

Council Action:	
Approved: <input checked="" type="checkbox"/>	Denied: <input type="checkbox"/>
Date of Action: 10/22/18	
Verified by: <i>[Signature]</i>	

CITY COUNCIL ACTION MEMORANDUM

AM No. 18-42: Contract Amendment to HDL Engineering Consultants in the amount \$270,063 for the Wasilla Airport Apron E Project Construction Administration Services.

Originator: Public Works Director
 Date: October 10, 2018

Agenda of: October 22, 2018

Route to:	Department Head	Signature	Date
X	Public Works Director	<i>[Signature]</i>	10/10/18
X	Finance Director	<i>[Signature]</i>	10-9-18
	Deputy Administrator		
X	City Clerk	<i>[Signature]</i>	10/11/18

Reviewed by Mayor Bert L. Cottle: *[Signature]* 10/11/2018

Fiscal Impact: yes **Funds Available:** yes \$270,063

Account name/number: Airport Apron E - FAA/330-4379-437.45-81
Attachments: HDL Proposal (5 pages)

Summary Statement: This contract amendment is an extension of the Apron E design services contract awarded to HDL through AM No. 17-47. The HDL proposal for construction administration services was submitted to the FAA in the City’s Grant application for this project that is referenced in the funding Ordinance Serial No. 18-29.

This project will construct apron space for 18 new aircraft tie-downs and 1 new commercial lease lot. The bulk of the construction cost is for earth moving, excavating into a large hill. The excavated material will be placed to create future commercial apron space at the northeast end of the runway. This project includes paving the new Apron E, providing electrical outlets at each of the new tie-down spaces, and installing apron lighting.

Staff Recommendation: Adopt AM No.18-42.

August 23, 2018

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

Re: Amendment for Construction Phase Services
Wasilla Airport – Construct Apron E, Phase 1

Dear Mr. Giddings:

As requested, HDL Engineering Consultants, LLC (HDL) hereby requests an amendment to add construction-phase services for the Construct Apron E, Phase 1 project to our current contract with the City of Wasilla (City).

BACKGROUND

HDL began work to provide surveying, environmental/permitting, and design services to expand the general aviation aircraft apron (Apron E) in early December 2017. During agency scoping, it was discovered that cultural resources may be present in the proposed expansion area and an amendment was processed to allow a more detailed cultural resources ground survey, delaying the overall project timeline significantly. The Engineer's Design Report and 35% plans were completed and submitted to the City in April 2018, with 65% plans submitted in June, and bid-ready documents submitted on August 1. Bids are currently scheduled to open on August 23 with an expected council award/notice-to-proceed (NTP) in November due to the current FAA grant timeline. Construction field work is expected to begin in May 2019 with a kickoff meeting, submittal reviews, and other administrative items expected between council award/NTP and field work start-up.

PROJECT DESCRIPTION

The Construct Apron E, Phase 1 project includes a base bid to construct a new general aviation aircraft parking apron that is 531'x332' in size. Construction will include excavation of approximately 233,000 cubic yards of material, grading, electrical, paving, removal of fencing and installation of new fencing, and other associated work. An additive alternate to construct an additional 531'x75' adjacent parking apron may be awarded depending of the availability of funding.

CONSTRUCTION PHASE SERVICES

Task 10 – Construction Phase Services

HDL will work closely with the City to provide construction administration services in accordance with FAA requirements, including construction monitoring, coordination, administration, inspection, testing, and record drawings. We will subcontract EDC, Inc. (EDC) for electrical components of the work. We anticipate construction to occur during a

22 week period between May 1 and September 30, 2019 with minor administrative items on either side of that window.

HDL will coordinate and monitor the day-to-day activities of the project on behalf of the City. Matt Coburn, PE will be the Project Engineer and Shawn Hull, PE will be the Project Manager. Matt will be the primary point of contact and will keep the City informed of progress, field directives, and any changes as they arise and will prepare weekly written status reports. He will also coordinate with the City and FAA and keep them informed of the progress. Shawn will provide quality control and oversight of HDL activities.

Project Start-up / Review of Submittals & Shop Drawings. HDL will conduct a pre-construction conference and will review material and equipment submittals, shop drawings, samples, and quality control submittals. EDC will provide submittal review of electrical components. We will submit FAA Form 7460-1 Notice of Proposed Construction or Alteration and FAA Form 6000-26 Airport Sponsor Strategic Event Submission Form, identifying the details of construction activities that impact operations at the airport.

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 conduct formal weekly construction meetings and will meet informally with the Contractor and City frequently to assist in coordinating the work. We will review and respond to Contractor initiated Requests for Information (RFI). We will assist the City with change order negotiations for additional or unanticipated work and secure FAA approval prior to authorizing change order items on grant-eligible work. We will assist the City with FAA coordination and prepare weekly status reports. We will review pay requests, verify quantities, and make recommendations for payment to the City. We will issue or cancel NOTAMs, if authorized by the Airport Manager.

Construction Inspection & Quality Assurance Testing. We anticipate that construction fieldwork will occur between May 1 and August 15, 2019. HDL will provide full-time construction inspection during this 16 week period. We will also provide periodic inspection for an additional six weeks during final completion of the work. We will provide one full-time inspector to observe, test, and document the construction on behalf of the City. We anticipate our inspector will work up to 60 hours per week; actual hours will depend on the Contractor's schedule, the type of work being performed, and the level of inspection required. Documentation will include photographs and daily reports detailing the equipment, labor, inspections, testing, and activities occurring each day. We will provide copies of daily reports on a weekly basis, if requested. HDL will also conduct formal substantial and final completion inspections jointly with the City and prepare a substantial completion inspection report and list of deficient items. EDC will provide two milestone inspections for the electrical work.

HDL will provide quality assurance testing of materials to ensure the adequacy of the Contractor's quality control by performing testing at approximately one-half of the Contractor's required quality control frequency as detailed in the Quality Control Sampling and Testing Requirements chart in the Project Manual.

Closeout Documents. For construction closeout, HDL and EDC will review the Contractor's construction markups and will prepare electronic record drawings. We will submit record

RE: Amendment for Construction Phase Services
Wasilla Airport – Construct Apron E, Phase 1
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drawings to the City and FAA in Adobe PDF format. We will request a release of liens and claims statement from the Contractor and will distribute a project completion and acceptance certificate for execution. For grant closeout, HDL will provide a bound Project Closeout Report for the FAA grant in accordance with FAA requirements. We will update the 5010 Master Record and 5010 drawing to reflect the new apron.

Basic Assumptions. The following basic assumptions were used to prepare this estimate:

1. HDL will be the primary point of contact for verbal and written communications.
2. HDL will provide one full-time project Inspector for 16 weeks during the construction period. We anticipate the Inspector will work an average of 60 hours per week. Inspection will not be required on Sundays, holidays, or double shifts.
3. We anticipate the project Inspector will work overtime for an average of up to 20 hours per week to match the Contractor's schedule.
4. Our work excludes claims negotiations or protracted disputes with the Contractor, repeated retesting due to inadequate contractor performance, or if the Contractor's work extends beyond the performance period.

Fee Estimate. HDL proposes to provide the aforementioned services on a time and expenses basis, not-to-exceed **\$270,063** as shown on the attached fee estimate worksheet.

We appreciate the opportunity to provide this proposal and to continue working with you. If you have any questions, please contact me at 746-5230.

Sincerely,

HDL Engineering Consultants, LLC

Shawn Hull, P.E.
Civil Engineer

Attach: Fee Estimate Worksheet (2 pages)

CITY OF WASILLA - FEE WORKSHEET
Construction Phase Services for
Construct Apron E, Phase 1

TASK	ACTIVITY	QTY	RATE	HDL LABOR & DIRECT EXPENSES	REIMBURSABLE EXPENSES	SUB- CONTRACTS	SUBTOTAL	TOTAL
10.0	Construction Phase Services.....							\$269,115
10.1	<u>Startup / Submittal & Shop Drawing Review</u>						\$21,420	
	Principal Civil Engineer	12 hrs	@ \$175	\$2,100				
	Project Manager	24 hrs	@ \$160	\$3,840				
	Project Engineer	40 hrs	@ \$125	\$5,000				
	Engineering Assistant/Inspector	100 hrs	@ \$90	\$9,000				
	EDC	1 Allow	@ \$1,480			\$1,480		
10.2	<u>Project Administration (22 weeks)</u>						\$90,750	
	Principal Civil Engineer (1 hr/wk)	22 hrs	@ \$175	\$3,850				
	Project Manager (4 hrs/wk)	88 hrs	@ \$160	\$14,080				
	Project Engineer (20 hrs/wk)	440 hrs	@ \$125	\$55,000				
	Aviation Engineer (2 hrs/wk)	44 hrs	@ \$130	\$5,720				
	Clerical (2 hr/wk)	44 hrs	@ \$80	\$3,520				
	Vehicle (1/2 day rate)	48 days	@ \$40	\$1,920				
	EDC	1 Allow	@ \$6,660			\$6,660		
10.3	<u>Full-Time Inspection Services (16 weeks)</u>						\$104,180	
	Inspector (40 hrs/wk straight time)	640 hrs	@ \$90	\$57,600				
	Inspector (20 hrs/wk overtime)	320 hrs	@ \$120	\$38,400				
	Vehicle (1 day rate)	96 days	@ \$80	\$7,680				
	Miscellaneous Reimbursables	1 Allow	@ \$500		\$500			
10.4	<u>Construction Start/End Inspections</u>						\$12,720	
	Project Manager	12 hrs	@ \$160	\$1,920				
	Project Engineer	24 hrs	@ \$125	\$3,000				
	Inspector	80 hrs	@ \$90	\$7,200				
	Vehicle (1/2 day rate)	15 days	@ \$40	\$600				

CITY OF WASILLA - FEE WORKSHEET
Construction Phase Services for
Construct Apron E, Phase 1

TASK	ACTIVITY	QTY	RATE	HDL LABOR	REIMBURSABLE	SUB-	SUBTOTAL	TOTAL
				& DIRECT EXPENSES				
10.5	<u>Quality Assurance Material Testing</u>						\$22,105	
	Geotechnical Engineer	4 hrs	@ \$160	\$640				
	Field Materials Tech.		Included w/ inspection					
	Lab Supervisor	8 hrs	@ \$115	\$920				
	Nuclear Densometer	48 days	@ \$35	\$1,680				
	Lab. Moisture-Density Test	15 ea	@ \$270	\$4,050				
	Lab. Grain Size Analysis	60 ea	@ \$150	\$9,000				
	Plasticity Index	60 ea	@ \$70	\$4,200				
	Asphalt Core Density	3 ea	@ \$65	\$195				
	Asphalt Content w/ Gradation	1 ea	@ \$245	\$245				
	Organic Content	3 ea	@ \$70	\$210				
	Topsoil Gradation	3 ea	@ \$175	\$525				
	Clerical	4 hrs	@ \$85	\$340				
	Consumables	1 Allow	@ \$100		\$100			
10.6	<u>Construction Completion, Record Drawings, and Closeout</u>						\$17,940	
	Principal Civil Engineer	8 hrs	@ \$175	\$1,400				
	Project Manager	12 hrs	@ \$160	\$1,920				
	Project Engineer	24 hrs	@ \$125	\$3,000				
	Inspector	60 hrs	@ \$90	\$5,400				
	Aviation Engineer	16 hrs	@ \$130	\$2,080				
	Drafter	24 hrs	@ \$115	\$2,760				
	Clerical	8 hrs	@ \$80	\$640				
	EDC	1 Allow	@ \$740			\$740		
Subtotal Task 10				\$259,635	\$600	\$8,880		\$269,115
Markup*					\$60	\$888		\$948
Total Task 10				\$259,635	\$660	\$9,768		\$270,063
*10% for subcontracts, 10% for reimbursable expenses								