

## **POSSIBLE MOTION**

**I MOVE TO** approve the award of a design contract for the Baranof Water and Sewer Replacement to DOWL HKM with a not to exceed amount of \$95,000.

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## MEMORANDUM

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**To:** Mayor Westover and Members of the Assembly  
Jim Dinley, Municipal Administrator

**From:** Michael Harmon, P.E., Public Works Director  
Lance Henrie, P.E., Senior Engineer *LH*

**Reviewed:** Stephen Weatherman, P.E., Municipal Engineer *S*  
Jay Sweeney, Finance Director  
Tammy O'Neill, Contract Coordinator

**Date:** March 7, 2012

**Subject:** Baranof Street Sewer and Water Replacement  
Approval to Award Design Contract

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Background:

Baranof Street between Sawmill Creek Road and Lincoln Street has sewer and water facilities in need of replacement due to age, size and type of sewer line material. The existing sewer and water lines also do not meet separation requirements. The total estimated reconstruction cost for the project is \$1,425,000. To date these improvements have been approved for a \$740,000 DEC Wastewater Fund loan and Public Works has applied for a \$685,000 DEC Water Fund loan.

A Request for Qualifications (RFQ) for design of Baranof Street was published in accordance with City and Borough procurement policy. A copy of the RFQ is attached. Three Statement of Qualifications were received, one from DOWL HKM, one from R&M Engineering and one from PND Engineers. The Engineering and Water/Wastewater Departments staff agree unanimously that DOWL HKM is most qualified to do this work.

DOWL HKM has provided a fee proposal for a not to exceed time and materials cost of \$95,000.00 for the design of Baranof Water and Sewer Replacement. A copy of that proposal is attached.

Analysis

Public Works plans to have design complete with bid-ready documents in June 2012. Pending all project permitting and funding is obtained, project construction could begin in late summer 2012 or early 2013. The total cost for design including Project Management and DOWL HKM design fees is \$107,000.00.

Fiscal Note

The project currently has \$ 60,000.00 in Water Funds and \$60,000.00 in Wastewater Funds available for design. All Wastewater Fund expenses will be covered by the approved DEC Loan and it is anticipated that we will receive a Drinking Water loan for the remaining Water Fund expenses.

The project has funding from various sources.

Current construction funding

- Approved DEC Wastewater Loan \$740,000

Projected FY13 construction funding

- DEC Water Fund Loan \$685,000
- FY13 Governor's Capital Budget \$1,032,413

Recommendation:

**Approve award of a design contract for the Baranof Water and Sewer Replacement to DOWL HKM with a not to exceed amount of \$95,000.00.**



March 6, 2012

Lance E. Henrie, P.E., Senior Engineer  
City and Borough of Sitka  
100 Lincoln Street  
Sitka, AK 99835

**RE: DESIGN OF WATER and SEWER SYSTEMS FOR BARANOF STREET**  
*Fee Proposal and Schedule*

Dear Lance:

DOWL HKM appreciates the selection of our firm by the City and Borough of Sitka to provide design services for the Baranof Street road, water, and sewer systems project. We understand that this work will be conducted on a Time and Materials basis, with a not-to-exceed contract limit. Following is our understanding of the Scope of Services based on our discussions with CBS Public Works staff and our work with the Monastery Street Water and Sewer Improvements Project.

#### **Scope of Services**

- A current as-built survey by O'Neill Surveying and Engineering will be provided by the City and Borough of Sitka (CBS). We understand that the survey has been completed; however, additional survey information will be required for Oja Street and will be provided by CBS. We will investigate existing sewer and storm structures to determine existing condition, as well as field-verify other as-built features. This work can be done with our engineers during an approximately two day site visit. We will also meet with you and CBS Public Works staff during that site visit to determine existing conditions, maintenance issues, and desired improvements for the water, sewer, and storm drainage systems.
- Design a new storm drainage system which will include a Stormceptor south of the Lincoln and Baranof intersection. All piping will be replaced with CPP.
- Design new water distribution system using HDPE pipe and new valves. Provide new HDPE services. Existing water service mains will be filled with slurry, except in areas where the new piping is within the same trench limits as existing. We will work with the CBS to determine water service sizes and locations as well as fire hydrant locations.
- Design new sanitary sewer system with mainline, manholes and services. We will work with the CBS to confirm that the new main can run along the same alignment as existing. This will ensure that all services are found in that area, and also allow the existing main to be removed as the new main is installed. This approach will preclude pressure testing of the new pipe. A video camera review of the new system can be used for final acceptance purposes.
- Provide a civil plan set that consists of the following sheets at a minimum:
  - a. Cover Sheet
  - b. General Notes, Abbreviations, and Symbols
  - c. Survey Control Map
  - d. Sheet Key Map
  - e. Three to four sheets for typical sections and details

907-780-3533 ■ 907-780-3535 (fax) ■ 5368 Commercial Boulevard ■ Juneau, Alaska 99801 ■ [www.dowlhkm.com](http://www.dowlhkm.com)

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Alaska - Anchorage, Juneau, Kodiak, Palmer ■ Arizona - Tucson, Tempe ■ Montana - Billings, Bozeman, Butte, Great Falls, Helena, Miles City  
North Dakota - Dickinson ■ Washington - Redmond ■ Wyoming - Gillette, Lander, Laramie, Sheridan

- f. Three sheets for Demolition Plans
  - g. Three sheets for Painted Traffic Markings and Signage
  - h. Three sheets for Grading Plans
  - i. Three sheets for Sewer and Water Plans
  - j. Three Sheets for Storm Drain Plans
  - k. Two sheets for Profile Views
  - l. Some additional sheets may be required for the reconstruction of a portion of Oja Street
- Preliminary design plans (35%) and engineer’s estimate will be provided electronically by April 20, 2012. These will include plan view drawings showing layout for the proposed water, sanitary sewer, storm drainage mainline pipes, water valves, structures, curb and gutter and sidewalks. Though all services may not be shown in this submittal, the engineer’s estimate will include costs for all services. This submittal will include a preliminary design pavement section and the proposed typical sections.
  - 65% design plans and updated engineer’s estimate will be submitted electronically by May 7, 2012. Most of the plan sheets will be included with some of the proposed Special Provisions and an updated engineer’s estimate.
  - 95% design plans and Special Provisions will be submitted electronically by May 14, 2012. This submittal will have all plan sheets, Special Provisions, and engineer’s estimate, except we will be finalizing some details, pay item quantities and Special Provisions over the following week or so.
  - 100% bid-ready contract documents with final engineer’s estimate will be submitted in the format as directed by CBS by May 25, 2012.
  - Plans will be submitted to ADEC for Approval to construct review by May 18, 2012.
  - One two-day trip to Sitka for two persons to conduct site investigation and meet with CBS Public Works is planned for late March.
  - All necessary permit applications for ADEC and ADOT/PF (for Sawmill Creek Road) will be submitted during the course of the design period.

Following is our estimated fee proposal based on the preceding scope of work and an estimated construction cost of approximately \$1,300,000:

0 – 35% Design Phase	-	30,000.00
35% - 65% Design Phase	-	25,000.00
65% - 95% Design Phase	-	30,000.00
95% - 100% Design Phase	-	<u>10,000.00</u>
<b>TOTAL ESTIMATED NOT-TO-EXCEED FEE:</b>	<b>\$</b>	<b>95,000.00</b>

Please contact me if you have questions, or require additional information.

Sincerely,  
DOWL HKM



Peter Hildre, P.E.  
Chief Engineer

REQUEST FOR QUALIFICATIONS (RFQ)  
by  
THE CITY AND BOROUGH OF SITKA, ALASKA  
for  
DESIGN OF ROAD, WATER AND SEWER SYSTEMS FOR BARANOF STREET

**A. Overview**

The City and Borough of Sitka (Sitka) wishes to hire a qualified consultant to design a drinking water and sanitary sewer project subject to the Alaska Department of Environmental Conservation (ADEC) Alaska Drinking Water Fund (ADWF) and Alaska Clean Water Fund (ACWF) Fiscal Year 2012 Intended Use Plans.

Sitka has an ADWF/ACWF project for which design has not yet begun.

Baranof Street Drinking Water System Restoration/Sewer Main Replacement between Sawmill Creek Road and Lincoln Street.

Sitka's tentative schedule is as follows:

- Submit plans to ADEC for Approval to Construct review 18 May 2012
- Construction Bid advertising date 25 May 2012
- Bid opening date 14 June 2012
- Award memo to Assembly 20 June 2012
- Assembly approval to award Construction Contract 26 June 2012

The scope of the consultant's work will include the completion of construction drawings and specifications. The as-built survey of Baranof Street has been completed by another consultant and will be provided to the selected consultant for their use. The consultant will assist Sitka in preparing ADEC paperwork including environmental compliance documents.

**B. Requirements for Statement of Qualifications**

Consultants submitting Statements of Qualifications must include the following requested information arranged in this order:

1. Narrative Statement of Qualifications for Firm. Provide address of firm where the actual work will be done
2. List of projects previously completed for CBS with date completed
3. A spread sheet listing drinking water and sanitary sewer projects your firm has completed in compliance with ADEC requirements. Spread sheet to include:
  - a. Name of each Project
  - b. Date of each project (Date design completed, month and year)
  - c. Construction Cost of each Project at bid
  - d. Construction Cost of each Project at completion
  - e. Number and cost of change orders for each project
  - f. Cost for each Change order broken down into one of three categories (differing site condition, owner requested change, Design Correction)
  - g. Project Owner Point of Contact information (address and phone number)

4. Provide a draft project scope of services from your firm for this project (due to the tentative accelerated schedule, firms should be prepared to supply a detailed cost proposal and scope within 24 hours of being selected for contract negotiations).
5. Submit an organizational chart showing a designated project manager and staff.
6. Submit a personnel roster (spread sheet) showing name of each team member, indicating expertise of each team member, availability of each team member, education, years of experience, certifications and registrations of each team member
7. Statement of firm's ability to meet task deadlines and possible schedule acceleration (availability of additional personnel and assets).
8. Statement of Firm's experience working in Southeast Alaska.
9. Responses are limited to no more than 15 pages size 8.5"x11", double sided and the font can be no smaller than 12 point. Page count includes front and back cover pages if used.
10. Responses are to be comb bound in a clear plastic report cover front and rear (clear plastic not included in page count).

Responses to this request for qualifications will be evaluated and ranked based on the following criteria (100 points total):

1. Firm's overall qualifications and experience (5 points)
2. Firms past experience (roads, storm, water & sewer) with CBS (10 points)
3. Firm's experience completing drinking water and sanitary sewer designs in compliance with ADEC requirements (30 points)
4. Team key personnel experience: education, years of experience, certifications, registrations (30 points)
5. Ability to meet task deadlines (15 points)
6. Firm's experience working in Southeast Alaska (10 points).

### **C. Submissions and Inquiries**

Sitka encourages disadvantaged, minority, and women-owned consultant firms to respond.

Submit five (5) copies of your Statement of Qualifications to:

City and Borough of Sitka, Municipal Clerk  
100 Lincoln Street,  
Sitka, Alaska 99835

Proposals will be received until **2:00 p.m. local time Wednesday, February 29, 2012.**

Any questions regarding this project should be directed to Lance E. Henrie, P.E., Senior Engineer, at [lance@cityofsitka.com](mailto:lance@cityofsitka.com), (907) 747-1805 or Stephen Weatherman, P.E., Municipal Engineer, at [stephen@cityofsitka.com](mailto:stephen@cityofsitka.com), (907) 747-4042.

Dates of Publication:

Sitka Daily Sentinel: 2/15, 2/17 & 2/21  
Juneau Empire: 2/15 & 2/17