



	Approved	Denied
Date Action Taken:	12/09/10	
Other:	13	
Verified by:	<i>[Signature]</i>	

**WASILLA CITY COUNCIL ACTION MEMORANDUM**

**AM No. 10-32**

**TITLE:** CONTRACT AWARD TO R&M CONSULTANTS IN THE AMOUNT OF \$101,344 FOR SWANSON AND NELSON AVENUE IMPROVEMENTS ENGINEERING SERVICES.

**Agenda of:** December 13, 2010  
**Originator:** Public Works Director

**Date:** December 1, 2010

Route to:	Department	Signature/Date
X	Public Works Director	<i>[Signature]</i> 12/1/10
X	Finance Director	<i>[Signature]</i> 12/1/10
X	Deputy Administrator	<i>[Signature]</i>
X	City Clerk	<i>[Signature]</i>

**REVIEWED BY MAYOR VERNE E. RUPRIGHT:** *[Signature]*

**FISCAL IMPACT:**  yes \$101,344 or  no Funds Available  yes  
**Account name/number:** Swanson/Nelson 160-4320-432.45-59  
**Attachments:** RFP Summary and R&M Proposal

**SUMMARY STATEMENT:** A Request for Proposal (RFP) was issued by the City in August 2010. Five engineering proposals were received on September 17, 2010. A review committee evaluated the proposals and found R&M Consultants to be the number one ranked firm for this project. A cost proposal was then solicited based on a \$1.3 million total project budget. The initial contract will determine what options are available for the proposed budget. A second phase of this contract will be presented to City Council for final design, bidding, and construction management once these initial tasks are completed.

**STAFF RECOMMENDATION:** Authorize contract award to R&M Consultants in the amount of \$101,344 for Swanson and Nelson Avenue Improvements Engineering Services.

User: Giddings, Archie

Organization:

City of Wasilla

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Reports

### Bid Details

#### Bid Information

EDIT

Agency City of Wasilla

Bid Type Request for Proposal

Bid Number RFP-0820-0-2010/AG

Fiscal Year 2010

Bid Writer Archie Giddings

Bid Name Swanson-Nelson Ave Improvements Engineering Services

Bid Status Under Evaluation

Bid Status Text Engineering Services

Award To

Due Date/Time 9/17/2010 2:00 PM Alaska

Broadcast Date 8/20/2010

Bid Bond

Project Estimated Budget

Plan (blueprint) Distribution Options None

Distribution Method Download and Mail

Distributed By Onvia DemandStar

Distribution Notes None

Scope of Work Engineering services to repave downtown streets 4,000 feet total length

E-Bidding No

#### Legal Ad

VIEW

Please select either the View or Edit button to manage legal ad.

#### Pre-Bid Conference

none

#### Publications

Anchorage Daily News 8/20/2010  
Anchorage Daily News 8/23/2010

#### Documents

EDIT

Bid Package Request for Proposal (25 Pages, Complete)  
maps (2 Pages, Complete)  
Clarifications (1 Page, Complete)  
attachment (5 Pages, Complete)  
attachment (6 Pages, Complete)  
Clarification No. 2 (1 Page, Complete)

## 1. RFP GENERAL INFORMATION

The City of Wasilla (hereinafter referred to as the “City”) is seeking proposals from qualified engineering firms to design and oversee construction of Swanson-Nelson Avenue Improvements. This project consists of rebuilding approximately 2,000 feet of Swanson Avenue between Main Street and Crusey Street and rebuilding approximately 2,000 feet of Nelson Avenue from Lucille Street west along Iditapark. The pavement is failing in these locations and storm drain improvements are needed as part of this project. It may be possible to tie Swanson Avenue catch basins into the Crusey Street storm drain system. Nelson Avenue does not have piped storm drain nearby.

The City reserves the right to enter into other professional contracts when deemed to be in its best interest. This Request for Proposal is restricted to the City only and proposals with respect to other agencies or projects will not be accepted. Any consulting firm licensed to conduct business in the State of Alaska may submit a proposal.

Firms interested in submitting a proposal to provide professional services shall provide evidence in their Statement of Qualifications that:

- 1.1. They have previous experience providing similar services for government entities.
- 1.2. They have staff and resources available to perform requested services as needed.
- 1.3. They are capable of performing required services on time.

## 2. ACRONYMS/DEFINITIONS

<b><i>Awarded Company</i></b>	The organization/individual that is awarded and has an approved contract with the City of Wasilla for the services identified in this RFP.
<b><i>City</i></b>	The City of Wasilla and any agency identified herein.
<b><i>City Staff</i></b>	Any City of Wasilla department head or their designee.
<b><i>Claims</i></b>	Damages, liability, losses, costs and expenses, court costs, reasonable attorneys’ fees, including attorneys’ fees incurred by the City in the enforcement of this indemnification obligation.
<b><i>Contractor</i></b>	Anyone who performs a service for the Proposer, in exchange for fees, but is not an employee of the Proposers firm, agency, or business.
<b><i>Department</i></b>	Any City of Wasilla department, including the Office of the City Clerk, Finance, Public Works, Wasilla Police Department, etc.
<b><i>Evaluation Committee</i></b>	An independent committee comprised of a majority of City officers, employees and/or citizens established to evaluate and score proposals submitted in response to an RFP pursuant to WMC 5.08.120.
<b><i>Proposer</i></b>	A company submitting a proposal in response to this RFP.
<b><i>May</i></b>	Indicates something that is not mandatory but permissible.
<b><i>RFP</i></b>	Request for Proposal
<b><i>Shall/Must</i></b>	Indicates a mandatory requirement. Failure to meet a mandatory requirement may result in the rejection of a proposal as non-responsive.
<b><i>Should</i></b>	Indicates something that is recommended but not mandatory. If the Proposer fails to provide recommended information, the City may, at its sole option, ask

5.13. **Changes**

If a Proposer changes any material RFP language, Proposer's response may be deemed non-responsive.

5.14. **Licensing**

Proposers are cautioned that some services may contain licensing requirement(s). Proposers shall be proactive in verification of these requirements prior to proposal submittal. Proposals, which do not contain evidence of the Proposer's possession of the requisite licensure, may be deemed non-responsive.

**6. PROPOSAL EVALUATION AND AWARD PROCESS**

6.1. Proposals shall be consistently evaluated and scored on a 100 point scale in accordance with WMC 5.08.120 based upon the following criteria listed in descending order of precedence:

6.1.1. **Key Personnel Experience – 50 points**

Experience of key personnel including the number of years providing engineering services, education, professional certifications, number of years with the firm, and examples of similar projects.

6.1.2. **Firm Experience – 30 points**

Experience of the firm including number of years providing engineering services and examples of similar projects.

6.1.3. **Quality of Proposal – 10 points**

Based upon the written proposal of each firm. Is it clearly written? Does it conform to the stipulations of Section 4?

6.1.4. **Geographic Location – 5 points**

5 points will be assigned if project manager's office is within 25 radial miles of Wasilla City Hall, 4 points if within 50 radial miles, 3 points if within 75 radial miles, 2 points if within 100 radial miles, and 1 point if outside 100 miles.

6.1.5. **Reference Questionnaire Responses – 5 points**

Points will be awarded for each reference questionnaire received up to a maximum of two responses. 2.5 points for each positive questionnaire received will be awarded.

**Proposals shall be kept confidential until a contract is awarded.**

6.2. The City may notify finalists and request that they prepare for an oral presentation to the City of Wasilla. During the Oral Presentation, firms will have the opportunity to deliver a presentation based upon their proposal. The City will also prepare written questions that they might have for the vendor. These questions will be submitted to the vendor in advance and the vendor shall respond to these questions in writing and orally at the Oral Presentation. The City may also ask additional questions at the Oral Presentation and the finalists may be asked to provide their response in writing within five days of the conclusion of the Oral Presentation.



**R&M CONSULTANTS, INC.** (907) 522-1707, FAX (907) 522-3403, www.rmconsult.com  
9101 Vanguard Drive, Anchorage, Alaska 99507

December 1, 2010

R&M No. 0001.00

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

RE: RFP No. 0820-0-2010/AG  
Swanson-Nelson Avenues Improvements Engineering Services  
Draft Scope-of-Work and Fee Proposal

Dear Mr. Giddings:

R&M Consultants, Inc. (R&M) appreciates the opportunity to provide professional services for designing roadway improvements to Swanson and Nelson Avenues for the City of Wasilla. This scope of work and fee proposal is based on a meeting between R&M and yourself on November 24, 2010. The proposed services are separated into the following initial tasks:

- Task 1 - Preliminary Engineering & Cost Estimating
- Task 2 - Design & ROW Surveys

Additional professional services to support final design tasks will be negotiated at a later date.

The scope of services for each task is generally described herein, and a Time & Expense (T&E) fee proposal is attached, estimating the amount of hours necessary to complete each task. Hourly rates are listed for each assigned labor category, based an established multiplier which includes profit.

**SCOPE-OF-WORK**

**Background:** The City of Wasilla has approximately \$1.3 million dollars available to design and construct roadway improvements to both Swanson and Nelson Avenues. The City would like to have final plans completed so construction can begin in the spring/early summer of 2011. To that end, the City would like to start work on the project immediately, beginning with preliminary engineering and design surveys.

**Task 1 - Preliminary Engineering & Cost Estimating:** The objective of this task is to perform sufficient preliminary engineering to develop reasonable estimates of construction costs to determine the scope of the actual improvements. The planned scope of improvements include: upgrading the street structural section, removing the existing pavement and replacing with new AC pavement, and addressing immediate, known drainage issues (i.e., broken curb & gutter, lack of cut ditches or storm drain, low roadway profiles) as they contribute to street deterioration and

affect safety and maintenance. Additionally, the City would like to improve pedestrian facilities, in particular, the continuation of the AC paved pathway on the north side of Nelson from its termination to Lucille Street. Additional locations would be improved as budget permits.

The R&M effort will include a review of record and as-built drawings for the existing City street network, including, the recently completed Lucille Street and Crusey Street reconstruction projects. The preliminary engineering effort will focus on assessing the feasibility of tying the Swanson storm drain into the Crusey Street storm drain network, and taking collected roadway drainage along Nelson back to the sediment basin at Iditapark. Additional effort will include developing preliminary roadway quantities to assembly reasonable construction cost estimates. Quantities will be estimated using information (lengths, widths, etc.) obtained from record or as-built drawings. Construction cost estimates will be developed based on historical bid tabulations provided by City of Wasilla and DOT&PF bid tabulations. R&M will review recent cost escalation percentages to forecast 2011 unit prices.

**City provided items.** The City of Wasilla will provide the record or as-built drawings for the subject routes and adjacent streets, existing storm drain information, drawings, and bid tabulations.

**R&M Deliverables.** R&M will provide construction cost estimates and recommendations memo for improvements.

Once the scope of the actual project improvements has been determined, future design services and tasks will be determined and negotiated as amendments.

**Task 2 - Design & ROW Surveys:**

**Swanson Avenue.** R&M will perform surveying along Swanson Avenue beginning at the Swanson and Crusey Street intersection and proceeding to the Swanson and Main Street intersection, approximately 2,000 feet in length. The survey effort will collect existing topographical data (i.e., top back of curb, lip of curb, centerline, catch basin, etc) from back of sidewalk to back of sidewalk along the route at 100' intervals. Survey data will be collected only along centerlines for intersecting streets of Crusey and Main. Data collected for minor side streets will only consists of one or two shots at the radius returns to check drainage. Utility structures will be located at the surface only. Underground utility locates are not included.

**Nelson Avenue.** R&M will perform surveying along Nelson Avenue beginning at the Nelson and Lucille Street intersection and proceeding to the main driveway to the Iditapark, approximately 2,000 in length. The survey effort will collect existing topographical data (i.e. back of sidewalk, lip or curb, centerline, etc.) along the route at 100' intervals. Survey data will be collected only along centerline at the intersect of Lucille Street. Because Nelson Ave. has curb and gutter on only the north side, additional data collection to the south is necessary to correctly describe the existing ground in order to address drainage issues. Additional data is needed to determine outlet elevations at the sediment basin located within the Iditapark. Utility structures will be located at the surface only. Underground locates are not included.

**ROW Surveys.** R&M will perform a limited ROW survey, consisting of locating the property corners for one or two parcels at each end of both Swanson and Nelson Avenues, in order to define the general location of City ROW and tie the project.

**R&M Deliverables.** R&M will provide topographical information, digital terrain model (DTM) and base map drawings usable for final design.

**Services Not Included:**

The following services are not included under this scope of work and fee proposal. These may be added to the contract at the direction of the City.

- A complete ROW survey, capturing all property corners for all parcels adjacent to the Swanson and Nelson Avenue corridors;
- Environmental and Permitting;
- Public Involvement Activities, including preparing project communications (i.e. fact sheets, comment sheets or project updates) for posting to the City's website, attending additional meetings, or presenting the project to local business groups.

**Additional Services:**

At the City's option, May 2010 digital aerial photography may be purchased for both routes for an additional cost of \$800 (\$400 per route).

Please call if you have any questions or need additional clarification.

Very truly yours,  
R&M CONSULTANTS, INC.



Lance W. DeBernardi, P.E.  
Project Manager

Enclosures: Fee Proposal with hourly breakdowns

Cc: File

PRICE PER TASK SUMMARY

<b>FIRM: R&amp;M Consultants, Inc.</b>	<b>PROJECT TITLE:</b>	<b>DATE: 12/1/2010</b>
<b>Client: City of Wasilla</b>	<b>Swanson-Nelson Avenues Improvements</b>	
<b>Task</b>	<b>Task Description</b>	<b>Total Cost</b>
<b>1</b>	<b>Preliminary Engineering &amp; Cost Estimating</b>	<b>\$25,171</b>
<b>2</b>	<b>Design &amp; ROW Surveys</b>	<b>\$88,758</b>
	Swanson Avenue	\$42,255
	Nelson Avenue	\$46,503
<b>Total Phase I Services</b>		<b>\$101,344</b>



# R&M CONSULTANTS, INC.

FIRM: R&M Consultants, Inc.		PROJECT: Swanson-Nelson Avenues Improvements					
Task: 1	DESC: Preliminary Engineering & Cost Estimating	LABOR HOURS PER JOB CLASSIFICATION					DATE: 12/01/10
SUB-TASK	SUB-TASK DESCRIPTION	Contract Manager	Senior Engineer	Project Manager	Project Engineer	Staff Engineer	Clerical
	Project Management	2		12			
	<b>Research</b>						
	Utilities drawings			2	4	8	
	Record / As-built drawings			2	4	8	
	<b>Preliminary Engineering</b>						
	Recommendation Memo			16	24	55	
	Review Meeting/Comments			2	16	24	4
	<b>Cost Estimate</b>						
	Cost Estimate			4	8	16	
<b>TOTAL LABOR HOURS</b>		2	0	46	60	111	4
<b>LABOR RATES (\$/HR)</b>		\$243.43	\$143.50	\$162.80	\$115.63	\$84.44	\$83.68
<b>LABOR COSTS (\$)</b>		\$486.86	\$0.00	\$7,488.80	\$6,937.80	\$9,372.84	\$334.72
<b>EXPENSES</b>							
Account Code	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE	COMMENTS:		
	R&M Vehicle	500	\$ 0.60	\$ 300.00			
	Reproductions	1000	\$ 0.25	\$ 250.00			
		0	\$ -	\$ -			
				\$ -			
				\$ -			
				\$ -			
				\$ -			
				\$ -			
				\$ -			
<b>TOTAL EXPENSES</b>				<b>\$ 550.00</b>			
<b>SUB-CONTRACTORS</b>							
SUB-TASK	DESCRIPTION	FIRM	TOTAL PRICE				
				<b>TOTAL LABOR</b>			
				<b>\$ 24,621</b>			
				<b>TOTAL EXPENSES</b>			
				<b>\$ 550</b>			
				<b>SUBCONTRACTORS</b>			
				<b>\$ -</b>			
				<b>SUBCONTRACTORS MARK-UP</b>			
				<b>\$ -</b>			
<b>SUB-CONTRACTORS</b>			<b>\$ -</b>	<b>TOTAL (NOT-TO-EXCEED) COST</b>			
				<b>\$ 25,171</b>			

# R&M CONSULTANTS, INC.

FIRM: <b>R&amp;M Consultants, Inc.</b>		PROJECT: <b>Swanson Avenue</b>						
Task: <b>2</b>	DESC: <b>Design &amp; ROW Surveys</b>				DATE: <b>11/30/10</b>			
SUB-TASK	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION						
		Chief of Surveys	Survey Party Chief (PLS)	Survey Party Chief (OT)	Survey Technician	Survey Tech (OT)	2-Man Survey Crew	2-Man Survey Crew (OT)
1	Project Management	4						
2	Research and Review		8		8			
3	Horizontal Control		8	1			8	2
4	Vertical Control		4	1			8	2
5	ROW Survey			1			8	2
6	Topographic Survey	1		2		4	32	8
7	Utility Locates							
8	Reductions & Computations		8		32			
9	Topographic Drawing and DTM		8		60			
10	ROW Maps							
11	Prepare Deliverables		4		8			
12	Professional Review	2						
13	Survey Control Diagram		8		16			
14	Survey Control Sheet (PS&E)		8		12			
<b>TOTAL LABOR HOURS</b>		<b>7</b>	<b>56</b>	<b>5</b>	<b>136</b>	<b>4</b>	<b>56</b>	<b>14</b>
<b>LABOR RATES (\$/HR)</b>		<b>\$222.13</b>	<b>\$141.80</b>	<b>\$199.83</b>	<b>\$89.16</b>	<b>\$127.40</b>	<b>\$218.15</b>	<b>\$327.23</b>
<b>LABOR COSTS (\$)</b>		<b>\$1,554.91</b>	<b>\$7,940.80</b>	<b>\$999.15</b>	<b>\$12,125.76</b>	<b>\$509.60</b>	<b>\$12,216.40</b>	<b>\$4,581.22</b>
EXPENSES					<b>COMMENTS:</b> 1) Fee based on topo at 100' sta's, from back of sidewalk to back of sidewalk, centerline of Crusey to centerline of Main Streets. 2) Water, Sewer & Storm structures will be located at the surface, No inverts or downs will be measured. 3) Does not include UG utility locates. 4) Survey will be performed in winter conditions.			
Account Code	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE				
525	Total Station & Data Collector	6	\$ 100.00	\$ 600.00				
525	Global Positioning System (GPS)	2	\$ 450.00	\$ 900.00				
523	Field Supplies	1	\$ 100.00	\$ 100.00				
523	Project Purchases	1	\$ 50.00	\$ 50.00				
528	Copies 8.5" x 11"	24	\$ 0.25	\$ 6.00				
528	Copies 11" x 17"	24	\$ 0.25	\$ 6.00				
530	Computers	0	\$ 10.00	\$ -				
527	Vehicle	7	\$ 95.00	\$ 665.00				
<b>TOTAL EXPENSES</b>				<b>\$ 2,327.00</b>				
SUB-CONTRACTORS								
SUB-TASK	DESCRIPTION	FIRM	TOTAL PRICE					
					<b>TOTAL LABOR</b>	<b>\$39,927.84</b>		
					<b>TOTAL EXPENSES</b>	<b>\$ 2,327.00</b>		
					<b>SUBCONTRACTORS</b>	<b>\$ -</b>		
					<b>SUBCONTRACTORS MARK-UP</b>	<b>\$ -</b>		
<b>SUB-CONTRACTORS</b>			<b>\$ -</b>		<b>TOTAL (NOT-TO-EXCEED) COST</b>	<b>\$42,254.84</b>		

## R&M CONSULTANTS, INC.

FIRM: <b>R&amp;M Consultants, Inc.</b>		PROJECT: <b>Nelson Avenue</b>						
Task: <b>2</b>	DESC: <b>Design &amp; ROW Surveys</b>	DATE: <b>11/30/10</b>						
SUB-TASK	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION						
		Chief of Surveys	Survey Party Chief (PLS)	Survey Party Chief (OT)	Survey Technician	Survey Tech (OT)	2-Man Survey Crew	2-Man Survey Crew (OT)
1	Project Management	4						
2	Research and Review		8		8			
3	Horizontal Control		8	1			8	2
4	Vertical Control		4	1			8	2
5	ROW Survey			1			8	2
6	Topographic Survey	1		2.5		5	40	10
7	Utility Locates							
8	Reductions & Computations		8		40			
9	Topographic Drawing and DTM		8		68			
10	ROW Maps							
11	Prepare Deliverables		4		8			
12	Professional Review	2						
13	Survey Control Diagram		8		16			
14	Survey Control Sheet (PS&E)		8		12			
TOTAL LABOR HOURS		7	56	5.5	152	5	64	16
LABOR RATES (\$/HR)		\$222.13	\$141.80	\$199.83	\$89.16	\$127.40	\$218.15	\$327.23
LABOR COSTS (\$)		\$1,554.91	\$7,940.80	\$1,099.07	\$13,552.32	\$637.00	\$13,961.60	\$5,235.68
EXPENSES					<b>COMMENTS:</b> 1) Fee based on topo at 100' sta's, from centerline of Lucille St. to Park driveway. 2) Water, Sewer & Storm structures will be located at the surface, No inverts or downs will be measured. 3) Does not include UG utility locates. 4) Survey will be performed in winter conditions.			
Account Code	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE				
525	Total Station & Data Collector	7	\$ 100.00	\$ 700.00				
525	Global Positioning System (GPS)	2	\$ 450.00	\$ 900.00				
523	Field Supplies	1	\$ 100.00	\$ 100.00				
523	Project Purchases	1	\$ 50.00	\$ 50.00				
528	Copies 8.5" x 11"	24	\$ 0.25	\$ 6.00				
528	Copies 11" x 17"	24	\$ 0.25	\$ 6.00				
530	Computers	0	\$ 10.00	\$ -				
527	Vehicle	8	\$ 95.00	\$ 760.00				
TOTAL EXPENSES				<b>\$ 2,522.00</b>				
SUB-CONTRACTORS								
SUB-TASK	DESCRIPTION	FIRM	TOTAL PRICE					
				<b>TOTAL LABOR</b>	<b>\$43,981.38</b>			
				<b>TOTAL EXPENSES</b>	<b>\$ 2,522.00</b>			
				<b>SUBCONTRACTORS</b>	<b>\$ -</b>			
				<b>SUBCONTRACTORS MARK-UP</b>	<b>\$ -</b>			
<b>SUB-CONTRACTORS</b>				<b>\$ -</b>	<b>TOTAL (NOT-TO-EXCEED) COST \$46,503.38</b>			