



**Attachment(s):**

- Wolf Architecture fee proposal dated April 16, 2015.

**Summary statement:** Action Memorandum No. 15-005, approved by the City Council on January 13, 2015, authorized a professional services agreement with Wolf Architecture for an initial scoping phase for an amount not to exceed \$20,000 for the Palmer Building Improvements Project. This project involves improvements to Fire Station 3-6, the Palmer Public Safety Buildings I and II, the Palmer Depot and the Waste Water Treatment Plant office and lab.

The scoping phase is complete at a cost of \$6,420. Wolf Architecture has provided a fee proposal (attached) for the next phase of work, the design and construction administration of the various building projects.

Action Memorandum 15-039 authorizes Amendment No. 1 to the City's agreement with Wolf Architecture at add design and construction administration services for the Palmer Building Improvements Project for \$66,587. The basis of payment is time and materials with a not to exceed amount of \$66,587.

The Waste Water Treatment Plant office and lab project is not included in this amendment pending the City's examination of options to replace the existing office and lab. The State grant of \$145,000 for this project is not enough to construct a new building. Staff is investigating other options, including purchase of an existing portable building, to determine the approach to this project. When that is done, another amendment to Wolf Architecture's agreement will be necessary to add any design costs for that work.

**Administration recommendation:** Approve Action Memorandum 15-039.



April 16, 2015

City of Palmer  
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## Fee Proposal to Perform Architectural Services For City of Palmer Maintenance Upgrades

**Proposal:** 2015-09  
**Ph:** 907-745-3400  
**E-mail:** thealy@palmerak.org

Thank you for allowing us the opportunity to provide the City of Palmer with the fee for the design services necessary to complete some maintenance projects at a variety of City of Palmer owned facilities. Based on our recent scoping study and subsequent discussions with you and Greg Wickham we understand the projects will be competitively bid under one contract. This means only one set of specifications are required to be developed for the entire project. The scope of work to be as follows.

### Scope of Work

- I. Palmer Station 3-6**
  - A. Base Bid
    - Overlay of a portion of exterior sheathing
    - Re-fastening of a portion of exterior sheathing
    - Installation of one window in second level
    - Misc. re- framing
    - Siding / Trim installation
- II. Palmer Public Safety Building Complex**
  - A. Exterior Door Replacement (*PS-I, PPD, PS-II, AST*).
  - B. Exterior Siding: Partial replacement and complete refinish (*PS-I, PS-II, PPD, AST*).
  - C. Roof: Reroof low sloping portion of roof over holding cells(*PS-I, PPD*).
  - D. Mechanical: Replace pneumatic controls with new Direct Digital Controls(*PS-I, PPD*).
  - E. Ventilation for Computer Rooms(*PS-II, AST*).
- III. Palmer Depot**
  - A. Replace Exterior Entry Door / Landing
  - B. Replace Interior flooring in Community Hall and ramp
  - C. Upgrade Boilers/controls/Base Board Convectors
  - D. Upgrade Electrical System /Lighting
  - E. Provide new Storage either exterior or Interior
  - F. Provide additional acoustic enhancements in Community Hall
  - G. Upgrade Restrooms
  - H. Replace Damaged Interior Trim

**IV. Wastewater Treatment Plan**

- A. Fee not provided – depending on further scope clarification from City of Palmer
- Procurement method
  - Expectation of facility

**V. Scope of Architect's Services**

This proposal outlines the scope of services provided by Wolf Architecture, Inc. for design, bidding, and Construction Administration services for a single contract.

**Phases of Work**

1. Construction Documents:
  - a. Site Visit (Limited to 2 hours each site)
  - b. Construction Documents (95% review set provided – 65% review for Palmer Depot may be provided if needed)
  - c. Specifications – Book Specifications
  - d. Bidding Services
  - e. Construction Administration – Assumes submittal review, site visits as needed.

**VI. Additional Services**

- A. No additional services are provided under this proposal.

**VII. Hazardous Material**

Wolf Architecture has not included any analysis, engineering or remediation work involved with hazardous materials as part of this project. If during the course of this project hazardous substances are found, then it is our understanding that the Owner will contract with an independent environmental consulting agency to conduct analysis and abatement of the hazardous material. Alternatively, this work may be done provided by the contractor.

**VIII. Construction Cost**

A fee proposal has been included for Professional Cost Estimating Services for each project assuming the project is bid as a single contract.

**IX. Overhead Expenses**

This fee includes all overhead expenses related to the design and production of this project except as noted below:

1. Printing or the costs relating to printing, except as noted below.
2. Permitting or costs related to permitting.
3. Inspections or materials testing.
4. Promotional Graphics.
5. Graphic Design Services

**X. Basis of Compensation**

**Table of Hourly Rates**

Principal	Proj Mgr	Proj Arch	Intern Arch	Spec Writer	Admin
\$160.00	\$140.00	\$100.00	\$80.00	\$100.00	\$65.00

Progress billing will occur at the end of each Phase of the project. Payments are due and payable thirty (30) days from the date of Architect's invoice. Amounts unpaid 60 days after the invoice is due shall bear interest at the rate of 2% per month.

**A. Fee Proposal**

Project	Design	CA
<b>Station 3-6 Siding Replacement</b>		
Architectural Design	\$ 6,480	\$ 960
Cost Estimation	\$ 1,281	
<b>Sub Total</b>	<b>\$ 7,761</b>	<b>\$ 960</b>
<b>Palmer Public Safety Building</b>		
Architectural Design	\$ 12,240	\$ 2,400
Mechanical Engineering	\$ 5,200	\$ 1,750
Electrical Engineering	\$ 5,500	
Cost Estimation	\$ 1,567	
<b>Sub Total</b>	<b>\$ 24,507</b>	<b>\$ 4,150</b>
<b>Palmer Depot</b>		
Architectural Design	\$ 5,760	\$ 1,680
Mechanical Engineering	\$ 3,700	\$ 1,750
Electrical Engineering	\$ 7,300	\$ 1,000
Cost Estimation	\$ 1,419	
<b>Sub Total</b>	<b>\$ 18,179</b>	<b>\$ 4,430</b>
Exterior Storage Option @ Depot (additional Fee) (Includes structural engineering fee)	\$ 6,600	

Gary S. Wolf, AIA LEED AP



President  
 Wolf Architecture, Inc.  
 Sincerely,