

**Mayor**  
James Kallander

**Council Members**  
Timothy Joyce  
James Kacsh  
David Allison  
Bret Bradford  
EJ Cheshier  
David Reggiani  
Robert Beedle

**City Manager**  
Mark Lynch

**City Clerk**  
Susan Bourgeois

**Deputy Clerk**

**COUNCIL SPECIAL MEETING  
AUGUST 23, 2012 @ 12:00 PM  
LIBRARY MEETING ROOM**

**AGENDA**

**A. CALL TO ORDER**

**B. ROLL CALL**

Mayor James Kallander, Council members Timothy Joyce, James Kacsh, David Allison, Bret Bradford, EJ Cheshier, David Reggiani, and Robert Beedle

**C. APPROVAL OF AGENDA..... (voice vote)**

**D. DISCLOSURES OF CONFLICTS OF INTEREST**

**E. COMMUNICATIONS BY AND PETITIONS FROM VISITORS**

1. Audience Comments regarding agenda items

**F. NEW BUSINESS**

2. Contract approval of GC/CM Cordova Center Phase II, Pre-Construction..... (voice vote)(page 1)

**G. AUDIENCE PARTICIPATION**

**H. COUNCIL COMMENTS**

**I. ADJOURNMENT**

Executive Sessions: Subjects which may be discussed are: (1) Matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government; (2) Subjects that tend prejudice the reputation and character of any person; provided that the person may request a public discussion; (3) Matters which by law, municipal charter or code are required to be confidential; (4) Matters involving consideration of governmental records that by law are not subject to public disclosures.

**If you have a disability that makes it difficult to attend city-sponsored functions,  
you may contact 424-6200 for assistance.**

All City Council agendas and packets available online at [www.cityofcordova.net](http://www.cityofcordova.net)

---

## MEMO

---

DATE: August 21, 2012  
TO: Mayor and City Council  
FROM: Cathy Sherman, Assistant City Manager  
SUBJECT: Cordova Center Phase II Contractor

---

The Cordova Center Project Team consisting of:

- City of Cordova representatives: Josh Hallquist and Cathy Sherman;
- OAC Services: Dave Peterson;
- MRV Architects: Paul Voelckers

has completed the search for the contractor for GCCM services for the Cordova Center Phase II and would make the following recommendation according to Code 5.12.040 Council approval of contracts.

- A. Dawson Construction, Inc. PO Box 330920, Bellingham, WA 98228-2920
- B. \$27,700 NIE Pre-Construction
- C. Pre-construction services include, but are not limited to: providing two estimates (Current 98% set and GMP), constructability review, and meeting attendance not less than once per week during pre construction period, schedules, general correspondence and consultations.
- D. August 2012 – November 2012

**RECOMMENDED MOTION:** Move to approve pre-construction contract with Dawson Construction in the amount of not to exceed \$27,700.

**REQUIRED ACTION:** Majority voice vote.

# REQUEST FOR FEE, SPECIFIED GENERAL CONDITIONS AND PRECONSTRUCTION for GC/CM SERVICES

(To be attached to AIA-A133 at contract execution)

## City of Cordova A L A S K A

### Cordova Center Phase II

#### INTRODUCTION

The City of Cordova is requesting proposals for providing General Contractor/Construction Manager (GCCM) Services for the Cordova Center Phase II. This is the second part of the selection process as outlined in the RFQ dated July 19, 2012.

#### GENERAL

The following is provided as a supplement to the original Request for Qualifications (RFQ) to assist Proposers on the Short List in submitting their Fee Proposal and Preconstruction Services. **PROPOSERS ARE ALERTED TO USE THE COST RESPONSIBILITY MATRIX DATED 7.24.2012 ATTACHED TO THIS REQUEST FOR FEE PROPOSAL IN PREPARING FEE PROPOSALS.**

#### 1. SITE INVESTIGATION AND CONDITIONS AFFECTING THE WORK

- 1.1. In submitting its Fee Proposal, Proposer acknowledges that it will provide, for the duration of the project, the full complement of staff designated in its written response to the Request for Qualifications.
- 1.2. Proposer acknowledges that it has taken steps reasonably necessary to ascertain the nature and location of the Work, and that it has investigated and satisfied itself to the general and local conditions which can affect the Work or its cost.
- 1.3. Proposer acknowledges that it has satisfied itself as to the character, quality and quantity of surface and subsurface materials or obstacles to be encountered insofar as this information is reasonably ascertainable from an inspection of the site, including all exploratory work done by Owner, as well as from the drawings and specifications made a part of these Contract Documents.
- 1.4. Proposer acknowledges that adjoining businesses will be conducting normal operations during the work. Proposer should anticipate staff, pedestrian and traffic congestion, and limited parking.
- 1.5. Proposer acknowledges that its Fee Proposal is based upon a schedule and assumptions which incorporate the conditions set forth above, and in the Contract Documents included with this package. All components of the Contract Documents, whether attached hereto or referenced only, are incorporated by reference and hereby made a part of this request.
- 1.6. Owner assumes no responsibility for any conclusions or interpretations made by Proposer based on the information made available by Owner. Should a Proposer find discrepancies or omissions in the drawings or specifications, or should Proposer be in doubt as to their meaning, Proposer shall at once notify the Owner. If appropriate, Owner will send written instructions to all short-listed Proposers by addenda. Questions received less than five calendar days before the time for submission of Fee Proposals may not be answered. All addenda issued shall be incorporated into these Contract Documents.

## 2. PREPARATION FOR INTERVIEWS IF REQUIRED

- 2.1. Scheduling, making recommendations for phasing and sequencing of work to meet the City's planning and budget requirements while maintaining the most efficient project schedule.
- 2.2. Assessing and recommending site logistics requirements.
- 2.3. Procurement planning, subcontract plan, and bid package preparation.
- 2.4. The format of the interview if scheduled will be a 45 minute project tour, 30 minutes presentation and 45 minutes question and answer.

## 3. MINIMUM CONTRACTOR STAFFING DURING CONSTRUCTION

- 3.1. Proposers shall provide the following minimum fully qualified staff members as presented in Proposer's Statement of Qualifications. Staff members shall be provided as indicated throughout construction and closeout. Proposer's Specified General Conditions price proposal shall cover all costs associated with staff members proposed including but not limited to salaries, benefits, vacation, holiday, sick leave, payroll taxes, insurance, and bonuses.

For the purposes of developing the general conditions cost please include the following staff requirements (actual level of effort to be confirmed during GMP):

- Project Manager - half time at home office with bi-weekly site visits
- Project Superintendent - full time on site
- Project Engineer/Assistant - half time at home office
- Project Administrator (clerical/administrative staff) – quarter time

## 4. PREPARATION OF FEE PROPOSAL AND PRECONSTRUCTION SERVICES

- 4.1. Each Proposer is required to submit the proposal amounts on the Fee Proposal Form included in this request. The first amount shall be for the "Percent Fee," and the second amount shall be for the "Specified General Conditions." Proposer shall comply with the following instructions in preparing its Fee Proposal. State the Percent Fee as a percentage, and multiply it by the total estimated GC/CM Contract stated on the Fee Proposal Form to determine a single dollar amount for the Percent Fee.
- 4.2. Preconstruction costs are not included in the Fee Proposal calculation for awarded points. It is anticipated the contractor will execute the GC/CM Contract (AIA-A133) and General Conditions document (AIA-A201) with the owner upon final selection. For Preconstruction Services, fill in the name of the staff member and the billable hourly rate for that person. Total the dollars for each staff member and then add all staff members' costs into one not-to-exceed total for Preconstruction Services. The Preconstruction Services should include, but not be limited to: providing two estimates (Current 98% set, and GMP), constructability review, and meeting attendance not less than once per week during preconstruction period, schedules, general correspondence and consultations.
- 4.3. In completing the Fee Proposal Form, the Proposer must enter a percentage for the Percent Fee, the lump sum dollar amount Specified General Conditions, and dollar amounts for the Preconstruction Services. No other entries, modifications, or qualifications shall be made to the proposal. Failure to comply in full with these requirements shall be grounds for a Fee Proposal being declared nonresponsive. The Owner reserves the right to reject any or all Fee Proposals and to waive as an informality any non-material irregularities in the Fee Proposals Forms received.

Fee Proposal for GC/CM Services-Cordova Center Phase II  
(To be attached to AIA-A133 at contract execution)

- 4.4. The Proposer's business name, address, other contact information, Contractor's Registration Number, UBI Number, and Employment Security Department number of the Proposer shall be typed or printed on the Fee Proposal Form in the space provided.
- 4.5. Fee Proposals must be submitted on the Fee Proposal Form furnished by Owner or a copy of this form, and manually signed in **BLUE** ink by an authorized representative of the Proposer. The person signing the Fee Proposal Form must initial each page.
- 4.6. Proposers shall submit proposals in the format provided on the Fee Proposal Form. Only the amounts and information required on the Fee Proposal Form furnished by the Owner will be considered as the Fee Proposal. All blank spaces must be filled in.
- 4.7. Receipt of all addenda must be acknowledged by identifying the addendum number in the space provided in the Fee Proposal Form.
- 4.8. The proposal shall include all taxes imposed by law.

## **5. SUBMISSION AND WITHDRAWAL OF PROPOSALS**

- 5.1. **Fee Proposals shall be submitted in sealed envelopes or packages on Friday, August 3, 2012 at 3:00pm to:**

Cathy Sherman  
Assistant City Manager & Information Services: Library/Museum  
The City of Cordova  
P.O. Box 1210  
Cordova, Alaska 99574

(907)424-6200

- 5.2. Receipt of Fee Proposals and proposal modifications by facsimile, e-mail, telephone, or orally will not be considered.
- 5.3. A Proposer may withdraw its Fee Proposal by submitting a written request to the address noted in paragraph 5.1 above before end of day on the date of the interview.

## **6. LATE SUBMISSIONS**

- 6.1. Any Fee Proposal or request to withdraw a Fee Proposal that is received after the deadline set forth herein will not be considered.
- 6.2. The only acceptable evidence to establish the time of receipt at the office designated in this request is the time/date stamped or printed by Owner on the proposal envelope or package or other documentary evidence of receipt maintained by Owner.

## **7. FINAL SELECTION**

- 7.1. Final selection of a Contractor for GMP negotiations will be made consistent with the requirements set forth in the Request for Qualifications.

## FEE PROPOSAL AND PRECONSTRUCTION FORM

**TO:** City of Cordova, Cordova Center Project Phase II

### **PROPOSAL**

Pursuant to and in compliance with the Request for Fee Proposals and **Cost Responsibility Matrix** dated **July 24, 2012**, the undersigned certifies, having carefully examined the Contract Documents and conditions affecting the work, and being familiar with the site; proposes to furnish all labor, materials, equipment and services necessary to complete the work, as follows:

Description of Proposal Item:	Percentage	Total Estimated GC/CM Contract Sum	Proposal Amount
<b>Cordova Center Phase II Percent Fee</b> <i>(Percentage x Total Estimated GC/CM Contract)</i>	<u>5</u> %	\$ 4,950,000	\$ 247,500
<b>*Specified General Conditions:</b>	See draft schedule below for timeframe to cover		\$ 459,000
		<b>Total Proposal:</b>	<b>\$ 706,500</b>

**\*Specified General Conditions shall include costs as defined in the GC Cost Matrix and A-133**

#### **Draft Schedule:**

Tentative GCCM Selection: Aug 2012  
 Preconstruction Services: Sept 2012 – Nov 2012  
 Construction Services: Dec 2012 – July 2013

*PD*

Description of Proposal Item	Proposal Amount
<b>Preconstruction Services Estimate</b>	
<u>Staff member</u> <u>Hourly Rate</u> x <u>Hours</u> = <u>Total per Staff</u>	
Project Manager                      \$ 90                      x    190                      = \$ 17,100	
Project Superintendent                      \$ 90                      x    60                      = \$ 5,400	
Project Engineer/Assistant                      \$ 80                      x    40                      = \$ 3,200	
Project Administrator                      \$ 50                      x    40                      = \$ 2,000	
_____ \$ _____ x _____ = \$ _____	\$ 27,700 NTE
_____ \$ _____ x _____ = \$ _____	
_____ \$ _____ x _____ = \$ _____	
_____ \$ _____ x _____ = \$ _____	
<b>TOTAL Preconstruction Services (Not to Exceed)</b> \$ 27,700	

**SALES TAX**

The sums stated in the foregoing do not include Sales Tax.

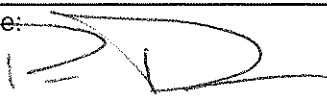
**CONTRACT AND BOND**

For the purposes of calculating the costs of bonds and insurance, the proposal shall assume a GMP as referenced in the Request for Fee Proposals.

If a GMP Amendment is agreed to between Owner and the GC/CM, a GMP will be established that consists of the negotiated MACC, the Percent Fee from this Proposal, the Contractor's Contingency, the fixed dollar amount from this Proposal for Specified General Conditions, and the Negotiated Support Services. The undersigned agrees to execute a contract for the above work for the GMP on GC/CM Contract form, and to furnish bonds and evidence of insurance as required by the contract.

Proposer's Business Name: <b>Dawson Construction, Inc.</b>			
Type of Business: Sole Proprietorship Partnership Corporation (State of Incorporation:___) Other <b>Corporation – State of Incorporation: Washington</b>			
Business Address: <b>PO Box 30920</b>	City: <b>Bellingham</b>	State: <b>WA</b>	Zip Code: <b>98228-2920</b>
Business Telephone Number: <b>360.756.1000</b>	Business Fax Number: <b>360.756.1001</b>	Business E-mail Address: <b>pdawson@dawson.com</b>	
State of Washington numbers for the following:			
Contractor Registration No.: <b>DAWSOC1023BO</b> <b>Alaska No. 25386</b>	UBI No.: <b>601-838-502</b> <b>Alaska No. 256818</b>	Employment Security Dept. No.: <b>027485-00-5</b> <b>Alaska No. 01354647</b>	
Receipt is hereby acknowledged of Addenda No(s): <u>  0  </u>			

**REPRESENTATIVE AUTHORIZED TO SIGN FOR PROPOSER**

"I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct":	
Signature: 	Date: <b>August 3, 2012</b>
Print Name and Title <b>Pete Dawson, President</b>	Location or Place Executed: (City, State) <b>Bellingham, WA</b>

