

Date of Action:

4/14/14

Approved Denied

By:

K. Smith

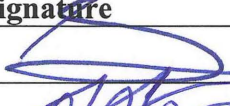



CITY COUNCIL ACTION MEMORANDUM

AM No. 14-12: Contract Award to Lounsbury & Associates in the amount of \$200,000 for Strip Paving Engineering Services.

Originator: Public Works Director

Date: April 2, 2014

Agenda of: April 14, 2014

| Route to: | Department Head | Signature | Date |
|-----------|-----------------------|--|---------|
| X | Public Works Director |  | 4/2/14 |
| X | Finance Director |  | 4-4-14 |
| X | Deputy Administrator |  | 4-3-14 |
| X | City Clerk |  | 4/14/14 |

Reviewed by Mayor Verne E. Rupright: Fiscal Impact: yes \$200,000 Funds Available: yes

Account name/number: Road Paving Upgrades-State/160-4320-432-45-64

Attachments: RFP Summary and Proposal (5 pages)

Summary Statement: This contract award is being made in response to the City's Request for Proposal 0207-0-2014/AG for engineering services. Two (2) proposals were received and reviewed by an evaluation team. Lounsbury & Associates provided the best proposal based on the evaluation criteria.

The City received a legislative grant in FY2014 for paving City roads in the amount of \$1.5 million. It is anticipated this funding will be able to pave 3 miles of gravel roads over the next 2 years. The engineering contract is being awarded on a time and material basis with the goal of providing as much pavement as possible. The contract amount is based on expected engineering and surveying costs to be between 12 and 15 percent of the total budget.

The engineering contract will include an evaluation report of priority roads that will be presented for City Council approval for road paving in 2014 and 2015.

Staff Recommendation: Adopt AM No. 14-12 for contract award.

DEMANDSTAR by ONVIA

My DemandStar **Buyers** Account Info

Log Bid [View Bids] **Log Quote** **View Quotes** **Supplier Search** **Build Broadcast List** **Reports**

Bid Details

Bid Information

EDIT

Agency City of Wasilla

Bid Type Request for Proposal

Bid Number RFP-0207-0-2014/AG

Fiscal Year 2014

Bid Writer Archie Giddings

Bid Name 2014-2015 Strip Paving Engineering Services

Bid Status Under Evaluation

Bid Status Text None

Award To

Due Date/Time 2/28/2014 4:00 PM Alaska

Broadcast Date 2/7/2014

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 shall consist of an evaluation of gravels roads being considered, develop a ranking system and prioritize roads to be paved that shall be submitted to the City Council for approval. The gravel road evaluation shall include surveying, sub-base analysis, drainage, traffic and area served. Engineering services shall consist of civil design and preparation of a bid package or multiple bid packages for each road segment to be paved. Engineering services shall continue through the construction phase with inspections, construction administration, and project close out with the paving contractor.

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 2/7/2014
Anchorage Daily News 2/10/2014

Documents

EDIT

Bid Package

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:

6.1.1. **Key Personnel Experience – 30 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. **Methodology – 30 points**

Demonstrate experience by proposing a method to prioritize road paving projects with a limited budget, by showing historical paving costs, by developing a tentative schedule, and by making suggestions to improve the project.

6.1.4. **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?

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 firm. These questions will be submitted to the firm in advance and the firm 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.

6.3. The evaluation committee may also contact the references provided in response to the Section identified as Company Background and References; contact any Proposer to clarify any response; contact any current users of a Proposer's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process.

6.4. Respondents may be asked to further explain or clarify, in writing, areas of their proposal before or during the evaluation process. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing companies.

Lounsbury & associates, inc.

ESTABLISHED 1949

April 2, 2014

City of Wasilla
290 East Herning Avenue
Wasilla, AK 99654-7091

Attention: Archie Giddings, P.E.
City Engineer

Regarding: **2014-2015 Strip Paving**
RFP 0207-0-2014/AG
Fee Proposal

Lounsbury & Associates is pleased to have been selected as the number one ranked firm for the referenced project. Based upon yesterday's meeting with you and your staff, Lounsbury submits this fee proposal to design and oversee strip paving of designated gravel roadways within Wasilla's city limits for your consideration.

Upon notice to proceed, Lounsbury will work with your staff to evaluate existing gravel roadways being considered and develop a priority for paving that shall be submitted to the City Council for approval. The evaluation may include evaluation of right-of-way impacts, drainage issues, traffic volumes and area served. Engineering services may consist of civil design and preparation of a bid package or multiple bid packages for each road segment to be paved; services may also include the construction phase with inspections, construction administration, and project close out with the paving contractor.

To facilitate this work, we propose an initial contract amount of \$200,000. Once your office identifies the road segments being considered, Lounsbury will develop a scope of work, anticipated deliverables and estimated fee for your approval. Approved task orders will be charged against the contract amount.

For reference, I am attaching Lounsbury's standard billing rates that will be used to generate proposals for each task order.

We understand this proposal will be presented for approval at the Council's April 14 meeting and notice to proceed issued shortly thereafter.

Please contact my office directly if you have any questions.

Sincerely,
Lounsbury & Associates, Inc.



Tom Adams, P.E.
Vice President



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2014 SURVEY SERVICES FEE SCHEDULE

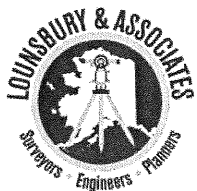
| | <u>CODE</u> | <u>STRAIGHT</u> | <u>OVERTIME</u> |
|----------------------------|-------------|-----------------|-----------------|
| Principal | PR | \$ 185.00/hr. | N/A |
| Senior Project Manager | SPM | \$ 155.00/hr. | \$ 185.00/hr. |
| Professional Land Surveyor | PLS | \$ 130.00/hr. | \$ 155.00/hr. |
| Associate Project Surveyor | APS | \$ 115.00/hr. | \$ 140.00/hr. |
| Survey Technician III | ST3 | \$ 95.00/hr. | \$115.00/hr. |
| Survey Technician II | ST2 | \$ 80.00/hr. | \$ 100.00/hr. |
| Survey Technician I | ST1 | \$ 70.00/hr. | \$ 85.00/hr. |
| Senior Party Chief | PC2 | \$ 95.00/hr. | \$ 115.00/hr. |
| Party Chief | PC1 | \$ 85.00/hr. | \$ 105.00/hr. |
| Senior Field Tech | FT3 | \$ 80.00/hr. | \$ 100.00/hr. |
| Field Tech | FT2 | \$ 70.00/hr. | \$ 85.00/hr. |
| 3-Person Crew | 3 MC | \$ 275.00/hr. | \$ 330.00/hr. |
| 2-Person Crew | 2 MC | \$ 205.00/hr. | \$ 245.00/hr. |
| 1-Person Crew | 1 MC | \$ 125.00/hr. | \$ 145.00/hr. |
| PLS 1-Person Crew | PLSMC | \$ 160.00/hr. | \$ 185.00/hr. |
| Expediter | COU | \$ 55.00/hr. | \$ 65.00/hr. |
| Bear Guard | BEAR | \$ 100.00/hr. | \$ 130.00/hr. |

SUPPLEMENTARY INFORMATION

Overtime shall be defined as all hours worked in excess of eight (8) hours per day or forty (40) hours per week, and all time worked on Saturdays, Sundays, or holidays. Standby/Weather time is typically 10 hours per day at straight time rates. Transportation and living expenses outside of Anchorage and/or Wasilla, when not provided by the client, will be billed at actual cost plus 10% overhead, or per diem as agreed. All crews are equipped with an appropriate level of standard survey equipment and expendable supplies. Additional Equipment rates are listed below. Additional equipment and/or supplies required for remote work or unusual circumstances will be billed at agreed rates or actual cost plus 10%. All rates are subject to change.

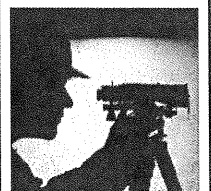
Additional Equipment Rates

| | |
|----------------------|------------|
| GNSS/RTK Receiver | \$145/day |
| Laser Scanner | \$1200/day |
| Snow Machine | \$125/day |
| Snow Machine Trailer | \$125/day |
| ATV | \$125/day |



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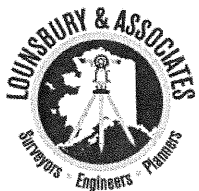


lounsbury & associates, inc.

ESTABLISHED 1949

2012 FEE SCHEDULE

| | <u>CHARGE CODE</u> | <u>STRAIGHT TIME</u> | <u>OVERTIME</u> |
|--------------------------|------------------------|--------------------------|-----------------|
| Principal | PR | \$185.00/hr. | N/A |
| Senior Project Manager | SPM | \$155.00/hr. | N/A |
| Project Manager | PM | \$135.00/hr. | N/A |
| Senior Project Engineer | PE3 | \$135.00/hr. | N/A |
| Project Engineer II | PE2 | \$120.00/hr. | N/A |
| Project Engineer I | PE1 | \$110.00/hr. | N/A |
| Civil Engineer II | CE2 | \$ 100.00/hr. | \$120.00/hr. |
| Civil Engineer I | CE1 | \$ 90.00/hr | \$110.00/hr. |
| Civil Technician III | CT3 | \$ 100.00/hr. | \$120.00/hr. |
| Civil Technician II | CT2 | \$ 85.00/hr. | \$ 105.00/hr. |
| Civil Technician I | CT1 | \$ 75.00/hr. | \$ 95.00/hr. |
| Senior Inspector | ET2 | \$ 90.00/hr. | \$ 120.00/hr. |
| Inspector | ET1 | \$ 85.00/hr. | \$ 105.00/hr. |
| Senior Planner | PL2 | \$ 110.00/hr. | N/A |
| Planner | PL1 | \$ 90.00/hr. | \$ 100.00/hr. |
| Administrative Assistant | AA | \$ 55.00/hr. | N/A |
| Courier | COU | \$ 45.00/hr. | \$ 60.00/hr. |



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