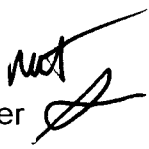






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## MEMORANDUM

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

**From:** Michael Harmon, Public Works Director   
Stephen Weatherman, Municipal Engineer   
Stan Eliason, Harbormaster 

**Reviewed:** Jay Sweeney, Finance Director   
Tammy O'Neill, Contract Coordinator 

**Date:** October 19, 2011

**Subject:** **Contract Award to PND Engineers, Inc.**  
**Harbor System Master Plan**

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### Background

The Sitka Harbor System supports a large commercial fishing fleet as well as recreational and charter vessels. CBS operates and maintains five (5) boat harbors to include Crescent Harbor, Sealing Cove Harbor, ANB Harbor, Thomsen Harbor, and Eliason Harbor. Additional harbor infrastructure includes the Fisherman's Work Float, Marine Service Center Bulkhead, two (2) boat launch ramps, two (2) cruise ship lightering docks, two (2) fish cleaning stations, tidal grids, a seaplane base, and associated parking (over 320,000 square feet of asphalt) and uplands improvements (office building, restrooms, etc.) at each facility.

Several condition assessments of existing harbor infrastructure have been completed to include: Seaplane Base (2002), ANB Harbor (2008), Sealing Cove Harbor (2011), Fisherman's Work Float (2011), and Marine Service Center Bulkhead (2011). Several of these previous studies highlighted impending capital improvement needs in the near future.

The Harbor Fund currently does not have sufficient working capital to fund replacement of these facilities when they have exhausted their remaining useful life. A Harbor System Master Plan is needed as a guideline to help prioritize and budget for upgrading and/or reconstructing the harbor infrastructure. The plan will entail a comprehensive assessment of the existing conditions and both the current and future needs of the system. The plan will also include budgetary cost estimates for all improvements and recommend a moorage rate structure to provide the necessary capital funding. The Master Plan will be used as a factual basis for securing local, state, and federal funding for the required improvements.

## **Analysis**

A Request for Qualifications (RFQ) was advertised for an overall harbor wide facility assessment and rate analysis (FY2012 Budget) in accordance with the CBS procurement policies. Five proposals for this work were received. An evaluation committee made up of Public Works, Finance, and Harbor staff reviewed, scored, and ranked the submittals.

PND Engineers, Inc. (PND) was selected as the most qualified proposer. Aside from their technical qualifications the evaluation committee felt that PND would provide the best value since they are very familiar with the Sitka Harbor System having completed previous work in Sitka to include:

- Thomsen Harbor (2006) – planning, permitting, design, contract administration, and inspection
- Sealing Cove (2011) – condition assessment
- Marine Service Center Bulkhead (2011) – condition assessment
- Fisherman's Work Float (2011) – condition assessment
- ANB Harbor (2011) – cost estimating and grant application assistance

PND teamed with Northern Economics (economic life cycle models, rate study, presentations, report), MAKERS (architectural building condition inventories), Haight & Associates (electrical building and marine facility condition inventories), and Murray & Associates (mechanical building condition inventories). Their work plan includes two tasks: Task 1 - Condition inventories, Facility Replacement Budgets and Prioritization Recommendations (all consultants); and Task 2 – Harbor Rate Study, Economic Life Cycle Cost Models and Presentations. Port and Harbor Commission and Assembly Presentations are included as a part of the work plan. The total estimated fee for the above described services is \$131,507.

## **Fiscal Note**

The FY2012 budget included \$150,000 for the Harbor System Master Plan from the Harbor Fund.

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## **Recommendation:**

Approve award of a professional services contract to PND Engineers, Inc. for the Sitka Harbor System Master Plan with a not to exceed amount of \$131,507.



October 18, 2011

PND 112069.01

Dan Tadic, P.E.  
Project Manager  
City and Borough of Sitka  
Department of Public Works  
100 Lincoln Street  
Sitka, Alaska 998335

Re: Sitka Harbor System Master Plan  
Engineering Services Fee Proposal (Rev1)

Dear Mr. Tadic:

PND Engineers, Inc. (PND) appreciates the opportunity to provide engineering services to the City and Borough of Sitka (CBS) for the Harbor System Master Plan project. Our proposal provides engineering (civil, structural, mechanical and electrical), architectural and economic planning services to complete this project as outlined in the RFQ and per your subsequent scope refinements. Attached please find detailed Work Scope and Fee Proposal Summaries under two primary work tasks along with a proposed schedule and fee proposal backup documentation from all consultants. Consultant task assignments are outlined in PND's qualifications based proposal and are summarized as follows.

Consultant	Services Provided
PND Engineers	Project lead, management, logistics, civil & structural condition inventories, replacement budgets, presentations & reports
Northern Economics	Economic life cycle models, harbor rate study, presentations & report
MAKERS	Architectural building condition inventories
Haight & Assocs	Electrical building and marine facility condition inventories
Murray & Assocs	Mechanical building condition inventories
Echelon Engineering	None – dive services TBD at later date

**Task 1 –Condition Inventories, Facility Replacement Budgets & Prioritization Recommendations  
(All Consultants)**

1. Obtain, distribute and review available design and asbuilt information provided by the CBS for Crescent, Eliason, Thomsen and ANB Harbors, wave attenuator, boat grids, boat launches, lightering floats, seaplane facility, fish cleaning stations, harbor buildings and parking facilities.
2. Prepare schematic site plans for above facilities.
3. Trip 1 – Conduct work session with CBS staff to discuss harbor conditions, future facility needs, economic factors and harbor rate study. Perform field condition inventories for above facilities by civil, structural, architectural, mechanical and electrical consultants. Dive inspections are not included in this phase, however we understand they may be added at a future date if funds allow.
4. Prepare draft budget estimates for future in kind replacement of above facilities.
5. Prepare draft Facility Condition Inventory reports on above facilities with photos, replacement budgets and priority recommendations.
6. Conduct telephonic review and work session with CBS on draft report.
7. Address review comments and prepare final Condition Inventory report with replacement priorities.
8. Trip 2 – PHC Presentation & CBS work session on Harbor Condition Inventory.

**Task 2 – Harbor Rate Study, Economic Life Cycle Cost Models & Presentations  
(PND & Northern Economics)**

1. Develop Life Cycle Cost Model for each facility & draft economics report
2. Trip 3 – PHC Presentation & CBS work session on Life Cycle Cost Model
3. Refine economic model
4. Trip 4 – Assembly Presentation & CBS work session on Harbor Economics and Life Cycle Cost Model
5. Finalize economic analyses and prepare draft Harbor Rate Report
6. Trip 5 - PHC Presentation & CBS work session on Harbor Rates
7. Address CBS comments & prepare Final Economics Report
8. Trip 6- Final Assembly Presentation
9. Combine Condition Inventory & Economic Study in final bound report
10. Reproduce and deliver final report

**Fee Proposal Summary**

PND proposes to provide the described services on a Time and Expenses reimbursable basis utilizing our standard billing rates. Personnel assignments may vary over the course of the project depending on staff availability however we will not exceed the total estimated fee without your prior written authorization. Detailed fee breakdowns are attached for your review and the estimated fees by task are listed below.

<b>Task</b>	<b>Description</b>	<b>Estimated Fee</b>
1	Harbor Condition Inventories	\$ 75,138
2	Harbor Rate Study	\$ 56,369
All	Total Project	\$ 131,507

PND appreciates the opportunity to assist the CBS on this important project. Thank you for reviewing our proposal and let me know if we have perceived your needs appropriately. Feel free to contact me anytime if you have further questions.

Sincerely,  
PND Engineers, Inc. | Juneau Office



Dick Somerville, P.E.  
Vice President

Enclosures

## SITKA HARBORS MASTER PLAN PRELIMINARY PROJECT SCHEDULE

ID	Task Name	Start	Finish	September Sep	October Oct	November Nov	December Dec	January Jan	February Feb	March Mar	April Apr
1	Fee Negotiations, Assembly Approval, Contract & NTP	Mon 9/26/11	Mon 10/31/11								
2	Distribute & Review Available Information	Tue 11/1/11	Tue 11/8/11								
3	Prepare Schematic Plans	Fri 11/4/11	Fri 11/18/11								
4	Trip 1 - Field Condition Inventories & CBS Work Session	Wed 11/9/11	Fri 11/11/11								
5	Prepare Draft Budgets for Replacement Facilities	Mon 11/14/11	Fri 11/25/11								
6	Prepare Draft Condition Inventory & Replacement Priority Report	Mon 11/28/11	Mon 12/19/11								
7	Teleconference Work Session on Draft Condition Inventory	Thu 12/22/11	Thu 12/22/11								
8	Holidays	Fri 12/23/11	Tue 1/3/12								
9	Prepare Final Condition Inventory & Replacement Priority Report	Wed 1/4/12	Thu 1/12/12								
10	Trip 2 - PHC Presentation & CBS Work Session - Facility Conditions	Thu 1/12/12	Fri 1/13/12								
11	Develop Life Cycle Cost Model for Each Facility & Draft Report	Mon 12/19/11	Thu 2/9/12								
12	Trip 3 - PHC Presentation & CBS Work Session - Life Cycle Cost	Thu 2/9/12	Fri 2/10/12								
13	Refine Economic Model & Presentation	Fri 2/10/12	Tue 2/14/12								
14	Trip 4 - Assembly Presentation & CBS Work Session - Economics	Tue 2/14/12	Wed 2/15/12								
15	Finalize Economic Analysis and Prepare Draft Harbor Rate Report	Thu 2/16/12	Thu 3/8/12								
16	Trip 5 - PHC Presentation & CBS Work Session - Harbor Rates	Thu 3/8/12	Fri 3/9/12								
17	Address CBS Comments and Prepare Final Economics Report	Mon 3/12/12	Tue 3/27/12								
18	Trip 6 - Final Assembly Presentation	Tue 3/27/12	Tue 3/27/12								
19	Combine Condition Inventory and Economic Study into Final Report	Wed 3/28/12	Mon 4/16/12								
20	Reproduce & Deliver Final Report	Tue 4/17/12	Fri 4/20/12								

Project: 112069  
October 13, 2011

Task



Rolled Up Task



Project Summary



Split



Rolled Up Split



External Milestone



Progress



Rolled Up Milestone



Deadline



Milestone



Rolled Up Progress



Summary



External Tasks



**Sitka Harbor System Master Plan  
Task1 Services  
Work Scope and Fee Proposal Summary  
October 18, 2011**



Senior Engineer VII	Senior Engineer VI	Staff Engineer V	Staff Engineer IV	Staff Engineer III	CAD Designer V	Tech IV	Line Item Costs	Task Subtotal Costs
\$165.00	\$165.00	\$100.00	\$95.00	\$90.00	\$90.00	\$90.00		

<b>Task 1 - Harbor Condition Inventories, Replacement Budget Estimates, Prioritization Recommendations &amp; Report</b>								
1. Project & Contract Management - develop work scope, prepare subcontracts, client & subconsultant coordination, logistics, admin.	16		4	8			4	\$4,160
2. Obtain, distribute & review available info from CBS: design documents, condition assessments, surveys & asbuilts of Crescent, Eliason, Thomsen and ANB Harbors, wave attenuator, boat grids, boat launches, lightering floats, seaplane facility, fish cleaning stations, Harbor Department buildings & parking areas	2	2	6	6				\$1,830
3. Prepare schematic site plans for Crescent, Eliason, Thomsen & ANB Harbors, wave attenuator, boat grids, boat launches, lightering floats, seaplane facility, fish cleaning stations, Harbor Department buildings & parking areas		4	8		12	24		\$4,700
4. Prepare, travel, CBS staff work session, conduct structural and civil top side condition inventories for above facilities (underwater dive inspection not included this phase) [Trip 1]	20	30	30	8				\$12,010
5. Prepare budget estimates for the replacement of Crescent, Eliason, Thomsen and ANB Harbors, wave attenuator, boat grids, lightering floats, Harbor Department buildings & parking areas	4	8	20	8		2		\$4,920
6. Prepare draft harbor facilities condition inventory report with photos, replacement budgets and prioritization recommendations.	6	12	32	40		10	4	\$11,230
7. Teleconference Presentation/Work Session with CBS	2	2	2					\$860
8. Address review comments, budget estimates and prepare final condition inventory reports.	2	4	4	12		2	4	\$3,070
9. Port & Harbor Commission Presentation & CBS Work Session - Prepare and present findings from Task 1 [Trip 2]	16		4	4				\$3,420
								<b>\$46,200</b>
<b>Estimated Third Party Expenses</b>								
Haight & Assocs.	Harbor and electrical condition inventory & reports w/ expenses							\$7,170
Murray & Associates	Building mechanical condition inventory & reports w/ expenses							\$4,000
MAKERS	Architectural condition inspections & planning work session w/ expenses							\$7,553
Northern Economics	Site visit & initial work session on harbor economics and rate structures w/ expenses							\$3,436
Field Expenses	Freight, field supplies, reproduction, consumables							\$500
PND Travel Expenses	Airmfares, vehicles, lodging, meals							\$3,648
Administrative Fee	10% of third party expenses							\$2,631
								<b>\$28,938</b>
<b>Task 1 - Total Estimated Fee</b>								<b>\$75,138</b>

**Sitka Harbor System Master Plan  
Task 2 Services  
Work Scope and Fee Proposal Summary  
October 18, 2011**



**P | N | D**

Senior Engineer VII	Senior Engineer VI	Staff Engineer V	Staff Engineer IV	Staff Engineer III	CAD Designer V	Tech IV	Line Item Costs	Task Subtotal Costs
\$165.00	\$165.00	\$100.00	\$95.00	\$90.00	\$90.00	\$90.00		

Task 2 - Harbor Rate Study - Economic Life Cycle Cost Models, Presentations, Rate Recommendations & Report								
1. Project Management - client & subconsultant coordination, logistics, admin.	8						8	\$2,040
2. Port & Harbor Commission Presentation & CBS Work Session - Draft Analysis of Life Cycle Cost Model & Results [Trip 3]	12							\$1,980
3. Sitka Assembly Presentation & CBS Work Session - Draft Analysis of Life Cycle Cost Model & Results [Trip 4]	12							\$1,980
4. Port & Harbor Commission Presentation & CBS Work Session - Final Harbor Rate Study Report [Trip 5]	12							\$1,980
5. Sitka Assembly Presentation & CBS Work Session - Final Harbor Rate Study Report [Trip 6]	12							\$1,980
6. Incorporate Condition Inventory & Harbor Rate studies into a final consolidated report.	8		4	24		4	8	\$5,080
Estimated Third Party Expenses								
Northern Economics	Harbor Rate Study w/ expenses							\$33,524
Misc. Expenses	Reproduction & misc consumables							\$1,000
PND Travel Expenses	Airfares, vehicles, lodging, meals							\$3,048
Administrative Fee	10% of third party expenses							\$3,757
Task 2 - Total Estimated Fee								

\$15,040
\$41,329
\$56,369



**PND ENGINEERS, INC.  
STANDARD RATE SCHEDULE  
EFFECTIVE MAY 2011**

		Regular Rate
<u>Professional:</u>	Senior Engineer VII	\$180.00
	Senior Engineer VI	\$165.00
	Senior Engineer V	\$150.00
	Senior Engineer IV	\$140.00
	Senior Engineer III	\$130.00
	Senior Engineer II	\$120.00
	Senior Engineer I	\$110.00
	Staff Engineer V	\$100.00
	Staff Engineer IV	\$95.00
	Staff Engineer III	\$90.00
	Staff Engineer II	\$85.00
	Staff Engineer I	\$80.00
	Senior Environmental Scientist	\$100.00
	Environmental Scientist	\$90.00
	GIS Specialist	\$90.00
<u>Surveyors:</u>	Senior Land Surveyor	\$105.00
	Land Surveyor I	\$95.00
<u>Technicians:</u>		
	Technician VI	\$125.00
	Technician V	\$105.00
	Technician IV	\$90.00
	Technician III	\$80.00
	Technician II	\$75.00
	Technician I	\$70.00
	CAD Designer V	\$90.00
	CAD Designer IV	\$85.00
	CAD Designer III	\$70.00

# Northern Economics Cost Proposal: Sitka Harbor System Master Plan, Phases 1 and 2 (Revised 10/17/11)

Project Phase	Northern Economics, Inc.	
	Hours	Labor Cost (\$)
<b>Phase 1:</b>	<b>21</b>	<b>2,480</b>
Project Management	4	270
Travel to Sitka (0600-1700; 0400-1000) -- Trip 1	17	2,210
<b>Phase 2:</b>	<b>261</b>	<b>29,700</b>
Project Management	5	360
Develop life cycle cost model for each facility, system	41	4,140
Data collection (post-trip), entry, and modeling*	29	2,930
Analysis of life cycle cost model and results	24	2,840
Write draft results and recommendations memo	28	3,010
Develop draft results presentation	20	2,290
Travel to Sitka (0600-1700; 0400-1000) -- Trip 3	17	2,210
<i>Draft results presentation to PHC (in trip cost)</i>		
Adjust presentation re: PHC comments**	4	405
Travel to Sitka (0600-1700; 0400-1000) -- Trip 4	17	2,210
<i>Draft results presentation to CBS Assembly (in trip cost)</i>		
Revise analysis of life cycle cost model and results	12	1,280
Write final results and recommendations memo	15	1,755
Develop final results presentation	11	1,445
Travel to Sitka (0600-1700; 0400-1000) -- Trip 5	17	2,210
<i>Final results presentation to PHC (in trip cost)</i>		
Adjust presentation re: PHC comments**	4	405
Travel to Sitka (0600-1700; 0400-1000) -- Trip 6	17	2,210
<i>Final results presentation to CBS Assembly (in trip cost)</i>		
<b>Total Labor</b>	<b>282</b>	<b>32,180</b>
Total Travel Cost (5 trips, \$956.00 per trip)***		4,780
<b>Total Project Cost</b>		<b>36,960</b>

\* We have based this estimate on receiving the information we need for our analysis from the city in a timely manner.

\*\* Major comments, such as changes to the layout of the analysis, facilities included, or approach taken by the analysis, will require a change order to address. Minor comments, including any changes to assumptions, will be covered by this time. We will review all comments when received and advise if there are any comments we feel we cannot address.

\*\*\* If travel costs exceed the estimated amounts (as a whole), we will ask for a change order to cover additional costs. We have used conservative estimates to avoid this and anticipate that travel costs could actually be less than the estimated amount. We have assumed up to \$600 for airfare, \$113 for meals (approx. 1.5 days @ \$75/day), \$200 for a hotel, and \$43 for mileage, taxis, and other expenses. The city will also be responsible for compensating Northern Economics for labor and other expenses in the event of travel delays, due to weather or other causes.

Phase 1				
Staff Member	Role	Labor Hours	Labor Rate (\$ per Hour)	Labor Cost (\$)
Steele, Diane	Admin	1.0	90.00	90.00
Fisher, Mike	Analyst, PM	17.0	130.00	2,210.00
Humphrey, Michelle	Admin	3.0	60.00	180.00
<b>Total Labor</b>		<b>21.0</b>	<b>118.10</b>	<b>2,480.00</b>
<b>Total Expenses (Travel Cost; 1 trip, \$956 per trip)</b>				<b>956.00</b>
<b>Project Total</b>				<b>7,200.00</b>

Phase 2				
Staff Member	Role	Labor Hours	Labor Rate (\$ per Hour)	Labor Cost (\$)
Steele, Diane	Admin	2.0	90.00	180.00
Fisher, Mike	Analyst, PM	116.0	130.00	15,080.00
Bond, Alexis	Analyst	120.0	95.00	11,400.00
Humphrey, Michelle	Admin	3.0	60.00	180.00
Burden, Patrick	Principal Oversight	8.0	230.00	1,840.00
McCoy, Terri	Editor	12.0	85.00	1,020.00
<b>Total Labor</b>		<b>261.0</b>	<b>113.79</b>	<b>29,700.00</b>
<b>Total Expenses (Travel Cost; 4 trips, \$956 per trip)</b>				<b>3,824.00</b>
<b>Project Total</b>				<b>33,524.00</b>

Phases 1 and 2				
Staff Member	Role	Labor Hours	Labor Rate (\$ per Hour)	Labor Cost (\$)
Steele, Diane	Admin	3.0	90.00	270.00
Fisher, Mike	Analyst, PM	133.0	130.00	17,290.00
Bond, Alexis	Analyst	120.0	95.00	11,400.00
Humphrey, Michelle	Admin	6.0	60.00	360.00
Burden, Patrick	Principal Oversight	8.0	230.00	1,840.00
McCoy, Terri	Editor	12.0	85.00	1,020.00
<b>Total Labor</b>		<b>282.0</b>	<b>114.11</b>	<b>32,180.00</b>
<b>Total Expenses (Travel Cost; 5 trips, \$956 per trip)</b>				<b>4,780.00</b>
<b>Project Total</b>				<b>36,960.00</b>

526 Main Street  
Juneau, Alaska  
99801

Telephone  
(907) 586-9788  
Fax  
(907) 586-5774

## FEE ESTIMATE

**PROJECT NAME:** Sitka Harbors master Plan

**CLIENT: PND**

PROJECT NO.: 137-90

**DATE: 29 September 2011**

STAFF	PRELIMINARY DESIGN: (HOURS)	SCHEMATIC DESIGN: (HOURS)	DESIGN DEVELOPMENT: (HOURS)	CONTRACT DOCUMENTS: (HOURS)	BIDDING: (HOURS)	CONSTRUCTION ADMINISTRATION: (HOURS)	CONSTRUCTION OBSERVATIONS: (HOURS)	TOTAL (HOURS)	RATE (\$/HR)	TOTAL (\$)
Principal Engineer	2	0	0	0	0	0	0	2	165	330
Senior Engineer	38	0	0	0	0	0	0	38	155	5,890
Staff Engineer	0	0	0	0	0	0	0	0	105	0
CAD/Designer	0	0	0	0	0	0	0	0	95	0
CAD/Technician	0	0	0	0	0	0	0	0	65	0
Clerical	2	0	0	0	0	0	0	2	65	130
Administrative	2	0	0	0	0	0	0	2	85	170
TOTAL (Time)	44	0	0	0	0	0	0	44		
TOTALS (\$)	\$6,520	\$0	\$0	\$0	\$0	\$0	\$0			\$6,520
Total (Sales Tax - CBJ @ 5%)	\$0	\$0	\$0	\$0	\$0	\$0	\$0			\$0
TOTAL ( Reimbursable Expenses)	\$650	\$0	\$0	\$0	\$0	\$0	\$0			\$650
<b>PROJECT TOTAL</b>	<b>\$7,170</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>			<b>\$7,170</b>
INVOICE PARAMETER:	T&E	T&E	LS	LS	LS	LS	T&E			
LS = Lump Sum or Fixed Fee T&E = Time & Expense										

Murray & Associates, P. C.  
P.O. Box 21081  
Juneau, Alaska 99802

Page 1 of 1

Client: PND Engineers; Attn: Dick Somerville  
Project Name: Sitka Harbors Master Plan  
Date: 09/28/11  
MAPC Project Number: 5-11

Fee Schedule (\$/HR)	140	120	90	75	
TASK DESCRIPTION	PRIN	PROJ	DES	DFTR	SUB
Mechanical Engineering	ENGR	ENGR	ENGR		TOTAL
	(HRS.)	(HRS.)	(HRS.)	(HRS.)	(\$)
<b>CONDITION SURVEY</b>					
Initial Preparation, Research, Gathering of Information	1.0				\$ 140
Site Visit; One Day/No Overnight Trip	10.0				\$ 1,400
In Office Survey/Report Writing	10.0				\$ 1,400
Budget Cost Estimating, Coordination w/ Consultants	2.0				\$ 280
Draft and Final Production Submittals	2.0				\$ 280
<b>CONDITION SURVEY, LUMP SUM TOTAL:</b>	<b>25.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>\$ 3,500</b>
<b>Trip Expenses (1 day Trip - no overnight), Time and Expense</b>					<b>\$ 500</b>
<b>TOTAL MECHANICAL ENGINEERING SERVICES</b>					<b>\$ 4,000</b>

Scope of services fees above is for investigation and report writing of the onshore harbor buildings mechanical systems.  
Condition survey report will utilize non-destructive means for investigating mechanical systems



**make** (mak) vb 1 to bring into being by shaping or altering 2 to form in the mind a judgement or plan 3 to put together by combining parts 4 to build, construct, formulate, devise, create 5 to prepare for use, arrange 6 to cause to happen

September 28, 2011

Dick Somerville, P.E. V.P. Principal  
PND Engineers, Inc.  
9360 Glacier Hwy, Suite 100  
Juneau, AK 99801

**Re: Sitka Harbor System Master Plan**

Dear Dick:

MAKERS architecture and urban design, LLP is pleased to submit this scope of services and fee schedule to support PND in preparing Harbor System Master Plan. MAKERS fee proposal for this initial effort is \$7,553. MAKERS phase 1 fee is based on the following:

Project kick-off and site visit. MAKERS will participate in the kickoff meeting in Sitka and the condition inventories at each harbor to identify any issues and concerns and then conduct an architectural assessment of the three to four small buildings (public restrooms and harbor office).

Site visit report. MAKERS will provide to PND a Site Visit Report that summarizes the architectural condition of the structures surveyed during the site visit. Write-ups will include a written description, photographs, identification of deficiencies, and a replacement cost estimate for each facility.

MAKERS fee proposal for the identified effort includes:

		HOURS			
		Arch @	Staff @	Staff @	
Labor		\$160	\$115	\$85	AMOUNT
Task 1.1: Project Start-up and Background Review					
a. Site Visit		20			\$ 3,200
b.					\$ -
Task 1.2: Report					
a. Prepare findings report (3-4 small structures)		16	8		\$ 3,480
b.					\$ -
c.					\$ -
Total Labor Fees		36	8	0	\$ 6,680
Reimbursables					
Airfare (round trip from Seattle to Sitka)					\$ 550
Lodging					\$ 99
Meals (2 days @ \$112/day)					\$ 224
Total Reimbursables					\$ 873
Total Fee Proposal					\$ 7,553

*Notes:*

1. Sitka arrival time on first day is 11:15 am; departure the next day after 6:00 pm
2. Report will be submitted electronically

MAKERS is looking forward to this opportunity.

Sincerely,



Stefani Wildhaber  
Partner