

**City of Palmer  
Action Memorandum No. 16-066**

**Subject:** Authorizing the City Manager to Negotiate and Execute Amendment No. 2 to the Professional Services Agreement with Wolf Architecture, Inc. for the Palmer Building Improvements Project, Phase 3.

**Agenda of:** October 11, 2016

**Council Action:** APPROVED

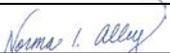
**Originator Information:**

**Originator:** Chris Nall  
**Date:** 9/20/2016      **Requested agenda date:** 10/11/2016

**Department Information  $\checkmark$ :**

Route to:	Department Director:	Signature:	Date:
	Community Development		
$\checkmark$	Finance		9/20/16
	Fire Department		
	Police Department		
$\checkmark$	Public Works		9/20/2016

**Approved for presentation by:**

	Signature:	Remarks:
City Manager		
City Attorney		
City Clerk		

**Certification of Funds:**

Total amount of funds listed in this legislation: \$ 16,500

This legislation ( $\checkmark$ ):

- Has no fiscal impact       Creates a positive impact in the amount of: \$ \_\_\_\_\_  
 Creates a negative impact in the amount of: \$ 16,500

Funds are ( $\checkmark$ ):

- Budgeted      Line item(s): FSS 08-01-10-7167 - \$11,100  
 Not budgeted      Affected line item(s): Library 08-01-10-7162 - \$ 5,400

General fund unassigned balance (after requested budget modification): \$ \_\_\_\_\_

Enterprise unrestricted net position (after requested budget modification): \$ \_\_\_\_\_

Director of Finance Signature: 

**Attachment(s):**

- Wolf Architecture Fee Proposal

**Summary Statement:** Action Memorandum 16-066 requests approval to authorize the City Manager to negotiate and execute amendment number two for the current PSA with Wolf Architecture to coordinate and consolidate design drawings for heating system replacement at the Palmer FSS and Public Library.

These projects are currently budgeted in the 2016 City of Palmer Budget with \$30,000.00 for the FSS, line item 08-01-10-7167 and \$50,000.00 for the Library, line item 08-01-10-7162. Wolf Architecture's fees would come out of the project line items.

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 \$20,000.00 for the Palmer Building Improvements Project. This project involved 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.

Action Memorandum 15-039 authorized Amendment No. 1 to the City's agreement with Wolf Architecture to add design and construction administration services for the Palmer Building Improvements Project for \$66,587.00. The basis of payment is time and materials with a not to exceed amount of \$66,587.00.

Approval of this AM will allow the City to coordinate acceptable heating designs, bid, and execute the projects to upgrade the heating systems in the Palmer Flight Service Station and the Public Library in the same manner as previous upgrades.

**Administration Recommendation:** Authorize Action Memorandum No. 16-066.



September 6, 2016

Attn: Chris Nall, Director of Public Works  
City of Palmer Public Works  
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Cnall@palmerak.org

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Fax. 907.745.6680  
www.wolfarchitecture.com  
P.O. Box 2606 Palmer, AK 99605

### Fee Proposal to Perform Architectural Services For Design drawings for – Hydronic Heat Conversion

**Proposal No.:** 2016-30  
**Owner:** City of Palmer

Dear Mr. Nall,

Thank you for allowing us the opportunity to present you with a proposal for assistance in consolidating the design drawings for the hydronic heat conversion projects for the Flight Service Station and the City of Palmer Public Library.

The scope of our services will be limited to the coordination of the engineering documents into one bid set and assisting in bidding. This proposal does not include any work for inspections or drawing review.

**I. Basis of Compensation**

**Table of Hourly Rates**

Principal	Proj Mgr	Proj Arch	Intern Arch	Spec Writer	Admin
\$140.00	\$140.00	\$125.00	\$90.00	\$100.00	\$75.00

**A. Fee Proposal**

Discipline			Total
<b>Mechanical Engineering</b>			
Flight Service Station		\$	8,200
City of Palmer Library		\$	4,000
<b>Electrical Engineering</b>			
Flight Service Station		\$	2,400
City of Palmer Library		\$	900
Consultant Overhead/Coordination (Not to exceed 8 hours)		\$	1,000
<b>Total Design Fee</b>		<b>\$</b>	<b>16,500</b>

**B. Phase Completion**

Progress billing will occur at the end of each Phase of the project.

Sincerely,

Gary Wolf, AIA LEED AP  
Wolf Architecture, Inc.