



August 10, 2023

Tyson Ames  
Municipality of Skagway, Public Works Director  
P.O. Box 415  
Skagway, AK 99840  
[t.ames@skagway.org](mailto:t.ames@skagway.org)

RE: MOS Pullen Creek R/V Park Restroom  
Design, Permitting and Bid Services Fee Proposal

DEAR TYSON,

RESPEC is pleased to submit this fee proposal for performing engineering design and bid services for the construction of a new restroom at the Municipality of Skagway (MOS) Pullen Creek R/V Park in Skagway, Alaska. The existing restroom facility will be demolished and a new restroom constructed. The new building will be approximately 30'x30' single story wood framed construction on concrete foundation/slab on grade. NorthWind Architects will be engaged by Respec for architectural services on the project. All other disciplines (civil, structural, mechanical and electrical) will be provided by the Respec Juneau office. The following is our anticipated scope of work for this project:

### SCOPE OF WORK

The fee and services are based on our understanding of the project and the following assumptions:

#### General Scope of Work Assumptions

- Design submittals will be made to the client at 35%, 65%, 95% and Final 100% signed bid ready in PDF format.
- Technical specifications will be 6-digit CSI and made at the 65%, 95% and 100% final submission.
- Design meetings will be held with the client in each submittal phase of the project (assume 4 meetings).
- Cost estimates will be prepared by Respec and submitted with each design submittal listed above.
- Bid services will be performed by Respec during the bid phase of the project and billed on a time and materials basis.
- Construction administration services/special inspection fees will be provided at a future date.

#### Mechanical Engineering Assumptions

- Heating systems will be electric.
- Plumbing systems to be designed to be drained for cold weather.
- Sprinkler systems are not to be included.
- Ventilation systems would be exhaust only with gravity make-up air.

9109 MENDENHALL MALL RD.  
SUITE 4  
JUNEAU, AK 99801  
907.780.6060



### **Electrical Engineering Assumptions**

- No backup generator or power source is required.
- A new dedicated power service from the utility will be provided. 208Y/120 volt, three phase power will be considered.
- The main distribution panel providing power to the restroom building and the RV pedestals will be replaced. It will be rated to support future expansion in the RV park.
- Sound amplification and fire alarm systems are not required.
- A data network may be included for future cameras.

### **Structural Engineering Assumptions**

- The building will have shallow concrete foundations with a slab-on-grade floor.
- The roof will be manufacturer designed wood trusses.
- The lateral system will be wood sheathed diaphragms and shear walls. Sufficient wall lengths will be provided to not alter the required lateral system.

### **Civil Engineering Assumptions**

Civil design work will include:

- Assumes existing Respec in house mapping will be used,
- Demolition plan prepared for removal/disposal of existing restroom building,
- Designing a finish floor elevation for the restroom facility, making connections to the existing water/sewer utilities,
- Grading around the restroom to allow for an ADA concrete ramp on both ends of the building,
- Site cross sections of building preparation improvements,
- Design meetings will be held with the client in each phase of the project.
- Site/utility construction cost estimate will be at each submittal.
- Bid phase and construction administration phases of work will be provided by the PDC civil team.

### **General**

Corrections to the 65% design plans, specifications and cost estimate will be made by Respec and construction documents advanced to a 95% design level. 95% design drawings, technical specifications and construction cost estimate will be submitted in electronic format to MOS for review.

Final bid ready documents will be prepared by Respec incorporating all final MOS comments. The bid ready documents will include final signed construction drawings, final technical specifications, and final engineers cost estimate for the project. All documents will be coordinated with MOS for getting posted onto the MOS website for advertising for construction.

Submittals of plans, specifications and cost estimate will be made in 11x17 PDF format at the 65%, 95% and 100% design levels. Technical specifications will be created using 6-digit CSI format and coordinated with MOS bidding boiler plate sections. It is assumed that there will be at least one project team meeting in each design phase of the project, 4 total. All printing and advertising of project will be done by MOS.



**Bid Services**

Respec will respond to contractors questions submitted to MOS that arise during the bid period. We will attend the pre-bid conference in person in Skagway and prepare the pre-bid meeting agenda and prepare pre-bid meeting minutes. We will prepare any addenda as required during the advertising period for the design. Respec will prepare a bid evaluation summary letter for MOS after the bids are opened for MOS to use in issuing a notice of intent to award.

**Permitting**

Permits anticipated are State of Alaska Fire Marshal permit and assistance with MOS Building Permit.

**ESTIMATE OF FEES**

Phase	Project Management	Civil	Structural	Mechanical	Electrical	Survey	ODCs	North Wind Architects	Subconsultant Total	Subconsultant Markup	Total
1 #410 - Schematic Design (35%)	\$0.00	\$3,800.00	\$7,070.00	\$5,265.00	\$7,520.00	\$0.00	\$0.00	\$7,470.00	\$7,470.00	\$747.00	\$31,872.00
2 #420 - Design Development (65%)	\$0.00	\$11,800.00	\$10,180.00	\$10,205.00	\$11,210.00	\$0.00	\$0.00	\$7,470.00	\$7,470.00	\$747.00	\$51,612.00
3 #430 - Pre-Final Design (95%)	\$0.00	\$8,475.00	\$9,390.00	\$11,735.00	\$8,395.00	\$0.00	\$0.00	\$7,970.00	\$7,970.00	\$797.00	\$46,762.00
4 #440 - Construction Documents (100)	\$0.00	\$4,150.00	\$2,000.00	\$3,870.00	\$4,130.00	\$0.00	\$0.00	\$4,980.00	\$4,980.00	\$498.00	\$19,628.00
5 #490 - Bid Phase Services	\$0.00	\$2,650.00	\$2,100.00	\$2,165.00	\$1,190.00	\$0.00	\$0.00	\$2,980.00	\$2,980.00	\$298.00	\$11,383.00
Subtotal	\$0.00	\$30,875.00	\$30,740.00	\$33,240.00	\$32,445.00	\$0.00	\$0.00	\$30,870.00	\$30,870.00	\$3,087.00	\$161,257.00

Design fees are proposed to be fixed fee at \$149,874.

Bidding fees are proposed to be time & expense up to \$11,383.

Attached herewith is a fee spreadsheet as backup for the Pullen Creek R/V Park Restroom facility as described herein. Additional professional services work that is requested or added to the contract will be billed on a separate time and materials basis or negotiated separately. Respec will keep you apprised of budget and scope status throughout the performance of this work and alert you of any non-scope items that may impact the budget.

**Fee exclusions:**

- No geotechnical investigation fee is included in this fee proposal.
- Construction Administration and field inspection services fee proposal will be submitted once a contractor has been selected for the project as contractor schedule and hours of operation not known at this time.
- This site and facility are outside of the Historic District and do not need to comply with the Historical District design requirements.
- No hazardous materials exist within the existing building.

**SCHEDULE**

We can begin work within 1 week of a Notice to Proceed. Our proposed design schedule is to have the bid ready documents completed by January 15, 2024 for MOS to advertise for construction.



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

Sincerely,

Douglas Murray, PE  
Principal Mechanical Engineer  
Douglas.Murray@respec.com  
907-780-6060

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_