



# THE CITY OF WHITTIER

*Gateway to Western Prince William Sound*

P.O. Box 608 • Whittier, Alaska 99693 • (907) 472-2327 • Fax (907) 472-2404

## WHITTIER CITY COUNCIL

WILL HOLD

A SPECIAL MEETING

MONDAY JANUARY 22, 2018

AT 6:00 PM

COUNCIL CHAMBERS

P-12 BUILDING

### AGENDA

Page #

1. CALL TO ORDER
2. OPENING CEREMONY
3. ROLL CALL
4. APPROVAL OF SPECIAL MEETING AGENDA
5. CITIZEN COMMENTS ON AGENDA ITEMS NOT SCHEDULED FOR PUBLIC HEARING
6. NEW BUSINESS
  - A. Resolution
    - #05-2018 – A Resolution authorizing Check Signers. 1
    - #06-2018 – A Resolution declaring an Economic Hardship. 2
    - #07-2018 – A Resolution authorizing the City Manager to enter into an amended Profession Services agreement with WH Pacific for Shotgun Cove Road. 5
  - B. Auditor RFP update 20
7. EXECUTIVE SESSION
  - A. Discussion of Shotgun Cove Road – Matters that, if immediately disclosed, would tend to adversely affect the finances of the City. AS 44.62.310(1)
8. COUNCIL DISCUSSION
9. CITIZEN DISCUSSION
10. ADJOURNMENT

**CITY OF WHITTIER, ALASKA  
RESOLUTION #05-2018  
CHECK SIGNERS**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA, A MUNICIPAL CORPORATION, AUTHORIZING ADMINISTRATION AND CITY COUNCIL CHECK SIGNERS.**

**WHEREAS**, there have been some recent changes in personnel and elected officials in the City government; and

**WHEREAS**, in order to use the funds deposited, the City must have signers for the account who are responsible for the funds;

**NOW THEREFORE**, the Whittier City Council resolves that:

**Section 1:** City Manager, Mark Lynch; Assistant City Manager, Ann Reeves; City Clerk, Krista Fish; Public Works Director, Scott Korbe; Public Safety Director, Dave Schofield; Harbormaster, Kyle Sinclair are authorized to sign checks and other documents required by City fiscal ordinances to be signed by two City representatives.

**Section 2:** The Mayor, Daniel Blair; Vice Mayor, David Pinquoch; Council Members, Peter Denmark, Montgomery Irvin, Victor Shen, Dave Dickason and Debra Hicks are authorized to sign checks and other documents identified in Section 1.

**Section 3:** One signature of a person named in Section 1 and one signature of a person named in Section 2 are hereby required to endorse checks, drafts and other orders for and on behalf of the City of Whittier; provided, if a check, draft, warrant or other document is presented unendorsed for deposit to the credit of the City, the depository institution may supply the required endorsement.

**Section 4:** The City Manager or the City Clerk is authorized to order the telephone transfer of funds on behalf of the City of Whittier directly to another institution where the City has established an account, provided that prior to any transfer, sufficient documentation establishing the receiving account has been provided to the transferring institution by the institution designated to receive the funds, and that said documentation is signed as required in Section 3.

**Section 5:** The City Manager, City Clerk or Finance Officer may delete names of signers from City accounts when the person no longer holds the office designated in this Resolution.

**Section 6:** The City Manager, City Clerk or the Finance Officer are authorized to obtain account information by phone or letter.

**Section 7:** This Resolution shall become effective upon adoption.

**PASSED AND APPROVED** by a duly constituted quorum of the Whittier City Council on this 22<sup>nd</sup> day of January 2018.

**ATTEST:**

\_\_\_\_\_  
Krista Fish  
City Clerk

\_\_\_\_\_  
Daniel Blair  
Mayor

Ayes:  
Nays:  
Absent:  
Abstain:

**CITY OF WHITTIER, ALASKA  
RESOLUTION #06-2018**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF WHITTIER, DECLARING THAT AN ECONOMIC HARDSHIP WILL BE CAUSED BY THE UNITED STATES FOREST SERVICE AND THE CONSERVATION FUND, WITHIN THE CITY OF WHITTIER, IF A PLANNED LAND ACQUISITION IS COMPLETED AS CURRENTLY PLANNED.**

**WHEREAS**, on September 16, 2015 City Manager Mark Lynch and Public Works Director Scott Korbe met with District Ranger Tim Charnon to discuss improvements for Portage Pass Trail; and

**WHEREAS**, the land in question all lies within the municipal boundaries of the City of Whittier and a significant portion is currently zoned for Industrial use; and

**WHEREAS**, during the above referenced meeting Ranger Charnon discussed the U.S. Forest service purchasing two lots from Brook Marston near the Portage Pass Trailhead to be developed into parking spaces, and also a change to the way people would access to Portage Pass Trail; and

**WHEREAS**, in February 2016 the U.S. Forest Service, Girdwood Office, sent a template letter to the City asking for support for the above referenced project; and

**WHEREAS**, the above mentioned letter was authorized by City Council on March 1, 2016 and was signed and returned to the Girdwood Office by the City Manager; and

**WHEREAS**, the letter stated that the U.S. Forest service intended to “purchase lands surrounding the trailhead,” as “discussed.”; and

**WHEREAS**, nothing in that letter expressed to the City that the U.S. Forest Service intended to purchase more than the two lots discussed with Ranger Charnon on September 16, 2015; and

**WHEREAS**, in June of 2016 the Mayor became aware that the U.S. Forest Service was negotiating with Brook Marston for the purchase of approximately two hundred forty (240) acres of land around the Portage Pass Trailhead; and

**WHEREAS**, on June 18, 2016 Mayor Dan Blair sent an email to Ranger Tim Charnon expressing concern about the change in plans, and requesting that the U.S. Forest Service allow the developable portion of the property, consisting of approximately sixteen (16) acres, be excluded from the purchase and kept available for commercial development; and

**WHEREAS**, on June 20, 2016 Ranger Charnon replied to Mayor Blair stating “We will not move ahead with the proposal unless it is fully supported by you and the council.”; and

**WHEREAS**, on July 18, 2016 Mayor Blair and City Manager Lynch met with Ranger Charnon in Girdwood to discuss this matter, and Ranger Charnon again indicated that the U.S. Forest Service would not move forward without complete support from Whittier; and

**WHEREAS**, on October 30, 2017 City Manager Lynch, Public Works Director Korbe and Mayor Blair (telephonic) met with Ranger Charnon, at which time Ranger Charnon continued to express that the U.S. Forest Service intended to purchase the entirety of the remaining Marston property; and

**WHEREAS**, the Mayor continued to express concern about the loss of approximately 16 acres of commercially developable land that would be included in the purchase; and

**WHEREAS**, Ranger Charnon requested a map of the area of concern; and

**WHEREAS**, the City created the requested map and sent it to Ranger Charnon on November 21, 2017; and

**WHEREAS**, in December 2018 the City learned that a non-profit call the Conservation Fund was involved in the land transfer; and

**WHEREAS**, on January 9, 2018 the Mayor, Assistant Manager and City Manager met with John Wros of the Conservation Fund in Anchorage; and

**WHEREAS**, John Wros expressed that it was the intention of the Conservation Fund to purchase the entire property and transfer it all to the U.S. Forest Service; and

**WHEREAS**, John Wros expressed that there was no option to retain any portion of the land for commercial development; and

**WHEREAS**, the City of Whittier has been working diligently to increase the amount of available and developable land within the City boundaries; and

**WHEREAS**, the City of Whittier needs all possible developable land to remain available for development; and

**WHEREAS**, the City's 2012 Comprehensive plan identifies lack of available developable land as a significant obstacle to economic development in Whittier; and

**WHEREAS**, the loss of any amount of developable land beyond the two lots originally approved in the March 1st, 2016 letter, within Whittier is detrimental to local economic development; and

**NOW, THEREFORE, BE IT RESOLVED BY THE WHITTIER CITY COUNCIL, that:**

**Based on the aforementioned facts the City hereby determines that the U.S. Forest Service and the Conservation Fund are moving forward with a plan that will negatively impact the economic wellbeing of the City of Whittier. The City hereby declares a state of economic hardship will be caused by this action and respectfully requests that the U.S. Forest Service and the Conservation Fund cease any actions that would cause any developable land to be removed from availability for development within the municipal boundaries of the City of Whittier.**

**PASSED AND APPROVED** by a duly constituted quorum of the Whittier City Council on this 22<sup>nd</sup> day of January, 2018.

**ATTEST:**

\_\_\_\_\_  
**Krista Fish**  
**City Clerk**

\_\_\_\_\_  
**Daniel Blair**  
**Mayor**

Ayes:  
Absent:

Nays:  
Abstain:

USDA Forest Service



PRELIMINARY

NOTE:  
No field survey has been made of this area. Boundary shown is based on aerial photo interpretation.

W-66-1

- █ Lots of Interest to USFS.
- █ Lots Already Sold
- █ Lots to Retain for future development

RECORDING FILED 3-1-66	
ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 11-1-00 BY 60322	

Project Agency to Plan/Inf.	
Number of Acres (Approx.)	
CLASSIFICATION	
DATE OF REVIEW	
Project Number: 101-1	Page: 1 of 1

1. The boundary shown on this map is based on aerial photo interpretation and is not a legal boundary. It is subject to change as more information becomes available.

2. The boundary shown on this map is not a legal boundary. It is subject to change as more information becomes available.

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10. The boundary shown on this map is not a legal boundary. It is subject to change as more information becomes available.

**CITY OF WHITTIER, ALASKA  
RESOLUTION #07-2018**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA, AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH WH PACIFIC FOR PHASE 5 OF SHOTGUN COVE ROAD PROJECT IN AN AMOUNT NOT TO EXCEED \$436,526.**

**WHEREAS**, WH Pacific was awarded a contract for design and administration of construction for the Shotgun Cove Road project up to the point where it enters City owned land east of second salmon run; and

**WHEREAS**, the WH Pacific has completed four (4) phases of this portion of Shotgun Cove Road design and construction administration; and

**WHEREAS**, the City is prepared to complete the remaining portion of Shotgun Cove Road under WH Pacific's original contract known now as phase 5; and

**WHEREAS**, WH Pacific has presented a proposal for a contract amendment in the amount of Four Hundred Thirty Six Thousand Five Hundred Twenty Six dollars (\$436,526) for Project Management, Final Design and Construction Documents, Bidding Assistance, Construction Administration, and Surveying and Right of Way Support for this phase of the project; and

**WHEREAS**, the entirety of this project cost will be paid from grant funds with no City match required; and

**WHEREAS**, the City Manager recommends awarding this project to WH Pacific.

**NOW THEREFORE BE IT RESOLVED**, the Council authorizes the City Manager to sign the proposed contract amendment with WH Pacific for the Shotgun Cove Road Phase 5 as set forth above in an amount not to exceed \$436,526.

**PASSED AND APPROVED** by a duly constituted quorum of the Whittier City Council on this 22<sup>nd</sup> day of January, 2018.

**ATTEST:**

\_\_\_\_\_  
Krista Fish  
City Clerk

\_\_\_\_\_  
Daniel Blair  
Mayor

Ayes:            Absent:  
Nays:           Abstain:

# Memorandum

To: City Council via Mark Lynch - City Manager

From: Scott Korbe

Subject: SCR – Next Phase of Construction

Date: January 19, 2018

Council Members:

The Public Works department is requesting permission to proceed in developing and advertising for bid the final shovel ready project Shotgun Cove Road (Project Map attached)

## Funding

The City of Whittier has the following funding available for the shovel ready portion of Shot Gun Cove Road: The available funding is enough to cover the complete project. Remaining funds can be spent in conjunction with the \$2,000,000 Flap Grant for Shotgun Cove Road – Design, Engineering and Permitting -Second Salmon Run to Emerald Cove.

The state grants are sun setting and funds needs to be spent. The Western Federal Lands grant cannot be extended all funds shall be spent by 12-31-2021 or turned back.

1

### **State**

State 13-dc-508	\$ 55,498.00
State 15-dc-160	\$ 1,940,600.00

### **Federal**

Westen Fedral Lands	\$ 2,928,105.00
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<b>Total Available Funds</b>	<b>\$ 4,924,203.00</b>
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## Engineering

The Public Works Department is seeking authorization for the City Manager to sign contract amendment with WH Pacific to perform the following task on the next shovel ready phase of Shot Gun Cove Road. This is a "Not to Exceed" amendment and will be billed on a "Time and Material Basis". (Amendment Attached)

This amendment with WH Pacific covers the final design changes, specification, bidding, construction administration, onsite project management, inspection and survey / ROW control for the shovel ready portion of Shotgun Cove Road.

### **WH Pacific Ammendment #11**

Phase 5 - Finalize Design, Specifications	\$ 44,930.00
Phase 5 -Advertise for Bid	\$ 18,907.00
Phase 5 -Construction Admin & Inspection 2018	\$ 260,050.00
Phase 5 -Construction Admin & Inspection 2019	\$ 71,899.00
Phase 5 -Surveying -ROW Mapping- Bench Marks	\$ 80,789.00
Phase 4 – Culvert Crossing Design	\$ <13,329.00>
Phase 4 – Culvert Crossing Construction Mgmt	\$ <26,720.00>

<b>Total Contract Amendment</b>	<b>\$ 436,526.00</b>
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# AMENDMENT TO CONSULTANT AGREEMENT

Amendment No:	11
Agreement No:	N/A
WHP Project No:	4657, P000853W, & P0004067W
Federal Project No:	N/A

Project Title: Shotgun Cove Road

The Agreement between City of Whittier, hereafter the OWNER, and WHPacific Incorporated, hereafter the CONSULTANT, is hereby amended, effective the last date executed by its parties.

## CONSULTANT

Signature: \_\_\_\_\_

Name: Louis Bassler, P.E. Date \_\_\_\_\_

Title: Director of Transportation, WHPacific

## OWNER

Contract Manager

Contracting Officer

Signature: \_\_\_\_\_

Name: Mark Lynch Date \_\_\_\_\_

Title: City Manager

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date \_\_\_\_\_

Title: \_\_\_\_\_

## CHANGES TO COMPENSATION

Item	Method of Payment	Original Amount	Amount Through Last Amendment	Amount for This Amendment	Current Amount
Project Setup	T&E	\$42,070	\$42,070	\$0	\$42,070
Phase I Design	T&E	\$975,923	\$1,396,282	\$0	\$1,396,282
Phase I Const. Management	T&E	\$390,302	\$762,287	\$0	\$762,287
Program Management	T&E	\$0	\$31,157	\$0	\$31,157
PH 2 Design	T&E	\$0	\$159,637	\$0	\$159,637
PH 2 Construction Admin	T&E	\$0	\$291,135	\$0	\$291,135
Blackstone & Whittier St. Design	T&E	\$0	\$250,065	\$0	\$250,065
Blackstone & Whittier Const. Admin	T&E	\$0	\$235,000	\$0	\$235,000
Shotgun Cove Rd. Phase 4 Design	T&E	\$0	\$170,000	(\$13,329)	\$156,671
Shotgun Cove Rd. Phase 4 Const.	T&E	\$0	\$152,000	(\$26,720)	\$125,280
Shotgun Cove Rd. Phase 5	T&E	\$0	\$0	\$476,575	\$476,575

	Original Amount	Amt Through Last Amd	This Amendment	Current Amount
Subtotals for above items:	\$1,408,295	\$3,489,613	\$436,526	\$3,926,139
Subtotals for items <b>not</b> listed above:	\$0	\$0	\$0	\$0
Totals for Agreement:	\$1,408,295	\$3,489,613	\$436,526	\$3,926,139

The **MAXIMUM AMOUNT PAYABLE** to the CONSULTANT under this Agreement, revised to include this Amendment, shall not exceed: Three million, nine hundred twenty-six thousand, one hundred thirty-nine dollars.

## CHANGES TO CONDITIONS OR SERVICES

### General:

OWNER is developing Shotgun Cove Road in phases because of the timing of and availability of funds. Construction of the first four phases – including Blackstone Road and Shotgun Cove Road to Station 64+00, and Second Salmon Run creek crossings – is substantially complete.

This Agreement previously included work up through construction of Phase 4. This amendment adds Design, Bidding, Surveying, Construction Administration, and Right of Way documentation services for the remaining road improvements associated with the SCR project. The extent of construction with this phase will depend on funding availability and contractor bids.

This amendment also reduces the budget for phases previously completed. The following tasks were completed in 2016 and the contract amounts are adjusted to the actual amount expended:

Shotgun Cove Road, Phase 4 Design  
Shotgun Cove Road, Phase 4 Construction Administration

### Add the following:

#### Shotgun Cove Road Phase 5:

CONSULTANT will reorganize plans to include Phase 5, advertise for bidding, and provide construction administration services in accordance with the attached Scope of Work.

This work will be in accordance with Owner's agreement with FHWA.

## PERIOD OF PERFORMANCE

The ending date of: July 31, 2016 ~~is not changed,~~ OR is changed to: December 31, 2019

The following **ATTACHMENTS** to this Amendment **ARE INCORPORATED HEREIN:**

<u>Attachment No</u>	<u>Title</u>	<u>Date</u>	<u>No Pages</u>
1	Scope of Work: Shotgun Cove Road Phase 5	Dec 2017	3
2	Cost Estimate Per Task: Shotgun Cove Road Phase 5	12/12/2017	5
3	WHPacific Standard Hourly Bill Rates.	October 2, 2017	1
4	Schedule: Shotgun Cove Road Phase 5	12/29/2018	1

**ALL OTHER PROVISIONS OF THE AGREEMENT REMAIN IN FORCE**

# Scope of Work

## Shotgun Cove Road Phase 5

December 2017

### Overview

The City of Whittier is developing Shotgun Cove Road in phases based on the availability of project funds. Four phases have been constructed as of the end of 2016. The City of Whittier proposes to pursue another phase in 2018. This Scope of Work (SOW) describes the work proposed by WHPacific Inc. to support the City of Whittier through the next phase of construction.

This scope of work includes revising the design documents for Shotgun Cove Road from STA 65+00 to STA 120+50 (end of the kayak access road), preparing construction documents for bidding, providing support during advertising and contract award, providing construction administration services, and performing post-construction surveying and right-of-way mapping activities to finalize the easement through Chugach Alaska Corporation property.

The road design throughout the project limits was completed in advance of constructing Phase 4. The work of this phase will include modifying the design to match the roadway sections constructed in Phases 2 and 4, and preparing documents for advertising for construction with a basic bid and an additive alternate to maximize work with available funding.

We understand the City intends to advertise the project for construction in February or March 2018.

### Scope of Work

#### 1. Project Management

Project management will consist of various management tasks not associated specifically with other tasks. Some of these include:

- 1.1. Maintain the overall project schedule and budget.
- 1.2. General project correspondence.
- 1.3. Monthly status reports and invoicing.
- 1.4. Attending project coordination meeting with the Owner and other parties as needed.
- 1.5. Client progress meetings.

#### 2. Final Design and Construction Documents

##### 2.1. Plans, Specifications and Estimate

- 2.1.1. Assemble and update plan sheets for the current phase.
- 2.1.2. Revise the design to reflect the constructed status of Phase 4.
- 2.1.3. Update the Staging & Disposal sheet with current strategy.
- 2.1.4. Estimate quantities for two work segments which will be the base bid and additive alternate.
- 2.1.5. Update engineer's estimate

##### 2.2. Permits and Approvals

- 2.2.1. Update (extend) the USACOE permit. (Expires 3/1/18, need time extension)

- 2.2.2. Pursue an update to Chugach Alaska Corporation's access permission letter (prior authorization expired 12/31/16).
- 2.2.3. Coordinate with City and FHWA for Plan Approvals

**Deliverables:**

- Updated permit and CAC access letter
- Pre-Final Plans, Specifications, and Estimates. Submitted as hard copy (half-size plans) and electronic as pdf type files.
- Signed Construction Documents. Submitted as hard copy (half size plans) and electronic as pdf type files.

**3. Bidding Assistance**

- 3.1. Advertise for Bids. WHPacific will advertise the project in Anchorage Daily News and the Plans Room. WHPacific will upload the bid documents to our website for interested parties to download. WHPacific will maintain a list of plan holders on the website.
- 3.2. Pre Bid Meeting. WHPacific will travel to Whittier to host a pre-bid meeting.
- 3.3. Respond to bidder questions. WHPacific will prepare a timely response to questions submitted in writing, and post the question and answer on the website.
- 3.4. Bid opening. WHPacific will collect bids at their office in Anchorage. Bids will be opened and assessed for completeness.
- 3.5. Score Proposals & Recommend Award. Technical proposals will be scored and the best value proposal determined. WHPacific will provide written recommendation to award the contract to the firm submitting the best value, and written notice to all bidders of the intent to award.
- 3.6. Work with the City and Selected Bidder to achieve contract execution.

**4. Construction Administration**

**4.1. Field Inspection**

Provide a construction inspector to be on-site for three full days each week while the Contractor is working. The inspector will document work progress, and inspect work quality meets the plans and specifications. The inspector will submit a daily inspection report for each day on-site and weekly summaries for each week of work. This schedule will be adjusted as necessary to best match the Contractors work activities.

**4.2. Engineer Site Visits and Meetings**

The Project Manager and Project Engineer will travel to Whittier for on-site meetings as follows:

- 4.2.1. The Project Engineer will attend weekly status meetings with the Contractor, Inspector and City.
- 4.2.2. The Project Manager will attend one weekly status meeting per month.
- 4.2.3. The Project Engineer and Project Manager will both be present for Substantial Completion and Final Completion inspections.

**4.3. Office Engineering Support**

Provide in-office support for construction activities including the following:

- 4.3.1. Review and approve submittals
  - 4.3.2. Provide timely response to Requests for Information, or Design Change/Verification Requests.
  - 4.3.3. Issue change orders, negotiates the associated costs, and recommend to the City for approval.
  - 4.3.4. Measure work completed as required by the Specifications.
  - 4.3.5. Prepare Pay Estimates and submit to the City for payment.
  - 4.3.6. Use contractor markups to prepare as-built drawings.
  - 4.3.7. Produce closeout documents and compile final record.
  - 4.3.8. If issues should arise requiring support for environmental compliance or survey matters, WHPacific will provide an Environmental Scientist and/or Public Land Surveyor to assist in resolving the issue.
- 4.4. Quality Assurance Testing
- WHPacific will retain the services of a testing lab to obtain material samples and test for compliance with the specifications. The test results will be used in the acceptance or rejection of work as detailed in the Specifications.

**5. Surveying and Right of Way Support**

- 5.1. Perform field control surveys and set horizontal and vertical (TBM) control for use by the construction contractor to build the project. This will likely be performed after snowmelt, shortly in advance of or during contractor mobilization.
- 5.2. Prepare a survey control drawing sheet for incorporation into the project plans.
- 5.3. Conduct a Post-Construction Survey within CAC property limits to define road slope limits.
- 5.4. Prepare easement drawings encompassing the improvements and necessary maintenance clearances.
- 5.5. Prepare an easement conveyance document for the relocated and expanded road easement corridor for approval and execution by Chugach Alaska Corporation
- 5.6. Determine quantities and disposition of materials removed from CAC property.
- 5.7. Coordinate with a Right of Way Acquisition consultant team if needed.

**Task 5 Deliverables:**

- Survey Control Drawing
- Easement transfer documents
- Material extraction and usage quantities report.

COST ESTIMATE PER TASK									
FIRM: WHPacific, Inc.		PROJECT TITLE: Shotgun Cove Road Phase 5 (65+00 to EOP)							
TASK NO:	1	TASK DESCRIPTION: Plans, Specifications and Estimate					DATE: 12/12/2017		
GROUP:		METHOD OF PAYMENT: FP <input type="checkbox"/> FPI <input type="checkbox"/> T&E <input checked="" type="checkbox"/>		CPFF <input type="checkbox"/>	PREPARED BY: Lou Bassler/Julia Hanson				
SUB-TASK NO.	SUB-TASK DESCRIPTION		Project Manager	Project Engineer	Civil EIT	Env Scientist	Structural	Admin.	
2.1	Project Management		10	4				4	
2.2	Update Plans		8	40	60		12		
2.3	Update Specifications, DBE Goals		8	24					
2.4	Update Quantities and Engineer's Estimate		8	16	16				
2.5	Update COE Permit & CAG Permission to Enter		2	2	4				
2.6	Preliminary Submittal Review Set & Inhouse QC		2	4	4		2		
2.7	Review meeting, comment resolution		6	8	8				
2.8	Final Stamped PS&E and QC		2	4	2		2		
TOTAL LABOR HOURS			46	102	94		16	4	
* LABOR RATES (\$/HR)			\$185.00	\$150.00	\$135.00	\$150.00	\$160.00	\$75.00	
LABOR COSTS (\$)			\$8,510.00	\$15,300.00	\$12,690.00		\$2,560.00	\$300.00	
EXPENSES									
SUB-TASK NO.	ITEM(S)		QUANTITY	UNIT PRICE	TOTAL PRICE	<b>Assumptions:</b> Includes allowance for an optional Geotechnical Review of final design (TBD).			
2.7	Trip Mileage		100	\$0.535	\$53.50				
2.7	Tunnel Pass		1 trips	\$10.00	\$10.00				
TOTAL EXPENSES:					\$63.50	TOTAL COST OF LABOR \$ 30,360			
SUB-CONTRACTORS: Firm Initials and Price Per Task			TOTAL EXPENSES:			TOTAL EXPENSES \$ 64			
FIRM:	S&W					TOTAL SUBCONTRACTORS \$ 5,000			
AMOUNT:	\$5,000					FEE (Markup on Expenses and Subcontractors) 10% \$ 506			
TOTAL TASK PRICE						TOTAL TASK PRICE \$ 44,930			



[illegible]

FIRM: WHPacific, Inc.		PROJECT TITLE:		Shotgun Cove Road Phase 5 (\$65,000 to 105,000)		DATE: 12/11/2017			
TASK NO: 4		TASK DESCRIPTION:		Construction Administration 2018-2019		PREPARED BY: Lou Basslar/Julia Hanson			
GROUP:		METHOD OF PAYMENT:		T&E					
SUB-TASK NO.	SUB-TASK DESCRIPTION	Mtd. of Trips	Const PM (X3)	Proj Eng (P4)	Inspector/EIT (P1-P3)	Sr. Engr. (S6)	Admin	P.L.S	
			Basslar	Hanson	Holmead, Lloyd		Vallera	Bekedar	
4.1	Project Management		64	128			36		
4.2	Field Inspection 28 weeks, 3x per week, 10 hrs ea	84			840				
4.3	Engr Site Visits and Meetings Pre-Con Meeting (1 trip)	1	8	8					
4.4	Weekly Meetings (28 @ 5 hrs per)	28		140					
4.5	Monthly PM Visit (7 at 6 hrs per)	7	42						
4.6	Substantial Compl. Insp.	1	6	16					
4.7	Final Inspection & Rpt.	1	8	12					
4.8	Office Engineering Support								
4.9	Submittal Reviews		16	40	24				
4.10	DCVR's, RFIs		4	12	10				
4.11	Change orders (Assume 2)		16	32	8				
4.12	Quantity Computations		4	16	40				
4.13	Pay Estimate Prep (7 each)		14	28	28				
4.14	Asphalt Drawings		2	8	24				
4.15	Closeout Documents		8	40	12				
4.16	Environmental Support (if needed)					16			
4.17	Survey Support (if needed)								
4.17	Q.A. Testing Expense (See subcon below)								
TOTAL LABOR HOURS									
LABOR RATES (\$/HR)									
LABOR COSTS (\$)									
EXPENSES									
SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE					
ENGINEER SITE VISIT EXPENSES									
	Meals while travelling	16	\$20.00	\$320					
	Road Travel	122 trips	\$0.54	\$65.88					
	Tunnel Fare	122	\$10.00	\$1,220					
Field Inspection Expenses									
	Misc Field Inspection Supplies	1	\$500.00	\$500					
	Lodging, if needed	4 nights	100/Nt	\$400					
				SUBTOTAL EXPENSES: \$10,372					
ASSUMPTIONS:									
Work starts after Award of Construction Contract.									
Assumed active construction of 28 weeks, split across two work seasons.									
On-site Inspector at three 10-hour days per week									
Project Engineer attends all weekly meetings									
				TOTAL COST OF LABOR:	\$234,340				
				TOTAL EXPENSES	\$10,372				
				TOTAL SUBCONTRACTORS	\$13,000				
Firm Cost									
Firm		QA Testing	Geotechnical Review	FEE (10% Markup on Expenses and Subcontractor)	10%				
Cost		\$5,000	\$8,000	TOTAL TASK PRICE:	\$260,000				

**COST ESTIMATE PER TASK**

FIRM: WHIPacific, Inc.		PROJECT TITLE: Shotgun Cove Road Phase 6 (105+00 to EOP)		DATE: 12/11/2017	
TASK NO: 4A		TASK DESCRIPTION: Construction Administration 2018-2019		PREPARED BY: Lou Bassler/Julia Hanson	
GROUP: N/A		METHOD OF PAYMENT: T&E			

  

SUB-TASK NO.	SUB-TASK DESCRIPTION	No. of Trips	Const PM (X3)	Proj Eng (P4)	LABOR HOURS PER JOB CLASSIFICATION				PLS
					Inspector/EIT (P1-P3)	Sr. Enr. (S6)	Admin		
4A.1	Project Management		Bassler	Hanson	Holmes/Lloyd	Velleca		Bollender	
4A.2	Field Inspection	24	20	40		12			
	8 weeks, 3x per week, 10 hrs ea				240				
	Engr Site Visits and Meetings								
4A.3	Weekly Meetings (8 @ 5 hrs per)	8		40					
4A.4	Monthly PM Visit (2 at 6 hrs per)	2	12						
	Office Engineering Support								
4A.5	Submittal Reviews		8	20	12				
4A.6	DCVR's, RFIs		2	6	5				
4A.7	Change orders (Assume 1)		8	12	4				
4A.8	Quantity Computations		2	8	20				
4A.9	Pay Estimate Prep (2 each)		4	8	8				
4A.10	Q.A. Testing Expense (See subcon below)								
	TOTAL LABOR HOURS		54	134	289	12	0	0	0
	LABOR RATES (\$/HR)		\$185	\$150	\$120	\$75	\$180	\$170	\$0
	LABOR COSTS (\$)		\$9,980	\$20,100	\$34,680	\$900	\$0	\$0	\$0

  

EXPENSES				UNIT PRICE	QUANTITY	UNIT PRICE	TOTAL PRICE
<b>ENGINEER SITE VISIT EXPENSES</b>							
Meals while travelling				\$20.00	12	\$240	\$240
Road Travel				\$0.54	4,080	\$2,183	\$2,183
Tunnel Fare				\$10.00	34	\$340	\$340
<b>Field Inspection Expenses</b>							
Misc Field Inspection Supplies				\$500.00	1	\$500	\$500
Lodging, if needed				\$100.00	4	\$400	\$400
<b>SUBTOTAL EXPENSES:</b>						<b>\$3,663</b>	
<b>Subcontractors</b>							
Firm				QA Testing	Geotechnical Review		
Cost				\$2,000	\$0		
<b>FEE (10% Markup on Expenses and Subcontractor)</b>						<b>10%</b>	<b>\$666</b>
<b>TOTAL TASK PRICE:</b>							<b>\$71,895</b>

  

**ASSUMPTIONS:**  
 Assumes this work will be added to the base bid at time of award and there will be no additional submittal reviews compared to base bid.  
 Includes increased duration of active construction for 8 weeks.  
 On-site Inspector at three 10-hour days per week

COST ESTIMATE PER TASK										
FIRM: WHPacific, Inc.		PROJECT TITLE: Shotgun Cove Road Phase 5 (65+00 to EOP)								
TASK NO:	5	TASK DESCRIPTION: Survey and Right of Way Mapping		DATE: 12/13/2017						
GROUP:		METHOD OF PAYMENT: FP <input type="checkbox"/> FPP <input type="checkbox"/>		CPFF <input type="checkbox"/>		PREPARED BY: Lou Bassler & Sean Bolander				
SUB-TASK NO.	SUB-TASK DESCRIPTION		Proj Mgr Bassler	Project Eng Hanson	Svy Mgr S. Bolander	Surveyor A. Pemppek	Svy Tech P. Toms	Surveyor Pemppek (QT)	Svy Tech Toms (QT)	EIT CADD T. Holmes
5A	Task 5A - Control Survey									
5A.1	Project Management				16	16				
5A.2	Mobilization and planning		2	2	16	16				
5A.3	Control recovery and set new monuments and measure				20	40	20			
5A.4	Control diagram exhibits			2	6	32				24
5A.5	QA/QC on Deliverables				12	16				
5A.6	Travel Time				6	9				
5B	Task 5B - Post Construction As built and Easement Creation									
5B.1	Project Management		6		8					
5B.2	Post construction as built survey			4	8		16		8	
5B.3	Generate easement documents		2			40				40
5B.4	QA/QC on Deliverables				4					6
5B.5	Travel Time				6		6			
TOTAL LABOR HOURS			10	6	102	185	87	20	28	70
* LABOR RATES (\$/HR)			\$185.00	\$150.00	\$180.00	\$145.00	\$115.00	\$155.00	\$135.00	\$135.00
LABOR COSTS (\$)			\$1,850.00	\$1,200.00	\$18,360.00	\$23,925.00	\$10,005.00	\$3,100.00	\$3,780.00	\$9,450.00
EXPENSES										
SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE						
	Monuments	12	\$30.00	\$360.00						
	Recording Easement	1	\$50.00	\$50.00						
	Vehicle fuel	1	\$300.00	\$300.00						
	Tunnel Passes	8	\$10.00	\$80.00						
SUB-CONTRACTORS: Firm Initials and Price Per Task										
TOTAL EXPENSES: \$790.00										
TOTAL COST OF LABOR \$ 71,570										
TOTAL EXPENSES \$ 790										
TOTAL SUBCONTRACTORS \$ 7,500										
FEE (Markup on Expenses and Subcontractors) 10% \$ 829										
TOTAL TASK PRICE \$ 80,789										

Assumptions:

The control survey effort will consist of placing horizontal and vertical monuments along the corridor to be constructed. Roughly 8 TBM's and 5 horizontal control points will be placed between stations 65+00 & 97+00 with an additional 6 TBM's & 4 horizontal control points placed between 105+00 and the end of the Kayak Road.



## STANDARD HOURLY BILL RATES

Shotgun Cove Road 2018

	<b>Architecture (A)</b> <b>Environmental (S)</b> <b>Planning (L)</b> <b>Mechanical/Electrical Engineering (M)</b> <b>Civil/Structural Engineering (P)</b>	Reg \$/hr
A1 S1 L1	Architectural Staff 1 Environmental Scientist 1 Planning Staff 1	\$83
A2 S2 L2 M1/P1	Architectural Staff 2 Environmental Scientist 2 Planning Staff 2 Design Professional 1	\$98
A3 S3 L3 M2/P2	Architectural Staff 3 Environmental Scientist 3 Planning Staff 3 Design Professional 2	\$118
A4 S4 L4 M3/P3	Architect Environmental Scientist 4 Planner I Staff Professional	\$135
A5 S5 L5 M4/P4	Project Architect/Specifications Writer Environmental Scientist 5 Planner II Staff Engineer	\$150
A6 S6 L6 M5/P5/P6 X1/X2	Senior Architect Environmental Scientist 6 Senior Planner Project Engineer Project Manager	\$175
A7 M6 X3/X4 Z1/Z2	Principal Architect Senior Project Engineer Project Manager Program Manager/Senior Project Manager	\$185

	Technical/Administrative	Reg \$/hr	OT \$/hr
C1-C4	Administrative Personnel	\$75	\$98
T1	Technical Designer 1	\$70	\$91
T2	Technical Designer 2	\$85	\$110
T3	Technical Designer 3	\$105	\$136
T4	Technical Designer 4	\$130	\$169
T5	Technical Designer 5	\$145	\$188
T6	Technical Designer 6	\$155	\$200

Rates for Survey personnel are as shown in the Cost Estimate for the surveying task

## Shotgun Cove Road Phase 5

12/29/2017

ID	WB	Task Name	Start	Finish	Duration	2018	2019
1	0	Notice to Proceed (Assumed)	1/22/18	1/22/18	0 days	Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec	Jan Feb Mar Apr May Jun Jul Aug
2	1	Project Management	1/22/18	8/20/19	412 days	1/22	
3	2	Design	1/22/18	2/27/18	27 days		
4	2.1	Update Plans, Specs, & Estimate	1/22/18	2/9/18	15 days		
5	2.2	Update COE Permit & CAC Permission to Enter	2/2/18	2/9/18	6 days		
6	2.3	Preliminary Submittal Review Set & Inhouse QC	2/12/18	2/16/18	5 days		
7	2.4	Review Meeting, Comment Resolution	2/19/18	2/20/18	2 days		
8	2.5	Final Stamped PS&E and QC	2/21/18	2/27/18	5 days		
9	3	Bidding	2/28/18	4/3/18	25 days		
10	3.1	Advertise	2/28/18	3/20/18	15 days		
11	3.2	Pre-Bid Meeting in Whitler	3/6/18	3/6/18	1 day		
12	3.3	Respond to Bidder Questions	2/28/18	3/20/18	15 days		
13	3.4	Prepare Addenda as Necessary	2/28/18	3/20/18	15 days		
14	3.5	Bid Opening, Checking, and Tabulation	3/21/18	3/22/18	2 days		
15	3.6	Score Proposals & Recommend Award	3/23/18	3/26/18	2 days		
16	3.7	Assemble and Execute Contract Documents	3/27/18	4/3/18	6 days		
17	4	Construction Administration	4/4/18	7/19/19	338 days		
18	4.1	2018 Submittal Reviews	4/4/18	4/17/18	10 days		
19	4.2	Pre-Con Meeting	4/18/18	4/18/18	1 day		
20	4.3	2018 Construction	4/23/18	10/12/18	25 wks		
21	4.4	Winter Shutdown	10/15/18	4/26/19	28 wks		
22	4.5	2019 Construction	4/29/19	7/19/19	12 wks		
23	5	Survey and ROW Mapping	1/22/18	8/20/19	412 days		
24	5.1	Control Survey - Timing T.B.D. per snow condition	1/22/18	6/1/18	95 days		
25	5.2	As-Built and Easement Creation	7/22/19	8/20/19	22 days		





# THE CITY OF WHITTIER

*Gateway to Western Prince William Sound*

P.O. Box 608 • Whittier, Alaska 99693 • (907) 427-2327 • Fax (907) 472-2404

To: Mayor Blair & City Council

Via: Mark Lynch, City Manager

From: John Janik, Director of Finance

Subj: Auditor Solicitation Update

Date: January 18, 2018

1. Upon receiving the following list of potential auditors from Vice-Mayor Pinquoch at approximately 1:30pm yesterday (Wednesday), I prepared a relatively informal Request for Proposals (copy attached). The RFP was sent via email to the list of recommended firms below at approximately 2:20pm:

David Porter  
Porter & Allison  
[dporter@porterallison.com](mailto:dporter@porterallison.com)  
[907-770-2727](tel:907-770-2727)

Rod Hutchings  
Hutchings & Associates [CPAs@ha-akcpa.com](mailto:CPAs@ha-akcpa.com)  
[www.ha-akcpa.com](http://www.ha-akcpa.com)  
[907-583-2727](tel:907-583-2727)

Clay Hightower  
Sramek Hightower CPAs  
[Clay@sh-coafirm.com](mailto:Clay@sh-coafirm.com)  
[907-877-3350](tel:907-877-3350)

Thomas, Head & Greison  
[thg@thgcpa.com](mailto:thg@thgcpa.com)  
[907-272-1571](tel:907-272-1571)

2. Within only a few minutes I received a reply from Clay Hightower indicating his firm does not perform government audits.
3. Within only a few minutes after that I received a reply from David Porter expressing interest and he requested a copy of last year's audit. I had an electronic copy and sent it to him shortly thereafter
4. As of the time of this writing, (approximately 1:30pm Thursday) I have received no reply from either of the other two firms contacted.
5. I will keep the city council updated of any developments via the city manager.

### End of Report ###

## John Janik

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**From:** John Janik  
**Sent:** Wednesday, January 17, 2018 2:29 PM  
**To:** 'thg@thgcpa.com'  
**Cc:** Assistant Manager  
**Subject:** Annual Audit Services

Greetings,

The City of Whittier is initiating a search for auditing services for the 2017 annual audit, and your firm has been recommended. In support of this search, the following information is submitted:

- The city operates a general fund and two enterprise funds—harbor and water/wastewater
- The 2017 combined annual budget was just over \$13million
- The city is financially healthy with approximately \$2.8million in cash deposits and a similar amount in investment accounts
- The city currently has four open grants—one federal and three state
- 2016 audit fees totaled \$38,426.00 against a budget of \$39,000
- The amount budgeted for the 2017 audit remains at \$39,000
- The city uses the Caselle accounting software system although the small boat harbor fund uses Scribble, with that data being manually entered into Caselle
- Since 2016, there have been three different finance directors with no finance/accounting staff

Questions we have:

- Obviously the first question would be your proposal price, assuming no secondary or ancillary audit-related items are necessary
- The approximate estimate of the number of staff hours that would be dedicated to the audit
- A projected start and finish date
- The approximate amount of time you would spend on-site
- Any working accommodations you may require (we have vacant office space available)
- The personnel (positions) you would need or wish to interview

Should your firm be interested and if you require additional information please do not hesitate to ask and we will do our best to provide it as quickly as possible. Please submit your interest as soon as possible. Your proposal should be submitted by January 31<sup>st</sup>, but no later than February 5<sup>th</sup> to allow for administrative review prior to submitting it to the city council for review.

Thank you

**Point of Contact** John Janik, Director of Finance  
**Office Phone** (907) 472-2327  
**Cell Phone** (907) 440-8920  
**Email (preferred)** [finance@whittieralaska.gov](mailto:finance@whittieralaska.gov) or [jjjanik@gmail.com](mailto:jjjanik@gmail.com)

John Janik, MMPA  
Director of Finance