



May 21, 2024

Mr. Tyson Ames
Public Works Director
Municipality of Skagway Borough
700 Spring Street
P.O. Box 415
Skagway, AK 99840

Re: Proposal for Engineering and Architectural Services
Skagway Condition Assessment of Three Municipal Buildings

Dear Tyson,

CRW Engineering Group, Inc. (CRW) is pleased to provide this proposal for engineering and architectural services to support the Municipality of Skagway Borough (Skagway) with condition assessments of three municipal buildings – City Hall, the Recreation Center, and Arctic Brotherhood Hall. The Skagway City Hall is a two-story structure and is approximately 14,300 ft². The Recreation Center is a one-story structure (with a mezzanine) and is approximately 13,200 ft³. The Arctic Brotherhood Hall is a two-story structure and is approximately 5,600 ft³. The purpose of these condition assessments is to provide an overall preliminary, qualitative assessment of the current condition of the civil, mechanical, electrical, structural, and architectural systems of the existing facilities, identify deficiencies, and prepare an order-of-magnitude cost estimate of potential repairs and/or retrofits that may be required to extend the useful life of the buildings. This proposal provides the scope and fee for performing a condition assessment on each of the three buildings and developing a summary report that includes recommended capital improvements and associated cost estimates.

CRW will provide civil, mechanical, electrical, and structural engineering services for the condition assessments. We intend to contract with Northwind Architects, LLC (Northwind) for Architectural services. This proposal outlines CRW's scope, assumptions, schedule, deliverables, and costs.

SCOPE OF SERVICES

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

Task 0010 – Data Collection and Review

CRW will gather and review site information including original design drawings and photos prior to the site visit.

Task 0020 – Site Visit and Assessments

CRW will send a team consisting of an architect, civil engineer, mechanical engineer, electrical engineer, and structural engineer to Skagway to conduct the onsite assessments. The team will visually assess the condition of the existing structures and electrical and mechanical systems. Observations will include selective, limited removal of existing building finishes as required to observe architectural/structural elements. It is anticipated that an owner's representative will be present to provide such selective removal. CRW is not responsible for removing or replacing finishes.

This task includes travel expenses for the site visit and assumes the trip will be accomplished in four (4) days, with three (3) nights stay in Skagway. Additional labor and expenses incurred due to travel delays outside of CRW's control will be billed as additional services.

Assumptions for Task 0020:

- Americans with Disabilities Act (ADA) assessment will be conducted as part of this scope.
- This proposal does not include detailed site topographic survey or subsurface geotechnical exploration.
- This proposal does not include an analysis of hazardous materials on-site.

Deliverables for Task 0020:

- Trip Reports will be developed for each discipline and incorporated as appendices in the Condition Evaluation and Recommendations Report (Task 0040).
- Summary of required information to advance analysis and develop Condition Evaluation and Recommendations Report.

Task 0030 – 3D Mapping

CRW will collect and process a 3D colorized point cloud of the interior and exterior façade of each building. Data will be collected with a Matterport™ Pro2 scanner. It is assumed that the 3D mapping will occur while the team is in Skagway for the site visit/assessment (Task 0020).

Assumptions for Task 0030:

- Buildings will be clear of items and clutter that could block areas to be mapped.
- Grating and hatches will be able to be opened and removed for data collection.
- No areas to be mapped will require confined space entry.
- Skagway will provide supplemental lighting for areas too dark for color scans. If no lighting is available scans will be performed in black and white.
- Data will be registered through cloud to cloud; scanning targets will not be used.

Deliverables for Task 0030:

- Unified point cloud of the interior and exterior façade of each of the three buildings.
- Matterport project file and support data.
- 360° color photos viewable in Matterport.

Task 0040 – Condition Evaluation and Recommendations Report

CRW will produce a Condition Evaluation and Recommendations Report summarizing the findings of the assessments. The results from all three condition assessments (City Hall, Recreation Center, and AB Hall) will be summarized in one (1) Condition Evaluation and Recommendations Report. The Report will include:

- Summary scope of work, project background, any limitations of the assessment, and findings of the condition assessments.
- General description of the systems in the building and descriptions of the general condition of the civil, mechanical, electrical, structural, and architectural systems.
- Identification of observed damage, defects, deficiencies, and deterioration. Locations of observations will be included.

- Recommendations for conceptual solutions to observed damage, defects, deficiencies, or deterioration. Solutions may include repair, retrofit, and/or replacement.
- Development of reference drawings – limited to diagrammatic plans only.
- Cost estimates for conceptual solutions.
- Recommendations for additional detailed assessment work.
- Photo documentation of any observations with a key plan identifying photo location.

Following Skagway’s review of the draft report, CRW will attend a review meeting via teleconference and provide written responses to review comments. Following the review meeting, CRW will incorporate the review comments from the draft report into a final Condition Evaluation and Recommendations Report.

Assumptions for Task 0040:

- It is assumed that Skagway will distribute the draft report for review as needed and will provide a consolidated list of review comments.
- It is assumed that the review meeting will be accomplished via a conference call or virtual Microsoft Teams meeting. No travel has been included in this task.

Deliverables for Task 0400:

- Draft report including cost estimates (electronic file in .pdf format transmitted via e-mail)
- Response to Draft report comments (electronic file in Excel format transmitted via e-mail)
- Final report including cost estimates (electronic file in .pdf format transmitted via e-mail)

Task 0050 – Project Management

The project management task will include the following:

- Project accounting, invoicing, scheduling, and contract administration.
- 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:

1. This proposal does not include detailed design services (beyond conceptual sketches) of the recommended improvements.
2. This proposal does not include detailed site topographic survey or subsurface geotechnical exploration.
3. CRW will provide other services in response to a written request for services from the Skagway Project Manager. CRW is not authorized to complete work on any additional service task without authorization from Skagway. If Skagway determines that additional task items will be required, CRW will provide a scope and fee proposal to Skagway to complete the requested work.

SCHEDULE

CRW proposes to perform the work in accordance with the following milestones. If a different schedule is desired, please let us know and we will attempt to meet that schedule.

- Notice to proceed week of June 10, 2024

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|---|-----------------------|
| • Site visit for 3D scan/condition assessment | week of June 24, 2024 |
| • Draft report (10 weeks from site visit) | September 6, 2024 |
| • Skagway review period (2 weeks) | September 20, 2024 |
| • Final report | October 11, 2024 |

FEE

We propose to perform this 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 \$199,429.00 without written authorization by Skagway. 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, Inc.



J. Ryan Moyers, PE, Project Manager
Direct: (907) 646-5607
email: ryan.moyers@crweng.com



Pete Bellezza, PE, Principal/Civil Engineer
Direct: (907) 646-5640
email: pete.bellezza@crweng.com

Attachments: Fee Proposal (1 page)

Municipality of Skagway Borough

Skagway Three Municipal Buildings Condition Assessment

Fee Proposal¹

Task & Subtask Description		Labor Category & Projected Hours									Cost \$									
		CRW Engineering Group, Inc.									Labor Total					Expenses ²		Subcontractor Costs ³	Subtask Total	Task Total
		CM/QC	PM/Civil	Structural		Mech.		Elec.	Support											
Engineer XIII	Engineer XII	Engineer XIII	Engineer VII	Engineer XII	Engineer VII	Engineer XII	Technician I	Administrative I												
*		\$260	\$250	\$260	\$200	\$250	\$200	\$250	\$75	\$110										
Task 0010 - Data Collection and Review																				
Data Collection and Review			4		2		2	2												
Total Task 0010:		0	4	0	2	0	2	2	0	0	\$2,300		\$6,683		\$8,983					
Task 0020 - Site Visit and Assessments																				
Onsite Assessments and Trip Reports		a	44	4	44	4	44	44			\$41,640	\$8,800	\$17,267		\$67,707					
ADA Assessments		a					16				\$3,200		\$8,778		\$11,978					
Total Task 0020:		0	44	4	44	4	60	44	0	0	\$44,840	\$8,800	\$26,045		\$79,685					
Task 0030 - 3D Mapping																				
3D Scan/Survey		a					2		32		\$2,800	\$2,200			\$5,000					
Total Task 0030:		0	0	0	0	0	2	0	32	0	\$2,800	\$2,200			\$5,000		\$5,000			
Task 0040 - Condition Evaluation and Recommendations Report																				
DRAFT Condition Assessment Summary Report		2	24	2	8	2	8	8			\$12,740		\$52,250		\$64,990					
Review Meeting		b	2		2		2	2			\$1,800		\$627		\$2,427					
FINAL Condition Assessment Summary Report		1	16	2	8	2	8	2			\$8,980		\$25,894		\$34,874					
Total Task 0040:		3	42	4	18	4	18	12	0	0	\$23,520		\$78,771		\$102,291		\$102,291			
Task 0050 - Project Management																				
Project Management		c	2	8						8	\$3,400	\$70			\$3,470					
Total Task 0050:		2	8	0	0	0	0	0	0	8	\$3,400	\$70			\$3,470		\$3,470			
TOTAL SERVICES		5	98	8	64	8	82	58	32	8	\$76,860	\$11,070	\$111,499		\$199,429		\$199,429			

Footnotes

- 1) Fee proposal based on Year 2024 Standard Rates.
- 2) Expenses include 10% markup.
- 3) Subconsultant fees include 10% markup.

Assumptions*

- a This task includes travel expenses and assumes the trip will be accomplished in 4 days, with 3 nights stay in Skagway. Additional labor and expenses incurred due to travel delays outside of CRW's control will be billed as additional services.
- b Assumes review meeting will be accomplished via teleconference.
- c Includes nominal budget for phone, fax, mailings.