


MEMORANDUM

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

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

Reviewed: Tammy O'Neil Contract Coordinator 

CC: Jay Sweeney, Finance Director

Date: June 6, 2012

Subject: Centennial Hall Renovation Approval to Award Design Contract

Background:

The schematic design of the overall Centennial Hall, Crescent Harbor Parking and Library Campus 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. The Assembly adopted Site Plan C7 in November 2011.

A contract for design of the Centennial Hall and Crescent Harbor Parking Lot was awarded in accordance with City and Borough procurement policy to the project team led by R&M Engineering. The project has been presented to the public at the 65% design stage and is now reaching the 90% design stage. After being presented to the Tree and Landscape committee on June 14 the project will be presented to the Assembly on June 26th.

The next step in the project development is the design of the improvements to the Centennial Hall. To accomplish the goal a Request for Qualifications was advertized February 3rd and proposals were opened for evaluation on February 24th. Six proposals were received and of the six consultants three were shortlisted and interviewed. After review of the proposals and the interview the selection committee selected McCool Carson Green Architects (MCG) as the most qualified consultant.

Analysis

The original needs list developed for the Centennial Hall and Crescent Harbor Parking Lot will be used as a starting point for the design process for Centennial Hall

Renovations. The initial task is to inspect and evaluate the building to add building deficiencies to the "Needs List". The next step is to appoint a Building Design Committee (BDC) to help guide the building development process. Also included is a robust public process which includes public meetings and stakeholder meetings of the various user groups, organizations and tenants of the building. In addition to the public process will be reports to and approval of design milestones by the Assembly. The consultant will present a report on the proposed project development plans and public process during the June 26th Assembly Meeting.

Public Works has set a design completion date of June 31, 2013 and project construction could begin late that summer pending all project permitting and funding is obtained. The total cost for design including Project Management and MCG design fees is \$1,300,000.

Fiscal Note:

The project has funding from various sources.

• Legislative cycle 2011 Centennial Hall	\$2,000,000
• Legislative cycle 2012 Centennial Hall	\$2,500,000
• Legislative cycle 2013 request Centennial Hall, Museum & Visitor Center	\$3,700,000
• Sitka Renewable Energy Feasibility for Centennial Hall and Library	\$30,000
Total project funding	\$8,230,000
Current total project cost estimate	\$12,113,250

Recommendation:

Approve award of a design contract for the Centennial Hall Renovation to McCool Carson Green Architects with a not to exceed amount of \$1,217,763



McCOOL CARLSON GREEN
ARCHITECTURE • INTERIOR DESIGN • SPACE PLANNING

June 4, 2012

Mr. Stephen Weatherman
City and Borough of Sitka
100 Lincoln Street
Sitka, AK 99835

Re: **Harrigan Centennial Hall Renovation - Scope of Services – Rev 2**

Dear Mr. Weatherman,

Thank you for selecting MCG for the renovation/addition project at Harrigan Centennial Hall (HCH). We are looking forward to beginning work on this exciting project. Attached is our proposal for architectural and design consultant services. Our proposal is based on the scope defined in the RFP document, conversational refinements with you on the scope and markups of the initial fee proposal. Our design fees are proposed as time and expense fees. Below is an overview of the scope as we understand it, followed by details of the anticipated activities.

Overview

The MCG Design Team will furnish all labor, materials, equipment, tools, supervision, and other facilities necessary to perform the proposed services in accordance with criteria provided by the City and Borough of Sitka and in accordance with the Standards of Care for architectural and engineering professional services.

The scope of work and associated fee is divided into (4) Tasks:

- Task 1 - Needs Assessment, Programming and Schematic Design
- Task 2 - Design Development
- Task 3 - Construction Documents
- Task 4 - Construction Services

Completion and approval of each task shall precede the beginning of the following task. We understand that if it becomes apparent that billings may exceed the current phase we are to alert the CBS Project Manager and request that fees be reallocated from another phase or request a change order for additional services.

The MCG Design Team will assess, program, plan and produce documents for a comprehensive renovation of the HCH. This work will include renovation of existing space as well as building additions for various uses associated with HCH, including a new home for the Sitka Historical Museum.

The parking lots for Centennial Hall and Crescent Harbor will be under design by another consultant at the same time as the Centennial Hall Renovation design. The MCG Design Team will coordinate our work with those consultants.

Along with MCG our Design Team includes the following professionals:

- Constructability Consulting Services – 3rd Party Constructability Reviewer
- Estimations – Professional Cost Estimator
- Mark Foster Associates – Economic Analysis
- PND Engineers – Structural Engineers

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Michael P. Carlson
Douglas G. Green
John T. Weir
901 Photo Avenue
Anchorage, Alaska 99503
(907) 563-8474
FAX (907) 563-4572
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- RSA Engineers – Mechanical and Electrical Engineers
 - Stafford Design Group – Food Service Designer
 - Sparling – Acoustics, Audio Visual and Stage Lighting Consultants
 - Spiral Design – Interior Designer
 - White Environmental – Hazardous Materials Consultant
 - WSP Kurtz and Flack – Sustainability Consultant, Energy Auditing and Modeling.
- (See attached sub-consultant fee proposals which provide further detail to the scope outlined in this letter.)*

Based on the pre-development study provided to us by CBS, the anticipated project costs for HCH are \$12million. Of this, we anticipate construction costs to be \$9million if all portions and phases of the work are executed.

Task 1 Assessment, Programming and Schematic Design

Task 1 includes a building investigation, design workshops, public meetings, concept designs, programming documents and schematic design documents. Throughout this task there will be significant public involvement as needs are identified and refined into concept options. The goal of Task 1 is to have a schematic design that meets the prioritized needs of the City and community and is achievable with the available funding.

Task 1 Deliverables include:

- Develop as-built drawings showing existing conditions with a structural analysis
- Complete building component conditions analysis
- Capital improvement items list
- HCH Economic Analysis Report and Spreadsheet Tool
- Stakeholder approved final "Program" delineating user needs
- Concept Cost Estimate with line items corresponding to user needs in Program
- A stakeholder and Assembly approved 35% Schematic Design
- 35% Schematic Cost Estimate.

Other Task 1 Activities include:

- 2 day site visit for kick-off meeting with CBS and building assessment:
 - MCG will meet with CBS and key stakeholders designated as a Project Steering Committee to outline roles and responsibilities, project vision, and the composition of the Building Design Committee
 - MCG and consulting engineers will measure, photograph and inspect the HCH facility to gather information for creating the as-built drawings and facility assets, deficiencies and needs lists.
 - MCG and Mark Foster will meet with CBS and HCH managers to discuss economic strategies for managing the facility.
- First Building Design Committee (BDC) meeting for visioning and Public Visioning meeting in Sitka.
- Second BDC meeting for programming and Sustainability Charrette with BDC in Sitka.
- Third BDC meeting to review and discuss a variety of concept design options and a Public Design Report meeting.
- Fourth BDC meeting to refine and narrow down concepts.
- Fifth BDC meeting to review and refine schematic design and a Public Design Report meeting.



- Presentation of the Schematic Design to the Sitka Assembly for approval.
- Design Team coordination and meetings.
- Communication and coordination with City and Borough of Sitka (CBS) project managers.

Following are detailed descriptions of some of the Task 1 Deliverables and Activities:

1. The Building Component Conditions Analysis shall include a complete set of as-built drawings of the existing building, with a structural analysis of building structural systems, Mechanical, Electrical, Life Safety, etc. The Building Component Condition Analysis shall identify which building components are sound and can be re-used or re-purposed, and which building components are non-functional, or are beyond life cycle, or are functionally obsolete and require replacement. An inventory of existing building components that may be re-used, including but not limited to;
 - a. Existing structure
 - b. Existing plumbing
 - c. Existing electrical
 - d. Mechanical
 - e. Life Safety Systems
 - f. Low voltage electrical technology systems
 - g. Sound system
 - h. Stage lighting
2. The BDC approved Building Program shall include
 - Program narrative describing the consensus developed for the uses of HCH, adjacencies, allocations of space etc.
 - Prioritized Needs list with concept level costs for each including, but not limited to:
 - a. New building envelope
 - b. Administrative Areas
 - c. Meeting rooms
 - d. Museum
 - e. Kitchen Facilities
 - f. Bathrooms and janitor facilities
 - g. New mechanical systems
 - h. New electrical systems
 - i. New fire and life safety systems
 - j. New internal and external communication systems
 - k. Utilities
 - l. New roof
 - m. Heat pump applications
 - Spatial diagrams
 - Space attribute sheets
 - Program areas spreadsheet
3. BDC Meetings and minutes – MCG will organize and facilitate a series of meetings with the BDC group in Sitka. Each meeting will review decisions made, current business and next steps as we build consensus and develop the design.



- BDC 1 – Visioning
 - BDC 2 – Programming
 - BDC 3 – Concept Design
 - BDC 4 – Concept Refinement
 - BDC 5 – Schematic Design
4. BDC submitted information – Copies of the presentations, agendas and other materials used in facilitating BDC meetings
 5. Public comments on the project/design – Copies of meeting minutes, presentations, agendas and notes from the Public Meetings.
 6. Assembly Approval of 35% design and the project costs, based on the 35% professional cost estimate.

Task 2 Design Development

Task 2 includes an ongoing design process with (2) BDC meetings and (1) Public Design Report meeting. MCG's team will produce 65% drawings and draft specifications and a 65% cost estimate. Interior design concepts including lighting, finishes, furniture and equipment will be developed and reviewed during this Task.

Task 2 Deliverables include:

- 65% design drawings – plans, exterior elevations, sections, schedules, interior elevations and details approved by the Stakeholders and Assembly
- Site civil and landscape plans, sections and general details – including coordination with parking lot project design
- Preliminary color and materials boards and schedules
- Preliminary furniture and equipment schedules
- Draft technical specifications
- Updated Economic Analysis Tool
- 65% Cost Estimate
- Third party coordination and constructability review of 65% Documents

Other Task 2 Activities include:

- BDC meeting #6 – Review of Schematic design, review of sustainable strategies, begin discussion of interiors and furniture with Spiral Design
- BDC meeting #7 – Design update and review of 65% documents including preliminary color/materials board – Public Design Review meeting for 65% design
- Presentation of the 65% design to the Sitka Assembly for approval.
- Ongoing Design Team meetings and coordination
- Ongoing communication and coordination with CBS project managers.
- Preliminary building code review with the AHJ in Sitka.
- Track LEED credits for sustainable strategies incorporated in the project
- Register the project with USGBC for LEED rating

Task 3 Construction Documents

Task 3 includes the development and completion of construction drawings and specifications. MCG will facilitate a final meeting with the BDC to tweak details of the design meetings as well



as a Public Design Report meeting. MCG's team will produce 95% documents and a 95% estimate and present this to the Assembly for approval. Following approval, construction documents will be completed and a Final Cost Estimate.

Task 3 Deliverables include:

- 95% design drawings and specifications approved by the Stakeholders and Assembly
- 95% Cost Estimate
- Final color and materials boards and schedules
- Furniture and equipment schedules
- Construction drawings and specifications
- Final Bid Drawings and Specifications
- Final Construction Cost Estimate

Other Task 3 Activities include:

- BDC meeting #8 – In process review of 95% design, Public Design Review meeting for 95% design
- Presentation of the 95% design to the Sitka Assembly for approval.
- Ongoing Design team meetings and coordination
- Ongoing communication and coordination with CBS project managers.
- Code review for permitting and responses to review comments.
- Participate in and coordinate materials for 1% Art Committee
- Track LEED credits for sustainable strategies incorporated in the project

Task 4 Construction Services

Task 4 includes support of the CBS bidding process using a Bid/Build procurement method, coordination with the General Contractor, site visit and inspections and record documents. When construction is complete MCG will conduct a post-occupancy review with users. Enhanced building commissioning is included as a suggested optional service.

Task 4 Deliverables include:

- Support CBS as they advertise and bid the project (Cost of printing Bid Documents will be the responsibility of the OWNER)
- Addendums to the bid documents
- Site visit observation reports with photographs
- Submittal reviews
- Responses to contractor RFIs
- Substantial Completion report
- Conformed Record Documents
- [Suggested Services] Commissioning report
- Post-Occupancy Evaluation report

Other Task 4 Activities include:

- Attend pre-bid conference in Sitka
- Evaluate bids with the Owner
- Attend pre-construction conference in Sitka



- Review and respond to change orders, pay requests, substitution requests, submittals and RFIs.
- Attend weekly jobsite meetings by phone and in person (monthly)
- (6) site observation trips
- Conduct a Substantial Completion inspection and issue a Certificate of Substantial Completion when the work is substantially complete so the building can be used for its intended purpose.
- Ongoing Design team coordination
- Ongoing communication and coordination with CBS project managers
- Participate in and coordinate materials for 1% Art Committee
- Track LEED credits for sustainable strategies incorporated in the project
- USGBC design review and certification for LEED rating

This proposal presents a comprehensive list of the services included in the attached fees. Some services excluded from this proposal include:

- Protracted public reviews and presentations beyond those listed in the Tasks
- Printing of the bid document sets for distribution to bidders
- Geotechnical investigation and report
- Items listed as Suggested Services unless the Owner opts to include them
- Substantial re-design efforts requested by the Owner after Approved Schematic Design and not related to construction cost overruns

Additional services may be negotiated as needed; identification of additional services is detailed in AIA Document B1-1-2007, Article 4.

A breakdown of the total time and expense fee is as follows:

MCG labor subtotal = \$550,627

MCG expenses subtotal = \$25,500

Sub-Consultant labor (with markup) subtotal = \$606,953

Sub-Consultant expenses subtotal = \$34,683

TOTAL = \$1,217,763

Suggested Services labor (with markup) subtotal = \$37,398

Suggested Services expenses subtotal = \$4,240

Attached is a schedule and fee summary including a complete breakdown of our proposed fees by phase, personnel and hours estimated. Fee for services proposals are also attached for all sub-consultants. Thank you for your assistance in concluding our negotiations. We look forward to getting started.



Sincerely,
McCool Carlson Green



Garrett P Burtner
Architect, AIA

XC:
Kelli Cropper, Project Manager, City and Borough of Sitka

Attachments:

- MCG fee summary and hourly breakdown of phases
- Sub-consultant fee proposals
- Additional information about sub-consultants not included in original RFP Response
- Proposed design schedule



Harrigan Centennial Hall Renovation & Addition

DATE: 4-Jun-12
 PROJECT NUMBER: 2012007
 CLIENT: City and Borough of Sitka
 PREPARED BY: G. Burtner Estimated Construction Cost 9,000,000



McCOOL CARLSON GREEN

PROJECT FEE SUMMARY

REV 2

	TASK 1	TASK 2	TASK 3	TASK 4		Totals	
ARCHITECTURAL LABOR	Schematic	Design Dev	Const Docs	Const Services	Current T&E Contract	Totals	
Principal Architect	Rate = 199.00	199.00	199.00	199.00			
	Hours = 162	70	57	45		334	
	Labor Subtotal = 32,238	13,930	11,343	8,955		66,466	
Staff Architect	Rate = 145.00	145.00	145.00	145.00			
	Hours = 486	521	559	626		2,192	
	Labor Subtotal = 70,470	75,545	81,055	90,770		317,840	
Designer	Rate = \$120.00	\$120.00	\$120.00	\$120.00			
	Hours = 138	93	68	70		369	
	Labor Subtotal = 16,560	11,160	8,160	8,400		44,280	
Drafter	Rate = 88.00	88.00	88.00	88.00			
	Hours = 264	307	387	174		1,132	
	Labor Subtotal = 23,232	27,016	34,056	15,312		99,616	
Clerical	Rate = 65.00	65.00	65.00	65.00			
	Hours = 70	54	66	155		345	
	Labor Subtotal = 4,550	3,510	4,290	10,075		22,425	
Direct Labor Totals	147,050	131,161	138,904	133,512		550,627	
MCG FEE SUBTOTALS	147,050	131,161	138,904	133,512		550,627	
MCG DIRECT EXPENSES					Direct Expense Subtotals		
Long Dist Phone	100	100	100	100	-	400	
Repro/Photo - In house	500	500	500	200	-	1,700	
Air Travel	6,600	2,400	1,200	5,400		15,600	
Hotel	800	500	200	900		2,400	
Meals	780	360	120	540		1,800	
Postage/Courier	50	50	50	50	-	200	
LEED Registration and review fees	900		2,000	500		3,400	
MCG EXPENSE SUBTOTALS	9,730	3,910	4,170	7,690		25,500	
MCG TOTALS	156,780	135,071	143,074	141,202	Labor + Expenses	576,127	
	TASK 1	TASK 2	TASK 3	TASK 4			
ALLOWANCES	Schematic	Design Dev	Const Docs	Const Services	Direct Expenses	LABOR TOTALS	TOTALS
Civil Allowance	2,500	2,500	2,500	1,000	-	8,500	8,500
Landscape	2,000	2,000	2,000	1,000	-	7,000	7,000
Additional Travel Allowance	2,500	2,500	2,500	2,500		10,000	10,000
SUBCONSULTANT FEES	Schematic	Design Dev	Const Docs	Const Services	Direct Expenses	LABOR TOTALS	TOTALS
Interiors SD	8,500	15,250	8,750	1,000	1,490	33,500	34,990
Structural PND	20,280	24,300	21,480	6,150	2,300	72,210	74,510
Mechanical RSA	19,235	29,400	42,065	31,760	6,806	122,460	129,266
Electrical RSA	18,035	20,340	31,935	26,580	5,172	96,890	102,062
Cost Estimating EST	8,952	7,179	7,445	4,039	-	27,615	27,615
HazMat WHT	5,960	3,060	1,590	9,860	1,450	20,470	21,920
Acoustics SPR	7,100	9,900	7,400	4,000	3,940	28,400	32,340
AV SPR	7,700	10,000	11,500	8,500	3,940	37,700	41,640
Stage Lighting SPR	3,900	5,900	5,700	5,200	3,940	20,700	24,640
Food Service SDG	1,973	3,289	5,262	2,631	2,625	13,155	15,780
Energy Audit/Model WSP	6,880	13,915	9,800		2,120	30,595	32,715
Economic Analysis MAFA	11,700	2,880			900	14,580	15,480
Constructability Review CCS		8,000				8,000	8,000
Subconsultant Fee Totals	127,215	160,413	159,927	104,220	34,683	551,775	586,458

Harrigan Centennial Hall Renovation & Addition

DATE: 4-Jun-12
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 CLIENT: City and Borough of Sitka
 PREPARED BY: G. Burtner Estimated Construction Cost 9,000,000



McCOOL CARLSON GREEN

PROJECT FEE SUMMARY

REV 2

		TASK 1	TASK 2	TASK 3	TASK 4		
MCG Fee on Sub Fee	10%	12,721.50	16,041	15,993	10,422	Total Markup	55,178
						Labor + Expenses	608,953
BASIC SERVICES TOTALS		296,717	311,525	318,994	255,844	60,183	1,217,763

RECOMMENDED OPTIONAL SERVICES	Schematic	Design Dev	Const Docs	Const Services	MCG Markup	Reimb Expenses	MCG Labor	TOTALS
M/E Commissioning	WSP	-	-	33,990	3,399	4,240	-	41,629
Additional Service Fee Totals	-	-	-	33,990	3,399	4,240	-	41,629

Harrigan Centennial Hall Renovation & Addition

DATE: 4-Jun-12
PROJECT NUMBER 2012007
CLIENT: City and Borough of Sitka

ARCHITECTURAL PERSONNEL RATES

Principal Architect	John Weir	\$199.00
Staff Architect	Garrett Burtner	\$145.00
Designer	Nick Horn	\$120.00
Drafter	Brittany Gershel	\$88.00
Clerical	Jan King	\$65.00

PHASES

PHASE 1	Schematic
PHASE 2	Design Dev
PHASE 3	Const Docs
PHASE 4	Const Services

ALLOWANCES

Civil Allowance	R&M Juneau
Landscape Allowance	Corvus Design
Additional Trips Allowance	(As Needed)

SUBCONSULTANTS

Interiors	SD	Spiral Design
Structural	PND	PND Engineers
Mech/Elect	RSA	RSA Engineers
Haz Mat	WE	White Environmental
Special Systems	SPR	Sparling /Candela
Energy Audit/Model	WSP	WSP Kurtz+Flack
Cost Estimating	EST	Estimations
Food Service	SDG	Stafford Design Group
Economic Analysis	MAFA	Mark Foster Associates
Constructability Review	CCS	Constructability Consulting Services

MCG FEE ON SUBS 10%

Programming / Design Schedule

Harrigan Centennial Hall Renovation / Addition

