

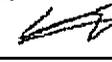
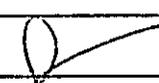
CITY OF PALMER ACTION MEMORANDUM

SUBJECT: Authorize City Manager to Execute Amendment No. 3 to the Professional Services Agreement with Hattenburg, Dilley and Linnell in the Amount of \$72,990 for the construction Management Services for Phase II of the Arctic Avenue and Transmission Main Water System Improvements

AGENDA OF: June 10, 2008

Council action: Authorized

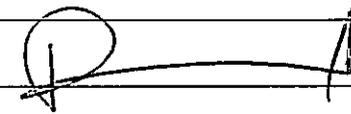
Approved for presentation by B.B. Allen, City Manager 

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

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

Fiscal note:

	No fiscal impact.	
X	Funds are budgeted from this account number:	Grant #67111 & Grant # XP- 96037901-0
	Funds are not budgeted. Budget modification is required. Affected account numbers:	

Finance Director Signature: 

Summary statement: Action memorandum 08-041 authorizes the execution of Professional Services Agreement (PSA) amendment number three with Hattenburg Dilley & Linnell Engineering Consultants (HDL) to provide for construction administration and inspection services for the Replace Water Transmission Main project which was awarded to Prosser-Dagg on May 13, 2008.

Administration recommendation: Approve Action Memorandum No. 08-041.

May 23, 2008

File: 78-037

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

Re: Fee Proposal for Construction Phase Services
Replace Water Transmission Main

Dear Mr. Wickham and Ms. Jansen,

Hattenburg Dilley & Linnell (HDL) is pleased to present this fee proposal for construction phase services for the Replace Water Transmission Main project.

Project Description

The project includes replacing the existing deteriorated 14" steel water main from the west side of Valley Trails Subdivision to Reservoir 1. The pipe will be replaced with about 1,700 linear feet of new 16" Class 52 ductile iron pipe (DIP). The work will involve installation and testing of an above-ground temporary transmission main, clearing, trenching, installation of pipe and bedding, backfill, replacement of driveways, and connection to existing piping at Reservoir 1. Prosser-Dagg Construction Co. has been selected to perform this work.

Proposed Services

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

Oversight and Coordination. HDL will coordinate and oversee the day-to-day activities of the project on behalf of the City. Scott Hattenburg, P.E. will be the Principal-in-Charge and David Lundin, P.E. will be the Project Manager. Steve Reed, EIT will be the Project Engineer and will be the primary point of contact. Under the David's close supervision, Steve will keep the City informed of progress, field directives, and changes as they arise and will prepare weekly written status reports.

Project Start-up / Review of Submittals & Shop Drawings. HDL will review material and equipment submittals, shop drawings, samples, and quality control submittals. HDL will conduct a pre-construction conference to review the contractor's schedule, establish procedures for submittals and shop drawings, and to establish a working understanding between the contractor, HDL, and the City.

Project Administration. HDL will review administrative submittals, schedules, and contract closeout submittals. HDL will review and respond to Design Clarification/Variation Requests (DCVR) from the contractor. We will conduct formal weekly construction meetings and will

Scott Hattenburg, PE

Lorie Dilley, PE/CPG

Dennis Linnell, PE

David Lundin, PE

frequently meet informally with the Contractor and City to assist in coordinating the work. We will review pay requests and make recommendations for payment by the City. We will prepare Change Orders for unanticipated and additional directed work as needed.

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

Construction Inspection & Quality Assurance Testing. We will take advantage of opportunity for savings by using Steve Reed as both the Project Engineer and Inspector. We will provide full-time construction inspection of the work during the anticipated six-week field construction period, from July 15, 2008 through substantial completion September 1, 2008. We anticipate there will be approximately two weeks of inspection next season, with final completion of the project by June 1, 2009. We anticipate Steve will work up to 60 hours per week (combined administration and inspection), assuming that the contractor will only work one shift per day. Actual hours will depend upon the Contractor's schedule. We will observe, test, and document the construction on behalf of the City. Documentation will include photographs and daily reports detailing the equipment, labor, inspections, testing, and activities occurring each day. We will also conduct formal inspections jointly with the City at Substantial Completion and Final Completion.

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

- ✓ Approximately 36 field density tests
- ✓ Approximately 4 Proctor tests to determine maximum laboratory density including soil gradations
- ✓ Approximately 2 additional soil gradations

Schedule

Our fee is based on an anticipated 8 weeks of field construction. If the contractor's work extends beyond the contract construction period, there may be additional cost to our work.

Cost Proposal

We propose to provide construction phase services on a time and materials basis using our published hourly labor rates and receiving reimbursement for expenses at cost plus 5%. Based on the scope of work and schedule, we expect the cost of our services not to exceed **\$ 72,990** as shown on the attached detailed fee estimate worksheet.

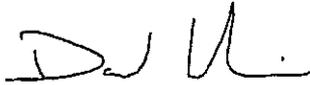
The level of effort required for construction phase services is highly dependent on the cooperation and skill of the contractor; the methods and equipment the contractor employs; the weather; the amount of rejected work that must be retested; and the schedule he decides to work. All of these conditions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

RE: *Fee Proposal for Construction Phase Services*
Replace Water Transmission Main
May 23, 2008
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We look forward to working with you and Prosser-Dagg Construction on this project. If you have any questions, you can contact me at 746-5230.

Sincerely,

HATTENBURG DILLEY & LINNELL, LLC

A handwritten signature in black ink, appearing to read 'D. Lundin'.

David Lundin, P.E.
Associate/Civil Engineer

Attach: Fee Proposal Worksheet (1 page)

FEE PROPOSAL
for
Construction Administration and Inspection Services
Replace Water Transmission Main
City of Palmer

<u>TASK</u>	<u>ACTIVITY</u>	<u>QTY</u>	<u>RATE</u>	<u>LABOR</u>	<u>REIMB</u>	<u>SUBS</u>	<u>SUBTOTAL</u>	<u>TOTAL</u>
1.0	Construction Administration.....							\$20,690
	<u>Project Administration (10 weeks)</u>						14,270	
	Principal-in-Charge	6 hrs	@ \$145	870				
	Project Manager, 10 hrs/wk	100 hrs	@ \$120	12,000				
	Project Engineer	0 hrs	@ \$80	0				
	Clerical	20 hrs	@ \$70	1,400				
	<u>Project Start-up / Review of Submittals & Shop Drawings</u>						3,800	
	Project Manager	8 hrs	@ \$120	960				
	Project Engineer	32 hrs	@ \$80	2,560				
	Clerical	4 hrs	@ \$70	280				
	<u>Record Drawings</u>						2,620	
	Project Engineer	6 hrs	@ \$80	480				
	Drafting	24 hrs	@ \$85	2,040				
	Reimbursables	1 L.S.	@ \$100		100			
2.0	Construction Inspection & Testing.....							\$52,050
	<u>Construction Inspection (8 wks @ 60 hrs/wk)</u>						47,100	
	Proj. Engineer/Inspector-ST	320 hrs	@ \$80	25,600				
	Proj. Engineer/Inspector-OT	160 hrs	@ \$105	16,800				
	Vehicle	60 days	@ \$75		4,500			
	Reimbursables	1 L.S.	@ \$200		200			
	<u>Quality Assurance Testing</u>						4,950	
	Principal Geotech. Engineer	4 hrs	@ \$145	580				
	Nuclear Densometer	36 days	@ \$30	1,080				
	Lab. Moisture-Density Test	8 ea	@ \$270	2,160				
	Soil Gradation	2 ea	@ \$150	300				
	Topsoil Organic Content	1 ea	@ \$70	70				
	Clerical	8 hrs	@ \$70	560				
	Reimbursables	1 L.S.	@ \$200		200			
Subtotal Basic Services				\$67,740	\$5,000	\$0		\$72,740
Markup*					\$250	\$0		\$250
Total Basic Services				\$67,740	\$5,250	\$0		\$72,990

*5% for subcontracts, 5% for reimbursable