
MEMORANDUM

To: Mayor Westover and Members of the Assembly
Jim Dinley, Municipal Administrator

From: Michael Harmon, P.E., Public Works Director *MHA*
Lance Henrie, P.E., Senior Engineer *LH*

Reviewed: Stephen Weatherman, P.E., Municipal Engineer *SW*
Jay Sweeney, Finance Director *MM*
Mellissa Cervera, Executive Assistant/Office Coordinator *MC*

Date: February 22, 2012

Subject: Centennial Hall and Crescent Harbor Parking Lot
Approval to Award Design Contract

Background:

The schematic design of the Centennial Hall and Crescent Harbor Parking Lot began in March of 2011 with public meetings and user group interviews. From this information a needs list was developed which was used by an appointed Feasibility Committee. The Feasibility Committee worked through several site layouts and additional public meetings to define the site plan and develop a consensus agreement resulting in Site Plan C7. A copy of Site Plan C7 is attached. The Assembly adopted Site Plan C7 with key elements still under consideration including: the Library, Museum, Community Ride pick-up and drop-locations, Baranof Statue, Canoe and Crescent Harbor Boat Ramp. Staff was directed to move forward toward project completion with a Request for Qualifications (RFQ) for design.

A RFQ for design of the Centennial Hall and Crescent Harbor Parking Lot was published in accordance with City and Borough procurement policy. Three (3) proposals were received and scored by a Selection Committee consisting of CBS Public Works and Parks & Recreation Department staff. All three (3) teams scored very well and were all invited to participate in an interview/presentation process. Ultimately, a project team led by R&M Engineering (R&M) was selected.

R&M has provided a fee proposal for a not to exceed time and expense cost of \$160,635.00 for the design of the Centennial Hall and Crescent Harbor Parking Lot. A copy of that proposal is attached.

Analysis

Public Works has set a design completion date of June 30, 2012. Pending all project permitting and funding is obtained project construction could begin in late summer 2012 or early 2013. The total cost for design including Project Management and R&M design fees is \$180,635.00.

Fiscal Note

The project has funding from various sources.

Current secured funding

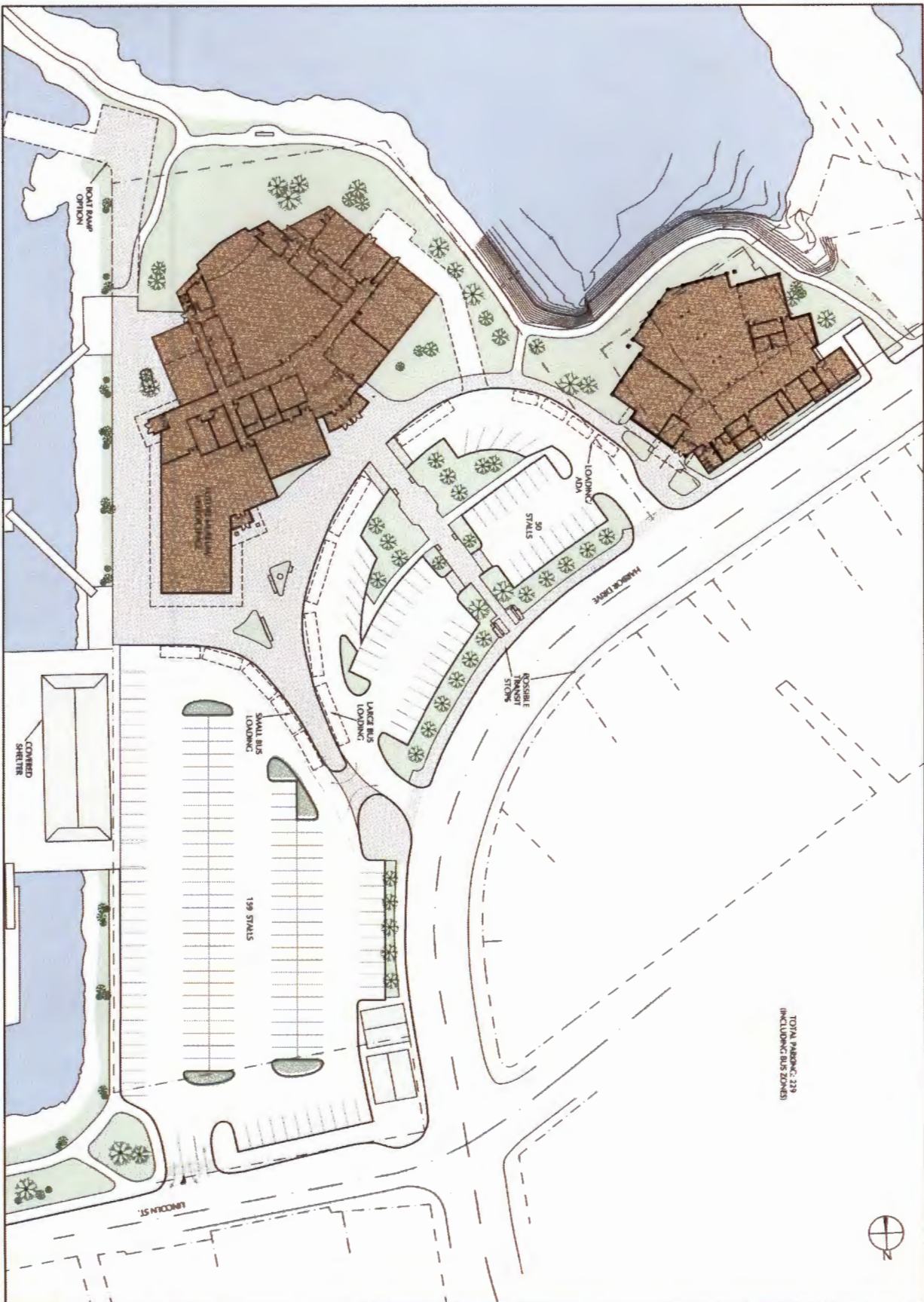
- Legislative cycle 2011
Crescent Harbor Parking Lot \$1,000,000
- Legislative cycle 2012
Bus staging area \$500,000

Projected FY13 funding

- Legislative cycle 2013 request
Centennial Hall Parking Lot \$400,000

Recommendation:

Approve award of a design contract for the Centennial Hall and Crescent Harbor Parking Lot to R&M Engineering with a not to exceed amount of \$160,635.00.



DATE: 11/27/08, 2011
 SCALE: 1/8" = 1'-0"
 DRAWN: [blank]
 CHECKED: [blank]
 SHEET NO. **C7**

SITE STUDY
CENTENNIAL PARKING AND SITE IMPROVEMENTS
 FOR THE
 CITY OF SITKA

MRV ARCHITECTS
 1420 GLACIER AVENUE
 JUNEAU, ALASKA 99801
 907-586-1371
 FAX 907-463-5544
 mrv@mrvarchitects.com

MRV # 1107



R&M ENGINEERING, INC.
ENGINEERS
GEOLOGISTS
SURVEYORS

6205 GLACIER HWY. «» JUNEAU, ALASKA 99801
PHONE: 907-780-6060 «» FAX: 907-780-4611
EMAIL: rmengineering@rmjuneau.com

REVISED

February 23, 2012

City of Sitka
100 Lincoln Street
Sitka, Alaska 99835

Sent Via Email

Attn: Lance Henrie, P.E.
Senior Engineer

Re: CBS Crescent Harbor/Centennial Hall Parking Lot Design
Design, Bidding and CA Fee Proposal

Dear Lance,

In response to our notification of being selected for the Crescent Harbor and Centennial Hall parking lot design services, we are pleased to provide you with a fee proposal for providing professional design services for civil/electrical/landscape design, public involvement and bid services in Sitka, Alaska. Subconsultants working on the project include Haight & Associates (site lighting/electrical), Corvus Design (landscape design), Anderson Land Planning (public involvement), MRV Architects (architectural coordination) and O'Neill (plans-in-hand reviews). The following is our anticipated scope of work and corresponding fee estimate for your consideration.

I. INTRODUCTION

This project scope of work includes project management, civil engineering, landscape architectural, topographic survey, electrical lighting design, public involvement, bid services and permitting services required to prepare bid ready construction documents for the reconstruction of Centennial Hall and Crescent Harbor Parking Lots in Sitka, Alaska. The estimated advertisement date for parking lot improvements is July 2012, however this is dependent upon obtaining all project permits.

The project design shall include all associated curb, gutter, sidewalks, asphalt and other surfacing, signage, striping, utilities and storm drain, site and parking lot lighting, pedestrian amenities, landscaping, obtaining required agency permits, preparing special provisions, engineers estimate of probable cost, bid ready package, public meetings/involvement for creating bid ready construction documents. All services to be provided shall be in accordance with the standards and criteria of the City and Borough of Sitka (CBS). The design is to utilize the existing Schematic Site Plan C7 as a guide, in coordination with the CBS's direction coupled with the general consensus of local residents. No major utility adjustments are anticipated.

R&M Engineers, Inc. (R&M) will be the prime consultant and will be responsible for overall project management as well as the civil engineering and permitting portions of the contract documents. Corvus-Design will be responsible for the landscape architectural portions of the contract documents. Anderson Land Planning will lead public involvement, stakeholder coordination and assist with landscape architectural portions. Haight & Associates will be responsible for the site lighting electrical engineering portions of the contract documents. MRV Architects for architectural coordination with new parking lots and future building work. O'Neill will perform plans-in-hand field reviews at 65% and 90%.

II. SCOPE OF SERVICES

A. Project Management and Coordination

1. Provide project management throughout the project duration (estimated 5 months for design and permitting).
2. Prepare, monitor and update project design schedule. Develop a list of critical path items. Monitor project budget.
3. Prepare monthly billings, progress reports describing services provided and completed each billing period, as well as changes from this scope of services.
4. Coordinate and participate in a design kickoff workshop meeting with CBS in Sitka after topographic survey completed and overlaid with Site Option C7.
5. Coordinate and participate in weekly teleconference meetings with CBS and prepare meeting minutes. Assume 16 meetings during the course of design and permitting process.
6. Conduct coordination review for required permits.
7. Assume two (2) public project presentations during the course of design (35% and 65%) and one (1) Assembly presentation at 90% level.
8. Conduct QA/QC review of subconsultant submittals (35%, 65%, 90% and final) by senior staff and plans-in-hand by O'Neill Surveying at 65% and 90%.
9. Preparation of subconsultant agreements (Corvus-Design, Anderson Land Planning, Haight & Associates and O'Neill Surveying.)

B. Permitting

1. Coordinate with state and federal regulatory agencies to ascertain what permits are required for the project (assumed to be NPDES and State DOT/PF Driveway Permit). If traffic study is requested by DOT/PF a separate fee proposal will be provided for this service as part of a contract amendment.
2. Prepare NPDES and DOT/PF Driveway permit applications on behalf of CBS. All permit fee's paid for by CBS.
3. Prepare written responses to agency requests for additional information.
4. Conduct other tasks as required to obtain all necessary state and federal permits.

C. Public Involvement

1. Prepare a Public Involvement Plan including public meetings, stakeholder meetings, CBS boards/commissions/assembly updates and construction notifications.
2. Public involvement will include separate one-to-one meetings with stakeholders as necessary (assume 5 - 1 hour meetings for stakeholder groups identified at the project kickoff) during each design phase (preliminary, 35%, 65%, 90% and Final). The CBS shall be present during all stakeholder meetings.
3. Conduct public meetings at design milestones including 35% and 65%. The CBS shall be present during public meetings. An Assembly presentation shall be provided after 90% design completion.
4. Prepare Construction Notification newsletter for construction kickoff and a template for frequent updates.

D. Plans, Specifications & Estimates (PS&E)

The design phase (35%, 65%, 90% and final) will consist of the following work elements:

1. 35% Preliminary Design: Prepare 35% plans and cost estimate for the proposed improvements. Standard drawing plan sheet size shall be size D at 22x34. The plans shall be legible when reduced to 11x17. Centennial Hall and Crescent Harbor Parking Lot plan and profile sheets for this project will be prepared at a minimum horizontal scale of 1"=10' (half size 1"=20'), and a vertical scale of 1"=5'. Plans will show existing physical features, surface and subsurface utilities, as determined by the topographic survey. Revisions if required to Site Concept C7 as a result of "reality" check and the design kickoff meeting in Sitka will be updated in the base drawing. A revised project schedule will also be submitted.

35% design plans will consist of the following sheets:

- Cover Sheet w/Vicinity Map and Index.
- Preliminary site plan and typical sections for civil, electrical and landscape design.

Deliverables will be submitted electronically in Adobe pdf format to CBS for review and comment.

2. 65% PS&E: Prepare 65% level design plans, technical specifications and construction cost estimate for the proposed improvements. A revised project schedule will also be submitted. Plans will include preliminary details for the Centennial Hall and Crescent Harbor Parking Lot including parking lot layout, preliminary grading plan, construction details, striping plan, construction sequence plan, electrical lighting design, electrical details, lighting calculations, landscaping features, drainage and other improvements.

Preparation of specifications will be limited to draft technical Special Provisions in accordance with the 2002 City and Borough of Sitka Standard Specifications (CBSSS) and draft Bid Schedule. CBS will complete remainder of Project Manual contents.

65% deliverables will be the 11x17 preliminary plans, draft technical Special Provisions, bid schedule and construction cost estimate in electronic Adobe pdf format to CBS for review and comment.

3. 90% PS&E: Prepare 90% design plans, specifications and construction cost estimate for the Centennial Hall and Crescent Harbor Parking Lot proposed improvements. A revised project schedule will also be submitted. Refinement of the technical specifications will include technical Special Provisions in accordance CBSSS and Bid Schedule.

Submit the 11x17 plans, updated technical Special Provisions, Bid Schedule and cost estimate in two (2) half size hard copy sets and electronic Adobe pdf format to CBS for review and comment.

4. Final PS&E: Submit final signed plans, specifications and cost estimate for bidding incorporating all CBS review comments in two (2) half size sets and electronic Adobe pdf format. Minor adjustments to the final bid ready document set will be made based on the 90% review comments prior to advertisement for bid. Upon final approval, the Final PS&E submittal shall consist of two (2) full paper bond size sets and six (6) half size paper bond sets of project plans. Technical Special Provisions, Bid Schedule and cost estimates shall be submitted in electronic file format (Microsoft Word or Excel as applicable). AutoCAD 2010 drawing files shall also be provided electronically.

E. Bidding Assistance

The Consultant will provide assistance to the CBS during the bidding period (assume three week bid period) to respond to Contractor inquiries and prepare addenda as required (up to two assumed). R&M would be available via telephone for pre-bid meeting.

III. TIME FOR COMPLETION

Design services associated with this scope will be completed by June 22, 2012. A project schedule identifying project milestones to include design milestones, public meetings, Assembly presentation, etc. is included with this scope. Updated project schedules will be provided by the Consultant with each design milestone submittal.

IV. EXPECTED MEETINGS OR PRESENTATIONS

It is anticipated that coordination meetings will be held weekly with the Consultant team and the CBS Project Manager throughout the life of the project. Other meetings include a design kick off workshop, two (2) public meetings (35% and 65% design milestones) and one (1) Assembly presentation (90%). All presentations should include a PowerPoint presentation (20 minutes), poster boards, and handouts. Presentations are intended to be informative in nature, but also allow the public to comment on the design details. The Consultant must have the capability of utilizing GoToMeeting® or similar software to conduct remote meetings as necessary. An FTP site will be created for consultant to post project information and allow CBS access to download project documents.

V. ITEMS TO BE PREPARED AND/OR FURNISHED BY THE CONSULTANT

The following documents, exhibits, or other presentations shall be furnished by the Consultant to CBS upon completion of the various phases of the work. All such material shall become and remain the property of CBS and may be used without restriction.

1. Copy of minutes of meetings.
2. Weekly progress reports.
3. Presentation graphics, PowerPoint presentations, etc. as required for public meetings and Assembly presentation.
4. Final topographic survey base map in electronic Adobe pdf and AutoCAD 2010 format.
5. One (1) Adobe pdf electronic 11x17 plans, specification and cost estimate for CBS review (65%).
6. Two (2) 11x17 half size hard copy sets of plans, specifications and cost estimate and one (1) Adobe pdf electronic 90% PS&E for CBS review (90% and Final).
7. Two (2) full size hard copies and six (6) half size hard copy sets of final bid ready documents and one (1) Adobe pdf electronic final bid ready documents and one (1) AutoCAD 2010 electronic drawing file upon Final approval by CBS.

VII. ITEMS TO BE PREPARED AND/OR FURNISHED BY THE CITY AND BOROUGH OF SITKA

1. Electronic (Microsoft Word) version of CBSSS.
2. Examples of recent specifications and modification to CBSSS.
3. Front-end bid documents for completion of Project Manual.
4. Stakeholder and public meeting coordination.
5. Advertising and printing of bid documents.

IX. FEE SUMMARY

The following is a summary breakdown by task, firm and associated subcontractor's fees with markup and total. Fees are based on a time and materials (T&M) basis with a not to exceed amount as listed.

TASK DESCRIPTION/FIRM	R&M FEE	SUBCONTRACTOR FEES	SUBCONTRACTOR FEES W/ 10% MU	TOTAL
Project Management				
R&M	\$17,195			\$17,195
CD		\$ 9,800	\$ 10,780	\$10,780
			Task Total	\$27,975
Permitting				
R&M	\$3,570			\$3,570
			Task Total	\$3,570
Public Involvement				
ALP		\$ 12,800	\$ 14,080	\$14,080
			Task Total	\$14,080
35% Preliminary Design				
R&M	\$8,230			\$8,230
HA		\$ 2,629	\$ 2,892	\$2,892
CD		\$ 5,640	\$ 6,204	\$6,204
MRV		\$ 296	\$ 325	\$325
			Task Total	\$17,651
65% PS&E Documents				
R&M	\$25,770			\$25,770
HA		\$ 6,475	\$ 7,122	\$7,122
CD		\$ 7,000	\$ 7,700	\$7,700
MRV		\$ 296	\$ 325	\$325
O'Neill – Plans-in-Hand		\$ 960	\$ 1,056	\$1,056
			Task Total	\$41,973
90% PS&E Documents				
R&M	\$21,940			\$21,940
HA		\$ 5,595	\$ 6,155	\$6,155
CD		\$ 5,880	\$ 6,468	\$6,468
MRV		\$ 296	\$ 325	\$325
O'Neill – Plans-in-Hand		\$ 960	\$ 1,056	\$1,056
			Task Total	\$35,944
Final 100% PS&E Document				
R&M	\$10,655			\$10,655
HA		\$ 1,430	\$ 1,573	\$1,573
CD		\$ 3,220	\$ 3,542	\$3,542
MRV		\$ 296	\$ 325	\$325
			Task Total	\$16,095

HA=Haight & Associates, CD=Corvus-Design, ALP=Anderson Land Planning

TASK DESCRIPTION/FIRM	R&M FEE	SUBCONTRACTOR FEES	SUBCONTRACTOR FEES W/ 10% MU	TOTAL
Bidding Services				
R&M	\$2,060			\$2,060
HA		\$ 450	\$ 495	\$495
CD		\$ 720	\$ 792	\$792
		Task Total		\$3,347
		FEE TOTAL OF ABOVE TASKS		\$160,635

HA=Haight & Associates, CD=Corvus-Design, ALP=Anderson Land Planning

Assumptions made in the design fee proposal are as follows:


1. All printing and advertising for construction by CBS.
2. All work will be prepared in AutoCAD R2010 in standard U.S. imperial units.
3. Additional deliverables, tasks, meetings, coordination beyond those outlined in this fee proposal, and design aspects outside of this scope of work, shall be considered additional services and billed on an approved time and materials basis or negotiated lump sum in advance.

Attached herewith our fee spread sheets for the various work tasks by consultant for your use. We appreciate the opportunity to be of service to CBS on this exciting safety and beautification project for the community of Sitka.

Should you have any questions, please do not hesitate to contact our office at your convenience.

Sincerely,

R&M ENGINEERING, INC.



J. Mark Pusich, P.E.
 Civil Engineer

Attachments – Firm Fee Breakdowns

COST ESTIMATE PER TASK

FIRM: R&M ENGINEERING			PROJECT TITLE: CRESCENT HARBOR & CENTENNIAL HALL PARKING LOT DESIGN										
TASK NO: 1	TASK DESCRIPTION: CBS Crescent Harbor and Centennial Hall Parking Lot Design - Project Management									DATE: 2/22/2012			
GROUP:	METHOD OF PAYMENT: FP <input type="checkbox"/> FPPE <input type="checkbox"/> T&E <input checked="" type="checkbox"/> CPFF <input type="checkbox"/>					PREPARED BY: JMP							
SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION											
			Principal/Manager	Senior Engineer	Staff Engineer	AutoCAD Draftsman	Engineering Tech.						
1	Prepare/Update schedule		6										
2	Monthly Progress Reports		10										
3	Design Kickoff Meeting		12										
4	Prep Work for Kickoff Mtg		2	2		6							
4	Weekly Telecon. Meetings		32										
5	Public Meetings (2 Each)		24										
6	1 Assembly Meeting		12										
7	Subcontractor Contracts		4				2						
TOTAL LABOR HOURS		0	102	2	0	6	2	0	0	0	0	0	
* LABOR RATES (\$/HR)		\$0.00	\$140.00	\$120.00	\$105.00	\$95.00	\$75.00						
LABOR COSTS (\$)		\$0.00	\$14,280.00	\$240.00	\$0.00	\$570.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
EXPENSES													
SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE	COMMENTS: Estimate assumes weekly teleconference meetings for 16 week duration at 2 hours each. Design kickoff meeting in Sitka after topo complete and reviewed with C7 site option. Monthly updates of design schedule. QA/QC on each consultant submittal by R&M senior staff. Assumes 3 overnights in Sitka for 2 public meetings and 1 assembly mtg.								
	Air Fare - Juneau Sitka Roundtrip	3	\$400.00	\$1,200.00									
	Hotel	3	\$150.00	\$450.00									
	Per Diem	3	\$55.00	\$165.00									
	Large Size Xerox(11x17)	150	\$0.60	\$90.00									
	Xerox(8-1/2x11)	200	\$0.25	\$50.00									
				\$0.00	FIRM'S TOTAL COST OF LABOR (or Fixed Price): \$15,240								
				\$0.00	IF CPFF, TOTAL INDIRECT COST @ 0.00% \$0								
				TOTAL EXPENSES:	\$1,955	FIRM'S TOTAL EXPENSES \$1,955							
SUB-CONTRACTORS: Firm Initials and Price Per Task													
FIRM:													
AMOUNT:												\$0	
											TOTAL SUBCONTRACTOR PRICES: \$0		

* Labor Rates shall be direct labor (base pay) only if Method of Payment is CPFF; otherwise, Labor Rates shall be total rates (i.e. base pay + benefits + overhead + profit.)

COST ESTIMATE PER TASK

FIRM: R&M ENGINEERING			PROJECT TITLE: CRESCENT HARBOR & CENTENNIAL HALL PARKING LOT DESIGN								
TASK NO: 2	TASK DESCRIPTION: CBS Crescent Harbor and Centennial Hall Parking Lot Design - Permitting								DATE: 2/22/2012		
GROUP:	METHOD OF PAYMENT: FP <input type="checkbox"/> FPPE <input type="checkbox"/> T&E <input checked="" type="checkbox"/> CPFF <input type="checkbox"/>				PREPARED BY: JMP						
SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION									
		Principal/Manager	Senior Engineer	Staff Engineer	AutoCAD Draftsman	Engineering Tech.					
1	Identify Permits		2								
2	Permit Coordination	4	4								
3	NSPDE Permit		4		4	1					
4	State DOT Driveway Permit	2	4		4	1					
4											
5											
6											
7											
8											
9											
TOTAL LABOR HOURS		0	6	14	0	8	2	0	0	0	0
* LABOR RATES (\$/HR)		\$0.00	\$140.00	\$120.00	\$105.00	\$95.00	\$75.00				
LABOR COSTS (\$)		\$0.00	\$840.00	\$1,680.00	\$0.00	\$760.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSES											
SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE	COMMENTS: Estimate assumes that two permits will be required, NSPDE and State DOT Driveway permit. No inwater work. Permit fee's paid for by CBS. No traffic study.						
	Large Size Xerox(11x17)	150	\$0.60	\$90.00							
	Xerox(8-1/2x11)	200	\$0.25	\$50.00							
				\$0.00							
				\$0.00	FIRM'S TOTAL COST OF LABOR (or Fixed Price): \$3,430						
				\$0.00	IF CPFF, TOTAL INDIRECT COST @ 0.00% \$0						
TOTAL EXPENSES:				\$140	FIRM'S TOTAL EXPENSES \$140						
SUB-CONTRACTORS: Firm Initials and Price Per Task					FIRM'S TOTAL COST (no Subcontracts or Fee) \$3,570						
FIRM:											
AMOUNT:					TOTAL SUBCONTRACTOR PRICES: \$0						

* Labor Rates shall be direct labor (base pay) only if Method of Payment is CPFF; otherwise, Labor Rates shall be total rates (i.e. base pay + benefits + overhead + profit.)

COST ESTIMATE PER TASK

FIRM: R&M ENGINEERING			PROJECT TITLE: CRESCENT HARBOR & CENTENNIAL HALL PARKING LOT DESIGN									
TASK NO: 3	TASK DESCRIPTION: CBS Crescent Harbor and Centennial Hall Parking Lot Design - 35% Preliminary Design								DATE: 2/22/2012			
GROUP:	METHOD OF PAYMENT: FP <input type="checkbox"/> FPPE <input type="checkbox"/> T&E <input checked="" type="checkbox"/> CPFF <input type="checkbox"/>					PREPARED BY: JMP						
SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION										
		Principal/Manager	Senior Engineer	Staff Engineer	AutoCAD Draftsman	Engineering Tech.						
1	Import Survey/Sheet Setup			2	6							
2	Project Research		2	2								
3	Review/Revise Option C7		4	4	8							
4	Parking Lot Site Plan		2	6	4							
5	Prelim Typical Sections		2		6							
6	Prelim Estimate of Qty's		4		6							
7	Construction Cost Estimate		4	4		2						
8	Coordinate wth Other Subs		4									
9	R&M QA/QC	4										
TOTAL LABOR HOURS		0	4	22	18	30	2	0	0	0	0	0
* LABOR RATES (\$/HR)		\$0.00	\$140.00	\$120.00	\$105.00	\$95.00	\$75.00					
LABOR COSTS (\$)		\$0.00	\$560.00	\$2,640.00	\$1,890.00	\$2,850.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSES												
SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE	COMMENTS: Assumes minor revision to Site Option C7.							
	Large Size Xerox(11x17)	150	\$0.60	\$90.00								
	Xerox(8-1/2x11)	200	\$0.25	\$50.00								
				\$0.00								
				\$0.00	FIRM'S TOTAL COST OF LABOR (or Fixed Price):		\$8,090					
				\$0.00	IF CPFF, TOTAL INDIRECT COST @		0.00%					
				TOTAL EXPENSES:	\$140	FIRM'S TOTAL EXPENSES		\$140				
SUB-CONTRACTORS: Firm Initials and Price Per Task					FIRM'S TOTAL COST (no Subcontracts or Fee)		\$8,230					
FIRM:												
AMOUNT:					TOTAL SUBCONTRACTOR PRICES:		\$0					

* Labor Rates shall be direct labor (base pay) only if Method of Payment is CPFF; otherwise, Labor Rates shall be total rates (i.e. base pay + benefits + overhead + profit)

COST ESTIMATE PER TASK

FIRM: R&M ENGINEERING			PROJECT TITLE: CRESCENT HARBOR & CENTENNIAL HALL PARKING LOT DESIGN														
TASK NO: 4	TASK DESCRIPTION: CBS Crescent Harbor and Centennial Hall Parking Lot Design - 65% PSE								DATE: 2/22/2012								
GROUP:	METHOD OF PAYMENT: FP <input type="checkbox"/> FPPE <input type="checkbox"/> T&E <input checked="" type="checkbox"/> CPFF <input type="checkbox"/>					PREPARED BY: JMP											
SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION															
		Principal/Manager	Senior Engineer	Staff Engineer	AutoCAD Draftsman	Engineering Tech.											
1	Cover Sheet & Notes		2		2												
2	Survey Control Map		2		2												
3	Demolition Plan		4		4												
4	Construction Sequence Plan		12		8												
5	Erosion & Sediment Plan		4		4												
6	Curb Layout Plan		12		8												
7	Site Grading Plan		8		8												
8	Site Drainage Plan		12		8												
9	Parking Area Profiles		12		12												
10	Construction Details		8		8												
11	Bus Staging Area		4		6												
12	Loading Area Details		4		6												
13	Pedestrian Plaza Area		4		6												
14	Signing and Striping Plan		6		6												
15	Technical Specs		8			8											
16	Estimate of Quantities		8		8												
17	Construction Cost Estimate		6			2											
18	Coordinate w/other Subs		6														
19	R&M QA/QC	8															
TOTAL LABOR HOURS		0	8	122	0	96	10	0	0	0	0	0					
* LABOR RATES (\$/HR)		\$0.00	\$140.00	\$120.00	\$105.00	\$95.00	\$75.00										
LABOR COSTS (\$)		\$0.00	\$1,120.00	\$14,640.00	\$0.00	\$9,120.00	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
EXPENSES							COMMENTS: Assumes no major underground utility relocates.										
SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE													
	Large Size Xerox(11x17)	150	\$0.60	\$90.00													
	Xerox(8-1/2x11)	200	\$0.25	\$50.00													
					\$0.00	FIRM'S TOTAL COST OF LABOR (or Fixed Price):						\$25,630					
					\$0.00	IF CPFF, TOTAL INDIRECT COST @						0.00%					
				TOTAL EXPENSES:	\$140	FIRM'S TOTAL EXPENSES						\$140					
SUB-CONTRACTORS: Firm Initials and Price Per Task							FIRM'S TOTAL COST (no Subcontracts or Fee)						\$25,770				
FIRM:																	
AMOUNT:												\$0					

* Labor Rates shall be direct labor (base pay) only if Method of Payment is CPFF; otherwise, Labor Rates shall be total rates (i.e. base pay + benefits + overhead + profit.)

COST ESTIMATE PER TASK

FIRM: R&M ENGINEERING			PROJECT TITLE: CRESCENT HARBOR & CENTENNIAL HALL PARKING LOT DESIGN								
TASK NO: 5	TASK DESCRIPTION: CBS Crescent Harbor and Centennial Hall Parking Lot Design - 90% PSE								DATE: 2/22/2012		
GROUP:	METHOD OF PAYMENT: FP <input type="checkbox"/> FPPE <input type="checkbox"/> T&E <input checked="" type="checkbox"/> CPFF <input type="checkbox"/>				PREPARED BY: JMP						
SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION									
		Principal/Manager	Senior Engineer	Staff Engineer	AutoCAD Draftsman	Engineering Tech.					
1	Cover Sheet & Notes		1		1						
2	Survey Control Map		1		1						
3	Demolition Plan		2		2						
4	Construction Sequence Plan		6		6						
5	Erosion & Sediment Plan		4		4						
6	Curb Layout Plan		6		8						
7	Site Grading Plan		8		8						
8	Site Drainage Plan		8		8						
9	Parking Area Profiles		8		8						
10	Construction Details		8		8						
11	Bus Staging Area		4		6						
12	Loading Area Details		4		6						
13	Pedestrian Plaza Area		4		6						
14	Signing and Striping Plan		6		6						
15	Technical Specs		8			8					
16	Estimate of Quantities		8		8						
17	Construction Cost Estimate		6			2					
18	Coordinate w/other Subs		6								
19	R&M QA/QC	8									
TOTAL LABOR HOURS		0	8	98	0	86	10	0	0	0	0
* LABOR RATES (\$/HR)		\$0.00	\$140.00	\$120.00	\$105.00	\$95.00	\$75.00				
LABOR COSTS (\$)		\$0.00	\$1,120.00	\$11,760.00	\$0.00	\$8,170.00	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSES							COMMENTS: Assumes no major underground utility relocates.				
SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE							
	Large Size Xerox(11x17)	150	\$0.60	\$90.00							
	Xerox(8-1/2x11)	200	\$0.25	\$50.00							
				\$0.00	FIRM'S TOTAL COST OF LABOR (or Fixed Price):		\$21,800				
				\$0.00	IF CPFF, TOTAL INDIRECT COST @		0.00%				
					FIRM'S TOTAL EXPENSES		\$140				
SUB-CONTRACTORS: Firm Initials and Price Per Task							FIRM'S TOTAL COST (no Subcontracts or Fee)		\$21,940		
FIRM:											
AMOUNT:						TOTAL SUBCONTRACTOR PRICES:	\$0				

* Labor Rates shall be direct labor (base pay) only if Method of Payment is CPFF; otherwise, Labor Rates shall be total rates (i.e. base pay + benefits + overhead + profit.)

COST ESTIMATE PER TASK

FIRM: R&M ENGINEERING			PROJECT TITLE: CRESCENT HARBOR & CENTENNIAL HALL PARKING LOT DESIGN									
TASK NO:	6	TASK DESCRIPTION: CBS Crescent Harbor and Centennial Hall Parking Lot Design - 100% Final Bid Ready Docs								DATE: 2/22/2012		
GROUP:		METHOD OF PAYMENT: FP <input type="checkbox"/> FPPE <input type="checkbox"/> T&E <input checked="" type="checkbox"/> CPFF <input type="checkbox"/>					PREPARED BY: JMP					
SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION										
		Principal/Manager	Senior Engineer	Staff Engineer	AutoCAD Draftsman	Engineering Tech.						
1	Survey Control Map				1							
2	Demolition Plan		1		1							
3	Construction Sequence Plan		2		2							
4	Erosion & Sediment Plan		2		2							
5	Curb Layout Plan		2		2							
6	Site Grading Plan		2		2							
7	Site Drainage Plan		2		2							
8	Parking Area Profiles		2		2							
9	Construction Details		2		2							
10	Bus Staging Area		2		2							
11	Loading Area Details		2		2							
12	Pedestrian Plaza Area		2		2							
13	Signing and Striping Plan		2		2							
14	Technical Specs		4			4						
15	Estimate of Quantities		4		4							
16	Construction Cost Estimate		4			2						
17	Coordinate w/other Subs		6		2							
18	Plotting Plans/PDF Creation				8	2						
19	R&M QA/QC	8										
TOTAL LABOR HOURS		0	8	41	0	38	8	0	0	0	0	
* LABOR RATES (\$/HR)		\$0.00	\$140.00	\$120.00	\$105.00	\$95.00	\$75.00					
LABOR COSTS (\$)		\$0.00	\$1,120.00	\$4,920.00	\$0.00	\$3,610.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	
EXPENSES												
SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE	COMMENTS:							
	Large Size Xerox(11x17)	200	\$0.60	\$120.00								
	Xerox(8-1/2x11)	300	\$0.25	\$75.00								
	Full Size Plots, 2 sets at 35 Each	70	\$3.00	\$210.00								
				\$0.00	FIRM'S TOTAL COST OF LABOR (or Fixed Price):							\$10,250
				\$0.00								IF CPFF, TOTAL INDIRECT COST @ 0.00%
TOTAL EXPENSES:				\$405	FIRM'S TOTAL EXPENSES							\$405
SUB-CONTRACTORS: Firm Initials and Price Per Task					FIRM'S TOTAL COST (no Subcontracts or Fee)							\$10,655
FIRM:												
AMOUNT:					TOTAL SUBCONTRACTOR PRICES:							\$0

* Labor Rates shall be direct labor (base pay) only if Method of Payment is CPFF; otherwise, Labor Rates shall be total rates (i.e. base pay + benefits + overhead + profit.)

COST ESTIMATE PER TASK

FIRM: R&M ENGINEERING				PROJECT TITLE: CRESCENT HARBOR & CENTENNIAL HALL PARKING LOT DESIGN							
TASK NO: 7	TASK DESCRIPTION: CBS Crescent Harbor and Centennial Hall Parking Lot Design - Bid Services							DATE: 2/22/2012			
GROUP:	METHOD OF PAYMENT: FP <input type="checkbox"/> FPPE <input type="checkbox"/> T&E <input checked="" type="checkbox"/> CPFF <input type="checkbox"/>				PREPARED BY: JMP						
SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION									
		Principal/Manager	Senior Engineer	Staff Engineer	AutoCAD Draftsman	Engineering Tech.					
1	Respond to Bidders Questions		8								
2	Prepare Addenda		4		4						
3	Bid Meeing via Phone		2								
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
TOTAL LABOR HOURS		0	0	14	0	4	0	0	0	0	0
* LABOR RATES (\$/HR)		\$0.00	\$140.00	\$120.00	\$105.00	\$95.00	\$75.00				
LABOR COSTS (\$)		\$0.00	\$0.00	\$1,680.00	\$0.00	\$380.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSES					COMMENTS:						
SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE							
					Assumes two addenda max. R&M to participate in pre-bid meeting via phone.						
				\$0.00	FIRM'S TOTAL COST OF LABOR (or Fixed Price):		\$2,060				
				\$0.00	IF CPFF, TOTAL INDIRECT COST @		0.00%		\$0		
				\$0	FIRM'S TOTAL EXPENSES		\$0				
SUB-CONTRACTORS: Firm Initials and Price Per Task					FIRM'S TOTAL COST (no Subcontracts or Fee)		\$2,060				
FIRM:											
AMOUNT:					TOTAL SUBCONTRACTOR PRICES:		\$0				

* Labor Rates shall be direct labor (base pay) only if Method of Payment is CPFF; otherwise, Labor Rates shall be total rates (i.e. base pay + benefits + overhead + profit.)



Attn: Christopher Mertl
 Corvus Design
 119 Seward Street, Suite 15
 Juneau, Alaska 99801
 907.988.9000
 www.corvus-design.com

Fee proposal					
Client: City and Borough Sitka					
Project: Centennial Hall and Crescent Harbor Parking Lot Design					
Contract Type: T&E					
Date: February 20th, 2012					
Task	Personnel Type	Principal Landscape Architect	Landscape Architect	Landscape Designer	Total Hours/ Total Fee
	Hourly Rate:	\$140.00	\$110.00	\$80.00	
1.0 Project Management					
1.01 Project Management (Billing, assist with reporting)		8	0	0	8
1.02 Kick-Off Workshop		10	0	0	10
1.03 Weekly meetings (16 total @ 2 hours each)		32	0	0	32
1.04 Public Meetings (35 and 85%)		20	0	0	20
1.0 Task Total Hours		70	0	0	70
1.0 Task Total Fee		\$9,800	\$0	\$0	\$9,800.00
2.0 35% Preliminary Design					
2.01 Drawing Setup/Import Files		0	0	2	2
2.02 Coordination with Engineering		4	0	2	6
2.03 Landscape Plans		16	8	16	40
2.04 Cost Estimate		2	0	0	2
2.05 Print Documents for Review		0	0	1	1
2.0 Task Total Hours		22	8	21	51
2.0 Task Total Fee		\$3,080	\$880	\$1,680	\$5,640.00
3.0 65% PS&E					
3.01 Coordination with Engineering		2	0	2	4
3.02 Site & Landscape Plans		8	8	12	28
3.03 Site & Landscape Details		8	8	12	28
3.04 Draft Landscape Specifications		2	0	0	2
3.05 Cost Estimate		2	0	0	2
3.06 Print Documents for Review		0	0	1	1
3.0 Task Total Hours		22	16	27	65
3.0 Task Total Fee		\$3,080	\$1,760	\$2,160	\$7,000.00



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Task	Personnel Type Hourly Rate	Principal	Landscape	Landscape	Total Hours/ Total Fee
		Landscape Architect \$140.00	Architect \$110.00	Designer \$80.00	
4.0 30% PS&E					
4.01 Coordination with Engineering		0	0	2	2
4.02 Site & Landscape Plans		4	8	12	24
4.03 Site & Landscape Details		4	8	12	24
4.04 Revise Landscape Specifications		2	0	0	2
4.05 Update Cost Estimate		2	0	0	2
4.06 Quality Assurance/Quality Control		2	0	0	2
4.07 Print Documents for Review		0	0	1	1
4.0 Task Total Hours		14	16	27	57
4.0 Task Total Fee		\$1,960	\$1,760	\$2,160	\$5,880.00
5.0 Final PS&E					
5.01 Site & Landscape Plan		2	4	8	14
5.02 Site & Landscape Details		2	4	8	14
5.03 Final Landscape Specifications		1	0	0	1
5.04 Final Cost Estimate		1	0	0	1
5.05 Print Final Signed Documents for Submittal		1	0	1	2
5.0 Task Total Hours		7	8	17	32
5.0 Task Total Fee		\$980	\$800	\$1,360	\$3,220.00
6.0 Bidding Services					
6.01 Bidding Services		2	4	0	6
6.0 Task Total Hours		2	4	0	6
6.0 Task Total Fee		\$280	\$440	\$0	\$720.00
Fee Proposal Grand Totals					
Grand Total Hours		17	22	32	281
Grand Total Fee		\$21,140.00	\$5,720.00	\$7,360.00	\$34,220.00
1) Fee includes single copy 8.5x11 and 11x17 hard copy reproduction and digital files. Additional reproduction shall be reimbursed on a time and materials basis.					
2) Additional deliverables, tasks, meetings and coordination beyond those outlined in this fee, and design aspects outside of scope, shall be considered additional services and billed on a time and materials basis or negotiated lump sum in advance.					

**Crescent Harbor Parking Upgrades Fee Proposal
Time and Materials**

Project Tasks	Anderson Land Planning			Expenses	
	Hours	Rate	Subtotal	Cost	Descript
Task 1. Preliminary Design - 2/17-2/29					
Project Kickoff Workshop with CBS Staff	8	\$100			
Public Involvement Plan (PIP)	4				
	12		\$1,200		
Task 2. 35% Design - 3/1-3/23					
Design coordination	6	\$100			
Stakeholder/Commission Update Meetings- T&L, P&H, 5 others*	10				
35% Public Meeting (Ads, Presentation develop, 2 sessions & summary)	15			\$100.00	Matl's
Weekly PM meetings	4				
	35		\$3,500		
Task 3. 65% Design - 4/2-/4/30					
Design coordination	6	\$100			
Stakeholder/Commission Update Meetings- T&L, P&H, 5 others*	10				
65% Public Meeting (Ads, Presentation develop, 2 sessions & summary)	15			\$100.00	Matl's
Weekly PM meetings	4				
	35		\$3,500		
Task 4. 90% Design - 5/14 - 6/1					
Design coordination/ Local Review	8	\$100			
Stakeholder/Commission Update Meetings- T&L, P&R, 5 others*	10				
Weekly PM meetings	4				
Assembly Presentation (and Presentation development)	4				
	26		\$2,600		
Task 5. 100% Bid Ready Documents - 6/12-6/22					
Local Review	3	\$100			
Stakeholder Mtgs for construction coord- (5 - 1 hr meetings) *	5				
Weekly PM meetings	3				
Public Notice/Newsletter template for construction impacts	7				
	18		\$1,800		
Bid Ready Construction Document's Total	126		\$12,600	\$200.00	
* estimate - stakeholder groups identified at project kickoff meeting					

MRV ARCHITECTS PROFESSIONAL SERVICES ANALYSIS

Sitka Centennial Hall Parking and Site Design						MRV 1205
MRV Architects						February 11, 2012
STAFF CATEGORIES	PIC	PM	A	D	WP	
HOURLY RATES (\$/HR)	148	125	97	72	60	
Coordination/review at milestones, 35%, 65%, 95%	6					
Misc coordination with design group, owner	2					
SUBTOTAL HOURS	8	0	0	0	0	
SUBTOTAL FEES	1,184	0	0	0	0	
SUBTOTAL MRV DESIGN FEES						1,184
CONSULTANTS						
SUBTOTAL						0
MRV OH/P Mark-up @ 10%						0
SUBTOTAL ENGINEERING CONSULTANT FEES						0
Time and Expense to a Cap, total						1,184