



CITY OF WASILLA

290 E. HERNING AVE.

WASILLA, ALASKA 99654-7091

PHONE: (907) 373-9050

FAX: (907) 373-9085

COUNCIL MEMORANDUM 95-95

From: John T. Felton, Public Works Director/City Engineer

Date: December 4, 1995

Subject: Church Road South
Award of Engineering Contract

As the Council is aware, the Public Works Department has been in the process of soliciting professional services for the design of the extension of Church Road. The project will extend Church Road from its intersection with the Parks Highway south and then west to the airport.

On November 17, 1995, nine proposals were submitted to the City for evaluation. An evaluation committee was formed which consisted of myself, Bill Harvey, Assistant Public Works Director and Larry Bridge, Roads Superintendent. We individually evaluated the firms per the proposal criteria and then met to compare our results. A summary of our evaluations is enclosed for the Council's review. The committee unanimously concurred on the selection of R&M Consultants as the most qualified firm to complete the work.

On November 21, 1995 I notified R&M of our choice and scheduled a fee negotiation for November 27, 1995. I met with two representatives of R&M on November 21, 1995 and completed the initial phase of the negotiations. R&M returned with their response November 30, 1995. Mr. James Rooney, President of R&M, and I completed the negotiations at this time.

As a result of the negotiations, I was able to reduce R&M's initial costs by \$15,810 and obtain a more clear and precise scope of work. This was accomplished by more clearly defining the City's needs and helping to alleviate some of R&M's concerns.

The results of the negotiation are shown by the attached Letter of Understanding and the Fee Matrix. The proposed contract will include both documents in the Exhibit section. In this way the scope of work is very clearly defined and the billings to the City can be controlled and will reflect the exact work performed. Also, included is a project schedule. R&M has agreed to this schedule and will commit the required resources to assure that it is met.

Also, there will be a meeting every two weeks to assure that the project stays on schedule and that all of the City's requirements are being satisfied.

Funds are available for this project through the Church Road grant received from the State and the Church Road TORA from the Matanuska-Susitna Borough.

RECOMMENDATION:

Council approval for the professional services contract with R&M Consultants in the amount of \$192,343 for the design of the Church Road South project per the attached Scope of Work.



John T. Felton, P.E.

attch:

APPROVED

DATE: 12/11/95

BY: [Signature]

CHURCH ROAD SOUTH RFP SCORING SUMMARY

FIRM	Time RFP Delivered	Addendum 1 Green Card	SCORING			TOTAL
			Rater 1	Rater 2	Rater 3	
R & M Consultants, Inc.	11/17/95 2:05PM	Yes	95	97	88	280
Peratrovich, Nottingham & Drage, Inc	11/17/95 2:40PM	Yes	95	84	75	254
Phukan Consulting Engineers & Associates, Inc.	11/17/95 2:59PM	Yes	65	55	70	190
Tryck Nyman Hayes, Inc.	11/17/95 3:05PM	Yes	95	95	87	277
Denali North	11/17/95 3:25PM	Yes	77	75	72	224
Alaska Rim Engineering, Inc.	11/17/95 3:31PM	Yes	89	90	74	253
Lounsbury & Associates, Inc.	11/17/95 3:32PM	Yes	83	97	90	270
LCMF Limited	11/17/95 3:33PM	Yes	85	98	87	270
Rodney P. Kenney Associates	11/17/95 3:57PM	Yes	74	75	78	227



CITY OF WASILLA

290 E. HERNING AVE.
WASILLA, ALASKA 99654-7091

Area Code (907)

Administration
Ph: 373-9055
Fx: 373-9085

Clerks Office
Ph: 373-9065
Fx: 373-9085

Finance
Ph: 373-9070
Fx: 373-9085

Library
Ph: 376-5913
Fx: 376-2347

Museum
Ph: 373-9071
Fx: 373-9072

Planning
Ph: 373-9074
Fx: 373-9085

Police
Ph: 373-9077
Fx: 373-9051

Public Works
Ph: 373-9095
Fx: 373-9085

Ph: _____
Fx: _____

December 1, 1995

R&M Consultants, Inc.
9101 Vanguard Drive
Anchorage, Alaska 99507

ATTN: Mr. James W. Rooney, P.E.
President

RE: Letter of Understanding
Scope of Professional Services, Church Road South Project

Dear Mr. Rooney:

The purpose of this letter of understanding is to define the scope of the professional services that will be supplied by R&M Consultants, Inc. for the Church Road South project. Further, this document will become Exhibit A in the professional services contract for this project. Exhibit B will be the Cost Matrix as amended by the fee negotiation process.

There are to be four phases to the professional services for this project. The project is the planning, design and specifications for an arterial roadway from the intersection of Church Road and the Parks Highway, south and west to Beacon Drive, on the Wasilla Airport property.

PHASE ONE - PRELIMINARY ENGINEERING

This phase will consist of right-of-way coordination, setting alignment, soils testing along the alignment, preliminary cost estimate, and the preparation of a preliminary report. The entire project is located on lands controlled by Nature Conservancy and the City of Wasilla (City); therefore, right-of-way negotiations and work will be limited to meetings with the Nature Conservancy. Agencies such as the DOT&PF, Alaska Railroad, and Corps of Engineers, ultimately hold the project schedule in their hands. Early coordination with these agencies is essential. The City will assist, politically, as much as possible in obtaining all necessary permits.

The Preliminary Design Report will discuss two alternative alignments south of the railroad tracks. One alignment will cross the railroad tracks and curve west to the airport property. The other will cross the tracks and then turn right at an intersection to parallel the tracks. Both alternatives will traverse around the end of the runway and

connect to Beacon Drive. The report will also include, as a minimum, the following: Typical section, plan view showing alternative alignments and right-of-way, cost estimate with quantities, and the geotechnical report as an appendix.

DELIVERABLE ITEMS

<u>TYPE OF DOCUMENT</u>	<u>COPIES</u>	<u>ORIGINALS</u>
Property Map	1	0
Geotechnical Report	0	1
Draft Design Report	3	0
Final Design Report	0	1

PHASE TWO - UTILITY COORDINATION

This phase will be limited to simply notifying the utilities of the project, meeting with them, and determining their needs. Once final alignment has been determined, one meeting with all of the utilities will be held in the City offices to determine necessary right-of-way for their facilities. The Utilities' needs will be documented and then left until the utilities decide to construct. Right-of-way for utilities will be incorporated into the proposed project right-of-way. There are no deliverables.

PHASE THREE - RIGHT-OF-WAY ACQUISITION

The Right-Of-Way Acquisition Phase will involve the preparation of the legal description for one parcel of property owned by the Nature Conservancy south of the railroad tracks. It is expected that no more than three meetings with Nature Conservancy personnel in Anchorage will be required. A legal description and sketch will be prepared for the required right-of-way acquisition.

DELIVERABLE ITEMS

<u>TYPE OF DOCUMENT</u>	<u>COPIES</u>	<u>ORIGINALS</u>
Legal Description	1	1

PHASE FOUR - DESIGN

The Design Phase shall be broken into two subphases. The first will be the initial phase and produce "design documents" in English units. The design documents, using Matanuska Susitna Borough design criteria for an arterial road, will amount to 60% completion drawings and detailed outlines of the specifications. The 60% Completion Drawings will include cover, index, typical section, plan and profile, and striping. The drawings will be of sufficient detail so that they can be used in a public meeting to obtain public comment on the project.

The City will advertise and hold a general briefing/public meeting for this project. The time will be mutually agreeable with the Consultant. The Consultant will attend and have personnel present who will give a presentation of the project and be able to answer questions from the public. The Consultant will provide 1) a plan view showing the alignment, right-of-way, and other items that may be necessary and 2) the typical section, and 3) utility easements.

The second subphase will have the Consultant incorporate review comments into the final, bid ready, plans and specifications. Changes to the alignment or other significant changes will be considered a change in scope and subject to negotiation as additional work. The Consultant will use the City of Wasilla's "Boiler plate" Standard Specifications for the General Provisions and the Municipality of Anchorage Standard Specifications for the technical provisions. The Consultant will add Special Provisions as necessary. It is understood that there will be no fixed date of bidding; therefore, many portions of the Division One portion of the Specifications will be left blank.

The Consultant will prepare and submit permit applications for the following agencies:

1. Department of the Army Permit to fill wetlands.
2. DOT&PF Right-of-Way Permit.
3. Alaska Railroad Permit for the crossing.

The Consultant will review agency comments and concerns with the City. At the direction of the City, the Consultant will respond to the agency comments and their concerns.

The Consultant shall also deliver one copy of a cost estimate for the project as designed. The City wishes that this estimate be kept confidential until funding is obtained and a construction contract is awarded. The City does not have the funds to construct this project at this time. One of the purposes of this estimate is to aid the City in obtaining the necessary funds to construct. The City will be constructing this roadway as soon as is possible.

R&M Consultants, Inc.
Mr. James W. Rooney, P.E.
December 1, 1995
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DELIVERABLE ITEMS

<u>TYPE OF DOCUMENT</u>	<u>COPIES</u>	<u>ORIGINALS</u>
60% Plans & Outline Specs.	3	0
Final Plans	2 Full Size 2 One-Half Size	1 Mylar
Final Specifications	0	1
Engineer's Estimate	0	1
Electronic edition of plans and Specifications		1

The City and the Consultant are both aware of the importance of time in this project. Therefore, they agree to adhere to the attached schedule. If for any reason, this schedule must be amended, it will only be done by mutual consent. To aid in communication and to keep the project on schedule, the City and Consultant agree to semi-monthly project meetings. These meetings will be held at the offices of the Consultant. The Consultant will be responsible for the agenda for the meetings. The meetings will cover progress, timing, problems, and any other topic of mutual interest.

The Consultant agrees to bill the City on a monthly basis. The billings will be in a form that references percent complete of the various tasks on the Cost Matrix. The City agrees to pay the Consultant within ten working days of receipt of the invoice. If there is a question in the invoice, only the funds in question will be held from payment within this time.

The City is looking forward to a very successful project and continuing our professional relationship with R&M Consultants, Inc..

Very truly yours,



John T. Felton, P.E.
Public Works Director/City Engineer

JTF:JB:rh

encl:

R&M Consultants, Inc.
Mr. James W. Rooney, P.E.
December 1, 1995
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Agreed:



R&M Consultants, Inc.



By: _____
James W. Rooney, P.E., President



Date: _____


ID	Task Name	Duration	Quarter		1st Quarter			2nd Quarter			3rd Quarter			4th Quarter		
			Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	Issue Notice to Proceed	1d	12/12	12/12												
2	Pre-Design Meeting	1d	12/13	12/13												
3	Right of Entry	10d	12/13	12/26												
4	Letter of Understanding	3d	12/14	12/18												
5	Utility Requirements Meeting	5d	12/14	12/20												
6	Exact Determination of ROW	14d	12/21	1/9												
7	R-O-W Research	5d	12/19	12/25												
8	Set Alignment	15d	12/27	1/16												
9	Soils Testing & Report	20d	1/17	2/13												
10	Compute Quantities	10d		2/14	2/27											
11	Preliminary Cost Estimate	5d		2/28	3/5											
12	Preliminary Report	10d		3/6	3/19											
13	COW Review	15d		3/20	4/9											
14	Initial Negotiation	5d		4/10	4/16											
15	Prepare Legal Descriptions of	10d		4/10	4/23											
16	Right of Way Acquisition by C	100d		4/24										9/10		
17	Design Survey	20d		5/1	5/28											
18	Prepare Design Documents	40d		5/29										7/23		
19	Hold Public Meeting	1d											7/24	7/24		
20	Utility Review and Sigh Off	10d											7/25	8/7		
21	COW Review	15d											8/8	8/28		
22	Title to Property, COW	5d												9/11	9/17	
23	Construction Documents	30d												8/29	10/9	
24	COW Review	10d												10/10	10/23	

Project: Church Road South
Date: 11/30/95

Task  Rolled Up Task 

Progress  Rolled Up Milestone 

Milestone  Rolled Up Progress 

Summary 

CHURCH ROAD EXTENSION COST MATRIX

	<u>COSTS</u>
1 PRELIMINARY ENGINEERING PHASE	
R-O-W Research	\$2,454
Set Alignment	\$18,110
Soils Testing	\$28,502
Compute Quantities	\$2,364
Preliminary Cost Estimate	\$704
Preliminary Report	\$6,906
TOTAL PRELIMINARY ENGINEERING	\$59,040
2 UTILITY COORDINATION PHASE	
All Utility Coordination	\$1,002
TOTAL UTILITY COORDINATION	\$1,002
3 RIGHT-OF-WAY ACQUISITION PHASE	
Prepare Legal Descriptions of Takings	\$3,559
Assist City in Negotiations (Maximum of 10 hrs)	\$1,070
Expert Witness in Court (Maximum of 10 hrs)	\$0
Field Stake Limits of Takings	\$6,864
TOTAL R-O-W ACQUISITION	\$11,493
4 DESIGN PHASE	
Design Survey	\$26,012
Prepare Design Documents & Specifications	\$45,003
Prepare Design Phase Cost Estimate	\$5,813
Prepare Exhibits and Attend Public Meeting	\$3,661
Coordinate and Obtain Utility Review and Sign Off	\$5,786
Prepare Construction Documents	\$30,921
Final Cost Estimate	\$3,612
TOTAL DESIGN PHASE	\$120,808
TOTAL PROFESSIONAL FEE	\$192,343