

CITY OF
WASILLA
 • ALASKA •

Council Action: Approved: <input checked="" type="checkbox"/> Denied: <input type="checkbox"/>
Date of Action: 2/11/19
Verified by: <i>(Signature)</i>

CITY COUNCIL ACTION MEMORANDUM

AM No. 19-06: Contract Extension to HDL Engineering Consultants in the amount of \$36,038 for Clapp Street Slope Design for Guardrail Removal Engineering Services.

Originator: Public Works Director
 Date: January 30, 2019

Agenda of: February 11, 2019

Route to:	Department Head	Signature	Date
X	Public Works Director	<i>(Signature)</i>	1/29/19
X	Finance Director	<i>(Signature)</i>	1-29-19
X	Deputy Administrator	<i>(Signature)</i>	1/30/19
X	City Clerk	<i>(Signature)</i>	1/30/19

Reviewed by Mayor Bert L. Cottle: *(Signature)* 1/30/2019

Fiscal Impact: yes **Funds Available:** yes \$36,038
Account name/number: S. Mack Dr. Reapp. State/160-4320-432.45-65
Attachments: HDL Proposal (8 pages)

Summary Statement: This contract extension is in response to a specific section of guardrail that has been damaged multiple times on Clapp Street since the road has opened. Proposed is the removal of approximately 425 feet of guardrail and the installation of fill material to flatten the slope within this section of roadway on the west side up to 150 feet in width. Slope flattening will provide a safe landing area for vehicles in the event they go off the road with no guardrail present. This project is funded through the remaining State Grant used to construct Clapp Street and Mack Drive.

Staff Recommendation: Adopt AM No.19-06.

January 25, 2019

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 Slope Design for Guardrail Removal

Dear Mr. Giddings:

HDL Engineering Consultants, LLC (HDL) is pleased to present this proposal for engineering services to design flattened slopes along Clapp Street so guardrail can be removed. The total project length is approximately 425 feet along the west side of Clapp Street. The project will also include design for extending the drainage culvert under the K&H pit driveway and preparation of a right-of-way (ROW) easement exhibit for acquiring one slope easement from the adjacent property owner.

SCOPE OF WORK

TASK 1—PS&E DESIGN

HDL's survey group will prepare a survey base map for use for the 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. We will also prepare one easement exhibit figure for acquiring a slope easement.

For the design, HDL will prepare a PS&E package for advertisement and bidding.

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 Notes, Abbreviations and Legend & Survey Control
- 1 Typical Section Sheet
- 1 Detail Sheet

- 3 Total**

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.

CIVIL
ENGINEERING

GEOTECHNICAL
ENGINEERING

TRANSPORTATION
ENGINEERING

ENVIRONMENTAL
SERVICES

PLANNING

SURVEYING
& MAPPING

CONSTRUCTION
ADMINISTRATION

MATERIAL
TESTING

REAL ESTATE
SERVICES

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.

TASK 2—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.

TASK 3—CONSTRUCTION PHASE SERVICES

During construction 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 anticipate the majority of construction activities to occur within a two-week period during the 2019 construction season 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 review the Contractor's pay requests, verify pay item quantities, and provide recommendations for payment.

Construction Inspection & Quality Assurance Testing. During the anticipated two-week construction period, HDL will provide part time inspection during construction activities. We will provide one inspector to observe, test, and document the construction on behalf of the City. 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 40 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.

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 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 (up to 40 total hours) during the estimated two-week construction period. We will closely coordinate with the Contractor to ensure our inspector is present during excavation/embankment work and culvert installation. 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.
5. The City will negotiate the slope easement with the property owner.

Fee Estimate. HDL proposes to provide the aforementioned services on a time and expenses basis, not-to-exceed **\$36,038** 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



for Shawn Hull, P.E. / Project Manager
Senior Civil Engineer

Attach: Fee Estimate Worksheet (4 pages)

COST ESTIMATE PER TASK

FIRM: HDL Engineering Consultants			PROJECT TITLE: Clapp Street Slope Flattening for Guardrail Removal								
TASK NO:	1	TASK DESCRIPTION:	PS&E Design							DATE:	1/25/2019
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	Survey Manager	Survey Tech		
	Coordination/Review	2	2					2			
	Prepare Basemap								8		
	65% PS&E		4	24							
	QC Review		2								
	95% PS&E		8	32							
	QC Review		2								
	100% PS&E		8	16			2				
	QC Review	2	4								
	Easement Exhibit Preparation										
	Research and Coordination							1	2		
	Easement Exhibit Preparation								12		
	QA/QC		1					2			
	Revisions								2		
	Deliverables		1					1	1		
	TOTAL LABOR HOURS	4	32	72	0	0	2	6	25	0	
	* LABOR RATES (\$/HR)	\$180.00	\$160.00	\$120.00	\$105.00	\$110.00	\$80.00	\$180.00	\$105.00		
	LABOR COSTS (\$)	\$720	\$5,120	\$8,640	\$0	\$0	\$160	\$1,080	\$2,625	\$0	
EXPENSES											
SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE	COMMENTS: Task includes preparation of a design basemap and SCD using the Mack Drive Extension existing survey information. Preparation of 65%, 95% and final PS&E design package for advertisement and bidding. One easement exhibit will also be prepared for the fill slope.						
		0	\$0.00	\$0.00							
				\$0.00							
				\$0.00							
				\$0.00							
				\$0.00							
				FIRM'S TOTAL COST OF LABOR (or Fixed Price):	\$18,345						
Markup at 10%				\$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)	\$18,345					
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: Clapp Street Slope Flattening for Guardrail Removal											
TASK NO: 2		TASK DESCRIPTION: Assistance During Bidding							DATE: 1/25/2019						
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		4									
TOTAL LABOR HOURS		2	8	8	0	4	0	0	0	0	0	0	0	0	
* LABOR RATES (\$/HR)		\$180.00	\$160.00	\$120.00	\$105.00	\$110.00	\$80.00								
LABOR COSTS (\$)		\$360	\$1,280	\$960	\$0	\$440	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
EXPENSES					COMMENTS: Assistance during bidding. FIRM'S TOTAL COST OF LABOR (or Fixed Price): \$3,040 IF CPFF, TOTAL INDIRECT COST @ 0.00% \$0 FIRM'S TOTAL EXPENSES \$0 FIRM'S TOTAL COST (no Subcontracts or Fee) \$3,040										
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	FIRM'S TOTAL COST (no Subcontracts or Fee) \$3,040									
TOTAL EXPENSES:					\$0	FIRM'S TOTAL EXPENSES									
SUB-CONTRACTORS: Firm Initials and Price Per Task					FIRM'S TOTAL COST (no Subcontracts or Fee)										
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: Clapp Street Slope Flattening for Guardrail Removal								
TASK NO: 3		TASK DESCRIPTION: Construction Phase Services						DATE: 1/25/2019				
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	Lab Supervisor				
	PM and QC	2	8									
	Project Administration		8	32								
	Inspection				40							
	Record Drawings/Closeout		2	4		2						
	Quality Assurance Testing						2	4				
TOTAL LABOR HOURS		2	18	36	40	2	2	4	0	0	0	0
* LABOR RATES (\$/HR)		\$180.00	\$160.00	\$120.00	\$105.00	\$110.00	\$80.00	\$125.00				
LABOR COSTS (\$)		\$360.00	\$2,880.00	\$4,320.00	\$4,200.00	\$220.00	\$160.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00
SUB-TASK NO.		ITEM(S)		QUANTITY	UNIT PRICE	TOTAL PRICE	COMMENTS: Construction Phase Services.					
		Vehicles (Half Days)		16	\$40.00	\$640.00						
		Quality Assurance Testing		1	\$1,190.00	\$1,190.00						
						\$0.00						
						\$0.00						
						\$0.00						
Markup at 10%						\$183.00	FIRM'S TOTAL COST OF LABOR (or Fixed Price):		\$12,640			
							IF CPFF, TOTAL INDIRECT COST @		0.00% \$0			
TOTAL EXPENSES:						\$2,013	FIRM'S TOTAL EXPENSES		\$2,013			
SUB-CONTRACTORS: Firm Initials and Price Per Task						FIRM'S TOTAL COST (no Subcontracts or Fee)		\$14,653				
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.)

FIRM: HDL Engineering Consultants	PROJECT TITLE: Clapp Street Slope Flattening for Guardrail Removal	DATE: 1/25/2019
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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	1	\$18,345	\$0	\$0	\$18,345		\$18,345	\$0	\$18,345
0	2	\$3,040	\$0	\$0	\$3,040		\$3,040	\$0	\$3,040
0	3	\$12,640	\$0	\$2,013	\$14,653		\$14,653	\$0	\$14,653
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.)
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ESTIMATED TOTALS	LABOR (or FP)	INDIRECT COST	EXPENSES	TOTAL COST	FEE	FIRM'S TOTAL PRICE	*SUB-CONTRACTS	PRICE PLUS SUBS
FOR FIRM:	\$34,025	\$0	\$2,013	\$36,038	\$0	\$36,038	\$0	\$36,038

MSB Parcel Viewer

MATANUSKA-SUSITNA BOROUGH

Layers I want to...

Flood Zone

PROJECT AREA →

Scale: 0 200 400ft