

April 3, 2023
File No. 242023.913.010

Ms. Emily Deach
Municipality of Skagway (MOS)
P.O. Box 415
Skagway, AK 99840

Subject: Scope of Services
ORE Peninsula Redevelopment

Dear Ms. Deach:

Thank you for considering Reid Middleton for building official review and bid document review for the structural, civil, and electrical engineering components of the ORE Peninsula Redevelopment project. We look forward to working with you on this project.

A. PROJECT UNDERSTANDING

KPFF recently completed the 90% design development of the new shared-use floating dock (cruise and industrial) and a roll-on roll-off facility to accommodate marine container shipments, bulk material shipments, and marine fuel shipments on the east side of the Skagway, Alaska Ore Peninsula. The municipality of Skagway requested the fee proposal for building official review (90% design) and bid document review (100% design) for the structural, civil, and electrical engineering components of the ORE Peninsula Redevelopment project.

B. SCOPE OF SERVICES

Reid Middleton will perform the following scope of services:

1. Kickoff meeting (teleconference call) and review team meetings for the scope of work, task breakdown, and project budget and schedule
2. Building official review (90% design)
 - a. Review drawings and specifications
 - b. Review meeting
 - c. Over-the-shoulder clarification with KPFF or MOS
 - d. Deliverable – Bluebeam review documents (pdf files) and spreadsheets (similar to Federal Government format), including the listed review comments
3. Bid document review (100% design)
 - a. Review drawings and specifications

- b. Structural calculations
- c. Review meetings
- d. Over-the-shoulder clarification with KPFF or MOS
- e. Deliverable – Bluebeam review documents (pdf files) and spreadsheets (similar to Federal Government format), including the listed review comments

9. Exclusions
- a. Site meetings/observations
 - b. Attend [rebid meeting / bid-phase engineering support services.
 - c. Construction phase engineering support services.

C. PERIOD OF PERFORMANCE

Reid Middleton will begin services upon receipt of a signed agreement and will make every reasonable effort to complete the services in a timely manner considering the needs of the project.

D. CLIENT’S RESPONSIBILITIES

The Municipality and KPFF shall provide available pertinent data, documents, and other information to Reid Middleton as necessary to complete the services outlined in Section B above.

E. COMPENSATION

1. For the services described in Section B, Items 1-9, Reid Middleton shall be paid the lump sum amount of \$74,000.

Review Services	Fee – 90% Review	Fee – 100% Review
Structural	\$18,237	\$22,643
Civil	\$8,740	\$8,280
Electrical	\$8,280	\$7,820
Subtotal	\$35,257	\$38,743

Total = \$74,000

F. REID MIDDLETON STAFF

Willy Ahn will be the project manager primarily responsible for this job. However, other individuals at Reid Middleton will work on aspects of your project as required.

Ms. Emily Deach
Municipality of Skagway (MOS)
April 3, 2023
File No. 242023.913.010
Page 3

We appreciate the opportunity to submit this proposed scope of services. If you have any questions or comments, please call David Stierwalt or me.

Sincerely,
Reid Middleton, Inc.

A handwritten signature in black ink, appearing to read 'Willy Ahn', with a large, sweeping flourish extending to the right.

Willy Ahn, Ph.D., P.E.
Director, Waterfront Group
Attachments

Reid Middleton, Inc.
Exhibit "A" Schedule of Charges
Effective July 1, 2022 through June 30, 2023

I. Personnel	Hourly Rate
Principal	\$ 240.00 - \$ 275.00
Associate Principal/Principal Engineer/Principal Planner/Principal Surveyor	\$ 215.00 - \$ 255.00
Associate	\$ 200.00 - \$ 215.00
Senior Engineer/Senior Planner/Senior Surveyor	\$ 185.00 - \$ 200.00
Project Engineer/Project Designer/Project Surveyor/Project Planner	\$ 165.00 - \$ 185.00
Design Engineer/Designer II/Design Technician/Survey Crew Chief/ Technical Writer II/Graphic Designer II	\$ 145.00 - \$ 165.00
Designer I/Planner/CAD Technician II	\$ 130.00 - \$ 145.00
Project Administrator	\$ 125.00 - \$ 130.00
CAD Technician I/Survey Technician/Technician/Technical Writer I	\$ 100.00 - \$ 125.00
 Survey Crew (1 Person/RTK/Robotic/Scanning)	 \$ 150.00
Survey Crew (2 Person/RTK/Robotic/Scanning)	\$ 205.00
Survey Crew (3 Person/ RTK/Robotic/Scanning)	\$ 257.00

Expert Witness/Forensic Engineering 1.5 times usual hourly rate (4 hour minimum)

Individuals not in the regular employ of Reid Middleton may occasionally be engaged to meet specific project requirements. Charges for such personnel will be comparable to charges for regular Reid Middleton personnel.

A premium may be charged if project requirements make overtime work necessary.

II. Equipment	Rate
Design Software/Computer Aided Drafting	\$ 12.00/hour

III. Reimbursable Expenses	
Local Mileage - Automobile	\$ 0.625/mile
Local Mileage - Survey Truck	\$ 0.625/mile

Expenses that are directly attributable to the project are invoiced at cost plus 15%. These expenses include, but are not limited to, subconsultant or subcontractor services, travel and subsistence, communications, couriers, postage, fees and permits, document reproduction, special instrumentation and field equipment rental, premiums for additional insurance where required, special supplies, and other costs directly applicable to the project.

A new schedule of charges is issued and becomes effective July 1 each year. Charges for all work, including continuing projects initiated in prior years, will be based on the latest schedule of charges.

IV. Client Advances

Unless the parties agree otherwise in writing, charges for the following items shall be paid by the client directly, shall not be the responsibility of Reid Middleton, and shall be in addition to any fee stipulated in the agreement: government fees, including permit and review fees; soils testing fees and costs; charges for aerial photography; and charges for monuments. If Reid Middleton determines, in its discretion, to advance any of these costs in the interest of the project, the amount of the advance, plus a fifteen percent administrative fee, shall be paid by the client upon presentation of an invoice therefore.