



**Attachment(s):**

- Architects Alaska, Inc. 11/22/13 Fee Proposal
- Architects Alaska, Inc. 10/1/13 Fee Proposal (This proposal was not approved, but the services it lists are incorporated into AAI's 11/22/13 fee proposal.)

**Summary statement:**

The City Council approved Action Memorandum No. 13-059 on August 13, 2013, authorizing Architects Alaska, Inc. (AAI) to design an entry canopy and doors at the MTA Events Center (MTAEC) for a not-to-exceed amount of \$25,000. The amendment to AAI's contract proposed under this action memorandum adds design work for additional tasks that are specifically named in State grant No. 13-DC-411 for Phase II improvements to the MTA Events Center, and also adds tasks identified by the City Council as project priorities but not specifically listed in the grant scope of work. The proposed \$59,774 lump sum fee includes design, bid phase and construction services for these project tasks, including the canopy and doorways work already approved.

City Code section 3.21.120 B. allows contract amendments "...to change the scope of the project under a contract for services or professional services where necessary to meet unforeseen changes in city requirements." The request for proposals for the canopy design services addressed only the design of a "free-standing, pedestrian entry canopy with lighting." Architects Alaska Inc. was the only firm to submit a proposal. The City's approach to limit the request for proposals services to just one of the tasks listed in the State grant for MTAEC improvements was inefficient. It created a piece-meal approach to the project's need for design services for several project tasks. It is more efficient to include design services for these tasks under one design contract. This approach was not foreseen at the time, so the proposed amendment addresses an unforeseen change in City requirements. It is reasonable to amend the contract with AAI to include these design services.

The following "Named Grant Project Tasks" are those specifically mentioned in the state grant scope of work. They must be completed before any expenditure is made for other project tasks. The "Status" column identifies the design tasks added to AAI's contract by this action memorandum.

<u>Named Grant Project Tasks</u>	<u>Status</u>
Front entryway with canopy (includes doors)	AAI contract approved; design underway
Standby emergency generator	Added to AAI services by AM 13-082
Interior lighting	Work complete
Speakers	City will purchase
Front entry and locker room flooring	Added to AAI services by AM 13-082
Locker room benches	City will purchase
Elevator	Added to AAI services by AM 13-082
Parking lot bollards	Added to AAI services by AM 13-082
Parking lot improvements	Added to AAI services by AM 13-082
Interior painting	Work complete
Exterior lighting	Added to AAI services by AM 13-082

The following "Other Project Tasks" may be addressed using grant funds remaining after the tasks above are complete. *Work by AAI on these tasks is subject to a delayed notice to proceed*

*due to the uncertainty of how much grant money will be available following completion of the tasks listed above.*

Other Project Tasks

Status

Concrete pads and apron for conexas

Added to AAI contract by AM 13-082

Electrical outlets for events

Added to AAI contract by AM 13-082

Event flooring w/ storage carts

City will purchase

Mezzanine stair landing widening

Added to AAI contract by AM 13-082

Rink safety net

City will purchase

Other Project Tasks (continued)

Status

Rink side boards glass

City will purchase

Mezzanine to mezzanine walkway

Added to AAI contract by AM 13-082

Re-route mezzanine ducts

Added to AAI contract by AM 13-082

Mezzanine bleachers/tables/chairs

Added to AAI contract by AM 13-082

Lobby upgrades and display cases

City will purchase

Event lighting

Added to AAI contract by AM 13-082

Decorative curtain cable system

Added to AAI contract by AM 13-082

**Administration recommendation:** Approve Action Memorandum 13-082 to authorize the city manager to enter into an amendment to the contract with Architects Alaska, Inc. for additional design and engineering services related to improvements at the MTA Events Center.



# Fee Summary



Date: 11/22/13

MTA Events Center Canopy and other Improvements

Job No.: 13038.01

City of Palmer  
231 W. Evergreen Avenue  
Palmer, AK 99645

**Project Scope Description:**

Design services as outlined in AAI's proposal dated July 1, 2013 and fee proposal letter dated October 1, 2013 and with added services requested on 11/21/2013. Added design includes front entry flooring, elevator, exterior sidewalk, bollards, parking lot improvements, and exterior lighting. Other items listed in the 11/21/2013 request as added services were already included in the original fee.

Bidding and construction services to be provided a notice to proceed from the City of Palmer for those phases of the project.

FEE CALCULATION SUMMARY		Fee by Discipline	Architect's Expense	Mark-up on Subs	Fee by Phase
<b>Phase I</b>	<b>35% Design</b>				<b>\$ 14,918</b>
	Architects Alaska	\$ 8,215	\$ -	\$ 609	
	Structural Engineer	\$ 1,575			
	Mechanical Engineer	\$ -			
	Electrical Engineer	\$ 2,000			
	Cost Estimator	\$ 2,519			
<b>Phase II</b>	<b>65% Design</b>				<b>\$ 18,808</b>
	Architects Alaska	\$ 9,220	\$ -	\$ 872	
	Civil Engineer	500			
	Structural Engineer	\$ 1,850			
	Mechanical Engineer	\$ -			
	Electrical Engineer	\$ 3,500			
	Cost Estimator	\$ 2,866			
<b>Phase III</b>	<b>100% Design</b>				<b>\$ 16,488</b>
	Architects Alaska	\$ 9,205	\$ -	\$ 662	
	Civil Engineer	500			
	Structural Engineer	\$ 1,575			
	Mechanical Engineer	\$ -			
	Electrical Engineer	\$ 1,500			
	Cost Estimator	\$ 3,046			
<b>Total Design Services</b>					<b>\$ 50,214</b>
<b>Phase IV</b>	<b>Bidding</b>				<b>\$ 1,500</b>
	Architects Alaska	\$ 1,500	\$ -	\$ -	
	Structural Engineer	\$ -			
	Mechanical Engineer	\$ -			
	Electrical Engineer	\$ -			
<b>Phase V</b>	<b>Construction Services</b>				<b>\$ 8,060</b>
	Architects Alaska (existing CAD files available)	\$ 4,210	\$ -	\$ 350	
	Structural Engineer	\$ 1,500			
	Mechanical Engineer	\$ -			
	Electrical Engineer	\$ 2,000			
<b>Total bidding and construction services</b>					<b>\$ 9,560</b>
<b>TOTAL LUMP SUM FEE</b>					<b>\$ 59,774</b>

The total design services include design of additional beacher seating, box seating, mezzanine connector and mezzanine stair landing changes. This work will be completed upon completion of the work required by the Department of Commerce & Community Development grant.



October 1, 2013

City of Palmer  
231 W. Evergreen Avenue  
Palmer, Alaska 99645-6952

Attn.: Tom Healy

Subject: MTA Events Center Canopy and Other Improvements Fee Proposal

Project No.: 13038.01/15

NOT APPROVED  
SEE ATTACHED  
FEE SUMMARY

Dear Tom,

As requested, we are submitting our proposed fee for the improvements we discussed with you and Sandra Garley. The proposed fee includes architectural, structural, electrical design services\*, cost estimating services, bidding services and construction services for the following improvements from the list presented at our meeting.

- Front entry doors
- Canopy
- Generator
- Concrete pad & apron for conexes
- Mezzanine stair landing widened
- Locker room flooring
- Electrical outlets for events
- Mezzanine to mezzanine walkway
- Re-route mezzanine ducts\*
- Mezzanine bleachers & pub tables
- Events lighting (hung from ceiling)
- Determine if additional bracing is required for decorative movable curtain

\* After our visit to the building, we are currently assuming that the ducts will either not need to move or if they do move it will be a relatively minor effort not requiring any engineering. We will be able to determine the extent of effort needed once we have laid out the bleachers in that area. If more substantial design work is required we may need to add mechanical design services to our contract.

We will submit design documents and cost estimates at 35%, 65% and 100% phases for your review and comments. A final sealed set will be prepared for submittal to the State Fire Marshal and City of Palmer for plan reviews and building permits.

For these design services we are proposing fee of \$42,904.00.

We are including a proposed separate fee for bidding and construction services of \$9,560.00 for our services once the City decides to bid and construct the improvements.

Attached is a fee summary for your review.

Not included in our proposed fee is the cost of printing bidding and construction documents, plan review and building permit fees, special inspections (if required), and material quality control testing. These services can be provided as a reimbursable expense.

Architects Alaska appreciates this opportunity to provide these services and looks forward to working with you and the City. If you have any questions or need additional information please feel free to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Andrew Simasko". The signature is stylized with a large initial "A" and "S".

Andrew Simasko, AIA, LEED AP  
Vice President

# Fee Summary



Date: 10/01/13

MTA Events Center Canopy and other Improvements

Job No.: 13038.01

City of Palmer  
231 W. Evergreen Avenue  
Palmer, AK 99645

**Project Scope Description:**

Design services as outlined in AAI's proposal dated July 1, 2013 and fee proposal letter dated October 1, 2013.

Bidding and construction services to be provided a notice to proceed from the City of Palmer for those phases of the project.

FEE CALCULATION SUMMARY		Fee by Discipline	Architect's Expense	Mark-up on Subs	Fee by Phase
<b>Phase I</b>	<b>35% Design</b>				<b>\$ 14,168</b>
	Architects Alaska	\$ 7,465	\$ -	\$ 609	
	Structural Engineer	\$ 1,575			
	Mechanical Engineer	\$ -			
	Electrical Engineer	\$ 2,000			
	Cost Estimator	\$ 2,519			
<b>Phase II</b>	<b>65% Design</b>				<b>\$ 14,848</b>
	Architects Alaska	\$ 7,460	\$ -	\$ 672	
	Structural Engineer	\$ 1,350			
	Mechanical Engineer	\$ -			
	Electrical Engineer	\$ 2,500			
	Cost Estimator	\$ 2,866			
<b>Phase III</b>	<b>100% Design</b>				<b>\$ 13,888</b>
	Architects Alaska	\$ 7,705	\$ -	\$ 562	
	Structural Engineer	\$ 1,575			
	Mechanical Engineer	\$ -			
	Electrical Engineer	\$ 1,000			
	Cost Estimator	\$ 3,046			
<b>Total Design Services</b>					<b>\$ 42,904</b>
<b>Phase IV</b>	<b>Bidding</b>				<b>\$ 1,500</b>
	Architects Alaska	\$ 1,500	\$ -	\$ -	
	Structural Engineer	\$ -			
	Mechanical Engineer	\$ -			
	Electrical Engineer	\$ -			
<b>Phase V</b>	<b>Construction Services</b>				<b>\$ 8,060</b>
	Architects Alaska (existing CAD files available)	\$ 4,210	\$ -	\$ 350	
	Structural Engineer	\$ 1,500			
	Mechanical Engineer	\$ -			
	Electrical Engineer	\$ 2,000			
<b>Total bidding and construction services</b>					<b>\$ 9,560</b>
<b>TOTAL LUMP SUM FEE</b>					<b>\$ 52,464</b>

NOT APPROVED, BUT THESE SERVICES ARE INCORPORATED INTO AAI'S 11/22/13 PROPOSAL.