

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT  
AGENDA STATEMENT

No. 9 d.

MEETING OF August 24, 2022

Item Title:

CONSENT CALENDAR:

Motion to approve a contract with Welsh Whiteley Architects, LLC for a condition survey of North Point Higgins Elementary (PHE.)

REVIEWED BY:


Superintendent  
 Finance  
 Maintenance

SUBMITTED BY Michael Robbins, Superintendent

CONTACT:

Al Jacobson    907 225 2146  
Name                      Phone

APPROVED FOR SUBMITTAL

  
\_\_\_\_\_  
Superintendent

**CONSENT CALENDAR**

*Matters listed under the "Consent Calendar" are routine and will be enacted by one motion and one vote. The appropriate motion is to: "I move to approve the Consent Calendar." There will be no separate discussion of the items under the Consent Calendar. If a Board member requests discussion, that item will be removed from the Consent Calendar and will be considered under "Unfinished Business."*

**SUMMARY STATEMENT:**

The School Board is being asked to approve a contract with Welsh Whiteley Architects, LLC for a condition survey of PHE.

ISSUE: Board Policy governs the district's purchasing and contracting procedures. Board Policy requires Board approval for expenditures and financial obligations over \$25, 000.

**BACKGROUND:**

This is for 2022-23 Borough funded Point Higgins renovation engineering. A condition survey is a valuable tool to allow us to understand what components/systems that are beyond their useful service life. The condition survey would identify the extent and cost of the remodel. It will be used during the RFP process to narrow the scope of engineering necessary..

A sole source exemption is sought under BP 3311.00 because the nature of this work being Architectural and Engineering is such that there are limited vendors locally in Southeast that perform this work as a contractor. With the remote location of Ketchikan, factoring in travel and lodging for an external contractor, it is reasonable to conclude that no other out of S.E. Alaska region contractor could provide a sensible alternative to the Welsh Whiteley Architects contract. Additionally, under BP 3311.00, Welsh Whiteley meets the local bidder preference criteria sections a,) b,) and c.)

**ATTACHMENTS:**

- Welsh Whiteley Contract Agreement
- Sole Source Justification

**RECOMMENDATION:**

Approval of a contract Welsh Whitley Architects, LLC for a condition survey of the PHE campus.

**FISCAL NOTE\***

[ ] N/A EXPENDITURE  
REQUIRED     \$ 33,060.00

**RECOMMENDED ACTION (Only if not approved as part of the Consent Calendar):**

**"I move that the Board of Education approve a contract Welsh Whitley Architects, LLC for a condition survey of the North Point Higgins Elementary campus in the amount of \$33, 060.00"**

June 30, 2022

Mr. Alan Jacobson, Facilities Director  
Ketchikan Gateway Borough School District  
333 Schoenbar Road  
Ketchikan, AK 99901

RE: Point Higgins School Condition Survey

Dear Al,

Thank you for asking us to put this fee proposal together for preparing a condition survey of Point Higgins School. As I understand it, the School District is planning on a renovation of the facility to support the expected need to replace roofing, mechanical and electrical systems, kitchen equipment and other components/systems that are beyond their useful service life. The condition survey would identify the extent and cost of the remodel and would be used to compliment the application that the Southeast Regional Resources Center (SERRC) is preparing to support the need for a renovation to the Department of Education and Early Development (DEED).

We propose to include the following engineering consultants on the project:

- Civil Engineering: R&M Engineering-Ketchikan, Inc.
- Structural Engineering: BBFM, Engineers, Inc.
- Mechanical & Electrical Engineering: Respec (formerly PDC Engineers/Murray & Associates)

We have worked with each of these companies on many projects over the years and believe that they are a good fit for this one. Firm profiles and resumes of key individuals are available upon request.

**Scope of Services:**

Our team will perform site visits to assess the condition various building and site systems. Exterior architectural components that will be surveyed include siding, windows, doors, roofing, skylights and covered structures (breezeway & play area). Interior review will include all finishes (floor, walls, ceilings), interior doors, hardware, signage, kitchen equipment, cabinets, counters, window coverings, elevator, and American with Disabilities Act compliance.

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Ketchikan, Alaska  
99901  
(907) 225-2412 v  
(907) 225-2422 f

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Our civil engineer will review the condition of exterior elements such as water storage tanks, water treatment systems, waste water treatment system, play fields and courts, parking lots and site drainage.

Our structural engineers will perform a site visit and an analysis to review the structural elements for snow load capacity including snow drifts, and a ASCE41-17 Seismic Evaluation and Retrofit Existing Building Tier 1 evaluation.

The mechanical and electrical engineers will visit the building to perform their portion of the condition survey to consider the condition of mechanical equipment including the boilers, heat system piping, heat system pumps, oil tank, HVAC air handlers, Pneumatic and DDC building controls, sprinkler system including fire pump, all domestic plumbing, wastewater treatment facility, water catchment system and kitchen equipment including the exhaust hood. The electrical engineer will review the condition of the transformers, main distribution panel, electrical load centers, Building wide mechanical line starters, wiring, HVAC DDC controls, lighting, IT closets and all associated wiring and equipment, fire panel and all associated boosters wiring and devices, fire pump controller, generator including switchgear, intercom/clock and bell system, and CCTV.

**Fee Proposal Summary:**

Task 1: Condition Survey

|                                     |                  |
|-------------------------------------|------------------|
| A. Data Gathering:                  | \$ 2,600         |
| B. Perform On-Site Assessments:     | \$ 12,600        |
| C. Prepare Condition Survey Report: | <u>\$ 17,860</u> |
| Total:                              | <b>\$ 33,060</b> |

We propose to perform the work as a Lump Sum Fixed Fee based on the identified scope of services. An hourly breakdown for each discipline is included as an attachment.

**Schedule:**

We propose the following schedule based on an anticipated Notice to Proceed of July 8, 2022:

|  |                    |
|--|--------------------|
| Review Existing Information:             | July 11 - 15       |
| Perform Site Visits/On-Site Assessments: | July 18 – 29       |
| Draft Condition Survey Complete:         | August 31          |
| Review Draft with KGBSD:                 | September 5        |
| Finalize Condition Survey:               | September 15, 2022 |

**Assumptions & Exclusions:**

- We assume that we'll be following DEED's "Guide for School Facility Condition Surveys" to complete the work.
- We plan to use the DEED Cost Model for establishing the construction costs for the future renovations. If a third-party professional cost estimate is desired one can be performed as an addition to the fee proposal.
- Any advice on the absence or presence of hazardous materials is excluded from this proposal. Due to the age of the facility we don't expect hazardous materials were used during construction. If the District has concerns we can contract with an environmental engineer to perform a haz-mat survey on the building as an addition to the fee proposal.
- Work not specifically identified in this proposal. We are available to provide fee proposals for additional work upon request.

Thank you, and as always, please let me know if you have any questions on our fee proposal or the project.

Sincerely,

WELSH WHITELEY ARCHITECTS, LLC



Timothy B. Whiteley, AIA  
Principal

**Attachments:**

Welsh Whiteley Architects - Hourly & Reimbursable Rates (1 page)  
Fee proposal- P-654 (1 page)  
Consultant Fee Proposals (3 pages)

## Welsh Whiteley Architects - 2022 Rates

### Hourly Rates

|   |                  |
|---|------------------|
| Principal Architect/Historic Architect: | \$ 140.00 / hour |
| Staff Architect:                        | \$ 110.00 / hour |
| Architect-in-Training/ Designer:        | \$ 95.00 / hour  |
| Drafter:                                | \$ 90.00 / hour  |
| Office Administration / Clerical:       | \$ 70.00 / hour  |

### Reimbursable Expenses

|                                 |                     |
|---------------------------------|---------------------|
| Plotting (24" x 36" paper):     | \$ 4.00 / sheet     |
| Photocopies (8-1/2" x 11" B&W): | \$ 0.15 / sheet     |
| (8-1/2" x 11" Color):           | \$ 0.45 / sheet     |
| (11" x17" B&W):                 | \$ 0.25 / sheet     |
| (11"x17" Color):                | \$ 0.75 / sheet     |
| Large-format copies:            | as billed, plus 10% |
| Long Distance Telephone/fax:    | as billed, plus 10% |
| Postage:                        | as posted, plus 10% |
| Engineering Consultants:        | as billed, plus 10% |
| Travel Expenses:                | as billed, plus 10% |

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| TASK   | Staff                 | HOURS    | HOURLY RATE | COSTS            |
|--|-----------------------|----------|-------------|------------------|
| <b>Task 1 - Condition Survey</b>                         |                       |          |             |                  |
| Review Existing Information                              | Principal Architect   | 8        | \$ 140      | \$ 1,120         |
| Perform On-Site Survey                                   | Principal Architect   | 16       | \$ 140      | \$ 2,240         |
| Compile Data into DEED Forms, Assemble Draft Report      | Office Administration | 8        | \$ 70       | \$ 560           |
| Review Draft Report                                      | Principal Architect   | 4        | \$ 140      | \$ 560           |
| Meet with KGBSD to Review Draft Report                   | Principal Architect   | 2        | \$ 140      | \$ 280           |
| Perform Final Cost Estimate (using DEED Cost Model)      | Principal Architect   | 8        | \$ 140      | \$ 1,120         |
| Finalize Report  | Principal Architect   | 4        | \$ 140      | \$ 560           |
|  |                       | 0        |             | \$ -             |
|  |                       | 50 hours |             | \$ 6,440         |
| <b>Reimbursable Expenses</b>                             |                       |          |             |                  |
| R&M Engineering-Ketchikan, Inc. (Civil Engineering)      |                       | 1.1      | \$ 4,960    | \$ 5,456         |
| BBFM Engineers (Structural Engineering)                  |                       | 1.1      | \$ 11,240   | \$ 12,364        |
| Respec Engineering (Mechanical & Electrical Engineering) |                       | 1.1      | \$ 8,000    | \$ 8,800         |
|  |                       | 1        | \$ -        | \$ -             |
|  |                       | 1        | \$ -        | \$ -             |
|  |                       |          |             | \$ 26,620        |
| <b>Total Task 1:</b>                                     |                       |          |             | <b>\$ 33,060</b> |

**Total A/E Fee Proposal: \$ 33,060**

Project: North Point Higgins Conditions Survey  
 R&M Engineering Project # \_\_\_\_\_

Task Order: \_\_\_\_\_  
 Date: 6/29/2022

|                    | Principal | Structural / Geotechnical Engineer | Civil Engineer | SR. Drafter | Registered Land Surveyor-Review | Survey Technician | Survey Party Chief | Jr. Engineer / Environmental Tech |  |  | Total Cost Per Task |
|--------------------|-----------|------------------------------------|----------------|-------------|---------------------------------|-------------------|--------------------|-----------------------------------|--|--|---------------------|
| <b>Hourly Rate</b> | \$200.00  | \$180.00                           | \$150.00       | \$130.00    | \$150.00                        | \$120.00          | \$140.00           | \$120.00                          |  |  |                     |

| Task Order Item                        |  |  |   |  |  |  |  |    |  |  |         |
|--|--|--|---|--|--|--|--|----|--|--|---------|
| Water Tank Inspection                  |  |  | 1 |  |  |  |  | 4  |  |  | \$630   |
| Water Treatment System Inspection      |  |  | 2 |  |  |  |  | 2  |  |  | \$540   |
| Wastewater Treatment System Inspection |  |  | 2 |  |  |  |  | 2  |  |  | \$540   |
| Playfields & Courts                    |  |  | 2 |  |  |  |  | 4  |  |  | \$780   |
| Parking Lots and Drainage              |  |  | 2 |  |  |  |  | 4  |  |  | \$780   |
| Report Summary                         |  |  | 1 |  |  |  |  | 12 |  |  | \$1,590 |

\$4,230

|                                  |     |     |         |     |     |     |     |         |     |     |
|----------------------------------|-----|-----|---------|-----|-----|-----|-----|---------|-----|-----|
| <b>Total Hours Per Personnel</b> | 0   | 0   | 10      | 0   | 0   | 0   | 0   | 28      | 0   | 0   |
| <b>Total Cost Per Personnel</b>  | \$0 | \$0 | \$1,500 | \$0 | \$0 | \$0 | \$0 | \$3,360 | \$0 | \$0 |

| Non Labor Hour Expenses              | Rate     | Quantity or People | Days / Mo | Amount       |
|--------------------------------------|----------|--------------------|-----------|--------------|
| Air Fare (from Ketchikan)            | \$300.00 |                    |           | \$0          |
| Office Expenses                      | \$200.00 |                    |           | \$0          |
| Mileage and Gas                      | \$100.00 | 1                  | 1         | \$100        |
| Survey Equipment                     | \$300.00 |                    |           | \$0          |
| Per Diem                             | \$64.40  |                    |           | \$0          |
| Lodging                              | \$150.00 |                    |           | \$0          |
|                                      |          |                    |           | \$0          |
|                                      |          |                    |           | \$0          |
| <b>Total Non Labor Hour Expenses</b> |          |                    |           | <b>\$100</b> |

|                             |                |
|-----------------------------|----------------|
| <b>Total Labor Hours</b>    | <b>38</b>      |
| <b>Total Labor Cost</b>     | <b>\$4,860</b> |
| <b>Total Non-Labor Cost</b> | <b>\$100</b>   |
| <b>Total Estimate</b>       | <b>\$4,960</b> |

# Point Higgins Condition Survey

CLIENT: Welsh Whitely  
 PREPARED BY: DLBerry PE SE  
 DATE: 20 June 2022

**BBFM Engineers, Inc.**  
 Structural Fee Proposal

**COMMENTS:**

- AK DEED Evaluation of existing schoole
- Review existing drawings
- Site visits
- Analysis will review structural elements for snow load capacity including snow drifts
- Analysis to include ASCE 41-17 Seismic Evaluation and Retrofit Existing Buildings Tier 1 evaluation. The Tier 1 evaluation is a series of checklists and quick checks to determine if there are structural elements of the seismic force resisting system requiring further evaluation
- Develop concepts for upgrades if needed to be used for pricing
- Prepare report of site visit, analysis and proposed upgrades

| <b>TASKS</b>          | Senior Principal | Principal | Associate | Sr Project Engineer | Project Engineer | Structural Designer | CAD Tech | Office Manager | Clerical |
|-----------------------|------------------|-----------|-----------|---------------------|------------------|---------------------|----------|----------------|----------|
| Review drawings       | 0                | 4         | 0         | 0                   | 0                | 0                   | 0        | 0              | 0        |
| Site visit            | 0                | 16        | 0         | 0                   | 0                | 0                   | 0        | 0              | 0        |
| Analysis              | 0                | 12        | 0         | 0                   | 0                | 0                   | 0        | 0              | 0        |
| Upgrade concepts      | 0                | 8         | 0         | 0                   | 0                | 0                   | 6        | 0              | 0        |
| Report                | 0                | 6         | 0         | 0                   | 0                | 0                   | 0        | 0              | 0        |
| <b>TOTAL HOURS</b>    | 0                | 46        | 0         | 0                   | 0                | 0                   | 6        | 0              | 0        |
| <b>RATE</b>           | \$245.00         | \$195.00  | \$170.00  | \$145.00            | \$135.00         | \$125.00            | \$140.00 | \$75.00        | \$175.00 |
| <b>HOURS * RATE</b>   | \$0              | \$8,970   | \$0       | \$0                 | \$0              | \$0                 | \$840    | \$0            | \$0      |
| <b>TOTAL LABOR</b>    | \$9,810          |           |           |                     |                  |                     |          |                |          |
| <b>EXPENSES</b>       |                  |           |           |                     |                  |                     |          |                |          |
| Travel                | \$1,100          |           |           |                     |                  |                     |          |                |          |
| Food                  | \$100            |           |           |                     |                  |                     |          |                |          |
| Lodging               | \$200            |           |           |                     |                  |                     |          |                |          |
| Auto                  | \$0              |           |           |                     |                  |                     |          |                |          |
| Parking               | \$30             |           |           |                     |                  |                     |          |                |          |
| Reproduction          | \$0              |           |           |                     |                  |                     |          |                |          |
| Delivery              | \$0              |           |           |                     |                  |                     |          |                |          |
| <b>TOTAL EXPENSES</b> | \$1,430          |           |           |                     |                  |                     |          |                |          |
| <b>TOTAL FEE</b>      | \$11,240         |           |           |                     |                  |                     |          |                |          |





June 21, 2022

Tim Whiteley  
Welsh Whiteley Architects  
320 Dock St., #201  
Ketchikan, Alaska 99901

**RE: Fee Proposal – Pt Higgins School Building Assessment – Mechanical and Electrical Engineering Fee Proposal**

Dear Tim:

As discussed, we are submitting a fee proposal for a building assessment of the Pt Higgins School Facility covering the mechanical and electrical systems. Mechanical and electrical engineers will perform a condition assessment of the facilities respective systems utilizing non-destructive means and methods. We will prepare a detailed report of the condition of the facility based on our experience with similar buildings and expectations for the infrastructure systems lives.

We can provide the facility assessment mechanical and electrical engineering services on a fixed fee basis for \$8,000. We estimate the work will require approximately 2-3 weeks to complete after notice to proceed, is received.

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

- Non-destructive visual observations on the building will be used for investigations.
- Desktop review of the existing as-built drawings, hopefully those are available.
- Electrical engineers will contact and coordinate with local utility for historical information on the properties.
- Hazardous building material assessment are not included.

Thank you for the opportunity to providing these services. We look forward to beginning this work. Please call if you have any questions or comments.

Sincerely,

Douglas Murray, PE  
Principal, PDC Engineers

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

# Sole Source Justification

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Dept./School: \_\_\_\_\_

Vendor: \_\_\_\_\_

Amount: \_\_\_\_\_

Item(s) description:

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Reason for Sole Source request:

Item(s) is only manufactured by the listed vendor.

Item(s) is only shipped to AK by the listed vendor.

Item(s) must match existing material(s), which is:

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Item(s) is a repair/replacement for existing material(s), which is:

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Other reasons, specify below:

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Continue on next page if needed.

