

Action: Approved | Denied | Other
 Date Action Taken: March 22, 2021
 Verified By: [Signature]
 Clerk's Note: N/A

**City of Wasilla
 Action Memorandum No. 21-16**

Contract Amendment To HDL Engineering Consultants In The Amount Of \$43,160 For The Spruce Avenue Well House Upgrade Project Engineering Services.

Originator: Public Works Director
 Date: 3/10/2021

Agenda of: 3/22/2021

Route to:	Department Head	Signature	Date
X	Public Works Director	[Signature]	3/10/21
X	Finance Director	[Signature]	3-10-21
	Deputy Administrator	[Signature]	3/10/2021
X	City Clerk	[Signature]	3/10/2021
X	Mayor	[Signature]	3/10/2021

Fiscal Impact: yes or no

Funds Available: yes \$43,160

Account name/number: Spruce Ave Water Tank/Well Upgrade/320-4369-436.45-63
Attachments: HDL Proposal (8 pages)

Summary Statement: This contract amendment is a continuation of engineering services authorized on June 6, 2020 through Action Memorandum No. 20-13 for the design of the Spruce Avenue Well House Upgrade Project. This contract amendment includes additional design services needed when the well pump failed and for construction administration to oversee the project to completion.

Staff Recommendation: Approve the Action Memorandum.

February 26, 2021

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

RE: Amendment for Emergency Assistance and Construction Phase Services
City of Wasilla – Spruce Avenue Wellhouse Upgrades

Dear Mr. Giddings:

As requested, HDL Engineering Consultants, LLC (HDL) hereby requests an amendment for additional design services resulting from for additional design work the emergency well replacement for the Spruce Avenue Well and adding construction phase services to our current contract with the City of Wasilla (Wasilla).

BACKGROUND

Wasilla contracted HDL in June 2020 to provide preliminary engineering, final design, permitting, and bid phase services for the project. HDL teamed with EDC Inc. (EDC) to design the replacement electrical/controls systems. The preliminary design package was delivered to Wasilla in October 2020. Final design and permitting work progressed, and final edits to the 95% design package were being completed in February 2021. HDL was informed on February 15, 2021, that the existing well pump at the Spruce Avenue Well House had failed, and that an emergency water well was being installed to provide water to Wasilla's customers. Wasilla immediately began working to implement emergency contracts with TecPro Ltd. and Wheaton Water Wells Inc. to complete the upgrades designed by HDL. Since February 15, 2021, HDL and EDC have been providing support to Wasilla's staff in an effort to order long lead items, and to perform modifications to the 95% bidding package for use under these developing circumstances.

PROJECT DESCRIPTION

The Spruce Avenue Well House Upgrades project includes replacement of the existing 100-horsepower well motor and pump with a new, VFD-rated, submersible pump and motor; select interior well house piping; and outdated, relay-based electrical switchgear and controls with a modern PLC-based system.

CIVIL
ENGINEERING

GEOTECHNICAL
ENGINEERING

TRANSPORTATION
ENGINEERING

ENVIRONMENTAL
SERVICES

PLANNING

SURVEYING
& MAPPING

CONSTRUCTION
ADMINISTRATION

MATERIAL
TESTING

REAL ESTATE
SERVICES

AMENDMENT REQUEST

Task 1 – Additional Design

Due to the February 15, 2021 well pump failure, HDL and EDC needed to repackage the 95% bid document to reflect the differing conditions resulting from the emergency repairs. These modifications will result in a set of construction documents that are suitable for quotation from pre-selected contractors for material supply and installation to complete the scope of work under the original contract. The budget originally established for bid phase services was utilized to perform a portion of this work. In addition to repackaging the construction documents, HDL and EDC spent additional time coordinating the emergency repairs, speaking to contractors and suppliers, and generally ensuring that Wasilla's water supply was secure.

We estimate the cost of the additional work, to be **\$5,295**, when taking the original bid phase services budget into consideration.

Task 4 – Construction Phase Services

HDL proposes to provide Wasilla with construction administration (CA) and part-time inspection services during construction. We anticipate construction of the project will begin as soon as materials are available, likely in late April/early May. HDL will work closely with the Public Works staff and will be the Contractor's primary point of contact for verbal and written communication. Our scope of work will include construction monitoring, coordination, administration, inspection, and record drawings.

HDL will coordinate and monitor the day-to-day activities of the project on behalf of Wasilla. Chris Bowman, PE, will be the Contract/Project Manager, and Lyon Kopsack, EIT, will be the Project Engineer/Inspector. Lyon will work to keep Wasilla informed of progress, field directives, and any changes as they arise, and will prepare weekly written status reports. Chris 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 Contractor work plans. HDL will conduct a pre-construction conference to review the Contractor's proposed schedule, establish procedures for submittals and shop drawings, and establish a working understanding between the Contractor, HDL, and Wasilla.

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, review Contractor pay requests, pay items, and provide recommendations for payment.

Our electrical subconsultant, EDC, will assist HDL with applicable submittal reviews, DCVR responses, and change orders.

Construction Inspection. HDL will provide part-time construction inspection during the Contractor's onsite activities to observe and document the construction on behalf of Wasilla. Documentation will include photographs and daily reports detailing the equipment, labor, inspections, testing, and activities occurring while our Inspector is onsite. Copies of daily reports will be provided to Wasilla on a daily basis. We anticipate that Lyon will work up to 60 hours performing inspections during the installation of the new well and electrical equipment during the expected 4-week construction period. HDL will conduct formal substantial and final completion inspections jointly with Wasilla, and prepare a substantial completion inspection report and list of deficient items. EDC will perform inspections for electrical rough-in, substantial completion, and final completion, as detailed on their attached fee proposal.

Closeout Documents. HDL and EDC will review the Contractor's construction markups and prepare electronic record drawings. We will submit half-size record drawings on bond paper and PDF format for your records. HDL will also submit record drawings to the Alaska Department of Environmental Conservation and apply for Approval to Operate the new improvements on behalf of Wasilla. For the construction contract closeout, we will request a release of liens and claims statement from the Contractor, and will distribute project completion and acceptance certificates for execution.

We estimate the cost of providing construction phase services for the project to be **\$37,865**. We have prepared our estimate of the time required to perform the proposed scope of services based on previous experience. Additional budget may be necessary if additional services are requested or required.

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 part-time inspection services during installation of well and electrical components (estimated at 4 weeks). Inspection will not be required on weekends, holidays, or double shifts.
3. We do not anticipate the Inspector will be required to work overtime.
4. Our work excludes claims negotiations or protracted disputes with the Contractor, or if work extends beyond the performance period.
5. HDL is not responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with construction of the Project, or for acts or omissions of contractors, subcontractors or any other persons performing construction of the project, or for the failure of any of them to carry out the Project in accordance with the Contract Documents.

Please let us know immediately if any of these assumptions are contrary to your anticipation, so that we may revise our proposed scope of work.

*RE: Amendment for Emergency Assistance and Construction Phase Services
City of Wasilla – Spruce Avenue Well House Upgrades
February 26, 2021
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COST PROPOSAL

We hereby request a budget amendment in the amount of **\$43,160** to cover additional effort expended to assist with emergency repairs to the Spruce Avenue Water Well, and to provide construction phase services.

We look forward to continuing our work with Wasilla on this project. If you have any questions, you can contact me at (907) 746-5230.

Sincerely,

HDL Engineering Consultants, LLC



Chris Bowman, P.E.
Senior Civil Engineer

attach: HDL Fee Proposal Dated February 26, 2021
EDC Fee Proposal Dated February 24, 2021

cc: David Lundin, P.E.

FEE PROPOSAL WORKSHEET
Amendment #1 for
Spruce Avenue Wellhouse Upgrades

TASK	ACTIVITY	QTY	RATE	HDL LABOR*	REIMBURSABLE EXPENSES	SUB-CONTRACTS	SUBTOTAL	TOTAL
1.0	Design							\$5,035
1.1	<u>Drawing Repackage</u>						\$3,210	
	Principal Civil Engineer	2 hrs	@ \$185	\$370				
	Senior Civil Engineer	8 hrs	@ \$155	\$1,240				
	Engineering Assistant	16 hrs	@ \$100	\$1,600				
1.2	<u>Emergency Repair Assistance</u>						\$6,545	
	Principal Civil Engineer	1 hrs	@ \$185	\$185				
	Senior Civil Engineer	8 hrs	@ \$155	\$1,240				
	Engineering Assistant	16 hrs	@ \$100	\$1,600				
	Drafter	8 hrs	@ \$115	\$920				
	EDC	1 fee	@ \$2,600			\$2,600		
1.3	<u>Credit for Bid Services Not Provided</u>						(\$4,720)	
	Credit	1 total	- @ \$4,720	(\$4,720)				
Subtotal				\$2,435	\$0	\$2,600		\$5,035
Markup**					\$0	\$260		\$260
Total Fee				\$2,435	\$0	\$2,860		\$5,295
*also includes those expenses charged without a markup								
**10% for subcontracts, 10% for reimbursable expenses								

FEE PROPOSAL WORKSHEET
Amendment #1 for
Spruce Avenue Wellhouse Upgrades

<u>TASK</u>	<u>ACTIVITY</u>	<u>QTY</u>	<u>RATE</u>	<u>HDL LABOR*</u>	<u>REIMBURSABLE EXPENSES</u>	<u>SUB- CONTRACTS</u>	<u>SUBTOTAL</u>	<u>TOTAL</u>
4.0	Construction Phase Services							\$36,890
4.1	<u>Submittal/Shop Drawing Review</u>						\$4,040	
	Project Manager	8 hrs	@ \$155	\$1,240				
	Project Engineer	16 hrs	@ \$100	\$1,600				
	EDC	1 fee	@ \$1,200			\$1,200		
4.2	<u>Construction Administration - Office (8 weeks)</u>						\$15,260	
	Principal Civil Engineer (0.5 hrs/wk)	4 hrs	@ \$185	\$740				
	Project Manager (4 hrs/wk)	32 hrs	@ \$155	\$4,960				
	Project Engineer (8 hrs/wk)	64 hrs	@ \$100	\$6,400				
	Clerical	4 hrs	@ \$85	\$340				
	EDC	1 fee	@ \$2,820			\$2,820		
4.4	<u>Construction Inspection</u>						\$13,030	
	Project Manager	20 hrs	@ \$155	\$3,100				
	Inspector	60 hrs	@ \$100	\$6,000				
	Vehicle (1/2 day rate)	15 days	@ \$40	\$600				
	EDC	1 fee	@ \$3,330			\$3,330		
4.6	<u>Record Drawings, FATO, and Closeout</u>						\$4,560	
	Project Manager/Engineer	8 hrs	@ \$155	\$1,240				
	Drafter	8 hrs	@ \$115	\$920				
	EDC	1 fee	@ \$2,400			\$2,400		
Subtotal Task 4				\$27,140	\$0	\$9,750		\$36,890
Markup**					\$0	\$975		\$975
Total Task 4				\$27,140	\$0	\$10,725		\$37,865
*also includes those expenses charged without a markup								
**10% for subcontracts, 10% for reimbursable expenses								



February 24, 2021

Chris Bowman, P.E.
Hattenburg, Dilley, & Linnell
202 W Elmwood Ave, Suite 1
Palmer, AK 99645

Subject: City of Wasilla Spruce Ave Well House Upgrades – Emergency Services & Construction Management Fee Proposal

Dear Chris:

This letter is EDC's proposal to provide electrical engineering emergency and construction management services in support of the City of Wasilla's Spruce Avenue Well House upgrades project. This proposal is based on the following:

SCOPE OF WORK

EDC will provide emergency services to include finalizing design drawings and modifying bid documents as necessary to support a non-bid contract award. EDC will provide services during construction of the Spruce well house upgrades. Services shall include:

1. Submittal reviews
2. Attending progress meetings
3. Performing inspections
4. Responding to RFI's
5. Providing record drawings

ASSUMPTIONS

- Progress meetings will be held telephonically.
- Progress meetings will be one-hour in duration, held weekly and lasting 4 weeks.
- There will be three construction inspections – rough-in, substantial and final.
- A trip report will be provided after each inspection.

DELIVERABLES

- Full and/or half-size, reproducible copy (PDF) of the record drawings will be provided.
- An electronic copy of the drawings in AutoCAD format will also be available upon request.

FEE

The fee to perform the above scope of work is:

Emergency Services	\$2,600.00
Submittal Reviews	\$1,200.00
Progress meetings	\$740.00
RFI's	\$2,080.00
Inspections	\$3,330.00
Record drawings	<u>\$2,400.00</u>
TOTAL DESIGN FEE:	\$12,350.00

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

Sincerely,



John Faschan, P.E. / EDC, Inc.