

CITY OF PALMER ACTION MEMORANDUM No. 10-012

SUBJECT: Authorize the City Manager to Execute Amendment One with Hattenburg Dilley & Linnell in the Amount of \$149,109 for the Construction Phase Engineering Services to the Gulkana Water and Street Improvements Project

AGENDA OF: February 9, 2010

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

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

| Route To: | Department/Individual: | Initials/Date: | Remarks: |
|-----------|-----------------------------------|----------------------------|----------|
| X | Originator – Public Works | <i>CKL</i> 1/19/10 | |
| X | City Clerk | <i>JM</i> 1/29/10 | |
| X | City Attorney | <i>[Signature]</i> 1/29/10 | |
| X | Director of Administration | <i>[Signature]</i> 1/19/10 | |
| | Director of Community Development | | |
| | Director of Community Services | | |
| | Director of Public Safety | | |
| | Director of Public Works | | |

Attachment(s): Amendment No. 1 with Exhibit A

Certification of Funds:

| | | |
|---|--|-----------------------|
| | No fiscal impact. | |
| X | Funds are budgeted from this account number: 24-01-20-6620 | ARRA Steel Water Main |
| | Funds are not budgeted. Budget modification is required. Affected account number: | |

Director of Administration Signature: *[Signature]*

Summary statement: Hattenburg Dilley & Linnell (HDL) provided a fee proposal in the amount of \$149,109 for limited construction phase services during the 26 week construction of the Gulkana Area Water and Street Improvements project. The services will include review of various contractor documentation, jobsite observation, construction inspection, quality assurance material testing, and record drawings. HDL will verify the contractor is in compliance with the requirements of the contract documents.

The Gulkana Area Water and Street Improvements Project consists of installing approximately

3,159 linear feet of new Class 52 ductile iron pipe water main and associated fittings, valves, hydrants, and services to replace the existing water system. The project also includes approximately 2,450 linear feet of street improvements including sidewalks, storm drain collection and LED street lights. This project will extend Cottonwood Avenue from Gulkana to Denali Avenue with 800 feet of new 40 foot commercial roadway, curb and gutter and sidewalks on both sides. The 6-inch steel water main will be replaced with 550 feet of 10-inch ductile iron pipe (DIP) from Gulkana to about 300 feet east of Denali.

North Star Paving and Construction, Inc. has been awarded the construction contract for this project with a completion date of September 20, 2010.

The project is funded by the Alaska Department of Environmental Conservation (ADEC) Alaska Drinking Water Fund (ADWF) no. 677221 for Steel Water Main Replacement and an upcoming Local Improvement District.

Administration recommendation: Approve action memorandum 10-012.

AMENDMENT NUMBER 1

PROFESSIONAL SERVICES AGREEMENT

Between the City of Palmer and Hattenburg, Dilley & Linnell

For Gulkana Area Water and Street Improvements

This amendment is made and entered into this ____ day of _____, 2010, by and between the City of Palmer (City) and Hattenburg, Dilley & Linnell (Consultant) as authorized by the Council on February 9, 2010. This document amends the Professional Services Agreement dated July 16, 2009, (the Agreement) between the City and Consultant for the provision of professional services for the Gulkana Area Water and Street Improvements, as follows:

1. Add construction phase services as described in the attached letter from the Consultant dated November 30, 2009 consisting of five (5) hereinafter referred to as "Exhibit A" are made a part of the professional services agreement.
2. It provides for additional payment to the consultant on a time and expense basis for the services included in this amendment, in an amount not to exceed \$149,109.
3. These additional services increase the not to exceed total compensation amount in section 6.D. of the agreement as follows:

| | |
|---------------------------------|---------------------|
| Professional Services Agreement | \$322,731.00 |
| Previous Amendments | \$-0.00 |
| Sub-Total | \$322,731.00 |
| Amount of this Amendment | \$149,109.00 |
| Total | \$471,840.00 |

4. Section 5 Time of Performance of Services, is amended by changing the termination date from December 1, 2009 to November 30, 2010.

All other provisions of this Agreement remain unchanged.

CITY OF PALMER

CONSULTANT

B.B. Allen, City Manager Date

Scott Hattenburg, P.E. Date

November 30, 2009

File: 79-061/09-015

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

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

Dear Mr. Cole,

As requested, Hattenburg Dilley & Linnell (HDL) has prepared and presents this fee proposal for construction phase engineering services for the Gulkana Area Water and Street Improvements project.

PROJECT DESCRIPTION

The Gulkana project will install approximately 3,159 linear feet of Class 52 ductile iron pipe water main and associated fittings, valves, hydrants, and services to replace the existing water system. The project will also complete approximately 2,450 linear feet of street improvements, including gravel subbase, base, AC pavement, curb and gutter, sidewalks, storm drain collection, and street lighting. Existing paved streets will also be improved with new pavement and ADA-accessible sidewalks. The main project area includes portions of Cottonwood Avenue, Cedar Avenue, Dogwood Avenue, and Gulkana Street, generally in the area of the former Valley Hospital. The project area also includes approximately 400 feet of Diomedea Street south of Fireweed Avenue.

SCOPE OF WORK

We understand that the scope of work is generally to provide limited construction phase services prior to and during the anticipated 26-week construction period (April 1, 2010 through September 30, 2010). We understand that full-time inspection is not desired, but that quality assurance material testing and periodic construction inspection may be requested. We understand that electrical field inspections are not desired. Based on these understandings, scope of work is as follows:

Project Start-up / Review of Submittals and Shop Drawings. HDL will review material and equipment submittals, shop drawings, samples, and quality control submittals. EDC, Inc. will review street lighting material submittals. HDL will attend a pre-construction conference.

Assistance During Construction. HDL will review administrative submittals including schedules, quality control testing reports, traffic control plans, storm water pollution prevention plan and inspection reports, and contract closeout submittals. HDL and EDC will answer contractor questions during construction using the Design Clarification/Variation Request (DCVR) process. HDL will visit the site briefly (approximately one-hour) each day to observe the construction. We will prepare a written daily report of our observations. HDL will review daily construction reports generated by the contractor and City and relay to the

CIVIL
ENGINEERING

GEOTECHNICAL
ENGINEERING

TRANSPORTATION
ENGINEERING

ENVIRONMENTAL
SERVICES

PLANNING

SURVEYING

CONSTRUCTION
ADMINISTRATION

MATERIAL
TESTING

City representative any potential concerns or items that may require correction or additional attention during construction. We will attend weekly construction meetings and prepare minutes. We will review the contractor's bi-weekly pay requests, verify completed pay item quantities, provide a written report of our findings, and make recommendations for payment by the City. We will prepare RFP's, review contractor proposals and prepare Change Orders for any unanticipated and/or additional directed work. We will provide written request for DEC interim approval to operate the newly constructed water main upon completion of each segment. HDL and EDC will participate in formal substantial and final completion inspections and prepare a substantial completion inspection report and list of deficient items.

Construction Inspection & Quality Assurance Material Testing. As requested, we have excluded providing full-time construction inspection and quality assurance material testing services. However, we have included allowances for 40 hours of on-site inspection in addition to our daily site visits and \$2,000 for field and/or laboratory material testing, if these services are requested by the City. We have not included periodic inspection of electrical work, per your request.

Record Drawings/Closeout. HDL and EDC will review the contractor's construction markups and will prepare electronic record drawings. We will submit record drawings to the City on Mylar and in Adobe PDF format; final AutoCAD files will also be submitted on CD for your records. HDL will submit record drawings to ADEC and apply for Approvals to Operate the new water and sewer pipelines on behalf of the City. For the construction contract closeout, we will request a release of liens and a claims statement from the contractor and will distribute a project completion and acceptance certificate for execution.

BASIC ASSUMPTIONS

The following basic assumptions were used to prepare this estimate:

1. The City will be the primary point of contact for verbal and written communications and will provide coordination and oversight of contractor activities. HDL will coordinate directly with the City representative.
2. The City will provide inspection of buried utility installation and backfill, which is consistent with the customary standard of care for quality assurance of buried utility construction. The City's inspector will observe and document the construction with photographs and written daily reports, detailing the equipment, labor, inspections, testing, progress and activities occurring each day. Copies of reports will be provided to HDL daily for review.
3. HDL has excluded any significant level of inspection other than what is observed during daily, random, "stop-by" site visits. HDL on-site inspection and material testing will be on an as-requested basis.
4. Only Substantial Completion and Final Completion electrical inspections will be provided.
5. City will verify the implementation of approved Traffic Control Plans and will provide SWPPP inspections.

SCHEDULE

Our fee is based on construction starting about April 1, 2010 and continuing until the contract completion date of September 30, 2010 (26 weeks). If the contractor's work extends beyond the contract performance period, there may be additional cost to our work.

COST PROPOSAL

We propose to provide construction phase services on a time-and-expenses basis using our published hourly labor rates and receiving reimbursement for subcontracts and expenses at cost plus 10%. Based on the scope of work and schedule, we expect the cost of our services not to exceed **\$149,109** as shown on the attached detailed fee estimate worksheet and subconsultant proposal from EDC.

We have prepared our estimate of the time required to perform the proposed scope of services based on previous experience and the contract performance period. Additional budget may be necessary if additional design is required, if claim negotiation is required, or if the contractor's work extends beyond the performance period.

We look forward to working with you on this project. If you have any questions, you can contact me at 746-5230.

Sincerely,

HATTENBURG DILLEY & LINNELL, LLC



David Lundin, P.E.
Associate/Civil Engineer

Attach: Fee Proposal Worksheet (1 page)
EDC Fee Proposal dated 11-23-09 (1 page)

FEE PROPOSAL
Task 7 - Construction Phase Services
Gulkana Area Water and Street Improvements
Palmer, Alaska

| <u>TASK</u> | <u>ACTIVITY</u> | <u>QTY</u> | <u>RATE</u> | <u>LABOR</u> | <u>SUB- CONTRACT</u> | <u>REIMB</u> | <u>SUB- TOTAL</u> | <u>TOTAL</u> |
|--|---|------------|-------------|------------------|--------------------------|----------------|-----------------------|------------------|
| 7.0 | Construction Phase Services..... | | | | | | | \$147,930 |
| | <u>Project Start-up / Review of Submittals & Shop Drawings</u> | | | | | | | \$13,440 |
| | Project Manager | 24 hrs | @ \$150 | \$3,600 | | | | |
| | Project Engineer | 70 hrs | @ \$100 | \$7,000 | | | | |
| | EDC Inc. (allowance) | 1 L.S. | @ \$2,000 | | \$2,000 | | | |
| | Clerical | 12 hrs | @ \$70 | \$840 | | | | |
| | <u>Assistance During Construction (26 weeks)</u> | | | | | | | \$108,190 |
| | Principal-in-Charge | 16 hrs | @ \$170 | \$2,720 | | | | |
| | Project Manager, 6 hrs/wk | 156 hrs | @ \$150 | \$23,400 | | | | |
| | Project Engineer, 20 hrs/wk | 520 hrs | @ \$100 | \$52,000 | | | | |
| | Project Engineer, 2 hrs/wk OT | 52 hrs | @ \$135 | \$7,020 | | | | |
| | Vehicle (1/2 time) | 78 days | @ \$80 | | | \$6,240 | | |
| | EDC Inc. (allowance) | 1 L.S. | @ \$2,250 | | \$2,250 | | | |
| | Clerical, 8 hrs/wk | 208 hrs | @ \$70 | \$14,560 | | | | |
| | <u>Construction Inspection & Quality Assurance Material Testing (allowance)</u> | | | | | | | \$6,200 |
| | Inspection by request | 40 hrs | @ \$100 | \$4,000 | | | | |
| | Testing by request | 1 L.S. | @ \$2,000 | \$2,000 | | | | |
| | Reimbursables | 1 L.S. | @ \$200 | | | \$200 | | |
| | <u>Record Drawings/Closeout</u> | | | | | | | \$20,100 |
| | Project Manager | 16 hrs | @ \$150 | \$2,400 | | | | |
| | Project Engineer | 40 hrs | @ \$100 | \$4,000 | | | | |
| | Drafting | 140 hrs | @ \$90 | \$12,600 | | | | |
| | EDC Inc. (allowance) | 1 L.S. | @ \$600 | | \$600 | | | |
| | Reimbursables | 1 L.S. | @ \$500 | | | \$500 | | |
| Subtotal Task 7 | | | | \$136,140 | \$4,850 | \$6,940 | \$147,930 | |
| 10% Markup on subcontracts and reimbursables | | | | | \$485 | \$694 | \$1,179 | |
| Total Task 7 | | | | \$136,140 | \$5,335 | \$7,634 | \$149,109 | |



November 23, 2009

Dave Lundin, P.E.
Hattenburg, Dilley, & Linnell
202 W Elmwood Ave., Suite 1
Palmer, AK 99645

Subject: Gulkana Area Water and Street Improvements – Construction Management
Services Proposal

Dear Dave:

This proposal is for providing electrical construction management services in association with the planned Gulkana Area Water and Street Improvements in Palmer. This proposal is based on the following:

SCOPE OF WORK:

EDC, Inc. will provide electrical construction management services for the street lighting improvements on E Cottonwood Avenue, E Cedar Avenue, E Dogwood Avenue, S. Gulkana Street, and S. Diomedea Street. Services shall include review of shop drawings, submittals, responding to RFI's, issuing clarifications and producing record drawings. This proposal also includes two on-site inspections (substantial completion and final).

FEE: The proposed fee to perform the above scope of work will be billed on a time and material basis with a not-to-exceed amount **\$4,850.**

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

Sincerely,

EDC, INC.

John A. Pepe, P.E.