

Date of Action: <i>Dec. 11, 2017</i>	
Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/>
By: <i>[Signature]</i>	

**CITY COUNCIL ACTION MEMORANDUM**

**AM No. 17-49: Contract Extension to HDL Engineering Consultants in the amount of \$29,548 for Clapp Street Intersection Lighting Design.**

Originator: Public Works Director  
 Date: November 28, 2017

Agenda of: December 11, 2017

Route to:	Department Head	Signature	Date
X	Public Works Director	<i>[Signature]</i>	<i>11/29/17</i>
X	Finance Director	<i>[Signature]</i>	<i>11-29-17</i>
X	Deputy Administrator	<i>[Signature]</i>	<i>11/29/17</i>
X	City Clerk	<i>[Signature]</i>	<i>12/1/17</i>

Reviewed by Mayor Bert L. Cottle: *[Signature]* *11/30/2017*

**Fiscal Impact:**  yes \$29,548      **Funds Available:**  yes

**Account name/number:** S. Mack Dr. Reapp. State/160-4320-432.45-65

**Attachments:** HDL Proposal (**11** pages)

**Summary Statement:** This is a continuation of the contract awarded to HDL Engineering Consultants in 2009 through Request for Proposal 0704-0-2008/AG for the S. Mack Drive-Clapp Street Extension project. This is the final improvement proposed for the project that will use the balance of grant funds provided by the State of Alaska in 2014.

This work includes engineering design for street lighting at the three intersections next to the Menard Center. This will improve safety for vehicles entering and exiting the Menard Center at dark. Construction is planned to be bid and completed during the 2018 season.

**Staff Recommendation:** Adopt AM No. 17-49.

November 8, 2017

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

RE: Scope and Fee Proposal for Engineering Services  
 Clapp Street Intersection Lighting Design

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 add lighting to Clapp Street at the three intersections and turn pockets that access the Curtis Menard Sports Complex. The project will also include extending power from the north side of Clapp Street to two locations along the south side of the roadway. The power will come from the existing Matanuska Electric Association transformer located directly across from the eastern Sports Complex intersection. The electrical design work will be completed by our subconsultant EDC, Inc. (EDC). The overall project will be managed by HDL and all deliverables will go through a peer review by HDL prior to submitting to the City of Wasilla (City) for review.

**SCOPE OF WORK**

**TASK 1—SURVEYING AND MAPPING**

HDL’s survey group will prepare a survey base map for EDC to use for their design and prepare a survey control drawing (SCD). The basemap and SCD will be prepared using the previously completed survey information from the City’s South Mack Drive Extension project.

**TASK 2—PS&E DESIGN**

EDC will prepare the lighting design for the three intersections and turn pockets that access the Curtis Menard Sports Complex as detailed in EDC’s attached fee proposal dated November 8, 2017. EDC’s design will also include the extension of power to the south side of Clapp Street at two locations for future power needs.

HDL will prepare the Cover sheet and Drawing Index sheet and assist with preparation of the Notes, Abbreviations and Legend sheet. We will closely coordinate the design work with EDC and will perform a peer review of EDC’s design prior to each submittal to the City.

**Plans:** The plan set will be developed following the drafting standards that we have developed for past City roadway projects. The following sheets are anticipated:

1	Cover Sheet/Drawing Index
1	Notes, Abbreviations and Legend
1	Site Plan
1	Survey Control Drawing
2	Lighting Plan
1	Electrical Power Plan
1	Power One-Line and Panel Schedules
1	Electrical Details
<hr/>	
<b>9</b>	<b>Total</b>

**Specifications:** Specifications and contract documents will be based on the City of Wasilla's standard modifications to the Municipality of Anchorage Standard Specifications (MASS).

**Estimate:** A construction cost estimate will be prepared at each design milestone and submitted for review. Unit bid prices will be based on recent bid prices from similar projects in the area to provide an accurate final estimate.

**Deliverables:** Design submittals will include a 65%, 95% and Final PS&E submittal for advertisement and bidding. The final deliverables for this task will be bid-ready 11"x17" plans, stamped and signed by a professional engineer registered in the State of Alaska, a bid-ready Project Manual including bidding information, general contract requirements and technical specifications, and an engineer's construction cost estimate. We will provide two (2) hardcopy sets of deliverables and a CD in PDF format.

**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 and Contract Manager, 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 3—ASSISTANCE DURING BIDDING**

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.

### **BASIC ASSUMPTIONS**

The following basic assumptions were used to prepare this estimate:

1. No survey field work will be necessary. The survey basemap for design will be prepared using the previous survey from the South Mack Drive Extension project. If it is discovered that additional survey information is needed, it can be added by amendment.
2. A geotechnical investigation will not be necessary. If geotechnical fieldwork becomes necessary, it can be added by amendment.
3. 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 our work. Our intention is to prepare a 65 percent, 95 percent and final bid ready PS&E package for advertisement and bidding in the spring for construction during the 2018 construction season.

#### Proposed Schedule for Deliverables

65% Plans-in-Hand	January 2018
95% Pre-PS&E	March 2018
Final PS&E	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 **\$29,548** 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 11/8/2017  
Electrical Design Proposal, dated 11/8/2017

FIRM: HDL Engineering Consultants	PROJECT TITLE: Clapp Street Intersection Lighting Design	DATE: 11/8/2017
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**TOTAL NEGOTIATED FIXED FEE: N/A**

GROUP	TASK	LABOR (or FP)	INDIRECT COST	EXPENSES	TOTAL COST	FEE DISTRIBUTION	FIRM'S TOTAL PRICE	*SUB- CONTRACTS	PRICE PLUS SUBS
0	1	\$1,430	\$0	\$0	\$1,430		\$1,430	\$0	\$1,430
0	2	\$11,330	\$0	\$0	\$11,330		\$11,330	\$11,968	\$23,298
0	3	\$2,510	\$0	\$0	\$2,510		\$2,510	\$2,310	\$4,820
0	3	\$0	\$0	\$0	\$0		\$0	\$0	\$0
0	4	\$0	\$0	\$0	\$0		\$0	\$0	\$0
0	5	\$0	\$0	\$0	\$0		\$0	\$0	\$0
0	6	\$0	\$0	\$0	\$0		\$0	\$0	\$0

\*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:	\$15,270	\$0	\$0	\$15,270	\$0	\$15,270	\$14,278	\$29,548



**COST ESTIMATE PER TASK**

FIRM: HDL Engineering Consultants			PROJECT TITLE: Clapp Street Intersection Lighting Design										
TASK NO:	2	TASK DESCRIPTION: PS&E Design								DATE:	11/8/2017		
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	Engineering Assistant	Drafter	Clerical						
	Management & Coordination	4	8										
	65% PS&E		8	8		8	4						
	Coordination with EDC		2										
	95% PS&E		4	8		4							
	Coordination with EDC		4										
	QA Review	4											
	100% PS&E		4	4		4	4						
	Coordination with EDC		2										
	QA Review	2											
<b>TOTAL LABOR HOURS</b>		10	32	20	0	16	8	0	0	0	0		
<b>* LABOR RATES (\$/HR)</b>		\$175.00	\$155.00	\$115.00	\$100.00	\$110.00	\$70.00						
<b>LABOR COSTS (\$)</b>		\$1,750	\$4,960	\$2,300	\$0	\$1,760	\$560	\$0	\$0	\$0	\$0		
EXPENSES					<b>COMMENTS:</b> Task includes preparation of 65%, 95% and Final bid ready PS&E documents; Coordination with EDC; Peer review of each submittal.								
SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE									
		0	\$0.00	\$0.00									
				\$0.00									
				\$0.00									
				\$0.00									
				\$0.00									
	Markup at 10%			\$0.00	<b>FIRM'S TOTAL COST OF LABOR (or Fixed Price):</b>						<b>\$11,330</b>		
						<b>IF CPFF, TOTAL INDIRECT COST @</b>						<b>0.00%</b>	<b>\$0</b>
					<b>TOTAL EXPENSES:</b>						<b>\$0</b>		
<b>SUB-CONTRACTORS: Firm Initials and Price Per Task</b>					<b>FIRM'S TOTAL COST (no Subcontracts or Fee)</b>							<b>\$11,330</b>	
FIRM:	EDC				Subtotal	10% Markup							
AMOUNT:	\$10,880				\$10,880	\$1,088	<b>TOTAL SUBCONTRACTOR PRICES:</b>					<b>\$11,968</b>	

\* 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: Clapp Street Intersection Lighting Design									
TASK NO: 2	TASK DESCRIPTION: PS&E Design	DATE: 11/8/2017									
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									
<b>TOTAL LABOR HOURS</b>		36	0	40	0	0	0	0	0	0	0
<b>* LABOR RATES (\$/HR)</b>		\$180.00	\$125.00	\$110.00	\$85.00						
<b>LABOR COSTS (\$)</b>		\$6,480.00	\$0.00	\$4,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSES					<b>COMMENTS:</b> Task includes: 1. 2. 3. 4. 5.						
SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE							
				\$0.00							
				\$0.00							
				\$0.00							
				\$0.00							
					<b>FIRM'S TOTAL COST OF LABOR (or Fixed Price):</b> \$10,880						
					<b>IF CPFF, TOTAL INDIRECT COST @</b> 0.00% \$0						
					<b>TOTAL EXPENSES:</b> \$0						
					<b>FIRM'S TOTAL EXPENSES</b> \$0						
<b>SUB-CONTRACTORS: Firm Initials and Price Per Task</b>					<b>FIRM'S TOTAL COST (no Subcontracts or Fee)</b> \$10,880						
FIRM:											
AMOUNT:					<b>TOTAL SUBCONTRACTOR PRICES:</b> \$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: Clapp Street Intersection Lighting Design								
TASK NO:	3	TASK DESCRIPTION: Assistance During Bidding								DATE:	11/8/2017
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	Engineering Assistant	Drafter	Clerical				
	Assistance During Bidding	2	8	8							
<b>TOTAL LABOR HOURS</b>		2	8	8	0	0	0	0	0	0	0
<b>* LABOR RATES (\$/HR)</b>		\$175.00	\$155.00	\$115.00	\$100.00	\$110.00	\$70.00				
<b>LABOR COSTS (\$)</b>		\$350.00	\$1,240.00	\$920.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SUB-TASK NO.		ITEM(S)		QUANTITY	UNIT PRICE	TOTAL PRICE	<b>COMMENTS:</b> Task includes coordination with EDC and contractor during bidding. Attending one pre-bid meeting.				
						\$0.00					
						\$0.00					
						\$0.00					
						\$0.00					
						\$0.00					
		Markup at 10%				\$0.00	<b>FIRM'S TOTAL COST OF LABOR (or Fixed Price):</b>		<b>\$2,510</b>		
						\$0.00	<b>IF CPFF, TOTAL INDIRECT COST @</b>		<b>0.00%</b>		
						\$0.00	<b>FIRM'S TOTAL EXPENSES</b>		<b>\$0</b>		
						\$0.00	<b>FIRM'S TOTAL COST (no Subcontracts or Fee)</b>		<b>\$2,510</b>		
						\$0.00	<b>TOTAL SUBCONTRACTOR PRICES:</b>		<b>\$2,310</b>		
<b>SUB-CONTRACTORS: Firm Initials and Price Per Task</b>											
FIRM:	EDC					Subtotal	10% Markup				
AMOUNT:	\$2,100					\$2,100	\$210				

\* 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: Clapp Street Intersection Lighting Design									
TASK NO:	3	TASK DESCRIPTION: Assistance During Bidding						DATE:	11/8/2017			
GROUP:	METHOD OF PAYMENT: FP <input type="checkbox"/> FPPE <input type="checkbox"/> T&E <input checked="" type="checkbox"/> CPFF <input type="checkbox"/>						PREPARED BY: Roy Pace					
SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION										
		Lead Elec. Engineer	Eng. Assistant	Drafter	Clerical							
	Response to bidder questions	4										
	Revise bid documents	4		6								
<b>TOTAL LABOR HOURS</b>		8	0	6	0	0	0	0	0	0	0	0
<b>* LABOR RATES (\$/HR)</b>		\$180.00	\$125.00	\$110.00	\$85.00							
<b>LABOR COSTS (\$)</b>		\$1,440.00	\$0.00	\$660.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>EXPENSES</b>												
SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE	COMMENTS:							
				\$0.00								
				\$0.00								
				\$0.00								
				\$0.00								
				\$0.00								
				\$0.00								
				\$0.00	FIRM'S TOTAL COST OF LABOR (or Fixed Price):	\$2,100						
				\$0.00	IF CPFF, TOTAL INDIRECT COST @	0.00% \$0						
				\$0	FIRM'S TOTAL EXPENSES	\$0						
				\$0	FIRM'S TOTAL COST (no Subcontracts or Fee)	\$2,100						
SUB-CONTRACTORS: Firm Initials and Price Per Task						\$0						
FIRM:												
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.)



November 8, 2017

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

Subject: Clapp Street Intersection Lighting – Electrical Design Proposal

Shawn:

This proposal is for providing electrical design services to provide new access road lighting and future power access near the Menard Memorial Sports Center on Clapp Street, Wasilla, Alaska. This proposal is based on the following:

**SCOPE OF WORK:**

The electrical design will include the design of intersection and turn pocket illumination for the sports center three entrances and new load centers as needed. Additionally, the design will address power provisions at two locations along the south side of Clapp Street.

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. Site Plan
3. Lighting Plan
4. Lighting Plan
5. Electrical Power Plan
6. Power One-line and Panel Schedules
7. Electrical Details

**ASSUMPTIONS:**

1. AutoCAD base files of the site will be provided by HDL.
2. EDC will provide utility coordination with MEA for new service.
3. Assistance during bidding will be provided.
4. Construction management services, if desired, will be added by contract amendment.

**DELIVERABLES:**

The design will include 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

Clapp Street Intersection Lighting – Electrical Design Proposal

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November 8, 2017

stamped by a State of Alaska licensed engineer. Paper copies of the drawings, specifications and estimate will also be available upon request.

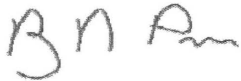
FEE:

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:

Electrical Design:	\$13,320
Assistance During Bidding:	\$2,100
<u>Total</u>	<u>\$15,420</u>

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

Sincerely,



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