



MEMORANDUM

To: Mayor McConnell and Members of the Assembly
Jay Sweeney, Interim Municipal Administrator

From: Michael Harmon, P.E., Public Works Director 
Stephen Weatherman, P.E., Municipal Engineer 

Reviewed: Mellissa Cervera – Bean Contract Coordinator 

CC: Mike Middleton, Deputy Finance Director
Sarah Bell, Library Director

Date: May 22, 2013

Subject: Kettleson Memorial Library Expansion Project
Award of Design Contract

Background:

Starting in 2002, Kettleson Memorial Library started to identify significant space needs through a lengthy process of analyzing library service standards and community surveys. It was determined that the 1983 addition needed to be updated and substantially expanded (2004 Kettleson Memorial Library Expansion Plan Report). The library expansion has been on the capital list since this was identified, but has struggled to attract State funding against larger project priorities. As a result of the challenging funding dynamics for rural libraries, Senator Bert Stedman helped create the Library Expansion and Construction Grant Program. The creation of this program has revitalized the project with the City receiving significant funding from the State.

The predevelopment process began with a report and recommendations from the Foraker Group. Based on their evaluation and the input from the Library Feasibility Committee a complete replacement of the existing building was recommended with a total cost of \$10,224,362. To apply for the Library Expansion and Construction Grant Program the Assembly approved resolution 2011-29 applying for \$5,700,000 in a matching grant. The legislature approved a direct appropriation of \$5,700,000 with no match requirement. The CBS received authorization to start expending these funds towards the project in July 2012.

Analysis

There was considerable public scrutiny as to why the existing building needed to be demolished and replaced with a new building with high costs. To address these public concerns we analyzed five options for the project as follows.

- Do Nothing:
- 30% expansion of existing structure:
- 60% expansion of existing structure:
- 80% expansion of existing structure:
- Relocation of the Library to a new location:

When the feasibility process was undertaken we had Library Staff meetings, Feasibility Committee meetings and public meetings to present and refine the various options. At the final public meeting April 19, 2012 the 60% expansion option was overwhelmingly recommended by the Library Feasibility Committee, the Library Board and the Library Staff. The Assembly approved publishing a Request for Qualifications on September 25, 2012. The proposals were reviewed and MRV was selected for negotiations. The negotiations have been completed and the proposal to design the 60% expansion is \$661,544.

Fiscal Note:

The State of Alaska grant is for \$5,700,000 and the current Library Building Fund Donations FY13 is \$437,222.34 for a current total of \$6,137,222.34 total. The project budget developed from the feasibility process was \$6,484,000 for the 60% project size which includes all potential project costs. As the project is refined through the design process we will make adjustments as needed to stay within the available budget. Additionally, the project will be designed with appropriate additive alternates to assure the final bid can be reduced or expanded to stay within the budget.

Recommendation:

Approve a contract to design the 60% expansion of the Kettleson Memorial Library to MRV Architects for \$661,544.

MRV ARCHITECTS

1420 GLACIER AVENUE, JUNEAU, AK 99801 (907) 586-1371

Project: Kettleson Library
Subject: Fee Proposal
To: Kelli Cropper, Stephen Weatherman
Date: May 15, 2013

MRV 1302

Attached find revised design fee materials from MRV Architects and our consultant team, primarily the addition of Ecotope, Inc. as mechanical consultant. Each phase of design includes a detailed proposal, following. Phases 1,2, and 7 are proposed as stand-alone phases, each structured as Time and Expenses (T&E) to a cap. Phases 3,4,5, and 6 each have a subtotal used to set a maximum cap for the four design phases. Re-allocations to specific phases can be made if fees overall stay under the overall cap.

The total value of all phases and tasks, as a not-to-exceed total, is \$661,544. This number is reduced roughly \$34,000 from previous proposals, reflecting some net mechanical fee reductions.

The following summarizes fees and expenses by phase:

1.	Pre-design, As-built, and Programming:	\$ 45,862
2.	Conceptual Design	\$ 44,417
3.	Schematic Design	\$ 86,563
4.	Design Development	\$ 141,382
5.	Construction Documents	\$ 176,121
6.	Bidding	\$ 21,363
7.	Construction Administration and Inspection	\$ 145,836

Total Fees and Expenses: \$ 661,544

General Schedule: Draft work plans have been developed by the design team to show possible time durations and deliverables by phase. Details of the work plan will be coordinated with CBS staff once the project is underway. The team understands that the project may take up to 18 – 24 months, given uncertainty on public process, and Building Design Committee interaction.

Work Process and Deliverables by Phase: The following identifies design products at each phase. General meetings and dates are established in the Work Plan. Each phase will include an interactive process with the Building Design Committee (or perhaps two committees, if desired, including a technical staff-based committee and a user committee). This process will include a combination of meetings in person in Sitka, and more routine (assumed bi-weekly) coordination meetings that use a web-ex type process, including engineers at important stages through each phase. Review comments from the end product of each phase will be integrated into the starting materials of the next phase.

1. Pre-design, As-built, and Programming: The full project team will perform as-built work in Sitka, with a thorough review and measurement of major building components. Work products of this phase will include a *Facility Assessment Report*, and REVIT as-built model for subsequent use in all phases of documents for the expansion and modernization project.

- Superstructure will be fully as-built. This will include all foundations and concrete locations, columns, beams, and roof structure. Special care will be taken on attachments and hold-downs, and other connections affecting lateral and seismic issues.
- Architectural products and finishes will be measured and recorded, and included on as-built documents. The primary need will be to create accurate demolition notations as part of the new construction document package. Windows, exterior siding, and exterior roofing are all anticipated to be replaced. All interior partitions and relites, bathrooms, and fixtures, will be as-built. It is assumed that portions of interior wall framing will be retained and re-used.
- Mechanical systems will be fully documented and drawn up. Portions will be subsequently illustrated as demolished in construction documents, and other portions will be retained, and/or modified in the final building system design. Ventilation systems, including fans and ducts, will likely be re-used in substantial part. Other mechanical systems, such as heating, will likely be demolished. Other systems such as domestic piping and sprinkler systems will be accurately recorded, and portions reused.
- Electrical systems will be located in drawings as applicable. Power, phone, and data panels and runs are antiquated, and will be primarily illustrated for demolition. Limited portions of electrical may have re-use value, such as conduit serving lighting and power. Lighting devices will be located for demolition.
- A general Facility Assessment Report summarizing these issues will be developed. In addition to building system status and as-builts per above, it will include FEMA determinations as they are understood at that point by the City and R&M Engineers.

2. Conceptual Design: Conceptual design will be focused on architectural layout and program refinement. 2-3 options for interior build-out reflecting a roughly 50 – 60% space expansion will be graphically developed. General sections and elevations will be studied. REVIT general massing will be developed. A preferred conceptual direction will be identified, and refined.

Conceptual design will include generalized start of engineering, including a narrative of systems for civil, structural, mechanical, and electrical work. Landscape design will include 2-3 conceptual layout options for consideration and selection.

3. Schematic Design: Schematic Design will include more rigorous definition of the architectural volumes, with more accurate drawings completed illustrating plan details, roof plan, site plan, all exterior elevations, and typical cross sections. Primary exterior detailing will be included in the drawing package. Initial FF&E and color/material options are developed for discussion. A REVIT fly-through will be developed. Code studies are developed.

Sub-consultant work will include improved narratives and calculations for each discipline, with initial drawings and block diagrams. Work will also include outline-level specifications. Landscape work will include refined layouts. The phase will include a professional cost estimate.

4. Design Development: Design Development will have a substantial focus on engineering systems development, as engineers utilize the more fully defined architectural package from Schematic and begin detailed layout and coordination of the specific engineering systems.

Architectural work will consist of more detail and refinement of various wall systems, details of glazing, details of roofing, and lay-out of interior spaces and elevations. FF&E and color/material packages are more fully developed and explored with the Building Committee. Key specifications are developed, including door schedules and finish schedules. The phase will include a professional cost estimate.

5. Construction Documents: This phase completes work for all disciplines to a bid-ready state. The focus of work will be on details and on integration between disciplines. Architectural work will include plan enlargements of key rooms, refined interior elevations, details on stack layout, and details of casework. Specifications will be completed.

Engineering work will include final schedules and detailing, and drafting of all systems. The documents will undergo final quality control reviews. Near-final 95% documents will be printed and distributed to the City and Borough of Sitka, and other agencies as appropriate, for final review. A final cost estimate will be performed. Based on the cost estimate, and final review comments, the documents will then be completed to 100% and signed, including follow-up reviews as required for CBS confidence in the final documents.

6. Bidding: Bidding will include assisting the Borough in advertising and printing the documents. Primary duties will include responding to bidder questions, and issuing clarifying documents. Duties will also include conducting a pre-bid meeting, and conformed documents.

7. Construction Administration and Inspection: Services for this phase include interpretation of the documents for the contractor, and issuing documents to clarify uncertainties. Contractor submittals will be reviewed and approved, covering all of the specialized systems and products used in construction. Monthly pay applications will be analyzed for approval.

Periodic inspections of the work will be performed, with weekly coordination meetings, and interim architectural inspections at monthly interval for the ten months of primary construction, and substantial/final completion inspections. Engineering inspections will include two or three interim inspections (as noted), substantial completion, and final completion. Color selections will be completed, with assistance in the detailed selection and purchase of fixtures, furnishings, and equipment. Mechanical system commissioning is identified.

Additional Questions and Responses:

The proposal includes new information relative to Ecotope, and their relevant mechanical experience. They are particularly adept at overall energy efficiency modeling, and have worked extensively with air-to-air heat pump systems, including projects in Sitka.

The proposal identifies travel time and expenses for structural and electrical engineers to participate in workshops at Schematic and Design Development, if useful for system refinement. Another discretionary call is the full cost estimate at 95%. Frequently Owners opt to use the Design Development estimate for final scale check, then save the costs of the final estimate, given the short time until bids are received.

As requested, the proposal includes substantial assistance in interior design and FF&E tasks, including seating lay-outs, materials, furniture, and stack analysis early in the project. FF&E involvement continues through CA, with coordination, selection, and purchasing assistance on

furniture, equipment, and stacks. As noted, with the revised proposal, we have shifted some hours from Paul and Corey to lower billing rates on the FF&E and interiors components. We are also adding Sherri Brown to assist on FF&E, interior materials, and color. She is a graduate architect with extensive materials expertise (new Thunder Mountain High School, Cordova Center, and others), and will also bill at the \$95 rate.

We certainly appreciate the opportunity to work with you on this most important community project, and are poised to get started.

Sincerely

A handwritten signature in cursive script, appearing to read "Paul Voelckers", followed by a long horizontal flourish.

Paul Voelckers, President
MRV Architects

MRV 1302

May 15, 2013

[illegible]

Kettleson Library Expansion	MRV 1302
Consultants - Pre-design, As-built, Programming	May 15, 2013
CONSULTANTS (See attached reference sheets)	
R&M, Civil Engineering	4,900
PDC, Structural Engineering	8,895
Ecotope, Mechanical Engineering	6,390
PDC, Electrical Engineering	5,160
SUBTOTAL	25,345
MRV OH/P Mark-up @ 8%	2,028
SUBTOTAL ENGINEERING CONSULTANT FEES	27,373
REIMBURSABLE EXPENSES (billed at actual to cap)	
MRV Architects	
2 round-trip airfare	800
2 overnight accommodations @ 110	220
2 per-diem food allowance @ 61	122
Taxi	30
Subconsultants	
R&M Engineers	1,089
PDC structural	845
Ecotope mechanical	3,000
PDC electrical	885
SUBTOTAL EXPENSES	6,991
TOTAL PROPOSAL, T&E TO CAP	\$45,862

MRV 1302

May 15, 2013

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Kettleston Library Expansion	MRV 1302
Consultants - Conceptual Design	May 15, 2013

CONSULTANTS (See attached detail sheets)

R&M Engineers, Condition survey, civil systems	3,425
PDC Engineers, Structural engineering	5,190
Ecotope, Mechanical engineering	6,740
PDC Engineers, Electrical engineering	2,115
ALP, Landscape	3,690

SUBTOTAL	21,160
MRV OH/P Mark-up @ 8%	1,693
SUBTOTAL ENGINEERING CONSULTANT FEES	22,853

REIMBURSABLE EXPENSES (billed at actual to cap)

MRV ARCHITECTS	
Airfare - 4 trips at 400	1,600
Housing - 4 nights at \$110	440
Meals - 4 days at \$61	244

CONSULTANTS

R&M Engineers, condition survey	589
PDC electrical	40

SUBTOTAL EXPENSES	2,913
TOTAL PROPOSAL, T&E TO CAP	\$44,417

MRV 1302

May 15, 2013

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Kettleson Library Expansion	MRV 1302
Consultants - Schematic Design	May 15, 2013

CONSULTANTS (See attached detail sheets)

R&M Engineers,	5,200
PDC Engineers, Structural engineering	9,405
Ecotope, Mechanical engineering	10,700
PDC Engineers, Electrical engineering	10,900
ALP, Landscaping	4,370
Greenbusch Group, Acoustical design	1,500
HMS, Inc., cost estimate	4,893

SUBTOTAL	46,968
MRV OH/P Mark-up @ 8%	3,757
SUBTOTAL ENGINEERING CONSULTANT FEES	50,725

REIMBURSABLE EXPENSES (billed at actual to cap)

MRV ARCHITECTS	
Airfare - 2 trips at 400	800
Housing - 2 nights at \$110	220
Meals - 2 days at \$61	122

CONSULTANTS

R&M Engineers, civil	55
PDC structural - 1 trip, airfare/lodging/meals	685
PDC electrical - 1 trip, airfare/lodging/meals	725

SUBTOTAL EXPENSES	2,607
TOTAL PROPOSAL (Part of Design Phase T&E to Cap)	\$86,563

Kettleson Library Expansion**MRV 1302****MRV Architects - Design Development****May 15, 2013****STAFF CATEGORIES****Principal
Paul****Manager
Paul****Architect
Corey****Designer
Zane****Drafter
varies****HOURLY RATES (\$/HR)****155****131****115****95****79**

Overall site Plan

4

2

6

6

Expanded Site Plan, Details

4

2

2

16

Building Plan

8

8

12

24

Roof Plan

2

4

12

18

Building Sections

4

6

12

18

Wall Sections

8

6

8

12

Building Elevations

8

6

12

18

Interior Elevations

4

4

12

12

Basic exterior details, 12.

12

6

30

36

Interior details, 8

12

6

30

24

Interior option development (FF&E); Sherri included at \$95 w/ Zane

4

8

12

8

Material and color options; Sherri included at \$95 w/ Zane

4

8

12

Specifications, including outline, key schedules

4

12

4

12

12

Public presentation

4

5

8

Coordination with Owner and consultants

6

6

6

12

4

SUBTOTAL HOURS**14****97****76****192****208****SUBTOTAL FEES****2,170****12,707****8,740****18,240****16,432****SUBTOTAL MRV DESIGN FEES****58,289**

Kettleson Library Expansion	MRV 1302
Consultants - Design Development	May 15, 2013

CONSULTANTS (See attached detail sheets)

R&M Engineers, Civil engineering	14,950
PDC Engineers, Structural engineering	11,795
Ecotope, Mechanical engineering	12,015
PDC Engineers, Electrical engineering	22,970
ALP, Landscaping	4,670
Greenbusch Group, Acoustical design	2,500
HMS, Inc. Estimating	5,623

SUBTOTAL	74,523
MRV OH/P Mark-up @ 8%	5,962
SUBTOTAL ENGINEERING CONSULTANT FEES	80,485

REIMBURSABLE EXPENSES (billed at actual to cap)

MRV ARCHITECTS	
Airfare - 2 trips at 400	800
Housing - 2 nights at \$110	220
Meals - 2 days at \$61	122

CONSULTANTS

R&M Engineers, civil	55
PDC structural - 1 trip, airfare/lodging/meals	685
PDC electrical - 1 trip, airfare/lodging/meals	726

SUBTOTAL EXPENSES	2,608
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TOTAL PROPOSAL (Part of Design Phase T&E to Cap)	\$141,382
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Kettleson Library Expansion**MRV 1302****MRV Architects - Construction Documents****May 15, 2013**

STAFF CATEGORIES	Principal Paul	Manager Paul	Architect Corey	Designer Zane	Drafter varies
HOURLY RATES (\$/HR)	155	131	115	95	79
Integrate DD 65% comments	2		6	6	12
Final Code Study and CBS Planning analysis	4		2	2	
Wall types, conventions, indexes		2	2	4	4
Final Site Plan		2	2	4	8
Expanded site plan portions		4	8	8	12
Site Details		6	4	6	12
Building Plan		8	4	16	24
Roof Plan		2	2	6	6
Enlarged partial plans - restrooms, circ.		2	2	12	12
Building Sections		4	6	6	18
Wall Sections		4	6	12	18
Building Elevations		8	6	12	18
Interior Elevations		4	4	12	12
Additional exterior details, 12.		12	8	24	36
Additional interior details, 8		8	8	24	24
Revit conflict resolution, engineering systems		2	2	8	8
Final building renderings in Revit		2	2	8	12
Interior option development (FF&E); Sherri included at \$95 w/ Zane		2	12	18	12
Material and color options; Sherri included at \$95 w/ Zane		2	12	18	
Interim meeting(s) with staff and administration	8		8	8	
Completion of specifications	12	6	4	8	2
Submittal to review agencies		2		4	4
Integration of 95% review comments		6	6	18	18
Completion and printing of 100% documents		1	2	6	6
Assembly presentation	4			8	
Quality control, final coordination	8	4		18	12
SUBTOTAL HOURS	38	93	118	276	290
SUBTOTAL FEES	5,890	12,183	13,570	26,220	22,910
SUBTOTAL MRV DESIGN FEES					80,773

Kettleson Library Expansion	MRV 1302
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Consultants - Construction Documents	May 15, 2013
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CONSULTANTS (See attached detail sheets)

R&M Engineers, Civil engineering	15,260
PDC Engineers, Structural engineering	16,590
Ecotope, Mechanical engineering	18,060
PDC Engineers, Electrical engineering	25,325
ALP, Landscaping	2,700
Greenbusch Group, Acoustical design	3,000
HMS, Inc., estimating	6,193

SUBTOTAL	87,128
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MRV OH/P Mark-up @ 8%	6,970
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SUBTOTAL ENGINEERING CONSULTANT FEES	94,098
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REIMBURSABLE EXPENSES (billed at actual to cap)

MRV ARCHITECTS

Airfare - 2 trips at 400	800
Housing - 2 nights at \$110	220
Meals - 2 days at \$61	122

CONSULTANTS

R&M Engineers, civil	55
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PDC electrical	53
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SUBTOTAL EXPENSES	1,250
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TOTAL PROPOSAL (Part of Design PhaseT&E to Cap)	\$176,121
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Kettleson Library Expansion**MRV 1302****MRV Architects - Bidding****May 15, 2013**

STAFF CATEGORIES	Principal Paul	Manager Paul	Architect Corey	Designer Zane	Drafter varies
HOURLY RATES (\$/HR)	155	131	115	95	79

Bid Services

Printing and Advertising		2	4		
Response to bidder questions		4	4		
Pre-bid meeting - teleconference		2	2		
Addenda and clarification documents		12	24	8	
Conformed drawings and specifications	2	4	8	12	

SUBTOTAL HOURS	2	24	42	20	0
SUBTOTAL FEES	310	3,144	4,830	1,900	0
SUBTOTAL MRV DESIGN FEES					10,184

Kettleson Library Expansion	MRV 1302
Consultants - Bidding	May 15, 2013

CONSULTANTS (See attached detail sheets)

R&M Engineers, Civil engineering	4,540
PDC Engineers, Structural engineering	1,435
Ecotope, Mechanical engineering	1,560
PDC Engineers, Electrical engineering	1,765
ALP, Landscaping	200
Greenbusch Group, Acoustical design	800

SUBTOTAL	10,300
MRV OH/P Mark-up @ 8%	824
SUBTOTAL ENGINEERING CONSULTANT FEES	11,124

REIMBURSABLE EXPENSES (billed at actual to cap)

MRV ARCHITECTS

CONSULTANTS

R&M Engineers, civil	55
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SUBTOTAL EXPENSES	55
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TOTAL PROPOSAL (Part of Design Phase T&E to Cap)	\$21,363
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MRV 1302

May 15, 2013

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Kettleson Library Expansion	MRV 1302
Consultants - CA and Inspection Services	May 15, 2013
CONSULTANTS (See attached detail sheets)	
R&M Engineers, Civil engineering	8,520
PDC Engineers, Structural engineering	13,205
Ecotope, Mechanical engineering	17,020
PDC Engineers, Electrical engineering	22,265
ALP, Landscaping	1,200
Greenbusch Group, Acoustical design	1,500
SUBTOTAL	
	63,710
MRV OH/P Mark-up @ 8%	5,097
SUBTOTAL ENGINEERING CONSULTANT FEES	68,807
REIMBURSABLE EXPENSES (billed at actual to cap)	
MRV ARCHITECTS	
Airfare - 18 trips at 400 (periodic, substantial, final)	7,200
Housing - 4 nights at \$110 (only at substantial, final)	4,400
Meals - 18 days at \$25	450
CONSULTANTS	
R&M Engineers, civil	1,205
PDC structural - 2 trips, airfare/lodging/meals	1,500
Ecotope mechanical - 2 trips, airfare/lodging/meals	6,000
PDC electrical - 3 trips, airfare/lodging/meals	2,334
SUBTOTAL EXPENSES	
	23,089
TOTAL PROPOSAL, T&E TO CAP	\$145,836