

CITY OF  
**WASILLA**  
 • ALASKA •

Council Action:	
Approved: <input checked="" type="checkbox"/>	Denied: <input type="checkbox"/>
Date of Action: 12/10/18 Dec 10, 18	
Verified by: <i>[Signature]</i>	

**CITY COUNCIL ACTION MEMORANDUM**

**AM No. 18-48: Contract Amendment to HDL Engineering Consultants in the amount of \$29,505 for the Clapp Street Intersection Lighting Project Construction Administration Services.**

Originator: Public Works Director  
 Date: November 28, 2018

Agenda of: December 10, 2018

Route to:	Department Head	Signature	Date
X	Public Works Director	<i>[Signature]</i>	11/28/18
X	Finance Director	<i>[Signature]</i>	11-28-18
X	Deputy Administrator	<i>[Signature]</i>	11/28/18
X	City Clerk	<i>[Signature]</i>	11/28/18

Reviewed by Mayor Bert L. Cottle: *[Signature]* 11/28/2018

**Fiscal Impact:**  yes      **Funds Available:**  yes      \$29,505

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

**Attachments:** HDL Proposal (7 pages)

**Summary Statement:** This contract amendment extends the HDL contract award approved through Action Memorandum 17-49 that provided for the engineering design of this project. This project will provide street lighting at three driveway intersections next to the Menard Center. This will improve safety for vehicles entering and exiting the Menard Center and Lucile Creek Trail Head at night. This project is funded through a 2014 Legislative Grant for the Clapp Street Extension Project. The construction of the street lighting is scheduled for Spring 2019.

**Staff Recommendation:** Adopt AM No.18-48.

October 23, 2018

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

Re: Amendment for Construction Administration Phase Services  
 Clapp Street Intersection Lighting

Dear Mr. Giddings:

As requested, HDL Engineering Consultants, LLC (HDL) hereby requests an amendment to add construction-phase services for the Clapp Street Intersection Lighting project to our current contract with the City of Wasilla (City).

**BACKGROUND**

The City contracted with HDL in January 2018 to provide survey, preparation of bidding documents, and bid-phase services for the Clapp Street Intersection Lighting project. Surveying work began in late-January, which consisted of preparation of a design basemap and survey control drawing using existing survey information from the Mack Drive Extension/Clapp Street Improvements project. Design work and utility coordination progressed throughout the spring/summer and a final, bid-ready package of plans, specifications, and estimate were delivered on September 18, 2018.

Bids for the project were opened on October 11, 2018 with the low bidder being Electric Power Constructors. Council award/notice-to-proceed (NTP) is anticipated in November 2018. Construction field work is expected to begin in Spring 2019 with a kickoff meeting, submittal reviews, and other administrative items expected between council award/NTP and field work start-up.

**PROJECT DESCRIPTION**

The project is broken into a base bid (Schedule A) and additive alternate (Schedule B). Schedule A includes construction of eight luminaires, two load centers, and approximately 1,600 LF of 2-inch electrical conduit and approximately 1,860 feet of conductor wire. Schedule B is for construction of one additional load center.

**CONSTRUCTION PHASE SERVICES**

**Task 4 – Construction Phase Services**

HDL will work closely with the City to provide construction administration service. These services will include construction monitoring, coordination, administration, inspection, testing, and record drawings. We will continue to have EDC, Inc. (EDC) available for electrical components of the work. We anticipate the majority of construction activities to

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& MAPPING  
  
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SERVICES

occur during a 4 week period between June 1 and July 1, 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. Shawn will provide quality control and oversight of HDL activities.

Construction Administration. At project start-up, HDL will review material and equipment submittals, shop drawings, samples, and quality control submittals. HDL will conduct a pre-construction conference to review the contractor's schedule, establish procedures for submittals and shop drawings, and establish a working understanding between the Contractor, HDL, and the City.

During construction, HDL will review administrative submittals and schedules and will review and respond to Design Clarification/Verification Requests (DCVRs). We will conduct formal weekly construction meetings. We will review the Contractor's pay requests, verify pay item quantities, and provide recommendations for payment.

EDC will assist HDL with applicable submittal reviews, DCVR responses, and change orders, if needed.

Construction Inspection & Quality Assurance Testing. During the anticipated four week construction period, HDL will provide full-time construction inspection during all trenching and roadway boring activities and part time inspection during all other construction activities. We will provide one inspector to observe, test, and document the construction on behalf of the City during the four-week period. HDL will also perform periodic inspections after substantial completion has been accomplished and while the Contractor completes any final checklist items. We anticipate our inspector will work up to 80 total hours during the duration of the project; 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 at substantial and final completion for the electrical work as summarized in their attached fee proposal dated October 19, 2018.

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 drawings to the City 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.

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 inspection services (80 total hours) during the estimated four-week construction period. We will closely coordinate with the Contractor to ensure our inspector is present during excavation/embankment work, underground piping installation and roadway borings. Inspection will not be required on Sundays, holidays, or double shifts.
3. We do not anticipate any overtime work will be needed.
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 **\$29,505** 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



David Lundin, P.E. / Contract Manager  
Principal Civil & Environmental Engineer

Attach: Fee Estimate Worksheet (2 pages)  
EDC Fee Proposal (2 Pages)

**CITY OF WASILLA - FEE WORKSHEET**  
**Construction Phase Services for**  
**Clapp Street Intersection Lighting**

TASK	ACTIVITY	QTY	RATE	HDL LABOR & DIRECT EXPENSES	REIMBURSABLE EXPENSES	SUB- CONTRACTS	SUBTOTAL	TOTAL
<b>4.0</b>	<b>Construction Phase Services.....</b>							<b>\$28,935</b>
4.1	<u>Project Management and Quality Assurance</u>						\$1,740	
	Principal Civil Engineer	8 hrs	@ \$175	\$1,400				
	Clerical	4 hrs	@ \$85	\$340				
4.2	<u>Project Administration (8 weeks)</u>						\$13,130	
	Project Manager (2 hrs/wk)	16 hrs	@ \$160	\$2,560				
	Project Engineer (8 hrs/wk)	64 hrs	@ \$125	\$8,000				
	Vehicle (1/2 day rate)	10 days	@ \$40	\$400				
	EDC	1 Allow	@ \$2,170			\$2,170		
4.3	<u>Inspection Services</u>						\$10,035	
	Inspector	80 hrs	@ \$90	\$7,200				
	Vehicle	15 days	@ \$40	\$600				
	Miscellaneous Reimbursables	1 Allow	@ \$200		\$200			
	EDC	1 Allow	@ \$2,035			\$2,035		

**CITY OF WASILLA - FEE WORKSHEET**  
**Construction Phase Services for**  
**Clapp Street Intersection Lighting**

TASK	ACTIVITY	QTY	RATE	HDL LABOR & DIRECT EXPENSES	REIMBURSABLE EXPENSES	SUB- CONTRACTS	SUBTOTAL	TOTAL
4.4	Quality Assurance Material Testing						\$1,190	
	Field Materials Tech.			Included w/ inspection				
	Lab Supervisor	4 hrs	@ \$115	\$460				
	Nuclear Densometer	4 days	@ \$35	\$140				
	Lab. Moisture-Density Test	1 ea	@ \$270	\$270				
	Lab. Grain Size Analysis	1 ea	@ \$150	\$150				
	Clerical	2 hrs	@ \$85	\$170				
4.5	Construction Completion, Record Drawings, and Closeout						\$2,840	
	Project Manager	2 hrs	@ \$160	\$320				
	Project Engineer	8 hrs	@ \$125	\$1,000				
	Drafter	2 hrs	@ \$115	\$230				
	EDC	1 Allow	@ \$1,290			\$1,290		
<b>Subtotal Task 4</b>				<b>\$23,240</b>	<b>\$200</b>	<b>\$5,495</b>		<b>\$28,935</b>
Markup*					\$20	\$550		\$570
<b>Total Task 4</b>				<b>\$23,240</b>	<b>\$220</b>	<b>\$6,045</b>		<b>\$29,505</b>
*10% for subcontracts, 10% for reimbursable expenses								



ENGINEERING DESIGN & CONSULTING

An Alaskan Owned Professional Corporation

EDC, INC.

213 W. Fireweed Lane  
Anchorage, AK 99503

October 19, 2018

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

Subject: Clapp Street Intersection Lighting – Electrical Construction Assistance Proposal

Shawn:

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

**SCOPE OF WORK:**

EDC will provide construction management services to include the following:

1. Review submittals and shop drawings
2. Respond to RFI's, DCVR's, and change orders
3. Provide two site inspections: substantial completion and final. An inspection report and punch list will be provided with reach inspection.
4. Develop record drawings from contractor provided redlines

**ASSUMPTIONS:**

1. Attendance in pre-construction and weekly construction meetings will not be required.

**DELIVERABLES:**

1. Detailed inspection reports and punch lists in PDF format.
2. A full and/or half-size electronic copy of the record drawings in PDF format will be provided. AutoCAD files 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:

**PHONE (907) 276-7933**

**FAX (907) 276-4763**

Clapp Street Intersection Lighting – Electrical Construction Assistance Proposal

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October 19, 2018

Submittal reviews:	\$740
Respond to RFI's, DCVR's:	\$1,430
Substantial completion inspection	\$1,110
Final inspection	\$925
Record Drawings	\$1,290
<u>Total</u>	<u>\$5,495</u>

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

Sincerely,



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