

**City of Palmer
Action Memorandum No. 15-043**

Subject: Authorize the City Manager to Negotiate and Execute a Professional Services Agreement in the Amount of \$23,260 with Hattenburg, Dilley and Linnell Engineers for Preliminary Engineering Services for City of Palmer Utility Relocations Related to the Glenn Highway Reconstruction Project

Agenda of: May 26, 2015

Council Action: Authorized

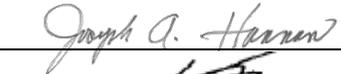
Originator Information:

Originator: Tom Healy, Public Works Director
Date: May 7, 2015 **Requested agenda date:** May 26, 2015

Department Information:

Route to:	Department Director:	Signature:	Date:
	Community Development		
x	Finance		
	Public Safety		
x	Public Works		5/7/14

Approved for presentation by:

	Signature:	Remarks:
City Manager		
City Attorney		
City Clerk		

Certification of Funds:

Total amount of funds listed in this legislation: \$ 23,260

This legislation (√):
 Has no fiscal impact Creates a positive impact in the amount of: \$ _____
 Negative impact in the amount of: \$ 23,260

Funds are (√):
 Budgeted Line item(s): 24-51-01-6220, 24-51-50-6220
 Not budgeted Affected line item(s): _____

General fund assigned balance (after requested budget modification): \$ _____
 Enterprise unrestricted net position (after requested budget modification): \$ _____
 Director of Finance Signature: 

Attachment(s):

- State of Alaska letter regarding preliminary engineering dated March 3, 2015
- HDL proposal dated April 28, 2015

Summary statement: The attached State of Alaska letter explains the need for the City to contract with an engineering firm to produce preliminary engineering plans for relocations of City utilities required by the Glenn Highway Reconstruction MP 34-42 project.

Resolution No. 15-001 B, adopted by the City Council on May 12, 2015, appropriated \$25,000 for this purpose. The State of Alaska will reimburse the City for the cost of the preliminary engineering.

Many of the required relocations involve the City's Southwest Utility Extension sewer and water mains. Hattenburg, Dilley and Linnell performed the design and inspection of that project and so is qualified to undertake this preliminary engineering.

Administration recommendation: Approve Action Memorandum No. 15-043.



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Transportation and
Public Facilities

CENTRAL REGION
DESIGN & ENGINEERING SERVICES
RIGHT OF WAY - UTILITIES

PO Box 196900
Anchorage, Alaska 99519-6900
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March 3, 2015

RE: Glenn Highway Reconstruction, MP 34-42
Parks Hwy to Old Glenn Hwy
Project No: 58104

Preliminary Engineering Authorization

Mr. Tom Healy
Public Works Director
City of Palmer
Department of Public Works
231 Evergreen Street
Palmer, Alaska 99645

Dear Mr. Healy:

The State of Alaska Department of Transportation and Public Facilities (Department) proposes roadway improvements to the Glenn Highway, MP 34-42, Parks Highway to the Old Glenn Highway. The improvements include roadway widening, grading, drainage, paving, signalization and illumination. Review of the Plans in Hand (PIH) plan set confirms conflicts exist between the City of Palmer's facilities and the project improvements.

Therefore, consider this letter:

- The Department's official order to relocate by Alaska Statute 19.25.020(a); and
- The Department's formal Authorization to proceed with engineering activities for a replacement-in-kind relocation in accordance with the provisions of United States Title 23, Code of Federal Regulations, Part 645 and State law.

The Department requests that the City of Palmer proceed with engineering activities to include the following:

- Establish a work order to accumulate charges incurred in the development of the project, this amount is not to exceed \$25,000 without Department authorization;

- Review the plans for additional conflicts or relocation issues not addressed in this attached list of conflicts;
- Provide the property right information for the facilities listed on the attached spreadsheet without a corresponding permit;
- Prepare a preliminary one-line sketch and cost estimate for review by the Department; and
- Determine areas where additional right-of-way may be required to accommodate the proposed relocation.

The Department requests that the City of Palmer prepare the design and cost estimate utilizing their existing engineering contract. The required improvements may be included within the construction contract if requested by the City of Palmer.

Please note that the Utility Agreement must include the stipulation that the City of Palmer will meet Buy America requirements as set forth in 23 US Code 313 and 23 Code of Federal Regulations, Part 635.410. The Department requests that the City of Palmer provide a definitive statement about the origins of all products incorporated into the relocation covered by the Buy America provisions.

Water & Sanitary Sewer Relocation Scope

The project will affect City of Palmer facilities at several locations. Water valve boxes and sewer manholes will require adjustment/reconstruction. Additionally, the water and sewer line crossing at Station 1388+00 will require relocation to avoid road construction. Enclosed is a disk with the most current design in ACAD, cross sections and a set of right-of-way plans indicating proposed ROW to accommodate the roadway improvements and utility relocation.

The project is currently in the final stages of the environmental process and will be moving into the right-of-way (ROW) phase in the summer of 2015. The Department anticipates the ROW phase taking approximately two years to complete with construction beginning thereafter.

If you have any questions or require additional information, please contact Mike Stewart with Stewarts Utility Services (SUS) at (907) 355-3348, who is subcontracted to HDL. SUS through HDL will be providing all utility coordination and will prepare the Utility Relocation Agreements on behalf of the Department. However, please address all formal correspondence to me.

Sincerely,



Judi Shapiro, P.E.
Utilities Engineer
Right of Way - Utilities

cc: Eric Miyashiro, P.E., Project Manager, Highway Design
Dennis Linnell, P.E. Engineer, HDL
Mike Stewart, Utilities Specialist, HDL-Stewarts Utility Services
Devki Rearden, Geographic Lead, Utilities

City of Palmer
 Glenn Hwy, MP 34 - 42
 Project No: 58104

11/11/2014

Conflict Analysis Spreadsheet

<u>Sheet</u>	<u>Station</u>	<u>Conflict</u>	<u>Recommended Action</u>	<u>Permit</u>
F6	1385+00, LT to 1387+00, LT	Water main impacted by proposed cut	relocate	1-135000-05-058
		Sewer main impacted by proposed cut	relocate	1-135000-05-057
F7	1387+00, LT to 1388+50, RT	Water main impacted by proposed cut	relocate	1-135000-05-058
		Sewer main impacted by proposed cut	relocate	1-135000-05-057
F11	1444+75 RT	Water Valve	adjust	1-135000-05-058
F12	1445+20 RT	Sewer Manhole	adjust	1-135000-05-057
	1454+70 RT	Water Valve	adjust	1-135000-05-058
F13	1464+65 RT	Water Valve	adjust	1-135000-05-058
F14	1473+75 RT	Sewer Manhole	adjust	1-135000-05-057
	1474+60 RT	Water Valve	adjust	1-135000-05-058
F15	1485+45 RT	Water Valve	adjust	1-135000-05-058
F16	1495+00 RT	Water Valve	adjust	1-135000-05-058
	1500+50 RT	Sewer Manhole	reconstruct	1-135000-05-057
	1505+50 RT	Water Valve	adjust	1-135000-05-058
F18	1523+10 RT	Water Valve (2)	adjust	1-135000-05-058
F23	1587+60 RT	Sewer Manhole	adjust	1-135000-05-057
F68	PW 533+10 RT	Sewer Manhole	reconstruct	
F69	EV 52+20 RT	Sewer Manhole	adjust	

April 28, 2015

File: 85-047

Tom Healy, Public Works Director
City of Palmer
231 West Evergreen Avenue
Palmer, AK 99645

Re: Fee Proposal for Preliminary Engineering Services
Municipal Utility Relocation - Glenn Highway Reconstruction, MP 34-42

Dear Mr. Healy:

Hattenburg Dilley & Linnell (HDL) proposes to provide professional engineering and related services to assist the City of Palmer (Palmer) with relocation of utilities in cooperation with the Alaska Department of Transportation & Public Facilities (DOT&PF) Glenn Highway Reconstruction MP 34-42, Parks Highway to Old Glenn Highway project.

The Glenn Highway Reconstruction MP 34-42 project includes the portion of the Glenn Highway from the Parks Highway to Scott Road, as well as approaches of all intersecting roadways. DOT&PF has identified conflicts with Palmer-owned utilities at several locations. The most significant conflict will require relocation of the water and sewer facilities near Kepler Lake (project Station 1388+00); in several other locations, water valve boxes and sewer manholes will require adjustment and/or reconstruction.

Palmer received a letter from DOT&PF on March 3, 2015 authorizing Palmer to begin preliminary engineering services with a budget of up to \$25,000, which will be reimbursed by DOT&PF. Palmer requested HDL to assist with this project.

SCOPE OF SERVICES

HDL proposes to provide Palmer with the following professional engineering and support services:

Plan Review. DOT&PF has prepared 70% complete plans for the roadway project. HDL will review the project plans and utility conflict report and will identify any additional conflicts or relocation issues not identified by DOT&PF. In addition, HDL will work with Palmer staff to identify necessary or planned utility extensions within the project limits. We will also identify any new services that would be beneficial to complete in coordination with the Glenn Highway project.

Property Right Information. DOT&PF has identified certain utilities that do not appear to be permitted. HDL will work with Palmer to locate the permits and provide the property right information for these facilities to DOT&PF.

CIVIL
ENGINEERING

GEOTECHNICAL
ENGINEERING

TRANSPORTATION
ENGINEERING

ENVIRONMENTAL
SERVICES

PLANNING

SURVEYING

CONSTRUCTION
ADMINISTRATION

MATERIAL
TESTING

Re: Fee Proposal for Preliminary Engineering Services
Municipal Utility Relocation - Glenn Highway Reconstruction, MP 34-42
April 28, 2015
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Preliminary Engineering. HDL will prepare a preliminary one-line sketch and cost estimate for Palmer's utility relocations. HDL will coordinate with DOT&PF and will respond to review comments on behalf of Palmer.

Right-of-Way Evaluation. HDL will evaluate existing right-of-way and identify any additional right-of-way needed for the proposed utility relocations.

BASIC ASSUMPTIONS

The following basic assumptions were used to prepare this estimate:

1. No field work will be required.
2. Final design of relocations will be performed under a separate agreement.
3. DOT&PF coordination will include up to two meetings.

SCHEDULE

Upon Notice-to-Proceed, HDL will provide plan review and submit preliminary engineering to DOT&PF within four weeks. Final completion of the scope of services is dependent on comments from DOT&PF.

FEE

HDL will provide the aforementioned services on a time and materials basis at our standard hourly rates for an amount not to exceed \$23,260.

We appreciate the opportunity to provide this proposal and look forward to assisting the City of Palmer on this project. If you have any questions, please contact me at 746-5230.

Sincerely,

HATTENBURG DILLEY & LINNELL



David Lundin, P.E.
Principal Civil Engineer

Attach: Fee Worksheet (1 page)
Letter from DOT&PF dated March 3, 2015 (3 pages)

FEE PROPOSAL WORKSHEET
Preliminary Engineering Services -
Municipal Utility Relocation
Glenn Highway Reconstruction, MP 34-42

TASK	ACTIVITY	QTY	RATE	HDL LABOR	REIMBURSABLE EXPENSES	SUB- CONTRACTS	SUBTOTAL	TOTAL
1.0	<u>Preliminary Engineering</u>							\$23,260
1.1	<u>Project Management & Coordination</u>						\$940	
	Principal Civil Engineer	4 hrs	@ \$165	\$660				
	Clerical	4 hrs	@ \$70	\$280				
1.2	<u>Plan Review</u>						\$6,480	
	Principal Civil Engineer	8 hrs	@ \$165	\$1,320				
	Civil Engineer	24 hrs	@ \$130	\$3,120				
	Engineering Assistant	24 hrs	@ \$85	\$2,040				
1.3	<u>Property Right Information</u>						\$2,210	
	Principal Civil Engineer	2 hrs	@ \$165	\$330				
	Civil Engineer	4 hrs	@ \$130	\$520				
	Engineering Assistant	16 hrs	@ \$85	\$1,360				
1.4	<u>One-line Sketch</u>						\$9,580	
	Principal Civil Engineer	4 hrs	@ \$165	\$660				
	Civil Engineer	24 hrs	@ \$130	\$3,120				
	Engineering Assistant	40 hrs	@ \$85	\$3,400				
	Drafter	24 hrs	@ \$100	\$2,400				
1.5	<u>Cost Estimate</u>						\$2,350	
	Principal Civil Engineer	2 hrs	@ \$165	\$330				
	Civil Engineer	4 hrs	@ \$130	\$520				
	Engineering Assistant	16 hrs	@ \$85	\$1,360				
	Clerical	2 hrs	@ \$70	\$140				
1.6	<u>ROW Evaluation</u>						\$1,700	
	Principal Civil Engineer	4 hrs	@ \$165	\$660				
	Civil Engineer	8 hrs	@ \$130	\$1,040				
Subtotal				\$23,260	\$0	\$0		\$23,260
Markup*					\$0	\$0		\$0
Total Fee				\$23,260	\$0	\$0		\$23,260
*10% for subcontracts, 10% for reimbursable expenses								