

# MRV ARCHITECTS, PC

1420 GLACIER AVENUE, JUNEAU, AK 99801 (907) 586-1371

Project: Petersburg Borough Municipal Building Renovation  
Subject: Construction Administration and Project Close-Out Fee Proposal  
To: Stephen Giesbrecht,  
cc: Kelly Swihart  
From: Corey Wall  
Date: March 30, 2016

MRV 1314.07

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Congratulations on the successful construction bid! Please find attached a fee proposal for construction administration and project close-out for the Design Team.

As requested, the proposal has a slightly robust on-site presence, particularly from MRV Architects. We are proposing a total of 32 trips—or an average of every other week for the duration of the project. The actual site visitation schedule will vary with construction activities. We will likely be on-site weekly during the initial months to assist with questions during demolition and project start-up, with fewer visits as the contractors and OCA gain familiarity with the project.

The proposal assumes that MRV will take the lead in coordinating the construction administration—including record-keeping of submittals and other paperwork. We will also run the weekly Project Meetings and keep the minutes.

The proposal includes project close-out, including preparation of record drawings.

Note that the proposal does not include special inspections for structural welding or concrete. Once the OCA is selected, we will work with you to determine what kind of additional inspections, if any, are required.

Thanks again.

Sincerely,



Corey Wall, AIA

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EXHIBIT A

Petersburg Borough Municipal Building Renovation					MRV 1314.07
MRV Architects - Construction Administration and Project Close-Out					March 30, 2016
STAFF CATEGORIES	PIC	PM	PA	D	WP
HOURLY RATES (\$/HR)	155	131	115	79	60
Site Visits (once per month, one-night, April 2016 - July 2017)			160		
Site Visits (16 additional, two-night, as required by activities)			288		
Site Visit Reports (16)			32		
Review and certify Applications for Payment (16)			32		
Review submittals and shop drawings (55)		12	55	20	8
Respond to RFIs, issue Clarifications (80)	8	12	80	48	
Substantial Completion Inspection			14		
Develop Substantial Completion Punchlist			8		2
Final Completion Inspection			10		
Develop Final Completion Inspection Report			6		2
Attend Weekly Progress Meeting (64)		15	96		
Type and Distribute Progress Meeting Minutes (64)			64		
CA coordination with Contractor/consultants	4		48		
Color option development and selection		1	14	24	
General Coordination (FF&E, etc.)		2	20	20	
Development of As-Built Drawing Set			10	16	
SUBTOTAL HOURS	12	42	937	128	12
SUBTOTAL FEES	1,860	5,502	107,755	10,112	720
SUBTOTAL MRV ARCHITECT FEES					125,949

## MRV ARCHITECTS PROFESSIONAL SERVICES ANALYSIS

<b>Petersburg Borough Municipal Building Renovation</b>	<b>MRV 1314.07</b>
<b>MRV Architects - Construction Administration and Project Close-Out</b>	<b>March 30, 2016</b>
<b>CONSULTANTS (See attached detail sheets)</b>	
Carson Dorn: Abatement Construction Administration	14,712
R&M: Civil Construction Administration	13,550
BBFM: Structural Construction Administration	23,730
Murray: Mechanical Construction Administration	55,395
AMC: Electrical Construction Administration	40,000
<b>SUBTOTAL</b>	<b>147,387</b>
<b>MRV OH/P Mark-up @ 8%</b>	<b>11,791</b>
<b>SUBTOTAL ENGINEERING CONSULTANT FEES</b>	<b>159,178</b>
<b>REIMBURSABLE EXPENSES (billed at actual to cap)</b>	
<b>MRV ARCHITECTS</b>	
Travel - Flights, 32 trips, \$300 each	9,600
Travel - Hotel, 48 nights, \$200 each	9,600
Per Diem - 48 days, \$100 each	4,800
Printing (at cost)	
<b>SUBCONSULTANTS</b>	
Carson Dorn: Abatement - 4 trips	2,688
R&D: Civil - 3 trips	2,250
BBFM: Structural - 2 trips	1,812
Murray: Mechanical - 7 trips	5,000
AMC: Electrical - 4 trips	3,000
<b>SUBTOTAL EXPENSES</b>	<b>38,750</b>
<b>TIME AND MATERIALS ESTIMATE PROPOSAL</b>	<b>323,877</b>

Tom Carson

Mar 23 (7  
days ago)

to me

Corey,

It's T&E so I allowed for two trips to PSG for each phase.

Scope: For each phase of this two-phase project, review pre- & post-abatement submittals; answer questions from the office; prepare any required change order documents; two trips to PSG, each one leaving JNU on the afternoon flight, overnight in PSG, return on the noon flight next day.

Fee budget (phase 1): \$8,700 T&E budget  
Fee budget (phase 2): \$8,700 T&E budget

Tom

Tom Carson

3/29/2016  
11:09 AM (23  
hours ago)

to me

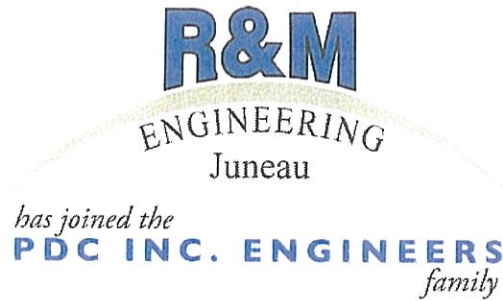
Flight: \$400

Hotel: \$125

Per Diem: \$60

Subtotal:  $\$585 \times 1.15 = \$672$  per trip. Two trips per phase = \$1,344 per phase  
reimbursibles  
\$7,356 in labor

Total: \$8,700



**REVISED March 30, 2016**

March 25, 2016

Sent via Email

Mr. Corey Wall, AIA  
MRV Architects Inc.  
1420 Glacier Avenue #101  
Juneau, AK 99801

Re: Petersburg Municipal Building Renovation  
Civil CA Services Fee Proposal

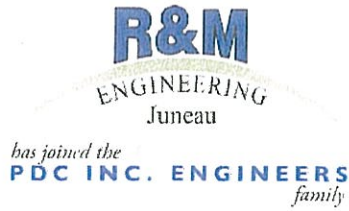
Dear Mr. Wall,

R&M Engineering (R&M) is pleased to provide you with a fee proposal for providing civil engineering Construction Administration (CA) services for the Petersburg Municipal Building Renovation. The fee proposal is based on your March 21, 2016 e-mail. We sent a fee proposal to you on 3/25/16. Conformed drawings and expense summary was requested. The following is our anticipated scope of work and associated fees.

#### **SCOPE OF WORK**

R&M will be available to MRV Architects during the construction of the project to assist with civil engineering construction administration issues. Anticipated construction administration services include:

- Reviewing contractor civil submittals and civil shop drawings;
- Respond to requests for DCVR's, RFI's, variations and modifications for civil engineering related issues;
- Assisting with preparation of modification sketches as required;
- Perform three (3) construction observation site visits to Petersburg for utility work, substantial inspection and final inspection with trip report;
- R&M QA/QC;
- Participate in construction site progress meetings via telephone;
- Participating in DOT/PF meetings/correspondence related to Nordic Drive sidewalk/curb related issues;
- Prepare record drawings from contractor red line mark-ups.



Mr. Corey Wall  
Revised March 30, 2016  
Page 2

## FEES

The following is our fee estimate for the project.

WORK TASK DESCRIPTION	FEE
Civil Submittal Reviews	\$1,680
Respond to Civil DCVR's & RFI's	\$1,120
Modification Sketches for Civil Work	\$1,220
Three (3) Site Observations Visits to Petersburg with Trip Report	\$4,620
Project Meetings and DOT Nordic Drive Communications	\$2,970
R&M QC/QA	\$660
Record Drawings from Contractor Mark-ups	\$1,280
Project Expenses (Travel, lodging, per diem)	\$2,250
<b>Construction Administration Time and Materials Total =</b>	<b>\$15,800</b>

Additional services requested by MRV Architects or the Petersburg Borough not listed in our proposal can be provided on time and materials basis or negotiated fee basis.

We appreciate the opportunity to be of service to MRV Architects and the Petersburg Borough on this project and look forward to working with you. Should you have any questions, please do not hesitate to contact me at your convenience.

Sincerely,

R&M Engineering

J. Mark Pusich, P.E.  
Principal Civil Engineer

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



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**COST ESTIMATE PER TASK**

FIRM: R&M ENGINEERING			PROJECT TITLE: Petersburg Municipal Building Renovation			
TASK NO: 1		TASK DESCRIPTION: Civil CA Services			DATE: 3/30/2016	
GROUP:		METHOD OF PAYMENT: FP <input type="checkbox"/> FPDF <input type="checkbox"/> T&E <input checked="" type="checkbox"/> CPFF <input type="checkbox"/>			PREPARED BY: JMP	
SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION				
		Project Manager	Civil Engineer	AutoCAD Draftsman	Engineering Tech.	
1	Submittal Reviews		12			
2	DCVR's & RFI's		8			
3	Modification Sketches		6	4		
4	Confirmed Drawings from Contractor Markup	2		10		
5	Site Visits (3 total) w/Report		33			
6	Correspondance	10				
7	Meetings with DOT on Sidewalk Curb	8				
8	QA/QC	4				
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
TOTAL LABOR HOURS		0	24	59	14	0
* LABOR RATES (\$/HR)		\$0.00	\$165.00	\$140.00	\$95.00	\$90.00
LABOR COSTS (\$)		\$0.00	\$3,960.00	\$8,260.00	\$1,330.00	\$0.00
EXPENSES						
SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE	COMMENTS: Normal CA services, assumes 10 meetings with client group, 3 trips to pburg for observation visits,	
1	Airfare, Parking, Lodging Expenses (round trip)	3	\$750.00	\$2,250.00		
FIRM'S TOTAL COST OF LABOR (or Fixed Price):		FIRM'S TOTAL INDIRECT COST @			0.00%	\$13,550
FIRM'S TOTAL EXPENSES		FIRM'S TOTAL COST (no Subcontracts or Fee)				\$2,250
TOTAL SUBCONTRACTOR PRICES:						\$15,800
FIRM:						\$0
AMOUNT:						\$0

\* Labor Rates shall be direct labor (base pay) only if Method of Payment is C<sup>P</sup>FF; otherwise, Labor Rates shall be total rates (i.e. base pay + benefits + overhead + profit.)

**Petersburg Municipal Building CA**

CLIENT: MRV Architects

PREPARED BY: Colin Maynard, PE

DATE: March 24, 2016

PAGE 1

FEES\2016GEN\Petersburg Municipal Building CA

BBFM Engineers, Inc.  
Structural Fee Proposal

**COMMENTS:**

- \$6.6 million renovation project; CA to be T&E
- Presuming two site visits due to phasing of the project; additional trips may be requested
- Special Inspection by others
- No requirements for additional named insureds or waivers of subrogation for insurance are included in this Proposal. Any added costs for such and any insurance requirements that exceed our existing coverage will be an additional charge.

<b>FEE SUMMARY</b>	<b>Labor</b>	<b>Expenses</b>	<b>Total</b>
Construction Administration	\$17,970	\$0	\$17,970
Site Visits (per Visit)	\$2,880	\$906	\$3,786
Totals (assumes two trips)	\$23,730	\$1,812	\$25,542



PAGE 2

TASKS	Senior Principal	Principal	Associate	Sr Project Engineer	Project Engineer	Structural Designer	CAD Tech 2	CAD Tech 1	Office Manager	Clerical
Construction Admin										
Office Consultation	0	48	0	0	0	0	0	0	0	0
Shop Drawing Review	0	48	0	0	0	0	0	0	0	0
Site Visits	0	0	0	0	0	0	0	0	0	0
Record Drawings	0	0	0	0	0	0	6	0	0	0
TOTAL HOURS	0	96	0	0	0	0	6	0	0	0
RATE	\$225.00	\$180.00	\$160.00	\$140.00	\$120.00	\$100.00	\$115.00	\$95.00	\$135.00	\$55.00
HOURS * RATE	\$0	\$17,280	\$0	\$0	\$0	\$0	\$690	\$0	\$0	\$0
TOTAL LABOR	\$17,970									
<b>EXPENSES</b>										
Travel	\$0									
Food	\$0									
Lodging	\$0									
Auto	\$0									
Parking	\$0									
Reproduction	\$0									
Delivery	\$0									
TOTAL EXPENSES	\$0									
TOTAL FEE	\$17,970									

Murray & Associates, P. C.  
P.O. Box 21081  
Juneau, Alaska 99802

Page 1 of 1

Client: MRV Architects; Attn: Corey Wall  
Project Name: Petersburg Municipal Bldg Renovation  
Date: 03/21/16  
MAPC Project Number: 40-152

Fee Schedule (\$/HR)	150	135	110	90	
TASK DESCRIPTION	PRIN	PROJ	DES	DFTR	SUB
Mechanical Engineering	ENGR	ENGR	ENGR		TOTAL
	(HRS.)	(HRS.)	(HRS.)	(HRS.)	(\$)
<b>CONSTRUCTION ADMINISTRATION SERVICES - TIME AND EXPENSE</b>					
Progress Meeting Coordination via Teleconference (6)	3	10	0		\$ 1,800
Project Coordination; 15 months @ 4.5 hrs per month	16	75	10	6	\$ 14,165
Submittal Review; HVAC, Plumbing, Controls, Sprinkler	6	26	60		\$ 11,010
2nd Submittal Review	2	10	20		\$ 3,850
Close-Out Submittals Review; O&M's, As-builts, TAB Report	3	10	18		\$ 3,780
Review Pay Requests	2	4	0		\$ 840
<b>CONST. ADMIN. SERVICES TOTAL:</b>	<b>32</b>	<b>135</b>	<b>108</b>	<b>6</b>	<b>\$ 35,445</b>
<b>CONSTRUCTION OBSERVATION SERVICES - TIME AND EXPENSE</b>					
Progress Observation (4) with memo	4	60	0		\$ 8,700
Substantial Comp Observation (2) w/ report	2	60	0		\$ 8,400
Final Observation (1) with report	1	20	0		\$ 2,850
<b>CONST. OBSERV. SERVICES TOTAL:</b>	<b>7</b>	<b>140</b>	<b>0</b>	<b>0</b>	<b>\$ 19,950</b>
<b>TRIP EXPENSES (7) All Overnight Trips</b>					<b>\$ 5,000</b>
<b>TOTAL MECHANICAL ENG SERVICES - CONSTRUCTION SERVICES, TIME &amp; EXPENSE</b>					<b>\$ 60,395</b>

The Construction period is intended to last 16 months with Substantial Completion of Phase II in May 2017 and Final Inspection 1 month later. Extensions beyond this date will require additional fees.


# AMC ENGINEERS

Project Number: 14801

Proposal Date: 29-Mar-16

Project Code: PETMUN

Prepared by: KTR

Approved by: 

## Petersburg Police Station & Municipal Offices - Construction Services

### Summary of Construction Services:

	Electrical	Basis
Construction Services	\$36,900	NTX
CA Expenses	\$3,000	NTX
Total Construction Services	<b>\$39,900</b>	

### Summary of Optional Construction Services:

	Electrical	Basis
Record Documents	\$3,100	NTX
Total Optional Construction Services	<b>\$3,100</b>	

Note that numbers in this fee proposal have been rounded to the nearest \$100 increment.

### Basic Assumptions:

- Our "Standard Proposal Assumptions" apply to all services proposed. Our Standard Rate Schedule applies to all additional services and outlines other Terms and Conditions. The prevailing rate schedule will apply to all services provided on a Time & Expenses basis. Any task or service with a zero total can be added as an additional service if requested.
- A portion of expenses and other costs will be charged at each applicable phase.

*Thank you for selecting AMC to work with you on this project!!*

# AMC ENGINEERS

Project Number: 14801

Project Code: PETMUN

## Electrical Construction Services

TASKS	ENGR 8	ENGR 7	ENGR 6	ENGR 5	ENGR 4	ENGR 3	ENGR 2	CAD	ADMIN
<b>Submittals Lighting, Power, Special Systems</b>									
4 Submittals									
4.0 Hours Each				16.0					
2 Resubmittals									
2.0 Hours Each				4.0					
<b>Shop Drawings Lighting, Power, Special Systems</b>									
4 Submittals									
4.0 Hours Each				16.0					
1 Resubmittals									
2.0 Hours Each				2.0					
<b>Questions</b>									
52 Weeks									
1.0 Average Hours/Week				52.0					
<b>Construction Meetings/Teleconferences</b>									
8 Meetings									
1.0 Hours/Meeting				8.0					
<b>Operations/Maintenance Manuals</b>									
1 Submittals									
4.0 Hours Each				4.0					
<b>Interim Site Visits</b>									
2 Trips									
8.0 Hours/Trip On Site				16.0					
11.0 Hours/Trip Travel				22.0					
1.0 Site Visit Report				2.0					
0.5 Admin Support/Trip									1.0
<b>"Substantial" Punch List Check</b>									
1 Trips									
8.0 Hours/Trip On Site				8.0					
11.0 Hours/Trip Travel				11.0					
1.0 Site Visit Report				1.0					
0.5 Admin Support/Trip									0.5
<b>"Final" Punch List Check</b>									
1 Trips									
8.0 Hours/Trip On Site				8.0					
11.0 Hours/Trip Travel				11.0					
1.0 Site Visit Report				1.0					
0.5 Admin Support/Trip									0.5
<b>QC/Mgmt</b>	10%	18.4							
Hour Totals:	18.4	0.0	0.0	182.0	0.0	0.0	0.0	0.0	2.0
Billing Rate:	\$215.00	\$205.00	\$190.00	\$180.00	\$170.00	\$155.00	\$145.00	\$112.00	\$82.00
Billing Subtotals:	\$3,956	\$0	\$0	\$32,760	\$0	\$0	\$0	\$0	\$164

Total Phase Fee \$36,900

# AMC ENGINEERS

Project Number: 14801  
Project Code: PETMUN

## Electrical - As Built (Record Documents)

TASKS	ENGR 8	ENGR 7	ENGR 6	ENGR 5	ENGR 4	ENGR 3	ENGR 2	CAD	ADMIN
Draft Electrical As Builts									
24 Sheets, Total									
0.3 Engr Review				7.2					
0.3 Drafting								7.2	
0.3 Plot, Prep, Transmit								7.2	
QC/Mgmt	5%	1.1							
Hour Totals:	1.1	0.0	0.0	7.2	0.0	0.0	0.0	14.4	0.0
Billing Rate:	\$215.00	\$205.00	\$190.00	\$180.00	\$170.00	\$155.00	\$145.00	\$112.00	\$82.00
Billing Subtotals:	\$237	\$0	\$0	\$1,296	\$0	\$0	\$0	\$1,613	\$0
Total Phase Fee									\$3,100

# AMC ENGINEERS

Project Number: 14801  
Project Code: PETMUN

## Expenses

### Travel Expenses

	QTY	RATE	TOTAL
Airfare	4	\$600	\$2,400
Lodging, Meals and Incidentals	4	\$30	\$120
Ground Transportation	0	\$100	\$0
Airport Parking	4	\$20	\$80
Staff- Owned Vehicles	0	\$0.560	\$0
Other			\$0
		subtotal	\$2,600
Markup on Expenses	15.0%		\$390
		Total Travel	\$3,000

			Flight	Airport	Site Time	
Flight 64	12:35 PM	3:45 PM	3.2	2.0	4.0	9.2
Flight 65	11:27 AM	3:09 PM	3.7	2.0	4.0	9.7
				Total		18.9 hours