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## MEMORANDUM

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

**Through:** Michael Harmon, Public Works Director 

**From:** Stephen L. Weatherman, P.E. Municipal Engineer 

**cc:** Dave Wolff, Finance Director

**Date:** March 16, 2011

**Subject:** Centennial Hall and Crescent Harbor Parking Upgrades  
Approval to Award Design Development Contract

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### **Background:**

**The Harrigan Centennial Hall** has been in operation since March 30<sup>th</sup>, 1967. Funding for the original construction was acquired through the Governors Alaska Centennial matching grant funds. Centennial Hall is the primary public facility for cruise ship visitors in Sitka. It provides bus access and parking, restroom facilities, auditorium for performances, resting and viewing areas for visitors, visitor information services, museum and other historical, cultural and biological displays, and many other visitor attractions and amenities.

In addition to the visitor use the hall performs many functions for the local community hosting over 1200 separate events or meetings during the year. These include the Assembly Chambers, meeting rooms used by various CBS commissions, conventions, and holiday parties, Alaska Day Festivities, Catholic Advent Mass, Easter Sunrise Service, New Archangel Dancers, Sitka Summer Music Festival and the Christmas Bazaar. It has not been upgraded for many years and has considerable unmet deferred maintenance and rehabilitation requirements.

This project will rehabilitate the inside and outside of the Hall including some minor remodeling and expansion to increase services. Upgrading the flooring, exterior/interior finishes, audio/video, and electrical, is some of the essential features to updating and growing the Halls use. Expansions to increase the restroom capacity and visitors services are also needed.

**The Parking Area** surrounding the Centennial Hall is at the end of its useful life. Repaving this parking lot provides a unique opportunity to reconfigure the layout to better serve the current needs related to cruise ship passengers. The parking layout is

extremely inefficient for the current use as a central bus drop-off and vendor staging area associated with the Crescent Harbor lightering facility.

Improvements to the parking lot configuration would greatly improve safety and efficiency of visitors as they disembark this area. Currently visitors are forced to wander through the harbor parking lot and driveways to access downtown and Centennial Hall. This project will construct a large raised staging area to provide a safe location for vendors, way finding information, safe access across the parking lot to town, and bus staging. The project will include concrete curb, sidewalk, drainage, and landscaping.

## **Analysis**

**The Pre Development Process** will include an initial Needs List development with a priority list and cost estimates. The needs list will be developed through several meetings with the principal user groups. A feasibility committee similar to the Library feasibility committee will then work with Public Works to prioritize the needs in relationship to available funding. MRV Architects will facilitate the creation of the Needs List and develop the pre development concepts based on input from the Feasibility Committee and stake holders.

The steps to be followed are;

- 1) User Group meetings
- 2) Develop "Needs List"
- 3) Feasibility Committee formation to help prioritize "Needs List"
- 4) Finalize project priorities with public input via public meetings and written input
- 5) MRV develops concepts and costs for selected priorities
- 6) Feasibility Committee works with concepts and makes recommendations for priorities
- 7) Present concepts and priorities to public via public meeting
- 8) Obtain concusses for concepts and priorities
- 9) Project Development Plan prepared by MRV
- 10) Present Project Development Plan to Assembly for approval.

We are recommending a sole source contract to MRV Architects for the needs and feasibility development. MRV Architects is providing similar services for the Library pre development and has prepared the Sitka Passenger Fee Fund Implementation Plan. MRV Architects is very qualified to provide the services and we have worked with them before. It is in the best interest of CBS to have one qualified consultant help develop the overall layout for the project which includes Centennial Hall, the Library and the parking areas for both facilities.

**Fiscal Note**

The funding is from a FY 2011 Legislative Grant from the State of Alaska. Centennial Hall has \$2,000,000 allocated from the grant with an additional \$1,000,000 for the parking lot.

**Recommendation:**

**Approve award of a Pre Development Contract for the Centennial Hall and Crescent Harbor parking lot upgrades to MRV Architects with a not to exceed amount of \$38,260.**

# MRV ARCHITECTS

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

March 15, 2011

Attn: Stephen Weatherman, City and Borough of Sitka Engineer

Re: Harrington Hall Centennial Building Planning and Conceptual Studies

The following information identifies tasks and fees as discussed relative to planning and conceptual design option development for Harrington Hall Centennial Building. Each of the tasks identified is generalized, and we expect to work closely with you to insure that all likely opportunities are explored as the project moves forward.

Our process will include start-up interviews and tours with affected users of Harrington Hall, and the greater Centennial Building/Crescent Harbor site area. After this information-gathering stage, we will work with you to identify options to satisfy the needs at the Centennial Building and site.

Very general conceptual options will be developed, with presentations to the Assembly for discussion and concurrence on best directions. A pro/con analysis will be provided, and general cost and timeline expectations.

Specific work items will include the following:

- Initial discussion of scope and approach with you and other CBS staff.
- Review of all current materials on Harrington Hall, and studies to date.
- Comprehensive interviews with staff at Harrington Hall, including Mr. Kluting, CBS maintenance staff, Mr. Medenger and Museum staff, and other key parties that utilize Centennial Hall.
- Interviews with key parties using the parking and site areas. This will include representatives from the cruise industry focusing on visitor needs, charter operators, bus companies, boat ramp users, library, and others with general needs on the site.
- MRV will perform a general condition assessment of Harrington Hall, with a focus on envelope condition, ADA compliance, and overview of building systems. At this stage, we do not include detailed mechanical, electrical, or structural analysis.
- MRV will convert existing drawings to CAD or REVIT computer bases for subsequent design option development.

-MRV will prepare 3 initial options for improved function of Harrington Hall and the general Centennial Hall parking and site area. Options would be presented in a Sitka workshop to the Assembly, staff, and other parties as directed.

-The selected direction(s) would be further developed into a preferred conceptual scheme, including simple plans, massing studies, and site plan. The plan would be presented in a Sitka workshop to the Assembly, staff, and other parties as directed.

-After the second workshop, a final package would be assembled, including drawings, general conceptual narrative, and simple over-all construction cost estimate.

As you know, MRV is working concurrently with the Foraker Group on programming and conceptual design for major expansion of the Kettleson Memorial Library. MRV will be particularly attuned to providing a smooth interface between our Centennial Hall design and planning contract, and that underway with Foraker. Of particular significance will be the integration of the proposed library on the site, and exploration of Sitka Museum options, including study of a co-located option with the expanded library.

Attached is a fee proposal that identifies these tasks and associated fees. We recommend that services be conducted as an hourly contract, to the not-to-exceed cap for the services as defined. Please let me know if you have any questions or suggestions on this proposed process.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul Voelckers", with a long, sweeping horizontal line extending to the right.

Paul Voelckers, President  
MRV Architects

# **MRV ARCHITECTS PROFESSIONAL SERVICES ANALYSIS**

<b>Centennial Hall Planning Study</b>					<b>MRV 1107</b>	
<b>MRV Architects - Programming &amp; Design</b>					<b>March 14, 2011</b>	
<b>STAFF CATEGORIES</b>	<b>PIC</b>	<b>PM</b>	<b>AD</b>	<b>D</b>	<b>WP</b>	
<b>HOURLY RATES (\$/HR)</b>	<b>142</b>	<b>120</b>	<b>87</b>	<b>72</b>	<b>57</b>	
Initial Discussions, scoping, approach	8		4			
Review existing files, designs, reports, etc.		2	4			
Interviews with Centennial staff, museum, other parties	12		8			
Facility Needs Coordination and Refinement		12	8			
Centennial Building Condition Assessment	8		8			
CAD/REVIT base drawing development		2	4	16		
Site Analysis and Development		12	12	8		
Conceptual Design Options - site, plan, massing		16	24	24		
Conceptual Option Workshop, Sitka	8		8			
Conceptual Refinement - site, plan, massing		16	20	20		
Second Workshop, Sitka	12		12			
Completion of Conceptual drawings, support materials		8	6	12		
Coordination with Borough Engineering		8	4			
<b>SUBTOTAL HOURS</b>	<b>48</b>	<b>76</b>	<b>122</b>	<b>80</b>	<b>0</b>	<b>0</b>
<b>SUBTOTAL FEES</b>	<b>6,816</b>	<b>9,120</b>	<b>10,614</b>	<b>5,760</b>	<b>0</b>	<b>0</b>
<b>SUBTOTAL MRV DESIGN FEES</b>						<b>32,310</b>

<b>Centennial Hall Planning Study</b>	<b>MRV 1107</b>
<b>MRV Architects - Programming &amp; Design</b>	<b>March 14, 2011</b>
<b>CONSULTANTS (See attached detail sheets)</b>	
HMS, Inc. Conceptual cost estimating	3,000
SUBTOTAL	3,000
MRV OHP Mark-up @ 10%	300
<b>SUBTOTAL ENGINEERING CONSULTANT FEES</b>	<b>3,300</b>
<b>REIMBURSABLE EXPENSES (billed at actual to cap)</b>	
<b>MRV ARCHITECTS</b>	
Misc. printing for reviews and public meetings	150
Travel expenses, five round-trip, 2 mtgs.	1,850
Per Diem, five trips (lodging, meals)	650
SUBCONSULTANTS	
SUBTOTAL EXPENSES	2,650
<b>TOTAL FEE PROPOSAL, HOURLY TO CAP</b>	<b>\$38,260</b>