

City of Dillingham Action Memorandum

Agenda of: February 6, 2020

Action Memorandum No. 2020-03

Subject:

Authorize Addendum No. 4 to PND Engineers, Inc. for construction support for the Dillingham Streets Rehabilitation project.

City Manager: Recommend Approval

Signature: 

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

PND Fee Proposal
Addendum No. 4

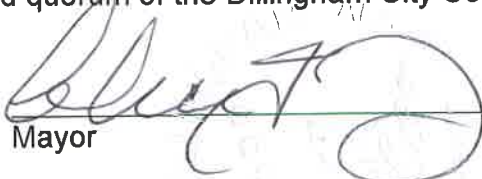
Summary Statement:

On October 5, 2018, The City of Dillingham and PND Engineers, Inc., entered into a contract for D and Seward Streets Rehabilitation: Geotechnical, Survey, and Design Services, approved through AM 2018-09. A fee proposal to provide construction support for the Dillingham Streets Rehabilitation (formerly D and Seward Streets Rehabilitation) project was submitted by PND Engineers, Inc. in September, 2019, in the amount of \$79,893.00. The City believes PND's proposal for construction support offers the best value for the needed services. PND will dedicate a senior engineer to the project, who will travel to Dillingham for periodic inspections. The City intends to contract daily on-site inspections and materials testing separately from this addendum with PND, to EMC Engineering, LLC. The attached proposal outlines the PND Addendum No. 4 scope of services, contract fee proposal, and contract assumptions.

Action Memorandum No. 2020-03

Summary Statement continued:


PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council
on Feb 6, 2020.



Mayor

ATTEST:

[SEAL]



City Clerk

| Route to | Department Head | Date |
|----------|------------------|------|
| | Finance Director | |
| | | |
| | | |
| X | City Clerk | |

**CONTRACT for D and Seward Streets Rehabilitation:
Geotechnical, Survey, Design Services**

Addendum No. 4

Contractor Name: PND Engineers, Inc. (PND)

As a continuation of the D and Seward Streets Rehabilitation project, PND has submitted a fee proposal for construction support, as quoted in the attached document. Addendum no. 4 to the original contract dated October 5, 2018, provides for PND to complete the scope of services in the contract using the assumptions, schedule, and deliverables listed as outlined in the attached proposal for a not to exceed amount of \$79,893.00. This addendum will not be binding until it has been properly signed by both parties. Upon execution, this addendum shall supplement the original contract agreement between the parties.

PART 1.0 PROJECT DESCRIPTION

The City of Dillingham is seeking construction support services for our Dillingham Streets Rehabilitation project. PND was the design engineer on the project and additionally provided bidding services.

The City requested and received a fee proposal from PND to provide construction support assistance, which shall consist of, but not limited to:

- PND Senior Engineer to oversee the project, office support, and site visits;
- Periodic on-site inspections and reporting of progress of work;
- Coordinate and submit all state required submittals;
- Issue design and contract verification/clarification/interpretations;
- Review proposed change orders for conformance to project requirements;
- Coordinate substantial completion activities and pre-final inspection punch list;
- Coordinate final notice of acceptability of work activities;
- Coordinate and complete project record drawings;
- Project completion documents and close out activities.

PART 2.0 SCOPE OF SERVICES

This scope of services is included in the attached proposal, dated September 9, 2019.

PART 3.0 OWNER'S RESPONSIBILITIES

1. City of Dillingham will review and comment on submittals, as well as provide any additional information needed to complete work described in the addenda.
2. City of Dillingham will organize and attend project meetings and maintain a communication plan and stakeholder list throughout the project.
3. City of Dillingham will provide a single point of contact for project management decisions.
4. City of Dillingham will provide timely response to requests for information, payment, and other project requirements.

PART 4.0 PAYMENT TO CONSULTANT

Payment shall be on a time and materials basis, with a not-to-exceed amount of \$79,893.00. The City agrees to add this amount to the overall project cost, now adjusted to \$244,212.50.

Company: PND Engineers, Inc. (PND)

Date: _____

By: _____
Paul Kendall, P.E.

Title: _____
Principal

City of Dillingham

By: _____
Tod Larson, City Manager

Date: _____



September 9, 2019

PND 181157

Ms. Cynthia Rogers
Planning Director
City of Dillingham, Planning Department
141 Main Street
Dillingham, AK 99576

Re: Dillingham Streets Rehabilitation Project (#2019-05)
Engineering Services Fee Proposal: Construction Support

Dear Ms. Roger:

PND Engineers, Inc. (PND) appreciates the opportunity to provide this proposal for continuation of engineering services to the City of Dillingham (City) for the Dillingham Streets Rehabilitation project. PND's initial proposal for engineering services for this project was separated into three phases. PND has successfully completed the Design and Bid Phases. Construction bids have been received, and the City is in the process of awarding a contract to the apparent low bidder. This proposal encompasses Construction Support, which includes; technical construction administration, submittal review, periodic construction inspection, as-built drawings, and project closeout.

Construction Support - Scope of Services

The scope of services anticipated under this proposal include construction support for the *Dillingham Streets Rehabilitation Projects* as presented in the *June 2019 "Issued for Bid" Drawings*. We understand that construction of the project will begin as early as Fall of 2019 with a winter shutdown before recommencing in the Spring of 2020 and will finish by the substantial completion date of September 30, 2020. A summary of the proposed services to be provided under this scope of work include the following:

Task 3.1 – Construction Administration **\$39,055 Time and Materials (Estimated)**
PND will provide technical construction administration by responding to Requests For Information (RFIs), attend and organize project meetings, reviewing pay requests, and coordinating with the City (and/or their on-site inspector) and the Contractor to ensure any changes to the design meet project requirements.

Task 3.2 – Submittal and Shop Drawing Review **\$12,950 Time and Materials (Estimated)**
PND will review all submittals and shop drawings to ensure conformance with the project requirements.

Task 3.3 – Periodic Construction Inspection **\$21,508 Time and Materials (Estimated)**
PND will provide periodic onsite inspection as necessary throughout the duration of construction. We currently anticipate providing four overnight trips to support the project. Periodic inspections anticipated include the pre-construction walkthrough, substantial completion, and two others as needed during construction.

Please note the periodic inspections are not intended to replace daily on-site inspection and material testing. PND recommends the City provides daily oversight to ensure the project is completed per the contract documents. Depending on the contractor's schedule and ability to combine multiple projects, this could require a full-time effort. PND is happy to provide daily inspection services if the City desires, but those services are beyond the scope of this proposal.

Task 3.4 – Closeout and As-Built Drawings

\$6,380 Time and Materials (Estimated)

PND will update the design drawings to reflect any changes made during construction and provide revised As-Built Drawings to the City. PND will also provide a comprehensive package of reviewed submittal, shop drawings, and other project records.

PND proposes to perform this work on a **Time and Materials** basis for a total of **\$79,893**. The services listed above identify the full project scope as understood at this time and typical for this type of project. These services are dependent on the Contractor's schedule and workplan, which may differ from our assumptions. If additional scope and tasks are required at a future date, they can be performed on a T&M basis.

Project Schedule

Services will commence immediately upon receiving formal authorization to proceed and continue until construction and project closeout are completed.

PND appreciates the opportunity to assist the City of Dillingham on this important community project. Please let us know if we have perceived your needs appropriately for or if you desire any changes to our work plan. Feel free to contact us anytime if you have further questions. PND looks forward to working with you towards successful completion of the Dillingham Streets Rehabilitation project.

Sincerely,
PND Engineers, Inc.



Paul Kendall, P.E.
Principal

Attachment:
Fee Proposal

| TASK | Senior Eng. VII | | Senior Eng. VI | | Senior Eng. IV | | Senior Eng. III | | Staff Eng. IV | | Technician V | | Technician IV | | CAD Designer VI | | Subtotal PND Labor | Subs. | Expense. | Total |
|---|-----------------|----------|----------------|----------|----------------|----------|-----------------|----------|---------------|----------|--------------|----------|---------------|----------|-----------------|-----|--------------------|-------|----------|----------|
| | \$190.00 | \$175.00 | \$150.00 | \$140.00 | \$110.00 | \$115.00 | \$95.00 | \$115.00 | 5 | \$115.00 | \$910 | \$16,030 | \$5,478 | \$20,598 | \$910 | 102 | | | | |
| 3.1 - Construction Administration | | | | | | | | | | | | | | | | | | | | |
| Project Management and Coordination | | 20 | | 40 | | | | | 40 | | | | | | | 5 | \$9,100 | | | \$9,100 |
| Respond to RFIs and Technical Questions | | 16 | | 20 | | | | | 40 | | | | | | | | \$10,575 | | | \$10,575 |
| Project Meetings, Agendas, & Notes | | 24 | | 40 | | | | | | | | | | | | | \$9,800 | | | \$9,800 |
| Coordination with City/Inspector/Contractor | | 10 | | 20 | | | | | 30 | | | | | | | | \$7,850 | | | \$7,850 |
| Review Pay Requests | | 2 | | 2 | | | | | 10 | | | | | | | | \$1,730 | | | \$1,730 |
| Subtotal Hrs | 0 | 72 | 0 | 122 | 0 | 0 | 0 | 0 | 80 | 0 | 0 | 0 | 0 | 0 | 5 | | \$39,055 | \$0 | \$0 | \$39,055 |
| Subtotal \$ | \$0 | \$12,600 | \$0 | \$17,080 | \$0 | \$0 | \$0 | \$0 | \$8,800 | \$0 | \$0 | \$0 | \$0 | \$0 | \$575 | | \$39,055 | \$0 | \$0 | \$39,055 |
| 3.2 Submittal and Shop Drawing Review | | | | | | | | | | | | | | | | | | | | |
| Submittal Review | | 12 | | 16 | | | | | 40 | | | | | | | | \$8,740 | | | \$8,740 |
| Shop Drawing Review | | 6 | | 10 | | | | | 16 | | | | | | | | \$4,210 | | | \$4,210 |
| Subtotal Hrs | 0 | 18 | 0 | 26 | 0 | 0 | 0 | 0 | 56 | 0 | 0 | 0 | 0 | 0 | 0 | | \$12,950 | \$0 | \$0 | \$12,950 |
| Subtotal \$ | \$0 | \$3,150 | \$0 | \$3,640 | \$0 | \$0 | \$0 | \$0 | \$6,160 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | | \$12,950 | \$0 | \$0 | \$12,950 |
| 3.3 - Periodic Construction Inspection | | | | | | | | | | | | | | | | | | | | |
| Periodic Inspection (Assumes 4ea 2-day trips) | | 48 | | 48 | | | | | | | | | | | | | \$15,120 | | \$5,478 | \$20,598 |
| Field Prep | | 2 | | 4 | | | | | | | | | | | | | \$910 | | | \$910 |
| Subtotal Hrs | 0 | 50 | 0 | 52 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | \$16,030 | \$0 | \$5,478 | \$21,508 |
| Subtotal \$ | \$0 | \$8,750 | \$0 | \$7,280 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | | \$16,030 | \$0 | \$5,478 | \$21,508 |
| 3.4 As-Built Drawings | | | | | | | | | | | | | | | | | | | | |
| Asbuilt Drawing Development | | 4 | | 6 | | | | | 8 | | | | | | 10 | | \$3,610 | | | \$3,610 |
| Project Closeout | | 6 | | 6 | | | | | 8 | | | | | | | | \$2,770 | | | \$2,770 |
| Subtotal Hrs | 0 | 10 | 0 | 12 | 0 | 0 | 0 | 0 | 8 | 8 | 0 | 0 | 0 | 10 | | | \$6,380 | \$0 | \$0 | \$6,380 |
| Subtotal \$ | \$0 | \$1,750 | \$0 | \$1,660 | \$0 | \$0 | \$0 | \$0 | \$880 | \$920 | \$0 | \$0 | \$0 | \$1,150 | | | \$6,380 | \$0 | \$0 | \$6,380 |
| Total Design Hours | 0 | 150 | 0 | 212 | 0 | 0 | 0 | 0 | 144 | 8 | 0 | 0 | 0 | 15 | | | \$74,415 | \$0 | \$5,478 | \$79,893 |
| Total Design \$ | \$0 | \$26,250 | \$0 | \$29,680 | \$0 | \$0 | \$0 | \$0 | \$15,840 | \$920 | \$0 | \$0 | \$0 | \$1,725 | | | \$74,415 | \$0 | \$5,478 | \$79,893 |

| | |
|-------------------|-----------------|
| PND Direct Labor | \$74,415 |
| Subconsultants | \$0 |
| Expenses | \$5,478 |
| Total Cost | \$79,893 |



City of Dillingham
Fiscal Note

Agenda Date: February 6, 2020

PND Engineers, LLC Construction support for the dillingham Streets Rehabilitation (excludes daily oversight)

ORIGINATOR: Finance Director

| | | | |
|--|---------------------------|---|-----------|
| FISCAL ACTION (TO BE COMPLETED BY FINANCE) | | FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | |
| AMOUNT REQUESTED: \$79,893 | | FUNDING SOURCE City of Dillingham | |
| FROM ACCOUNT 7131 8530 30 33 3021 0 | | Project Streets Rehabilitation Project funded by GO Bond | |
| Streets Project | | | |
| TO ACCOUNT: | VERIFIED BY: Anita Fuller | Date: | 1/30/2020 |

EXPENDITURES

| OPERATING | FY20 | FY21 | FY22 | FY23 |
|------------------------|---------------------|---------------------|-------------|-------------|
| 7131 8530 30 33 3021 0 | \$ 23,968.00 | \$ 55,925.00 | | |
| | - | - | | |
| | | | | |
| | | | | |
| | | | | |
| TOTAL OPERATING | \$ 23,968.00 | \$ 55,925.00 | \$ - | \$ - |

| | | | | |
|---------|------|--|--|--|
| CAPITAL | \$ - | | | |
|---------|------|--|--|--|

| | | | | |
|---------|---|--|--|--|
| REVENUE | - | | | |
|---------|---|--|--|--|

FUNDING

| | | | | |
|------------------------------|---------------------|---------------------|-------------|-------------|
| General & Special Rev. Funds | | | | |
| State/Federal Funds | | | | |
| Capital Project | | | | |
| Go Bond | 42,790.50 | 99,844.50 | | |
| TOTAL FUNDING | \$ 42,790.50 | \$ 99,844.50 | \$ - | \$ - |

POSITIONS

| | | | | |
|-----------|--|--|--|--|
| Full-Time | | | | |
| Part-Time | | | | |

Analysis: (Attach a separate page if necessary) AM 2020-03

PREPARED BY: Anita Fuller

January 30, 2020

DEPARTMENT: Finance

APPROVED BY: 

1/30/2020