

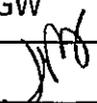
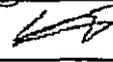
CITY OF PALMER ACTION MEMORANDUM

SUBJECT: Authorize City Manager to Execute Amendment No. 2 to the Professional Services Agreement with Hattenburg, Dilley and Linnell in the Amount of \$359,339 for Construction Management Services of the Lucas Area Water and Street Improvements Project

AGENDA OF: June 10, 2008

Council action: Authorized

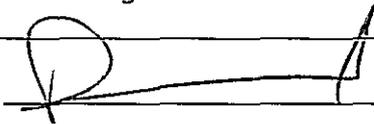
Approved for presentation by B.B. Allen, City Manager 

Route To:	Department/Individual:	Initials:	Remarks:
X	Originator –	GW	
X	City Clerk		
X	City Attorney		
	Public Safety Director		
X	Administrative Services Director		
	Community Services Director		
	Planning & Community Development Director		
	Public Works Director		

Attachment(s): Proposal from Hattenburg, Dilley and Linnell

Fiscal note:

	No fiscal impact.	
X	Funds are budgeted from this account number:	Various – See Below
	Funds are not budgeted. Budget modification is required. Affected account numbers:	

Finance Director Signature: 

Summary statement: Action memorandum 08-046 authorizes the execution of Professional Services Agreement (PSA) amendment number two with Hattenburg Dilley & Linnell Engineering Consultants (HDL) to provide for construction administration and inspection services for the Lucas Area Water and Street Improvements project. Attached is a breakdown of HDL's proposal for these costs which include design of additional sidewalk improvements on South Valley Way near the library and on Bailey Street in the downtown area. These items were added during the city council meeting on April 22.

Funds for the project include State of Alaska Department of Environmental Conservation grants,

Federal Environmental Protection Agency grants, Matanuska Susitna Borough Dust Control grant funds, State of Alaska grants through Department of Commerce, Community and Economic Development, and a Special Assessment District.

Administration recommendation: Approve Action Memorandum No. 08-046.

May 28, 2008

File: 77-072

Greg Wickham, Acting Public Works Director
Sara Jansen, Public Works Administrator
City of Palmer
231 W. Evergreen Avenue
Palmer, AK 99645

Re: Fee Proposal for Construction Phase Services
Lucas Area Water and Street Improvements

Dear Mr. Wickham and Ms. Jansen,

Hattenburg Dilley & Linnell (HDL) is pleased to present this fee proposal for construction phase services for the Lucas Area Water and Street Improvements project and design services for additional sidewalk improvements in the area of South Valley Way near the library and on Bailey Street in the downtown area.

Project Description

The Lucas-Area project includes replacing approximately 3,600 feet of deteriorated steel water mains, hydrants and services and improving approximately 5,000 feet of existing gravel roads with new gravel subbase, base, AC pavement, curb and gutter, sidewalks, storm drain collection, and street lighting. Improvements to existing paved streets include new pavement, ADA-accessible ramps, and upgrades to the existing street lighting. The project area is bounded by Evergreen Street to the north, Geranium Avenue to the South, Lucas Way to the west and Bailey Street to the east.

The Lucas-Area project also includes approximately 1,050 feet of street rehabilitation on Fireweed Avenue and Valley Way in the area of the Palmer Veterans and Pioneers Home and the Palmer Visitor Center, including new pavement and sidewalk improvements.

We understand the City anticipates adding additional sidewalk improvements to the Lucas-Area project. We will design and administer construction of these additional improvements, which we anticipate will include new ADA-accessible ramps, replacement of damaged sidewalk sections, and sidewalk widening.

Proposed Construction Phase Services

HDL proposes to work closely with Public Works staff to provide construction phase services, including construction oversight, coordination, administration, inspection, and record drawings.

Oversight and Coordination. HDL will coordinate and oversee the day-to-day activities of the project on behalf of the City. Scott Hattenburg, P.E. will be the Principal-in-Charge and

Scott Hattenburg, PE

Lorie Dilley, PE/CPG

Dennis Linnell, PE

David Lundin, PE

David Lundin, P.E. will be the Project Manager. We anticipate Dave Longtin, EIT will be the Project Engineer and will be the primary point of contact. Under Mr. Lundin's close supervision, Mr. Longtin will keep the City informed of progress, field directives, and changes as they arise and will prepare weekly written status reports.

Project Start-up / Review of Submittals & Shop Drawings. HDL will review material and equipment submittals, shop drawings, samples, and quality control submittals. EDC Inc, the electrical engineering firm for the project, will review street lighting 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 Design Clarification/Variation Requests (DCVR) from the contractor. We will conduct formal weekly construction meetings and will frequently meet informally with the Contractor and City to assist in coordinating the work. We will review pay requests and make recommendations for payment by the City. We will prepare Change Orders for unanticipated and additional directed work as needed.

Closeout Documents. HDL and EDC will review the contractor's construction markups and will prepare electronic record drawings. We will submit record drawings to the City on Mylar and in Adobe PDF format. HDL will submit record drawings to ADEC and apply for Approval to Operate the new water pipelines. HDL will process bond and lien releases and prepare a project completion certificate.

Construction Inspection & Quality Assurance Testing. HDL will provide full-time construction inspection of the work during the anticipated 32-week field construction period of July 7, 2008 through September 15, 2009, with a winter shutdown from October 15, 2008 until May 15, 2009. We anticipate our inspector will work up to 54 hours per week to approximately match the contractor's work schedule. We anticipate that the contractor will only work one shift per day. Actual inspection hours will depend upon the Contractor's schedule. Our inspector will observe, test, and document the construction on behalf of the City. Documentation will include photographs and daily reports detailing the equipment, labor, inspections, testing, and activities occurring each day. We will also conduct formal inspections jointly with the City at Winter Shutdown, Substantial Completion and Final Completion. EDC will provide periodic inspection of the street lighting system as detailed in the attached proposal.

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

- ✓ Approximately 150 field density tests,
- ✓ Approximately 18 laboratory moisture-density tests (Proctors) including soil gradations,
- ✓ Approximately four additional soil gradation tests,

- ✓ Approximately 38 laboratory asphalt density tests of core samples,
- ✓ Approximately eight asphalt pavement gradations and oil content tests, and
- ✓ Approximately 12 sets of concrete field tests and cylinder breaks.

Proposed Additional Design Services

HDL proposes to provide design services for the proposed sidewalk improvements in the area of South Valley Way near the library and South Bailey Street in the downtown area. We will begin with a brief inventory of the existing sidewalks, including width, condition, and ADA-accessibility. We will work with Public Works staff to identify and prioritize improvements to make the best use of available funding (approximately \$100,000). Once the work is identified, we will prepare design drawings and issue a Request for Proposal to the Lucas-project contractor. We anticipate that the construction will be added to the Lucas-project contractor by change order. We will incorporate the new design drawings in the Lucas-project record drawing set.

We do not anticipate providing topographic surveying. Our design will be "field-fit" to match existing sidewalk elevations and locations. We will search for existing property corners to attempt to identify the right-of-way. If easements are necessary to accommodate the improvements, we can provide surveying, easement drawings, and acquisition assistance, however this may require additional funding, depending on the extent and budget available.

We do not anticipate performing a geotechnical investigation, or providing bidding assistance. We do not anticipate any environmental permits will be required.

Schedule

Our fee is based on an anticipated 32 weeks of field construction. If the contractor's work extends beyond the contract construction period, there may be additional cost to our work.

Cost Proposal

We propose to provide construction phase services on a time-and-expenses basis using our published hourly labor rates and receiving reimbursement for subcontracts and expenses at cost plus 5%. Based on the scope of work and schedule, we expect the cost of our services not to exceed \$ 359,339 as shown on the attached detailed fee estimate worksheet.

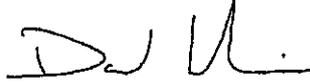
The level of effort required for construction phase services is highly dependent on the cooperation and skill of the contractor; the methods and equipment the contractor employs; the weather; the amount of rejected work that must be retested; and the schedule he decides to work. All of these conditions are not within the control of the Engineer. We have prepared this estimate taking an optimistic view of potential difficulties based on our current understanding of the project. Our fee is therefore a budget-level estimate based on the above-discussed services and schedule.

RE: *Fee Proposal for Construction Phase Services*
Lucas Area Water and Street Improvements
May 28, 2008
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We look forward to working with you on this project. If you have any questions, you can contact me at 746-5230.

Sincerely,

HATTENBURG DILLEY & LINNELL, LLC



David Lundin, P.E.
Associate/Civil Engineer

Attach: Fee Proposal Worksheet (2 pages)
EDC Inc Proposal Letter dated 5-28-08

FEE PROPOSAL
Construction Phase Services
Lucas Area Water and Street Improvements
Palmer, Alaska

<u>TASK</u>	<u>ACTIVITY</u>	<u>QTY</u>	<u>RATE</u>	<u>LABOR</u>	<u>SUB- CONTRACT</u>	<u>REIMB</u>	<u>SUB- TOTAL</u>	<u>TOTAL</u>
1.0	Construction Administration.....							\$152,460
	<u>Project Administration (36 weeks)</u>							\$128,160
	Principal-in-Charge	36 hrs	@ \$145	\$5,220				
	Project Manager, 10 hrs/wk	360 hrs	@ \$125	\$45,000				
	Project Engineer, 20 hrs/wk	720 hrs	@ \$90	\$64,800				
	Vehicle (1/2 time)	108 days	@ \$75	\$8,100				
	Clerical	72 hrs	@ \$70	\$5,040				
	<u>Project Start-up / Review of Submittals & Shop Drawings</u>							\$9,740
	Project Manager	12 hrs	@ \$125	\$1,500				
	Project Engineer	60 hrs	@ \$90	\$5,400				
	EDC Inc. Allowance	1 L.S.	@ \$2,000		\$2,000			
	Clerical	12 hrs	@ \$70	\$840				
	<u>Record Drawings</u>							\$14,560
	Project Engineer	24 hrs	@ \$90	\$2,160				
	Drafting	140 hrs	@ \$85	\$11,900				
	Reimbursables	1 L.S.	@ \$500			\$500		
2.0	Construction Inspection & Testing.....							\$191,710
	<u>Construction Inspection (32 wks @ 60 hrs per wk)</u>							\$167,540
	Resident Inspector-ST	1,280 hrs	@ \$80	\$102,400				
	Resident Inspector-OT	448 hrs	@ \$105	\$47,040				
	EDC Inc. Allowance	1 L.S.	@ \$3,200		\$3,200			
	Vehicle	192 days	@ \$75	\$14,400				
	Reimbursables	1 L.S.	@ \$500			\$500		
	<u>Quality Assurance Testing</u>							\$24,170
	Principal Geotech. Engineer	8 hrs	@ \$145	\$1,160				
	Nuclear Densometer	150 days	@ \$35	\$5,250				
	Lab. Moisture-Density Test	18 ea	@ \$270	\$4,860				
	Soil Gradation	4 ea	@ \$150	\$600				
	Topsoil Organic Content	1 ea	@ \$70	\$70				
	Fracture Count	3 ea	@ \$70	\$210				
	Concrete Field Test	12 ea	@ \$125	\$1,500				
	Concrete Cylinder Breaks	36 ea	@ \$20	\$720				
	Field Asphalt Technician	32 hrs	@ \$70			\$2,240		
	Lab. Asphalt Test Series	8 ea	@ \$600			\$4,800		
	Asphalt Core Density	38 ea	@ \$30			\$1,140		
	Clerical	16 hrs	@ \$70	\$1,120				
	Reimbursables	1 L.S.	@ \$500			\$500		

FEE PROPOSAL
Construction Phase Services
Lucas Area Water and Street Improvements
Palmer, Alaska

<u>TASK</u>	<u>ACTIVITY</u>	<u>QTY</u>	<u>RATE</u>	<u>LABOR</u>	<u>SUB- CONTRACT</u>	<u>REIMB</u>	<u>SUB- TOTAL</u>	<u>TOTAL</u>
3.0	Additional Design.....							\$14,400
	<u>Sidewalk Design</u>						\$14,400	
	Associate Engineer	16 hrs	@ \$125	\$2,000				
	Staff Engineer	40 hrs	@ \$95	\$3,800				
	Drafting Technician	60 hrs	@ \$85	\$5,100				
	Survey Manger	8 hrs	@ \$ 120	\$960				
	2-Man Survey Crew	12 hrs	@ \$ 170	\$2,040				
	Reimbursables	1 L.S.	@ \$500			\$500		
Subtotal Task 3				\$343,190	\$5,200	\$10,180		\$358,570
5% Markup on subcontracts and reimbursables					\$260	\$509		\$769
Total Task 3				\$343,190	\$5,460	\$10,689		\$359,339



ENGINEERING DESIGN & CONSULTING
An Alaskan Owned Professional Corporation

EDC, INC.

213 W. Fireweed Lane
Anchorage, AK 99503

May 28, 2008

Dave Lundin
Hattenburg, Dilley, & Linnell
808 South Bailey Street, Suite 102
Palmer, AK 99645

Subject: Lucas Street Improvements – Construction Management Services Proposal

Dear Dave:

This proposal is for providing electrical construction management services in association with the planned Lucas area street improvements in Palmer. This proposal is based on the following:

SCOPE OF WORK:

EDC, Inc. will provide electrical construction management services for the street lighting improvements around Lucas Way. Services shall include review of shop drawings and submittals, as well as responding to RFI's and issuing clarifications. Up to three periodic inspections (below grade, pre-final and final) shall be performed. The scope of work shall also include producing record drawings.

FEE: The proposed fee to perform the above scope of work will be billed on a time and material basis with a not-to-exceed amount **\$5,200**.

Please feel free to contact me if you have any questions concerning this proposal.

Sincerely,

John Faschan - President / EDC, INC.