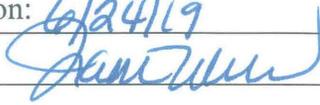


Council Action:	
Approved: <input checked="" type="checkbox"/>	Denied: <input type="checkbox"/>
Date of Action: 6/24/19	
Verified by: 	

**CITY COUNCIL ACTION MEMORANDUM**

**AM No. 19-21: Contract Award to AWR Engineering, LLC in the amount of \$50,000 for the Lake Lucile Lake Management Plan for Fiscal Year 2020.**

Originator: Public Works Director  
 Date: June 12, 2019

Agenda of: June 24, 2019

Route to:	Department Head	Signature	Date
X	Public Works Director		6/12/19
X	Finance Director		6-12-19
X	Deputy Administrator		6/12/19
X	City Clerk		6/13/19

Reviewed by Mayor Bert L. Cottle:  6/18/2019

**Fiscal Impact:**  yes or  no      **Funds Available:**  yes FY2020

**Account name/number/amount:**

Lake Lucile Water Quality	110-4520-452.45-48	20,000
Lake Lucile Water Quality SOA	110-4520-452.45-51	30,000

**Attachments:** AWR Engineering Proposal (6 pages)  
 CIP Detail Sheet (1 page)

**Summary Statement:** This contract award is in response to the City’s Request for Proposal No. 0301-2-2019/AG where AWR Engineering provided the highest ranked proposal. This project is partially funded with a State of Alaska Department of Environmental Conservation Grant.

The consultant will develop a plan outlining actions needed to reach the goal of healthier water in Lake Lucile through management practices to improve the stormwater quality. The Lake Lucile lake management plan will document and evaluate stormwater management options; structural, non-structural, retrofitting, and other methods for reducing the pollutants (especially sediment) entering Lake Lucile from stormwater discharges.

**Staff Recommendation:** Award contract to AWR Engineering, LLC in the amount of \$50,000 for the Lake Lucile Lake Management Plan.

## Scope of Services

AWR Engineering, LLC (AWR) will provide a Lake Lucille Lake Management Plan for the City of Wasilla (City) that outlines proposed strategies for reducing stormwater-related pollutants entering Lake Lucille. The plan will focus primarily on stormwater pollutants entering the Lake through two existing outfalls owned by the Alaska Department of Transportation and Public Facilities (DOT&PF). If resources allow, the plan will also include a more comprehensive look at the lake watershed and evaluation of other non-point sources of pollution.

AWR will be supported by Huddle AK, LLC (Huddle) for stakeholder engagement activities.

### Task 1: Work Plan, Public Process, and Education Materials

- AWR will provide a work plan and a project schedule for the City of Wasilla (City). This scope of work is intended to represent the work plan, and will be finalized and combined with a detailed project schedule. The work plan and schedule will be provided as a PDF.
- AWR and Huddle will develop and organize a Stakeholder Working Group (SWG) for this project. The SWG will include members of key agencies such as the City, DOT&PF, the Alaska Department of Environmental Conservation (ADEC) as well as a community representative and a business representative. We understand that the City will facilitate participation from individuals representing the community and business sectors. We will work with the City to identify the other key groups and appropriate representatives to participate in the SWG. This stakeholder engagement effort does not extend to the broader community or public.
- AWR and Huddle will implement one (1) in-person SWG group meeting. We will use phone calls and emails to engage the group outside of the in-person meeting. The timing of the in-person will be coordinated with the City, but we expect it to occur during completion of the Task 2 work, before proposed remedial actions are finalized. This will allow the group to provide feedback on the proposed remedial actions before those proposed actions are finalized.
- AWR and Huddle will develop educational materials to be used in a community meeting. We anticipate that these will include 1-2 posters about the project as well as a flier or brochure. We understand that the City of Wasilla will provide printing for these materials, as needed.
- AWR and Huddle will facilitate and attend a public meeting to share information with the broader community. The timing of this meeting will be coordinated with the City, but we expect that this meeting would be most advantageous shortly before the Draft Plan is complete. We understand that the City will provide the meeting location, any associated fees, and advertisement/notifications, as needed.
  - *Only one in-person SWG meeting is included.*
  - *The City will provide the Public Meeting location, any fees, and advertisement/notifications.*
  - *The City will provide printing and mailing, as needed.*

### Task 2: Develop Remedial Actions, Cost Estimates, Timelines, Responsible Parties, and Funding Sources

- AWR will gather existing area information and compile the information into a working GIS basemap for the project. This may include area storm drain mapping, basin limits, as-builts, parcel/ROW lines, LIDAR, land cover mapping, soil mapping, and lake bathymetry. AWR will work with the City to obtain infrastructure information, as needed.

- AWR will coordinate with ADEC (and other agencies if needed) to obtain existing information regarding lake pollutants. AWR will review this information and use it to support development of proposed remedial actions and for identifying proposed water quality benefits of each action.
- For examination of point-source pollutants, AWR will complete a site visit to inspect the existing DOT outfalls and their general surrounding areas. We will look for opportunities to disconnect or intercept the outfalls and gain an understanding of the physical characteristics of the pipes and outfall structures.
- This project budget is not adequate for an in-depth evaluation of non-point source pollutants. However, we understand that examination of non-point source pollutants is being completed by ADEC as part of an ongoing project to develop a TMDL for Lake Lucille. AWR will utilize this information as much as practicable for this Plan.
- AWR will develop potential remedial actions for reducing pollutant inflow into Lake Lucille. This is expected to focus primarily on Green Infrastructure facilities near the DOT&PF outfalls or in the areas that are contributing stormwater runoff to the piped network upstream of the outfalls. Depending on the type of pollutant sources identified above, proposed remedial actions may also include non-facility recommendations such as community action strategies.
- The number of remedial actions included in the Plan will depend on what is determined to be most beneficial/feasible and on the available budget. The remedial actions will be presented in the Draft Plan as concepts with general supporting figures, as needed. Engineering design drawings will not be provided.
- AWR will develop planning-level cost estimates for each proposed remedial action. AWR will coordinate with the City to obtain any available construction cost information from local bids. If no information or limited information is available, AWR will base cost estimates on bid tabulations from DOT&PF and/or the Municipality of Anchorage.
- For each remedial action proposed, AWR will outline the expected cost, water quality benefit, a potential timeline, and a potential funding source for completing the work. The results will be summarized in Word or Excel format and provided to the City electronically.

*Key Assumptions in Task 2*

- *Evaluation of non-point source pollutants will utilize information provided by ADEC, as schedule and budget allow.*
- *The number of remedial actions included in the Plan will depend on what is determined to be most beneficial/feasible and on the available budget.*
- *The remedial actions will be presented in the Draft Plan as concepts, and engineering drawings will not be provided.*
- *AWR will complete one site visit and attend up to two meetings in support of the Task 2 work.*
- *The City will provide any available local construction cost information.*

**Task 3: Pollutant Reductions and Maintenance Schedule**

- For each proposed remedial action, AWR will summarize the pollutant removal benefits and associated water body benefit in either a table or a chart format. This will be focused on overall pollutant removal (such as percent reduction) and will not provide specific pollutant concentrations. AWR will utilize information provided by ADEC including modeling done in support of TMDL development (as applicable and

available) and other relevant sources. The information will be provided to the City in PDF and Word or Excel format.

- For each proposed facility-based remedial action, AWR will provide a recommended maintenance schedule that includes maintenance activity and proposed frequency. Where feasible/applicable, this will include facility design recommendations that may help reduce the frequency or difficulty of facility maintenance.

*Key Assumptions in Task 3*

- *Pollutant removal and water body benefit information will focus on general removal benefits (such as percent reduction) and will not provide specific pollutant concentrations.*

**Task 4: Develop Lake Management Plan**

- AWR will summarize and compile the work completed in Tasks 1-3 into a Draft Lake Lucille Lake Management Plan. The plan will include discussion of project stakeholders and partners, options for remedial actions, the implementation process and timeline for each action, pros and cons, the estimated cost of the action, potential funding sources, maintenance recommendations for facility-based actions, expected pollutant removal and associated benefits to Lake Lucille, and any additional benefits or considerations pertaining to each option such as habitat benefit, public health benefit, aesthetic enhancement, or stakeholder preference.
- AWR will provide a Draft Plan for review by the City of Wasilla and other project stakeholders identified in Task 1. The Draft Plan will be provided in Word and PDF format. Hard copies are not included.
- AWR will incorporate comments on the Draft Plan into a final Lake Lucille Lake Management Plan. Comments and comment responses will be coordinated with the stakeholders via email. The Final Plan will be provided in Word and PDF format to the City. Hard copies are not included.

*Key Assumptions in Task 4*

- *Hard copies of the Draft and Final Plan are not included.*
- *Comments and comment responses will be coordinated with the stakeholders via email.*

## Schedule

A general project schedule based on the information in the RFP is presented below. A more detailed and tailored schedule will be provided as part of Task 1.

Item/Milestone	Date (On or Before)
Notice to Proceed	July 1, 2019
Work Plan and Schedule to City of Wasilla (Task 1)	September 15, 2019
Remedial Actions, Cost Estimates, Timelines, Responsible Parties, and Funding Sources to the City of Wasilla (Task 2)	February 28, 2020
Pollutant Reduction and Water Quality Benefit Table and Maintenance Schedule to City of Wasilla (Task 3)	April 15, 2020
Draft Plan to City of Wasilla	May 31, 2020
List of Education Materials to City of Wasilla	June 1, 2020
Final Plan to City of Wasilla	June 30, 2020

## Fee Estimate

AWR proposes to complete this work on a Time and Materials basis not to exceed \$50,000. A breakdown of this fee is attached.

AWR Engineering, LLC  
 Fee Estimate for The City of Wasilla for the  
 Lake Lucille Lake Management Plan

Task	2019 Billing Rates	AWR Engineering, LLC				Huddle AK, LLC			Comments and/or Assumptions	Totals
		\$145.00	\$130.00	\$90.00	10%	\$145.00	10%			
Task Description	Janie Dusel, PE Project Manager & Water Resources Engineer	Aaron Havel, PE Water Resources Engineer	Terry Grytting, EIT Water Resources Staff Engineer	Expenses (\$)	AWR Subtotal	Holly Spoth-Torres, PLS Public Involvement Lead	Expenses (\$)	Huddle Subtotal		
<b>1 Work Plan, Public Process, and Education Materials</b>	<b>28</b>	<b>8</b>	<b>2</b>	<b>\$0</b>	<b>\$5,280</b>	<b>44</b>	<b>\$0</b>	<b>\$6,380</b>		<b>\$11,660</b>
Develop Work Plan and Schedule	6				\$870	2		\$290.00	Will be provided as PDF. Work plan will be the developed scope.	\$1,160
Develop Stakeholder Working Group	2				\$290	6		\$870.00	Assumes the City of Wasilla will identify business and community representatives to participate in the SWG.	\$1,160
Implement Stakeholder Working Group Meeting	12	3			\$2,130	16		2320	This will include one meeting. Includes meeting prep, facilitation, supporting materials, and follow up documentation.	\$4,450
Stakeholder phone and email communication	3				\$435	6		870	In lieu of additional meetings.	\$1,305
Develop materials for public meeting	1	5	2		\$975	8		1160	Expected to include 1-2 posters and a brochure or flier. Does not include printing. Assumes the City will provide printing, as needed.	\$2,135
Facilitate and attend public meeting	4				\$580	6		870	Assumes the City will provide the meeting place and associated administration fees. Assumes the City will provide advertisement and notifications about the public meeting.	\$1,450
<b>2 Develop Remedial Actions, Cost Estimates, Timelines, Responsible Parties, and Funding Sources</b>	<b>64</b>	<b>58</b>	<b>86</b>	<b>\$0</b>	<b>\$24,560</b>	<b>0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$24,560</b>
Gather and review existing area data	4	5	12		\$2,310			0	This is expected to include compiling area storm drain mapping, basin limits, as-built, parcel/ROW lines, LIDAR, land cover mapping, soil mapping, and lake bathymetry.	\$2,310
Develop GIS basemap		1	2		\$310			0		\$310
Obtain existing pollutant information from Agencies	4				\$580			0	This is expected to primarily include ADEC and the City.	\$580
Examination of point source pollutants (Inspection of DOT outfalls)	8	8	8		\$2,920			0	This will be focused on the two DOT outfalls and their contributing pipe networks. Will include a site visit.	\$2,920
Examination of non-point source pollutants	2	2	6		\$1,090			0	This will be completed only as budget allows and will utilize information from ADEC based on ongoing TMDL work.	\$1,090
Develop remedial actions for reducing pollutant inflow from identified sources	20	16	20		\$6,780			0	Focus on the DOT outfalls first with attention to other pollutant sources secondary, as budget allows. The number of remedial actions included will be based on the available budget. Engineering design drawings for remedial actions is not included, but figures will be included in the Plan.	\$6,780
Outline water quality benefits for each action	4		10		\$1,480			0		\$1,480
Outline timeline for each action	6	2			\$1,130			0	Timeline will be dependent on cost and funding.	\$1,130
Develop potential funding sources for each action					\$0			0	This item is excluded from the scope.	\$0
Develop cost estimates for each action	6	24	20		\$5,790			0	Cost estimates will be general with no site specific design information. Assumes the City and/or ADEC will provide any available construction cost information from local projects.	\$5,790
Attend meetings and prepare summaries	8				\$1,160			0	Assumes two meetings in this task.	\$1,160
Summarize Task 2 work in Excel and Word for the City	2		8		\$1,010			0	Summary in Excel/Word format.	\$1,010

AWR Engineering, LLC  
 Fee Estimate for The City of Wasilla for the  
 Lake Lucille Lake Management Plan

Task	2019 Billing Rates	AWR Engineering, LLC				Huddle AK, LLC			Comments and/or Assumptions	Totals
		\$145.00	\$130.00	\$90.00	10%	\$145.00	10%			
Task Description	Janie Dusei, PE Project Manager & Water Resources Engineer	Aaron Havel, PE Water Resources Engineer	Terry Gryting, EIT Water Resources Staff Engineer	Expenses (\$)	AWR Subtotal	Holly Spoth-Torres, PLS Public Involvement Lead	Expenses (\$)	Huddle Subtotal		
<b>3</b> Pollutant Reductions and Maintenance Schedule	8	0	16	\$0	\$2,600	0	\$0	\$0		\$2,600
Identify pollutant removal benefits and associated water body benefit for each action	4		8		\$1,300			0	This is expected to provide general pollutant removal benefits as opposed to specific pollutant concentrations. Will utilize information provided by ADEC including modeling done in support of TMDL development (as applicable/available) and other relevant sources. Information will be presented to the City in a table or chart likely in PDF and Excel or Word format.	\$1,300
Develop a recommended maintenance schedule for each facility-based action	4		8		\$1,300			0	Will include recommended design features where applicable. Information will be summarized in Word or Excel format.	\$1,300
<b>4</b> Develop Lake Management Plan	<b>38</b>	<b>22</b>	<b>28</b>	<b>\$0</b>	<b>\$10,890</b>	<b>2</b>	<b>\$0</b>	<b>\$290</b>		<b>\$11,180</b>
Develop Draft Plan	24	18	14		\$7,080			0	Includes basic figures only. Does not include design information for proposed actions.	\$7,080
Present Draft Plan to the City and stakeholders	2				\$290	2		290	Assumes Draft Plan will be distributed electronically.	\$580
Respond to comments	4		8		\$1,300			0	Assumes comment responses will be coordinated with stakeholders via email.	\$1,300
Finalize the Plan	8	4	6		\$2,220			0	Assumes minor modifications to the overall plan from Draft to Final.	\$2,220
<b>Total</b>	<b>138</b>	<b>88</b>	<b>132</b>	<b>\$0</b>	<b>\$43,330</b>	<b>46</b>	<b>0</b>	<b>\$6,670</b>		<b>\$50,000</b>

City Of Wasilla  
 Capital Improvement Project Detail  
 Fiscal Year 2020  
 Through Fiscal Year 2023

**Project Title:**

**Project Number:**   
 (Assigned By Finance Department)

**Project Description:**

**Department/Div.:**

**Ranking:**   
 (Assigned By Administration)

**Project Narrative:**

The plan will outline actions needed to reach the goal of healthier water in Lake Lucile through management practices to improve the stormwater quality. The Lake Lucile lake management plan will document and evaluate stormwater management options for reducing pollutants, especially sediment entering Lake Lucile from stormwater discharges. This project is partially funded through a state grant and it will be completed using consultant services with public input.



**Impact on Operating Budget:**

**Project Cost Summary**

**Expenditure Category:**

	Prior Budget	Project Expenditures To Date	Project Balance	Additions				Total CIP Cost
				Fiscal YR 2020	Fiscal YR 2021	Fiscal YR 2022	Fiscal YR 2023	
Administration/OH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land	-	-	-	-	-	-	-	-
Design Services	-	-	-	-	-	-	-	-
Engineering	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-	-
Other Services	7,470	2,825	4,645	50,000	-	-	-	54,645
Contingency	-	-	-	-	-	-	-	-
<b>Totals</b>	<b>\$ 7,470</b>	<b>\$ 2,825</b>	<b>\$ 4,645</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 54,645</b>

**Funding Source Summary**

**Funding Sources:**

	Prior Budget	Project Revenue To Date	Project Balance	Additions				Total CIP Funding
				Fiscal YR 2020	Fiscal YR 2021	Fiscal YR 2022	Fiscal YR 2023	
Local:								
Operating Transfers								
General Fund	\$ 7,470	\$ 2,825	\$ 4,645	\$ 20,000	\$ -	\$ -	\$ -	\$ 24,645
State DEC Grant	-	-	-	30,000	-	-	-	30,000
<b>Totals</b>	<b>\$ 7,470</b>	<b>\$ 2,825</b>	<b>\$ 4,645</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 54,645</b>

**Cost Beyond 5-Year**

**Program:**