

**CITY OF PALMER  
ACTION MEMORANDUM NO. 13-067**

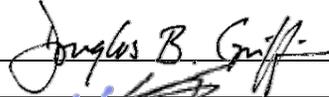
**Subject:** Authorize the City Manager to Negotiate and Enter Into a Professional Services Agreement with HDL Engineering to Provide Construction Phase Engineering Services for the Sherrod Area Water and Street Improvements Phase 1 Project in the Amount of \$97,610

**Agenda of: August 27, 2013**

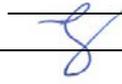
**Council Action:** Authorized

**Approved for presentation by:**

City Manager  
City Attorney  
City Clerk

  
\_\_\_\_\_  
  
\_\_\_\_\_

**Certification of Funds:**

Total amount of funds listed in legislation:	\$ <u>97,610.00</u>
This legislation (√):	
<input type="checkbox"/> Has no fiscal impact	
Creates:	
<input checked="" type="checkbox"/> A negative fiscal impact in the amount of:	\$ <u>97,610.00</u>
<input type="checkbox"/> A positive fiscal impact in the amount of:	\$ _____
<input type="checkbox"/> Funds are budgeted.	
Funds are budgeted from this (these) line item(s):	
a) ➤	\$ _____
b) ➤	\$ _____
a) Funds originally budgeted in line item :	\$ _____
Difference in budgeted funds:	\$ _____
b) Funds originally budgeted in line item :	\$ _____
Difference in budgeted funds:	\$ _____
<input checked="" type="checkbox"/> Funds are not budgeted.	
Budget amendment required in the total amount of:	\$ <u>97,610.00</u>
Affected line item(s):	
➤ 24-40-02-6225 Construction (DEC Grant 677221)	\$ <u>97,610.00</u>
➤	\$ _____
➤	\$ _____
<input type="checkbox"/> General fund unassigned balance (after budget modification)	\$ _____
<input type="checkbox"/> Enterprise unrestricted net position (after budget modification)	\$ _____
Director of Finance signature certifying funds:	 _____

**Attachment(s):**

- HDL Engineering Proposal

**Summary statement:** HDL Engineering was selected to perform preliminary project engineering and plan / specification preparation for the Sherrod Area Water and Street Improvements Phase 1 project. A Request for Proposals for construction services was publicly solicited on June 26, 2013 for construction of 1,000 linear feet of water system improvements and other related work with Prosser-Dagg Construction Company being the successful bidder.

For this water improvement project, professional engineering services will be required to perform construction surveying, daily inspections / reports, materials verification, project coordination and technical assistance, contractor pay request verification, certified payroll administration, punch list generation, record document preparation, final site visit, and as-built drawing review.

In reference to PMC 3.21.230, Governmental and Proprietary Procurements, HDL's experience in preparing the engineering and design plans for this construction project gives HDL experience and knowledge of this project which reasonably limits the source of these construction phase administrative services to HDL.

**Administration recommendation:** Approve action memorandum 13-067.

July 19, 2013

File: 82-051

Tom Cohenour, Director of Public Works  
City of Palmer  
231 W. Evergreen Avenue  
Palmer, Alaska 99645

Re: Proposal for Construction-Phase Services  
Sherrod Area Water and Street Improvements, Phase 1

Dear Mr. Cohenour:

As requested, Hattenburg Dilley & Linnell (HDL) has prepared this proposal for construction-phase services for the Sherrod Area Water and Street Improvements, Phase 1 project. This work is a continuation of HDL's planning and design services to assist the City of Palmer (COP) with steel water main replacement.

### SCOPE OF SERVICES

We propose to provide construction administration and inspection services for the construction of approximately 1,600 linear feet of water main and associated fittings, valves, hydrants, and services to replace the existing water system on Auklet and Dolphin Avenues, between Valley Way and Gulkana Street. A more detailed description of the anticipated work is as follows:

#### Task 8 – Construction Administration and Inspection

HDL will provide construction administration (CA) and full-time inspection services during the anticipated 13-week construction period (September 1, 2013 to October 31, 2013 and May 1, 2014 to June 1, 2014). HDL will work closely with Public Works staff and will be the contractor's primary point of contact for verbal and written communication. Our scope of work will include construction monitoring, coordination, administration, inspection, material testing, and record drawings.

HDL will coordinate and monitor the day-to-day activities of the project on behalf of the City. David Lundin, PE will be the Project Manager and Steve Reed, PE. will be the Project Engineer. Steve will be the primary point of contact and will keep the City informed of progress, field directives, and any changes as they arise and will prepare weekly written status reports. He will also coordinate with ADEC and keep them informed of the progress.

- a. Construction Administration. At project start-up, 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.

CIVIL  
ENGINEERING

GEOTECHNICAL  
ENGINEERING

TRANSPORTATION  
ENGINEERING

ENVIRONMENTAL  
SERVICES

PLANNING

SURVEYING

CONSTRUCTION  
ADMINISTRATION

MATERIAL  
TESTING

During construction, HDL will review administrative submittals and schedules and will review and respond to Design Clarification/Verification Requests (DCVRs). We will conduct formal weekly construction meetings. We will review the contractor's pay requests, verify pay item quantities, and provide recommendations for payment.

- b. Closeout Documents. HDL will review the contractor's construction markups and will prepare electronic record drawings. We will submit half-size record drawings on bond paper and will provide full- and half-size record drawings in Adobe PDF format on CD for your records. HDL will submit record drawings to ADEC and apply for Approval to Operate the new water pipelines on behalf of the City. For the construction contract closeout, we will request a release of liens and claims statement from the contractor and will distribute a project completion and acceptance certificate for execution.
- c. Construction Inspection & Quality Assurance Testing. HDL will provide full-time construction inspection to 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 while our Inspector is on-site. Copies of daily reports will be provided to the City on a weekly basis. The actual hours on-site per day will be dependent on the contractor's schedule, the type of work being performed and the level of inspection required. We anticipate our inspector will work up to 50 hours per week. HDL will conduct formal substantial and final completion inspections jointly with the City and prepare a substantial completion inspection report and list of deficient items.

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

- ✓ Approximately 30 field density tests on fill materials
- ✓ Approximately 5 laboratory moisture-density tests (Proctors) including soil gradations

### **BASIC ASSUMPTIONS**

The following basic assumptions were used to prepare this estimate:

1. HDL will be the primary point of contact for verbal and written communications.
2. HDL will provide one full-time project inspector for 12 weeks during the construction period. We anticipate the inspector will work an average of 50 hours per week. Inspection will not be required on Sundays or holidays.
3. We anticipate the project inspector will work overtime for an average of 10 hours per week to match the contractor's schedule.
4. Our work excludes claims negotiations or protracted disputes with the contractor, repeated retesting due to inadequate contractor performance, or if the contractor's work extends beyond the performance period.

**FEE**

HDL proposes to provide the aforementioned services on a time and expenses basis, not-to-exceed **\$97,610** as shown on the attached fee estimate worksheet.

We appreciate the opportunity to provide this proposal and look forward to assisting the City on this project. If you have any questions, please 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.  
Principal Civil Engineer

Attach: Fee Estimate Worksheet (1 page)

**FEE PROPOSAL WORKSHEET**  
**Construction Phase Services**  
**Sherrod Area Water and Street Improvements, Phase 1**

<b>TASK</b>	<b>ACTIVITY</b>	<b>QTY</b>	<b>RATE</b>	<b>HDL LABOR &amp; DIRECT EXPENSES</b>	<b>REIMBURSABLE EXPENSES</b>	<b>SUB- CONTRACTS</b>	<b>SUBTOTAL</b>	<b>TOTAL</b>
<b>8.0</b>	<b>Construction Phase Services.....</b>							<b>\$97,610</b>
8.1	<u>Construction Administration - Office (16 weeks)</u>							\$29,440
	Project Manager (4 hrs/wk)	48 hrs	@ \$160	\$7,680				
	Project Engineer (12 hrs/wk straight time)	192 hrs	@ \$100	\$19,200				
	Clerical (1 hr/wk)	16 hrs	@ \$70	\$1,120				
	Vehicle (1/2 day rate)	36 days	@ \$40	\$1,440				
8.2	<u>Inspection Services (12 weeks)</u>							\$59,060
	Inspector (40 hrs/wk straight time)	480 hrs	@ \$80	\$38,400				
	Inspector (10 hrs/wk overtime)	120 hrs	@ \$120	\$14,400				
	Vehicle (1 day rate)	72 days	@ \$80	\$5,760				
	Miscellaneous Reimbursables	1 Allowance	@ \$500		\$500			
8.3	<u>Quality Assurance Material Testing</u>							\$3,170
	Geotechnical Engineer	4 hrs	@ \$130	\$520				
	Field Materials Tech.		Included w/ inspection					
	Lab Supervisor	4 hrs	@ \$90	\$360				
	Nuclear Densometer	20 days	@ \$35	\$700				
	Lab. Moisture-Density Test	5 ea	@ \$270	\$1,350				
	Clerical	2 hrs	@ \$70	\$140				
	Consumables	1 Allowance	@ \$100		\$100			
8.4	<u>Record Drawings and Closeout</u>							\$5,880
	Project Manager	10 hrs	@ \$160	\$1,600				
	Project Engineer	20 hrs	@ \$100	\$2,000				
	Drafter	24 hrs	@ \$95	\$2,280				
<b>Subtotal Task 8</b>				<b>\$96,950</b>	<b>\$600</b>	<b>\$0</b>		<b>\$97,550</b>
Markup*					\$60	\$0		\$60
<b>Total Task 8</b>				<b>\$96,950</b>	<b>\$660</b>	<b>\$0</b>		<b>\$97,610</b>
*10% for subcontracts, 10% for reimbursable expenses								