

Non-Code Ordinance

By: Public Works  
Introduced: August 26, 2019  
Public Hearing: September 9, 2019  
Adopted: September 9, 2019  
Yes: Burney, Dryden, Graham, Harvey, Ledford, O'Barr  
No: None  
Absent: None

**City of Wasilla  
Ordinance Serial No. 19-21**

**An Ordinance Of The Wasilla City Council Amending The Fiscal Year 2020 Budget By Appropriating \$145,000 From The Airport Fund, Fund Balance For A New Electrical Service And Additional Engineering Services For The Wasilla Airport Apron E Project.**

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

**Section 2. Purpose.** To appropriate funding from the airport fund, fund balance in the amount of \$145,000 for the Wasilla Airport Apron E project, of which \$135,000 will be 93.75 percent reimbursable by the Federal Aviation Administration at the end of the project through a grant amendment.

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

Airport Apron E	330-4379-437.45-79	\$145,000
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**Section 4. Source of Funds.**

Airport Fund, Fund Balance	330-0000-253.20-00	\$145,000
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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 September 9, 2019.

  
BERT L. COTTLE, Mayor

ATTEST:  
  
JAMIE NEWMAN, MMC, City Clerk

[SEAL]

**CITY COUNCIL LEGISLATION STAFF REPORT**

**Ordinance Serial No. 19-21: Amending The Fiscal Year 2020 Budget By Appropriating \$145,000 From The Airport Fund, Fund Balance For A New Electrical Service And Additional Engineering Services For The Wasilla Airport Apron E Project.**

Originator: Public Works Director

Date: August 7, 2019

Agenda of: August 26, 2019

Route to:	Department Head	Signature	Date
X	Public Works Director		8/14/19
X	Finance Director		8-14-19
X	Deputy Administrator		8/19/19
X	City Clerk		8/14/19

Reviewed by Mayor Bert L. Cottle:  8/16/2019

**Fiscal Impact:**  yes      **Funds Available:**  yes      \$145,000

**Account name/number:** Airport Apron E/330-4379-437.45-79

**Attachments:** Ordinance Serial No. 19-21 (1 page)

MEA Cost Estimate (2 pages)

HDL Cost Proposal (2 pages)

**Summary Statement:** This ordinance is proposed to appropriate \$145,000 from the airport fund, fund balance for the Wasilla Airport Apron E project. A new electrical service is needed for Apron E lighting, and electrical outlets for airplane headbolt heaters. MEA has estimated this work to cost \$80,000. Additional engineering services are also needed to complete the project and closeout the grant in the amount of \$65,000. The increase in engineering services are due to additional contractor oversight that occurred, DBE assistance to meet the City’s grant obligations, and additional scope of work for grant assistance.

These costs are 93.75 percent eligible for grant reimbursement by the Federal Aviation Administration at the end of the project through a grant amendment, which the exception of \$10,000 for grant assistance.

**Staff Recommendation:** Introduce and set the ordinance for public hearing.



August 6, 2019

NON-STANDARD (ESTIMATE)  
PRIMARY LINE EXTENSION & SERVICE

City of Wasilla, Archie Giddings  
290 E. Herning Ave  
Wasilla, AK  
99654-7030

Subject: Request for Service at Aviation Ave  
MEA Work Order # 118426

Dear Mr. Giddings:

Matanuska Electric Association, Inc. (MEA) has completed the design and cost estimate for your requested service. The total estimated cost of construction is \$80,000.00.

This service agreement, including the cost estimate is valid for a period of thirty (30) days, ending 8/6/2019. You will need to complete the following with this time frame:

- Submit your payment of \$80,000.00.  
***(Credit cards are not accepted for construction payments.)***
- Return this letter with your signature, where indicated, acknowledging the terms.
- Have your service entrance equipment inspected and approved for connection.
- Notify MEA that you are ready to proceed with your project.

Once you have completed the above items, we anticipate that construction of your service will begin within 20 working days.

Payments may be made by electronic check through our Smarthub at [www.mea.coop](http://www.mea.coop) or at one of our member service office locations:

Palmer  
163 E. Industrial Way  
Palmer, AK 99645

Wasilla  
1401 S. Seward Meridian Parkway  
Wasilla, AK 99654

Eagle River  
11623 Aurora St  
Eagle River, AK 99577

If the actual cost of construction is less than the estimated cost, we will refund the difference to you. ***If the actual cost of construction is greater than the estimated cost, you will be billed for the difference, up to the maximum of ten percent (10%) above the estimated cost.*** The amount of the extra charges, if any, will appear on your energy bill.

\_\_\_\_\_ (Applicant Initials)

When you are ready to proceed with this project or if you have any questions, please contact me at 907-761-9309.

Sincerely,

Mary J. Dolmatoff  
Senior Engineering Technician

**I agree to the terms outlined in this document:**

\_\_\_\_\_  
Applicant's Signature of Acknowledgment

\_\_\_\_\_  
Date

Contractor QC. The contractor's quality control testing required more meetings and coordination than is typically required. We estimate \$2,000 of additional cost was used during this coordination.

### **ADDITIONAL DBE ASSISTANCE**

The proposal included updating the DBE plan to follow the current DBE guidance, updating the participation goals, and assisting with the required information-gathering meeting and public notice. However, unanticipated effort was expended to complete this work.

- HDL expended more effort than anticipating to update the DBE plan. After completing the revisions, FAA provided new guidance that had to be followed, requiring additional effort to update the plan a second time.
- HDL expended more effort than anticipated to develop the participation goals. We assumed the base figure for the goal would be established by using the goal of another recipient as allowed by FAA. However, based on recent experience with FAA DBE staff, HDL used a more complicated method for the base figure, which includes utilizing census DBE directory data to determine the proportion of DBE contractors who are ready, willing, and able to work at the airport relative to all contractors.
- HDL also performed research and analysis of contracting and grant data to complete and file the DBE Report of Participation on behalf of the City, which was not in the original contract scope, but is required annually.

We estimate that the cost of the unanticipated effort was approximately \$6,240.

### **ADDITIONAL BIDDING AND GRANT ASSISTANCE**

In August 2018, HDL was asked to assist with preparing a supplemental grant application and cost estimate for a proposed future project that would extend runway 4-22. The costs for completing this work was approximately \$10,000. These costs were not included in our original scope and caused this task to exceed the original budget.

### **AMENDMENT REQUEST**

Based on the above unanticipated costs and evaluating work that still remains, we are requesting a \$65,000 amendment to complete all remaining work, including all remaining CA/inspection, contract and grant closeout, and record drawings.

We appreciate the opportunity to provide this amendment request 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

August 6, 2019

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

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

Dear Mr. Giddings:

HDL Engineering Consultants, LLC (HDL) hereby requests a budget amendment for additional services to the Construct Apron E, Phase 1 project. Several tasks have required additional effort, as detailed below.

**ADDITIONAL CONSTRUCTION SERVICES**

Full Inspection. Notice-to-proceed (NTP) was given on October 24, 2018. Preliminary construction field work began in December 2018. The initial work was restricted to clearing only and was completed over a two-week period in early December 2018. However, this effort was unanticipated in our original construction administration (CA) schedule, and accounted for approximately \$13,000 of cost to provide full-time inspection.

Revised CSPP. In early 2019, Scarsella Brothers Inc. (SCI) requested the use of an internal haul route for moving the excavated materials. The request allowed SCI to get a much earlier start on excavating and hauling and to use off-road dump trucks, rather than the original haul route along Aviation Avenue requiring the use of street legal dump trucks and waiting for seasonal load restrictions to be lifted. HDL assisted SCI with preparation of a revised Construction Safety and Phasing Plan (CSPP) and an alternate seasonal haul route figure. This additional effort accounted for approximately \$3,100 of our cost. Although SCI is providing a credit for the work, this work was still charged to our CA budget.

Double Shift Inspections. HDL’s original construction-phase services were estimated based on construction field work occurring between May 1 and August 15, 2019 (16-week period), with one full-time inspector working 60 hours per week during this period. SCI chose to run two back-to-back work shifts during excavation. These shifts began on March 28, 2019 and extended through mid-May 2019. Double shifting resulted in 96 hours per week of full-time inspection for six weeks and accounted for approximately \$26,000 of additional costs not included in our original fee proposal.

Extended CA. With the early start, we estimate 20 weeks of construction in 2019, rather than the planned 16 weeks. These additional four weeks are estimated to account for an additional \$16,000 of costs for the project engineer and project manager. It should also be noted that due to additional oversight needs during the course of construction activities, the project engineer and project manager’s hours were higher per week than originally estimated.

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