

CITY OF WASILLA

290 E. HERNING AVE.
WASILLA, ALASKA 99687
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COUNCIL MEMORANDUM NO. 91-97

FROM: Deputy Administrator

DATE: December 4, 1991

RE: Contract for Professional Services

On November 25, 1991, Council voted to direct administration to negotiate a professional services agreement with Gilfilian Engineering, Inc. to complete final design and provide contract administration and inspection of a recirculating granular media filter (RGMF) sewage treatment system. The scope of services for the proposed contract is attached for Council approval.

Source of funding for this contract is Municipal Grant #4/87-475 which has approximately \$334,427.09 remaining.

Recommend that Council authorize the Mayor to enter into a contract substantially as presented and that Ordinance 91-48 be introduced for public hearing.

Robert E. Harris
Deputy Administrator

Not approved
12/9/91

Professional Services Agreement
City of Wasilla/Gilfilian Engineering, Inc. (Consultant)

EXHIBIT A

SCOPE OF SERVICES

A. General

The tasks and services to be performed by the Consultant are delineated herein and separated into three (3) phases. This Exhibit A is intended to incorporate and to further identify those services and tasks described in the Gilfilian Engineering, Inc. proposal for engineering services for the Wasilla sewage treatment facility dated November 30, 1991, attached as Exhibit B. In the event of conflict between Exhibit A and Exhibit B, Exhibit A shall prevail.

B. Consultant Fees and Project Budget

The total project budget for consultant fees is based on time, expense and materials not to exceed \$100,000. The maximum budget for each of the three (3) phases is as follows except that any budgeted funds remaining after completion of Phase I or Phase II may be reallocated for a subsequent phase, but no funds may be reallocated to a preceding phase:

Phase I	\$ 55,000
Phase II	35,000
Phase III	<u>10,000</u>
Total	\$100,000

C. The services and tasks to be completed include all usual engineering tasks and services to complete the project and shall include, but are not limited to, the following:

Phase I (\$55,000)

- a. Prepare one complete reproducible set of bid-ready plans and specifications for a septic tank effluent treatment facility using the principal of a recirculating granular media filter (RGMF) with a design capacity of 200,000 gallons per day with a numerical safety factor of two (2) and with treatment capability to meet effluent quality for surface and subsurface discharge standards of the discharge permit issued to the City of Wasilla on November 19, 1991 by the Alaska Department of Environmental Conservation (ADEC).
- b. Final design shall allow for operator control to direct treated effluent to either surface or subsurface discharge to existing drainfield beds with reasonable time and effort.
- c. Consultant shall obtain all necessary construction permits from local, state and federal agencies as applicable.

- d. Prepare engineer's estimate of construction costs.
- e. Consultant shall hold minimum of one (1) pre-bid conference and issue addendum as required.
- f. Consultant shall give one (1) written and oral status report of the project to the City Council after completion of design and cost estimate and prior to City advertising for construction bids.

Phase II (\$35,000)

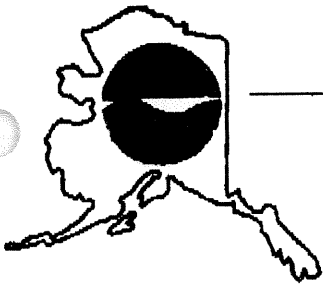
The parties to this agreement recognize that funds for construction may not be available upon completion of Phase I. Therefore, the services and fees agreed to herein for Phase II and Phase III may be initiated at the direction of the Mayor within two (2) years of the effective date. Thereafter, the terms of this agreement as they pertain to Phase II and Phase III may be renegotiated.

- a. Review and analyze bid submittals and make recommendations on bid award.
- b. Prepare notice to proceed upon bidder's presentation of documents required for bid award, conduct pre-construction conference with successful bidder.
- c. Provide construction inspection and contract administration. Maintain daily construction journal with photographs of key installations.
- d. Obtain operating permits from state and federal agencies as required.
- e. Provide manufacturers catalog cuts and complete set of reproducible as-built plans and specifications.
- f. Review contractor's pay requests and forward to City with pay recommendations, review contractor's certified payroll reports, prepare change orders for approving City signature as necessary.

Phase III (\$10,000)

- a. Provide engineering services for the start-up and trouble shooting of the new Recirculating Granular Media Filter (RGMF) sewage treatment and disposal system.
- b. Monitor the RGMF system for a period of two (2) months after start-up for its effectiveness in treating the effluent and to adjust treatment as necessary to meet Alaska Department of Environmental Conservation (ADEC) discharge permit requirements. Services will be on a time and expense basis including laboratory test fees.

- c. Allow City public works personnel to assist in trouble shooting and adjustments to the RGMF system for purposes of training during the two (2) month start-up period.
- d. Prepare in final form an operation manual acceptable to ADEC that is written to a level that can be understood by a layman trained to the level of a state certified Level 1 wastewater treatment operator.



Gilfilian Engineering, Inc.

Professional Environmental Consultants

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PERSONNEL FEE SCHEDULE Effective October 15, 1991

ENGINEERING AND OFFICE PERSONNEL	HOURLY RATE
Principal	\$100.00
Registered Professional Engineer	90.00
Senior Environmental Geologist	78.00
Project Engineer	68.00
Senior Engineering Specialist	63.00
Environmental Scientist	63.00
Engineer Assistant	55.00
Environmental Technician	48.00
Draftsperson	48.00
Engineering Field Technician	42.00
Secretary	30.00

NOTES

Minimum charge per field trip is \$60.00.

Field work further than 10 miles from the office will be charged mileage at a rate of \$0.45 per mile plus personnel travel time according to the above schedule.

Field services performed before 7:00 A.M., after 6:00 P.M., or anytime on Saturdays, Sundays, or Holidays at the client's request, will be considered overtime tests and will be billed at 1.25 times the normal rate.

Job incurred expenses will be billed at 1.15 times the actual expenses and will include, but are not limited to: reproduction, subsistence, commercial transportation, toll calls, backhoe and drilling rig costs and materials.

Unless previous arrangements have been made, all statement amounts not paid within 30 days of the billing date will be assessed late charges at the rate of 1.5% per month (18% per year) on the unpaid balance, retroactive to the date of the original billing.