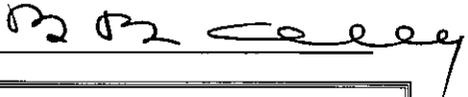


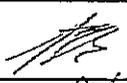
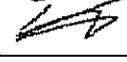
CITY OF PALMER ACTION MEMORANDUM

SUBJECT: Authorize the City Manager to Amend a Professional Service Agreement with Hattenburg, Dilley and Linnell for Additional Design and Easements Acquisition Services for Lucas Area Water and Street Improvements Project in an Amount Not to Exceed \$38,900

AGENDA OF: April 22, 2008

Authorized

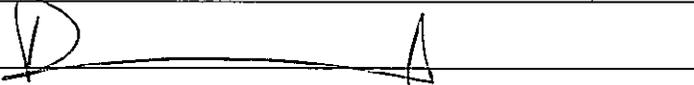
Approved for presentation by B. B. Allen, City Manager 

| Route To: | Department/Individual: | Initials: | Remarks: |
|-----------|---------------------------------------|---|----------|
| x | Originator – Director of Public Works |  | |
| x | City Clerk |  | |
| x | City Attorney |  | |
| | Director of Public Safety | | |
| | Director of Administration | | |
| | Director of Community Services | | |
| | Director of Public Works | | |

Attachment(s): See Attachments

Fiscal note:

| | | |
|---|---|----------------|
| | No fiscal impact. | |
| | Funds are budgeted from this account number: | |
| x | Funds are not budgeted. Budget modification is required. Affected account number: | <i>various</i> |

Finance Director Signature: 

Summary statement: Professional service agreement amendment number one will authorize a proposal by Hattenburg Dilley & Linnell Engineering Consultants (HDL) for additional unanticipated design and administrative services not included in the original contractual scope of work. This additional work will include design of improvements to approximately 1,050 feet of South Valley Way and East Fireweed Avenue in the area of the Palmer Visitors Center and Palmer Veterans Pioneers' Home as well as, easements and right of entry acquisition and special assessment district assistance for the Lucas area.

April 7, 2008

File: 77-072

Roscoe Barrett, Public Works Director
City of Palmer
231 W. Evergreen Avenue
Palmer, AK 99645

Re: Request for Amendment 1 – Additional Design & Easements Acquisition Services
Lucas Area Water and Street Improvements

Dear Mr. Barrett:

This letter is a request for a professional services agreement amendment for \$35,080 for additional design and easement acquisition services for the Lucas Area Water and Street Improvements project.

Project Status

The Lucas Area Water and Street Improvements project design is approximately 80 percent complete. We anticipate the bid advertisement to begin on April 23 and bids to be opened on May 22, 2008. Our current construction cost estimate is \$3.2 million.

Additional Work

Additional work added to our scope of services includes additional unanticipated design, easement and right-of-entry acquisition, and assistance with establishing a Special Assessment District.

1. *Additional Unanticipated Design.* In February, the City expanded the scope of the project to include improvements to approximately 1,050 feet of South Valley Way and East Fireweed Avenue in the area of the Palmer Visitors' Center and Palmer Veterans and Pioneers' Home. The improvements include repaving and replacement of the sidewalk ramps to provide better accessibility. The construction cost is estimated to be \$232,000. Additional services include control and topographic surveying, design consisting of approximately six additional drawing sheets, an additional bid schedule and cost estimating, and coordination with Alaska Railroad Corporation for improvements near the railroad tracks.

We estimate the cost of this additional work is \$25,500 as shown on the attached worksheet as Task 1.

2. *Easement/Right of Entry Acquisition.* The extent of easement-related work was unknown when our fee proposal was prepared and easement work was specifically excluded. It now appears that right-of-entry permits are required from nearly every

Scott Hattenburg, PE

Lorie Dilley, PE/CPG

Dennis Linnell, PE

David Lundin, PE

property in the project area, either for water service replacement, driveway grading, or other construction extending outside of the right-of-way (such as hydrant installation). There are also approximately eight permanent easements required for construction of accessible ramps; the combination of a relatively narrow right-of-way and the wide commercial streets causes the back of the sidewalk ramps to extend outside of the right-of-way.

We anticipate we will expend \$8,000 preparing right-of-entry permits and easement agreements and contacting landowners. This cost is detailed on the attached worksheet as Task 2. The amount of effort and cost is highly dependent on the cooperation of the landowners and may be significantly more if negotiations are required.

3. *Special Assessment District Assistance.* Traditionally, the work to gather property owner information, tabulate property information such as size, assessed value and foot frontage, as is required for establishment of a Special Assessment District (SAD), has been performed by the City. This work was not included in our proposal. On March 26, the City requested that we perform this work.

We estimate the cost of this additional work will be \$5,400 as shown on the attached worksheet as Task 3.

The total amount of this amendment request is **\$38,900**, for a revised total contract amount of \$339,397. We anticipate also providing the City with a proposal for construction-phase services as an additional amendment to this contract. Thank you for the opportunity to work with the City on these important projects. Please contact me if you have any questions regarding this matter.

Sincerely,

HATTENBURG DILLEY & LINNELL



David Lundin, P.E.
Project Manager

Attach: Additional Worksheet for Amendment 1

cc: Scott Hattenburg, HDL

Project: Palmer Lucas Area Water and Street Improvements
Engineer: Hattenburg Dilley & Linnell
Scope: Amendment 1 - Additional Services
Date Prepared: 04/07/08

| <u>TASK</u> | <u>ACTIVITY</u> | <u>QTY</u> | <u>RATE</u> | <u>LABOR</u> | <u>REIMB</u> | <u>SUBCON</u> | <u>SUBTOTAL</u> | <u>TOTAL</u> |
|---|---|------------|-------------|-----------------|--------------|---------------|-----------------|-----------------|
| 1.0 | Additional Unanticipated Design..... | | | | | | | \$25,500 |
| | <u>Survey</u> | | | | | | | \$7,620 |
| | Survey Manager | 12 hrs | @ \$125 | \$1,500 | | | | |
| | 2-Man Survey Crew | 24 hrs | @ \$170 | \$4,080 | | | | |
| | Drafting Technician | 24 hrs | @ \$85 | \$2,040 | | | | |
| | <u>Design/Coordination/Estimating (6 additional sheets)</u> | | | | | | | \$17,880 |
| | Associate Engineer | 24 hrs | @ \$115 | \$2,760 | | | | |
| | Staff Engineer | 84 hrs | @ \$95 | \$7,980 | | | | |
| | Drafting Technician | 84 hrs | @ \$85 | \$7,140 | | | | |
| Subtotal Task 1 | | | | \$25,500 | \$0 | \$0 | \$25,500 | \$25,500 |
| 5% Markup on reimbursables and subcontractors | | | | | \$0 | \$0 | | \$0 |
| Total Task 1 | | | | \$25,500 | \$0 | \$0 | \$25,500 | \$25,500 |
| 2.0 | Easement/Right-of-Entry Acquisition..... | | | | | | | \$8,000 |
| | Associate Engineer | 8 hrs | @ \$115 | \$920 | | | | |
| | Staff Engineer | 32 hrs | @ \$95 | \$3,040 | | | | |
| | Survey Manager | 16 hrs | @ \$125 | \$2,000 | | | | |
| | Drafting Technician | 24 hrs | @ \$85 | \$2,040 | | | | |
| Subtotal Task 2 | | | | \$8,000 | \$0 | \$0 | \$8,000 | \$8,000 |
| 5% Markup on reimbursables and subcontractors | | | | | \$0 | \$0 | | \$0 |
| Total Task 2 | | | | \$8,000 | \$0 | \$0 | \$8,000 | \$8,000 |
| 3.0 | Special Assessment District Assistance..... | | | | | | | \$5,400 |
| | Associate Engineer | 16 hrs | @ \$115 | \$1,840 | | | | |
| | Staff Engineer | 32 hrs | @ \$95 | \$3,040 | | | | |
| | Clerical | 8 hrs | @ \$65 | \$520 | | | | |
| Subtotal Task 3 | | | | \$5,400 | \$0 | \$0 | \$5,400 | \$5,400 |
| 5% Markup on reimbursables and subcontractors | | | | | \$0 | \$0 | | \$0 |
| Total Task 3 | | | | \$5,400 | \$0 | \$0 | \$5,400 | \$5,400 |
| Total Amendment 1 | | | | \$38,900 | \$0 | \$0 | \$38,900 | \$38,900 |