

Date of Action: 10/14/13	
Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/>
By: <i>[Signature]</i>	

CITY COUNCIL ACTION MEMORANDUM

AM No. 13-35: Contract Amendment for Hattenburg, Dilley and Linnell in the amount of \$130,070 for Aviation Avenue Water Line Extension Construction Administration and Inspection Services.

Originator: Public Works Director

Date: October 1, 2013

Agenda of: October 14, 2013

Route to:	Department Head	Signature	Date
X	Public Works Director	<i>[Signature]</i>	10/1/13
X	Finance Director	<i>[Signature]</i>	10/1/13
X	Deputy Administrator	<i>[Signature]</i>	10-1-13
X	City Clerk	<i>[Signature]</i>	10/1/13

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

Fiscal Impact: yes \$130,070 **Funds Available:** yes

Account name/number: Airport Access Road/330-4379-437.45-43

Attachments: HDL Fee Proposal (4 pages)

Summary Statement: This contract amendment is being offered as a result of the City's January 4, 2013 Request for Proposal for Airport Engineering Services 2013-2016. The initial contract award was made through AM No. 13-13 on May 13, 2013. This is the first contract amendment for ongoing engineering services at the airport and it will provide the necessary engineering oversight for the water line extension. This contract amendment is being funded through the state grant for the new airport road that includes funding for a water line extension.

Staff Recommendation: Adopt AM No. 13-35.

September 13, 2013

File: 81-107

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

Re: Amendment Proposal for Construction Phase Services
Aviation Avenue Water Main Extension

Dear Mr. Giddings:

Hattenburg Dilley & Linnell (HDL) is pleased to present this amendment proposal for construction phase services for the Aviation Avenue Water Main Extension project.

CIVIL
ENGINEERING

PROJECT DESCRIPTION

GEOTECHNICAL
ENGINEERING

TRANSPORTATION
ENGINEERING

The Aviation Avenue Water Main Extension project will install approximately 5,500 linear feet of Class 52 ductile iron pipe and appurtenances to expand service to future lease lots at the Wasilla Airport, and also serve as a tie-in point for a future water source for the City of Wasilla (City). Bids for the project were opened on August 22, 2013 and contract award to the low bidder, Dirtworks, is anticipated for mid-September.

ENVIRONMENTAL
SERVICES

PROPOSED ADDITIONAL SERVICES

PLANNING

Task 3 – Aviation Avenue Water Main Construction Administration and Inspection

SURVEYING

The scope of work under this task is to provide construction administration (CA) and inspection services prior to and during the anticipated construction period. While the allowable period for construction spans approximately 50 weeks, we expect to provide CA services for approximately 20 weeks. During this period HDL will work closely with City staff and will be the Contractor's primary point of contact. Our scope of work will include construction oversight, coordination, administration, inspection, material testing, and record drawings as further described below:

CONSTRUCTION
ADMINISTRATION

MATERIAL
TESTING

Project Oversight and Coordination. HDL will coordinate and oversee the day-to-day activities of the project on behalf of the City. HDL's project engineer will serve as the primary point of contact and will keep the City informed of progress, field directives, and changes as they arise. Our project engineer will coordinate with our on-site inspector and will prepare weekly written status reports.

Project Start-up / Review of Submittals & Shop Drawings. HDL will review administrative, 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 to establish a working understanding between the Contractor, HDL and the City.

Project Administration. HDL will review administrative submittals, schedules, and contract closeout submittals. HDL will review and respond to RFI's from the Contractor. We will conduct formal weekly construction meetings and will frequently meet informally with the

Contractor and the City to assist in coordinating the work. We will review the Contractor's pay requests, verify completed pay item quantities and make recommendations for payment by the City. HDL will prepare RFP's, review contractor proposals and prepare Change Orders for any unanticipated and/or additional directed work.

Construction Inspection & Quality Assurance Testing. HDL will provide full-time construction inspection of the water main. We anticipate our inspector will work up to 50 hours per week to approximately match the Contractor's work schedule. We anticipate that the Contractor will work 10-hour days, five days per week, however, actual inspection hours will depend upon the Contractor's schedule and the type of work being performed at the time. Our inspector will observe, test, and document the construction on behalf of the City. HDL will conduct joint SWPPP inspections with the Contractor. Construction documentation will include photographs and daily reports detailing the equipment, labor, inspections, testing and activities occurring each day. Copies of daily reports will be provided to the City on a weekly basis. HDL will conduct formal substantial and final completion inspections jointly with the City and prepare a substantial completion inspection report and list of deficient items.

HDL will provide quality assurance material testing to check the adequacy of the Contractor's quality control program by performing the following independent tests:

- ✓ Approximately 50 field density tests,
- ✓ Approximately 6 laboratory moisture-density tests (Proctors) including soil gradations,
- ✓ Approximately 2 laboratory asphalt density tests of core samples,
- ✓ 1 asphalt pavement gradation and oil content test

Closeout Documents. HDL will review the contractor's construction markups and will prepare electronic record drawings. We will submit half-size record drawings on bond paper and will provide full and half-size record drawings in Adobe PDF format; final AutoCAD files will also be submitted on CD for your records. HDL will submit record drawings to ADEC and will apply for Approval to Operate the new water main on behalf of the City. For the construction contract 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.

ASSUMPTIONS

1. HDL will be the primary point of contact for verbal and written communications.
2. HDL will provide one full-time project inspector for 12 weeks during the construction period. We anticipate the inspector will work an average of 50 hours per week. Inspection will not be required on Sundays or holidays.
3. We anticipate the project inspector will work overtime for an average of 10 hours per week to match the Contractor's schedule.
4. Our work excludes claims negotiations or protracted disputes with the Contractor, repeated retesting due to inadequate Contractor performance, or if the Contractor's work extends beyond the performance period.

RE: Fee Proposal for Construction Phase Services
September 13, 2013
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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 **\$130,070**, as detailed on the fee estimate worksheet dated September 13, 2013.

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

Sincerely,

HATTENBURG DILLEY & LINNELL, LLC


for David Lundin, PE
Principal Civil Engineer

Attach: Fee Worksheet (1 page)

FEE PROPOSAL WORKSHEET
Amendment 1 - CA Services
Aviation Avenue Water Main Extension

TASK	ACTIVITY	QTY	RATE	HDL LABOR & DIRECT EXPENSES	REIMBURSABLE EXPENSES	SUB- CONTRACTS	SUBTOTAL	TOTAL
3.0	Aviation Ave. Water Main CA and Inspection							\$130,010
	<u>Project Startup / Review of Submittals & Shop Drawings</u>						\$10,620	
	Project Manager	4 hrs	@ \$165	\$660				
	Project Engineer	40 hrs	@ \$115	\$4,600				
	Engineering Assistant	60 hrs	@ \$80	\$4,800				
	Clerical	8 hrs	@ \$70	\$560				
	<u>Assistance During Construction (20 weeks)</u>						\$50,000	
	Project Manager, 4 hrs/wk	80 hrs	@ \$165	\$13,200				
	Project Engineer, 16 hrs/wk	320 hrs	@ \$115	\$36,800				
	<u>Construction Inspection (12 Weeks @ 50 hrs per wk)</u>						\$59,650	
	Inspector, 40 hrs/wk	480 hrs	@ \$85	\$40,800				
	Inspector, 10 hrs/wk OT	120 hrs	@ \$115	\$13,800				
	Vehicle	60 days	@ \$80	\$4,800				
	Miscellaneous Reimbursables	1 Allowance	@ \$250		\$250			
	<u>Quality Assurance Material Testing</u>						\$4,630	
	Geotechnical Engineer	2 hrs	@ \$135	\$270				
	Field Materials Technician		Included w/ Inspection					
	Lab Supervisor	4 hrs	@ \$95	\$380				
	Nuclear Densometer	30 days	@ \$40	\$1,200				
	Laboratory Moisture-Density Test	6 ea	@ \$275	\$1,650				
	Lab. Asphalt Test Series	1 ea	@ \$600	\$600				
	Asphalt Core Density	2 ea	@ \$65	\$130				
	Clerical	4 hrs	@ \$75	\$300				
	Consumables	1 Allowance	@ \$100		\$100			
	<u>Closeout Documents</u>						\$5,110	
	Project Manager	4 hrs	@ \$165	\$660				
	Project Engineer	20 hrs	@ \$115	\$2,300				
	Drafter	20 hrs	@ \$95	\$1,900				
	Miscellaneous Reimbursables	1 Allowance	@ \$250		\$250			
Subtotal				\$129,410	\$600	\$0		\$130,010
10% Markup					\$60	\$0		\$60
Total Task 3				\$129,410	\$660	\$0		\$130,070