
MEMORANDUM

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

From: Michael Harmon, P.E., Public Works Director *MH*
Stephen Weatherman, P.E., Municipal Engineer *S*
David Longtin, P.E., Senior Engineer *DLL*

Reviewed: Mellissa Cervera-Bean, Contract Coordinator *MC*

CC: Mike Middleton, Interim Finance Director *MM*

Date: October 4, 2013

Subject: Sitka Rocky Gutierrez Airport Terminal Improvements
Approval to Award Preliminary Design Contract

Background:

On September 13, 2011, the Assembly of the City and Borough of Sitka (CBS) approved and adopted the conclusions of the Sitka Rocky Gutierrez Airport Terminal Master Plan: a two-phase approach that provides immediate short-term modifications to correct the most critical terminal deficiencies first, and develops a long-term financial plan to construct a new terminal building next. Public Works now has the funding to undertake the design of this project.

A Request for Qualifications (RFQ) for the design of terminal improvements was published in accordance with City and Borough procurement policy. Statements of Qualification (SOQs) were received from McCool Carlson Green (MCG) and design2 LAST Inc. SOQ reviewers agreed that MCG is the more qualified firm to do this work.

MCG has provided a fee proposal for a not-to-exceed time-and-materials cost of \$65,818 for preliminary design services for terminal improvements. A copy of that proposal is attached.

Analysis:

One of the recommendations made in the master plan was to construct restrooms in the "holding area" after the TSA screening area. This has already taken place. The preliminary design work will verify the desire of the Assembly and users group to expand the Alaska Airlines baggage make-up area and the TSA baggage screening area, and to complete terminal reorganization to allow for these expansions. The design team will travel to Sitka to meet with the users group and to collect design information. Once the design goals and criteria are established and agreed upon,

CBS will award a change order to the contract to complete the design of the selected improvements.

Fiscal Note:

The CBS FY2014 budget has allotted \$275,000 for this project. Most of this funding comes from Passenger Facility Charges (PFCs) collected from ticketed passengers flying into or out of the Sitka Rocky Gutierrez airport.

There is no funding currently identified for construction. These funds are expected to result in large part from future PFC charges. A member of the MCG design team will be responsible for leading the PFC application process, based on the cost of the desired project.

Recommendation:

Approve award of a preliminary design contract for the Sitka Rocky Gutierrez Airport Terminal Improvements to McCool Carlson Green with a not-to-exceed amount of \$65,818.



McCOOL CARLSON GREEN

ARCHITECTURE - INTERIOR DESIGN - PLANNING

421 W 1st Ave. Suite 300 ANCH., AK 99501 (907) 563-8474

September 17, 2013

Dave Longtin, P.E., Senior Engineer
City and Borough of Sitka Department of Public Works
100 Lincoln Street, Sitka, AK 99835

Subject: Fee Proposal - CBS Airport Upgrade Design Services - Scoping Phase (Rev. 2)

Dear Mr. Longtin:

Per your request we have prepared a Scoping Phase fee proposal for Upgrade Design Services at the Rocky Gutierrez Airport. Our proposal is based on our August 2013 phone conversation, discussing the project and scope. Due to the fact that there are varying potential design solution(s) to satisfy the needs outlined under Phase I, page 50 of the 2011 Master Plan, and in an effort to reduce both design and construction costs for CBS we agreed to first complete a Scoping Phase to be invoiced on a Time and Expense (T&E) contract. The scoping phase is the first phase in a multi-phase project what we believe will also include 50% Design Development following the scoping phase and Construction Drawings, as well as consulting for passenger facility charges (PFC). This fee proposal only includes scoping phase, which we believe is necessary to efficiently achieve the remaining phases of the project. The enclosed information outlines our understanding of scope, deliverables, and schedule.

Scoping Phase: Scope

Our work will focus on modifications to the Rocky Gutierrez Airport terminal, for the following: expansions to correct operational efficiencies in the Alaska Airlines Baggage make-up areas and in the TSA baggage screening area. MCG and the design team will:

1. Analyze Phase I on page 50 of the 2011 Master Plan
2. Review feasibility of PFC's
3. For approximately 1.5 days visit with CBS project managers and User Groups at Rocky Gutierrez Airport:
 - a. Discuss and validate current airport needs as presented in the 2011 Master Plan.
 - b. Collect information
 - c. Investigate operations and equipment
 - d. Inspect the existing facility
 - e. Verify that provided drawings are accurate
 - f. Conduct HAZMAT inspection and Sample Analysis

The work does not include Cost Estimates or Structural Analysis at this phase. To conserve project funding, we have also excluded Structural and Civil from the scoping phase, as we do not feel their input will assist in helping develop the correct course of action.

Following the site visit, back at our offices, we will prepare a plan (course of action) for achieving design criteria established during our visit and present that information in a letter to CBS for approval. Upon approval we will provide a fee proposal for the remaining project phases and will then move into the design.

Conducting the scope phase is aimed to save CBS money in design fees and also better equip the team with facility information. We believe that following this phase we will have enough information to skip a schematic phase and go straight to design development (50%).

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Scoping Phase: Team

McCool Carlson Green (Architectural)

Will facilitate the project and manage the design team. During the site visit, we are responsible for interviewing user groups and verifying existing infrastructure. MCG will be collecting data from the consultant team and preparing a recommendation to CBS.

AMC Engineers (Mechanical and Electrical)

Will attend the kick off meeting and site visit to Sitka Airport, Tour/As-Built Facility, Meet w/User Groups, assess mechanical/electrical project scope based on extent of facility upgrades, develop a report outlining required mechanical/electrical upgrades to support proposed facility upgrades.

Landrum & Brown (Airport Planning Specialist)

Mark Heusinkveld, our financial expert, meet with the stakeholders. Mr. Heusinkveld will assess eligibility for PFC funding and discuss other funding options. L&B will also be reviewing the master plan and coordinating work with URS.

URS (Baggage Processing Specialist)

Will be attending the site visit and meetings. URS will develop a narrative base on the site investigation. Meet with the team, badging, receive drawings/specs, review drawings and specs, review equipment at existing locations and photograph existing conditions, they will also confirm passenger loads and flights information, determine EDS requirements, and submit draft BOD report to MCG for review by CBS.

WEC (Environmental Engineer)

They will be on sight with the team, to coordinate developing scope of work and perform inspections and material sampling, for possible HAZMAT, in the areas where we intend to be working. Following their survey they will prepare a report to submit along with the scoping phase report.

Scoping Phase: Schedule

Arrival on evening of 10.15.13

Overnight stay on 10.15.13

Conduct meetings and complete site investigations on 10.16.13 (between 8am-5pm)

Depart on the evening of 10.16.13

Draft Deliverable Date (anticipated) – 11.01.13

CBS Review (anticipated) – 11.04.13 to 11.08.13

Final Deliverable Date (anticipated) – 11.15.13

CBS Approval / prepare Design Services Proposal – 11.20.13

Scoping Phase: Fee Estimate (T&E)

Fee: \$57,358

Expenses: \$8,460

Prepared By:



Jason A Gamache, MCG Architect





McCOOL CARLSON GREEN

ARCHITECTURE - INTERIOR DESIGN - PLANNING

421 W 1st Ave. Suite 300 ANCH., AK 99501 (907) 563-8474

September 17, 2013 for Dave Longtin, P.E., Senior Engineer, City and Borough of Sitka, Department of Public Works (Rev 2.)

Fee Proposal: CBS Airport Upgrade Design Services - Scoping Phase

Refer to the attached MCG proposal cover letter for detailed project information related to the fee breakdown below. Consultant fee breakdown's are attached for your reference.

<u>MCG Travel Time R/T</u>					
Project Architect	13	hours x	\$140.00	=	\$1,820
Project Assistant	13	hours x	\$105.00	=	\$1,365
<u>MCG Project / Consultant Management</u>					
Project Architect / Manager	6	hours x	\$140.00	=	\$840
<u>MCG Site Visit (Survey and Meetings)</u>					
Project Architect (User Group Meetings)	8	hours x	\$140.00	=	\$1,120
Project Assistant (Asbuilt Verification)	8	hours x	\$105.00	=	\$840
<u>MCG Scope Preparation</u>					
Principal Architect (Peer Review)	6	hours x	\$199.00	=	\$1,194
Project Architect (Production)	18	hours x	\$140.00	=	\$2,520
Project Assistant (Technician)	12	hours x	\$105.00	=	\$1,260
Administration (Clerical)	1	hours x	\$65.00	=	\$65
MCG (Architectural)					\$11,024
AMC (Mechanical & Electrical)	\$23,030	sub-profit x	1.10	=	\$25,333
L&B (PFC & Airport Planner)	\$7,520	sub-profit x	1.10	=	\$8,272
URS (Baggage Consultant)	\$5,072	sub-profit x	1.10	=	\$5,579
(Civil) n/a for this phase	\$0	sub-profit x	1.10	=	\$0
(Structural) n/a for this phase	\$0	sub-profit x	1.10	=	\$0
(Environmental) Includes HAZMAT inspection and sample analysis	\$6,500	sub-profit x	1.10	=	\$7,150
(Cost Estimator) n/a for this phase	\$0	sub-profit x	1.10	=	\$0
Total					\$57,358

Station	Office	Air Fare	Hotel	Allowance	Travelers	
MCG	\$100	+ (\$700.00 +	\$190.00 +	\$120.00)	x	2 \$2,120
AMC	\$100	+ (\$700.00 +	\$190.00 +	\$120.00)	x	2 \$2,120
L&B	\$100	+ (\$900.00 +	\$400.00 +	\$180.00)	x	1 \$1,580
URS	\$100	+ (\$850.00 +	\$400.00 +	\$180.00)	x	1 \$1,530
WEC	\$100	+ (\$700.00 +	\$190.00 +	\$120.00)	x	1 \$1,110
Total						\$8,460

1. Allowance is \$60/day per diem.
2. Travel includes Full Flex ticket arrival on evening of 10.15.13, an overnight, meetings on 10.16.13 (between 8am-5pm) with return
3. L&B and URS will stay (1) extra night due to long distance travel.

TOTAL LSFF	\$57,358
TOTAL Expenses	\$8,460

If you have any questions or require any revisions please feel free to call.
McCOOL CARLSON GREEN

Approved by John E McCool, Principal
 Prepared by Jason A. Gamache, Project Manager

APPROVED-PROCEED:
 DATE:
 SIGNATURE: