

Action:  Approved |  Denied |  Other  
 Date Action Taken: 6/28/2021  
 Verified By: [Signature]  
 Clerk's Note: NA

**City of Wasilla  
 Action Memorandum No. 21-29**

Contract Amendment To HDL Engineering Consultants In The Amount Of \$34,910 For The Wasilla Municipal Airport Pavement Maintenance Project Construction Administration Services.

Originator: Public Works Director  
 Date: 6/16/2021

Agenda of: 6/28/2021

Route to:	Department Head	Signature	Date
X	Public Works Director	[Signature]	6/16/21
X	Finance Director	[Signature]	6-16-21
X	Deputy Administrator	[Signature]	6/16/21
X	City Clerk	[Signature]	6/16/2021
X	Mayor	[Signature]	6/16/21

**Fiscal Impact:**  yes or  no

**Funds Available:**  yes \$34,910 FY2022

**Account name/number:** Runway Maintenance/330-4379-437.45-86

**Attachments:** HDL Proposal (5 pages)

**Summary Statement:** This is a continuation of the HDL Engineering Consultants term contract for airport design and construction administration services awarded through Request for Proposal No. 0110-0-2020/AG in 2020. This project is for the Wasilla Municipal Airport Pavement Maintenance project construction administration services. This project includes crack repairs and crack sealing of the pavement surfaces along the runway and two taxiways, and it is 93.75 percent funded through a Federal Aviation Administration grant.

**Staff Recommendation:** Approve the Action Memorandum.

June 8, 2021

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

RE: Amendment for Construction Phase Services  
 Wasilla Municipal Airport – Pavement Maintenance

Dear M. Giddings:

As requested, HDL Engineering Consultants, LLC (HDL) hereby requests an amendment to add construction-phase services for the Wasilla Municipal Airport Pavement Maintenance project to our current contract with the City of Wasilla (City).

**SCOPE OF WORK**

**CONSTRUCTION PHASE SERVICES**

HDL will work closely with the City to provide construction administration services in accordance with FAA requirements, including construction monitoring, coordination, administration, and inspection. We anticipate construction to occur during a two-week period during 2021 with minor administrative items and part-time inspection on either side of that window.

HDL will coordinate and monitor the day-to-day activities of the project on behalf of the City. Tor Anderzen, PE will be the Project Engineer and Shawn Hull, PE will be the Project Manager. Tor 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. He will also coordinate with the City and FAA and keep them informed of the progress. Shawn will provide quality control and oversight of HDL activities.

Project Start-up / Review of Submittals & Shop Drawings. HDL will conduct a pre-construction conference and will review material and equipment submittals, shop drawings, samples, and quality control submittals. We will submit FAA Form 7460-1 Notice of Proposed Construction or Alteration and FAA Form 6000-26 Airport Sponsor Strategic Event Submission Form, identifying the details of construction activities that impact operations at the airport.

Project Administration. HDL will review administrative submittals, schedules, and contract closeout submittals. We will prepare a Construction Management Program in accordance with FAA requirements. HDL will conduct formal weekly construction meetings and will meet informally with the Contractor and City to assist in coordinating the work. We will review and respond to Contractor initiated Requests for Information (RFI). We will assist the City with change order negotiations for additional or unanticipated work and secure FAA approval prior to authorizing change order items on grant-eligible work. We will assist the City with FAA coordination and prepare weekly status reports. We will review pay requests, verify quantities,

CIVIL  
ENGINEERING  
  
 GEOTECHNICAL  
ENGINEERING  
  
 TRANSPORTATION  
ENGINEERING  
  
 ENVIRONMENTAL  
SERVICES  
  
 PLANNING  
  
 SURVEYING  
& MAPPING  
  
 CONSTRUCTION  
ADMINISTRATION  
  
 MATERIAL  
TESTING  
  
 REAL ESTATE  
SERVICES

and make recommendations for payment to the City. We will issue or cancel NOTAMs, if authorized by the Airport Manager.

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. We anticipate that construction fieldwork will occur between July 5 and August 15, 2021. We anticipate providing full-time construction inspection during a two week period and part-time inspection as the Contractor is completing the substantial completion work. We will also provide periodic inspection during final completion of the work. We will provide one full-time inspector to observe and document the construction on behalf of the City. We anticipate our inspector will work up to 60 hours per week during the full-time inspection work; actual hours will depend on the Contractor's schedule. Documentation will include photographs and daily reports detailing the equipment, labor, inspections, 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.

Closeout Documents. For construction closeout 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 160 total hours) during the construction period. We assumed two full-time weeks (60 hours per week) and an additional 40 hours during project startup, substantial completion, and final completion. We will closely coordinate with the Contractor to ensure our inspector is present during all crack repair and crack sealing work. Inspection will not be required on Sundays, holidays, or double shifts.
3. We assumed a total of 40 hours of overtime work for the inspector.
4. Our work excludes claims negotiations or protracted disputes with the Contractor, or if the Contractor's work extends beyond the performance period.

Fee Estimate. HDL proposes to provide the aforementioned services on a time and expenses basis, not-to-exceed **\$34,910** as shown on the attached fee estimate worksheet.

The level of effort required for CA services is highly dependent on the cooperation and skill of the contractor; the methods and equipment the contractor employs; the weather; the amount of rejected workmanship that must be retested; and the schedule he decides to work. None of these conditions is within HDL's control. We have prepared this estimate taking an optimistic view of potential difficulties based on our current understanding of the project and

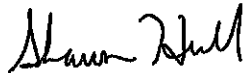
*RE: Amendment for CA Services: Wasilla Municipal Airport – Pavement Maintenance  
June 8, 2021  
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have not included claim negotiation, protracted disputes, or if the contractor's work extends beyond the contract construction period. Our CA services fee is a budget level estimate based on the above-discussed services and schedule. Anything to the contrary may result in additional cost to our work.

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



Shawn Hull, P.E.  
Project Manager

attach: Fee Estimate Worksheet (2 Pages)

FIRM: HDL Engineering Consultants, LLC.	PROJECT TITLE: Wasilla Municipal Airport Pavement Maintenance	DATE: 6/8/2021
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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	2.6	\$33,150	\$0	\$1,760	\$34,910		\$34,910	\$0	\$34,910

*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:	\$33,150	\$0	\$1,760	\$34,910	\$0	\$34,910	\$0	\$34,910

**COST ESTIMATE PER TASK**

FIRM: HDL Engineering Consultants, LLC.			PROJECT TITLE: Wasilla Municipal Airport Pavement Maintenance							
TASK NO:	2.6	TASK DESCRIPTION:	Construction Assistance						DATE:	6/8/2021
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	Eng. Assistant/ Inspector	Eng. Assistant/ Inspector (OT)	Clerical			
	Management & Coordination	4	12				4			
	Submittal & Shop Drawing Review		1	2	6					
	Project Administration		8	24						
	FAA Form Preparation and Coordination		1	2						
	On-site Project Meetings		6	6						
	Full-Time Inspection Services (2 weeks)				80	40				
	Construction Start/End Inspections		4	8	20					
	Construction Completion and Closeout	2	4	20	4					
<b>TOTAL LABOR HOURS</b>		6	35	62	110	40	4	0	0	0
<b>* LABOR RATES (\$/HR)</b>		\$165.00	\$160.00	\$130.00	\$110.00	\$145.00	\$80.00			
<b>LABOR COSTS (\$)</b>		\$1,110	\$5,760	\$8,060	\$12,100	\$5,800	\$320	\$0	\$0	\$0
SUB-TASK NO.		ITEM(S)			QUANTITY	UNIT PRICE	TOTAL PRICE	<b>COMMENTS: Assumes:</b> - Full-time inspection at 10 hours per day, 6 days a week for two weeks and then an additional 40 hours for substantial, final completion, and other miscellaneous inspections for the inspector.		
	Vehicles (Full Days)			12	\$80.00	\$960.00				
	Vehicles (Half Days)			16	\$40.00	\$640.00				
						\$0.00				
						\$0.00				
						\$0.00				
Markup at 10%							\$160.00	<b>FIRM'S TOTAL COST OF LABOR (or Fixed Price):</b> \$33,150 <b>IF CPFF, TOTAL INDIRECT COST @</b> 0.00% \$0		
<b>TOTAL EXPENSES:</b>							\$1,760	<b>FIRM'S TOTAL EXPENSES</b> \$1,760		
<b>SUB-CONTRACTORS: Firm Initials and Price Per Task</b>								<b>FIRM'S TOTAL COST (no Subcontracts or Fee)</b> \$34,910		
FIRM:						Subtotal	10% Markup			
AMOUNT:						\$0	\$0	<b>TOTAL SUBCONTRACTOR PRICES:</b> \$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.)