



## CITY OF WASILLA

290 E. HERNING AVE.  
WASILLA, ALASKA 99654-7091  
PHONE: (907) 373-9050  
FAX: (907) 373-0788

### COUNCIL MEMORANDUM NO. 93-20

FROM: Director of Municipal Services  
DATE: March 18, 1993  
SUBJECT: Storage Vault Construction Documents

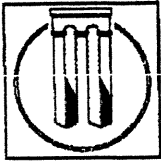
Request approval to award an architectural services contract to Archimage for \$10,125 to develop the construction documents for the Storage Vault. Archimage is the successor firm to Bisset-Simasko Architects, who has done all the preliminary work on this project.

Money has been appropriated in the Capital Improvements Fund, Page I-2 in your FY-93 Budget Document. Completion of this phase will position us to bid the project when funds become available from the City or State.

\_\_\_\_\_  
Erling P. Nelson, CMC  
Director of Municipal Services

**APPROVED**

DATE: 3/22/93  
BY: [Signature]



# ARCHIMAGE

634 South Bailey, Suite 207, Palmer, Alaska 99645 • (907) 745-8808 Fax: (907) 745-1165

February 8, 1993

Erling Nelson  
Director of Municipal Services  
City of Wasilla  
290 East Herring Avenue  
Wasilla, Alaska 99654

Re: Construction document fees for City of Wasilla Records Storage Vault;  
remodel/addition of Wasilla City Hall. Architects Project Number 8937

Dear Erling,

We sent you a letter in March of last year regarding preparation of construction documents for remodeling/addition for this 600 square foot climate controlled storage room. Time has transpired since that letter, and the mechanical and electrical engineering firms which were utilized during schematic design and design development phases are unavailable. Therefore we have reexamined the scope of work required, and our costs to provide appropriate services for this project. We discussed the project and scope of work with John Riggs of Great Northern Engineering and Bob Whealy of Coffman Engineers and received a quote from Great Northern Engineering for mechanical and electrical services for the project. We also discussed this project with Pat Moore of AM Engineers and received a quote for structural services.

We will provide architectural, structural, mechanical, and electrical drawings for the construction of the Records Storage Vault. Specific services which are included in the fee quote are described later in this letter. Generally, in the Construction Document phase the design development documents will be reviewed for code compliance with updated codes. Construction documents will be produced from the design development documents.

Architectural - Archimage:	Principal-in-charge: Bonnie Allen
Structural - AM Engineers:	Principal-in-charge: Pat Moore
Mechanical / Electrical - Great Northern Engineering:	Principal-in-charge: John Riggs

Quoted as a separate item: Humidity Control design \$ 400.--

**Total Construction Document Fees: \$ 10,125.--**

**Total Construction Document Fees with Humidity Control Design: \$ 10,525.--**

We anticipate providing up to 60 hours of drafting time, by Craig Bissett, and 39 hours of principal time, by me. Craig, the computer aided draftsman assigned to this project, will produce the architectural drawings and notes required to detail the construction. I will supervise the construction document production, provide quality control, and produce appropriate technical specification sections. I will also coordinate between the various disciplines (architectural, structural, mechanical, and electrical) and with you, or other designated staff at the City of Wasilla. We charge out drafting time at \$60 per hour, and principal time at \$90 per hour, which is the basis of our estimate of architectural services.

The documents will be detailed, anticipating construction by a City of Wasilla approved

general contractor. The documents will be appropriate for public bid. The documents will be adequate to secure approval by the State of Alaska Department of Public Safety, Division of Fire Prevention (the Fire Marshal). We would be glad to aid in gaining the approval for construction by the Division of Fire Prevention, however, securing Fire Marshal approval is not included in this fee proposal. Services to secure Fire Marshal approval, and other bidding phase services may be added to the construction document phase services provided at standard hourly rates.

The project will be wholly contained within the roughly 600 square foot space west of the stair between the City Hall and the Wasilla Elementary portion of the facility, on the lower level. The layout of the spaces will be as laid out in the design development documents. The design of the project will be limited to the document storage space, no consideration for upgrading or remodeling any other area will be provided. Construction will be directed by information contained on the drawings, and by shortened form specifications, appropriate for a project of this scope. No bidding or construction administration services are contained in this fee proposal. No bidding documents will be provided with the specifications, though we are intending to provide Division 01 specifications, which deal with certain bidding issues (such as procedures for product substitutions).

The project will consist of documenting the construction required to provide a climatically controlled space for the storage of paper documents. The space will be relatively secure from intrusion by unauthorized persons and damage due to fire. The space will not be "high security," nor "fire proof." Wasilla rarely requires dehumidification for proper document storage. Humidification is desirable during the majority of the year for books, but is not generally considered a requirement for unbound paper. A portable humidifier could be placed in the space for a small cost. Great Northern Engineering has omitted formal design and specification of a humidification/dehumidification unit which would be piped with water supply and drain in the basic proposal. It would cost roughly \$4,000 to provide and install this equipment. This was broken out as a separate item because it was felt that the City of Wasilla might like to carefully consider the inclusion of this item in the final design and scope of construction. This item was included in the design development documents.

Construction documents will allow for phasing the construction, by showing certain items as "alternates." The mechanically assisted high density storage system will be included as an alternate, and the humidification/dehumidification equipment, water supply and drain, if included, will be included as an alternate. Other items, such as heating, electrical lighting and power receptacles would be required to be included in order to have the space be utilized at it is intended. Those items are not intended to be provided as alternates.

The construction documents, like the design development documents will allow access to this space by persons with physical disabilities.

There will be some expenses in addition to the basic fees which will be required to be reimbursed by the City of Wasilla. These are costs associated with plotting and printing documents, plan review fees, and long distance phone calls associated with the project. We do not charge a "profit and overhead mark up" on these costs, but will forward them to you with a minimal fee for processing.

We look forward to being of service to you on this project.

Sincerely,

*Bonnie G. Allen*

Bonnie G. Allen, Architect