



# 11A1

**Agenda Bill No.:** 24-1370

**Assembly Meeting Date:** 03/26/24

| Business Item Description:   | Attachments:   |
|--|--|
| Subject: Change Order and Reconciliation with proHNS for the Road Repairs Projects | 1. Resolution 24-03-1105<br>2. Description from proHNS |
| Originator:<br>Contracts and Grants Administrator                                  |  |
| Originating Department:<br>Public Facilities                                       |  |
| Date Submitted:<br>3/19/24   |  |

| Full Title/Motion:                  |
|-------------------------------------|
| Motion: Adopt Resolution 24-03-1105 |

| Administrative Recommendation: |
|--------------------------------|
|                                |

| Fiscal Impact:       |                 |                        |  |
|----------------------|-----------------|------------------------|--|
| Expenditure Required | Amount Budgeted | Appropriation Required | Projected Impact to Future Operating Budgets |
| \$ 85,951.43         | \$ 0            | \$ 0                   |  |

| Comprehensive Plan Consistency Review: |   |
|--|---|
| Comp Plan Goals/Objectives:            | Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

| Summary Statement:   |
|--|
| <p>After the 2020 natural disaster, which damaged borough roads, the borough authorized a contract with proHNS LLC for design and engineering services. The scope of work on the Lily Lake project has changed (and has been accepted by FEMA). This Resolution does two things, 1) Change Order for the Lily Lake Road project, and 2) Reconciles the final costs for each completed project.</p> |

| Referral:       |                |
|-----------------|----------------|
| Referred to:    | Referral Date: |
| Recommendation: | Meeting Date:  |

| Assembly Action:          |                                  |
|---------------------------|----------------------------------|
| Meeting Date(s): 03/26/24 | Public Hearing Date(s): 03/26/24 |
|                           | Postponed to Date:               |

HAINES BOROUGH, ALASKA  
RESOLUTION No. 24-03-1105

**5 F Ygc`i h]cb`cZ`H`Y`<U]bYg`6cfci [ \ `5ggYa V`m5uthorizing U` 7\Ub[ Y` CfXYf` UbX` FYWzbVY]Uh]cb` Zcf` H`Y` Professional Design and Engineering Contract with proHNS LLC for the December 2020 Natural Disaster Borough Road Repairs Projects for an amount not to exceed \$85,951.43.**

**WHEREAS**, the Haines Borough adopted Resolution 21-05-912 on May 11, 2021 which authorized a contract with proHNS, LLC for design and engineering services of damaged Borough roads due to the December 2020 natural disaster; and

**WHEREAS**, the Haines Borough later adopted Resolution 22-05-974 on May 10, 2022 adding the Lily Lake Road project (FEMA #437579) to the contract; and

**WHEREAS**, the Lily Lake Road (FEMA #437579) project is currently active and has had a change in Scope of Work. The expansion of scope was accepted by FEMA and includes a second damaged site, additional topographical/design surveying services and construction contract administration & inspection services. All of the consultant services are expected to be reimbursable costs by FEMA. The original budget for this project was \$9,996 and the obligated FEMA budget to date is \$86,422. The change in contract amount is \$76,426; and

**WHEREAS**, the Debris Removal and Community Disposal project (FEMA #178714) has been completed and closed out. The Haines Borough was fully reimbursed for this project by FEMA for all costs. The original budget for this project was \$5,568 whereas the actual cost billed to date was \$5,651.50. The change in contract amount is \$83.50; and

**WHEREAS**, the Chilkoot Loop (FEMA #437599) project has been completed and closed out. The Haines Borough was fully reimbursed for this project by FEMA for all costs. The original budget for this project was \$18,930. The actual cost billed to date was \$28,687.12. The change in contract amount is \$9,757.12; and

**WHEREAS**, the Young Road (FEMA #435785) project has been completed and closed out. The Haines Borough was fully reimbursed for this project by FEMA for all costs. The original budget for this project was \$221,974. The actual cost billed to date was \$211,083.88. The change in contract amount is <\$10,890.12>; and

**WHEREAS**, the Totem Street (FEMA #437600) project has been completed and closed out. The Haines Borough was fully reimbursed for this project by FEMA for all costs. The original budget for this project was \$28,834. The actual cost billed to date was \$39,408.93. The change in contract amount is \$10,574.93; and

**WHEREAS**, the reconciliation of completed projects amounts to \$9,525.43, and the Lily Lake Road requested change in contract amount of \$76,426 amount to a total of \$85,951.43,

**NOW, THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly authorizes the Borough Manager to execute a task authorization with proHNS LLC for the December 2020 Natural Disaster Borough Road Repairs projects for an amount not to exceed \$85,951.43.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 26th day of March, 2024.

\_\_\_\_\_  
Thomas C. Morphet, Mayor

Attest:

\_\_\_\_\_  
Alekkka Fullerton, MMC, Borough Clerk



**Professional Services Proposal**

Proposal Date: 3/1/2024

**Professional Design & Engineering Services Dec 2020 Flood – CO #11 Proposal**

Haines Borough Public Facilities (Client)  
 Attn: Annelise Silk, (907) 766-6409, asilk@haines.ak.us  
 P.O. Box 1209  
 Haines, AK 99827

**Description of Services:**

proHNS (Consultant) is currently under contract with the Client to provide surveying, civil engineering, permitting, construction administration & inspection, and other technical support services for the design and permanent repair of Haines Borough streets, culverts, utilities, and public infrastructure that were damaged by the December 2020 Floods and winter storm event. This Change Order (CO) #11 proposal is to reconcile the actual project costs for the projects completed to date, additionally there is added Scope of Work (SOW) and services described below that were not captured in the original Request for Proposals (RFP) issued by the Client:

- **Debris Removal and Community Disposal (FEMA #178714)** – This project has been completed and closed out. The Haines Borough was fully reimbursed for this project by FEMA for all costs including design, construction, and construction administration & inspection. proHNS has been fully paid for all work on this project and will have no additional invoices for this project. See the table below comparing the original project budget to the actual amount billed to date.
- **Chilkoot Loop (FEMA #437599)** – This project has been completed and closed out. The Haines Borough was fully reimbursed for this project by FEMA for all costs including design, construction, and construction administration & inspection. proHNS has been fully paid for all work on this project and will have no additional invoices for this project. See the table below comparing the original project budget to the actual amount billed to date.
- **Young Road (FEMA #435785)** – This project has been completed and closed out. The Haines Borough was fully reimbursed for this project by FEMA for all costs including design, construction, and construction administration & inspection. proHNS has been fully paid for all work on this project and will have no additional invoices for this project. See the table below comparing the original project budget to the actual amount billed to date.
- **Totem Street (FEMA #437600)** – This project has been completed and closed out. The Haines Borough was fully reimbursed for this project by FEMA for all costs including design, construction, and construction administration & inspection. proHNS has been fully paid for all work on this project and will have no additional invoices for this project. See the table below comparing the original project budget to the actual amount billed to date.

| <b>Completed Project Budget Reconciliation Summary</b> |                        |                                   |                           |
|--|------------------------|-----------------------------------|---------------------------|
| <b>Project Name</b>                                    | <b>Original Budget</b> | <b>Actual Cost Billed To-Date</b> | <b>Change in Contract</b> |
| Debris Removal and Community Disposal                  | \$5,568.00             | \$5,651.50                        | \$83.50                   |
| Chilkoot Loop  | \$18,930.00            | \$28,687.12                       | \$9,757.12                |
| Young Road   | \$221,974.00           | \$211,083.88                      | -\$10,890.12              |
| Totem Street   | \$28,834.00            | \$39,408.93                       | \$10,574.93               |



- **Lily Lake Road (FEMA #437579)** – The scope of consultant services for this CO includes the addition of topographical/design surveying services and construction contract administration & inspection services. These services were not identified in the original Request for Proposal (RFP) and SOW or subsequent CO's, additionally a second site was identified along Lily Lake Road and added to the project. Engineering design, cost estimating, specification writing, and contract document preparation for this project was originally approved via CO#8. All of the consultant services are expected to be reimbursable costs by FEMA and the obligated FEMA budget for A&E services is summarized below.

| <b>Active Project Budget Revision Summary</b> |                        |                              |                                     |
|---|------------------------|------------------------------|-------------------------------------|
| <b>Project Name</b>                           | <b>Original Budget</b> | <b>Obligated FEMA Budget</b> | <b>Requested Change in Contract</b> |
| Lily Lake Road                                | \$9,996.00             | \$86,422.00                  | \$76,426.00                         |

**Service Tasks:**

1. As detailed herein.

**Deliverables:**

Deliverables for this Project include:

- i. AutoCAD Civil 3D importable data files and surface models.
- ii. Copies of daily inspection reports, photos, pay estimates, and other records during construction.
- iii. As-built drawings for Client records.

**Subcontractors:**

- North 57 Land Surveying (N57) – Land surveying.

**Exclusions:**

The following services have been excluded from the scope and fee for services outlined in this proposal:

- a) NEPA, historical research, and archaeological surveys.
- b) Geotechnical investigations and design.
- c) Easement or right-of-way negotiation and acquisition services.
- d) Construction surveying & staking.
- e) Design of electrical or telecommunication utility repairs or relocation.
- f) Public meetings and public outreach.

**Professional Service Fees:**

For the services described herein, including all labor, overhead, materials, equipment, profit, insurance, and direct expenses, **we cordially request a Change Order to increase our current Time & Expense Not to Exceed amount by \$85,951.43 to a new total Contract Agreement amount of \$1,369,464.43.** A breakdown of added costs by Project is as follows:

| <b>Projects</b>  | <b>Proposed T&amp;E Fee</b> |
|--|-----------------------------|
| Reconciled Projects (see summary table on previous page) | \$9,525.43                  |
| Lily Lake Road CA&I                                      | \$76,426.00                 |
| <b>Total CO #10 T&amp;E Fee Increase</b>                 | <b>\$85,951.43</b>          |



**Proposed Schedule:**

We believe lengthy FEMA project reviews and disbursement approvals, extensive material procurement lead times negatively impacting projects industry-wide, and minimal availability of construction contracting workforces locally could result in delaying the completion of some of these projects before the end of the 2025 construction season.

**Therefore, we request an extension of our Contract Completion Date to December 31<sup>st</sup>, 2025, to account for design and construction that is likely to continue into the 2025 season.**

Thank you for your consideration. Please contact me directly if you have any questions.

Respectfully,

Garret K. Gladsjo, PE  
Principal Engineer / Manager  
[garret@proHNS.com](mailto:garret@proHNS.com)  
907-780-4004

**Proposal Disclaimer:**

*The standard of care for all professional engineering and related services performed or furnished by proHNS LLC under this Proposal will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. proHNS LLC makes no guarantees or warranties, express or implied, under this Proposal or otherwise, in connection with the services described herein. To the fullest extent permitted by State law, the Client will indemnify and hold harmless proHNS LLC and proHNS LLC's officers, directors, partners, agents, subconsultants, and employees from and against any and all claims, costs, losses, and damages arising out of or relating to this Proposal. The scope, deliverables, schedule, and fee proposed herein is applicable to the subject Project(s) only, and the term for acceptance of this Proposal is 30 days from the Proposal Date unless otherwise specified or agreed upon between the Client and proHNS LLC.*