



I. 3.

Palmer City Council Meeting

Meeting Date: 05/13/2024
Submitted For: Crystal Dermer, Administrative Assistant
Department: Public Works
Agenda Category: Action Memorandum
Legislation Number: AM 24-029 **Approved**

Subject

Action Memorandum No. 24-029: Authorizing the City Manager to Execute a Contract with HDL Engineering Consultants in the Amount not to exceed \$22,840 for Final Design, Bidding Assistance, and Construction Administration Services for the Fire Training Center Drainage Improvements Reservoir #4 Insulation Repairs Project

Summary Statement/Background

Staff is requesting approval of \$22,840 for HDL to provide Final Design, Bidding Assistance, and Construction Administration services for the Fire Training Center Drainage Improvements Project. The Fire Training Center, located at 645 E. Cope Industrial Way, has a significant flooding issue. Every winter and throughout each spring, water collects in the center of the road/parking area due to a failed drain system. The drain system was constructed over 15 years ago and does not function. This project was submitted by the Fire Chief and approved as part of the 2024 Capital Improvements Budget.

Administration's Recommendation:

To Approve Action Memorandum No. 24-029.

Fiscal Impact

Legislation creates expenditure in the amount of: \$22,840.00
Budgeted Y/N?: Y
Line Item(s): 08-01-10-7181 FTC/CD Parking Lot

Attachments

HDL CA Services Proposal

March 8, 2024

Jude Bilafer, Public Works Director
City of Palmer
231 W. Evergreen Avenue
Palmer, AK 99645

Subject: Amendment #1 – Final Design, Bidding Assistance and Construction Phase Services
Fire Training Center Drainage Improvements

Civil
Engineering

Geotechnical
Engineering

Transportation
Engineering

Aviation
Engineering

W/WW
Engineering

Environmental
Services

Surveying &
Mapping

Construction
Administration

Material
Testing

Dear Mr. Bilafer:

As requested, HDL Engineering Consultants, LLC (HDL) has prepared this amendment request to finalize advertisement documents and provide bidding assistance and construction phase services for the Fire Training Center (FTC) Drainage Improvements project.

Amendment Request

Task 1 – Final Design

HDL will prepare 100% complete, bid-ready plans, specifications, and estimate package which will consist of bid-ready plans, stamped and signed by a professional engineer registered in Alaska, bid-ready specifications with bidding and contract documents and special provisions, and the engineer's construction cost estimate. We will provide deliverables in hardcopy and via email in Adobe PDF format ready for uploading for web-based bid document distribution.

Task 2 – Assistance During Bidding

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

Task 3 – Construction Phase Services

HDL will provide construction administration (CA) and part-time inspection services during construction. We will work closely with Palmer's Public Works Department staff and will be the primary point of contact for all construction related communications. Our scope of work will include construction monitoring, coordination, administration, inspection, and record drawings.

3335 Arctic Boulevard, Suite 100, Anchorage, Alaska 99503
1617 S Industrial Way, Suite 3, Palmer, Alaska 99645
110 Trading Bay, Unit 120, Kenai, Alaska 99611

907.564.2120
907.746.5230
907.564.2120

Construction Administration

At project start-up, HDL will review material and equipment submittals, shop drawings, samples, and Contractor work plans. HDL will conduct a pre-construction conference to review the Contractor's proposed schedule, establish procedures for submittals and shop drawings, and establish a working understanding between the Contractor, HDL, and Palmer.

During construction, HDL will review administrative submittals and schedules, and will review and respond to Design Clarification/Verification Requests (DCVRs). We will review Contractor pay requests and provide recommendations for payment. Due to the size of the project, we do not anticipate holding formal weekly construction meetings. However, we will meet with the Contractor as necessary during the work to ensure that all parties are engaged and aware of the project progress.

Construction Inspection

HDL will provide up to 40 hours of part-time inspection during the course of the work to observe and document the construction on behalf of Palmer. Construction 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 Palmer on a weekly basis. HDL will also conduct formal substantial and final completion inspections with Palmer.

Closeout Documents

HDL will review the Contractor's construction markups and prepare electronic record drawings. We will submit half-size record drawings on bond paper and in PDF format for your records. For construction contract closeout, we will request a release of liens and claims statement from the Contractor, and will distribute project completion and acceptance certificates for execution.

Basic Assumptions

The following basic assumptions were used to prepare this estimate:

1. The project construction will be bid in one package without phasing or additive alternates.
2. HDL will be the primary point of contact for verbal and written communication.
3. Our work excludes claims negotiations or protracted disputes with the Contractor, or if the Contractor's work extends beyond the performance period.
4. Our inspection hours are based on 20 hours of regular time a week for two weeks and an additional 2 hours during substantial and final completion. We do not anticipate our inspector will need to work overtime.
5. HDL is not responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with construction of the Project, or for acts or omissions of contractors, subcontractors, or any other persons

performing construction of the project, or for the failure of any of them to carry out the Project in accordance with the Contract Documents.

Cost Proposal

We propose to provide the aforementioned services for a budget not to exceed **\$22,840** on a time and expenses basis using our published hourly labor rates. The attached worksheet provides a detailed breakdown of the budget estimate.

Thank you for the opportunity to continue assisting the City of Palmer. If you have any questions, please feel free to contact me.

Sincerely,

HDL Engineering Consultants, LLC



Shawn Hull, PE

Mat-Su Transportation Manager

e: SHull@HDLalaska.com | c: 907.227.3041

COST ESTIMATE PER TASK

| FIRM: HDL Engineering Consultants, LLC | | | | PROJECT TITLE: Fire Training Center Drainage Improvements | | | | | | | | | | | | |
|--|-----------------------------|---|----------------|--|---|---|------------------------------------|------------------------------|-----------------------|-----|-----|---|-----|-----|--|--|
| TASK NO: 1 | | TASK DESCRIPTION: Plans, Specifications, and Estimate | | | | | | | DATE: 3/8/2024 | | | | | | | |
| GROUP: | | METHOD OF PAYMENT: FP <input type="checkbox"/> FPPE <input type="checkbox"/> T&E <input checked="" type="checkbox"/> CPFF <input type="checkbox"/> | | | | PREPARED BY: S. Hull | | | | | | | | | | |
| SUB-TASK NO. | SUB-TASK DESCRIPTION | LABOR HOURS PER JOB CLASSIFICATION | | | | | | | | | | | | | | |
| | | Project Manager | Civil Engineer | Designer/Drafter | Drafter | Drafter | Contract Manager | | | | | Sheets | | | | |
| | General Mgmt & Coordination | 4 | | | | | | | | | | | | | | |
| | QC & Oversight | 4 | 4 | | | | | | | | | | | | | |
| | Final Design | | | | | | | | | | | | | | | |
| | Plans | | 2 | 8 | | | | | | | | | | | | |
| | Specifications | | 16 | | | | | | | | | | | | | |
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| TOTAL LABOR HOURS | | 8 | 22 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| * LABOR RATES (\$/HR) | | \$180.00 | \$150.00 | \$130.00 | \$110.00 | \$105.00 | \$200.00 | | | | | | | | | |
| LABOR COSTS (\$) | | \$1,440 | \$3,300 | \$1,040 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | | |
| EXPENSES | | | | | | | | | | | | COMMENTS: See scope letter dated March 8, 2024 | | | | |
| SUB-TASK NO. | ITEM(S) | QUANTITY | UNIT PRICE | TOTAL PRICE | | | | | | | | | | | | |
| | | | | \$0.00 | | | | | | | | | | | | |
| | | | | \$0.00 | | | | | | | | | | | | |
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| | | | | \$0.00 | | | | | | | | | | | | |
| | | | | \$0.00 | FIRM'S TOTAL COST OF LABOR (or Fixed Price): | | \$5,780 | | | | | | | | | |
| | | | | \$0.00 | IF CPFF, TOTAL INDIRECT COST @ | | 0.00% | \$0 | | | | | | | | |
| | | | | \$0 | TOTAL EXPENSES: | | \$0 | FIRM'S TOTAL EXPENSES | | \$0 | | | | | | |
| SUB-CONTRACTORS: Firm Initials and Price Per Task | | | | | | FIRM'S TOTAL COST (no Subcontracts or Fee) | | \$5,780 | | | | | | | | |
| FIRM: | | | | | Subtotal | 10% Markup | | | | | | | | | | |
| AMOUNT: | | | | | \$0 | \$0 | TOTAL SUBCONTRACTOR PRICES: | | \$0 | | | | | | | |

* Labor Rates shall be direct labor (base pay) only if Method of Payment is CPFF; otherwise, Labor Rates shall be total rates (i.e. base pay + benefits + overhead + profit.)

COST ESTIMATE PER TASK

| | | | | | | |
|--|---|--|--|--------------------------------|--|-----------------------|
| FIRM: HDL Engineering Consultants | | | PROJECT TITLE: Fire Training Center Drainage Improvements | | | |
| TASK NO: 3 | TASK DESCRIPTION: CA Services | | | | | DATE: 3/8/2024 |
| GROUP: | METHOD OF PAYMENT: FP <input type="checkbox"/> FPPE <input type="checkbox"/> T&E <input checked="" type="checkbox"/> CPFF <input type="checkbox"/> | | | PREPARED BY: Shawn Hull | | |

| SUB-TASK NO. | SUB-TASK DESCRIPTION | LABOR HOURS PER JOB CLASSIFICATION | | | | | | | | | |
|--------------|--------------------------------|------------------------------------|------------------|------------|----------------|----------|------------------|---|---|---|---|
| | | Project Manager | Project Engineer | Inspector | Inspector (OT) | Clerical | Designer/Drafter | | | | |
| | Management & Coordination | 4 | 2 | | | | | | | | |
| | Construction Start-up | | | | | | | | | | |
| | Pre-Construction Meeting | | 2 | 2 | | | | | | | |
| | Contractor Submittals | | 4 | | | | | | | | |
| | Project Administration | | | | | | | | | | |
| | Construction Admin | 2 | 20 | | | 2 | | | | | |
| | Construction Inspection | | | | | | | | | | |
| | Part-time Inspection (2 weeks) | | | 40 | | | | | | | |
| | Substantial/Final Inspection | 2 | 2 | 2 | | | | | | | |
| | Closeout | | | | | | | | | | |
| | Record Drawings/Closeout Docs. | 1 | 4 | 2 | | | 2 | | | | |
| | | | | | | | | | | | |
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| | | | | | | | | | | | |
| | TOTAL LABOR HOURS | 9 | 34 | 46 | 0 | 2 | 2 | 0 | 0 | 0 | 0 |
| | * LABOR RATES (\$/HR) | \$180.00 | \$150.00 | \$140.00 | \$140.00 | \$80.00 | \$100.00 | | | | |
| | LABOR COSTS (\$) | \$1,620.00 | \$5,100.00 | \$6,440.00 | \$0.00 | \$160.00 | \$200.00 | | | | |

| EXPENSES | | | | |
|--------------|---------------------------------------|-----|------------------------|----------------|
| SUB-TASK NO. | ITEM(S) | QTY | UNIT PRICE | TOTAL PRICE |
| | | | | \$0.00 |
| | | | | \$0.00 |
| | Markup at 10% | | | \$0.00 |
| | Quality Assurance Testing (Allowance) | 1 | \$700.00 | \$700.00 |
| | Truck Rental (1/2 Days) | 10 | \$40.00 | \$400.00 |
| | | | \$0.00 | \$0.00 |
| | | | TOTAL EXPENSES: | \$1,100 |

| | |
|---|-----------------|
| COMMENTS: See scope letter dated March 8, 2024 | |
| | |
| FIRM'S TOTAL COST OF LABOR (or Fixed Price): | \$13,520 |
| IF CPFF, TOTAL INDIRECT COST @ 0.00% | \$0 |
| FIRM'S TOTAL EXPENSES | \$1,100 |
| FIRM'S TOTAL COST (no Subcontracts or Fee) | \$14,620 |

| SUB-CONTRACTORS: Firm Initials and Price Per Task | | | | |
|---|--|--|----------|-----------------|
| FIRM: | | | Subtotal | 10% Markup |
| AMOUNT: | | | \$0 | \$0 |
| TOTAL SUBCONTRACTOR PRICES: | | | | \$0 |
| TOTAL COST + SUBCONTRACTOR PRICES: | | | | \$14,620 |

* Labor Rates shall be direct labor (base pay) only if Method of Payment is CPFF; otherwise, Labor Rates shall be total rates (i.e. base pay + benefits + overhead + profit.)