

**City of Palmer  
Action Memorandum No. 15-044**

**Subject:** Authorize the City Manager to Negotiate and Execute a Professional Services Agreement in the Amount of \$27,045 with Hattenburg, Dilley and Linnell Engineers for the Design and Construction Administration of the Southwest Utility Extension Sewer Force Main Repair

**Agenda of:** May 26, 2015

**Council Action:** Authorized

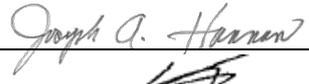
**Originator Information:**

**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: \$ \$27,045

This legislation (√):

Has no fiscal impact       Creates a positive impact in the amount of: \$ \_\_\_\_\_  
 Negative impact in the amount of: \$ 27,045

Funds are (√):

Budgeted      Line item(s): 24-52-50-6220  
 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):**

- HDL proposal dated April 17, 2015, for design services.
- HDL proposal dated April 17, 2015, for construction administration services.

**Summary statement:** In late January Public Works observed water on the ground above the Southwest Utility Extension sewer force main at approximately 38.2 Mile of the Glenn Highway. Public Works shut down the 12-inch sewer force main and diverted flow to a parallel 18-inch sewer force main. There was no break in service.

In April a contractor used a video camera to video the sewer main and identify the pipe joint that was leaking.

The City must prepare plans and specifications and request bids to repair this leak. Hattenburg, Dilley and Linnell Engineers (HDL) performed the design and construction administration when the Southwest Utility Extension was built and are qualified to undertake the professional services related to this work.

A preliminary estimate of the cost to repair the leak is \$35,000, but may be more due to constricted work site between the Glenn Highway and the Alaska Railroad.

Approval of this action memorandum will authorize the city manager to enter into an agreement with HDL for design and construction administration services for this work on a time and expenses basis, not to exceed \$27,045.

**Administration recommendation:** Approve Action Memorandum No. 15-044.

April 17, 2015

File: 15-005

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

Re: Fee Proposal for Design-Phase Engineering Services  
Sewer Force Main Repair - City of Palmer

Dear Mr. Healy:

As requested, Hattenburg Dilley & Linnell (HDL) has prepared this proposal for engineering services for repair of a leak in the sewer force main along the Glenn Highway between Grandview Drive and the Granite gravel pit driveway at approximately Station 314+24 of the Southwest Utility Extension project.

**Background.** The City of Palmer staff contacted HDL for assistance with a sewer leak that was identified on January 28, 2015. The leak occurred in a 12-inch diameter HDPE force main installed in 2006 as part of the Southwest Utility Extension project, for which HDL provided design and construction administration and inspection. HDL proceeded to provide coordination with the Alaska Department of Environmental Conservation (DEC), review of past project records at the location of the break, estimate the amount of spillage, and perform a video inspection of the interior of the pipe to determine the nature and location of the break. It is estimated that approximately 20 feet of the force main will be replaced to repair the break and to correct a belly, or low spot, in the pipe alignment.

#### SCOPE OF SERVICES

The scope of the repair will include excavating a trench to expose the pipe, removing the damaged section, and installing a new pipe section using electrofusion couplings. HDL proposes to provide the City of Palmer with the following design-phase professional engineering services in support of this repair:

**Permitting.** HDL will continue to provide ongoing coordination with DEC. We will coordinate with the Alaska Department of Transportation & Public Facilities (DOT&PF) and Alaska Railroad Corporation (ARRC) for permits to construct in their rights-of-way. HDL will coordinate with ARRC to allow the work to be performed during railroad track closures.

**Design.** HDL will develop a 3-sheet set of plans, as well as a project manual and construction cost estimate. The plan set will include:

- Project Notes, Vicinity Map, Legend, and Abbreviations
- Plan, Profile, and Notes
- Details

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MATERIAL  
TESTING

Re: Fee Proposal for Design-Phase Engineering Services - Sewer Force Main Repair  
April 17, 2015  
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We anticipate submitting plans at 65% complete and plans, specifications, and estimate at 95% complete. Upon City review, final documents will be prepared and submitted for electronic bidding on the City's website.

### **BASIC ASSUMPTIONS**

The following basic assumptions were used to prepare this estimate:

1. This project will not require any environmental research or permitting.
2. As this is a repair, we do not anticipate obtaining any permits for construction from DEC.
3. ARRC coordination and permitting will include up to two coordination meetings. We do not anticipate needing to meet with DOT&PF.
4. Permit fees will be paid by the City directly and are not included in our fee.
5. No surveying will be performed; plans will be prepared using base mapping from the 2004 Southwest Utility Extension project design.

### **SCHEDULE**

We will complete the bid documents within four weeks of Notice to Proceed. Additional time may be required to obtain permits from DOT&PF and/or ARRC.

### **FEE**

HDL will provide the aforementioned services on a time and materials basis at our standard hourly rates for an amount not to exceed \$14,975. A fee proposal for bidding and construction-phase services will be provided separately.

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)

**FEE PROPOSAL WORKSHEET**  
**Design-Phase Engineering Services**  
**Sewer Force Main Repair**

<b>TASK</b>	<b>ACTIVITY</b>	<b>QTY</b>	<b>RATE</b>	<b>HDL LABOR</b>	<b>REIMBURSABLE EXPENSES</b>	<b>SUB-CONTRACTS</b>	<b>SUBTOTAL</b>	<b>TOTAL</b>
<b>3.0</b>	<b>Permitting.....</b>							<b>\$3,755</b>
3.1	DEC Coordination						\$685	
	Principal Civil Engineer	1 hrs	@ \$165	\$165				
	Civil Engineer	4 hrs	@ \$130	\$520				
3.2	DOT&PF Permit Coordination						\$1,370	
	Principal Civil Engineer	2 hrs	@ \$165	\$330				
	Civil Engineer	8 hrs	@ \$130	\$1,040				
3.3	ARRC Permit Coordination						\$1,700	
	Principal Civil Engineer	4 hrs	@ \$165	\$660				
	Civil Engineer	8 hrs	@ \$130	\$1,040				
<b>4.0</b>	<b>Final Design.....</b>							<b>\$11,220</b>
4.1	Management/Coordination/Quality Assurance						\$1,980	
	Principal Civil Engineer	4 hrs	@ \$165	\$660				
	Civil Engineer	8 hrs	@ \$130	\$1,040				
	Clerical	4 hrs	@ \$70	\$280				
4.2	Civil Plans (3 sheets)						\$6,080	
	Civil Engineer	16 hrs	@ \$130	\$2,080				
	Designer/Drafter	40 hrs	@ \$100	\$4,000				
4.3	Specifications & Bidding Documents						\$1,320	
	Civil Engineer	8 hrs	@ \$130	\$1,040				
	Clerical	4 hrs	@ \$70	\$280				
4.4	Construction Cost Estimate						\$1,840	
	Civil Engineer	8 hrs	@ \$130	\$1,040				
	Designer/Drafter	8 hrs	@ \$100	\$800				
<b>Subtotal</b>				<b>\$14,975</b>	<b>\$0</b>	<b>\$0</b>		<b>\$14,975</b>
Markup*					<b>\$0</b>	<b>\$0</b>		<b>\$0</b>
<b>Total Fee</b>				<b>\$14,975</b>	<b>\$0</b>	<b>\$0</b>		<b>\$14,975</b>
*10% for subcontracts, 10% for reimbursable expenses								

April 17, 2015

File: 15-005

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

Re: Fee Proposal for Bidding and Construction Assistance  
Sewer Force Main Repair - City of Palmer

Dear Mr. Healy:

As requested, Hattenburg Dilley & Linnell (HDL) has prepared this proposal for bidding and construction assistance for repair of a leak in the sewer force main along the Glenn Highway between Grandview Drive and the Granite gravel pit driveway at approximately Station 314+24 of the Southwest Utility Extension project.

**Background.** The City of Palmer staff contacted HDL for assistance with a sewer leak that was identified on January 28, 2015. The leak occurred in a 12-inch diameter HDPE force main installed in 2006 as part of the Southwest Utility Extension project, for which HDL provided design and construction administration and inspection. HDL proceeded to provide coordination with the Alaska Department of Environmental Conservation (DEC), review of past project records at the location of the break, estimate the amount of spillage, and perform a video inspection of the interior of the pipe to determine the nature and location of the break. It is estimated that approximately 20 feet of the force main will be replaced to repair the break and to correct a belly, or low spot, in the pipe alignment.

#### SCOPE OF SERVICES

The scope of the repair will include excavating a trench to expose the pipe, removing the damaged section, and installing a new pipe section using electrofusion couplings. HDL proposes to provide the City of Palmer with the following services in support of this repair:

**Bidding Assistance.** HDL will assist the City with bidding the project. We will attend a pre-bid conference, respond to bidders' questions, prepare addenda as necessary, review the City's bid tabulation, and provide a recommendation of award.

**Construction Administration & Inspection.** HDL will provide construction administration (CA) and full-time inspection services during the anticipated 1-week construction period. 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 coordination, administration, submittal review, inspection, and testing, as well as preparation of record drawings. 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.

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Re: Fee Proposal for Bidding and Construction Assistance Services - Sewer Force Main Repair  
April 17, 2015  
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### **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 during construction.
2. We anticipate the project inspector will work overtime to match the contractor's schedule and track closure allowances.

### **FEE**

HDL will provide the aforementioned services on a time and materials basis at our standard hourly rates for an amount not to exceed \$12,070. A separate fee proposal has been submitted for design phase services, which is not included in this proposal.

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)

**FEE PROPOSAL WORKSHEET**  
**Bidding and Construction Assistance**  
**Sewer Force Main Repair**

<u>TASK</u>	<u>ACTIVITY</u>	<u>QTY</u>	<u>RATE</u>	<u>HDL LABOR</u>	<u>REIMBURSABLE EXPENSES</u>	<u>SUB-CONTRACTS</u>	<u>SUBTOTAL</u>	<u>TOTAL</u>
<b>5.0</b>	<b><i>Bidding Assistance.....</i></b>							<b>\$1,675</b>
5.1	<u>Pre-Bid Conference</u>						\$425	
	Principal Civil Engineer	1 hrs	@ \$165	\$165				
	Civil Engineer	2 hrs	@ \$130	\$260				
5.2	<u>Assistance During Bidding</u>						\$1,250	
	Principal Civil Engineer	2 hrs	@ \$165	\$330				
	Civil Engineer	4 hrs	@ \$130	\$520				
	Designer/Drafter	4 hrs	@ \$100	\$400				
<b>6.0</b>	<b><i>Construction Administration &amp; Inspection.....</i></b>							<b>\$10,385</b>
6.1	<u>Construction Administration</u>						\$3,480	
	Principal Civil Engineer	8 hrs	@ \$165	\$1,320				
	Project Manager/Engineer	16 hrs	@ \$115	\$1,840				
	Clerical	2 hrs	@ \$60	\$120				
	Vehicle (1/2 day rate)	5 days	@ \$40	\$200				
6.2	<u>Inspection Services</u>						\$4,630	
	Inspector	32 hrs	@ \$90	\$2,880				
	Inspector OT	10 hrs	@ \$135	\$1,350				
	Vehicle (1 day rate)	5 days	@ \$80	\$400				
6.3	<u>Quality Assurance Material Testing</u>						\$790	
	Lab Supervisor	2 hrs	@ \$105	\$210				
	Nuclear Densometer	2 days	@ \$35	\$70				
	Lab. Moisture-Density Test	1 ea	@ \$270	\$270				
	Lab. Grain Size Analysis	1 ea	@ \$70	\$70				
	Clerical	1 hrs	@ \$70	\$70				
	Consumables	1 Lump Sum	@ \$100		\$100			
6.4	<u>Record Drawings and Closeout</u>						\$1,485	
	Principal Civil Engineer	1 hrs	@ \$165	\$165				
	Project Manager/Engineer	8 hrs	@ \$115	\$920				
	Designer/Drafter	4 hrs	@ \$100	\$400				
<b>Subtotal</b>				<b>\$11,960</b>	<b>\$100</b>	<b>\$0</b>		<b>\$12,060</b>
Markup*					\$10	\$0		\$10
<b>Total Fee</b>				<b>\$11,960</b>	<b>\$110</b>	<b>\$0</b>		<b>\$12,070</b>
*10% for subcontracts, 10% for reimbursable expenses								