

CITY OF PALMER ACTION MEMORANDUM

SUBJECT: Authorize the City Manager to Execute a Professional Services Agreement to Hattenburg Dilley & Linnell in the Amount of \$13,065 for the Design and Construction Phase Services to Replace the Segmented Circle at the Palmer Municipal Airport

AGENDA OF: June 24, 2008

Council action: Authorized

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

Route To:	Department/Individual:	Initials:	Remarks:
x	Originator – Public Works		
x	City Clerk	<i>JLO</i>	
x	City Attorney	<i>[Signature]</i>	
	Director of Public Safety		
x	Director of Administration	<i>AM</i>	
	Director of Community Services		
	Director of Public Works		

Attachment(s): HDL's Proposal Exhibit A

Fiscal note:

	No fiscal impact.	
X	Funds are budgeted from this account number:	AIP 03-02-0211-013-2006
	Funds are not budgeted. Budget modification is required. Affected account number:	

Finance Director Signature: *Linn M. Linnell*

Summary statement: The segmented circle is a navigational aid consisting of sign panels in a radius around the primary wind sock at the Palmer Municipal Airport to alert pilots of the windsock's location. The existing segmented circle is in poor condition and is in need of replacement. This project will replace the segmented circle with a system that meets current FAA requirements, which will improve airport safety by increasing the visibility of the circle.

Administration recommendation: Approve Action Memorandum No. 08-051

June 2, 2008

File No. 78-047

Greg Wickham, Acting Public Works Director
City of Palmer
231 West Evergreen Avenue
Palmer, Alaska 99645

Re: Fee Proposal - Replace Segmented Circle
Palmer Municipal Airport Improvements

Dear Mr. Wickham:

As requested, Hattenburg Dilley & Linnell, LLC (HDL) submits this fee proposal for design and construction phase services to replace the segmented circle at the Palmer Municipal Airport.

Background. The existing segmented circle is in poor condition and is in need of replacement. This project will replace the segmented circle with a system that meets current FAA requirements, which will improve airport safety by increasing the visibility of the circle.

The proposed segmented circle consists of pre-fabricated sign panels and supports. We understand that the City wishes to complete this project through two small procurements; one for fabrication of the panels and supports and one for installation.

Scope of Work. HDL will prepare one site/layout drawing, one detail drawing, and a technical specification for a standard segmented circle. The design will be based on the FAA's AC 150/5220-5C standard layout and Alaska Department of Transportation and Public Facilities (ADOT&PF) typical design for segmented circles. The plan will define the location and installation requirements of the segmented circle and will include a Safety Plan setting forth operational and safety requirements at the airport during construction in accordance with AC 150/5370-2E. We anticipate the panel supports will be fabricated from galvanized perforated steel tube embedded in the ground 24 inches.

We understand that the City will take our drawings and specifications and solicit for bids using two competitively bid small procurements per the City purchasing ordinance and FAA grant requirements. We will provide you with standard federal contract requirements, Buy American requirements, supplemental conditions for federal-aid contracts, and federal EEO bid conditions. The City will include the FAA requirements in the procurement process.

We do not anticipate preparing or assembling a project manual, preparing a construction cost estimate, providing document reproduction, or assistance during advertising. We understand the City will provide invitations to bid, bond forms, contracts, general requirements, and bid forms. We do not anticipate coordinating or providing bid-phase services, except to answer bidders' questions regarding the plans and technical specifications.

Scott Hattenburg, PE

Lorie Dilley, PE/CPG

Dennis Linnell, PE

David Lundin, PE

Construction-phase Services. HDL will assist the City during installation by providing project management and coordination. Once the City has awarded a contract, we will conduct a pre-construction conference; review material submittals; process pay requests; and respond to any contractor questions. We will observe, test, and document the work on behalf of the City and will be a liaison between the City and the Contractor to minimize the City's efforts during construction. Documentation will include photographs and daily reports detailing the equipment, labor, inspections, testing, and activities occurring each day. We will also provide laboratory and field testing of soil and concrete materials to document the quality of the work. We anticipate fieldwork will be completed over a one-week period and our inspector will be on the site approximately ½-time.

Final Closeout Documents. HDL will assist with the final inspection of the completed project, processing of the bond and lien releases and project completion certificates.

We understand that this work will be funded by the existing Taxiway B/NavAids grant (AIP 3-02-0211-013-2006). We will include this project in the required FAA Closeout Report. We will prepare record drawings based on the contractor's markups and provide one Mylar and one CD with Adobe PDF files.

Basic Assumptions. The following basic assumptions and understandings were used in estimating our fee, in addition to those stated previously. Anything contrary to our understanding may be an unanticipated additional cost later, depending on the extent.

1. The new segmented circle will be at the same location as existing and there will be no relocation of utilities or airport facilities and no surveying or geotechnical investigation are required.
2. The new segmented circle will follow the typical ADOT&PF design.
3. The work will be completed during the summer of 2008.

Fee Estimate. We estimate our fee for these services will not exceed \$13,065 on a time-and-expenses basis at our standard hourly rates as detailed on the attached HDL Fee Estimate worksheet.

We look forward to assisting the City with this improvement to the Palmer Municipal Airport.

Sincerely,

HATTENBURG DILLEY & LINNELL



David Lundin, P.E.
Project Manager

Encl: HDL Fee Estimate Worksheet (1 page)

Project: Replace Segmented Circle
 Engineer: Hattenburg Dilley & Linnell
 Scope: Design & Construction Assistance
 Date Prepared: 06/02/08

ITEM	ACTIVITY	QTY	RATE	LABOR	REIMB	SUBCONTRACT	SUBITEM TOTAL	TOTAL
1.0	Replace Segmented Circle.....							\$13,065
1.1	<u>Project Management & Coordination</u>						\$2,400	
	Associate Engineer	20 hrs	@ 120	2,400				
1.2	<u>Plans and Specifications</u>						\$2,720	
	Staff Engineer	16 hrs	@ 85	1,360				
	Drafting Technician	16 hrs	@ 85	1,360				
1.3	<u>Safety Plan</u>						\$1,020	
	Staff Engineer	4 hrs	@ 85	340				
	Drafting Technician	8 hrs	@ 85	680				
1.4	<u>Bid Questions</u>						\$340	
	Staff Engineer	4 hrs	@ 85	340				
1.5	<u>Construction Assistance</u>						\$5,905	
	Project Engineer	24 hrs	@ \$85	\$2,040				
	Project Inspector - (1 wk @ 5 hrs/day)	30 hrs	@ \$85	\$2,550				
	Nuclear Densometer	3 days	@ \$40	\$120				
	Concrete Field Test	1 ea	@ \$125	\$125				
	Cylinder Breaks	3 ea	@ \$20	\$60				
	Vehicle	6 days	@ \$75	\$450				
	Clerical	8 hrs	@ \$70	\$560				
1.6	<u>Record Drawings</u>						\$680	
	Project Engineer	2 hrs	@ \$85	\$170				
	Drafting	6 hrs	@ \$85	\$510				
1.7	<u>Project Closeout Report/ALP Update</u>						\$0	
	Included in current contract							

Subtotal	13,065	0	0	13,065
5% Markup		0		\$0
TOTAL	13,065	0	0	\$13,065