


Date of Action: 1/9/17	
Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/>
By: 	





## CITY COUNCIL ACTION MEMORANDUM

**AM No. 17-03: Contract Amendment to Stantec in the amount of \$36,613 for Wastewater Plant Office Building Design.**

Originator: Public Works Director

Date: December 27, 2016

Agenda of: January 9, 2017

Route to:	Department Head	Signature	Date
X	Public Works Director		12/27/16
X	Finance Director		12/27/16
X	Deputy Administrator		12/28/16
X	City Clerk		12/28/16

Reviewed by Mayor Bert L. Cottle:

 12/28/2016

**Fiscal Impact:**  yes \$36,613

**Funds Available:**  yes

**Account name/number:** Sewer Plant Exp. State/310-4359-435.45-25

**Attachments:** Stantec Proposal (8 pages)

**Summary Statement:** This an amendment to the contract awarded to Stantec through RFP #0312-0-2014/AG and AM 14-34 in 2014 for engineering services at the wastewater treatment plant. That work is ongoing to design and obtain permits for upgrades to the treatment and outfall systems at the wastewater plant.

This amendment is to provide designs services for an office addition that will have areas for a breakroom, shower, laundry, restrooms and lockers. This contract amendment is grant funded and much of the construction will be completed with in-house staff using grant funds to purchase materials.

**Staff Recommendation:** Adopt AM No. 17-03.



Stantec Architecture Inc.

725 East Fireweed Lane Suite 200, Anchorage AK 99503-2245

December 12, 2016

File: TBD

**Attention:**

Archie Giddings  
Public Works Director  
City of Wasilla  
290 E. Herning Avenue  
Wasilla, AK 99654

Dear Mr. Giddings,

**Reference: Wastewater Plant Office Building Design- Proposal for Professional Architectural and Engineering (A&E) Services**

Stantec Architecture, Inc. (Stantec) is pleased about the opportunity to provide A&E services to design a new building to provide office space for the water plant personnel. Based on the November 09, 2016 scoping review meeting on site and the reduced scope email dated November 30, 2016 we understand the project will consist of a new building of approximately 1,800 square feet per the attached concept design provided.

The building will be located south of the existing warehouse and will be programmatically connected thereto with a man door. The design will limit impact to the existing building to the extent possible. All required utilities are readily available on site.

The reduced scope design is based on the following Owner provided directions and information

1. The building will consist of all wood construction.
2. Existing storage building has sufficient utility and infrastructure capacity to support addition.
3. Heat will be electric baseboard heat and electric water heater that will be housed in storage building.
4. No mechanical ventilation, other than bathroom exhaust is required.

Design with community in mind

Doing business as:

Stantec Architecture and Engineering (NY)

Stantec Architecture P.C. (DC, MS, MO, NE)

For a list of our registered architects, please visit [www.stantec.com/registeredarchitects](http://www.stantec.com/registeredarchitects)



December 12, 2016

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**Reference: City of Wasilla Wastewater Plant Office Building Design- Proposal for Professional Architectural and Engineering (A&E) Services**

### Scope of Services

Per email dated November 30, 2016 the design scope is reduced to the minimum required to obtain Fire Marshal Permit, with minimum plan development and details.

Stantec's scope of services included for the design are: civil engineering, architectural, structural, mechanical and electrical engineering.

We propose the following submittals:

1. **Design Development (65% Design)** which will develop design provided by Owner. Deliverables include code analysis, floor plan, roof plan, reflected ceiling plan, exterior elevations, assembly types, major structural, mechanical, electrical system, and civil site plan.
2. **Construction Documents (100% Design)** which will include a stamped and signed document issued for construction in the form of refinement of the design development deliverable with the addition of minimum basic details.

### Scope Assumption

- Deliverables will include civil, architectural, structural, mechanical, electrical drawings and will be submitted in electronic format, full size PDF.
- The scope includes two review conferences respectively at the completion of Schematic Design and at the completion of Permit Set.
- The design team will provide permit assistance by addressing review comments. Permit process and payments will be the responsibility of the Owner.

### Schedule

We will develop the project schedule with the Owner upon approved contract agreement with the understanding that the Permit is required by March 2017.

### Compensation

Stantec proposes to perform the scope of services for a lump sum of \$36,612.80

See fee breakdown and proposed personnel attached.



December 12, 2016

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**Reference: City of Wasilla Wastewater Plant Office Building Design- Proposal for Professional Architectural and Engineering (A&E) Services**

### Exclusions

The following services are specifically excluded from the scope of work, but can be added if requested, these services can be added to our contract:

- Geotechnical Engineering.
- Survey.
- Construction Administration Services.
- Cost Estimate.
- Specifications.
- Material and color board.
- Interior elevations.
- Permitting.
- Kitchen area has no range and no range hood is required.

### Closing

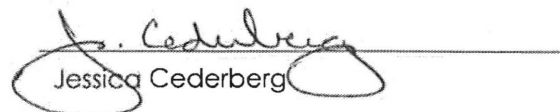
We are excited to have the opportunity to continue supporting the City of Wasilla. If at any time during the process you have questions or concerns, please do not hesitate to contact me directly.

Regards,

**STANTEC ARCHITECTURE INC.**

  
Giovanna Gambardella, AIA, NCARB

Phone: (907) 343-5282  
Fax: (907) 452-4225  
Giovanna.gambardella@stantec.com

  
Jessica Cederberg

Phone: (907) 343-5253  
Fax: (907) 452-4225  
Jessica.cederberg@stantec.com

Attachment: Fee Proposal; Owner provided concept design.

Design with community in mind

City of Wasilla	<b>Stantec Architecture Inc.</b>	WO# TBD
<b>Wastewater Plant Office Building Design</b>	725 East Fireweed Lane Suite 200	
Fee Estimate for Professional Services	Anchorage, AK 99504	
<b>Summary of Labor and Expenses</b>		

	Task Description	All Disciplines Labor	Expenses	Total
I	65% Design	\$25,019.00	\$40.80	\$25,059.80
II	Construction Documents (100% Design)	\$11,553.00	\$0.00	\$11,553.00
	<b>Total</b>	\$36,572.00	\$40.80	\$36,612.80

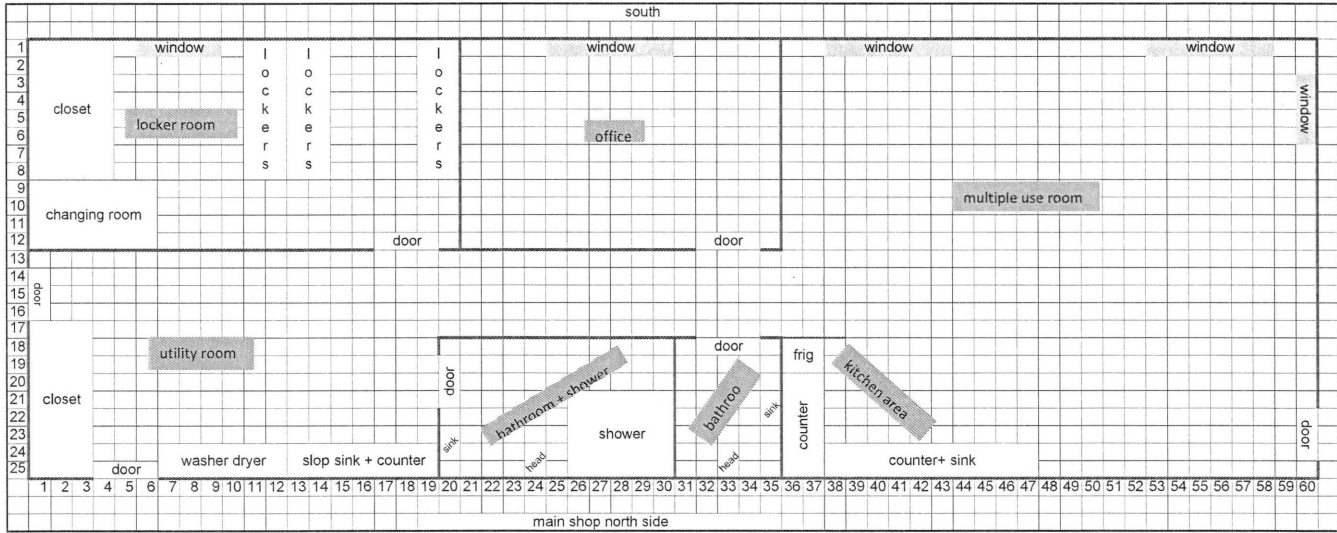
FEE EXCLUSIONS:

- 1 see letter scope for specific exclusions

City of Wasilla											Stantec Architecture Inc. WO# TBD	
Wastewater Plant Office Building Design											725 East Fireweed Lane Suite 200	
Fee Estimate for Professional Services											Anchorage, AK 99504	
Labor Breakdown - All Disciplines												
	Dean	Giovanna	Erik	Frank	Mark Sr.	Lucas	Josiah	Stephanie	Jake	Rhonda	TOTAL COST	TOTAL HOURS
	Principal	Sr. Architect	Architect	Sr. Structural Engineer	Mechanical Engineer	Sr. Electrical Engineer	Electrical EIT	Sr. Civil Engineer	Civil EIT	Project Support		
	\$207.00	\$150.00	\$121.00	\$150.00	\$161.00	\$171.00	\$98.00	\$161.00	\$121.00	\$90.00		
<b>Task Description</b>												
<b>I 65% Design</b>												
Project Management	1.0	4.0								4.0	\$1,167.00	9.0
Kick off meeting		2.5									\$375.00	2.5
Code Analysis		6.0									\$900.00	6.0
Design Drawing Development		10.0	40.0	32.0	20.0	8.0	16.0	8.0	24.0		\$21,488.00	158.0
Review Conference		2.5									\$375.00	2.5
Quality Control/independent Reviews	2.0	2.0									\$714.00	4.0
Totals for Task I	3.0	27.0	40.0	32.0	20.0	8.0	16.0	8.0	24.0	4.0	\$25,019.00	182.0
<b>II Construction Documents (100% Design)</b>												
Project Management	1.0	2.0								2.0	\$687.00	5.0
CD Design		8.0	20.0	10.0	8.0	6.0	8.0	6.0	8.0		\$10,152.00	74.0
Quality Control/independent Reviews	2.0	2.0									\$714.00	4.0
Totals for Task II	3.0	12.0	20.0	10.0	8.0	6.0	8.0	6.0	8.0	2.0	\$11,553.00	83.0
<b>Labor Totals</b>	<b>6.0</b>	<b>39.0</b>	<b>60.0</b>	<b>42.0</b>	<b>28.0</b>	<b>14.0</b>	<b>24.0</b>	<b>14.0</b>	<b>32.0</b>	<b>6.0</b>	<b>\$36,572.00</b>	<b>265.0</b>

City of Wasilla		<b>Stantec Architecture Inc.</b>				WO# TBD
<b>Wastewater Plant Office Building Design</b>		725 East Fireweed Lane Suite 200				
Fee Estimate for Professional Services		Anchorage, AK 99504				
<b>Expenses Breakdown</b>						
	Item Description	Quantity	Units	Rate	Total	Remarks
<b>I</b>	<b>65% Design</b>					
	Mileage	80	Miles	\$0.51	\$40.80	
	Totals for Task I				\$40.80	
<b>II</b>	<b>Construction Documents (100% Design)</b>					
	Totals for Task II				\$0.00	
	<b>Total Expenses</b>				\$40.80	

Owner provided concept design:





Proposed  
Office  
Addition



# WASTEWATER TREATMENT PLANT