

Action:  Approved |  Denied |  Other  
 Date Action Taken: 9/12/2022  
 Verified By: [Signature]  
 Clerk's Note: NA

**City of Wasilla  
 Action Memorandum No. 22-31**

**Contract Amendment To CRW Engineering Group In The Amount Not To Exceed \$196,895 For Construction Administration Services For The Richmond Hills Booster Station Project.**

Originator: April Dwyer, Purchasing  
 Date: 8/29/2022

Agenda of: 9/12/2022

Route to:	Department Head	Signature	Date
X	Public Works Director	<u>[Signature]</u>	8/30/22
X	Finance Director	<u>[Signature]</u>	8/30/22
X	Deputy Administrator	<u>[Signature]</u>	8/30/22
X	City Clerk	<u>[Signature]</u>	8/31/2022
X	Mayor	<u>[Signature]</u>	8/30/22

**Fiscal Impact:**  yes or  no

**Funds Available:**  yes or  no

**Account name/number/amount:**

Const Svcs – ARPA NEU Water                      320-4369-436.45-72                      \$196,895

**Attachments:** CRW Engineering Group Proposal (7 pages)

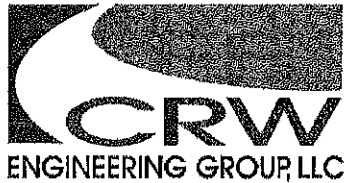
**Summary Statement:** On January 14, 2021, the City issued Request for Proposal (RFP) 0114-0-2021/AG for Richmond Hills Booster Station Upgrade Engineering Services. CRW Engineering Group (CRW) was awarded the contract through Action Memorandum 21-24 for the design phase of the project.

On July 22, 2022, the City issued Invitation To Bid (ITB) 0722-0-2022/AD for the construction of the Booster Station Building and Site Work. This contract was awarded to Big Dipper Construction through Action Memorandum 22-28.

This contract amendment is for construction administration services, on a time-and-materials, with a not-to-exceed fee basis. CRW will work directly with Big Dipper Construction to provide the City both on-site and off-site support, perform inspections, generate drawings, and review contractor submittals/pay requests.

The anticipated start date for construction is May 2023, with an estimated project completion in September of 2023.

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



**CRW Engineering Group, LLC**

**Memorandum**

**from:** Jon Hermon, P.E.

A handwritten signature in black ink, appearing to read 'Jon Hermon', is located to the right of the 'from:' line.

**to:** Mr. Robert Walden, P.E.  
City of Wasilla DPW (Acting) Director

**Date:** August 24, 2022

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**RE: Fee Proposal for Richmond Hills Booster Station Construction Administration Services**

Dear Mr. Walden:

We are pleased to submit this fee proposal to provide construction administration services (CA) for the ongoing development of the Richmond Hills Booster Station project. This work will be provided directly to the City of Wasilla ("City") as an amendment to our current contract that previously included design and bidding services. The scope of services described below generally defines the expected work during the construction phase based on an assumed duration of time to complete the project. However, the assumed effort may need to be adjusted once the contractor provides a work schedule and construction is underway.

We understand Big Dipper Construction Inc has been awarded the contract to construct the new Booster Station. We anticipate some office work occurring during the winter of 2022-2023, such as submittal review and general coordination. We also anticipate a construction start time by May of the 2023 season.

**CONSTRUCTION ADMINISTRATION (CA) PHASE:**

Office Support services will include:

- Attend regularly scheduled meetings; City and Contractor coordination; review of Contractor submittals, RFIs, DCVRs and pay applications; generation of record drawings and operations/maintenance manuals as detailed in the fee spreadsheet.

On-Site Support and Special Inspection services will include:

- On-site observations of work performed with brief reporting, substantial completion walkthrough of site with written report/punch list, observations of the work and booster station facility commissioning, as detailed in the fee spreadsheet.

Deliverables will include: electronic PDF copies of inspection reports, record drawings and O&M manuals.

Critical assumptions include:

- Extent of CA services assumes limited office work beginning in September of 2022 and a 5-month duration of active construction beginning in May 2023.

- Continuous inspection of the work will be provided by City personnel.
- Design team will provide periodic observation of the work as reflected in the fee spreadsheet.
- Construction survey will be provided by Contractor.
- Operations and maintenance (O&M) manuals provided by vendors/manufacturers for pumping and controls system and compiled by CRW. O&M manual of standby generator and fuel tank assumed to be provided by Contractor.
- Special inspection services provided by a full-service, 3<sup>rd</sup> party inspection and testing firm (such as EMC, located near Wasilla).
  - This work is currently shown as being included in CRW's scope of work; however, the 3<sup>rd</sup> party firm could be contracted directly with the City (and thereby avoid 10% mark-up by CRW).
  - A nominal budget for these services is reflected in the fee spreadsheet and is based on a reasonable time for special inspection assumed to be (30) 10-hour days.
  - We highly recommend that these specialty services be retained, as the IBC requirements for special inspection would be more cost-effectively provided, relative to having the design team perform this work.
- Water quality testing provided by the City.
- Additional detailed assumptions and exclusions are reflected in the fee spreadsheets for each area of scope.
- Our total proposed fee for the CA services is as follows:

<b>CA SERVICES</b>	<b>AMOUNT</b>
Office Support	\$91,370
On-Site Support	\$57,675
Special Inspection	\$47,850
<b>TOTAL</b>	<b>\$196,895</b>

*Memorandum  
Mr. Robert Walden  
August 24, 2022*

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All construction administration work would be performed on a time-and-materials, not-to-exceed fee basis in accordance with the current contract executed between the City and CRW. CA budget would not be exceeded without prior authorization from City. Any CA budget not expended by CRW at project completion will be returned to the City.

We look forward to working with you and the City of Wasilla staff. Thank you!

*END OF MEMORANDUM*

**Attachments:**

- Exhibit A – Fee Spreadsheets (3- 11x17 pages total)
- Exhibit B – 2022 CRW Fee Schedule

City of Wasilla Richmond Hills Booster Station Construction Administration Phases Fee Estimate -- August 2022		Footnotes	Principal (Engineer XXIII)	Senior Civil or Structural Engineer (Engineer XX)	Senior Electrical Engineer (Engineer XX)	Senior Mechanical Engineer (Engineer XX)	Staff Engineer (Engineer XI)	Clerical Staff (Administrative VII)	Total CRW Labor	Subrates	Subconsultant Expenses	Misc. CRW Expenses	Task Totals
TASK			\$230	\$230	\$215	\$215	\$170	\$115			Cost x 1.10	Cost x 1.0	
<b>A. CA OFFICE SUPPORT</b>													
1 Project Management	2		8					8	\$2,760	a	\$4,400	\$550	\$4,400
2 Team Coordination			6	40	10	4	4		\$13,470				\$3,310
3 Meetings	3		4	28	8	4			\$9,380				\$9,380
4 Submittal Review and Tracking	4			32	8	8	32		\$15,600				\$15,600
5 RFI and DCVR Review	4			16	12	4			\$6,800				\$6,800
6 Coordination with Contractor				24	24	4			\$11,060				\$11,060
7 Change Order Review	5			4	4	0			\$1,700				\$1,700
8 Pay Application Review	6			8	0	0			\$1,680				\$1,680
9 Prepare Record Drawings	7			12	8	4	32		\$10,540				\$10,540
10 O&M Manuals	8		2	16	16	4	28		\$12,880			\$550	\$13,430
<b>Subtotal Task A:</b>			20	180	90	32	96	8	\$85,870		\$4,400	\$1,100	\$91,370
<b>B. CA ONSITE SUPPORT</b>													
11 Round Trip Travel	9		1	44	10	6	32		\$18,350	a	\$2,600	\$350	\$2,950
12 On-Site Meetings and Inspections													
▪ Pre-Construction Meeting	10		3	6	3	0	0		\$2,595				\$2,595
▪ Weekly / Periodic	11		0	24	4	2	16		\$9,050				\$9,050
▪ Substantial Completion	11		0	4	2	2	0		\$1,700				\$1,700
▪ Facility Commissioning	12		0	18	18	0	0		\$7,650				\$7,650
▪ Final	13		0	2	1	0	0		\$635				\$635
13 Follow-Up Reporting and Photo Mgmt.	14		0	33	10	3	16		\$12,445				\$12,445
<b>Subtotal Task B:</b>			4	131	48	13	64	0	\$52,425		\$2,600	\$2,650	\$57,675
<b>C. Special Inspections</b>													
	15		2	10	6				\$3,850	b	\$44,000		\$47,850
<b>Subtotal Task C:</b>			2	10	6	0	0	0	\$3,850		\$44,000	\$0	\$47,850
<b>Total Hours (Tasks A, B &amp; C):</b>			26	351	144	45	160	8	n/a		n/a	n/a	
<b>Total TRM, NTE Costs (Tasks A, B &amp; C):</b>			\$5,980	\$57,410	\$30,980	\$9,675	\$27,200	\$920	\$142,445		\$51,000	\$3,750	\$196,895

<b>City of Wasilla            Richmond Hills Booster Station            Construction Administration Phases            Fee Estimate -- August 2022</b>		Footnotes	Principal (Engineer XXIII)	Senior Civil or Structural Engineer (Engineer XIX)	Senior Electrical Engineer (Engineer XX)	Senior Mechanical Engineer (Engineer XX)	Staff Engineer (Engineer XI)	Clerical Staff (Administrative VII)	Total CRW Labor	Subnotes	Subconsultant Expenses	Misc. CRW Expenses	Task Totals
TASK	1	\$230	\$210	\$215	\$215	\$170	\$115			Cost x 1.10	Cost x 1.0		

**Assumptions:**

- A Construction survey assumed to be provided by Contractor.
- B Continuous on-site inspection will be provided by City personnel.
- C Water quality testing provided by the City

**Footnotes:**

- 1 Year 2022 standard rates are assumed.
- 2 Assumes 6 months of active construction beginning in May 2023.
- 3 Assumes 2 hours per meeting, each held in Wasilla or by teleconference. See meeting matrix for assumed number of meetings attended by each engineer.
- 4 Assumes 2 hours per submittal, RFI, DCVR or change order for tracking, review and response. See document review matrix for assumed number of reviews performed by each engineer.
- 5 Assumes 2 hrs per change order. See document review matrix for assumed number of reviews performed by each engineer.
- 6 Assumes 1 hour per pay application for review and response. See document review matrix for assumed number of reviews.
- 7 Assumes record drawings will be completed by designers of record based on a red-lined drawings provided by the Contractor
- 8 O&M manuals assumed to be provided by vendors for pumping and controls system and compiled by CRW. O&M manual of standby generator and fuel tank assumed to be provided by Contractor.
- 9 Assumes 1.33 avg. hour per trip for CEs, 1 hr per trip for EE and 2 hours per trip for SE and ME. \$0.65/mile mileage cost applied for 100-mile round trips to/from Anchorage and 20-mile round trip to/from Palmer. See trip matrix for assumed number of trips performed by each engineer.
- 10 Assumes 3 hours time per meeting for each engineer. Assumes pre-con meeting held in Wasilla.
- 11 Assumes 1 hour of on-site time per weekly/periodic. Assumes 2 hours for substantial.
- 12 Assumes three 6-hour days on-site for project civil and senior controls engineers during substantial completion timeframe to attend commissioning of booster station controls.
- 13 Assumes 1 hour of on-site time per final inspection trip for each traveling engineer.
- 14 Assumes 1 hour of reporting and photo mgmt time per trip. See travel matrix for assumed number of trips.
- 15 This is a nominal budget assuming up to 30 ten-hour days of on-site special inspection services by 3rd party specialist for soils testing (proctor and compaction), reinforced concrete and CMU construction. Assumes a nominal number of various soils, concrete and CMU tests.

**Subnotes:**

- a Nominal budget for architectural services is assumed.
- b Nominal budget for 3rd party inspection services is assumed.

<b>City of Wasilla          Richmond Hills Booster Station          Construction Administration Phases          Fee Estimate -- August 2022</b>		<i>Footnotes</i>	Principal (Engineer XXIII)	Senior Civil or Structural Engineer (Engineer XIX)	Senior Electrical Engineer (Engineer XX)	Senior Mechanical Engineer (Engineer XX)	Staff Engineer (Engineer XI)	Clerical Staff (Administrative VII)	Total CRW Labor	Subnotes	Subconsultant Expenses Cost x 1.10	Misc. CRW Expenses Cost x 1.0	Task Totals
TASK	1	\$230	\$210	\$215	\$215	\$170	\$115						

**Office Support - Meeting Matrix**

Meetings (winter of 2022-2023 and season of 2023)  
 Pre-Con Meeting in Wasilla

	Principal	Senior CE/SE	Senior EE	Senior ME	Staff Engr
	2	14	4	2	2

**Document Review Matrix (assumed number of documents)**

Submittal Review and Tracking  
 RFI and DCVR Review  
 Change Order Review  
 Pay Application Review  
 As-Built Review

	Principal	Senior CE/SE	Senior EE	Senior ME	Staff Engr
		16	4	4	16
		8	6	2	
		2	2		
		8	0	0	
1	3	1	1	1	

**Trip Matrix (assumed number of trips)**

Pre-Construction Meeting in Wasilla  
 Weekly / Periodic  
 Substantial Completion  
 Facility Commissioning  
 Final  
 TOTALS

	Principal	Senior CE/SE	Senior EE	Senior ME	Staff Engr
1	2	1			
	24	4		2	16
	2	1		1	
	3	3			
	2	1			
1	33	10	3	16	



**CRW ENGINEERING GROUP, LLC  
2022 Fee Schedule**

**LABOR RATES**

Labor Category	Grade	Hourly Rate	Labor Category	Grade	Hourly Rate
Administrative	I	\$80.00	Engineer/Land Surveyor	I	\$120.00
Administrative	II	\$85.00	Engineer/Land Surveyor	II	\$125.00
Administrative	III	\$90.00	Engineer/Land Surveyor	III	\$130.00
Administrative	IV	\$95.00	Engineer/Land Surveyor	IV	\$135.00
Administrative	V	\$100.00	Engineer/Land Surveyor	V	\$140.00
Administrative	VI	\$105.00	Engineer/Land Surveyor	VI	\$145.00
Administrative	VII	\$110.00	Engineer/Land Surveyor	VII	\$150.00
Administrative	VIII	\$115.00	Engineer/Land Surveyor	VIII	\$155.00
Administrative	IX	\$120.00	Engineer/Land Surveyor	IX	\$160.00
Administrative	X	\$125.00	Engineer/Land Surveyor	X	\$165.00
Administrative	XI	\$130.00	Engineer/Land Surveyor	XI	\$170.00
Administrative	XII	\$135.00	Engineer/Land Surveyor	XII	\$175.00
Administrative	XIII	\$140.00	Engineer/Land Surveyor	XIII	\$180.00
Administrative	XIV	\$145.00	Engineer/Land Surveyor	XIV	\$185.00
Administrative	XV	\$150.00	Engineer/Land Surveyor	XV	\$190.00
Administrative	XVI	\$155.00	Engineer/Land Surveyor	XVI	\$195.00
Administrative	XVII	\$160.00	Engineer/Land Surveyor	XVII	\$200.00
Administrative	XVIII	\$165.00	Engineer/Land Surveyor	XVIII	\$205.00
Administrative	XIX	\$170.00	Engineer/Land Surveyor	XIX	\$210.00
Administrative	XX	\$175.00	Engineer/Land Surveyor	XX	\$215.00
Administrative	XXI	\$180.00	Engineer/Land Surveyor	XXI	\$220.00
Administrative	XXII	\$185.00	Engineer/Land Surveyor	XXII	\$225.00
Administrative	XXIII	\$190.00	Engineer/Land Surveyor	XXIII	\$230.00
Technician	I	\$75.00	Engineer/Land Surveyor	XXIV	\$235.00
Technician	II	\$80.00	Engineer/Land Surveyor	XXV	\$240.00
Technician	III	\$85.00	Engineer/Land Surveyor	XXVI	\$245.00
Technician	IV	\$90.00	Engineer/Land Surveyor	XXVII	\$250.00
Technician	V	\$95.00	Engineer/Land Surveyor	XXVIII	\$255.00
Technician	VI	\$100.00	Planner	I	\$105.00
Technician	VII	\$105.00	Planner	II	\$110.00
Technician	VIII	\$110.00	Planner	III	\$115.00
Technician	IX	\$115.00	Planner	IV	\$120.00
Technician	X	\$120.00	Planner	V	\$125.00
Technician	XI	\$125.00	Planner	VI	\$130.00
Technician	XII	\$130.00	Planner	VII	\$135.00
Technician	XIII	\$135.00	Planner	VIII	\$140.00
Technician	XIV	\$140.00	Planner	IX	\$145.00
Technician	XV	\$145.00	Planner	X	\$150.00
Technician	XVI	\$150.00	Planner	XI	\$155.00
Technician	XVII	\$155.00	Planner	XII	\$160.00
Technician	XVIII	\$160.00	Planner	XIII	\$165.00
Technician	XIX	\$165.00	Planner	XIV	\$170.00
Technician	XX	\$170.00	Planner	XV	\$175.00
Technician	XXI	\$175.00	Planner	XVI	\$180.00
Technician	XXII	\$180.00	Planner	XVII	\$185.00
Technician	XXIII	\$185.00	Planner	XVIII	\$190.00
Technician	XXIV	\$190.00	Planner	XIX	\$195.00

**SUPPLIES AND SERVICES**

Direct Expenses and Supplies	Invoice + 10%
Subconsultants	Invoice + 10%
Meals (Per Diem)	\$60.00/day
In-House Expenses:	
Xerox (8-1/2 x 11)	\$0.10/copy
Xerox (11 x 17)	\$0.20/copy
Color Copies (8-1/2 x 11)	\$1.00/copy
Mileage (Federal Rate)	\$0.62/mile
Bond Plots	\$1.00/square foot
Mylar Plots	\$2.00/square foot