

CITY OF PALMER ACTION MEMORANDUM No. 09-045

SUBJECT: Authorize the City Manager to Execute Amendment One for Phase II Services on the Bonanza Area Water and Street Improvements with DOWL HKM in the Amount not to Exceed \$157,866

AGENDA OF: August 11, 2009

Council action:	Authorized
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Approved for presentation by B. B. Allen, City Manager B. B. Allen

Route To:	Department/Individual:	Initials/Date:	Remarks:
X	Originator – PW	<i>CLL</i> 07/22/09	
X	City Clerk	<i>JG</i> 8/3/09	
X	City Attorney	<i>[Signature]</i> 8/3/09	
X	Director of Administration	<i>[Signature]</i> 7/24/09	
	Director of Community Development		
	Director of Community Services		
	Director of Public Safety		
	Director of Public Works		

Attachment(s): Resolution No. 09-023
 Resolution No. 09-030
 AM 09-040
 AM 09-039
 Dowl HKM Fee Proposal

Certification of Funds:

	No fiscal impact.	
X	Funds are budgeted from this account number:	\$157,866 Reso 09-030
	Funds are not budgeted. Budget modification is required. Affected account number:	

Director of Administration Signature: *[Signature]*

Summary statement: On June 23, 2009, the Palmer City Council approved resolution no. 09-023 which approved a \$500,000 supplemental appropriation for the scope of work and design fees for the Bonanza and Gulkana Area projects. The two engineering projects will be funded from resolution no. 09-023 and Alaska Department of Environmental Conservation (ADEC) Municipal Matching Grant (MMG) 67117. ADEC MMG 67117 was accepted on July 28, 2009, with

resolution no. 09-030.

On July 14, 2009, the council approved action memorandum 09-040 which awarded Hattenburg Dilley & Linnell, LLC a contract of \$322,731 for the Gulkana Area Water and Street Improvements project. This approval resulted in a remaining balance of \$177,269 from the original \$500,000 supplemental appropriation.

On July 21, 2009, the council approved action memorandum 09-039 to award Phase I of the Bonanza Area Water and Street Improvements Professional Services Agreement (PSA) to DOWL HKM in the amount of \$177,269.

Action memorandum no. 09-045 executes amendment no. 1 for phase II services on the Bonanza Area Water and Street Improvements with DOWL HKM in the amount not to exceed \$157,866.

Administration recommendation: Adopt action memorandum no. 09-045.

CITY OF PALMER INFORMATION MEMORANDUM No. 09-041

SUBJECT: Resolution No. 09-023: Approving a Supplemental Appropriation from the Water and Sewer Fund (02) Unrestricted Fund Balance to the Steel Water Main Project in the Amount of \$500,000

AGENDA OF: June 23, 2009

Council action: <div style="border: 1px solid red; padding: 2px; display: inline-block; color: red;">Adopted</div>
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Approved for presentation by B.B. Allen, City Manager B.B. Allen

Route To:	Department/Individual:	Initials/Date:	Remarks:
X	Originator – Public Works Director	<i>CKL</i>	
X	City Clerk	<i>JR</i> 6/15/09	
X	City Attorney	<i>AS</i> 6/15/09	
X	Director of Administration	<i>AW</i> 6/9/09	
	Director of Community Development		
	Director of Community Services		
	Director of Public Safety		
	Director of Public Works		

Attachment(s): Resolution No. 09-023
Summary of Economic Impact

Certification of Funds:

	No fiscal impact.	
	Funds are budgeted from this account number:	
X	Funds are not budgeted. Budget modification is required. Affected account number:	02-0000-2710

Director of Administration Signature: *AW*

Summary statement: The Public Works Department is requesting this appropriation from the Water and Sewer Fund (02) unrestricted fund balance to the Steel Water Main Replacement project to complete engineering and design services for Gulkana Area Water and Street Improvements and Bonanza Area Water and Street Improvements. These are the next projects in the five year plan to replace and upgrade the water lines and pave streets.

The City has solicited Request For Proposals (RFP) for the engineering and design of the following two projects:

The Bonanza Area Water and Street Improvement description project is as follows:

This project includes professional engineering services for design of approximately 5,910 feet of road improvement, including curb and gutter, sidewalks where required, LED street lights and pavement over existing streets. In addition, approximately 4,630 feet of domestic water main piping replacement including new fire hydrants and piping to be upgraded to ductile iron pipe.

The work will include the following streets:

Main Road	Connectors	Gravel/Paved	Feet
S. Bonanza St.	E. Industrial to Commercial Dr.	Gravel	1280
Commercial Dr.	S. Bonanza St to S. Chugach	Paved/No Curbs	365
E. Industrial	S. Chugach to S. Bonanza	Paved/No Curbs	365
S. Chugach	RR crossing to E. Cope Industrial	Paved	1973
N. Alaska St.	W. Beaver Ave to W. Dolphin Ave.	Paved	1433
W. Caribou Ave	N. Alaska St to N. Bailey St.	Gravel	291
W. Dolphin Ave.	N. Alaska St to N. Bailey St.	Paved Chip/ Gravel	203

The Gulkana Area Water and Street Improvements project is as follows:

This project includes professional engineering services for design of approximately 4,208 feet of road improvement, including curb and gutter, sidewalks where required, LED street lights and pavement over existing streets. In addition, approximately 4,208 feet of domestic water main piping replacement including new fire hydrants and piping to be upgraded to ductile iron pipe.

The work will include the following streets:

Road	Connector Streets	Existing Surface	Feet
S. Diomede St.	E. Fern St to E. Fireweed	Gravel/Paved	336
S. Gulkana St	E. Fireweed to E. Cottonwood	Gravel/Paved	1942
E. Cottonwood Ave.	S. Gulkana to Denali St.	undeveloped	785
E Dahlia	S. Gulkana	Gravel	277
E Dogwood	S. Gulkana	Gravel	388
E Cedar	S. Gulkana	Gravel	480

Allocation of funds will allow the department to complete the engineering and design of these projects and meet the ADEC September 1, 2009, design deadline. The proposals are due on June 23, 2009, with award of the RFP's on the July 14, 2009 council meeting in order to meet the deadlines.

Administration recommendation: Adopt resolution no. 09-023.

Expenses (list the affected line item name and number):

Operating funds:

	FY09	FY10	FY11	FY12
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
Total	\$ _____	\$ _____	\$ _____	\$ _____

Enterprise funds:

	FY09	FY10	FY11	FY12
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
Total:	\$ _____	\$ _____	\$ _____	\$ _____

Capital funds:

	FY09	FY10	FY11	FY12
Steel Water Main Replacement	\$ 500,000	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
Total:	\$ 500,000	\$ _____	\$ _____	\$ _____

Are new positions required? Yes No X

Position Title:	Position Type (full-time, part-time, temporary):	Approximate Cost:
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

List impacts on existing programs created by the proposed legislation:

The City will lose the opportunity to obtain stimulus fund grants with a 90/10% match.

Fiscal effects of not passing the legislation:

The City of Palmer must supply engineered construction ready drawings to the State of Alaska Department of Environmental Conservation prior to September 1, 2009 to secure the finding from the ADEC ADWF loan in the amount of \$2,500,000.

Introduced by: City Manager Allen
 Date: June 23, 2009
 Action: Adopted
 Vote: Unanimous

Yes:	No:
Erbey	
Hanson	
Chmielewski	
Best	
Brown	
Combs	

CITY OF PALMER, ALASKA

RESOLUTION NO. 09-023

A RESOLUTION BY THE PALMER CITY COUNCIL APPROVING A SUPPLEMENTAL APPROPRIATION FROM THE WATER AND SEWER FUND (02) UNRESTRICTED FUND BALANCE TO THE STEEL WATER MAIN PROJECT IN THE AMOUNT OF \$500,000

WHEREAS, The City of Palmer has established a plan for failing old steel water mains; and

WHEREAS, the City of Palmer is securing funding in the amount of \$2,500,000 from the State of Alaska Department of Environmental Conservation Alaska Drinking Water Fund Project no. 677221 American Recovery and Reinvestment Act; and

WHEREAS, the City of Palmer must supply engineered construction ready drawings to the State of Alaska Department of Environmental Conservation no later than to September 1, 2009 to secure the ARRA (stimulus) funding; and

WHEREAS, the scope of work for the Bonanza Area Water and Street Improvement description project is a follows: design of approximately 5,910 feet of road improvement, including curb and gutter, sidewalks where required, LED street lights and pavement over existing streets. In addition, approximately 4,630 feet of domestic water main piping replacement including new fire hydrants and piping to be upgraded to ductile iron pipe;

Main Road	Connectors	Gravel/Paved	Feet
S. Bonanza St.	E. Industrial to Commercial Dr.	Gravel	1280
Commercial Dr.	S. Bonanza St to S. Chugach	Paved/No Curbs	365
E. Industrial	S. Chugach to S. Bonanza	Paved/No Curbs	365
S. Chugach	RR crossing to E. Cope Industrial	Paved	1973
N. Alaska St.	W. Beaver Ave to W. Dolphin Ave.	Paved	1433
W. Caribou Ave	N. Alaska St to N. Bailey St.	Gravel	291
W. Dolphin Ave.	N. Alaska St to N. Bailey St.	Paved Chip/ Gravel	203

WHEREAS, the scope of work for the Gulkana Area Water and Street Improvements project is as follows: design of approximately 4,208 feet of road improvement, including curb and gutter, sidewalks where required, LED street lights and pavement over existing streets. In addition, approximately 4,208 feet of domestic water main piping replacement including new fire hydrants and piping to be upgraded to ductile iron pipe;

Road	Connector Streets	Existing Surface	Feet
S. Diomede St.	E. Fern St to E. Fireweed	Gravel/Paved	336
S. Gulkana St	E. Fireweed to E. Cottonwood	Gravel/Paved	1942
E. Cottonwood Ave.	S. Gulkana to Denali St.	undeveloped	785
E Dahlia	S. Gulkana	Gravel	277
E Dogwood	S. Gulkana	Gravel	388
E Cedar	S. Gulkana	Gravel	480

WHEREAS, the estimated project costs for the two projects is \$500,000; and,

WHEREAS, allocation of these funds will allow the department to complete the engineering and design of these projects and meet the ADEC stimulus September 1, 2009, design deadline. The proposals are due on June 23, 2009, with award of the Request for Proposal on the July 14, 2009, council meeting in order to meet the deadlines.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council approves a supplemental appropriation of \$500,000 from the Water and Sewer Fund (02) Unrestricted Fund Balance to the Steel Water Main Project to obtain ready engineered drawings for the Gulkana Water and Street Improvements and the Bonanza Area Water and Street Improvements projects.

Passed and approved by the City Council of the City of Palmer, Alaska this twenty-third day of June, 2009.

/s/

John C. Combs, Mayor

/s/

Janette M. Bower, City Clerk

CITY OF PALMER INFORMATION MEMORANDUM No. 09-050

SUBJECT: Resolution No. 09-030: Accepting and Appropriating Grant No. 67117 from the State of Alaska, Department of Environmental Conservation (ADEC) in the Amount of \$1,974,000 for the Steel Water Main Replacement, Phase VII

AGENDA OF: July 28, 2009

Council action:	Adopted
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Approved for presentation by B.B. Allen, City Manager *B.B. Allen*

Route To:	Department/Individual:	Initials/Date:	Remarks:
X	Originator – Public Works Director	<i>CKL</i> 7/8/09	
X	City Clerk	<i>JBY</i> 7/21/09	
X	City Attorney	<i>[Signature]</i> 7/21/09	
X	Director of Administration	<i>[Signature]</i> 7/10/09	
	Director of Community Development		
	Director of Community Services		
	Director of Public Safety		
	Director of Public Works		

Attachment(s): Resolution No. 09-030
 Summary of Economic Impact
 Alaska Department of Environmental Conservation Grant Offer

Certification of Funds:

	No fiscal impact.	
	Funds are budgeted from this account number:	
X	Funds are not budgeted. Budget modification is required. Affected account number:	24-01-10-3700

Director of Administration Signature: *Kelli Vlach*

Summary statement: The State of Alaska, Department of Environmental Conservation (ADEC) is offering grant number 67117 in the amount of \$1,974,000 for the Steel Water Main Replacement, Phase VII. This grant will finance the continuation of replacing failing thin walled steel water mains located throughout the older portions of the City's distribution system. The projects for this phase include but are not limited to areas along Alaska Street, North Gulkana Street, East Auklet, East Caribou, and East Dolphin Avenue. With the recent water main breaks

on Alaska Street, ADEC has agreed to allow this project to be covered in this grant.

The estimated cost for this phase of work is \$2,820,000 with 70 percent (\$1,974,000) eligible for reimbursement from ADEC and the remaining 30 percent (\$846,000) to be matched by the City of Palmer.

The matching funds will come from a number of different sources. On June 23, 2009, the Palmer City Council approved Resolution Number 09-023 which approved a \$500,000 supplemental appropriation for the scope of work and budget for Bonanza Area Water and Street Improvements and Gulkana Area Water and Street Improvement design costs. The City plans to use the \$500,000 appropriated for design of the projects as part of the match, leaving a balance of \$346,000 still to be funded.

The \$346,000 should be covered by American Recovery and Reinvestment Act (ARRA) funds, once those grant documents have been finalized. If the ARRA funds are not accepted, or the City does not meet the deadlines for the funding, the administration will come back to the City Council and request additional funds be appropriated from the Water and Sewer Fund (02) unrestricted fund balance.

By accepting the grant and allocating the funds the city will recoup costs from the emergency replacement and upgrade to Alaska Street piping.

Grants:

MMG Phase VII ADEC Amount	\$	1,974,000
Resolution No. 09-023 from Water and Sewer Fund (02) unrestricted fund	\$	500,000
American Recovery and Reinvestment Act	\$	346,000
Total Phase VII Steel Water Main Replacement MMG	\$	2,820,000

Phase VII Budget:

Administration	\$	141,000
Design and Engineering	\$	657,866
CA/Services	\$	170,000
Construction	\$	1,851,134
Total	\$	2,820,000

Administration recommendation: Adopt Resolution no. 09-030.



City of Palmer • Summary of Economic Impact

Proposed Legislative Action:

Resolution 09-030 Accepting & Appropriating Grant #67117, from State of Alaska, DEC, for \$1,974,000 for Steel Water Main Replacement, Phase VII

List all of the costs associated with enactment of the legislation:

List the corresponding funding source:

	\$		\$	
		Source:		Amount:
Implementation:	\$ _____		\$ _____	
Capital:	\$ 2,820,000	State of Alaska DEC	\$ 1,974,000	
Operation:	\$ _____	City of Palmer Matching Funds	\$ 500,000	
Maintenance:	\$ _____	American Recovery & Refinancing Act Funds	\$ 346,000	
Total:	\$ _____		Total: \$ 2,820,000	

Revenues (list the affected line item name and number):

Operating funds:	FY09	FY10	FY11	FY12
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
Total:	\$ _____	\$ _____	\$ _____	\$ _____

Enterprise funds:	FY09	FY10	FY11	FY12
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
Total:	\$ _____	\$ _____	\$ _____	\$ _____

Capital funds:	FY09	FY10	FY11	FY12
State of Alaska DEC Grant #67117	\$ 1,974,000	\$ _____	\$ _____	\$ _____
City of Palmer, Reso #09-023	\$ 500,000	\$ _____	\$ _____	\$ _____
American Recovery & Refinancing Act	\$ 346,000	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
Total:	\$ 2,820,000	\$ _____	\$ _____	\$ _____

Expenses (list the affected line item name and number):

Operating funds:

	FY09	FY10	FY11	FY12
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
Total	\$ _____	\$ _____	\$ _____	\$ _____

Enterprise funds:

	FY09	FY10	FY11	FY12
WS Capital Projects – Steel Water Main Replacement, Ph VII	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
Total:	\$ _____	\$ _____	\$ _____	\$ _____

Capital funds:

	FY09	FY10	FY11	FY12
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
Total:	\$ _____	\$ _____	\$ _____	\$ _____

Are new positions required? Yes No

Position Title:

Position Type (full-time, part-time, temporary):

Approximate Cost:

_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

List impacts on existing programs created by the proposed legislation:

Fiscal effects of not passing the legislation:

This project will replace steel water mains throughout the city. As we know, from the recent problems on Alaska Street, the current water mains are old and leaking causing emergency repairs and replacement.

Introduced by: City Manager Allen
Date: July 28, 2009
Action: Adopted
Vote: Unanimous

Yes:	No:
Chmielewski	
Erbey	
Vanover	
Brown	
Best	
Hanson	
Combs	

CITY OF PALMER, ALASKA

RESOLUTION NO. 09-030

A RESOLUTION OF THE PALMER CITY COUNCIL ACCEPTING AND APPROPRIATING GRANT NO. 67117 FROM THE STATE OF ALASKA, DEPARTMENT OF ENVIRONMENTAL CONSERVATION (ADEC) IN THE AMOUNT OF \$1,974,000 FOR THE STEEL WATER MAIN REPLACEMENT, PHASE VII

WHEREAS, the State of Alaska Department of Environmental Conservation has appropriated a Municipal Matching Grant in the amount of \$1,974,000 to the City of Palmer to be applied towards the Steel Water Main Replacement, Phase VII; and

WHEREAS, the City of Palmer is responsible for \$846,000 in matching funds; and

WHEREAS, the \$500,000 appropriated in Resolution No. 09-023 will partially fund engineering and design for steel water main replacement projects and will qualify as a portion of the match; and

WHEREAS, following finalization of the American Recovery and Reinvestment Act (ARRA) grant documents, the remaining \$346,000 may qualify for funding through ARRA; and

WHEREAS, if it is deemed that ARRA funds are not available, the Council may appropriate additional funds from Water and Sewer Fund (02) unrestricted fund balance; and

WHEREAS, the grants funds appropriated by ADEC will finance the continuation of planning, design and construction replacing aging steel water mains in the City's water distribution system with ductile iron pipe.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council that the City of Palmer accepts and appropriates the State of Alaska, Department of Environmental Conservation's Grant No. 67117 in the amount of \$1,974,000 and agrees to accept the responsibility to operate and maintain the proposed water utility improvements; agrees to the terms and conditions of the grant and to adhere to any governing state

regulations; and authorizes the city manager to execute documents required to enter into this grant agreement.

Passed and approved by the City Council of the City of Palmer, Alaska this twenty-eight day of July, 2009.

/s/

John C. Combs, Mayor

/s/

Janette M. Bower, CMC, City Clerk

STATE OF ALASKA

DEPT. OF ENVIRONMENTAL CONSERVATION

DIVISION OF WATER

MUNICIPAL GRANTS & LOANS PROGRAM

SARAH PALIN, GOVERNOR

555 Cordova Street, 4th Floor
Anchorage, AK 99501-2617
Phone: (907) 269-7502
Fax: (907) 269-7509

<http://www.dec.state.ak.us>

July 20, 2009

Mr. Bill Allen
City Manager
City of Palmer
231 West Evergreen Avenue
Palmer, AK 99645

Dear Mr. Allen:

Grant Offer: Steel Water Main Replacement, Phase VII (#67117)

In accordance with AS 46.03.030, the Department of Environmental Conservation (Department) is pleased to offer the City of Palmer (Grantee) a grant of funds not to exceed \$1,974,000. This grant will finance the continuation of replacing failing thin walled steel water mains located throughout the older portions of the City's distribution system. Projects for this phase include but are not limited to areas along North Gulkana Street, East Auklet, East Caribou, and East Dolphin Avenues. These areas have exhibited a significant number of pipe wall corrosion failures.

Estimated eligible costs for this project are \$2,820,000. The total grant for this project is limited to 70 percent of eligible costs pursuant to AS 46.03.030(e).

This offer is expressly conditioned upon the Grantee accepting the offer and agreeing to comply with the terms and limitations contained herein, in 2 AAC 45.010 (enclosed), in 18 AAC 73 (enclosed), and is based upon estimated eligible project costs as itemized below:

	Total Estimated Eligible Project Costs
1. Administrative	267,900
2. Design	321,480
3. Construction Eng. & Management	267,900
4. Construction	1,797,000
5. Contingencies	165,720
6. Total Estimated Eligible Costs	2,820,000
7. State Grant	1,974,000

Adjustment of expenditures within the budgeted cost items is allowed, however, if actual project costs exceed the total estimated eligible costs, a revised grant application must be submitted before additional funding can be committed. If actual project costs are less than the estimated costs, the grant will be reduced to the extent necessary to comply with the percentage limitation set forth in this offer. Grant payments will be made when expenses have been incurred and documentation has been provided to the Department along with the payment request form, unless a payment schedule is established as a special condition of this grant. Payments will normally be made monthly, but no more frequently than twice per month. All requests for payment must be submitted on the enclosed Request for Payment form.

GENERAL GRANT CONDITIONS

1. Plan Approval: The Grantee agrees to obtain plan and specification approval from the Department in accordance with 18 AAC 73.020 prior to issuing a Notice to Proceed with Construction to a contractor.
2. Contract Award and Contractor Bonding Requirements:
 - a. The Grantee agrees to bid construction contracts exceeding \$50,000. Adequate time (not less than 30 days) shall be allowed between the date of formal advertisement and the date the bids must be submitted.
 - b. The Grantee agrees to submit procedures for award of construction contracts of less than \$50,000 to the Department for prior approval when means other than the competitive bidding process are proposed.
 - c. The Grantee must require the contractor to furnish performance and payment bonds in accordance with AS 36.25.010.
 - d. If local or federal ordinances or regulations also apply to the contract award or contractor bonding requirements for this project, the most stringent requirements shall apply.
 - e. The Grantee agrees to provide the Department with a summary of itemized bid tabulations, a copy of the Notice to Proceed, and a copy of the construction contract.
3. Change Orders: The Grantee agrees that all project change orders will be submitted to the Department for approval in accordance with 18 AAC 73.020(e).
4. Project Completion: The Grantee agrees to provide sufficient local funding to match State and federal grant assistance and to ensure the completion of a properly functioning project in accordance with 18 AAC 73.020(j).

5. Operation and Maintenance: The Grantee agrees to operate and maintain the completed project.
6. Titles and Easements: the Grantee agrees to obtain all titles and easements necessary to provide clear title or authority to construct and maintain the proposed project.
7. Eligibility: The Grantee acknowledges that disbursement of progress payments by the State does not constitute acceptance of any item as an eligible project cost until all project costs are audited and determined to be eligible. Ineligible project costs must be included in the final audit report.
8. Inspection: The Grantee agrees to allow, at any reasonable time, Department inspection of all project work and audit of related records and data for which this grant is offered.
9. Records: The Grantee agrees to maintain project accounts and records which verify the grant eligibility of project expenditures. These accounts and records shall be kept apart from non-grant eligible local records and from those records maintained for the purpose of other State or federal grant programs involved in the project.
10. Progress Reports: The Grantee agrees to submit periodic progress reports on the proposed project with each payment request.
11. Americans with Disabilities Act: The Grantee must certify that projects and services provided under this grant are made available to the general public in compliance with the Americans with Disabilities Act of 1990.
12. Discrimination: The Grantee agrees to administer this grant in a non-discriminatory manner. No person shall be discriminated against based on race, religion, color, national origin, gender or disability.
13. Damages: The Grantee shall hold and save the Department, its officers, agents, and employees harmless from liability of any kind, including costs and expenses, for or on account of any and all suits or damages of any nature, sustained by any person or persons or property, by virtue of performance of the grantee, or any person or entity acting in place of or for the Grantee for this project.
14. Grant Cancellation: The Grantee acknowledges the right of the Department to rescind this grant and seek recovery of payments already made if the Grantee has provided incorrect or misleading information to the Department or if a grant condition contained herein or in 18 AAC 73 is violated. This grant offer may be terminated at any time it is in the best interest of the State to do so.

SPECIAL GRANT CONDITIONS

None.

Please carefully review this grant offer, the related grant conditions, and the enclosed regulations. If satisfactory, sign and return the original, along with a formal resolution accepting the grant enacted by the Palmer City Council.

In the resolution the Grantee must agree to accept responsibility to operate and maintain the proposed water utility improvements and agree to the terms and conditions of this grant offer.

Acceptance of the grant is required within six months to prevent revocation of the offer. No progress payments can be made until this grant offer is signed by the Grantee and returned to the Department. Nothing in this offer, whether or not accepted, may be deemed to constitute a contractual obligation on the part of the Department until a resolution of acceptance has been received.

The Department is pleased to offer this assistance to the people of Palmer.

Sincerely,



Lynn J. Tomich Kent
Director

Enclosures: 2 AAC 45.010
18 AAC 73.010 Construction Grant Project Eligibility
Request for Payment

cc: Senator Linda Menard
Representative Carl Gatto

Accepted on behalf of the Palmer by:

Typed Name Title Date

Signature

CITY OF PALMER ACTION MEMORANDUM No. 09-040

SUBJECT: Authorize the City Manager to Award and Execute a Professional Services Agreement with Hattenburg Dilley & Linnell Engineering Consultants LLC in the Amount of \$322,731 for the Professional Engineering Services of Gulkana Water and Street Improvements Project

AGENDA OF: July 14, 2009

Council action:	Authorized
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Approved for presentation by B. B. Allen, City Manager *B. B. Allen*

Route To:	Department/Individual:	Initials/Date:	Remarks:
X	Originator – PW	<i>ML</i> 06/24/09	
X	City Clerk	<i>JR</i> 7/7/09	
X	City Attorney	<i>[Signature]</i> 7/7/09	
X	Director of Administration	<i>[Signature]</i> 7/1/09	
	Director of Community Development		
	Director of Community Services		
	Director of Public Safety		
	Director of Public Works		

Attachment(s): HDL Fee Proposal

Certification of Funds:

	No fiscal impact.	
X	Funds are budgeted from this account number:	Reso 09-023
	Funds are not budgeted. Budget modification is required. Affected account number:	

Director of Administration Signature: *[Signature]*

Summary statement: On June 23, 2009, the Palmer City Council approved Resolution No. 09-023 which approved a supplemental appropriation for the engineering and design services for Gulkana Area Water and Street Improvements. The City issued a Request for Proposal and received four proposals. The proposals were ranked in the following order by the five member proposal review committee.

<u>Score</u>	<u>Firm</u>
462	Hattenburg Dilley & Linnell Engineering Consultants, LLC
402	Dowl HKM
328	Alaska Rim Engineering
320	Rodney P. Kinney and Associates, Inc.

Gulkana Area Water and Street Improvements Project Description

This project includes professional engineering services for the design of approximately 4,208 feet of road improvement, including curb and gutter, sidewalks where required, LED street lights and pavement over existing streets. In addition, approximately 4,208 feet of domestic water main piping replacement including new fire hydrants and piping will be upgraded to ductile iron pipe.

The project will include the following streets:

Road	Connector Streets	Existing Surface	Feet
S. Diomedede St.	E. Fern St to E. Fireweed	Gravel/Paved	336
S. Gulkana St	E. Fireweed to E. Cottonwood	Gravel/Paved	1942
E. Cottonwood Ave.	S. Gulkana to Denali St.	undeveloped	785
E Dahlia	S. Gulkana	Gravel	277
E Dogwood	S. Gulkana	Gravel	388
E Cedar	S. Gulkana	Gravel	480

Administration recommendation: Approve action memorandum no. 09-040.

June 27, 2009

File: 79-061

Carter Cole, Public Works Director
City of Palmer
231 West Evergreen Avenue
Palmer AK 99645

Re: Fee Proposal for Engineering Services
Gulkana Area Water and Street Improvements - City of Palmer

Dear Mr. Cole:

Hattenburg Dilley & Linnell (HDL) is pleased to present this fee proposal for design phase engineering services for the Gulkana Area Water and Street Improvements project. The primary project area is in the vicinity of the old Valley Hospital site; the affected streets are shown on the attached Figure 1. The proposed project is identified in Palmer's "Programs for Progress" and is consistent with the water system improvements and street paving program projects identified for construction in 2010.

The Gulkana project area has a mixture of residential and commercial uses, including several single-family residences, the new State Office Building and the Palmer Court House, as well as undeveloped property. Portions of the streets in the project area are gravel and are without sidewalks. Curb ramps for the sidewalks that do exist do not meet Americans with Disabilities Act (ADA) requirements. The water mains are 50-year-old or older steel pipe and are in poor condition. Fortunately, City maintenance personnel have not had to repair any significant leaks in the area, however replacement of pipe in adjacent areas indicates that the pipe is deteriorated and substantial leaks are imminent. Replacement parts for the aged fire hydrants in the area are no longer available. There are adequate streetlights in some areas, but in others there are none or illumination is poor. Where there are streetlights, they are powered through direct-bury conductors, which have been prone to failure and have required significant maintenance.

SCOPE OF IMPROVEMENTS

We understand that the proposed improvements are to be constructed under one contract and are planned for the 2010 construction season. We anticipate the project improvements detailed on the following pages:

Scott Hattenburg, PE

Lorie Dilley, PE/CPG

Dennis Linnell, PE

David Lundin, PE

Diomedes Street – Fern to Fireweed:

- ◆ Replace the existing 1½" water line with 375 feet of 6-inch DIP (ductile iron pipe) and install new services to the two properties served from this street.
- ◆ Improve the existing gravel road to a standard residential street with 24 feet of paving, subgrade improvement, and curb and gutter.
- ◆ Install sidewalk on one side of street. The west side is preferred.
- ◆ Replace the streetlight at Fern with a standard height pole and upgrade with a light emitting diode (LED) luminaire.

Gulkana Street – Fireweed to Cottonwood:

- ◆ Replace the 6-inch water main from Evergreen to Cottonwood with 1,300 feet of 10-inch DIP. Replace the existing 12" main from Elmwood to Evergreen with 200 feet of 16-inch DIP. Existing 16-inch DIP from Fireweed to Elmwood will remain in place. Provide for future extension of water system north and east of Gulkana and Cottonwood by installing a cross and four gate valves at this intersection.
- ◆ Improve the existing gravel road from the end of the pavement north of Dogwood Avenue about 550 feet to Cottonwood Avenue to a standard commercial street with 40 feet of paving, subgrade improvement, curb and gutter, and sidewalk on both sides.
- ◆ Replace the existing paving disturbed by the water main replacement.
- ◆ As an additive alternate, replace the existing pavement from Fireweed to Elmwood not disturbed by water main replacement.
- ◆ Install ADA-compliant ramps at intersections.
- ◆ Upgrade streetlights with LED luminaires and replace direct-bury conductors with new conductors and conduit. Install a new load center at Gulkana and Cottonwood and disconnect existing circuit at Gulkana and Dahlia.

Cottonwood Avenue – Gulkana to Denali:

- ◆ Replace the 6-inch steel water main with about 550 feet of 10-inch DIP from Gulkana to about 300 feet east of Denali and connect to the existing DIP. The City will locate the end of the existing DIP during design.
- ◆ Construct 800 feet of new commercial roadway with 40 feet of paving, subgrade improvement, curb and gutter, and sidewalk on the south side only, similar to improvements on Cottonwood east of Denali currently under construction. Curb on the north side will be Type I to allow for future sidewalk construction.
- ◆ Relocate the catch basins at Denali and at Gulkana to accommodate new road. No storm drain system extension is anticipated.
- ◆ Install new streetlights with LED luminaires.

Dogwood Avenue – Gulkana Street to the end of the right of way at 300 feet to the east:

- ◆ Replace the existing water line with 300 feet of 6-inch DIP with a fire hydrant at the end of the run and provide for future extension.
- ◆ Improve the existing gravel street to a standard residential street with 24 feet of paving, subgrade improvement, and curb and gutter.
- ◆ Install sidewalk on one side of street (which side to be determined based on best fit).
- ◆ Relocate the existing catch basins as necessary to match new road. No storm drain system extension is anticipated.
- ◆ Upgrade the streetlight at the east end with a new LED luminaire and add one new streetlight. Replace direct-bury conductors with new conductors and conduit.

Cedar Avenue – Gulkana Street to the east:

- ◆ East end of improvements are to be determined during design and may stop at the last developed lot about 480 feet to the east of Gulkana or may extend to the end of the right of way.
- ◆ Replace the existing water line with 6-inch DIP with a fire hydrant at the end of the run and provide for future extension.
- ◆ Improve the existing gravel street to a standard residential street with 24 feet of paving, subgrade improvement, and curb and gutter.
- ◆ Install sidewalk on the north side of the street and cross slope the street towards the south side, directing storm water to the existing drainage channel.
- ◆ Relocate the existing catch basins as necessary to match the new road. Replace the existing culvert. No storm drain system extension is anticipated.
- ◆ Upgrade the existing streetlight with new LED luminaire and extend the system. Replace direct-bury conductors with new conductors and conduit.

SCOPE OF SERVICES

We propose to provide professional services required for design of the needed improvements and to assist the City with competitive bidding and selection of a contractor to construct the work. Our scope of services will follow six (6) customary tasks for project design development. We will subcontract to EDC, Inc. for electrical design for the illumination portion of this project and Brooks and Associates for public involvement services.

Task 1 - Geotechnical Investigation

HDL will perform a geotechnical investigation for the project. The investigation will utilize test borings and will build on our 2008 *Geotechnical Investigation for the Blueberry Water and Street Improvement* project and our 2003 *Geotechnical Investigation for Street, Water and Wastewater Treatment Plant Improvements*. These reports include soils information for Cottonwood, Dahlia and Fireweed Avenues, which will be useful for this project and will reduce the necessary new investigation.

We anticipate advancing five additional 20-foot deep soil borings. Locations of previous and proposed borings are presented in Figure 1. Split-spoon samples will be obtained from the surface, 2.5-foot, 5-foot, 10-foot, 15-foot and 20-foot depths. We will field classify soil samples and perform laboratory gradation and moisture content testing on select samples. We will determine frost susceptibility of existing street subgrade soil and verify that our Blueberry-Area project design recommendations for trench and pipe foundation, subgrade improvements, and paving sections are valid. If conditions are significantly different, we will develop new recommendations. We do not anticipate encountering or mapping bedrock or groundwater in these areas.

The deliverable for this task will be a stamped and signed geotechnical report including a summary of the field program and our recommendations, supported with soil bore logs and laboratory test results.

The schedule for this work is critical to timely design completion. We expect this task will take approximately three weeks. If a drill rig cannot be obtained in a timely fashion, we will utilize test pits to perform the investigation, however this method is less desirable because it does not allow for classification of in-situ soil density and generally results in shallower exploration.

Task 2 – Surveying and Easements

Surveying. HDL will perform a comprehensive design survey of the project area, adding to the survey data collected in 2008 for the Blueberry-Area project.

We will utilize our existing survey control from previous work in the area and add additional control where needed. We will research existing record plats, federal surveys, State right-of-way (ROW) mapping, and any recorded easements. With this record data, we will search for existing record monuments to establish the road ROW. It is our experience that some lots in this area have been combined or modified by document (rather than by plat) and lots may not be accurately shown on Mat-Su Borough mapping. Our research will identify these areas early in the survey and, where they impact design, we will do additional research to confirm the property boundaries. We do not anticipate establishing any property corners, replatting existing lots or rights-of-way, or extensive title research

Topographic data will be gathered by taking cross sections every 50 feet for the width of the ROW plus twenty feet beyond the ROW on each side. Planimetric data for all surface improvements and utilities within these limits will also be gathered. Large improvements and significant drainage features outside these limits that may impact design will also be located. We will meet with each utility agency with facilities within the project area to coordinate utility locates and gather as-built data. We anticipate that City staff will locate the buried water, sewer, storm drain and streetlight utilities and expose buried manholes, valve boxes, and junction boxes for the design survey. We will as-built invert elevations of existing sewer and storm pipes at manholes and catch basins and will measure depths to valves on water mains. We will inventory the existing street signs. We will reduce field data, add the new area to the Triangulated Irregular Network (TIN) surface model, and deliver the final design survey drawings to our in-house designers.

The schedule for this work is critical to timely design completion. We anticipate beginning the field survey immediately upon receipt of the notice to proceed. Control and planimetric survey field work will require about two weeks, followed by surveying utilities. Final survey drawings will be completed in about four weeks, although design work can occur before the survey is finalized. We will also modify our existing Palmer Survey Control Sheet to be included in the final plan set.

Easements. Our survey department will prepare legal descriptions and sketches for any required easements. We anticipate there will be permanent easements required from the properties at the end of Cedar and Dogwood Avenues to accommodate turn-around areas. We also anticipate up to nine small easement areas will be required to accommodate sidewalk curb ramp improvements.

Right of entry is required for construction from each adjacent property. We will research and prepare a list of affected property owners for the City's use in obtaining right of entry agreements.

The deliverable for this task will be base mapping for design, a survey control drawing, easement legal descriptions and sketches, and a property-owner list.

Task 3 – Environmental Review and Permits

The use of American Recovery and Reinvestment Act funds, administered through the Alaska Department of Environmental Conservation (ADEC) Drinking Water Fund, requires compliance with National Environmental Policy Act (NEPA) regulations. ADEC has stated that steel water main replacement will be eligible for a Categorical Exclusion (CE). We will provide the necessary research, assist the City with public notices, obtain any required permits and agency concurrences, and complete the environmental documentation for CE approval from ADEC.

We will submit a completed Coastal Zone Project Questionnaire. We anticipate that the only permit required for this project will be Approval to Construct from ADEC. We will complete the permit application and coordinate with ADEC for plan review. We have included in our fee an estimate of the ADEC review fee, assuming one waiver.

Task 4 - Design

- a. Design Study Report. HDL will prepare an abbreviated Design Study Report (DSR), generally following the ADOT&PF format. The purposes of the DSR are to identify the proposed improvements, evaluate any alternatives, and provide the design rationale. The DSR will include: a description of the project location and existing facilities; the purpose of the project; details of relevant design standards; a description of the typical street sections; discussion of the horizontal and vertical alignments, driveways, signage, erosion and sediment control, drainage, water, existing soil conditions, bicycle and pedestrian facilities, illumination, and landscaping; discussion of the existing right of way and any new right of way or easements required for the project; discussion of utilities in the project area and identification of any necessary relocations; and evaluation of any design alternatives. A draft of the report will be provided with each progress submittal.

- b. Construction Plans and Specifications. We will prepare a complete set of construction documents including plans prepared using AutoCAD® 2008 and a Project Manual of bidding and contract documents with modifications to the 1998 City of Palmer Standard Specifications. The plans will include water, street and stormwater plans and profiles, cross-sections, details, striping and signage plans, and intersection grading plans. We anticipate the civil and electrical drawing sheets shown in the following table:

Cover/Drawing Index	1	Typical Sections	1
Notes, Abbreviations and Legend	1	Summary Table	1
Sheet Map, Project Layout Plan	1	Plan & Profile–Water, Street, Storm	11
Existing Water System Plan	1	Intersection Grading & Curb Layout	6
Survey Control Diagram	1	Sign & Striping Layout and Details	8
Demolition Plan	6	Civil Details	3
		Total Civil	42
		Total Electrical (see attached EDC proposal)	9

- c. Street Lighting. HDL will model the existing street lighting system for conversion from high-pressure sodium luminaires to LED fixtures and will determine if additional lights are necessary to meet lighting standards. We will also layout new streetlights for project areas not currently illuminated.

EDC will design the streetlight electrical system, including conduit and conductor sizing, and pole, foundation, load center and junction box details. EDC will coordinate with Matanuska Electric Association (MEA) for the extension of power to the new load centers. We anticipate new streetlights will be LED luminaires on steel poles with concrete or driven-pile foundations similar to the standard details and specifications. See the attached proposal from EDC.

- d. Utility Coordination. Based on field locates provided by utility companies during surveying, we will identify above-ground utility facilities such as power poles and pedestals that conflict with the proposed improvements, as well as underground utility facilities that conflict with proposed catch basins, manholes and other underground improvements. We will provide 65 percent complete plans to the affected utility companies for their advance information of the coming project and will notify them when the bid documents are available. The bid documents will require all utility relocation and coordination for construction to be provided by the contractor, the cost of which is to be determined by the contractor and included in their bid.
- e. Construction Cost Estimate. We will prepare a preliminary construction cost estimate when the design is approximately 65 percent complete and then update the construction cost estimate at final design to reflect final quantities and pay items determined in the final detailing of the work. We will also re-examine and update unit prices to provide an accurate final estimate.
- f. Quality Assurance (QA) Program. There will be several opportunities for QA review of the design and the construction documents. The DSR and plans will be submitted to the City at the 65 percent and 95 percent design levels. Comments from the 65 percent

review will be addressed and resolved prior to the 95 percent submittal. HDL will submit to ADEC for plan review and approval to construct at the 100 percent complete design level for the water system. Comments from ADEC will be incorporated into the final bid documents. Finally, an internal QA review will be performed by the Principal-in-Charge of this project.

- f. Deliverables. The deliverables for this task will be bid-ready plans, stamped and signed by a professional engineer registered in the State of Alaska, a bid-ready Project Manual with bidding and contract documents including special provisions, and the engineer's construction cost estimate. We will provide deliverables in hardcopy and on CD in Adobe PDF format ready for uploading to the City website for web-based bid document distribution.

Task 5 – Public Involvement and Local Improvement District Assistance

- a. Public Involvement. Quality public participation leads to publicly accepted, quality designs. Anne Brooks of Brooks and Associates will be responsible for public participation and meeting facilitation. Engaging the public, even by a tool as simple as a fact sheet describing what is being planned and the City's intent to construct the project with stimulus monies, will go a long way to foster community understanding and support for project implementation. This provides respectful communication with landowners, homeowners, businesses, users of the streets, regulatory agencies, elected officials, community leaders, and City staff. Brooks will work closely with the stakeholders to ensure the public receives timely responses to questions asked; to ensure project team members receive public comment relevant to their project tasks; and to document the breadth of public outreach and input.

The public involvement plan will include the following tools:

- ◆ Early notification of project beginning (postcards and door hangers to affected property/business owners and display advertising in The Frontiersman)
- ◆ Newsletters/postcard mailings and electronic updates
- ◆ Key stakeholder interviews
- ◆ Telephone, mail and email communications
- ◆ Public scoping meetings
- ◆ Personal letters to affected property/business owners

We anticipate three main public participation activities. The first includes the distribution of a fact sheet as soon as field work begins. The next two involve informal public meetings; one when the design is just starting and another when the design is approximately 95 percent complete. The initial meeting will be in the "walkabout"-style. The project team will gather and walk through the project area, meeting with residents and other interested public along the way. This meeting style will include informal, one-on-one communication and will allow the community members to show the project team their concerns, not just tell us about them. The latter meeting will likely be at the City Hall and will present the project as designed. We will be available to answer questions and will take additional public comment.

- b. Local Improvement District Assistance. We anticipate that this project will be partially funded by a Local Improvement District (LID). We will identify the cost of improvements that are to be included in the LID assessment amount and prepare a drawing of the LID boundary and a mailing list of property-owners within the boundary. We will attend the LID public hearing and be available to help City staff present the project to the City Council and the public.

Task 6 - Bidding Assistance

HDL will assist the City with bidding the project. We will attend a pre-bid conference, respond to bidders' questions, prepare addenda as necessary, and review the City's bid tabulation.

BASIC ASSUMPTIONS

The following basic assumptions were used to prepare this estimate:

1. The improvements will be designed in one package and bid one time. There will be one additive alternate (paving on Gulkana - Fireweed to Elmwood).
2. No bedrock or groundwater will be encountered.
3. There will be no landscaping component to the project, except to topsoil and seed the disturbed areas. If landscaping plantings are desired, we can team with a landscape designer to perform this work for an additional fee.
4. Construction Administration and Inspection (CA) is not included in this fee estimate. The CA scope, level of effort, and fee will be determined when the design is complete and can be added as a contract amendment.
5. Design and construction of natural gas, power, telephone and cable television utility relocations, if necessary, are not included and will be provided by the utility companies. Design of power extensions to street light load centers is not included and will be provided by the utility company. We will provide coordination of this work on behalf of the City.
6. Traffic Control Plans are not included in our scope of services, but will be required of the construction contractor.
7. Design of a temporary water system is not included in our scope of services.
8. Storm Water Pollution Prevention Plan is not included in our scope of services, but will be required of the construction contractor.

SCHEDULE

Upon notice to proceed we will commence field work immediately. The completion date for design will require aggressive action and is significantly less time than is generally allowed for a project such as this. However, we understand that project funding through ARRA is dependant on this schedule. Our milestone schedule is estimated as shown on the following page:

<u>DATE</u>	<u>MILESTONE</u>
June 25, 2009	Notice of Selection, Limited Notice to Proceed issued by City / Begin Design, Survey, Geotech Investigation
July 9, 2009	First Public Meeting
July 14, 2009	Contract Award
July 17, 2009	Geotechnical Investigation Complete
July 24, 2009	Survey Complete
August 7, 2009	Preliminary Design 65% Complete
August 14, 2009	Preliminary Cost Estimate Complete
September 1, 2009	Submit Water Design for ADEC Approval
September 10, 2009	Second Public Meeting
September 15, 2009	Final Design and Cost Estimate Complete
October 1, 2009	Advertise for Bids
October 29, 2009	Bid Opening

We understand that it may be possible to delay the ADEC submittal and the final design and cost estimate completion date by up to two weeks, however we will strive for completion within the times presented.



FEE

We propose to provide the aforementioned services on a time and expenses basis at our published hourly labor rates and standard 10% mark-up of subcontracts and reimbursable expenses for a fee not to exceed \$322,731.00 as detailed on the attached worksheet. Our fees for non-professionals include a portion of their hours at overtime rates to account for our additional payroll costs due to the fast-track schedule.

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

Sincerely,

HATTENBURG DILLEY & LINNELL, LLC

A handwritten signature in blue ink, appearing to read 'David Lundin'.

David Lundin, P.E.
Associate/Senior Civil Engineer

Attach: Figure 1

- Fee Worksheet (3 pages)
- EDC Proposal (dated June 25, 2009)
- Brooks and Associates Fee Worksheet (dated June 25, 2009)



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HDL HATTENBURG DILLEY & LINNELL
Engineering Consultants

- ENGINEERING
- EARTH SCIENCE
- PROJECT MANAGEMENT
- PLANNING

(907) 564-2120
www.HDLalaska.com

**GULKANA AREA WATER AND STREET IMPROVEMENTS
SITE MAP
CITY OF PALMER
PALMER, ALASKA**

DATE:	6/26/09	DRAWN BY:	CAB	SHEET:	FIGURE 1
SCALE:	NTS	CHECKED BY:	DWL	JOB NO.:	

Project: Gulkana Area Water and Street Improvements
 Engineer: Hattenburg Dilley & Linnell
 Scope: Design and Bidding
 Date Prepared: 06/27/09

<u>ITEM</u>	<u>ACTIVITY</u>	<u>QTY</u>	<u>RATE</u>	<u>LABOR</u>	<u>SUBCONTRACT</u>	<u>REIMB</u>	<u>ITEM TOTAL</u>	<u>TOTAL</u>
1.0	Geotechnical Investigation.....							\$16,235
	<u>Research & Exploration Plan</u>						\$1,840	
	Principal Geotech Engineer	8 hrs	@ \$160	\$1,280				
	Proj. Mgr/Associate Eng.	4 hrs	@ \$140	\$560				
	<u>Fieldwork</u>						\$6,195	
	Project Geologist	14 hrs	@ \$85	\$1,190				
	Utility Locates	8 hrs	@ \$85	\$680				
	Mob/Demob Drill Rig	1 ea	@ \$700		\$700			
	Drilling per hole	5 ea	@ \$600		\$3,000			
	Flush Mounted Caps	5 ea	@ \$125		\$625			
	<u>Laboratory Analysis</u>						\$800	
	Grain Size/Atterburg Limit	5 ea	@ \$75	\$375				
	P200	5 ea	@ \$35	\$175				
	Moisture Content	25 ea	@ \$10	\$250				
	<u>Report and Recommendations</u>						\$7,400	
	Principal Geotech Engineer	16 hrs	@ \$160	\$2,560				
	Project Geologist	40 hrs	@ \$85	\$3,400				
	Drafting Tech	16 hrs	@ \$90	\$1,440				
2.0	Surveying and Easements.....							\$63,230
	<u>Research</u>						\$3,640	
	Survey Manager	8 hrs	@ \$130	\$1,040				
	Survey Technician	24 hrs	@ \$85	\$2,040				
	Proj. Mgr/Associate Eng.	4 hrs	@ \$140	\$560				
	<u>Survey Field Work</u>						\$40,490	
	Survey Manager	16 hrs	@ \$130	\$2,080				
	1-Man Survey Crew-ST	80 hrs	@ \$135	\$10,800				
	1-Man Survey Crew-OT	10 hrs	@ \$145	\$1,450				
	2-Man Survey Crew-ST	80 hrs	@ \$185	\$14,800				
	2-Man Survey Crew-OT	40 hrs	@ \$215	\$8,600				
	Survey Technician-ST	16 hrs	@ \$85	\$1,360				
	Survey Technician-OT	4 hrs	@ \$100	\$400				
	Reimbursable Expense	1 ea	@ \$1,000			\$1,000		
	<u>Topographic and Control Drawings</u>						\$11,120	
	Survey Manager	24 hrs	@ \$130	\$3,120				
	Drafting Tech-ST	80 hrs	@ \$ 75	\$6,000				
	Drafting Tech-OT	20 hrs	@ \$ 100	\$2,000				

ITEM	ACTIVITY	QTY	RATE	LABOR	SUBCONTRACT	REIMB	TOTAL	TOTAL
	<u>Easement Documents & Right of Entry List</u>						\$7,980	
	Survey Manager	20 hrs	@ \$130	\$2,600				
	Drafting Tech-ST	48 hrs	@ \$ 75	\$3,600				
	Clerical	12 hrs	@ \$ 65	\$780				
	Reimbursable Expense	1 ea	@ \$1,000			\$1,000		
3.0	Environmental Review & Permits.....							\$7,970
	<u>Categorical Exclusion</u>						\$5,520	
	Environmental Manager	16 hrs	@ \$115	\$1,840				
	Environmental Specialist	40 hrs	@ \$85	\$3,400				
	Project Manager	2 hrs	@ \$140	\$280				
	<u>ADEC Permit</u>						\$2,450	
	Project Manager	4 hrs	@ \$140	\$560				
	Staff Engineer	8 hrs	@ \$95	\$760				
	ADEC Review Fee	1 sum	@ \$1,130			\$1,130		
4.0	Design.....							\$205,200
	<u>Project Oversight & Quality Assurance</u>						\$6,440	
	Proj. Mgr/Associate Eng.	24 hrs	@ \$140	\$3,360				
	Principal-in-Charge	16 hrs	@ \$160	\$2,560				
	Clerical	8 hrs	@ \$65	\$520				
	<u>Design Study Report</u>						\$3,640	
	Associate Engineer	8 hrs	@ \$140	\$1,120				
	Senior Staff Engineer	24 hrs	@ \$105	\$2,520				
	<u>Civil Plan Sheets (42 Sheets)</u>						\$140,030	
	Associate Engineer	168 hrs	@ \$140	\$23,520				
	Senior Staff Engineer-ST	234 hrs	@ \$105	\$24,570				
	Senior Staff Engineer-OT	60 hrs	@ \$140	\$8,400				
	Senior Designer-ST	234 hrs	@ \$90	\$21,060				
	Senior Designer-OT	60 hrs	@ \$120	\$7,200				
	Designer/Drafter-ST	428 hrs	@ \$85	\$36,380				
	Designer/Drafter-OT	160 hrs	@ \$115	\$18,400				
	Reimbursables	1 sum	@ \$500			\$500		
	<u>Electrcal Plans (9 sheets)</u>						\$39,090	
	Senior Civil Engineer	60 hrs	@ \$130	\$7,800				
	Engineering Technician	32 hrs	@ \$95	\$3,040				
	EDC, Inc	1 allow	@ \$28,250		\$28,250			
	<u>Specifications & Bidding Documents</u>						\$7,520	
	Associate Engineer	24 hrs	@ \$140	\$3,360				
	Senior Designer	24 hrs	@ \$105	\$2,520				
	Clerical	16 hrs	@ \$65	\$1,040				
	Reproduction	12 sets	@ \$50			\$600		

ITEM	ACTIVITY	QTY	RATE	LABOR	SUBCONTRACT	REIMB	TOTAL	TOTAL
	<u>Construction Cost Estimating</u>						\$8,480	
	Associate Engineer	16 hrs	@ \$140	\$2,240				
	Senior Staff Engineer	40 hrs	@ \$105	\$4,200				
	Designer/Drafter	24 hrs	@ \$85	\$2,040				
5.0	Public Involvement & Local Improvement District Assistance.....							\$17,245
	<u>Public Meetings (2 meetings)</u>						\$12,365	
	Project Manager	8 hrs	@ \$140	\$1,120				
	Senior Staff Engineer	16 hrs	@ \$105	\$1,680				
	Designer/Drafter	16 hrs	@ \$85	\$1,360				
	Brooks and Associates	1 allow	@ \$8,005		\$8,005			
	Reimbursables	1 sum	@ \$200			\$200		
	<u>Local Improvement District Assistance</u>						\$4,880	
	Proj. Mgr/Associate Eng.	24 hrs	@ \$140	\$3,360				
	Senior Staff Engineer	8 hrs	@ \$105	\$840				
	Designer/Drafter	8 hrs	@ \$85	\$680				
6.0	Bidding Services.....							\$8,350
	<u>Pre-Bid Conference (1 each)</u>						\$980	
	Project Manager	4 hrs	@ \$140	\$560				
	Senior Staff Engineer	4 hrs	@ \$105	\$420				
	<u>Assistance During Bidding</u>						\$6,680	
	Principal-in-Charge	4 hrs	@ \$160	\$640				
	Proj. Mgr/Associate Eng.	16 hrs	@ \$140	2,240				
	Senior Staff Engineer	24 hrs	@ \$105	\$2,520				
	Designer/Drafter	12 hrs	@ \$85	\$1,020				
	Clerical	4 hrs	@ \$65	\$260				
	<u>Bid Review & Tabulation</u>						\$690	
	Associate Engineer	4 hrs	@ \$140	\$560				
	Clerical	2 hrs	@ \$65	\$130				
	Subtotal			\$273,220	\$40,580	\$4,430		\$318,230
	10% Markup				\$4,058	\$443		\$4,501
	TOTAL			\$273,220	\$44,638	\$4,873		\$322,731



June 25, 2009

David Lundin, P.E.
Hattenburg, Dilly & Linnel
202 W Elmwood Ave., Suite 1
Palmer, AK 99645

Subject: Fee Proposal – City of Palmer, Gulkana Area Water and Street Improvements

Dear Dave:

This proposal is for electrical engineering design services in support of the planned water and street improvements in the Gulkana Street area of Palmer, Alaska. This proposal is based on the following:

SCOPE OF WORK:

EDC, Inc. will provide the electrical design for the new street lighting along areas scheduled for improvement as follows:

1. Diomed Street (Fern to Fireweed) – Adjust existing street light height and upgrade to LED fixture.
2. Gulkana Street (Fireweed to Cottonwood) – Upgrade street lighting to LED luminaries.
3. Cottonwood Ave (Gulkana to Denali) - Install new street lighting with LED luminaries.
4. Dogwood Ave (Gulkana to east end of easement) - Upgrade street light at east end to LED.
5. Cedar Ave (Gulkana to last developed lot to the east) – Upgrade existing street lighting with new LED luminaries and extend the system.

The street lighting design includes new electrical services, power distribution, lighting layout coordination with HDL, conduit and conductor sizing, conduit routing, and pole, foundation, load center and junction box details. We will coordinate with MEA for extension of power to the new load center locations.

This proposal also includes coordination and support for HDL's in-house luminaire modeling effort.

It is anticipated that the design will require the following sheets:

- E1 – Electrical Site Plan, Legend & Abbreviations
- E2 thru E6 – Lighting Plans

Mr. David Lundin, P.E.

Page 2

June 25, 2009

E7 – Power One-Line Diagrams, J-Box and Luminaire Schedule

E8 – Junction Box Standard Details

E9 – Luminaire and Foundation Standard Details

The scope of work will include developing special provisions to the City of Palmer Standard Specifications for Highway Construction, and an engineer's construction cost estimate.

EDC, Inc. will also provide bidding assistance to include attending a pre-bid conference, responding to bidders' questions and preparing addenda as necessary.

SUBMITTALS – The drawings, special provisions and estimate will be submitted for City of Palmer review at the 65% and 95% stage. Final bid ready documents will be provided after all City and agency comments have been addressed.

ASSUMPTIONS – HDL will provide the layout base sheets for EDC's use in AutoCAD format. Relocation of power, telephone and cable television utility lines and/or equipment, if necessary, is not included. Construction management is not included in the scope of work under this proposal.

DELIVERABLES - (1) One full size "D" and/or 1/2 size copy of the stamped and signed drawings on translucent bond for each electrical sheet. (1) copy of the Special Provisions to the City of Palmer Standard Specifications for Highway Construction. (1) copy of the engineer's construction cost estimate on 8-1/2 x 11 bond. Electronic copies of the drawings, special provisions and construction cost estimate will be provided as requested.

FEE – The fee to perform the above scope of work is estimated to be **\$28,250** and will be billed on a time and materials basis at our standard rates.

If you have any questions, or wish to discuss my understanding of the Scope, please don't hesitate to call.

Sincerely,

EDC, INC.



John A. Pepe, P.E.

CITY OF PALMER ACTION MEMORANDUM No. 09-039

SUBJECT: Authorize the City Manager to Award and Execute a Professional Services Agreement for Phase I of the Bonanza Water and Street Improvements with DOWL HKM in the Amount not to Exceed \$177,269 for Professional Engineering Services

AGENDA OF: July 21, 2009

Council action:	Authorized
------------------------	-------------------

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

Route To:	Department/Individual:	Initials/Date:	Remarks:
X	Originator – PW	<i>AKL</i> 06/24/09	
X	City Clerk	<i>JR</i> 7/15/09	
X	City Attorney	<i>[Signature]</i> 7/15/09	
X	Director of Administration	<i>AKW</i> 7/8/09	
	Director of Community Development		
	Director of Community Services		
	Director of Public Safety		
	Director of Public Works		

Attachment(s): DOWL HKM Fee Proposal
Resolution 09-023

Certification of Funds:

	No fiscal impact.	
X	Funds are budgeted from this account number:	\$177,269 Reso 09-023
	Funds are not budgeted. Budget modification is required. Affected account number:	

Director of Administration Signature: *AKW*

Summary statement: On June 23, 2009, the Palmer City Council approved Resolution No. 09-023 which approved a \$500,000 supplemental appropriation for the scope of work and budget for Bonanza Area Water and Street Improvements and Gulkana Area Water and Street Improvement.

On July 14, 2009, the council approved action memorandum 09-040 which awarded Hattenburg Dilley & Linnell Engineering Consultants LLC with a contract of \$322,731 for the Gulkana Area Water and Street Improvement project. This approval resulted in a remaining balance of

\$177,269 from the original \$500,000 supplemental appropriation.

The City issued a Request for Proposal for the Bonanza Area Water and Street Improvement and received three proposals. The proposals were ranked in the following order by the five member proposal review committee.

<u>Score</u>	<u>Firm</u>
360	Dowl HKM
312	Professional & Technical Services, Inc.
350	Alaska Rim Engineering

A portion of the engineering costs for Bonanza Area Project will be funded by the \$177,269. Initially DOWL will work under a time and materials contract. Future legislation will be brought to the council to address the remaining funding required when the FY 2010 ADEC grant has been finalized and awarded to the City.

This project is eligible for Stimulus funding and has been fast tracked. To qualify for Phase II funds, the following deadlines must be met:

- all project engineering must be complete and submitted to ADEC by September 1, 2009;
- the project must be put to bid by the City in November 2009;
- the City must award and execute a construction contract by February 17, 2010.

Actual construction will begin in the spring of 2010.

The Bonanza Area Water and Street Improvement description project is as follows:

This project includes professional engineering services for design of approximately 5,910 feet of road improvement, including curb and gutter, sidewalks where required, LED street lights and pavement over existing streets. In addition, approximately 4,630 feet of domestic water main piping replacement including new fire hydrants and piping to be upgraded to ductile iron pipe.

The work will include the following streets.

Main Road	Connectors	Gravel/Paved	Feet
S. Bonanza St.	E. Industrial to Commercial Dr.	Gravel	1280
Commercial Dr.	S. Bonanza St to S. Chugach	Paved/No Curbs	365
E. Industrial	S. Chugach to S. Bonanza	Paved/No Curbs	365
S. Chugach	RR crossing to E. Cope Industrial	Paved	1973
N. Alaska St.	W. Beaver Ave to W. Dolphin Ave.	Paved	1433
W. Caribou Ave	N. Alaska St to N. Bailey St.	Gravel	291
W. Dolphin Ave.	N. Alaska St to N. Bailey St.	Paved Chip/ Gravel	203

Administration recommendation: Approve Action Memorandum no. 09-039.



July 9, 2009
W.O. D60343

Mr. Carter Cole
City of Palmer, Public Works Department
213 W. Evergreen Avenue
Palmer, Alaska 99645

Subject: Bonanza Area Street and Water Improvements
Second Revised Proposal/Agreement for Engineering Services

Dear Mr. Cole:

DOWL HKM appreciates this opportunity to submit a revised proposal to provide civil engineering services for the Bonanza Area Street and Water Improvements project being done for City of Palmer, Public Works Department. We understand that the project goals are to bid the project by November 1, 2009, and the anticipated construction period is summer 2010.

We have listed critical project assumptions later in this proposal. Please review them to confirm that we understand the scope of the project.

FEE PROPOSAL

We understand that the project will be broken into two phases. The first phase for engineering design will be for a lump sum (LS) of \$177,269 to be awarded in July 2009. The second phase for engineering design will be for a LS of \$157,866 to be awarded in August 2009, for a total LS fee of \$335,135 and the additional services on a time and materials (T&M) basis for a total fee of \$29,370. This total fee consists of the following components that were covered in detail on the estimate sent to you July 1, 2009:

Phase Description

BASIC SERVICES

Project Management and Coordination.....	\$2,830
Topographic Survey and Base Map.....	\$86,575
Geotechnical Investigation.....	\$38,417
Energy Report Analysis.....	\$6,285
Public Involvement.....	\$14,583
Design Development 65% - Water Main.....	\$41,220
Construction Documents 100% - Water Main.....	\$26,165
Design Development 65% - Roadway Design.....	\$68,180
Construction Documents 100% - Roadway Design.....	\$42,335
Permitting.....	\$3,825
LID Research Assistance.....	\$4,720
TOTAL.....	\$335,135

ADDITIONAL SERVICES (T&M)

Bidding Services	\$4,835
Engineering Services during Construction.....	<u>\$24,535</u>
TOTAL.....	\$29,370

A monthly statement will be provided showing the approximate percentage completion of each of these phases. Payment will be expected within 30 days. Any portion of an invoice not paid within 30 days of the billing date will be considered delinquent and will bear a delinquency charge of one percent per month of the unpaid invoice amount.

Out-of-pocket expenses under the Additional Services tasks will be billed to you on the basis of actual cost plus 15 percent markup for overhead and handling. Reimbursable expenses include, but are not limited to, items such as:

- document reproduction,
- travel expenses,
- delivery charges,
- postage,
- long-distance telephone calls, and
- supplies specifically required for the work.

Subconsultant fees will be billed to the Client on the basis of cost plus a markup of 15 percent for overhead and handling.

SCOPE OF SERVICES

Based on our understanding of your goals for this project and the assumptions provided, we propose to perform these services:

- **Communications.** LaQuita Chmielowski, P.E., LEED AP will be DOWL HKM’s Project Manager and your primary point of contact on matters within the scope of this proposal. We will provide you with verbal and/or written (e-mail) project status reports to inform you of our progress and notify you of any anticipated changes in project scope, fees, or schedules, and foreseeable problems associated with the design and/or construction of the project. If you have questions or concerns at any time, please call us.
- **Topographic Survey and Base Map.** We will perform a ground-based topographic survey of the roadways with proposed improvements. Survey limits will be defined by 20 feet beyond ROW lines. We will make survey ties into existing monumentation. We will measure elevations to provide one-foot contours over the entire site. We will locate existing improvements, utilities visible from the surface, the limits of prominent vegetation, and other items of interest. We will measure invert elevations and pipe sizes on utilities accessible from the surface. We will locate or establish two temporary monuments on the site to provide both horizontal and vertical control for new construction. We will survey the geotechnical test boring locations, if the borings are drilled prior to the completion of survey work.

We will reduce the results of the field survey and enter them into an AutoCAD file. We will provide you a copy of the draft topographic survey base map for review. The base map will be used in the preparation of future roadway and water plans. It will reflect information about underground utilities obtained from available record drawings, personal knowledge from maintenance personnel, and/or other sources.

If you or your lender requires a more sophisticated as-built survey, such as an American Land Title Association (ALTA) survey, we need to review their requirements and advise you of the additional cost to do that work.

- **Geotechnical Investigation.** DOWL HKM will contact the State of Alaska Department of Transportation and Public Facilities (DOT&PF), Central Regions, Materials section for soils information in the vicinity of the project area. We understand that DOT&PF completed the reconstruction of South Chugach Street and we will use that information as well as any additional information provided on this project.

DOWL HKM will drill approximately 16 test borings spaced at approximately 1 boring per 300 linear feet of roadway. No test borings will be completed on South Chugach Street as we will utilize existing information from DOT&PF. Utility locates will be submitted prior to drilling. Test borings will be drilled to depths of 15 feet. The test borings will be sampled at 2.5-foot intervals to 10 feet and again at 15 feet in order to obtain an accurate depiction of the road section and underlying native soils. The borings will be sampled and logged by an engineer/geologist with our firm. Test borings will be backfilled with the cuttings and capped with cold patch.

The drilling and traffic control subcontractors will submit traffic control plan and obtain a ROW permit. Signage and one flagger will be utilized to aid in traffic control during drilling. Every effort will be made to perform the investigation with the least amount of disruption and inconvenience to traffic.

A slotted PVC standpipe will be installed in each test boring and depth to groundwater will be measured after drilling is completed.

Laboratory testing will be performed on the soil samples for classification purposes. A visual classification and moisture content will be performed on every sample. In addition, sieve analyses, hydrometer testing, and plasticity index tests will be performed on selected soil samples.

A draft geotechnical report will be issued describing the exploration and the findings. The report will include a vicinity map, sketch of the boring locations, detailed graphic logs of the borings, and laboratory test results. A final report will be issued once comments have been received.

- **Public Involvement.** We will hold two public meetings during the course of the project. The first public meeting will be held in the beginning stages of the project to introduce the project and obtain resident's comments and concerns. The second meeting will be held between the 65 and Construction Document level to obtain public comments regarding the proposed design of the project. The public meetings will be held on site on a Saturday with the residents in the area.
- **Energy Analysis Report.** DOWL HKM will complete an energy analysis on the existing water mainlines. The energy analysis will analyze the existing water leak information and show the energy consumption savings by replacing the leaking water mains. DOWL HKM will prepare a report outlining their findings that will satisfy Environmental Protection Agency (EPA) and State of Alaska

Department of Environmental Conservation (DEC) ARRA Green Funding requirements. The City of Palmer will provide DOWL HKM with the estimated water loss for the existing water mains.

- **Design Development.** We will prepare 65 percent completion level plans, specification, and cost estimate. It is our understanding that the water main installation will be done by force account and all surface improvements will be bid for construction. For this reason, two drawings sets will be prepared, one for the water main and the other for the roadway design. These documents will be submitted to you for review and comment.

Draft Special Provisions will be based on the City of Palmer Standard Specifications.

- **Construction Documents.** Upon receipt of written 65 percent design review comments, we will prepare final construction documents.

We will prepare separate sheets to present typical sections, details, and other information

- **Permitting.** We will prepare and submit for the following permits and agreements:

DEC Water Mainline Permit. We will prepare plans and profiles for the water mainline improvements for the project. We will submit the designs to DEC along with cover letter, checklist for drinking water engineering plans, and application fee. We will coordinate and attend a pre-construction meeting with DEC. We will also partake in the substantial and final completion site inspections.

- **LID Research Assistance.** DOWL HKM will assist the City of Palmer with LID research by gathering Owner information. DOWL HKM will also calculate the construction cost for the surface improvements and provide the City of Palmer of a cost per Owner.
- **Bidding Services.** Bidding assistance will include being available to respond to Contractors' questions during the bidding phase. We will attend a pre-bid conference and prepare material for addenda items necessary to clarify our work. Design changes you initiate, or that result from changes in reviewing agency criteria, are not included in this proposal.
- **Engineering Services during Construction.** Construction services during construction include customary office support for interpreting the plans and specifications, reviewing submittals, and issuing clarifications to the civil portions of the project. We will attend a pre-construction conference. We have assumed weekly observation trips of one hour each. This periodic observation does not allow us to observe the work closely enough to verify the overall quality of construction. We must rely on you to tell us when our services are needed. We assume the construction manager will take responsibility for this. Design changes you or the Contractor initiate are not included in this proposal.
- **Record Drawings.** DEC regulations requires the installation of water supply, waste disposal, and storm drainage facilities be inspected by a Registered Professional Engineer who subsequently signs the record drawing and submits it to DEC for approval to operate the system. We will make these inspections upon notification that the work is ready. Based on these observations and "redlines" submitted by the Contractor, we will prepare the record drawings and submit them to DEC. If you elect not to have us complete these inspections, you must arrange for another registered professional engineer to do the inspections and stamp the record drawings. A certificate to operate will not be granted otherwise.

We will prepare record drawings for the civil of the work upon project completion. We will show all significant changes in the work made during construction, including locations of underground utilities

and appurtenances referenced to permanent surface improvements, based on marked-up prints, drawings and other data furnished by the contractor on the record drawings.

We will transmit AutoCAD files of the completed civil design to you at the completion of this project. The drawings will contain "as-built" information provided by the Contractor. The files will be in the current AutoCAD release format. We will append a copy of our layering convention. We will not perform a topographic survey of the constructed features.

ASSUMPTIONS

We have based our proposal on the following assumptions. If further investigation into the project discloses conditions other than those assumed, we will advise and assist you in making appropriate adjustments to the scope of work and budget.

- If needed, you will furnish a current title report.
- The Owner will pay plan-check fees, inspection fees, and other agency fees.
- Platting services are not required.
- We will conduct field surveys when the ground is free of ice and snow.
- You will make provisions for our legal entry and access onto the site to perform surveys and other explorations.
- We will backfill test borings with cuttings and restore as much as possible to original conditions before leaving the site. You will be responsible for any further maintenance required due to settlement of the cuttings in the test borings at no cost or liability to us.
- The project is not within a flood zone and a flood hazard permit is not required.
- The project is not within a wetlands area, and USACE and MOA wetlands permitting is not required.
- A wetlands delineation and jurisdictional determination is not required.
- A Stormwater Pollution Prevention Plan (SWPPP) is required, but will be done by the City of Palmer.
- Specifications and cost estimating will not be done for the water main design since the construction is being done by the City of Palmer.
- City of Palmer will bring AutoCAD files from DOT&PF for the recent reconstruction of S. Chugach Street. DOWL HKM will utilize this information for base map and design.

DELIVERABLE PRODUCTS

- Topographic survey base map
- Preliminary soils report
- Soils report
- Design Development 65% - water main

- Construction Drawings 100% - water main
- Design Development 65% - roadway
- Construction Documents 100% - roadway
- Draft Division 2 specifications
- Final Division 2 specifications
- Bid documents
- Construction cost estimate
- Earthwork quantity computations
- Progress reports
- Construction Administration (CA) observation reports
- Record drawings, water and civil set
- AutoCAD files of civil drawings

SCHEDULE

We understand that you want to start immediately on this project. We are available to begin the soils investigation and survey immediately after receipt of a Notice-to-Proceed. We anticipate two weeks to complete the fieldwork, depending on weather. We will provide a topographic drawing and soils report within two weeks after the fieldwork is completed. We will complete the design work in time for a bid date of November 1, 2009. We assume that the bulk of construction will take place during the 2010 construction season.

We have attached a copy of our detailed fee proposal for further definition of the tasks included in our proposal. We trust this provides adequate information for evaluating our proposal. We look forward to working with you on this project and will be pleased to answer any additional questions you may have.

Sincerely,
DOWL HKM

A handwritten signature in blue ink, appearing to read "Steven K. Noble", with a long horizontal flourish extending to the right.

Steven K. Noble, P.E., PTOE
Transportation and Planning Department Manager

Introduced by: City Manager Allen
 Date: June 23, 2009
 Action: Adopted
 Vote: Unanimous

Yes:	No:
Erbey	
Hanson	
Chmielewski	
Best	
Brown	
Combs	

CITY OF PALMER, ALASKA

RESOLUTION NO. 09-023

A RESOLUTION BY THE PALMER CITY COUNCIL APPROVING A SUPPLEMENTAL APPROPRIATION FROM THE WATER AND SEWER FUND (02) UNRESTRICTED FUND BALANCE TO THE STEEL WATER MAIN PROJECT IN THE AMOUNT OF \$500,000

WHEREAS, The City of Palmer has established a plan for failing old steel water mains; and

WHEREAS, the City of Palmer is securing funding in the amount of \$2,500,000 from the State of Alaska Department of Environmental Conservation Alaska Drinking Water Fund Project no. 677221 American Recovery and Reinvestment Act; and

WHEREAS, the City of Palmer must supply engineered construction ready drawings to the State of Alaska Department of Environmental Conservation no later than to September 1, 2009 to secure the ARRA (stimulus) funding; and

WHEREAS, the scope of work for the Bonanza Area Water and Street Improvement description project is a follows: design of approximately 5,910 feet of road improvement, including curb and gutter, sidewalks where required, LED street lights and pavement over existing streets. In addition, approximately 4,630 feet of domestic water main piping replacement including new fire hydrants and piping to be upgraded to ductile iron pipe;

Main Road	Connectors	Gravel/Paved	Feet
S. Bonanza St.	E. Industrial to Commercial Dr.	Gravel	1280
Commercial Dr.	S. Bonanza St to S. Chugach	Paved/No Curbs	365
E. Industrial	S. Chugach to S. Bonanza	Paved/No Curbs	365
S. Chugach	RR crossing to E. Cope Industrial	Paved	1973
N. Alaska St.	W. Beaver Ave to W. Dolphin Ave.	Paved	1433
W. Caribou Ave	N. Alaska St to N. Bailey St.	Gravel	291
W. Dolphin Ave.	N. Alaska St to N. Bailey St.	Paved Chip/ Gravel	203

WHEREAS, the scope of work for the Gulkana Area Water and Street Improvements project is as follows: design of approximately 4,208 feet of road improvement, including curb and gutter, sidewalks where required, LED street lights and pavement over existing streets. In addition, approximately 4,208 feet of domestic water main piping replacement including new fire hydrants and piping to be upgraded to ductile iron pipe;

Road	Connector Streets	Existing Surface	Feet
S. Diomede St.	E. Fern St to E. Fireweed	Gravel/Paved	336
S. Gulkana St	E. Fireweed to E. Cottonwood	Gravel/Paved	1942
E. Cottonwood Ave.	S. Gulkana to Denali St.	undeveloped	785
E Dahlia	S. Gulkana	Gravel	277
E Dogwood	S. Gulkana	Gravel	388
E Cedar	S. Gulkana	Gravel	480

WHEREAS, the estimated project costs for the two projects is \$500,000; and,

WHEREAS, allocation of these funds will allow the department to complete the engineering and design of these projects and meet the ADEC stimulus September 1, 2009, design deadline. The proposals are due on June 23, 2009, with award of the Request for Proposal on the July 14, 2009, council meeting in order to meet the deadlines.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council approves a supplemental appropriation of \$500,000 from the Water and Sewer Fund (02) Unrestricted Fund Balance to the Steel Water Main Project to obtain ready engineered drawings for the Gulkana Water and Street Improvements and the Bonanza Area Water and Street Improvements projects.

Passed and approved by the City Council of the City of Palmer, Alaska this twenty-third day of June, 2009.

/s/

John C. Combs, Mayor

/s/

Janette M. Bower, City Clerk



July 9, 2009
W.O. D60343

Mr. Carter Cole
City of Palmer, Public Works Department
213 W. Evergreen Avenue
Palmer, Alaska 99645

Subject: Bonanza Area Street and Water Improvements
Second Revised Proposal/Agreement for Engineering Services

Dear Mr. Cole:

DOWL HKM appreciates this opportunity to submit a revised proposal to provide civil engineering services for the Bonanza Area Street and Water Improvements project being done for City of Palmer, Public Works Department. We understand that the project goals are to bid the project by November 1, 2009, and the anticipated construction period is summer 2010.

We have listed critical project assumptions later in this proposal. Please review them to confirm that we understand the scope of the project.

FEE PROPOSAL

We understand that the project will be broken into two phases. The first phase for engineering design will be for a lump sum (LS) of \$177,269 to be awarded in July 2009. The second phase for engineering design will be for a LS of \$157,866 to be awarded in August 2009, for a total LS fee of \$335,135 and the additional services on a time and materials (T&M) basis for a total fee of \$29,370. This total fee consists of the following components that were covered in detail on the estimate sent to you July 1, 2009:

Phase Description

BASIC SERVICES

Project Management and Coordination.....	\$2,830
Topographic Survey and Base Map.....	\$86,575
Geotechnical Investigation.....	\$38,417
Energy Report Analysis	\$6,285
Public Involvement	\$14,583
Design Development 65% - Water Main.....	\$41,220
Construction Documents 100% - Water Main.....	\$26,165
Design Development 65% - Roadway Design.....	\$68,180
Construction Documents 100% - Roadway Design.....	\$42,335
Permitting.....	\$3,825
LID Research Assistance	\$4,720
TOTAL.....	\$335,135

ADDITIONAL SERVICES (T&M)

Bidding Services	\$4,835
Engineering Services during Construction.....	\$24,535
TOTAL.....	\$29,370

A monthly statement will be provided showing the approximate percentage completion of each of these phases. Payment will be expected within 30 days. Any portion of an invoice not paid within 30 days of the billing date will be considered delinquent and will bear a delinquency charge of one percent per month of the unpaid invoice amount.

Out-of-pocket expenses under the Additional Services tasks will be billed to you on the basis of actual cost plus 15 percent markup for overhead and handling. Reimbursable expenses include, but are not limited to, items such as:

- document reproduction,
- travel expenses,
- delivery charges,
- postage,
- long-distance telephone calls, and
- supplies specifically required for the work.

Subconsultant fees will be billed to the Client on the basis of cost plus a markup of 15 percent for overhead and handling.

SCOPE OF SERVICES

Based on our understanding of your goals for this project and the assumptions provided, we propose to perform these services:

- **Communications.** LaQuita Chmielowski, P.E., LEED AP will be DOWL HKM’s Project Manager and your primary point of contact on matters within the scope of this proposal. We will provide you with verbal and/or written (e-mail) project status reports to inform you of our progress and notify you of any anticipated changes in project scope, fees, or schedules, and foreseeable problems associated with the design and/or construction of the project. If you have questions or concerns at any time, please call us.
- **Topographic Survey and Base Map.** We will perform a ground-based topographic survey of the roadways with proposed improvements. Survey limits will be defined by 20 feet beyond ROW lines. We will make survey ties into existing monumentation. We will measure elevations to provide one-foot contours over the entire site. We will locate existing improvements, utilities visible from the surface, the limits of prominent vegetation, and other items of interest. We will measure invert elevations and pipe sizes on utilities accessible from the surface. We will locate or establish two temporary monuments on the site to provide both horizontal and vertical control for new construction. We will survey the geotechnical test boring locations, if the borings are drilled prior to the completion of survey work.

We will reduce the results of the field survey and enter them into an AutoCAD file. We will provide you a copy of the draft topographic survey base map for review. The base map will be used in the preparation of future roadway and water plans. It will reflect information about underground utilities obtained from available record drawings, personal knowledge from maintenance personnel, and/or other sources.

If you or your lender requires a more sophisticated as-built survey, such as an American Land Title Association (ALTA) survey, we need to review their requirements and advise you of the additional cost to do that work.

- **Geotechnical Investigation.** DOWL HKM will contact the State of Alaska Department of Transportation and Public Facilities (DOT&PF), Central Regions, Materials section for soils information in the vicinity of the project area. We understand that DOT&PF completed the reconstruction of South Chugach Street and we will use that information as well as any additional information provided on this project.

DOWL HKM will drill approximately 16 test borings spaced at approximately 1 boring per 300 linear feet of roadway. No test borings will be completed on South Chugach Street as we will utilize existing information from DOT&PF. Utility locates will be submitted prior to drilling. Test borings will be drilled to depths of 15 feet. The test borings will be sampled at 2.5-foot intervals to 10 feet and again at 15 feet in order to obtain an accurate depiction of the road section and underlying native soils. The borings will be sampled and logged by an engineer/geologist with our firm. Test borings will be backfilled with the cuttings and capped with cold patch.

The drilling and traffic control subcontractors will submit traffic control plan and obtain a ROW permit. Signage and one flagger will be utilized to aid in traffic control during drilling. Every effort will be made to perform the investigation with the least amount of disruption and inconvenience to traffic.

A slotted PVC standpipe will be installed in each test boring and depth to groundwater will be measured after drilling is completed.

Laboratory testing will be performed on the soil samples for classification purposes. A visual classification and moisture content will be performed on every sample. In addition, sieve analyses, hydrometer testing, and plasticity index tests will be performed on selected soil samples.

A draft geotechnical report will be issued describing the exploration and the findings. The report will include a vicinity map, sketch of the boring locations, detailed graphic logs of the borings, and laboratory test results. A final report will be issued once comments have been received.

- **Public Involvement.** We will hold two public meetings during the course of the project. The first public meeting will be held in the beginning stages of the project to introduce the project and obtain resident's comments and concerns. The second meeting will be held between the 65 and Construction Document level to obtain public comments regarding the proposed design of the project. The public meetings will be held on site on a Saturday with the residents in the area.
- **Energy Analysis Report.** DOWL HKM will complete an energy analysis on the existing water mainlines. The energy analysis will analyze the existing water leak information and show the energy consumption savings by replacing the leaking water mains. DOWL HKM will prepare a report outlining their findings that will satisfy Environmental Protection Agency (EPA) and State of Alaska

Department of Environmental Conservation (DEC) ARRA Green Funding requirements. The City of Palmer will provide DOWL HKM with the estimated water loss for the existing water mains.

- **Design Development.** We will prepare 65 percent completion level plans, specification, and cost estimate. It is our understanding that the water main installation will be done by force account and all surface improvements will be bid for construction. For this reason, two drawings sets will be prepared, one for the water main and the other for the roadway design. These documents will be submitted to you for review and comment.

Draft Special Provisions will be based on the City of Palmer Standard Specifications.

- **Construction Documents.** Upon receipt of written 65 percent design review comments, we will prepare final construction documents.

We will prepare separate sheets to present typical sections, details, and other information

- **Permitting.** We will prepare and submit for the following permits and agreements:

DEC Water Mainline Permit. We will prepare plans and profiles for the water mainline improvements for the project. We will submit the designs to DEC along with cover letter, checklist for drinking water engineering plans, and application fee. We will coordinate and attend a pre-construction meeting with DEC. We will also partake in the substantial and final completion site inspections.

- **LID Research Assistance.** DOWL HKM will assist the City of Palmer with LID research by gathering Owner information. DOWL HKM will also calculate the construction cost for the surface improvements and provide the City of Palmer of a cost per Owner.
- **Bidding Services.** Bidding assistance will include being available to respond to Contractors' questions during the bidding phase. We will attend a pre-bid conference and prepare material for addenda items necessary to clarify our work. Design changes you initiate, or that result from changes in reviewing agency criteria, are not included in this proposal.
- **Engineering Services during Construction.** Construction services during construction include customary office support for interpreting the plans and specifications, reviewing submittals, and issuing clarifications to the civil portions of the project. We will attend a pre-construction conference. We have assumed weekly observation trips of one hour each. This periodic observation does not allow us to observe the work closely enough to verify the overall quality of construction. We must rely on you to tell us when our services are needed. We assume the construction manager will take responsibility for this. Design changes you or the Contractor initiate are not included in this proposal.
- **Record Drawings.** DEC regulations requires the installation of water supply, waste disposal, and storm drainage facilities be inspected by a Registered Professional Engineer who subsequently signs the record drawing and submits it to DEC for approval to operate the system. We will make these inspections upon notification that the work is ready. Based on these observations and "redlines" submitted by the Contractor, we will prepare the record drawings and submit them to DEC. If you elect not to have us complete these inspections, you must arrange for another registered professional engineer to do the inspections and stamp the record drawings. A certificate to operate will not be granted otherwise.

We will prepare record drawings for the civil of the work upon project completion. We will show all significant changes in the work made during construction, including locations of underground utilities

and appurtenances referenced to permanent surface improvements, based on marked-up prints, drawings and other data furnished by the contractor on the record drawings.

We will transmit AutoCAD files of the completed civil design to you at the completion of this project. The drawings will contain "as-built" information provided by the Contractor. The files will be in the current AutoCAD release format. We will append a copy of our layering convention. We will not perform a topographic survey of the constructed features.

ASSUMPTIONS

We have based our proposal on the following assumptions. If further investigation into the project discloses conditions other than those assumed, we will advise and assist you in making appropriate adjustments to the scope of work and budget.

- If needed, you will furnish a current title report.
- The Owner will pay plan-check fees, inspection fees, and other agency fees.
- Platting services are not required.
- We will conduct field surveys when the ground is free of ice and snow.
- You will make provisions for our legal entry and access onto the site to perform surveys and other explorations.
- We will backfill test borings with cuttings and restore as much as possible to original conditions before leaving the site. You will be responsible for any further maintenance required due to settlement of the cuttings in the test borings at no cost or liability to us.
- The project is not within a flood zone and a flood hazard permit is not required.
- The project is not within a wetlands area, and USACE and MOA wetlands permitting is not required.
- A wetlands delineation and jurisdictional determination is not required.
- A Stormwater Pollution Prevention Plan (SWPPP) is required, but will be done by the City of Palmer.
- Specifications and cost estimating will not be done for the water main design since the construction is being done by the City of Palmer.
- City of Palmer will bring AutoCAD files from DOT&PF for the recent reconstruction of S. Chugach Street. DOWL HKM will utilize this information for base map and design.

DELIVERABLE PRODUCTS

- Topographic survey base map
- Preliminary soils report
- Soils report
- Design Development 65% - water main

- Construction Drawings 100% - water main
- Design Development 65% - roadway
- Construction Documents 100% - roadway
- Draft Division 2 specifications
- Final Division 2 specifications
- Bid documents
- Construction cost estimate
- Earthwork quantity computations
- Progress reports
- Construction Administration (CA) observation reports
- Record drawings, water and civil set
- AutoCAD files of civil drawings

SCHEDULE

We understand that you want to start immediately on this project. We are available to begin the soils investigation and survey immediately after receipt of a Notice-to-Proceed. We anticipate two weeks to complete the fieldwork, depending on weather. We will provide a topographic drawing and soils report within two weeks after the fieldwork is completed. We will complete the design work in time for a bid date of November 1, 2009. We assume that the bulk of construction will take place during the 2010 construction season.

We have attached a copy of our detailed fee proposal for further definition of the tasks included in our proposal. We trust this provides adequate information for evaluating our proposal. We look forward to working with you on this project and will be pleased to answer any additional questions you may have.

Sincerely,
DOWL HKM

A handwritten signature in blue ink, appearing to read "Steven K. Noble", with a long horizontal flourish extending to the right.

Steven K. Noble, P.E., PTOE
Transportation and Planning Department Manager