



February 14, 2024

Tyson Ames
Municipality of Skagway, Public Works Director
P.O. Box 415
Skagway, AK 99840
t.ames@skagway.org

RE: MOS Tlingit Street Naming Project
Design and Bid Services Fee Proposal

DEAR TYSON,

Per your RESPEC is pleased to submit this fee proposal for preparing bid ready construction documents and bid services for adding Tlingit names to the street sign panels throughout the Municipality of Skagway (MOS) in Skagway, Alaska. Existing street sign posts and signs will be removed and new Tlingit named streets/avenues would be installed along with conventional street names on the street sign panels on new telspar sign posts. The following is our anticipated scope of work tasks and anticipated fees for this project.

Task 1- Street Sign Design Documents: Using existing in-house Respec mapping our civil engineer team will prepare a base map that illustrates the locations of all of the existing streets signs within the Skagway townsite from 1st Avenue north to 23rd Avenue with all existing north south streets (Alaska, Main, State, Broadway and Spring). No signs will be placed at the existing alleys. Sign construction details, a sign summary table, plan view of sign locations and typical construction details would be generated. We would make one submittal to MOS at the 75% design level and then one final submittal to keep project costs down. Submittals of plans, specifications and cost estimate will be made in 11x17 PDF format at the 75% and 100% design levels. Technical specifications will be created using CSI format and coordinated with MOS bidding boiler plate sections. It is assumed that there will be at least one project team meeting in Skagway with Respec for reviewing the plans. All printing and advertising of project by MOS. Construction cost estimate would be prepared for each submittal. In addition it has been requested that we provide the State of Alaska DOT/PF Southcoast Department information on signs that would be impacted on the State Street Reconstruction project. We would provide sign summary and construction details for signs along State Street from 1st Avenue to 23rd Avenue.

Task 2 – Bid Services: Respec will assist MOS during the bid period as necessary by responding to bidder's questions and prepare any contract addenda as required for the project. Respec will prepare prebid agenda and prebid meeting minutes. We will participate in the pre-bid meeting by telephone or by Teams.

ESTIMATE OF FEES

Time and Materials Fee for Bid Ready Sign Installation Construction Documents = \$37,335

Bid Services = \$3,880

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



We propose to perform our work on a time and expense basis . Respec's total compensation for services provided pursuant to this agreement, including labor and overhead costs and expenses shall not exceed \$41,215 without written authorization by MOS.

Attached herewith are our fee spreadsheets as backup for the engineering services. 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 or field surveying will be performed for this project.

SCHEDULE

Per our telephone conversation it is desired to have the State Street sign information submitted to Southcoast DOT/PF soon after a Notice to Proceed has been issued. We remain flexible to meet your project schedule once a schedule has been established for the remaining signs.

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,

J. Mark Pusich, PE
Principal Civil Engineer
Mark.Pusich@respec.com
907-780-6060

Approved By: _____

Date: _____

COST ESTIMATE PER TASK

FIRM: RESPEC		PROJECT TITLE: MOS STREET NAMING PROJECT DESIGN										
TASK No: 1	TASK DESCRIPTION: BID READY DESIGN DOCUMENTS							DATE: 2/14/2024				
GROUP:		METHOD OF PAYMENT: FP <input type="checkbox"/> FPPE <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 (Pusich)	Civil Engr. Associate (Puustinen)	AutoCAD Draftsman (Kemp)	Engr. EIT (Minsch)							
1	Base Map Setup			16	8							
2	Cover Sheet, General Notes			4	4							
3	Sign Layout Plan Sheets		16	16	16							
4	Sign Summary Table		8		24							
5	Sign Details		8	8	8							
6	Structural Design of Telspar Post		8	4								
7	Early Submittal to DOT for State St.	2	2	8								
8	Estimate of Quantities		4		8							
9	Technical Specifications	2	4		8							
10	Construction Cost Estimates	2			8							
11	Revise Per MOS Review		4		8							
12	Final Bid Documents Submittal			4	2							
13	Design Review Meeting w/MOS	8			8							
14	RESPEC QC/Management	8										
TOTAL HOURS		22	54	60	102							
* LABOR RATES (\$/HR)		\$250.00	\$190.00	\$130.00	\$125.00							
LABOR COSTS (\$)		\$5,500.00	\$10,260.00	\$7,800.00	\$12,750.00							
EXPENSES										COMMENTS: Create sign plan sheets for the Skagway townsite with details showing new street name panel signs with Tlingit names as well as traditional Skagway names. Full bid ready bid package. Travel to Skagway for plans in hand meeting. Early drawings for the DOT State Street Project.		
SUB-TASK No.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE								
	Xerox Copies	100	\$0.25	\$25.00								
	Travel to Skagway for Plans and Hand Field Review Meeting	2	\$500.00	\$1,000.00								
										FIRM'S TOTAL COST OF LABOR (or Fixed Price):	\$36,310	
										IF CPFF, TOTAL INDIRECT COST @	0.00%	\$0
										FIRM'S TOTAL EXPENSES	\$1,025	
SUB-CONTRACTORS: Firm Initials and Price Per Task										FIRM'S TOTAL COST (no Subcontracts or Fee)	\$37,335	
FIRM:												
AMOUNT:										TOTAL SUBCONTRACTOR PRICES:	\$0	

* Labor Rates shall be direct labor (base pay) only if Method of Payment is CPFF; otherwise, Labor Rates shall be total rates (i.e. base pay + benefits + overhead + profit.)

COST ESTIMATE PER TASK

FIRM: RESPEC			PROJECT TITLE: MOS STREET NAMING PROJECT DESIGN									
TASK No: 2		TASK DESCRIPTION: BID SERVICES								DATE: 2/14/2024		
GROUP:		METHOD OF PAYMENT: FP <input type="checkbox"/> FPPE <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 (Pusich)	Civil Engr. Associate (Puustinen)	AutoCAD Draftsman (Kemp)	Engr. EIT (Minsch)							
1	Respond to Bidders Questions	2			4							
2	Prepare Addenda Drawings		2		4							
	Prebid meeting agenda/minutes				6							
3	Participate in Pre-Bid Meeting	2			2							
4	Bid Evaluation and Letter	2										
TOTAL HOURS		6	2	0	16							
* LABOR RATES (\$/HR)		\$250.00	\$190.00	\$125.00	\$125.00							
LABOR COSTS (\$)		\$1,500.00	\$380.00	\$0.00	\$2,000.00							
EXPENSES					COMMENTS: Bid servcies, particpate in prebid meeting by telephone or on teams.							
SUB-TASK No.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE								
TOTAL EXPENSES:					\$0		FIRM'S TOTAL COST OF LABOR (or Fixed Price):		\$3,880			
							IF CPFF, TOTAL INDIRECT COST @		0.00%			
							FIRM'S TOTAL EXPENSES		\$0			
SUB-CONTRACTORS: Firm Initials and Price Per Task							FIRM'S TOTAL COST (no Subcontracts or Fee)		\$3,880			
FIRM:												
AMOUNT:								TOTAL SUBCONTRACTOR PRICES:	\$0			

* Labor Rates shall be direct labor (base pay) only if Method of Payment is CPFF; otherwise, Labor Rates shall be total rates (i.e. base pay + benefits + overhead + profit.)