

Action: Approved | Denied | Other
 Date Action Taken: July 11, 2022
 Verified By: [Signature]
 Clerk's Note: ATK

**City of Wasilla
 Action Memorandum No. 22-19**

Contract Amendment To HDL Engineering Consultants In The Amount Of \$38,645 For Bidding/Construction Services For The Hurley Circle Utility Extension Project.

Originator: April Dwyer, Purchasing
 Date: 6/28/2022

Agenda of: 7/11/2022

Route to:	Department Head	Signature	Date
X	Public Works Director	<u>Robert L. Walden</u>	<u>7/15/22</u>
X	Finance Director	<u>[Signature]</u>	<u>7/15/2022</u>
X	Deputy Administrator	<u>[Signature]</u>	<u>7/15/22</u>
X	City Clerk	<u>[Signature]</u>	<u>7/15/2022</u>
X	Mayor	<u>[Signature]</u>	<u>7/15/22</u>

Fiscal Impact: yes or no

Funds Available: yes or no

Account name/number/amount:

Hurley Circle Sewer Extension	310-4359-435.45-37	\$19,322.50
Hurley Circle Water Extension	320-4369-436.45-73	\$19,322.50
		\$38,645.00

Attachments: HDL Proposal (6 pages)

Summary Statement: This contract amendment is a continuation of engineering services authorized on November 22, 2021 through Action Memorandum 21-48 for the Hurley Circle Utility Extension Project. This amendment is to include bidding and construction phase services as outlined in HDL's proposal. The complete funding for this project was appropriated through Ordinance Serial No. 22-20 adopted on June 13, 2022 in the amount of \$345,000 (\$160,000 for the sewer extension and \$185,000 for the water extension).

Staff Recommendation: Approve the Action Memorandum 22-19.

June 27, 2022

Bob Walden, PE
Acting Public Works Director
City of Wasilla
290 E. Herning Ave.
Wasilla, AK 99654

Civil
Engineering

Subject: Amendment #1 – Bidding/Construction Phase Services
Hurley Circle Water/Sewer Extension

Geotechnical
Engineering

As requested, HDL Engineering Consultants, LLC (HDL) has prepared and presents this amendment request to provide bidding and construction phase services for the City of Wasilla's (Wasilla) Hurley Circle Water/Sewer Extension.

Transportation
Engineering

Background and Summary

Aviation
Engineering

Wasilla contracted HDL in December 2021 to provide surveying, easement preparation, design, and Alaska Department of Environmental Conservation (ADEC) permitting services for the project. Survey was completed in early 2022 and a 95% design and easement package was delivered in mid-April. After receiving comments in mid-May a final, bid-ready package of plans, specifications, and estimate were submitted to Wasilla and ADEC. ADEC Approval to Construct was granted in mid-June and the project is ready to bid and construct.

w/WW
Engineering

Environmental
Services

Scope of Services

Surveying &
Mapping

We propose to provide the following scope of services under this amendment:

Construction
Administration

Task 2 – Bid Phase Services

HDL will assist Wasilla with bidding of the work. On behalf of Wasilla, we will respond to bidder's questions, attend a pre-bid conference, issue written addendums, tabulate bids, and check proposals for completeness, review bonding and insurance submittals, and provide a written recommendation for award to Wasilla based on the lowest responsive bid.

Material
Testing

Task 3 – Construction Phase Services

HDL will provide Wasilla with construction administration (CA) and part-time inspection services during construction. We understand that the project is intended for construction during late-summer/early-fall 2022. HDL will work closely with Wasilla's Public Works Department staff and will be the primary point of contact for all construction related communications. Our scope of work will include construction monitoring, coordination, administration, inspection, record drawings, and ADEC Approval to Operate.

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 review Contractor pay requests and provide recommendations for payment. Due to the size of the project, we do not anticipate holding formal weekly construction meetings. However, we will meet with the Contractor as necessary during the work to ensure that all parties are engaged and aware of the project progress. Upon successful disinfection and testing of the new utility mains, we will submit reports to ADEC for Interim Approval to Operate the new mains.

Construction Inspection

HDL will provide up to 80 hours of full-time inspection during the course of underground utility installations to observe and document the construction on behalf of Wasilla. In addition to our full-time inspection services, we will provide up to 40 hours of part-time inspection for the remainder of the anticipated 6-week project duration. Construction documentation will include photographs and daily reports detailing the equipment, labor, inspections, testing, and activities occurring while our inspector is on site. Copies of daily reports will be provided to Wasilla on a weekly basis.

HDL will also conduct formal substantial and final completion inspections jointly with Wasilla, and prepare a substantial completion inspection report and list of deficient items.

Closeout Documents

HDL will review the Contractor's construction markups and prepare electronic record drawings. We will submit half-size record drawings on bond paper and in PDF format for your records. HDL will also submit record drawings to ADEC for Approval to Operate the new improvements on behalf of Wasilla. For 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.

Assumptions

The following basic assumptions were used to prepare this estimate:

1. The project will be bid under a single contract, one time.
2. HDL will be the primary point of contact for verbal and written communication.
3. Our work excludes claims negotiations or protracted disputes with the Contractor, or if the Contractor's work extends beyond the performance period.
4. Inspection will not be required on Sundays, holidays, or double shifts.
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 we may revise our proposed scope of work.

Fee Estimate

HDL proposes to provide the aforementioned services on a time and expenses basis, not-to-exceed **\$38,645** 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 have not included claim negotiation, protracted disputes, or if the contractor's work extends beyond the construction period. Our CA services fee is a budget level estimate based on the above-discussed services and schedule. Anything contrary may result in additional cost to our work.

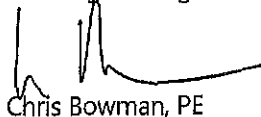


*Hurley Circle Water/Sewer Extension – Amendment #1
June 27, 2022*

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



Chris Bowman, PE

Water/Wastewater Department Manager

e: cbowman@HDLalaska.com | o: 907.746.5230

Attach: Fee Estimate Worksheet (2 pages)

CC: David Lundin, PE, HDL



FEE PROPOSAL WORKSHEET
Bidding and Construction Phase Services for
Hurley Circle Water/Sewer Extension

<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>
2.0	<i>Bid Phase Services</i>							\$3,670
2.1	<u>Pre-Bid Conference</u>						\$800	
	Senior Civil Engineer	2 hrs	@ \$160	\$320				
	Engineering Assistant	4 hrs	@ \$120	\$480				
2.2	<u>Assistance During Bidding</u>						\$2,870	
	Principal Civil Engineer	2 hrs	@ \$195	\$390				
	Senior Civil Engineer	8 hrs	@ \$160	\$1,280				
	Engineering Assistant	8 hrs	@ \$120	\$960				
	Designer/Drafter	2 hrs	@ \$120	\$240				

FEE PROPOSAL WORKSHEET
Bidding and Construction Phase Services for
Hurley Circle Water/Sewer Extension

TASK	ACTIVITY	QTY	RATE	HDL LABOR*	REIMBURSABLE EXPENSES	SUB-CONTRACTS	SUBTOTAL	TOTAL
3.0	Construction Phase Services							\$34,975
3.1	<u>Submittal/Shop Drawing Review</u>						\$2,560	
	Senior Civil Engineer	4 hrs	@ \$160	\$640				
	Engineering Assistant	16 hrs	@ \$120	\$1,920				
3.2	<u>Construction Administration - Office (6 weeks)</u>						\$10,545	
	Principal Civil Engineer (0.5 hrs/wk)	3 hrs	@ \$195	\$585				
	Senior Civil Engineer (4 hrs/wk)	24 hrs	@ \$160	\$3,840				
	Engineering Assistant (8 hrs/wk)	48 hrs	@ \$120	\$5,760				
	Clerical	3 hrs	@ \$120	\$360				
3.3	<u>Construction Inspection</u>						\$19,000	
	Senior Civil Engineer	20 hrs	@ \$160	\$3,200				
	Inspector	100 hrs	@ \$120	\$12,000				
	Inspector (OT)	20 hrs	@ \$140	\$2,800				
	Vehicle (1/2 day rate)	15 days	@ \$40	\$600				
	Vehicle (full day rate)	5 days	@ \$80	\$400				
3.4	<u>Record Drawings, FATO, and Closeout</u>						\$2,870	
	Principal Civil Engineer	2 hrs	@ \$195	\$390				
	Senior Civil Engineer	8 hrs	@ \$160	\$1,280				
	Engineering Assistant	8 hrs	@ \$120	\$960				
	Designer/Drafter	2 hrs	@ \$120	\$240				
	Subtotal			\$38,645	\$0	\$0		\$38,645
	Markup**				\$0	\$0		\$0
	Total Fee			\$38,645	\$0	\$0		\$38,645
	*also includes those expenses charged without a markup							
	**10% for subcontracts, 10% for reimbursable expenses							