

**CBJ DOCKS & HARBORS BOARD**  
**CIP / PLANNING COMMITTEE MEETING AGENDA**  
**For Thursday, May 24th, 2012**

**I. Call to Order** (5:00 pm in the Assembly Chambers)

**II. Roll Call** (Greg Busch, Don Etheridge, Kevin Jardell, Eric Kueffner, Budd Simpson, and Michael Williams).

**III. Approval of Agenda.**

**MOTION: TO APPROVE THE AGENDA AS PRESENTED OR AMENDED.**

**IV. Public Participation on Non-Agenda Items.**  
(Not to exceed five minutes per person or twenty minutes total time).

**V. Approval of April 19th, 2012 CIP/Planning Meetings Minutes.**

**VI. Items for Action.**

1. Statter Harbor Moorage Improvements - Amendment to existing contract with PND Engineers, Inc. for Construction Administration Services  
Presentation by the Port Engineer

Committee Questions

Public Discussion

Committee Discussion/Action

**MOTION: TO BE DEVELOPED AT THE MEETING**

**VII. Items for Information/Discussion.**

1. Aurora Harbor Rebuild Design Services Consultant Selection  
Presentation by the Port Engineer
2. Cruise Dock Construction Sequencing  
Presentation by the Port Engineer

**VIII. Member & Staff Reports.**

**IX. Committee Administrative Matters.**

Next Meeting: June 21<sup>st</sup>, 2012

**X. Adjournment.**

CBJ DOCKS & HARBORS BOARD  
CIP/PLANNING COMMITTEE MEETING MINUTES  
For Thursday 22 March, 2012

I. Call to Order.

Committee member Mr. Williams called the meeting to order at 5:00 p.m.

II. Roll.

The following members were present: Mr. Williams, Mr. Kueffner, Mr. Busch, Mr. Jardell, Mr. Etheridge, and Mr. Donek.

The following member was absent: Mr. Simpson

Also in attendance was: Mr. Uchtyl – Port Director and Mr. Gillette - Port Engineer.

III. Approval of Agenda.

Mr. Uchtyl added an additional item for action #3 cruise terminal staging area.

**MOTION by Mr. Etheridge: ASK UNANIMOUS CONSENT TO APPROVE THE AGENDA AS AMENDED. The motion passed without objection.**

IV. Public Participation.

There was none at this time.

V. Approval of Previous Meeting Minutes.

**MOTION by Mr. Etheridge: ASK UNANIMOUS CONSENT TO APPROVE THE MINUTES FROM January 19, 2012. The motion passed without objection.**

VI. Items for Action.

1. Draft RFP for Aurora Harbor Rebuild.

Mr. Gillette stated that there is a draft RFP with a request for proposals for professional design for Aurora Harbor rebuild (See attached). Mr Gillette stated that this is a standard layout and he clarified that we intend on using the awarded contractor through out the full entire project. The language in the RFP is put together this way so we don't have to go out to bid for the other phases of this project.

**MOTION by Mr Etheridge: ASK UNANIMOUS CONSENT TO GO FORWARD WITH THE DRAFT RFP FOR THE AURORA HARBOR REBUILD. The motion passed without objection.**

2. Review of an appropriation Ordinance to accept \$5 Million from ADOT For Statter Harbor Project.

Mr. Gillette stated that we need to appropriate the \$5 million dollars that we have already been awarded (See attached letter). This is for Statter Harbor deferred maintenance of the existing facility and the replacement of Dehart's. He stated that the way the grant was written was for the deferred maintenance and the launch ramp. The Dehart's portion of this project at the time the grant was written was not done yet. ADOT has been holding this money until we were able to get the project going and now that it is they have awarded us this money. The Assembly has to approve the appropriations ordinance which will be introduced at the next meeting on April 23<sup>rd</sup>.

Further discussion among the committee members and Mr. Gillette took place at this time.

**Public Comments:**

Mr. Watson just wanted clarification that a portion of this funding will be used for the main head floats at Statter Harbor. Mr. Gillette verified that yes there is funding for the deferred maintenance at Statter Harbor.

**MOTION by Mr. Etheridge: ASK UNANIMOUS CONSENT TO RECOMMEND TO THE FULL BOARD TO REQUEST THE ASSEMBLY TO GO AHEAD AND APPROPRIATE THE \$5 MILLION DOLLARS FROM ADOT FOR THE STATTER HARBOR PROJECT. The motion passed without objection.**

3. Approval of the new parking area at the Cruise Ship Terminal.

Mr. Gillette stated that this is the new parking lot area that is located down by the tram. He stated that we are combining the small parking lot in front of Peoples Warf with the Taku Fisheries parking lot. Mr. Gillette went over the layout of where the specific designated areas of parking would be (See attached).

Further discussion regarding designated areas for specified users took place at this time.

One of the main concerns that the committee members had was the location where the taxi cab drivers would be and discussion among them took place at this time.

**MOTION by Mr. Jardell: ASK UNANIMOUS CONSENT THAT WE ADOPT THE PARKING SCHEMATIC AS PROPOSED AND BRING IT TO THE FULL BOARD FOR FINAL DECISION. The motion passed with a 4 yes and 2 no vote.**

Mr. Uchytel stated that he would get out notification to the companies that there will be a final decision made in regards to the taxi cab location at the Full Board meeting.

VII. Items for Information/Discussion.

1. Project Updates.

Mr. Gillette stated that the Statter launch ramp is out for public comment for the engineers permit. The comment period ends March 31.

He reported on Douglas Harbor that the permitting for the rebuild is being worked on with the Corp of Engineers for the construction side as apposed to the regulatory side. They are assisting us in sorting things out at this time.

Further discussion regarding the project took place at this time.

Mr. Gillette reported that the contractor is currently working on the new Douglas breakwater and have been moving forward with this. They should be completed by the first week of April with all their in water work.

The ABLF phase two with the Tiger Grant there is still a little bit of money left and he has been working with them to see if we can use it to buy some waste water treatment equipment that will be part of our wash down pad facility.

Statter Harbor is out to bid it is expected to bid April 10<sup>th</sup> and in order to get this done on time there will have to be a special board meeting held which he is proposing to be held April 19<sup>th</sup>.

The new visitor center project is going full board. There is a lot of work to be done but it should be done by May 1<sup>st</sup>.

Mr. Gillette stated that the project with DOT and the round about out at Auke Bay is having an open house on April 12<sup>th</sup> to discuss the latest plan. Mr. Uchytel went over the plan with the committee members at this time (see attached).

Further discussion among the committee members and staff took place at this time.

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VII. Member & Staff Reports.

There were none at this time.

VIII. Committee Administrative Matters.

The next meeting is scheduled for April 19, 2012 at 5:00 pm in the City Chambers.

X. Adjournment.

**MOTION by Mr. Etheridge: THE MEETING ADJOURNED BY UNANIMOUS CONSENT. The motion passed without objection.**

The meeting was adjourned at 6:30 pm.



ENGINEERS, INC.

May 23, 2012

PND 102069.05

Gary Gillette  
Port Engineer  
CBJ Docks & Harbors Department  
155 South Seward Street  
Juneau, Alaska 99801

Subject: Statter Harbor Moorage Improvements  
Contract Administration and Inspection Services

Dear Mr. Gillette:

PND Engineers, Inc. (PND) and our electrical consultant, Haight & Associates, Inc. (HAI), are pleased to provide this fee proposal for engineering services during construction of the Statter Harbor Moorage Improvements project. We have prepared the enclosed fee breakdown for the tasks we currently anticipate for the project based on our past experience with projects of a similar nature. This proposal has been prepared in advance of detailed work plan discussions with Pacific Pile and Marine (PPM), the CBJ's construction contractor.

Our proposal anticipates the Work will be performed by PPM within the contract completion schedule. We assume that the fabrication of structural materials including concrete float units, steel assemblies, piles and gangway will be completed within six months at fabrication plants in the Pacific Northwest. PND's Seattle office will provide periodic fabrication inspections. Our local office will cover on site field inspections, assuming one full time inspector six days/week covering one shift/day. We have not included budget for double shift coverage. Our goal is to address design, construction and quality assurance issues efficiently and promptly to avoid costly project delays for the CBJ.

We hope that we have perceived your needs appropriately and offer the attached scope and fee proposal breakdown for your consideration. Due to uncertainties associated with the Contractor's performance, we propose to contract on a time and expenses (T&E) basis in accordance with our May 2012 billing rates. We will monitor expenditures with you on a monthly basis and will not exceed the estimated budget without your prior written authorization.

Feel free to call me at any time should you have any questions or need additional information regarding this proposal. We look forward to working with you towards the successful completion of this project.

Sincerely,

PND Engineers, Inc. | Juneau Office

Dick Somerville, P.E.  
Vice President

Enclosures

**PND Engineers, Inc.**

Scope of Services	Task Subtotal Costs										Line Item Costs	Task Subtotal Costs
	PND Senior Engineer VII	PND Senior Engineer VI	PND Senior Engineer I	PND Staff Engineer IV	PND Staff Engineer III	CAD Designer V	PND Tech IV					
ANTICIPATED TASKS												
1. Contract administration - Contract and subcontract agreements, CA/CI file system, direct subconsultants & inspectors, prepare or review contract correspondence, pay applications, change orders, RFI's, DCVR's. Assume 50 weeks (June 1, 2012 to May 15, 2013)	50	100	100						50			\$40,750
2. Conduct Preconstruction Conference & Prepare Minutes	2	4	6									\$1,670
3. Structural Submittal Reviews - floats, gangway, piles, struts, deferred maintenance materials	8	32	60						4			\$13,640
4. Civil & Mechanical Submittal Reviews - upland improvements, water system, fire suppression	8		16				40		2			\$7,140
5. Design assistance for scope changes, unanticipated site conditions, review proposed substitutions, coordination with PMS fuel float, fuel and power lines	8	16	40						4			\$10,960
6. Attend bi-monthly progress meetings with CBJ & Contractor & prepare progress reports (12 each)	12	12	36						6			\$8,580
7. Fabrication periodic inspections for piles, structural steel, floats & gangway: photos & reports - periodic basis 24 hrs/wk x 26 weeks	40	40	624									\$82,240
8. On site construction inspections w/ daily reports & photos - assume 1 inspector on site 24 weeks at 72 hrs/wk through substantial completion												
9. Substantial Completion Inspection & Prepare Final Punch List	4	4	8				1152		24			\$169,200
10. Punch List Inspections through Final Completion & Contract Closeout Documentation, O&M Manual	4	16	40									\$2,240
11. Transfer contractor provided as-built data to electronic files	2	2	8				60					\$13,440
Total Estimated Manhours	138	226	938	576	1252			48	90			\$353,580
Estimated Third Party Expenses												
Haight & Associates	Electrical Engineering Services										\$23,535	
Room & board & per diem allowance - fabrication inspections	R&B = 10 days at \$250; Perdiem = 2 trips/wk * \$50/day * 24 wks										\$4,900	
Travel Allowance	Airfares & vehicle expenses for fabrication inspections										\$5,000	
Materials Testing	Independent Lab Testing Allowance - Concrete float fabrication QA and Field QA										\$7,500	
Misc. Expenses	Job consumables, fuel, freight, small tools, field supplies, goldstrikes, etc.										\$2,500	
Total Estimated T&M Fee												\$43,435
Total Estimated T&M Fee												\$397,015



**PROJECT NAME:** Statter Harbor Moorage Improvements

**CLIENT: PND Engineers, Inc.**

PROJECT NO.: 137-81

**DATE: May 16, 2012**

[illegible]



**PND ENGINEERS, INC.  
STANDARD RATE SCHEDULE  
EFFECTIVE MAY 2012**

		<i>Regular Rate</i>
<u>Professional:</u>	Senior Engineer VII	\$180.00
	Senior Engineer VI	\$165.00
	Senior Engineer V	\$150.00
	Senior Engineer IV	\$140.00
	Senior Engineer III	\$130.00
	Senior Engineer II	\$120.00
	Senior Engineer I	\$110.00
	Staff Engineer V	\$100.00
	Staff Engineer IV	\$95.00
	Staff Engineer III	\$90.00
	Staff Engineer II	\$85.00
	Staff Engineer I	\$80.00
	Senior Environmental Scientist	\$100.00
	Environmental Scientist	\$90.00
	GIS Specialist	\$90.00
<u>Surveyors:</u>	Senior Land Surveyor	\$105.00
	Land Surveyor I	\$95.00
<u>Technicians:</u>	Technician VI	\$125.00
	Technician V	\$105.00
	Technician IV	\$90.00
	Technician III	\$80.00
	Technician II	\$70.00
	Technician I	\$45.00
	CAD Designer V	\$95.00
	CAD Designer IV	\$85.00
	CAD Designer III	\$70.00