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|--|---------------------------------|
| Date of Action: 5/13/13 | |
| Approved <input checked="" type="checkbox"/> | Denied <input type="checkbox"/> |
| By: <i>[Signature]</i> | |

CITY COUNCIL ACTION MEMORANDUM

AM No. 13-13: Contract Award to Hattenburg, Dilley and Linnell in the amount of \$113,630 for Aviation Avenue Water Line Extension Engineering Services and Airport Security Improvements Grant Assistance.

Originator: Public Works Director

Date: May 1, 2013

Agenda of: May 13, 2013

| Route to: | Department Head | Signature | Date |
|-----------|-----------------------|--------------------|--------|
| X | Public Works Director | <i>[Signature]</i> | 5/1/13 |
| X | Finance Director | <i>[Signature]</i> | 5/3/13 |
| X | Deputy Administrator | <i>[Signature]</i> | 5-3-13 |
| X | City Clerk | <i>[Signature]</i> | 5/6/13 |

Reviewed by Mayor Verne E. Rupright: *[Signature]*

Fiscal Impact: yes \$113,630 **Funds Available:** yes

Account name/number: Airport Access Road/330-4379-437.45-43 \$101,150
 Airport Security Imp/330-4379-437.45-30 \$12,480

Attachments: HDL Fee Proposal (9 pages)

Summary Statement: This contract award is being offered as a result of the City's January 4, 2013 Request for Proposal for Airport Engineering Services 2013-2016. The City received 4 proposals and Hattenburg, Dilley & Linnell was found to have the highest scoring proposal from the evaluation team. This is the initial contract award under the new 4-year term contract for airport engineering services.

The grant for the new airport road includes funding for a water line extension. This contract will design the water line extension and prepare the plans to be bid ready. This contract also has funding to pursue another FAA grant to improve the security gates and cameras at the airport.

Staff Recommendation: Adopt AM No. 13-13.

May 2, 2013

File: 83-043

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

Re: Fee Proposal for Engineering Services
Aviation Avenue Water Main Extension

Dear Mr. Giddings:

Hattensburg Dilley and Linnell (HDL) is pleased to present this fee proposal for design phase engineering services for the Aviation Avenue Water Main Extension project. This project includes preliminary engineering, permitting, and design services for approximately 5,000 linear feet of water main. Also included in this fee proposal is a task to coordinate with the Federal Aviation Administration (FAA) for future improvements on the Wasilla Airport.

Background. The City of Wasilla has been working towards completion of Aviation Avenue on the Wasilla Airport over the previous three summers, with final grading and paving scheduled for completion during the summer of 2013. The City desires to extend a water main along Aviation Avenue from its current termination near the Menard Sports Center. The water main will service existing and future lease lots at the Wasilla Airport and will also serve as a tie-in point for a future additional City water source.

Summary. We understand that the City's goal is to extend the new water main along Aviation Avenue as far as possible with the funding available, approximately \$1.6 million total. Concurrently with design of the new water main, HDL will consult with the local FAA office to discuss available grants and funding sources to continue work with various airport improvements.

SCOPE OF SERVICES

We propose to provide professional services required for design of the water main extension and FAA coordination described herein. Our work for the water main extension will include preliminary engineering, project permitting, final design, and assistance during bidding. We have excluded providing construction administration (CA) at this time, but CA may be added by amendment in the future.

Task 1 – Design

Base Mapping. We will gather the necessary topographical information from the existing construction drawings for Aviation Avenue and other previous projects that HDL has performed both on Airport property and along Mack Drive. This data will be combined into a single surface to serve as the basis of design for future project phases. We anticipate that the finished ground surface and record drawings for the Aviation Avenue project

CIVIL
ENGINEERING

GEOTECHNICAL
ENGINEERING

TRANSPORTATION
ENGINEERING

ENVIRONMENTAL
SERVICES

PLANNING

SURVEYING

CONSTRUCTION
ADMINISTRATION

MATERIAL
TESTING

(construction administration provided by USKH) will be made available to HDL for our use on this project.

Preliminary Design. The first step in design for this project will consist of preliminary engineering to verify that the proposed 16" ductile iron pipe will provide adequate pressure to the City's system when a new water source is added. HDL will perform a basic hydraulic analysis of the proposed pipeline and City water system to verify the pipe diameter. We will review record drawings and geotechnical information from previous projects to determine pipe bedding requirements and the potential for muck excavation. We will develop conceptual plans and generate a Preliminary Engineering Technical Memorandum for the proposed improvements. We will then refine the project construction budget to determine the extent of the overall improvements. These documents will serve as the basis for permitting and further design refinement.

65% Plans, Specifications and Estimate. Upon completion of the preliminary engineering phase, HDL will prepare an assembly of engineered drawings and specifications to approximately the 65% completion level. Specifications and contract documents will be based on the City of Wasilla's standard modifications to the Municipality of Anchorage Standard Specifications (MASS). Construction plans and specifications will be delivered in hardcopy format for review by City staff.

We anticipate approximately 19 plan sheets for the project, as follows:

| | |
|-----------|------------------------------------|
| 1 | Cover Sheet / Drawing Index |
| 1 | Notes, Abbreviations and Legend |
| 1 | Sheet Map, Project Layout Plan |
| 1 | Airport Safety Plan |
| 1 | Survey Control Diagram |
| 2 | Typical Sections |
| 10 | Plan and Profile – Water Extension |
| <u>2</u> | <u>Civil Details</u> |
| 19 | Total |

We will also update our preliminary construction cost estimate based on 65% plans and specifications. The 65% cost estimate will include the necessary bid items to complete construction and will present the anticipated bid schedule for the project.

100% Bid-Ready Documents. We will address comments received from the City on the 65% design package and continue to refine the construction documents to 95% complete. We will submit the 95% plans and specifications for review, address comments and finalize the documents. The 100% complete plans and specifications will then be submitted to ADEC for review and approval to construct (Task 2). Any comments from ADEC will be incorporated into the final bid-ready documents.

We will update the construction cost estimate to reflect final quantities and pay items determined in the final detailing of the work. Quantities and bid items will be updated from the previous cost estimate and unit prices adjusted based on the current bidding climate to provide an accurate final estimate.

The deliverables for this task will be bid-ready 11"x17" plans, stamped and signed by a professional engineer registered in the State of Alaska, a bid-ready Project Manual including bidding information, general contract requirements, and technical specifications, and an engineer's construction cost estimate. We will provide two (2) hardcopy sets of deliverables and a CD in PDF format.

Task 2 – Environmental Review and Permits

Environmental Review. The funding source for this project is from a legislative grant from the State of Alaska, most likely through the Department of Commerce, Community and Economic Development (DCCED). We will perform a "due diligence" environmental review to identify required permits and agency authorizations during design development and prior to construction. We anticipate that consultation with both the Alaska Department of Natural Resources – Office of History and Archaeology (ADNR – OHA) and the United States Army Corps of Engineers (USACE) will be required.

Permits. We anticipate that the following permits will be required for this project:

- ADEC Section 401 Certification
- USACE permit for impacts to wetlands and waters of the United States
- Authorization from ADNR-OHA to proceed with not impacts to historic properties
- FAA Form 7460-1, Notice of Proposed Construction or Alteration on Airport
- Approval to Construct the new water main from the Alaska Department of Environmental Conservation (ADEC)

We will complete the required permit applications and coordinate with the local agency offices for permit reviews. We have included an allowance of \$1,500 for permit review fees, however, we anticipate that compensatory wetland mitigation fees, if required, will be paid by the City.

Task 3 – Bid Phase Services

After completion of bid-ready documents, HDL will assist the City in getting the successful bidder under contract for the work. On behalf of the City, we will prepare the invitation to bid, 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 the City based on the lowest responsive bid.

Task 4 – FAA Coordination

The purpose of this task is to coordinate with the FAA and to assist the City to secure funding for future projects. Under this task, we will, as necessary and requested, prepare grant application packages, update the City's Disadvantaged Business Enterprise (DBE) Plan, update the City's Capital Project Plan, prepare Capital Improvement Project (CIP) Data Sheets, and provide general coordination with the FAA. The actual work requested by the City within this task is unknown and the amount of effort is difficult to estimate, therefore we have provided a budget allowance for this task.

Task 5 – Construction Administration and Inspection (ADDED BY AMENDMENT)

After completion of the bid-ready documents and once a construction performance period is determined, we can prepare a proposal for construction administration and inspection services, including coordination with the contractor and City, documentation of the work, review of submittals and shop drawings, inspection and quality assurance testing. These services may be added through an amendment to the original contract.

BASIC ASSUMPTIONS

The following basic assumptions were used to prepare this estimate:

1. This project will not require a formal environmental document.
2. Cultural resource studies are not required.
3. The improvements will be designed as a single package, however, the project may be broken into two phases depending on the USACE Wetlands Permit.
4. Landscaping other than installing topsoil and seed for erosion control in the disturbed areas is not anticipated.
5. Traffic Control Plans are not included in our scope of services, but will be required of the construction contractor.
6. Preparation of a Storm Water Pollution Prevention Plan is not included in our scope of services, but will be required of the construction contractor.
7. Compensatory wetland mitigation, if required, will be paid for by the City.
8. No additional survey or geotechnical information is required to complete the design of the proposed water main.
9. Bid phase and CA services are not included in this fee estimate. The scope, level of effort, and fee will be determined when the design is complete and can be added as a contract amendment.

SCHEDULE

Upon notice to proceed (anticipated in mid-May 2013), we will commence preliminary engineering work as soon as possible. We estimate that our design effort will take approximately eight weeks, including brief City review periods. Allowing for a 28-day bidding period, we anticipate that a construction contract can be awarded in late-August 2013. However, a USACE Wetlands Permit typically takes between three and four months, which may delay the start of construction. Our anticipated design delivery date could also be affected by an extended ADEC plan review period, extended wetlands permit review period, or by significant revisions requested by the City.

FEE

We propose to provide the aforementioned services on a time and expenses basis at our published hourly labor rates and 10% mark-up of subcontracts and reimbursable expenses for a fee not to exceed **\$113,630**, as detailed on the fee estimate worksheet dated May 2, 2013.

*RE: Fee Proposal for Engineering Services
Aviation Avenue Water Main Extension
May 2, 2013
Page 5 of 5*

We appreciate the opportunity to provide this proposal and look forward to assisting you with this important project. If you have any questions, you can contact me at 746-5230.

Sincerely,

HATTENBURG DILLEY & LINNELL, LLC



David Lundin, PE
Principal Civil Engineer

Attach: Fee Worksheet (4 pages)

FEE PROPOSAL WORKSHEET
Design Phase Services
Aviation Avenue Water Main Extension

| <u>TASK</u> | <u>ACTIVITY</u> | <u>QTY</u> | <u>RATE</u> | <u>HDL LABOR & DIRECT EXPENSES</u> | <u>REIMBURSABLE EXPENSES</u> | <u>SUB-CONTRACTS</u> | <u>SUBTOTAL</u> | <u>TOTAL</u> |
|-------------|---|------------|-------------|--|------------------------------|----------------------|-----------------|-----------------|
| 1.0 | Design | | | | | | | \$78,500 |
| 1.1 | <u>Base Mapping</u> | | | | | | \$3,160 | |
| | Civil Engineer | 8 hrs | @ \$110 | \$880 | | | | |
| | Drafter | 24 hrs | @ \$95 | \$2,280 | | | | |
| 1.2 | <u>Preliminary Design</u> | | | | | | \$11,400 | |
| | Project Manager/Principal Civil Eng. | 12 hrs | @ \$160 | \$1,920 | | | | |
| | Civil Engineer | 20 hrs | @ \$110 | \$2,200 | | | | |
| | Engineering Assistant | 40 hrs | @ \$80 | \$3,200 | | | | |
| | Drafter | 40 hrs | @ \$95 | \$3,800 | | | | |
| | Clerical | 4 hrs | @ \$70 | \$280 | | | | |
| 1.3 | <u>65% Plans, Specifications and Estimate</u> | | | | | | \$32,920 | |
| | Project Manager/Principal Civil Eng. | 20 hrs | @ \$160 | \$3,200 | | | | |
| | Civil Engineer | 80 hrs | @ \$110 | \$8,800 | | | | |
| | Engineering Assistant | 90 hrs | @ \$80 | \$7,200 | | | | |
| | Engineering Assistant - OT | 30 hrs | @ \$110 | \$3,300 | | | | |
| | Drafter | 60 hrs | @ \$95 | \$5,700 | | | | |
| | Drafter - OT | 20 hrs | @ \$125 | \$2,500 | | | | |
| | Clerical | 8 hrs | @ \$70 | \$560 | | | | |
| | Reproduction | 1 sum | @ \$300 | | \$300 | | | |
| | QA Review | 8 hrs | @ \$170 | \$1,360 | | | | |
| 1.4 | <u>100% Bid-Ready Documents</u> | | | | | | \$31,020 | |
| | Project Manager/Principal Civil Eng. | 20 hrs | @ \$160 | \$3,200 | | | | |
| | Civil Engineer | 80 hrs | @ \$110 | \$8,800 | | | | |
| | Engineering Assistant | 80 hrs | @ \$80 | \$6,400 | | | | |
| | Engineering Assistant - OT | 20 hrs | @ \$110 | \$2,200 | | | | |
| | Drafter | 60 hrs | @ \$95 | \$5,700 | | | | |
| | Drafter - OT | 20 hrs | @ \$125 | \$2,500 | | | | |
| | Clerical | 8 hrs | @ \$70 | \$560 | | | | |
| | Reproduction | 1 sum | @ \$300 | | \$300 | | | |
| | QA Review | 8 hrs | @ \$170 | \$1,360 | | | | |

FEE PROPOSAL WORKSHEET
Design Phase Services
Aviation Avenue Water Main Extension

| <u>TASK</u> | <u>ACTIVITY</u> | <u>QTY</u> | <u>RATE</u> | <u>HDL LABOR & DIRECT EXPENSES</u> | <u>REIMBURSABLE EXPENSES</u> | <u>SUB- CONTRACTS</u> | <u>SUBTOTAL</u> | <u>TOTAL</u> |
|-------------|--|-------------|-------------|--|----------------------------------|---------------------------|-----------------|-----------------|
| 2.0 | Environmental Review and Permits..... | | | | | | | \$15,960 |
| 2.1 | <u>Environmental Review</u> | | | | | | \$7,720 | |
| | Environmental Manager | 8 hrs | @ \$140 | \$1,120 | | | | |
| | Environmental Specialist | 24 hrs | @ \$85 | \$2,040 | | | | |
| | Civil Engineer | 4 hrs | @ \$110 | \$440 | | | | |
| | Drafter | 40 hrs | @ \$95 | \$3,800 | | | | |
| | Project Manager/Principal Civil Eng. | 2 hrs | @ \$160 | \$320 | | | | |
| 2.2 | <u>Permits</u> | | | | | | \$8,240 | |
| | Environmental Manager | 8 hrs | @ \$140 | \$1,120 | | | | |
| | Environmental Specialist | 16 hrs | @ \$85 | \$1,360 | | | | |
| | Project Manager/Principal Civil Eng. | 2 hrs | @ \$160 | \$320 | | | | |
| | Civil Engineer | 8 hrs | @ \$110 | \$880 | | | | |
| | Engineering Assistant | 16 hrs | @ \$80 | \$1,280 | | | | |
| | Clerical | 4 hrs | @ \$70 | \$280 | | | | |
| | Permit Fees | 1 Allowance | @ \$1,500 | \$1,500 | \$1,500 | | | |

FEE PROPOSAL WORKSHEET
Design Phase Services
Aviation Avenue Water Main Extension

| <u>TASK</u> | <u>ACTIVITY</u> | <u>QTY</u> | <u>RATE</u> | <u>HDL LABOR & DIRECT EXPENSES</u> | <u>REIMBURSABLE EXPENSES</u> | <u>SUB- CONTRACTS</u> | <u>SUBTOTAL</u> | <u>TOTAL</u> |
|-------------|---|------------|-------------|--|----------------------------------|---------------------------|-----------------|----------------|
| 3.0 | Bid Phase Services..... | | | | | | | \$6,480 |
| 3.1 | <u>Pre-Bid Conference</u> | | | | | | \$1,080 | |
| | Project Manager/Principal Civil Engineer | 2 hrs | @ \$160 | \$320 | | | | |
| | Civil Engineer | 4 hrs | @ \$110 | \$440 | | | | |
| | Engineering Assistant | 4 hrs | @ \$80 | \$320 | | | | |
| 3.2 | <u>Assistance During Bidding</u> | | | | | | \$4,400 | |
| | Project Manager/Principal Civil Engineer | 4 hrs | @ \$160 | \$640 | | | | |
| | Civil Engineer | 16 hrs | @ \$110 | \$1,760 | | | | |
| | Engineering Assistant | 12 hrs | @ \$80 | \$960 | | | | |
| | Drafter | 8 hrs | @ \$95 | \$760 | | | | |
| | Clerical | 4 hrs | @ \$70 | \$280 | | | | |
| 3.3 | <u>Bid Review, Tabulation, and Recommendation for Award</u> | | | | | | \$1,000 | |
| | Project Manager/Principal Civil Engineer | 2 hrs | @ \$160 | \$320 | | | | |
| | Civil Engineer | 2 hrs | @ \$110 | \$220 | | | | |
| | Engineering Assistant | 4 hrs | @ \$80 | \$320 | | | | |
| | Clerical | 2 hrs | @ \$70 | \$140 | | | | |

FEE PROPOSAL WORKSHEET
Design Phase Services
Aviation Avenue Water Main Extension

| <u>TASK</u> | <u>ACTIVITY</u> | <u>QTY</u> | <u>RATE</u> | <u>HDL LABOR & DIRECT EXPENSES</u> | <u>REIMBURSABLE EXPENSES</u> | <u>SUB- CONTRACTS</u> | <u>SUBTOTAL</u> | <u>TOTAL</u> |
|--|--|------------|-------------|--|----------------------------------|---------------------------|-----------------|------------------|
| 4.0 | FAA Coordination..... | | | | | | | \$12,480 |
| 4.1 | Grant Assistance | | | | | | \$12,480 | |
| | Project Manager/Principal Civil Engineer | 16 hrs | @ \$160 | \$2,560 | | | | |
| | Environmental Manager | 4 hrs | @ \$140 | \$560 | | | | |
| | Civil Engineer | 40 hrs | @ \$130 | \$5,200 | | | | |
| | Engineering Assistant | 40 hrs | @ \$90 | \$3,600 | | | | |
| | Clerical | 8 hrs | @ \$70 | \$560 | | | | |
| Subtotal | | | | \$111,320 | \$2,100 | \$0 | | \$113,420 |
| Markup* | | | | | \$210 | \$0 | | \$210 |
| Total (Not-to-exceed) Fee | | | | \$111,320 | \$2,310 | \$0 | | \$113,630 |
| *10% for subcontracts, 10% for reimbursable expenses | | | | | | | | |