



April 13, 2022

Mr. Brad Ryan
Borough Manager
Municipality of Skagway Borough
700 Spring Street
P.O. Box 415
Skagway, AK 99840

Re: Proposal for Conceptual Design Services
Skagway Harbor Master Office and Public Restroom and Shower Building

Dear Mr. Ryan,

CRW Engineering Group, LLC (CRW) is pleased to provide this proposal for conceptual design services to develop a new Harbor Master Office and Public Restroom and Shower Building for the Municipality of Skagway Borough (Skagway). This proposal provides the scope and fee for conceptual design work including concept design memorandum, 10% conceptual design drawings, and rough order of magnitude (ROM) opinion of probable cost.

CRW will provide civil, structural, geotechnical, mechanical, and electrical engineering services with State of Alaska licensed professional engineers. We intend to contract with Jensen Yorba Wall, Inc. (JYW) for Architectural services. This proposal outlines CRW's scope, assumptions, schedule, deliverable, and costs.

SCOPE OF SERVICES

CRW proposes to perform the work in general accordance with the following tasks.

Task 1 – Design Kickoff Meeting/Site Visit

CRW's Project Manager (Moyers) and Lead Architect (from subconsultant JYW) will plan and attend a project kickoff meeting to open communication lines between Skagway and the design team. It is assumed the two design team members will travel to Skagway to attend the kickoff meeting/site visit. This task includes travel expenses for the meeting and assumes the trip will be accomplished in two days, with an overnight stay in Skagway, for Anchorage-based team member; and one day, without an overnight stay, for Juneau-based team member. Additional labor and expenses incurred due to travel delays outside of CRW's control will be billed as additional services. It is assumed other CRW discipline leads (Structural, electrical, mechanical) will attend the kickoff meeting via teleconference.

The kick-off meeting will include discussion with key Skagway staff regarding project concepts and preferences. At the meeting, the project team will start establishing project needs and goals, discuss ideas, and develop data exchange and communication protocols.

Deliverables for Task 1:

- Project Kick-off Meeting Agenda and Minutes (including Summary of Key Decisions).

Task 2 – Conceptual Design Development

2.1 Conceptual Design Drawings - CRW will develop up to five (5) conceptual design (10% design) drawings for the proposed Harbor Master Office and Public Restroom and Shower Building. It is anticipated the concept-level drawings will include:

- 1) Architectural floorplans and 3D renderings of the proposed structure (2-3 drawings).
- 2) Conceptual site layout including locations for new building(s), retaining wall, and utilities (1-2 drawings).

2.2 Conceptual Design Memorandum - CRW will prepare a technical memorandum summarizing the information gathered from data review and discussions with Skagway staff and observations and recommendations from the kickoff meeting.

The technical memorandum will identify the conceptual design alternatives and include a description, rationalization, and cost estimate for the proposed design. Recommendations will be provided for proposed improvements, project phasing, design considerations/narratives from applicable design disciplines (architecture, site civil, structural, geotechnical, mechanical, electrical), permitting requirements, and constructability. The technical memorandum/10% Design will define the project with a unified design concept to allow development of a realistic rough order of magnitude (ROM) opinion of probable construction cost which will allow for an informed review by the Municipality.

This task includes one project review meeting with Skagway staff. It is assumed that the review meeting will be accomplished via a conference call or virtual Teams meeting. Other tasks will include:

- Accumulation of review comments and inclusion of the comments into the final technical memorandum.
- Preparation of a final technical memorandum including 10% design drawings (one searchable Adobe Acrobat (.pdf) document to Skagway).

Deliverables for Task 2:

- Concept-level architectural drawings (electronic file in .pdf format transmitted via e-mail)
- Concept-level site layout drawings (electronic file in .pdf format transmitted via e-mail)
- Draft Technical Memorandum including ROM opinion of probable construction cost (electronic file in .pdf format transmitted via e-mail)
- Final Technical Memorandum including ROM opinion of probable construction cost (electronic file in .pdf format transmitted via e-mail)

Task 3 – Project Management

3.1 Project accounting, invoicing, scheduling, and contract administration.

3.2 Implementation and management of a QA/QC program to ensure quality work products. This program includes a detailed internal QC of all project deliverables by a technical expert who is not directly involved with this project for the benefit of outside perspective.

ADDITIONAL NOTES AND ASSUMPTIONS

The above scope and tasks include the following assumptions:

Error! Reference source not found. Skagway Harbor Master Office and Public Restroom and Shower Building

1. It is assumed that COVID testing/quarantine time requirements will not be applicable for the proposed travel on this project. Additional labor and travel expenses incurred due to COVID requirements at the time of travel will be billed as additional services.
2. This proposal does not include detailed design services (beyond conceptual/10% design) of the selected alternative.
3. This proposal does not include detailed site topographic survey or subsurface exploration.
4. CRW shall provide other services in response to a written request for services from the Municipality of Skagway Project Manager. CRW is not authorized to complete work on any additional service task without authorization from Skagway. If the Owner determines that additional task items will be required, CRW shall provide a scope and fee proposal to Skagway to complete the requested work.

SCHEDULE

We understand that the Municipality would like to have final design (under separate contract) of the proposed Harbor Master Office and Public Restroom and Shower Building completed by the end of 2022. With that overall schedule in mind, we propose the following for conceptual design services:

- CRW will deliver the draft conceptual design (drawings and memo) 6 weeks after NTP.
- CRW will deliver the final conceptual design 2 weeks after receipt of comments on the draft.

FEE

We propose to perform our work on a time and expense basis. CRW's total compensation for services provided pursuant to this agreement, including labor and overhead costs and expenses shall not exceed \$36,475.00 without written authorization by the Municipality. Fee estimate spreadsheet is included as Attachment 1.

We look forward to working with you on this project and are excited about this opportunity. Please don't hesitate to contact me at (907) 646-5607 if you have any questions regarding any aspect of this proposal.

Sincerely,

CRW Engineering Group, LLC



J. Ryan Moyers, PE
Civil & Environmental Engineer

Attachments: Fee Proposal (1 page)

Municipality of Skagway Borough

Harbor Master Office and Public Restroom and Shower Building - Conceptual (10%) Design
Fee Proposal

| Task & Subtask Description | Name, Rate & Projected Hours | | | | | | | | | | | Cost \$ | | | |
|---|--|--------------------------|---------------------------------------|---|-------------------------|---|---|--|--------------------|------------------------|--|-----------------|-----------------------|----------------------------------|-----------------|
| | CRW Engineering Group, LLC | | | | | | | | | | | Labor Total | Expenses ¹ | Subcontractor Costs ² | Subtask Total |
| | Brian Looney, PE Contract Manager/ QA/QC | Ryan Moyers, PE PM/PE | Brad Watts, PLS Principal Surveyor | Steven Halcomb, PE Geotechnical Engineer | Civil Staff Engineer II | Nick Choromanski, PE Structural Engineer | Tracy McKeon, PE Mechanical Engineer | Ian Hoffman, PE Electrical Engineer | CAD Technician III | Editor/Admin Assistant | | | | | |
| Task 1 - Project Kickoff Meeting/Site Visit | | | | | | | | | | | | | | | |
| Project Kickoff Meeting/Site Visit | | 12 | | | | 1 | 1 | 1 | | | | \$3,220 | \$1,320 | \$1,100 | \$5,640 |
| Total Task 1: | 0 | 12 | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | | \$3,220 | \$1,320 | \$1,100 | \$5,640 |
| Task 2 - Conceptual Design Development | | | | | | | | | | | | | | | |
| Draft and Final Concept Design Memo | 1 | 2 | 2 | 2 | 8 | 4 | 2 | 2 | | 2 | | \$4,400 | | \$1,100 | \$5,500 |
| 10% Conceptual Drawings (2-3 Arch and 1-2 Site Civil) | 1 | 12 | 8 | | 8 | 4 | | | 16 | | | \$8,450 | | \$8,800 | \$17,250 |
| Construction Cost Estimate | | 1 | | | 4 | 1 | 1 | 1 | | | | \$1,395 | | \$1,100 | \$2,495 |
| Team Coordination Meetings | | 2 | | 2 | | 2 | 2 | 2 | | | | \$2,110 | | \$550 | |
| Design Review Meeting (teleconference) | | 2 | | | | 1 | 1 | 1 | | | | \$1,070 | | | \$1,070 |
| Total Task 2: | 2 | 19 | 10 | 4 | 20 | 12 | 6 | 6 | 16 | 2 | | \$17,425 | | \$11,550 | \$26,315 |
| Task 3 - Project Management | | | | | | | | | | | | | | | |
| Project Management | 1 | 6 | | | | | | | | 4 | | \$1,860 | | | \$1,860 |
| Total Task 3: | 1 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | | \$1,860 | | | \$1,860 |
| TOTAL SERVICES | 3 | 37 | 10 | 4 | 20 | 13 | 7 | 7 | 16 | 6 | | \$22,505 | \$1,320 | \$12,650 | \$33,815 |

Notes and Assumptions

- 1) Expenses include 10% markup.
- 2) Subconsultant fees include 10% markup.