



**Attachment(s):**

- Notice of Intent to Award, dated May 12, 2014
- Hattenburg, Dilley and Linnell fee proposal, dated May 9, 2014

**Summary statement:** On March 27, 2014, the City issued a request for proposals for engineering services for three projects: design of street improvements on S. Cobb St. between Evergreen and Blueberry Avenues; design of sidewalk access ramp improvements in the downtown area, and design of a trailhead parking lot at the intersection of E. Eagle Avenue and North Valley Way.

The City issued an addendum on April 15, 2014, removing the sidewalk improvement project services and parking area design from the scope of services. The sidewalk improvements were designed under a previous phase of that project and the City will extend an agreement with HDL Engineers to provide bidding and inspection services. The City will use City funds appropriated in 2014 (\$30,000, account number 08-01-10-7154 ADA Compliant Sidewalks) and State grant funds (\$47,200, account number 08-10-10-6220 Grant 13-DC-135 ADA Complaint Sidewalks) to build that project. The City will add the design, management and construction of the trailhead parking area to the Sherrod Area Water and Street Improvements Phase 2 project using \$35,000 in City funds appropriated in 2014.

The engineering and design work on S. Cobb Street includes geotechnical investigation, survey and 65% design of street improvements, to include sub-base replacement and repaving of S. Cobb St. from Evergreen to Cottonwood Aves., and sub-base replacement, widening, sidewalks, lighting and paving of S. Cobb St. between Cottonwood and Blueberry Aves. The City appropriated \$60,000 for S. Cobb St. engineering and design, but has yet to appropriate construction funds.

The City received proposals for the S. Cobb Street design project from the following firms:

Alaska Rim Engineering  
Bristol Engineering Services  
DOWL HKM Engineering  
Enterprise Engineering, Inc.  
Hattenburg, Dilley and Linnell Engineers

A panel of three City employees rated the proposals using qualifications-based criteria. Hattenburg, Dilley and Linnell Engineers scored highest. Subsequent negotiations on a project fee resulted in a proposed not-to-exceed fee of \$59,900 on a time and expenses basis. This action memorandum authorizes the city manager to enter into a professional services agreement with Hattenburg, Dilley and Linnell Engineers for these services at the proposed fee.

**Administration recommendation:** Approve action memorandum 14-033.

**Project: Cobb Street Improvements**  
 Engineer: Hattenburg Dilley & Linnell  
 Scope: Design, Survey, and Geotech  
 Date Prepared: 05/09/2014, Revision 1

ITEM	ACTIVITY	QTY	RATE	LABOR	SUBCONTRACT	REIMB	ITEM TOTAL	TOTAL
<b>1.0</b>	<b>Surveying.....</b>							<b>\$25,140</b>
	<u>Research</u>						<b>\$1,580</b>	
	Survey Manager	4 hrs	@ \$140	\$560				
	Survey Technician	8 hrs	@ \$95	\$760				
	Proj. Mgr/Civil Eng.	2 hrs	@ \$130	\$260				
	<u>Survey Field Work</u>						<b>\$17,880</b>	
	Survey Manager	8 hrs	@ \$140	\$1,120				
	Professional Land Surveyor	16 hrs	@ \$130	\$2,080				
	1-Man Survey Crew	48 hrs	@ \$135	\$6,480				
	2-Man Survey Crew	40 hrs	@ \$205	\$8,200				
	<u>Topographic and Control Drawings</u>						<b>\$5,680</b>	
	Survey Manager	8 hrs	@ \$140	\$1,120				
	Survey Technician	48 hrs	@ \$95	\$4,560				
<b>2.0</b>	<b>Geotechnical Investigation.....</b>							<b>\$9,120</b>
	<u>Research &amp; Exploration Plan</u>						<b>\$840</b>	
	Senior Geotech Engineer	4 hrs	@ \$145	\$580				
	Proj. Mgr/Civil Eng.	2 hrs	@ \$130	\$260				
	<u>Fieldwork</u>						<b>\$4,220</b>	
	Engineering Assistant	8 hrs	@ \$85	\$680				
	Utility Locates	4 hrs	@ \$85	\$340				
	Drilling Subcontractor	1 ea	@ \$3,200		\$3,200			
	<u>Laboratory Analysis</u>						<b>\$390</b>	
	Grain Size/Atterburg Limit	3 ea	@ \$75	\$225				
	P200	3 ea	@ \$35	\$105				
	Moisture Content	6 ea	@ \$10	\$60				
	<u>Report and Recommendations</u>						<b>\$3,670</b>	
	Senior Geotech Engineer	6 hrs	@ \$145	\$870				
	Engineering Assistant	24 hrs	@ \$85	\$2,040				
	Drafter	8 hrs	@ \$95	\$760				

ITEM	ACTIVITY	QTY	RATE	LABOR	SUBCONTRACT	REIMB	TOTAL	TOTAL
3.0	<b>65% Design.....</b>							<b>\$24,780</b>
	<u>Project Oversight &amp; Quality Assurance</u>						<b>\$2,200</b>	
	Principal-in-Charge	12 hrs	@ \$160	\$1,920				
	Clerical	4 hrs	@ \$70	\$280				
	<u>Civil Plan Sheets (20 Sheets)</u>						<b>\$14,200</b>	
	Proj. Mgr/Civil Eng.	40 hrs	@ \$130	\$5,200				
	Engineering Assistant	100 hrs	@ \$85	\$8,500				
	Reimbursables	1 sum	@ \$500			\$500		
	<u>Electrcal Plans (5 sheets)</u>						<b>\$5,500</b>	
	Proj. Mgr/Civil Eng.	2 hrs	@ \$130	\$260				
	Engineering Assistant	4 hrs	@ \$85	\$340				
	NEECo	1 allow	@ \$4,900		\$4,900			
	<u>Specifications &amp; Bidding Documents</u>						<b>\$1,340</b>	
	Proj. Mgr/Civil Eng.	4 hrs	@ \$130	\$520				
	Engineering Assistant	8 hrs	@ \$85	\$680				
	Clerical	2 hrs	@ \$70	\$140				
	<u>Construction Cost Estimating</u>						<b>\$1,540</b>	
	Proj. Mgr/Civil Eng.	4 hrs	@ \$130	\$520				
	Engineering Assistant	12 hrs	@ \$85	\$1,020				
	<b>Subtotal</b>			<b>\$50,440</b>	<b>\$8,100</b>	<b>\$500</b>		<b>\$59,040</b>
	<b>10% Markup</b>				<b>\$810</b>	<b>\$50</b>		<b>\$860</b>
	<b>TOTAL</b>			<b>\$50,440</b>	<b>\$8,910</b>	<b>\$550</b>		<b>\$59,900</b>



DEPARTMENT OF PUBLIC WORKS

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**Re: NOTICE OF INTENT TO AWARD  
Engineering Services for S. Cobb Street**

This is the City of Palmer's Notice of Intent to Award the contract for Engineering Services for S Cobb Street, Sidewalk and Trailhead Parking Lot Projects to Hattenburg, Dilley, and Linnell, LLC at the Palmer City Council meeting scheduled for 7:00 PM on Tuesday, May 27, 2014. Meetings are held in the City Council Chambers at Palmer City Hall, 231 W. Evergreen Avenue, Palmer, AK 99645.

The City of Palmer received 5 proposals for the above referenced project and has completed their review and assigned point ranking. Proposals were ranked in the following order by a five member proposal committee with each member conducting their review independently of the others.

Proposer	Project Approach 30%	Firm Experience 35%	Qual. of Key Personnel 35%	Total Points	Rank
Alaska Rim Engineering	4.2	5.25	5.25	14.7	2
Bristol Engineering Services	3.3	4.2	4.55	12.05	5
DOWL HKM	3.9	5.25	5.25	14.4	3
Enterprise Engineering, Inc.	3.9	4.55	4.55	13	4
Hattenburg, Dilley, & Linnell	4.5	5.95	5.6	16.05	1

In accordance with Palmer Municipal Code 3.21.290B, a protest based upon alleged improprieties in an intended award of a contract must be filed with the Palmer City Manager (with a copy previously served upon the intended awardee) within two business days after the issuance of this intent to award – in this case, by 5:00 P.M. Wednesday, May 14, 2014. Failure to meet this timeline shall constitute a waiver of the protesting party's rights and a bar on any further action regarding this matter.

Tom Healy  
Director of Public Works