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## MEMORANDUM

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

**Through:** Michael Harmon, P.E., Public Works Director

**From:** Stephen L. Weatherman P.E. Municipal Engineer 

**cc:** Dave Wolff, Finance Director  
Mark Buggins, Environmental Superintendent

**Date:** January 4, 2011

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

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Background:

Monastery Street between Sawmill Creek Road and Lincoln Street has sewer and water facilities in need of replacement due to age and type of sewer line material. The sewer and water lines also do not meet separation requirements. The total estimated reconstruction cost for the project is \$1,748,000. To date these improvements have been approved for a \$932,000 DEC Wastewater Fund loan and Public Works is applying for a \$782,400.00 DEC Water Fund loan.

A Request for Qualifications (RFQ) for design of the Monastery Street was published in accordance with City and Borough procurement policy. A copy of the RFQ is attached. Two Statement of Qualifications were received, one from DOWL HKM and one from Lounsbury & Associates. The Engineering and Water Department staff agrees 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 \$91,650.00 for the design of Monastery Water and Sewer Replacement. A copy of that proposal is attached.

Analysis

In order to complete the construction on this project in 2011, Public Works must complete the design work by March 1, 2011. The total cost for the design including Project Management and DOWL HKM design fees is \$103,650.00

Fiscal Note

The project currently has \$ 33,354.00 Water Funds and \$48,657.00 Wastewater Funds available. 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.

CBS is approved for a \$932,000 DEC Wastewater Loan.

**Recommendation:**

**Approve award of a design contract for the Monastery Water and Sewer Replacement to DOWL HKM with a not to exceed amount of \$91,650.00.**

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**Recommendation:**

**Approve award of a design contract for the Monastery Water and Sewer Replacement to DOWL HKM with a not to exceed amount of \$91,650.00.**



December 15, 2010

Stephen L. Weatherman, P.E., Municipal Engineer  
City and Borough of Sitka  
100 Lincoln Street  
Sitka, AK 99835

RE: **MONASTERY STREET WATER and SEWER IMPROVEMENTS**  
*Fee Proposal and Schedule*

Dear Stephen:

DOWL HKM appreciates the selection of our firm by the City and Borough of Sitka to provide design services for the Monastery 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 the Enclosure 1 - Design Scope of Work Requirements we received with our notice of selection and our follow-up discussion of this list.

#### **Scope of Services**

- ▶ A current as-built survey by O'Neill Surveying and Engineering has been provided by the City and Borough of Sitka (CBS). Field survey of the project area is not required. However, it will be necessary for some field work by our staff to investigate existing storm structures to determine existing condition, and reconstruction requirements for those that can be reused, as well as field-verify other as-built features. This work can be done with our engineer and staff assistant during an approximately two day site visit. We will also meet with you and CBS Public Works staff to determine existing conditions, maintenance issues, and desired improvements for the water, sewer and storm drainage systems.
- ▶ Provide a geotechnical investigation and report. Develop a Design Pavement Section from the geotechnical report. The geotechnical investigation and report will be conducted by DOWL HKM's Geotechnical department. The Design Pavement Section will be developed by DOWL HKM's Alaska Test Lab department.
- ▶ Design a storm drainage system utilizing as many of the existing catch basins as possible. All piping will be replaced with CPP. We will conduct a detailed field investigation of each structure, and discuss the suitability of rehabilitating each on a case by case basis with you and your streets maintenance staff.
- ▶ Design new water distribution system using HDPE pipe and new valves. Provide new copper services, 6-inch valve boxes and curb stops. 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 determine if the new mains can run along the same alignment as existing in the segment to the north of Oja Way. 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. The sewer main south of Oja Way will likely run along the west side close to the new storm drain to maintain 10-foot separation from the new water main where possible.
- ▶ Include a specification for materials testing. The construction phase testing services will be acquired by CBS with an approved materials testing firm. The document for materials testing specifications will be prepared by DOWL HKM's Alaska Test Lab.
- ▶ Include an additive alternate for removal and replacement of all curb and gutter and sidewalk that would not be required strictly for the water and sewer system replacements. The existing easterly curb and gutter and sidewalk will require removal and replacement from Oja Way to Sawmill Creek Road, due to the existing sewer main location. If sewer and water services are present along the westerly side of the street, there will be resulting cutouts for these services through the curb and gutter and sidewalk. Replacement of the storm drainage piping will require removal of approximately 180' of the curbing, and about 100' of sidewalk along this side. This leaves only 130' of curbing and about 230' of sidewalk not affected by the water, sewer or storm drainage system replacements. We will work with you to provide the most cost-effective manner to present the additive alternate.
- ▶ Provide a civil plan set that consists of the following sheets at a minimum:
  - a. Cover Sheet
  - b. General Notes, Abbreviations and Symbols
  - c. Geotechnical Test Logs
  - d. Survey Control Map
  - e. Sheet Key Map
 

We propose a 1" = 10' scale for full size drawings. This will require three plan drawing sheets for the approximately 900' long project.
  - f. Two sheets for Demolition Plans. This could possibly be shown at a 1" = 20' scale for full-size drawing, which would work for two sheets.
  - g. Two sheets for Grading Plans. With the narrow street segment south of Oja Way, a 1" = 10' would show the grading details more clearly. The areas of archeological significance can be shown on these drawings.
  - h. Two sheets for Profile Views. With only a 19-foot vertical drop from Sawmill Creek Road to Lincoln Street, two sheets will work for the profile views. Most likely, the vertical curve information can be provided within the grading plans since the grade breakpoints can be shown on the plan views.
  - i. Two sheets for Utility Plans. At a 1" = 10' scale, this will require three sheets.
  - j. Typical Sections. This sheet will include notes pertaining to these sections.
  - k. Typical Construction Details. This sheet (or sheets) will show modifications to CBS Standard Details as required, as well as details specific for this project.
  - l. Signage and striping details. This information should fit on one sheet at a 1" = 20' scale.
- ▶ Preliminary design plans (35%) and engineer's estimate will be provided electronically by January 15, 2011. 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 January 31, 2011. 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 February 15, 2011. 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 February 25, 2011.
- ▶ Plans will be submitted to ADEC for Approval to Construct review by March 1, 2011.
- ▶ One two-day trip to Sitka for two persons to conduct field investigation is planned for early January.
- ▶ All necessary permits for ADEC and ADOT/PF (for Sawmill Creek Road, if necessary) will be obtained 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 in the \$800,000 to \$900,000 range:

Geotechnical Investigation and Report with Development of Design	-	\$ 23,650.00
Pavement section and Preparation of Materials Testing Specifications	-	23,000.00
0 - 35% Design Phase	-	17,000.00
35% - 65% Design Phase	-	20,000.00
65% - 95% Design Phase	-	<u>8,000.00</u>
95% - 100% Design Phase	-	
<b>TOTAL ESTIMATED NOT-TO-EXCEED FEE:</b>	<b>\$</b>	<b>91,650.00</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 MONASTERY 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 2011 Intended Use Plans. The scope of design work requirements is outlined in Enclosure 1.

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

Monastery 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 | 1 March 2011  |
| • Construction Bid advertising date                     | 7 March 2011  |
| • Bid opening date                                      | 25 March 2011 |
| • Award memo to Assembly                                | 2 April 2011  |
| • Assembly approval to award Construction Contract      | 8 April 2011  |

The scope of the consultant's work will include the completion of construction drawings and specifications. The as-built survey of Monastery Street will be completed by another consultant prior to the design contract being awarded. 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 Error)
  - g. Project Owner Point of Contact information (address and phone number)
4. Submit an organizational chart showing a designated project manager and staff

5. 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
6. Statement of firm's ability to meet task deadlines and possible schedule acceleration (availability of additional personnel and assets)
7. Statement of Firm's experience working in Southeast Alaska
8. Responses are limited to no more than 10 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.
9. Responses are to be comb bound in a clear plastic report cover front and rear.

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 Tuesday, November 30, 2010.**

Any questions regarding this project should be directed to Stephen Weatherman, P.E., Municipal Engineer, at [stephenw@cityofsitka.com](mailto:stephenw@cityofsitka.com), (907) 747-4042.

Dates of Publication:

Sitka Daily Sentinel: 11/17, 11/19 & 11/22  
Juneau Empire: 11/19, 11/22