project Manager	Survey Manager	Lead Surveyor	Project Surveyor	Survey Tech.	1-Man Crew	2-Man Crew	Clerical			
	Research & Coordination	4	4			6						
	Field Survey		2				16	16				
	Drone Survey (Soil Disposal Site)		2	1		24	4					
	Survey Base Map Drawing		4			60						
	Survey Control Drawing	1	2			24						
	QA/QC and Deliverables	1	2	4		4						
TOTAL LABOR HOURS		6	16	5	0	118	20	16	0	0	0	
* LABOR RATES (\$/HR)		\$155.00	\$160.00	\$150.00		\$100.00	\$150.00	\$210.00	\$80.00			
LABOR COSTS (\$)		\$930	\$2,560	\$750	\$0	\$11,800	\$3,000	\$3,360	\$0	\$0	\$0	
EXPENSES					COMMENTS: .							
SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE								
		0	\$0.00	\$0.00								
				\$0.00								
				\$0.00								
				\$0.00								
				\$0.00								
				\$0.00								
Markup at 10%				\$0.00	FIRM'S TOTAL COST OF LABOR (or Fixed Price):	\$22,400						
				\$0.00	IF CPFF, TOTAL INDIRECT COST @	0.00%						
				\$0	FIRM'S TOTAL EXPENSES	\$0						
SUB-CONTRACTORS: Firm Initials and Price Per Task					FIRM'S TOTAL COST (no Subcontracts or Fee)	\$22,400						
FIRM:				Subtotal	10% Markup							
AMOUNT:				\$0	\$0	TOTAL SUBCONTRACTOR PRICES: \$0						

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COST ESTIMATE PER TASK

FIRM: HDL Engineering Consultants			PROJECT TITLE: Engineering Services for Wasilla Airport Apron E, Phase 1									
TASK NO:	2	TASK DESCRIPTION: Engineer's Design Report								DATE: 10/16/2017		
GROUP:	METHOD OF PAYMENT:		FP	<input type="checkbox"/> FPPE	<input type="checkbox"/> T&E	<input checked="" type="checkbox"/> CPFF	<input type="checkbox"/>	PREPARED BY: Shawn Hull				
SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION										
		Project Manager	Aviation Engineer	Principal Engineer	Civil Engineer	Drafter	Clerical					
	Management & Coordination	16		4			2					
	Draft Report	40	16	8	60		8					
	Plans (35%)	15	30	12	64	72	0					
	Quantities & Cost Estimate (35%)	8	16	2	24	24						
	Final Report	12	8	4	16		8					
TOTAL LABOR HOURS		91	70	30	164	96	18	0	0	0	0	0
* LABOR RATES (\$/HR)		\$155.00	\$125.00	\$175.00	\$115.00	\$110.00	\$80.00					
LABOR COSTS (\$)		\$14,105.00	\$8,750.00	\$5,250.00	\$18,860.00	\$10,560.00	\$1,440.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSES												
SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE	COMMENTS: Civil plan set for 35% is assumed to include 9 sheets plus electrical sheets and does not include pavement marking plans. Plan & Profile 11x17 sheets at 1"=60'							
				\$0.00								
				\$0.00								
				\$0.00								
				\$0.00								
				\$0.00								
	Markup at 10%			\$0.00	FIRM'S TOTAL COST OF LABOR (or Fixed Price):							\$58,965
				\$0.00	IF CPFF, TOTAL INDIRECT COST @		0.00%					\$0
				TOTAL EXPENSES:	\$0	FIRM'S TOTAL EXPENSES						\$0
SUB-CONTRACTORS: Firm Initials and Price Per Task					FIRM'S TOTAL COST (no Subcontracts or Fee)							\$58,965
FIRM:	EDC				Subtotal	10% Markup						
AMOUNT:	\$4,560				\$4,560	\$456	TOTAL SUBCONTRACTOR PRICES:					\$5,016

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COST ESTIMATE PER TASK

FIRM: HDL Engineering Consultants				PROJECT TITLE: Engineering Services for Wasilla Airport Apron E, Phase 1								
TASK NO: 3		TASK DESCRIPTION: Construction Safety & Phasing Plan							DATE: 10/16/2017			
GROUP:		METHOD OF PAYMENT: FP <input type="checkbox"/> FPPE <input type="checkbox"/> T&E <input type="checkbox"/> CPFF <input checked="" type="checkbox"/>					PREPARED BY: Shawn Hull					
SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION										
		Project Manager	Aviation Engineer	Principal Engineer	Civil Engineer	Drafter	Clerical					
	Management & Coordination	4		2			2					
	Draft CSPP	16	8	8	40	8						
	Final CSPP	8	4	8	8	4						
TOTAL LABOR HOURS		28	12	18	48	12	2	0	0	0	0	0
* LABOR RATES (\$/HR)		\$155.00	\$125.00	\$175.00	\$115.00	\$110.00	\$80.00					
LABOR COSTS (\$)		\$4,340.00	\$1,500.00	\$3,150.00	\$5,520.00	\$1,320.00	\$160.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSES					COMMENTS:							
SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE								
				\$0.00								
				\$0.00								
				\$0.00								
				\$0.00								
				\$0.00								
				\$0.00								
				\$0.00								
				\$0.00								
Markup at 10%					\$0.00							
TOTAL EXPENSES:					\$0							
FIRM'S TOTAL COST OF LABOR (or Fixed Price):					\$15,990							
IF CPFF, TOTAL INDIRECT COST @					0.00%							
FIRM'S TOTAL EXPENSES					\$0							
FIRM'S TOTAL COST (no Subcontracts or Fee)					\$15,990							
SUB-CONTRACTORS: Firm Initials and Price Per Task												
FIRM:				Subtotal	10% Markup							
AMOUNT:				\$0	\$0							
TOTAL SUBCONTRACTOR PRICES:					\$0							

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COST ESTIMATE PER TASK

FIRM: HDL Engineering Consultants			PROJECT TITLE: Engineering Services for Wasilla Airport Apron E, Phase 1									
TASK NO: 4	TASK DESCRIPTION: Final Design										DATE: 10/16/2017	
GROUP:	METHOD OF PAYMENT: FP <input type="checkbox"/> FPPE <input type="checkbox"/> T&E <input checked="" type="checkbox"/> CPFF <input type="checkbox"/>					PREPARED BY: Shawn Hull						
SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION										
		Project Manager	Aviation Engineer	Principal Engineer	Civil Engineer	Drafter	Clerical					
	Management & Coordination	40		4			8					
	Plans (65%)	22	31	5	68	55	0					
	Specifications (65%)	8	32		16		4					
	Quantities & Cost Estimate (65%)	4	16		24							
	Plans (95%)	24	35	10	92	73	0					
	Specifications (95%)	4	24	4	16		4					
	Quantities & Cost Estimate (95%)	4	8	4	24							
	Plans (Bid-ready)	16	8	4	40	40	2					
	Specifications (Bid-ready)	2	8	4	8		2					
	Quantities & Cost Est. (Bid-ready)	2	4	2	12							
TOTAL LABOR HOURS		126	166	37	300	168	20	0	0	0	0	
* LABOR RATES (\$/HR)		\$155.00	\$125.00	\$175.00	\$115.00	\$110.00	\$80.00					
LABOR COSTS (\$)		\$19,530.00	\$20,750.00	\$6,475.00	\$34,500.00	\$18,480.00	\$1,600.00	\$0.00	\$0.00	\$0.00	\$0.00	
EXPENSES												
SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE	COMMENTS: Final plan set is assumed to include 13 sheets plus electrical plans and earthwork cross-sections.							
				\$0.00								
				\$0.00								
				\$0.00								
				\$0.00								
				\$0.00								
Markup at 10%				\$0.00	FIRM'S TOTAL COST OF LABOR (or Fixed Price):		\$101,335					
				\$0.00	IF CPFF, TOTAL INDIRECT COST @		0.00%		\$0			
				TOTAL EXPENSES:	\$0		FIRM'S TOTAL EXPENSES		\$0			
SUB-CONTRACTORS: Firm Initials and Price Per Task				FIRM'S TOTAL COST (no Subcontracts or Fee)		\$101,335						
FIRM:	EDC			Subtotal	10% Markup							
AMOUNT:	\$10,880			\$10,880	\$1,088	TOTAL SUBCONTRACTOR PRICES:					\$11,968	

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COST ESTIMATE PER TASK

FIRM: HDL Engineering Consultants				PROJECT TITLE: Engineering Services for Wasilla Airport Apron E, Phase 1							
TASK NO:	5	TASK DESCRIPTION: DBE Program						DATE: 10/16/2017			
GROUP:		METHOD OF PAYMENT: FP <input type="checkbox"/> FPPE <input type="checkbox"/> T&E <input checked="" type="checkbox"/> CPFF <input type="checkbox"/>						PREPARED BY: Shawn Hull			
SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION									
		Principal Engineer	Project Manager	Aviation Engineer	PI Specialist	Drafter	Clerical				
	Management & Coordination	4	2				2				
	Review DBE Regulations and Guidelines	4									
	Information Gathering Meeting	4			16	8	16				
	Update Plan	6					4				
TOTAL LABOR HOURS		18	2	0	16	8	22	0	0	0	0
* LABOR RATES (\$/HR)		\$175.00	\$155.00	\$125.00	\$160.00	\$110.00	\$80.00				
LABOR COSTS (\$)		\$3,150.00	\$310.00	\$0.00	\$2,560.00	\$880.00	\$1,760.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSES											
SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE	COMMENTS: Update to the City's DBE Program. Assumes use of MOA goal as base. Does not include goal setting by detailed analysis of available contractors.						
				\$0.00							
				\$0.00							
				\$0.00							
				\$0.00							
				\$0.00							
				\$0.00							
	Markup at 10%			\$0.00	FIRM'S TOTAL COST OF LABOR (or Fixed Price):						
				\$0.00	IF CPFF, TOTAL INDIRECT COST @ 0.00%						
				\$0.00	FIRM'S TOTAL EXPENSES						
SUB-CONTRACTORS: Firm Initials and Price Per Task				\$0	FIRM'S TOTAL COST (no Subcontracts or Fee)						
FIRM:				Subtotal	10% Markup						
AMOUNT:				\$0	\$0	TOTAL SUBCONTRACTOR PRICES:					
				\$0	\$0						

* Labor Rates shall be direct labor (base pay) only if Method of Payment is CPFF; otherwise, Labor Rates shall be total rates (i.e. base pay + benefits + overhead + profit.)

COST ESTIMATE PER TASK

FIRM: HDL Engineering Consultants				PROJECT TITLE: Engineering Services for Wasilla Airport Apron E, Phase 1									
TASK NO: 6		TASK DESCRIPTION: Bidding & Grant Assistance						DATE: 10/16/2017					
GROUP:		METHOD OF PAYMENT: FP <input type="checkbox"/> FPPE <input type="checkbox"/> T&E <input type="checkbox"/> CPFF <input checked="" type="checkbox"/>				PREPARED BY: David Lundin							
SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION											
		Project Manager	Aviation Engineer	Principal Engineer	Civil Engineer	Drafter	Clerical						
	Management & Coordination	8		2			2						
	Bidding Assistance	10	8	1	16	0	2						
	Grant Assistance	6	16	2	2	0	0						
TOTAL LABOR HOURS		24	24	5	18	0	4	0	0	0	0	0	0
* LABOR RATES (\$/HR)		\$155.00	\$125.00	\$175.00	\$115.00	\$110.00	\$80.00						
LABOR COSTS (\$)		\$3,720.00	\$3,000.00	\$875.00	\$2,070.00	\$0.00	\$320.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSES					COMMENTS: City will advertise and distribute bid documents. FIRM'S TOTAL COST OF LABOR (or Fixed Price): \$9,985 IF CPFF, TOTAL INDIRECT COST @ 0.00% \$0 FIRM'S TOTAL EXPENSES \$0 FIRM'S TOTAL COST (no Subcontracts or Fee) \$9,985								
SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE									
				\$0.00									
				\$0.00									
				\$0.00									
				\$0.00									
				\$0.00									
Markup at 10%				\$0.00									
TOTAL EXPENSES: \$0													
SUB-CONTRACTORS: Firm Initials and Price Per Task					FIRM'S TOTAL COST (no Subcontracts or Fee) \$9,985								
FIRM:				Subtotal	10% Markup								
AMOUNT:				\$0	\$0	TOTAL SUBCONTRACTOR PRICES: \$0							

* Labor Rates shall be direct labor (base pay) only if Method of Payment is CPFF; otherwise, Labor Rates shall be total rates (i.e. base pay + benefits + overhead + profit.)

COST ESTIMATE PER TASK

FIRM: EDC, Inc.		PROJECT TITLE: Engineering Services for Wasilla Airport Apron E, Phase 1									
TASK NO: 2	TASK DESCRIPTION: Engineer's Design Report	DATE: 10/13/2017									
GROUP:	METHOD OF PAYMENT: FP <input type="checkbox"/> FPPE <input type="checkbox"/> T&E <input type="checkbox"/> CPFF <input checked="" type="checkbox"/>	PREPARED BY: Roy Pace									
SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION									
		Lead Elec. Engineer	Eng. Assistant	Drafter	Clerical						
	Management & Coordination	2									
	Draft Report	4									
	Plans (35%)	6		12							
	Quantities & Cost Estimate (35%)	4									
	Final Report	2									
TOTAL LABOR HOURS		18	0	12	0	0	0	0	0	0	0
* LABOR RATES (\$/HR)		\$180.00	\$125.00	\$110.00	\$85.00						
LABOR COSTS (\$)		\$3,240.00	\$0.00	\$1,320.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSES					COMMENTS: Task includes: 1. 4 apron LED lights (anticipated) 2. 20 heater receptacles 3. Breaker panel for new receptacles 4. Necessary revisions to service 5. Revisions to taxiway lighting, illuminated signs to accommodate apron.						
SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE							
				\$0.00							
				\$0.00							
				\$0.00							
				\$0.00							
FIRM'S TOTAL COST OF LABOR (or Fixed Price):					\$4,560						
IF CPFF, TOTAL INDIRECT COST @					0.00%						
TOTAL EXPENSES:					\$0						
SUB-CONTRACTORS: Firm Initials and Price Per Task					FIRM'S TOTAL EXPENSES						
					\$0						
FIRM:					FIRM'S TOTAL COST (no Subcontracts or Fee)						
					\$4,560						
AMOUNT:					TOTAL SUBCONTRACTOR PRICES:						
					\$0						

* Labor Rates shall be direct labor (base pay) only if Method of Payment is CPFF; otherwise, Labor Rates shall be total rates (i.e. base pay + benefits + overhead + profit.)

COST ESTIMATE PER TASK

FIRM: EDC, Inc.		PROJECT TITLE: Engineering Services for Wasilla Airport Apron E, Phase 1									
TASK NO: 4	TASK DESCRIPTION: Final Design - Electrical for Illuminated Sign Relocation			DATE: 10/13/2017							
GROUP:	METHOD OF PAYMENT: FP <input type="checkbox"/> FPPE <input type="checkbox"/> T&E <input type="checkbox"/> CPFF <input checked="" type="checkbox"/>		PREPARED BY: Roy Pace								
SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION									
		Lead Elec. Engineer	Eng. Assistant	Drafter	Clerical						
	Management & Coordination	4									
	Plans (65%)	8		16							
	Specifications (65%)	4									
	Quantities & Cost Estimate (65%)	4									
	Plans (95%)	6		16							
	Specifications (95%)	1									
	Quantities & Cost Estimate (95%)	1									
	Plans (Bid-ready)	6		8							
	Specifications (Bid-ready)	1									
	Quantities & Cost Est. (Bid-ready)	1									
TOTAL LABOR HOURS		36	0	40	0	0	0	0	0	0	0
* LABOR RATES (\$/HR)		\$180.00	\$125.00	\$110.00	\$85.00						
LABOR COSTS (\$)		\$6,480.00	\$0.00	\$4,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSES					COMMENTS: Task includes: 1. 4 apron LED lights (anticipated) 2. 20 heater receptacles 3. Breaker panel for new receptacles 4. Necessary revisions to service 5. Revisions to taxiway lighting, illuminated signs to accommodate apron.						
SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE							
				\$0.00							
				\$0.00							
				\$0.00							
				\$0.00							
				\$0.00							
				\$0.00							
				\$0.00							
				\$0.00							
TOTAL EXPENSES:					\$0	FIRM'S TOTAL COST OF LABOR (or Fixed Price):		\$10,880			
						IF CPFF, TOTAL INDIRECT COST @		0.00%			
						FIRM'S TOTAL EXPENSES		\$0			
SUB-CONTRACTORS: Firm Initials and Price Per Task						FIRM'S TOTAL COST (no Subcontracts or Fee)		\$10,880			
FIRM:											
AMOUNT:						TOTAL SUBCONTRACTOR PRICES:					
						\$0					

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ENGINEERING DESIGN & CONSULTING

An Alaskan Owned Professional Corporation

EDC, INC.

213 W. Fireweed Lane
Anchorage, AK 99503

October 13, 2017

Shawn Hull, P.E.
HDL Engineering Consultants, LLC
202 W Elmwood Avenue
Palmer, AK 99645

Subject: Wasilla Municipal Airport Apron E, Phase 1 – Electrical Design Proposal

Shawn:

This proposal is for providing electrical design services to provide new lighting and headbolt heater receptacle posts on the new Apron E at Wasilla Municipal Airport in Wasilla, Alaska. This proposal is based on the following:

SCOPE OF WORK:

EDC will perform an initial site inspection of the existing facilities and provide text for HDL to include in the draft Engineer's Design Report. The text will identify existing conditions and outline recommendations for improvements. Revisions will be provided in support of the final report based on Owner comments to the draft.

The electrical design will include the design of pole-mounted apron lighting for the new Apron E. Lighting circuits will be powered from the existing service, and luminaires will be LED unless otherwise requested by the Airport. A new panel fed from the existing main distribution panel will be located at the approximate midpoint of Apron E and will feed the new headbolt heater receptacle posts.

The design will also include modifications to the taxiway lighting circuits and illuminated signs made necessary by the installation of the new apron.

The engineering design will consist of full plans, specifications, and an engineer's estimate. Anticipated drawings include:

1. Electrical Legend, Abbreviations and Site Plan
2. Demolition Plan
3. Electrical Plan – Apron E
4. Power One-line and Panel Schedules
5. Electrical Details

ASSUMPTIONS:

1. AutoCAD base files of the airport site will be provided by HDL.
2. Construction management services, if desired, will be added by contract amendment.

PHONE (907) 276-7933
FAX (907) 276-4763

October 13, 2017

DELIVERABLES:

The design will include 35%, 65%, 95% and final submittals. Any comments received at each submittal stage will be incorporated as appropriate.

A full and/or half-size electronic copy of the drawings, specifications and estimate in AutoCAD, Word and Excel formats will be provided. Final drawings will be signed and stamped by a State of Alaska licensed engineer. Paper copies of the drawings, specifications and estimate will also be available upon request.

FEE:

The design and review fee for this scope of work will be billed on a Time and Material basis with a not-to-exceed amount of:

Preliminary Electrical Design:	\$4,560
Final Electrical Design:	\$10,880
Total Fee	\$15,440

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

Sincerely,



Roy Pace, P.E./EDC, INC.

Archie Giddings

From: Archie Giddings
Sent: Friday, October 27, 2017 11:09 AM
To: Archie Giddings
Subject: FW: FY 18 Apron Project

From: Mike.Edelmann@faa.gov [<mailto:Mike.Edelmann@faa.gov>]
Sent: Wednesday, September 20, 2017 3:07 PM
To: Archie Giddings
Cc: Tanderzen@HDLAlaska.com
Subject: FY 18 Apron Project

Archie:

Currently carrying a FY 18 Apron expansion project for Wasilla Airport. Expand east apron, for about \$2.4M. Want to get ahead of the curve on this one if possible, and in addition, want to give you a heads up on some changes we are implementing this year.

In the past, we would kick off the Environmental review as we moved into the grant year, sometimes completing the analysis and determination late in the year. This has led to unnecessary expenditure of effort on both our part, and the part of the sponsor.

This year, we are doing two things:

1. Instituting a more structured NEPA process. We are now requesting a NEPA Class of Action request from the sponsor for upcoming projects (more on that later), and
2. We are asking to start the environmental review process earlier, kicking it off with the Class of Action request mentioned above.

What does this mean for the apron project in '18? In order to support this project as efficiently as possible, we are requesting that you submit a NEPA Class of Action request to our office no later than November 1, 2017. Earlier is preferred.

What constitutes a Class of Action request was covered in the June Airports Newsletter, but in summary, it is:

1. A complete project description, including any connected actions (materials source for example)
2. A graphic
3. A preliminary environmental inventory sufficient to determine impacts, and
4. A proposed Class of Action (CatEx, simple or documented, EA, or EIS.)

There will be further information coming out on what we expect to see in a Class of Action request soon.

One more thing, and I think this apron project would be a good test bed for it. I have been kicking around the idea of collecting geo-referenced graphics with project files. I am not talking about anything too fancy, but something like a Google Earth KML file, or other GIS type of data that can be viewed, or merged with environmental databases, or kept with the grant files. If this is something you might be interested in pursuing for this project, let me know. Would be interested in working with your consultant to develop a good product that would serve as a template for future grants. (I have copied Tor on this message to get his early input on this idea.)

Thanks!
Mike E.
907-271-5026



PROJECT

WASILLA AIRPORT

I want to...

