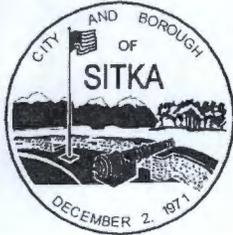


If this item is pulled from the Consent Agenda the following motion would be in order.

POSSIBLE MOTION

I move to approve an award of the Professional Services Contract for Pacific High School Remodel to McCool Carlson and Green on a time and expense basis – not to exceed \$220,215.00 as authorized by the Sitka Voters October 5, 2010.



City and Borough of Sitka

PUBLIC WORKS

100 LINCOLN STREET • SITKA, ALASKA 99835
PHONE (907) 747-1804 • FAX (907) 747-3158

MEMORANDUM

To: Mayor Westover and Assembly Members
James Dinley, City Administrator

Through: Michael Harmon, P.E., Public Works Director *MH*
Stephen Weatherman, P.E., Municipal Engineer *S*

From: Kelli Cropper, Project Manager *KC*

cc: Jay Sweeney, Acting Finance Director
Steve Bradshaw, Sitka School District Superintendent

Date: 22 June 2011

Subject: Award of the Professional Services Contract for the Pacific High School Remodel, EED Grant #GR-10-006, CBS Project #90699

Background

Sitka Voters passed Proposition No. 5 in the October 2010 Election approving the CBS use proceeds from the seasonal sales tax revenue to fund the \$935,056.00 match required by the State of Alaska grant of \$2,671,588.00 to the Sitka School District and CBS for the renovation of Pacific High School.

A Request for Qualifications (RFQ) was published this spring and we received five responses or proposals, which were reviewed and ranked by the selection team. The Architectural firm McCool Carson and Green (MCG), earned the number one ranking from the selection committee. They were interviewed and spent a day in Sitka where they met and interacted with some of the stakeholders, including students. It was a unanimous decision by the selection committee to select MCG to perform the design of the Pacific High School Remodel.

Analysis

Project Scope and Contract negotiations between the CBS and MCG have been finalized and the Sitka School Boards supports award of the Professional Services Contract for the Remodel of Pacific High School to McCool Carson and Green (MCG).

The preliminary project schedule begins with the design team performing the needs assessment on the building beginning July 2010 and then it will work with the stakeholders on the educational/building program and schematic design from school start in August through September.

With the approval of the CBS and SSD at the satisfactory completion of the tasks noted above (Phase One) a Notice to Proceed with the design will be issued. The preliminary schedule submitted by MCG shows completing the design and bid documents in January 2012, awarding the bid in March, with construction from May through December 2012.

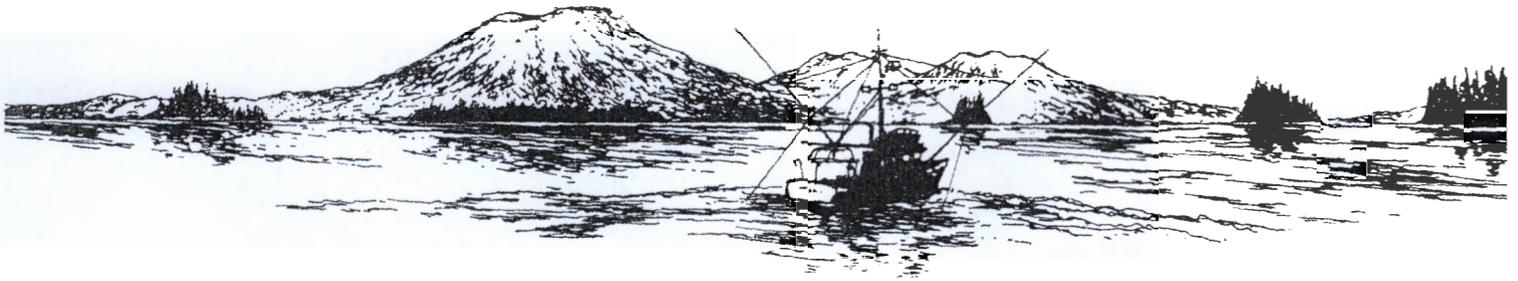
Fiscal Note:

The total State of Alaska (EED) grant is \$2,671,588, \$935,056 of which is the required match from the CBS. The State portion of the total project funds equals 65% of the total and the CBS match is 35%.

This proposed Professional Services Contract will be compensated on a time and expense basis in a total amount Not to Exceed (NTE) \$220,215.00. Project funds are available and budgeted for this expense.

Recommendation:

Approve Award of the Professional Services Contract for the Pacific High School Remodel to McCool Carlson and Green on a Time and Expense basis, the total contract Not To Exceed \$220,215.00.



DATE: June 17, 2011

TO: Mayor and City and Borough Assembly

FROM: Sitka School District
Steve Bradshaw, Superintendent

RE: Professional Services for Pacific High School

On June 16, 2011, during a school board meeting, the Sitka School Board recommended that the City of Sitka Assembly award the professional services contract to McCool Carlson Green for the Pacific High School renovation.



McCOOL CARLSON GREEN
ARCHITECTURE • INTERIOR DESIGN • SPACE PLANNING

June 20, 2011

Ms. Kelli Cropper, Project Manager
City and Borough of Sitka
100 Lincoln St.
Sitka, AK 99835

Re: Pacific High School Design Fee – Fee Revision #3

Dear Ms Cropper,

Thank you for including MCG on your team for this exciting project. Attached is our proposal for architectural and design consultant services for Task 1 (Needs Assessment and Schematic Design) and for the remaining phases of design and construction services. Our proposal is based on the scope defined in the RFP document, EED grant contract with City and Borough of Sitka (CBS), and conversational refinements to scope. Our design fees are proposed as time and expense fees in not-to-exceed amounts. Below are some detailed activities:

Phase 1- Needs Assessment & Schematic Design

- 1) Overview: Review existing documentation, coordinate Design Team, prepare & maintain schedule, coordinate project logistics with Project Manager & Pacific High School (PHS) and review status/expectations/limitations with DEED
 - a) MCG will manage our services, consult with the owner, research applicable design criteria, coordinate project meetings, coordinate the design team, and report progress to CBS
 - b) Upon approval of the contract, MCG will submit a schedule for approval by CBS; schedule shall have anticipated dates for activities, design milestones, review periods, and approvals. Once approved, the schedule shall be reviewed periodically and not changed, unless agreed upon mutually.
 - c) MCG shall coordinate with authorities having jurisdiction for review and approvals including DEED and the state fire marshal
 - d) CBS shall provide any Standards and Municipal codes for review and validation for inclusion into the design documents
 - e) MCG will prepare costs estimates at design milestones for review, validation, and agreement with CBS. Agreement of the construction cost estimate will be a requirement for milestone approvals
- 2) Task A: Kick-off meeting and site visit with design team
 - a) On site investigation by design team to as-built existing conditions and evaluate systems
 - i) This two day site visit will be conducted by MCG and other design team members for the purposes of validating the buildings existing conditions, physical locations of building components, verification of building systems, and coordination with CBS and PHS representatives.
 - b) Hold a mini-workshop to discuss:
 - i) Review Existing Educational Program (provided by CBS/PHS), goals, opportunities and challenges; discuss how an education specification will be completed
 - (1) Note: the RFP does not explicitly detail "Education Specifications" requirements and we are suggesting a conjoined effort between MCG and PHS to maximize product value to assist in this additional service.

John E. McCool
Michael P. Carlson
Douglas G. Green
John T. Weir
901 Photo Avenue
Anchorage, Alaska 99503
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- ii) Discuss goals, expectations outcome, and schedule
 - iii) Discuss various student workshop and participation efforts
 - iv) Review any external grant opportunities
- 3) Task B: Needs Assessment; MCG and Design Team will provide a comprehensive report that will provide a basis of evaluation for the facility
- a) Systems Narratives; utilizing code references, standards of practice, sustainable strategies, deferred maintenance issues, and site visit information, this portion of the assessment will include:
 - i) Site assessment will include; site survey to establish grades, utilities, and project boundaries; we will build upon an existing boundary survey that was completed but O'Neill Surveying and Engineering; refer to attached scope of work
 - ii) Architectural assessment will include; code evaluation (exiting, life-safety, fire assemblies/separation, etc.), roof assembly, exterior wall assembly, windows, doors, toilet rooms, floor finishes, ceilings, and wall finishes
 - iii) Structural assessment will include; structural criteria, visual observations, structural analysis for gravity & lateral loads, recommendations, and references
 - iv) Mechanical assessment will include; plumbing, fire suppression, heating systems, ventilation systems, and control systems
 - v) Electrical assessment will include; Distribution, lighting, fire alarm, telecommunications, security and special systems
 - vi) Hazardous Materials assessment will include; site inspection observations, testing results and regulatory constraints
 - b) Educational Program Review and Recommendations; MCG will review the current education program with PHS in the following categories (1) academics, (2) special education, (3) expeditionary learning, (4) physical education, (5) media center, (6) administration, (7) food services, (8) building services. MCG will help PHS author an Education Specification based on the collective recommendations.
 - c) Capital Improvement Recommendations; the assessment will itemize facility recommendations to illustrate the particular deficiencies and create a framework for cost estimating
 - d) Evaluation Tools; MCG and Design Team will use a (1) Condition Survey Record and (2) School Facility Appraisal as 3rd party assessment tools to provide a basis of systems evaluation and educational facility assessment related to the physical space & infrastructure.
 - e) Cost Estimate and Cost Matrix; MCG will utilize the information gathered and prepared by the assessment process into an itemized list of capital improvement recommendations that categorize costs into the following; (1) Maintenance, (2) Remodel, (3) Health & Safety, (4) Protection of Structure, (3) Code Deficiencies, (4) Educational Space Deficiencies, (5) Operating Cost Savings, (6) Instructional Program Improvements, (7) Standards Facility Improvements, (8) Other Considerations, (9) Renewal Costs, and (10) Replacement Costs
- 4) Task C: Design Workshops (on site, 2-day event); these series of workshops focus on understanding the site and school organization ideas. It features 3 distinct components: 1) analysis of site constraints and opportunities, 2) diagramming program relationships and 3) concept design.
- a) Develop conceptual options with Stakeholders
 - i) Site Diagram/analysis; the site diagram/analysis combines environmental, circulation, topographic and adjacency issues in a single easy to read document for use by the entire planning team. Based on our preparatory activities, this diagram will be refined and developed as a tool for understanding and planning the site.



- ii) Program Diagrams; These tools explore ideal organization for school program spaces. Multiple diagrams will be presented showing simplified building elements/spaces. This exercise will clarify how learning will be organized.
 - iii) Conceptual Design; Based on the cumulative knowledge gained in previous workshops our conceptual layouts will emphasize space planning, circulation, visual connections, and adjacencies. The level of detail on the preliminary plans is low and number of possible options high as we explore the full range of solutions.
- b) Refine Educational Program; Building on the earlier efforts, MCG will work with PHS to refine the Education Specification; this document will be needed for submission to DEED
 - c) Student Workshop; we would like to hold student workshops to involve the students, teachers, staff, and community in the design process. For the students, this process provides a real world opportunity to learn about the design process. We present specific learning activities that will help the students understand the design process and give them an opportunity to participate in that process. These activities can be geared for inclusion in various curriculums and ages.
- 5) Task D: Schematic Design; site plan, floor plan, elevations, sections, project narratives, cost estimate (DEED Schematic Design Phase IIA)
- a) MCG will present preliminary documentation for evaluation by the owner including alternative options for design and construction including incorporation of sustainable strategies
 - b) Based on the initial design efforts and approvals, MCG will develop a set of Schematic Design Documents.
 - c) MCG will be preparing documents using a building information modeling procedure and include a site plan, preliminary building plans, building sections, elevations, and computer perspectives. Documents will illustrate and detail preliminary building systems and construction materials.
 - d) The inclusion of sustainable strategies to minimize the energy footprint and establish a quality indoor environment will be discussed the CBS and included where agreed upon.
 - e) MCG will prepare a cost estimate at the conclusion on the design milestone for evaluation and validation.
 - f) Drawings shall be provided to CBS in electronic form for review. An established or developed review form shall be utilized to provide, track, and resolve all corrective action items.
- 6) Task E: Complete review with CBS, PHS, and Design Team
- a) MCG will review the Schematic Design Documents with CBS and PHS. CBS shall provide a list of review issues to MCG for discussion, review, and inclusion in the next design milestone. CBS is responsible to provide a complete review of the Schematic Design Documents and communicate any deficiencies to MCG.
 - b) Quality and Cost Control (QCC); MCG has three levels of QCC; (1) daily involvement by MCG principal John Weir ensures integral oversight, (2) peer evaluation happens at each milestone, and (3) internal 3rd party review for technical completeness.
 - c) Cost; MCG and CBS will review the established construction cost estimate. A list of additive alternates will be established to factor in bidding flexibility.
 - d) Design team; MCG will hold design discipline review meeting (open to CBS) to provide necessary coordination between the design team.
 - e) Schedule; MCG and CBS shall review the schedule and validate current timeline, expectations, and adjustments.
 - f) Approvals; CBS shall provide written approval to MCG to begin the next design phase. MCG shall assist CBS in any presentations to gain approval, as necessary.



Phase 2 – Design Development (DD)

- 1) Overview; Project and design team coordination will be completed by MCG to continue development of the project. MCG will continue design development with CBS and PHS.
- 2) Task A: Validation Workshop and Condition Verification
 - a) MCG will make a site visit to review progress and validate project direction. A series of meeting with CBS and PHS will address plan adjacency, systems validation, sustainable strategies incorporation, technical specifications development, and educational adequacy validation.
 - b) During the visit MCG will gather detail specific information as it relates to the existing building and proposed design. This will provide an opportunity to re-validate building configurations and infrastructure and optimize where appropriate.
 - c) Student Workshop; MCG will continue interaction with the students by presenting additional workshops for engagement in the design process and feedback.
- 3) Task B: MCG shall provide design refinements including; plan development, site coordination as necessary, and building system development
- 4) Task C: Document production for Contract Documents and Technical Specifications
 - a) The design documents (BIM) shall illustrate site plan, floor plan, building sections, exterior elevations, typical construction details, and 3D visualizations
 - b) Technical Specifications shall be developed using the 6-Digit 2004 "MasterFormat"; CSI. Draft technical specifications shall be full sections developed to a DD level.
 - c) Quality & Cost Control Review; MCG will continue to perform ongoing daily QCC and utilize Michael Carlson at MCG for the internal 3rd party review
- 5) Task D: Cost Estimate and Validation
 - a) MCG will produce a cost estimate using the format required by DEED. It will be reviewed and validated before transmittal to CBS. Estimate will be broken down in base bid and bid alternates
- 6) Task E: Complete review with CBS, PHS, and Design Team
 - a) Refer to Phase 1, Task E for similar review procedure

Phase 3 – Construction Documents

- 1) Overview: based on (1) CBS approval of the DD drawings, (2) approval of any project schedule adjustment and (3) approval of the Anticipated Construction Costs; MCG shall complete bid ready Construction Drawings to a quality meeting the Standard of Practice
 - a) Ongoing coordination during this phase of the document development will be conducted with CBS and the design team
- 2) Task A: Validation Workshop and Condition Verification
 - a) MCG will make a site visit to review progress and validate direction. A series of meeting with CBS and PHS will include plan adjacency, systems validation, sustainable strategies incorporation, technical specifications development, and educational adequacy validation.
 - b) During the visit MCG will gather detail specific information as it relates to the existing building and proposed design. This will provide an opportunity to re-validate building configurations and infrastructure and optimize where appropriate.
 - c) Student Workshop; MCG will continue interaction with the students by presenting additional workshops for engagement in the design process and feedback.



- 3) Task B: MCG shall provide design refinements including; plan & detail development, site coordination, and building system development
- 4) Task C: Document Production for Contract Documents and Technical Specifications
 - a) CBS shall make available CBS's General Conditions Division 0 and 1 for review by MCG
 - b) MCG shall be responsible for Technical Specifications Divisions 2-16
 - c) MCG shall prepare the Construction Drawings in comprehensive documentation to the Standard of Care; including cover page, table of contents, code drawings, horizontal & vertical assembly types, floor plan, roof plan, enlarged plans, dimension plan, exterior elevations, building sections, wall sections, exterior details, door & window details, finish schedules, door schedules, floor pattern plan, reflected ceiling plan, interior elevations, casework details, and interior details
 - d) Quality and Cost Control Review; MCG will complete a comprehensive review to the 100% documents with internal staff resources.
- 5) Task D: Cost Estimate and Validation; MCG will produce a cost estimate using the format required by DEED. It will be reviewed and validated before transmittal to CBS. Estimate will be broken down in base bid and bid alternates
- 6) Task E: Complete review with CBS, PHS, and Design Team
 - a) MCG will review the Construction Documents with CBS and PHS. CBS shall provide a list of review issues to MCG for discussion, review, and inclusion in the next design milestone. CBS is responsible to provide a complete review of the Construction Documents and communicate any deficiencies to MCG.
 - b) Cost; MCG and CBS will review the established construction cost estimate. This estimate will be used as the Estimator Cost Estimate for bidding comparison
 - c) Design team; MCG will hold design discipline review meeting (open to CBS) to provided necessary coordination between the design team to finalize bid documents
 - d) Approvals; CBS shall provide written approval to MCG to finalize Bid Documents. MCG shall assist CBS in any presentations to gain approval, as necessary
- 7) Task F: Prepare Bid Documents
 - a) MCG will make final revisions and provide bid ready contract documents and technical specifications

Phase 4 – Construction Services

- 1) Overview: This phase has the most risk in terms of time expended depending on the procurement method used and general contractor selection. MCG will assist CBS in the bidding and construction of PHS with professional design services.
 - a) MCG is responsible for construction phase services upon the award of the contract and terminates upon issuance of the final certificate of payment
- 2) Task A: Bidding Services
 - a) Assist in the preparation Bid Documents for CBS
 - i) The CBS is responsible for preparation of Division 0 and 1 of the technical specifications; MCG will provide cursory review.
 - ii) MCG will assist CBS in the development, preparation, and assembly of bidding & procurement information, Bid Documents, and Technical Specifications



- iii) CBS shall bid the project with assistance from MCG; any changes to General Conditions, Supplementary Conditions, and other conditions shall be made by CBS; MCG will offer any recommended changes in writing through the Project Manager.
 - iv) CBS is responsible for the costs of providing bid sets and:
 - (1) Reproduction of Bid Documents
 - (2) Distribution to prospective bidders
 - (3) Organization and execution of a pre-bid meeting and bid opening
 - b) Coordination of bidder questions and addendums; MCG will promptly prepare responses to questions from bidders and provide clarifications to CBS in the form of Addendum to the Contract Documents. CBS is responsible for issuing the addendums to the bidders.
 - i) Review of Substitution requests shall be completed by MCG after the award of the contract to the contractor.
 - ii) MCG shall participate in the pre-bid conference and bid opening.
- 3) Task B: In-house Construction Services
 - a) Submittal reviews; MCG shall review the submittal schedule provided by the contractor and submittals will adhere to the approved schedule
 - i) Upon receipt of submittals at MCG, the General Conditions shall govern the review time for MCG and design team to complete the review
 - ii) Electronic submittals; it is anticipated that the majority of the submittals will be received electronically; MCG and design team will complete the submittal review with electronic comments only.
 - iii) MCG shall review and approve or take appropriate action on the contractor's submittals only to the conformance with information given in the contract documents. Review is not for the purpose of determining accuracy and completeness of other information such as dimensions, quantities, and installations which are the responsibilities of the contractor.
 - iv) MCG will maintain an internal submittal log
 - b) Preparation of Changes in Work; MCG shall process all changes in work (as identified in the General Conditions; i.e. Requests for Information, Field Memos, and/or Information Bulletins), all changes will be made in writing to the contractor, and MCG will keep a log of changes and conform the Construct Documents accordingly
 - c) Tele-meetings; MCG will participate as necessary in project meeting that will be run by the CBS Project Manager. MCG's interpretation of meeting content will be sent in writing to CBS Project Manager for final meeting minutes to be distributed by CBS
 - d) Record Documents; upon receipt of contractor as-built drawings MCG will develop a set of Record Drawings that will be sent electronically to CBS upon completion. An electronic set of final CAD drawings will be provided in the desired format (CAD or BIM).
- 4) Task C: On-site Construction Services;
 - a) Job meetings; MCG shall participate at on site job meetings as requested by the Project Manager
 - b) Site Observation; during the visit for a job meeting; MCG shall perform an Site Observation to look at the progress and quality of work, estimated % of completion, conformance and report (1) known deviations from the Contract Documents, (2) conformance to schedule, and (3) defects or deficiencies in the work completed.
 - i) MCG shall provide a site report with detailed observations and photos.



- c) Substantial Completion; MCG shall conduct the Substantial Completion site observation when requested by the CBS Project Manager
 - i) MCG will issue a Certificate of Substantial Completion when the work is substantially complete; so that the building can be used for its intended purpose
 - ii) This important milestone begins the construction, product, and systems warranties provided by the General Contractor.

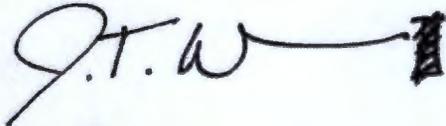
Additional Services may be negotiated as needed; identification of additional services are detailed in AIA Document B1-1 – 2007, Article 4.

The breakdown of the fee total is as follows:

MCG fee subtotal =	\$109,218
MCG expenses =	\$9,298
Sub-consultant fee subtotal (with expenses and markup) =	\$101,699
TOTAL =	\$220,215

Attached is a schedule and fee summary including a complete breakdown of our proposed fees by phase, personnel and hours estimated. Thank you for your assistance in concluding our negotiations. We look forward to getting started.

Sincerely,
McCool Carlson Green



John T. Weir
Architect, AIA, NCARB, LEED AP



Pacific High School - Renewal

DATE: 9-Jun-11
 PROJECT NUMBER: 2011020
 CLIENT: City & Borough of Sitka
 PREPARED BY: J. Weir



McCOOL CARLSON GREEN

PROJECT FEE SUMMARY

ARCHITECTURAL LABOR		Task 1 - Needs Assessment & Schematic				Totals
		Design	Design Development	Construction Documents	Construction Services	
Senior Architect	Rate =	199.00	199.00	199.00	199.00	
	Hours =	-	-	4	-	4
	Labor Subtotal =	-	-	796	-	796
Principal Architect	Rate =	177.00	177.00	177.00	177.00	
	Hours =	62	28	26	12	128
	Labor Subtotal =	10,974	4,956	4,602	2,124	22,656
Staff Architect	Rate =	\$110.00	\$110.00	\$110.00	\$110.00	
	Hours =	186	127	152	100	565
	Labor Subtotal =	20,460	13,970	16,720	11,000	62,150
BIM Technician	Rate =	88.00	88.00	88.00	88.00	
	Hours =	46	55	100	36	237
	Labor Subtotal =	4,048	4,840	8,800	3,168	20,856
Clerical	Rate =	60.00	60.00	60.00	60.00	
	Hours =	6	8	8	24	46
	Labor Subtotal =	360	480	480	1,440	2,760
Direct Labor Totals		35,842	24,246	31,398	17,732	109,218
MCG TOTALS		35,842	24,246	31,398	17,732	109,218

MCG DIRECT EXPENSES	Totals
Long Dist Phone	400
Repro/Photo - In house	1,000
Travel - Single day	3,096
Travel - Two Day	4,252
Postage/Courier	550
EXPENSE TOTALS	9,298

SUBCONSULTANT FEE		Task 1 - Needs Assessment & Schematic				TOTALS
		Design	Design Development	Construction Documents	Construction Services	
Civil (1)	-	2,500	2,000	2,500	1,500	8,500
Landscape	CD	3,940	-	4,020	-	7,960
Structural	PND	8,330	3,500	3,000	500	15,330
Mechanical	RSA	3,940	6,070	7,380	7,972	25,362
Electrical	HA	1,285	4,438	8,098	4,781	18,602
Cost Estimating	EST	2,500	3,000	2,000	-	7,500
Hazardous Materials	CDI	1,900	2,250	1,300	2,450	7,900
Survey	OSE	1,300	-	-	-	1,300
Subconsultant Totals		25,695	21,258	28,298	17,203	92,454
MCG Markup	10%	2,570	2,126	2,830	1,720	9,245
TOTALS		66,344	49,917	64,813	39,142	220,215

Footnotes

(1) Civil Services is an allowance until the scope becomes more refined to be negotiated

