



May 12, 2023

Mr. Tyson Ames
Public Works Director
Municipality of Skagway Borough
700 Spring Street
P.O. Box 415
Skagway, AK 99840

Re: Proposal for Engineering and Architectural Services
Skagway School Condition Assessment

Dear Tyson,

CRW Engineering Group, Inc. (CRW) is pleased to provide this proposal for engineering and architectural services to support the Municipality of Skagway Borough (Skagway) with condition assessment of the Skagway School (school). The condition survey will be developed in accordance with Department of Education & Early Development (DEED) requirements (State of Alaska – DEED Guide for School Facility Condition Surveys, 2020 Edition) as we understand that Skagway may be using the condition survey for CIP grant applications.

The Skagway school was originally built in 1983, with several additions over the years, and is approximately 50,000 ft². The purpose of this condition assessment is to provide an overall preliminary, qualitative assessment of the current condition of the civil, mechanical, electrical, structural, and architectural systems of the existing school building, identify deficiencies, and prepare an order-of-magnitude cost estimate of potential repairs and/or retrofits that may be required to extend the useful life of the building. This proposal provides the scope and fee for performing a condition assessment of the school and developing a summary report that includes recommended capital improvements and associated cost estimates.

CRW will provide civil, mechanical, electrical, and structural engineering services for the school assessment. We intend to contract with Northwind Architects, LLC (Northwind) for Architectural services. This proposal outlines CRW's scope, assumptions, schedule, deliverables, and costs.

SCOPE OF SERVICES

CRW proposes to perform the work in general accordance with the following tasks.

Task 0010 – Data Collection and Review

- CRW will gather and review site information including original design drawings and photos prior to the site visit.

Task 0020 – Site Visit and Assessments

CRW will send a team consisting of an architect, civil engineer, mechanical engineer, electrical engineer, and structural engineer to Skagway to conduct the onsite assessments. The team will visually assess the condition of the existing structures and electrical and mechanical systems. Observations will include selective, limited removal of existing building finishes as required to observe structural elements. It is

anticipated that an owner's representative will be present to provide such selective removal. CRW is not be responsible for removing or replacing finishes.

This task includes travel expenses for the site visit and assumes the trip will be accomplished in two days, with an overnight stay in Skagway. Additional labor and expenses incurred due to travel delays outside of CRW's control will be billed as additional services.

Assumptions for Task 0020:

- Americans with Disabilities Act (ADA) assessment will not be conducted as part of this scope. We understand that Skagway has contracted separately for ADA evaluation with Southeast Alaska Independent Living (SAIL), Inc. We will review the results of the ADA evaluation and include it in the overall capital improvements list.
- This proposal does not include detailed site topographic survey or subsurface geotechnical exploration.
- This proposal does not include an analysis of hazardous materials on-site.

Deliverables for Task 0020:

- Trip Reports (electronic file in .pdf format transmitted via e-mail) will be submitted for each discipline and incorporated as appendices in the Condition Evaluation and Recommendations Report (Task 0040).
- Summary of required information to advance analysis and develop Condition Evaluation and Recommendations Report.

Task 0030 –3D Mapping

CRW will collect and process a 3D colored point cloud of the interior and exterior façade of the school. Data will be collected with a Matterport™ Pro2 scanner. An MEP/Industrial space will be processed and exported from Matterport for development of the Revit model. It is assumed that the 3D mapping will occur while the team is in Skagway for the site visit/assessment (Task 0020).

Assumptions for Task 0030:

- School will be clear of items and clutter that could block areas to be mapped.
- Grating and hatches will be able to be opened and removed for data collection.
- No areas to be mapped will require confined space entry.
- Skagway will provide supplemental lighting for areas too dark for color scans. If no lighting is available scans will be performed in black and white.
- Data will be registered through cloud to cloud; scanning targets will not be used.

Deliverables for Task 0030:

- Unified point cloud of the interior and exterior façade of the school
- Matterport project file and support data
- Revit model
- 360° color photos viewable in Matterport

Task 0040 – Condition Evaluation and Recommendations Report

CRW will produce a Condition Evaluation and Recommendations Report summarizing the findings of the assessment. Report will include:

- Summary scope of work, project background, any limitations of the assessment, and findings of the condition assessment.
- General description of the systems in the building and descriptions of the general condition of the civil, mechanical, electrical, structural, and architectural systems.
- Identification of observed damage, defects, deficiencies, and deterioration. Locations of observations will be included.
- Recommendations for conceptual solutions to observed damage, defects, deficiencies, or deterioration. Solutions may include repair, retrofit, and/or replacement.
- Cost estimates for conceptual solutions.
- Recommendations for additional detailed assessment work.
- Photo documentation of any observations with a key plan identifying photo location.

Following Skagway's review of the draft report, CRW will attend a review meeting via teleconference and provide written responses to review comments. Following the review meeting, CRW will incorporate the review comments from the draft report into a final Condition Evaluation and Recommendations Report.

Assumptions for Task 0040:

- It is assumed that Skagway will distribute the draft report for review as needed and will provide a consolidated list of review comments.
- It is assumed that the review meeting will be accomplished via a conference call or virtual Microsoft Teams meeting. No travel has been included in this task.

Deliverables for Task 0400:

- Draft report including cost estimates (electronic file in .pdf format transmitted via e-mail)
- Response to Draft report comments (electronic file in Excel format transmitted via e-mail)
- Final report including cost estimates (electronic file in .pdf format transmitted via e-mail)

Task 0050 – Project Management

The project management task will include the following:

- Project accounting, invoicing, scheduling, and contract administration.
- Implementation and management of a QA/QC program to ensure quality work products. This program includes a detailed internal QC of all project deliverables by a technical expert who is not directly involved with this project for the benefit of outside perspective.

ADDITIONAL NOTES AND ASSUMPTIONS

The above scope and tasks include the following assumptions:

1. It is assumed that COVID testing/quarantine time requirements will not be applicable for the proposed travel on this project. Additional labor and travel expenses incurred due to COVID requirements at the time of travel will be billed as additional services.
2. This proposal does not include detailed design services (beyond conceptual sketches) of the selected alternative(s).
3. This proposal does not include detailed site topographic survey or subsurface geotechnical exploration.

4. CRW will provide other services in response to a written request for services from the Skagway Project Manager. CRW is not authorized to complete work on any additional service task without authorization from Skagway. If Skagway determines that additional task items will be required, CRW will provide a scope and fee proposal to Skagway to complete the requested work.

SCHEDULE

CRW proposes to perform the work in accordance with the following milestones. If a different schedule is desired please let us know and we will attempt to meet that schedule.

- Notice to proceed May 31, 2023
- Site visit for 3D scan/condition assessment June, 2023
- Draft report (6 weeks) August 11, 2023
- Skagway review period (2 weeks) September 1, 2023
- Final report September 30, 2023

FEE

We propose to perform this work on a time and expense basis. CRW's total compensation for services provided pursuant to this agreement, including labor and overhead costs and expenses shall not exceed \$113,428.00 without written authorization by Skagway. Fee estimate spreadsheet is included as Attachment 1.

We look forward to working with you on this project and are excited about this opportunity. Please don't hesitate to contact me at (907) 646-5607 if you have any questions regarding any aspect of this proposal.

Sincerely,

CRW Engineering Group, Inc.



J. Ryan Moyers, PE, Project Manager
Direct: (907) 646-5607
email: rmoyers@crweng.com



Pete Bellezza, PE, Principal/Civil Engineer
Direct: (907) 646-5640
email: pbellezza@crweng.com

Attachments: Fee Proposal (1 page)

Municipality of Skagway Borough

 Skagway School Condition Assessment

 Fee Proposal¹

Task & Subtask Description		Name, Rate & Projected Hours											Cost \$				
		CRW Engineering Group, Inc.											Labor Total	Expenses ²	Subcontractor Costs ³	Subtask Total	Task Total
		CM/QC	PM/Civil	Structural		Mech.		Elec.		Support							
Engineer XII	Engineer XI	Engineer VI	Engineer X	Engineer V	Engineer XI	Engineer III	Engineer XI	Engineer V	Technician VII	Administrative I							
	*	\$250	\$240	\$190	\$230	\$180	\$240	\$160	\$240	\$180	\$180	\$110					
Task 0010 - Data Collection and Review																	
Data Collection and Review			2	4	1				1	1							\$1,870
Total Task 0010:		0	2	4	1	0	0	1	1	0	0	0					\$1,870
Task 0020 - Site Visit and Assessments																	
Onsite Assessments and Trip Reports		a	22	2	22	4	22		4	22							\$21,640
Total Task 0020:		0	22	2	22	4	22	0	4	22	0	0					\$21,640
Task 0030 - 3D Mapping																	
3D Scan/Survey		a						22									\$3,520
QC Survey Results & Develop Revit Model			2									40					\$7,680
Total Task 0030:		0	2	0	0	0	0	22	0	0	40	0					\$11,200
Task 0040 - Condition Evaluation and Recommendations Report																	
DRAFT Condition Assessment Summary Report			2	4	16	8	20	8	16	8	16		4				\$19,660
Review Meeting		b		1	2	1		1		1							\$1,330
FINAL Condition Assessment Summary Report			1	2	2	2	8	2	8	2	8		2				\$6,910
Total Task 0040:		3	7	20	11	28	11	24	11	24	0	6					\$27,900
Task 0050 - Project Management																	
Project Management		c	2	6								6					\$2,600
Total Task 0050:		2	6	0	0	0	0	0	0	0	0	6					\$2,600
TOTAL SERVICES		5	39	26	34	32	33	47	16	46	40	12					\$65,210
													\$26,218	\$22,000	\$113,428	\$113,428	

Footnotes

- 1) Fee proposal based on Year 2023 Standard Rates.
- 2) Expenses include 10% markup.
- 3) Subconsultant fees include 10% markup.

Assumptions*

- a This task includes travel expenses and assumes the trip will be accomplished in two days, with an overnight stay in Skagway. Additional labor and expenses incurred due to travel delays outside of CRW's control will be billed as additional services.
- b Assumes review meeting will be accomplished via teleconference.
- c Includes nominal budget for phone, fax, mailings.