

Non-Code Ordinance

By: Public Works
Introduced: March 11, 2019
Public Hearing: April 8, 2019
Adopted: April 8, 2019
Yes: Burney, Dryden, Graham, Harvey, Ledford, O'Barr
No: None
Absent: None

**City of Wasilla
Ordinance Serial No. 19-05**

An Ordinance Of The Wasilla City Council Amending The Fiscal Year 2019 Budget By Appropriating \$26,380 From The Capital Fund, Fund Balance For Engineering Services To Expand The Library Parking Lot.

Section 1. Classification. This is a non-code ordinance.

Section 2. Purpose. To amend the fiscal year 2019 budget by appropriating \$26,380 from the capital fund, fund balance for engineering services to expand the library parking lot during the 2019 construction season.

Section 3. Appropriation of Funds. The funds are appropriated to the following:

New Library	110-4550-455.45-03	\$26,380
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Section 4. Source of Funds.

Capital Fund, Fund Balance	110-0000-253.10-00	\$26,380
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Section 5. Effective date. This ordinance shall take effect upon adoption by the Wasilla City Council.

ADOPTED by the Wasilla City Council on April 8, 2019.


BERT L. COTTLE, Mayor

ATTEST:


JAMIE NEWMAN, MMC, City Clerk

[SEAL]

CITY OF
WASILLA
 • ALASKA •

CITY COUNCIL LEGISLATION STAFF REPORT

Ordinance Serial No. 19-05: Amending The Fiscal Year 2019 Budget By Appropriating \$26,380 From The Capital Fund, Fund Balance For Engineering Services To Expand The Library Parking Lot.

Originator: Public Works Director

Date: February 27, 2019

Agenda of: March 11, 2019

Route to:	Department Head	Signature	Date
X	Public Works Director		2/27/19
X	Finance Director		2/27/19
X	Deputy Administrator		3/1/19
X	City Clerk		3/4/19

Reviewed by Mayor Bert L. Cottle:  3/1/2019

Fiscal Impact: yes **Funds Available:** yes \$26,380

Account name/number: New Library/110-4550-455.45-03

Attachments: Ordinance Serial No. 19-05 (1 page)
 Engineering Proposal (7 pages)

Summary Statement: This ordinance is proposed to amend the Fiscal Year 2019 Budget by appropriating funding to perform engineering services to expand the library parking lot. The current 92 parking spaces at the library nears capacity during large events. This project is proposed to extend the existing parking lot 200 feet north along Crusey Street onto the Middle School property. The Mat-Su Borough School District has agreed to this project and it will add 32 new parking spaces for the library.

DOWL engineering is the firm that designed the existing site and parking lot, and they have been selected to conduct this work. Construction funding for this project is proposed in the Fiscal Year 2020 Capital Improvement Program.

Recommended Action: Adopt ordinance.



February 14, 2019
W.O. 01100

Mr. Archie Giddings, Public Works Director
City of Wasilla
290 East Herning Avenue
Wasilla, Alaska 99654

**Subject: Wasilla Public Library Parking Expansion
Proposal/Agreement for Engineering Services**

Dear Mr. Giddings:

DOWL appreciates this opportunity to submit a proposal to provide civil engineering services for the Wasilla Public Library Parking Expansion project being done for the City of Wasilla. We understand that the project goals are to expand the surface parking, and the anticipated construction period is Summer 2019.

We have listed critical project assumptions later in this proposal. Please review them to confirm that we understand the scope of the project.

FEE PROPOSAL

We propose to furnish the described services for a total fee of \$30,920. This total fee consists of the following components that are covered in detail on the attached estimate:

Phase Description

Topographic Survey and Base Map.....	\$3,980	
Design Development	\$11,060	
Construction Documents	\$9,810	
Bidding Services (T&M).....	\$1,530	26,380
Engineering Services During Construction (T&M).....	\$4,540	
TOTAL	\$30,920	

A monthly statement will be provided showing the approximate percentage completion of each of these phases. Payment will be expected within 30 days. Any portion of an invoice not paid within 30 days of the billing date will be considered delinquent and will bear a delinquency charge of one percent per month of the unpaid invoice amount.

SCOPE OF SERVICES

Based on our understanding of your goals for this project and the assumptions provided, we propose to perform these services:

- **Communications.** Beth Madison, P.E. will be DOWL's Project Manager and your primary point of contact on matters within the scope of this proposal. We will provide you with verbal and/or written (email) project status reports to inform you of our progress and notify you of any anticipated changes in project scope, fees or schedules, and foreseeable problems associated with the design and/or construction of the project. If you have questions or concerns at any time, please call us.
- **Topographic Survey and Base Map.** We will perform a ground-based topographic survey of the proposed work area. Survey limits will be defined by the existing parking area, the Wasilla Middle School driveway, and Crusey Street. We will make survey ties into existing monumentation. We will measure elevations to provide one-foot contours over the work area. We will locate existing improvements, utilities visible from the surface, the limits of prominent vegetation, and other items of interest. We will measure invert elevations and pipe sizes on utilities accessible from the surface. We will locate or establish two temporary monuments on the site to provide both horizontal and vertical control for new construction.

Surveys conducted when the ground is covered with ice and snow may be deficient in some areas due to the fact that near-surface features may not be visible. We will define areas being used for snow storage or snow piles from plowing activities to inform you of their presence at the time of survey.

We will reduce the results of the field survey and enter them into an AutoCAD file. We will provide you a copy of the draft topographic survey base map for review. The base map will be used in the preparation of future site grading plans.

- **Design Development.** We will prepare a preliminary site grading and drainage plan showing the following:
 - parking and driveways,
 - sidewalks,

- curb and gutter,
- stormwater management facilities,
- site lighting, and
- landscaping.

We will use our AutoCAD system to draw these features to scale; detailed dimensions and grading will be preliminary. We will provide preliminary site sections and details to show our thinking on critical elements of the site plan.

- **Construction Documents.** Upon approval of the design development plans, we will prepare a detailed site grading and drainage plan. We will provide dimensions and grades for staking the driveways, parking areas, and other site improvements.

We will prepare separate sheets to present typical sections, details, and other information necessary to further define the site grading, landscaping, and lighting improvements.

- **Bidding Services.** Bidding assistance will include being available to respond to Contractors' questions during the bidding phase. We will attend a pre-bid conference and prepare material for addenda items necessary to clarify our work. Design changes you or the Contractor initiate, or that result from changes in reviewing agency criteria, are not included in this proposal.
- **Engineering Services during Construction.** Construction services during construction include customary office support for interpreting the plans and specifications, reviewing submittals, and issuing clarifications to the civil portions of the project. We will attend a pre-construction conference in Wasilla. We have assumed four observation trips of one hour each. This periodic observation does not allow us to observe the work closely enough to verify the overall quality of construction. We must rely on you to tell us when our services are needed. We assume the construction manager will take responsibility for this. Design changes you or the Contractor initiate are not included in this proposal.

ASSUMPTIONS

We have based our proposal on the following assumptions. If further investigation into the project discloses conditions other than those assumed, we will advise and assist you in making appropriate adjustments to the scope of work and budget.

- We have retained AMC Engineers as a subconsultant for site lighting and site security design.
- You will pay plan-check fees, inspection fees, and other agency fees.
- Platting services are not required.
- We will conduct field surveys when the ground is snow covered.
- You will make provisions for our legal entry and access onto the site to perform surveys and other explorations.
- The project is not within a flood zone and a flood hazard permit is not required.
- The project is not within a wetlands area, and USACE wetlands permitting is not required.
- All construction will be bid under a single contract, without alternates, which require additional drawings.
- A SWPPP is not required.
- Others will reproduce and bind bid documents.
- We have not included testing and inspection services in this proposal.
- We have not included construction staking services in this proposal.

DELIVERABLE PRODUCTS

- Topographic survey base map
- Design development site plan sheet

- Design development site sections sheet(s)
- Design development site details sheet(s)
- Construction documents site plan sheet
- Construction documents site sections sheet(s)
- Construction documents site details sheet(s)
- Landscape plan sheet(s)
- Landscape details sheet(s)
- Site lighting plans and details

SCHEDULE

We understand that you want to start immediately on this project. We are available to begin the survey within one week after receipt of a Notice-to-Proceed. We anticipate two days to complete the fieldwork, depending on weather. We will provide a topographic drawing within one week after the fieldwork is completed. We assume that the bulk of construction will take place during the 2019 construction season.

TERMS

The terms of this agreement call for execution of this contract in the space provided below and on the attached Standard Contract Terms and Conditions. All changes and/or termination of service are to be made in writing and signed by each of the parties. Any change in the specific work program described above will result in an adjustment of the conditions and fees. Each written change order must specify these adjustments.

The fee and timing quoted above is valid for a period of 30 days from the date of this contract.

If the terms of this contract, as contained herein and in the attached Standard Contract Terms and Conditions are agreeable to you, please execute it below in the space provided and return the original signed copy to me.

We trust this provides adequate information for evaluating our proposal. We look forward to working with you on this project and will be pleased to answer any additional questions you may have.

Sincerely,
DOWL



Bradley S. Doggett, P.E., LEED® AP
Senior Civil Engineer

20190214.D01100.Giddings.BSD.mkr

- Attachments:
Detailed Estimate
Standard Contract Terms and Conditions

This proposal/agreement and the Standard Contract Terms and Conditions are accepted, and DOWL is authorized to proceed with the work.

Signature

Date

FRTZLER
/ RESSLER
BALL FIELDS

BRETT
MEMORIAL
ICE ARENA

EBOCARD RD

TR B-2
(2095)

TR B-1A

Expanded
Parking Area
200 ft x 136 ft
27,200 sq. ft

WASILLA
MIDDLE
SCHOOL

(7143)

N CRUSEY ST

E U-S-A CR

TR B-1B

WASILLA
LIBRARY

E SWANSON AVE

(5080)

(5318)

3

(2401)

1A

MSB #007398

Wasilla Library
Parking Area
Expansion on

Borough Owned Property

S T17N R01W Sec. 03, 10 Tax Map WA11
MSB/LRMD May, 2018



Feet



EXHIBIT A

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