

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