



February 14, 2024

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

RE: MOS Main Street Reconstruction – Pre-design Services
Topographic Survey, Concept Design, Public Outreach
Fee Proposal

DEAR TYSON,

RESPEC is pleased to submit this fee proposal for performing pre-design services for the reconstruction of Main Street for the Municipality of Skagway (MOS) in Skagway, Alaska. Respec has previously prepared the "Main Street Condition Assessment Report" that identified numerous deficiencies in the streets roadways, sidewalks, accessibility and underground utilities that were in need of repair. To facilitate potential grant funding opportunities for funding the reconstruction of Main Street pre-design services are necessary. Pre-design services include topographic mapping, conceptual design and public involvement. Pre-design services project limits for State Street are from the intersection of Main Street and State Street on the south end and proceed north along Main Street to the intersection of State Street on the north end. The project limits also include extending into existing alley ways 50' and Avenue side streets approximately 100' in each direction. The approximate distance of this important MOS owned and maintained corridor is 6,750 feet. Main Street provides access to the Skagway Public School and is on the Safe Routes to School through the community. The following is our anticipated scope of work tasks for the pre-design services for the Reconstruction of Main Street:

SCOPE OF WORK

TASK 1 - Topographic Mapping of Main Street

The first work task for this project is to obtain field topographic survey so that accurate mapping can be produced for planning purposes and engineering design needs. The topographic survey will begin at the south end of the project at the intersection of State and Main Streets and proceed north along Main Street to the intersection of State Street. Existing alley ways and intersecting Avenues along Main Street will be surveyed, approximately 50' for alley ways and 100' for Avenue's in the east and west directions. We will supplement our topographic mapping with Main Street record as-builts and the MOS sanitary sewer camera inspection work. Existing improvements will be mapped including, but not limited to edge of pavement, pavement markings, sidewalks, curb and gutter, signs, storm drain structures, storm drain pipes inverts/sizes, sanitary sewer manholes, sanitary sewer pipe inverts/sizes, water valves, water service curb stops, fire hydrants, utility poles, guy wires, driveways, curb cuts, ADA ramps, building locations, fences, yard areas, trees, landscaping, on street parking areas, utility transformers and all other above ground/underground features within the Main Street right of way. Horizontal and vertical control for construction will be established on or near the project site. Field survey data will be reduced and mapped at a 1"=10' scale for use in engineering design. All work will be prepared in AutoCAD R2023 in standard U.S. imperial units.

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



TASK 2 - Conceptual Design/Cost Estimates

Using the topographic mapping produced in Task 1 Respec will develop conceptual design plan views of Main Street corridor improvements. Working with MOS we anticipate that 4-5 roadway typical sections of improvement will be developed along the corridor that best utilize the existing right of way width taking into account public safety for pedestrians and motorists. These roadway typical sections will be used during the public involvement process. Accessibility options will be developed for the Avenue intersections to comply with current ADA standards. Main Street "Safe Routes to School" improvements will be noted in the concept design.

Interviews with MOS Public Works staff on underground utility issues within Main Street will be made to get a better understanding of the each utility condition. Underground utility improvements for the wastewater collection system will be identified in the concept design through MOS video inspection of the manholes and sewer mainlines. Underground storm drain system is anticipated to be completely reconstructed on Main Street. Spot repairs are anticipated for the public water system.

Respec will review existing wooden utility pole locations, review overhead utility line locations for possible moving, relocation or going underground to allow increased clearances for vehicles traveling on Main Street. Will involve discussions with AP&T.

RESPEC will prepare estimate of quantities for each of the 4-5 concepts developed and prepare concept level preliminary construction cost estimate for upgrading Main Street for each concept. This would include but not be limited to demolition of existing features, new pavement, new curb and gutter, new sidewalks, underground utility upgrades for storm, sanitary sewer, water system, and other items of work.

TASK 3 – Public Involvement Plan/Public Meetings

Having a well communicated Public Involvement component for the reconstruction of Main Street is critical and necessary for a successful project. Based on our experience we anticipate the following for the Public Involvement Plan.

- RESPEC will work with MOS to create public notifications, develop a database of project stakeholders and plan for the public information meeting, one-on-one meetings, or agency meetings that might be necessary.
- Identify a public meeting venue with MOS and arrange for booking of the venue.
- Verify local newspaper and social media information related to public advertisements for the public meetings (assumed to be at least two (2) public meetings).
- Prepare a legal notice of meeting to include project location, purpose and need, planned construction, ROW/easements, construction impacts, accommodation of traffic and construction schedule.
- Prepare and distribute a targeted mailer to invite landowners and other project stakeholders identified by MOS.
- Prepare a cover letter and project information packet (mailer/handout, comment sheet, maps, etc.) to post on the MOS website prior to each of the public meetings.
- Prepare materials for the public meeting including nametags, Sign-In Sheets, comment forms.
- Prepare and facilitate concept plan power point or aerial views of proposed improvements at the public meeting with alternatives and potential impacts from construction including ROW discussion and other potential impacts.
- Provide a summary of general comments and review written comment from the public meetings.
- Prepare responses to written comments received during the public meeting.
- Summary Report of entire public involvement process, public comments, and responses to written comments



ESTIMATE OF FEES

MOS MAIN STREET RECONSTRUCTION PRE-DESIGN WORK TASKS	ESTIMATED FEE
Topographic Mapping	\$175,720
Conceptual Design/Cost Estimates	\$71,036
Public Involvement Plan/Public Meetings	\$47,324
ESTIMATED LUMP SUM FEE TOTAL	\$294,080

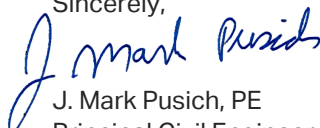
We propose to perform our work on a lump sum basis. Respec’s total compensation for services provided pursuant to this agreement, including labor and overhead costs and expenses shall not exceed \$294,080 without written authorization by MOS. Assumes that two public meetings will be held.

Attached herewith is a fee spreadsheet as backup for the Main Street Reconstruction pre-design services 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.

SCHEDULE

Task 1 Topographic Mapping is the first item of work that would be accomplished, and we anticipated beginning field work in early/mid-April once all of the snow/ice has melted from inside storm drain structures. We anticipate 30 days of field survey work with preliminary topographic mapping submitted 35 days after the field work has been completed. Tasks 2 and 3 deliverable schedules will be coordinated with MOS on when these items would be completed.

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 MAIN STREET RECONSTRUCTION PRE-DESIGN SERVICES									
TASK No: 1		TASK DESCRIPTION: MAIN STREET TOPOGRAPHIC MAPPING								DATE: 2/14/2024		
GROUP:		METHOD OF PAYMENT: FP <input checked="" type="checkbox"/> FPPE <input type="checkbox"/> T&E <input 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)	PLS Surveyor	2 Man Survey Crew ST	2 Man Survey Crew OT					
1	Main Street Corridor Record Asbuilt Research, Pre-job layout			12								
2	Main Street Hor/Vert Control					8						
3	Main Street Field Survey					240	100					
4	Right of Way Review			8	24							
5	Office Rduce/Draw Up Mapping			280								
6	Field Plans in Hand Review		20									
7	PLS Office Check				24							
8	RESPEC QC/Management	20										
TOTAL HOURS		20	20	300	48	248	100					
* LABOR RATES (\$/HR)		\$250.00	\$190.00	\$130.00	\$250.00	\$240.00	\$324.00					
LABOR COSTS (\$)		\$5,000.00	\$3,800.00	\$39,000.00	\$12,000.00	\$59,520.00	\$32,400.00					
EXPENSES					COMMENTS: Field survey of complete Main Street corridor including intersectin avenues by 100' and alleys by 50', all surface adn undergroun utility items picked up etc. Fee assumes that work will be done in two trips. MOS to provide vehicle for survey crew to use while in town doing survey.							
SUB-TASK No.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE								
1	Air Fare Juneau/Skagway - AK Seaplanes	6	\$500.00	\$3,000.00								
2	Extra Gear Fee on AK Seaplanes	6	\$150.00	\$900.00								
2	Lodging in Skagway	62	\$200.00	\$12,400.00								
3	Per Diem Skagway	62	\$118.00	\$7,316.00								
4	Airport Parking	6	\$20.00	\$120.00								
					FIRM'S TOTAL COST OF LABOR (or Fixed Price):		\$151,720					
					IF CPFF, TOTAL INDIRECT COST @		0.00% \$0					
					TOTAL EXPENSES:		\$23,736					
SUB-CONTRACTORS: Firm Initials and Price Per Task					FIRM'S TOTAL EXPENSES		\$23,736					
					FIRM'S TOTAL COST (no Subcontracts or Fee)		\$175,456					
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 MAIN STREET RECONSTRUCTION PRE-DESIGN SERVICES									
TASK No: 2	TASK DESCRIPTION: MAIN STREET CONCEPT DESIGN									DATE: 2/14/2024	
GROUP:		METHOD OF PAYMENT: FP <input checked="" type="checkbox"/> FPPE <input type="checkbox"/> T&E <input 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	Electrical Engineer (Haight)					
1	Develop 4-5 Concept Options of Street Improvements		60	160							
2	Consult with MOS Public Works Staff on Underground Utilities	16									
3	Above Ground Utility Review, Utility Pole, Overhead Lines, Lighting					24					
4	Preliminary Estimate of Quantities for Each Concept		24		80						
5	Preliminary Cost Estimate	8			40						
6	RESPEC QC/Management	24									
TOTAL HOURS		48	84	160	120	24					
* LABOR RATES (\$/HR)		\$250.00	\$190.00	\$130.00	\$125.00	\$250.00					
LABOR COSTS (\$)		\$12,000.00	\$15,960.00	\$20,800.00	\$15,000.00	\$6,000.00					
EXPENSES											
SUB-TASK No.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE	COMMENTS: Develop 4-5 conceptual typical sections for the proposed reconstruction of Main Street Show the concepts in plan views. Underground utility upgrade review Above ground utility review Preliminary Construction Cost Estimates for various concepts presented. 1 trip to Skagway to meet with MOS Public Works						
1	Air Fare Juneau/Skagway	2	\$500.00	\$1,000.00							
2	Airport Parking	2	\$20.00	\$40.00							
3	Per Diem Skagway	2	\$118.00	\$236.00							
				TOTAL EXPENSES:	\$1,276	FIRM'S TOTAL COST OF LABOR (or Fixed Price):		\$69,760			
						IF CPFF, TOTAL INDIRECT COST @		0.00%	\$0		
				TOTAL EXPENSES:	\$1,276	FIRM'S TOTAL EXPENSES		\$1,276			
SUB-CONTRACTORS: Firm Initials and Price Per Task				FIRM'S TOTAL COST (no Subcontracts or Fee)				\$71,036			
FIRM:						TOTAL SUBCONTRACTOR PRICES:		\$0			
AMOUNT:											

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COST ESTIMATE PER TASK

FIRM: RESPEC		PROJECT TITLE: MOS MAIN STREET RECONSTRUCTION PRE-DESIGN SERVICES									
TASK No: 3		TASK DESCRIPTION: MAIN STREET PUBLIC INVOLVEMENT/PUBLIC MEETINGS						DATE: 2/14/2024			
GROUP:		METHOD OF PAYMENT: FP <input checked="" type="checkbox"/> FPPE <input type="checkbox"/> T&E <input 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	Staff Planner					
1	Public Notifications, stakeholder database, outreach plan					12					
2	Identify public meeting venue					4					
3	Develop outreach info to newspaper, social media					8					
5	Prepare legal notice purpose/need	2		4		12					
5	Develop send out public mailer					10					
6	Prepare cover letter/info packet					12					
7	Prepare public meeting exhibits, signins, comment forms	4		16		24					
8	Prepare/facilitate concept plan of improvements at one public meeting	24			24	24					
9	Summerize public comments	2				16					
10	Prepare resposne to written comments rec'd at public meeting	4				24					
11	Summary report of entire public involvement process, public meeting and written comments	6				16					
12	RESPEC QC/Management	8									
TOTAL HOURS		50	0	20	24	162					
* LABOR RATES (\$/HR)		\$250.00	\$190.00	\$130.00	\$125.00	\$140.00					
LABOR COSTS (\$)		\$12,500.00	\$0.00	\$2,600.00	\$3,000.00	\$22,680.00					
EXPENSES											
SUB-TASK No.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE	COMMENTS: Public outreach to community, setup meeting, present at two public meetings, asumes two public meetings with overnight stay.						
1	Air Fare Juneau/Skagway	8	\$500.00	\$4,000.00							
2	Lodging in Skagway	8	\$200.00	\$1,600.00							
3	Per Diem Skagway	8	\$118.00	\$944.00							
FIRM'S TOTAL COST OF LABOR (or Fixed Price):					\$40,780						
IF CPFF, TOTAL INDIRECT COST @					0.00%	\$0					
TOTAL EXPENSES:					\$6,544	FIRM'S TOTAL EXPENSES					\$6,544
SUB-CONTRACTORS: Firm Initials and Price Per Task					FIRM'S TOTAL COST (no Subcontracts or Fee)					\$47,324	
FIRM:					TOTAL SUBCONTRACTOR PRICES:					\$0	
AMOUNT:											

* 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.)