



## CITY OF WASILLA

290 E. HERNING AVE.  
WASILLA, ALASKA 99654-7091  
PHONE: (907) 373-9050  
FAX: (907) 373-9085

### COUNCIL MEMORANDUM 96-96

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

Date: October 4, 1996

Subject: Authorization for Professional Services Contract  
Highway Safety Grant

Through the efforts of Jim Messick, the City has received and accepted a grant from the Alaska Highway Safety Planning Agency. The grant is for \$33,480 with a City matching portion of \$3,720 for a project total of \$37,200.00.

Mr. Messick ran advertisements to solicit a professional engineering firm with expertise in traffic safety to perform the work. He received no responses. The grant originally ran from October 1, 1995 through September 30, 1996. In June of this year, Jim asked me if I could help find a engineering firm willing to do the work required by the grant. I was able to negotiate a contract with Lounsbury & Associates, Inc. to perform the services required. I was also able to obtain an extension from the Alaska Highway Safety Planning Agency until December 31, 1996. Lounsbury has agreed to finish the project in this amount time.

#### RECOMMENDATION:

The Public Works Department recommends that the Council authorize the administration to enter into an agreement with Lounsbury & Associates for \$37,200.00 to provide the scope of work outlined on the attached letter.

John T. Felton  
Public Works Director/City Engineer

**APPROVED**

DATE: 10/14/96

BY: [Signature]

August 22, 1996

John T. Felton, P.E.  
 City of Wasilla - Public Works  
 290 E. Herning Avenue  
 Wasilla, Alaska 99654-7091

Post-It® Fax Note	7671	Date	9/30/96	# of pages	2
To	Jack Felton	From	David Kichmeier		
Co./Dept.	City of Wasilla	Co.	Lounsbury		
Phone #	373-9055	Phone #	272-5451		
Fax #	373-9092	Fax #	272-9065		

Regarding: **Highway Safety Grant**  
*Scope of Work and Fee Proposal*

Dear Jack:

Lounsbury & Associates is pleased to provide a Scope of Work and Fee Proposal to complete a Safety Study of City of Wasilla streets and roadways. This Safety Study, the result of a State of Alaska Department of Public Safety Highway Safety Grant, will identify areas that do not meet current roadway safety standards. The items that will be analyzed include signing, striping, clear distances, both roadway and intersection geometrics, sight distances and accident history.

**SCOPE OF WORK:**

Lounsbury will coordinate with the City of Wasilla to determine a prioritized list of locations to study. We will perform field investigations, review as-built plans and traffic accident data when available and recommend improvements that will enhance the safety of the traveling public. Recommended improvements will be based on nationally accepted traffic safety standards and procedures as outlined in A Policy on Geometric Design of Highways and Streets (AASHTO), the Manual on Uniform Traffic Control Devices (MUTCD), City of Wasilla Design Standards, the Alaska Department of Transportation and Public Facilities (ADOT&PF) Highway Preconstruction Manual (HCM) and other relevant resources.

Lounsbury will compile this information into a preliminary document for delivery to the City of Wasilla for review by all agencies involved. We will meet to discuss review comments as necessary. We will incorporate review comments as appropriate to produce a final document.

**SCHEDULE:**

Lounsbury will complete the analysis and preliminary document within 60 days of a Notice to Proceed.

**FEE PROPOSAL:**

Lounsbury proposes to complete this work on a Time and Expenses basis not to exceed \$37,200. The scope of work exceeds the available budget. It is our intent to work as far down the prioritized

list as possible.

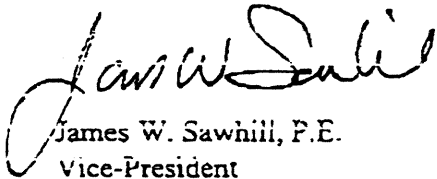
Any work not included in the Scope of Work, or additional work requested by the Client, will be an additional service. Additional services will be billed on a Time and Expenses basis. All additional services shall be approved in writing by the Client in advance of the work.

All work will be completed on a Time and Expenses basis except as noted. The work will be invoiced monthly, based on the percent complete. All invoices are due and owing within 30 days of date of invoice. All overdue invoices will be charged 1-1/2% interest per month.

If this proposal meets with your approval, please indicate by acknowledging below.

Sincerely,  
Lounsbury and Associates, Inc.

Acknowledgement

  
James W. Sawhill, P.E.  
Vice-President

City of Wasilla

**Lounsbury & Associates, Inc.**  
Surveyors • Engineers • Planners