



Craig City School District

Request for Proposals

ARCHITECTURAL/ENGINEERING SERVICES

DUE: October 20, 2023, 4:00pm
Craig City School District
PO Box 800
Craig, AK 99921



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1. COMPANY PROFILE

This proposal is in response to a Request for Proposals published September 17, 2023. To our knowledge, there are no addendums that have been distributed. We have carefully assembled an incredibly talented Design Team to work with Craig City School District for future growth and development in the community. We invite you to meet Alder Architecture and Design, LLC.

In 2015, Anna M. Lee, AIA, established Alder Architecture and Design, LLC (AAD) in her home in Wasilla. For 25 years prior she worked with larger Architecture firms in Montana, Wyoming, and Alaska. AAD is a minority women-owned business. Soon after opening, Anna recruited Ryan Laws as a drafter and officially moved into a tiny office in a strip mall. Through the years, AAD has grown to 1 Architect, 1 Project Manager, 1 Architect Intern, 3 Revit technicians, a full-time office manager, and a part-time bookkeeper. There are also 2 architects-in-training who are currently attending college pursuing degrees in the field. They will return to full-time staff during the summer months.

AAD is a Limited Liability Company, solely owned by Anna Lee. The Design Team assembled is mostly local employees of small business firms from the Mat Su Valley and Anchorage. We have worked together on several projects all over the Great State of Alaska.

AAD is a financially stable company. It is our best practice to collect retainers upon being awarded a project and to progressively invoice as projects continue. It is also our policy to collect the final payment before releasing the final drawings to ensure payments are received promptly. Our rates are budget friendly but come with all the experience and knowledge of a larger architectural firm.

AAD has hired people with no experience using Revit but with an interest in designing buildings. Several have learned with on-the-job training and directly working with the Architect and other technicians. AAD has also hired local high school students and mentored them in the field of Architecture.

2. EXPERIENCE

Our Design Team has a wide range of experience with projects in Southeast, South Central, North Slope, and Western Alaska, including new construction, renovations, and additions. With active projects as far away as Metlakatla, Unalaska, and Utqiagvik, we understand the importance of fitting the design to the constraints at the project location including environmental conditions in maritime climates, such as soil type, wind, seismic, and snow loads, as well as material availability and short construction seasons. We continually strive to work with the Design Team and owner to provide on-call design best suited for the site and the project.

Some project examples AAD has worked on with members of the Design Team are:

- *Dee's Little Angels School Age Care – 2023*
 - This project required a code review and analysis of an existing building and some renovations. The original building was a residence, then modified to be a dental clinic, and is now being modified to create an adequate school-age childcare center.

- *MSBSD Grid Ceiling Seismic Updates - 2023*

- Analysis of 14 schools and school district buildings through construction documents. AAD is the chosen team to lead this project, however, funding is still being approved by FEMA.
- *City of Unalaska Aquatic Center Roof Replacement – 2023*
 - The Aquatic Center was an addition to the Unalaska High School. The staff reported issues of water leaks around the windows. AAD was asked to analyze the addition and discovered horizontal siding was added to the building and attached directly to the insulated metal panel wall which penetrated the metal. In addition, the membrane of the roof lifted and water from storms penetrated horizontally behind the siding and under exterior materials. AAD and the Design Team are currently redesigning the roof so it can be replaced.
- *City of Unalaska Public Works Facility – 2023*
 - While we were in Unalaska analyzing the roof of the Aquatic Center, we were asked to also inspect the roof of the Public Works Facility. When the membrane was peeled back, it was discovered that the wood underneath rotted. AAD and the Design Team are currently providing a proposal to replace the roof.

- *City of Unalaska Public Library – 2022*

- AAD and the Design Team collaborated with Meridian Management for construction administration, submittal reviews, interior design, and writing schematics. We designed a custom circulation desk and curved bench in the gathering room.



*City of Unalaska
Public Library*



- *Multiple Portable design and permitting for Mat Su Borough School District – 2015 -2023*
 - AAD and the Design Team assisted with designing multiple portables throughout the school district. Most of the portables are classrooms, however, we have assisted with modifying plans for office space or Alaska State Trooper annexes. In addition, AAD created a log of where each portable is placed, its permit number, and which jurisdiction issued the permit.
- *John P Jones II Learning Center at St. Patrick's Parish, Anchorage, AK – 2022 -2023*
 - This project is FEMA and State of Alaska funded for a total building replacement that was destroyed in an earthquake in 2018. The new building will provide space for training, congregation gatherings, and Sunday morning classes. The design team assisted the owner with site analysis of three locations on the property, including the

existing location, to build the replacement building. The Design team has been working with FEMA and the Parish in completing construction documents for bidding.

- *Ron's Honda and Marine Repair Shop and Showroom – Wasilla, AK – 2022-2023*



Rendering of Ron's Honda and Marine

- This was a 9,000 sf addition to the existing building, totaling 24,000 sf. AAD collaborated with the Design Team and owner to create construction documents, construction administration, and through permitting.

- *MSBSD Houston Middle School - 2018*

- Following the 7.1 earthquake in November 2018, AAD worked with another architecture firm to complete an as-built and analysis of Houston Middle School. The as-built was used to determine if the school could be repaired or it if would be more cost-effective to replace the school.

- *Lower Yukon School District Teacher Housing in Emmonak, Scammon Bay, and Kotlik - 2016.*

- AAD Design Team provided design, bidding documents, bidding, permitting, and construction administrative services in the development of teacher housing rental units in three communities within the boundaries of the Lower Yukon School District. The subject properties included:

- *Kotlik, Alaska* - A teacher housing duplex with three bedrooms in one unit and two bedrooms in the other, plus a 24x48 storage building and a generator module were lost to a fire. We provided the services required to replace the duplex and relocate it to another location in the near vicinity because of river erosion to the land. This project required survey services to provide a re-plat of school property that the district wished to convey to another entity in the community of Kotlik.

- *Emmonak, Alaska* – This project required two different housing designs located on the Emmonak School Property. One building was a brand new four-plex to be used for teacher housing located on the gravel pad provided as part of the school property. The second building was a classroom modular unit that was designed and constructed with the intent of converting it into a duplex with two bedrooms in one unit and three bedrooms in the other unit.

- *Scammon Bay, Alaska* - The basic design of this structure was to be the same as that of the four-plex in Emmonak. It would be built on an existing gravel pad adjacent to two other existing housing units.

3. QUALIFIED STAFF

Listed below are the Team members assembled for this project, the essential functions they will perform, their specific qualifications, and experience related to this proposed contract:



Anna M. Lee, AIA, LEED AP
Alder Architecture and Design, LLC
Contract Manager/Project Manager

Architecture
Alder Architecture and Design, LLC
Anna M. Lee, AIA, Architect of Record
Ryan Laws, PM/Revit Designer
Kimberly Burke, Office Manager

Design Team
Paul Rogness, PE, Structural Engineer, DCI, Inc.
Tim Alley, PE, Civil Engineer, The Boutet Company
Brian Riggan, PE, Electrical Engineer, BR Engineering
Gregory Jernstrom, Engineer of Record, Mechanical Engineer, Jernstrom Engineering
Jim Bennetts, Senior Mechanical Designer, Jernstrom Engineering
Clinton Banzhaf, Geotech Investigation and Engineering, NGE-TFT

Anna M. Lee, AIA/Owner, Alder Architecture and Design, LLC, Wasilla, Alaska

Licenses

Alaska Business License # 2108306

Alaska Professional License # AELA12185

Assignment: Anna will be the Contract Manager and Project Manager for CCSD. She will coordinate all Engineers and CCSD and will be the Architect of Record.

Qualifications: Anna has been an architect for 33 years, 16 of which are in Alaska. Throughout her career, Anna has been fortunate to have provided architectural services on many projects, including Educational Facilities, Dorms for Teachers, Fish Processing Plants, Public Safety Buildings, Public Works Buildings, Medical Facilities, Assisted Living Facilities, Civic Buildings, Multi-Family Housing, and custom Single-Family homes. Her projects included large-scale renovations and projects that required work to be performed over a short time frame. Anna's architectural services include Architectural and Interior Design, Project Management, International Building Code analysis, Planning, Programming, Specification Writing, Contract Administration, Bidding Assistance, and Construction Administration.

CIVIL ENGINEERING

Tim Alley, PE, The Boutet Company, Inc. (TBC), Wasilla, Alaska

Licenses

Alaska Business License # 313566

Alaska Professional License # AECC957

Assignment: Tim will be the project civil engineer-of-record and will be the primary point of contact for the civil design. He will have overall responsibility for all civil design deliverables, allocating and overseeing TBC surveying and design staff.

Qualifications: Tim brings the design team over 14 years of experience in civil engineering design and construction management. For the past 9 years, he has worked in TBC's Wasilla office and successfully provided engineering, design, and construction management and administration services for over 20 MSB capital projects, as well as several commercial and private developments. Tim has managed TBC's Wasilla office for the last four years as Vice President. Before his employment at TBC, Tim was a construction project engineer and inspector for nearly 5 years at DOT Central Region and is familiar with DOT's design and construction standards and procedures.

In progressive roles as a construction inspector, engineer, and manager in Alaska, he has obtained a wide variety of working knowledge in project management, design, and construction, with an emphasis on anticipation and resolution of field problems, and effectively applies his construction knowledge to engineering and design. In particular, he has been engineer-of-record for several suburban and rural Alaska projects and understands the nuances of remote work including material availability and logistics, as well as sites requiring onsite water and wastewater systems and drainage design without municipal stormwater systems serving the development.

Experience with Similar Assignments: As contract manager for Lakes Boulevard, Williwaw/Kodiak/Helen Road, and Felton Street Extension, and previous PW term contracts. Tim has worked on nearly all projects assigned to TBC's Wasilla office. He is uniquely well-versed in the project development procedures for borough, state, and local agencies. As a leader, Tim exemplifies those skills and adds engineering expertise and an ability to interface at all levels with a warm but direct management style.

Land Surveyor and Mapping – Surveyor-of-Record

Tony Hoffman, PLS, The Boutet Company, Inc. (TBC), Anchorage, Alaska

Licenses

Alaska Business License # 313566

Alaska Professional License # AELL9020

Assignment: Tony will lead TBC's surveying and ROW Mapping tasks. He will provide design data collection, base mapping support, survey control, ROW mapping, and preparation of legal descriptions. He will serve as the Surveyor-of-Record and provide QA/QC for all TBC survey work products.

Qualifications: Tony has over 30 years of experience with cadastral surveying, pre-design and topographic surveys, and ROW assistance for both public agencies and private developers. He is intimately familiar with pre-design and ROW standards and works extensively with ESRI and Autodesk in the integration of ArcGIS with AutoCAD.

Experience with similar assignments: As Surveyor-of-Record, Tony has performed hundreds of recorded plats and easement documents, including numerous ROW projects for MSB and DOT&PF. Tony has provided surveying services on both TBC's MSB project management and DOT&PF's design survey term services contracts. Tony has also performed or supervised hundreds of topographic surveys for street,

highway, drainage, and utility projects including the Williwaw Subdivision and South Big Lake Road Realignment Survey Control.

STRUCTURAL ENGINEERING

Paul Rogness, PE, D'amato Conversano, Inc. (DCI), Wasilla, Alaska

Licenses

Alaska Business License # 994909

Alaska Professional License # SE13924

Assignment: Paul will be the Project Manager and Principal in Charge for CCSD's project for DCI. Paul's responsibilities include attendance of major design meetings, determining delivery timelines, and construction sequencing steps, and implementing design decisions to fulfill the project criteria. Additionally, he will coordinate resource allocation, billing, client management, and quality assurance reviews, and provide the engineering stamp. Paul will also bring a proactive approach in assisting permitting and coordination with the project team and permitting agencies.

Qualifications: Paul was born and raised in Alaska. After working out of state, he returned to Alaska to open DCI's Anchorage office in 2013. He has been a valued member of the DCI Engineers team for more than 20 years. Paul has provided project management and structural design for a wide variety of buildings throughout Alaska, Washington, and California. Paul works to provide cost-effective, efficient designs and attend to each client's needs promptly.

Experience with similar assignments are listed below:

- Bartlett Regional Hospital Outpatient Facility, Juneau, Ak,
- SEARHC Ethel Lund Ti, Juneau, Ak,
- SEARHC Alicia Roberts Medical Center TI, Klawock, Ak,
- Aniak Elder Center & Library, Aniak, Ak,
- Mt. Edgecumbe Hs Cladding, Sitka, Ak,
- Kit Tribal Court Building, Kenai Ak,
- Kit Harvest Campus Pavilion, Kenai, Ak,
- SEARHC Ethel Lund Ti, Juneau, Ak,
- Sitka Seven-Plex, Sitka, Ak,
- Copper River Bunkhouse, Naknek, Ak,
- Kana Marketplace, Kodiak, Ak,

MECHANICAL DESIGN AND ENGINEERING

Gregory Jernstrom, PE, LEED AP, Jim Bennetts, Senior Mechanical Design, Jernstrom Engineering, Inc. Wasilla, AK

Licenses

Alaska Business License # 917328

Alaska Professional License # ME12971

Assignment: Greg will be the Mechanical Engineer of Record and will stamp the drawings. Jim will be the Senior Mechanical Designer for CCSD.

Qualifications: Greg earned degrees in Mechanical Engineering and Engineering Management from the University of Alaska and is now the managing principal and one of the owners at Jernstrom Engineering. Raised and working in Alaska, Greg is familiar with the logistics of engineering in our challenging climate.

He has gained extensive design experience during his fifteen years of consulting and has worked on a wide variety of projects ranging from small tenant improvements to large new construction projects, as well as various LEED and energy compliance projects. He specializes in the design of heating, ventilation, air conditioning, plumbing, piping, and control systems and has experience across the State of Alaska.

Jim has significant mechanical design experience across the State of Alaska. After completing trade school training, he worked in mechanical engineering for three years, then followed his educational background in building design. For over 20 years he owned and operated a building design company. In 2009 he moved to Alaska and began working in the mechanical engineering field again. In 2018, he joined Jernstrom Engineering's Team, managing operations in the Matanuska Susitna Valley in the Wasilla branch office. Jim has a hands-on approach to projects from start to finish and excels with prompt and thorough communication.

Experience with similar projects listed below:

- Wrangell Vehicle Storage - Wrangell, Alaska (2022)
- LIHTC Metlakatla Housing – Metlakatla, Alaska (2016)
- Kasaan Courthouse – Kasaan, Alaska (2023)
- GSA Cares Filtration Upgrades – Ketchikan and Juneau, Alaska (2022)
- GCI Juneau Headend Facility HVAC Upgrades – Juneau, Alaska (2017)
- Ketchikan Post Office HVAC Evaluation – Ketchikan, Alaska (2018)
- Credit Union 1 Ketchikan Renovation – Ketchikan, Alaska (2022)

ELECTRICAL ENGINEERING

Brian Riggan, PE, BR Engineering, Inc., Wasilla, AK

Licenses

Alaska Business License # 1077041

Alaska Professional License # AELE10594

Assignment: Brian is an Alaskan resident with over 26 years of experience in project management, complete electrical engineering designs, engineering specifications, site investigations, construction observations, and reviewing electrical project submittals.

Qualifications: Brian's list of projects includes maintenance facilities, laboratories, airports, shop buildings, hospitals, clinics, power plants, fueling systems, schools, libraries, energy audits, and site assessments. Brian provides efficient solutions to challenging lighting and power designs, energy analysis, code studies, as well as fire alarm and fire detection systems for a wide variety of facilities throughout the State of Alaska.

Experience with similar projects is listed below:

- ASRC Deadhorse Maintenance Shop, Prudhoe Bay, Alaska
- Metlakatla Convenience Store Deli Renovation, Metlakatla, Alaska
- U.S. Fish & Wildlife Service Heavy Equipment Storage Facility – Cold Bay, Alaska
- Chenega Community Center – Chenega, Alaska
- AP&T Shop – Wrangell, Alaska
- Yakutat Tribe PEMB – Yakutat, Alaska
- Skagway AC Store Building Evaluation – Skagway, Alaska
- Redington Junior Senior High School – Knik, Alaska

- Metlakatla AC Store Building Evaluation – Metlakatla, Alaska

GEOTECH INVESTIGATION AND ENGINEERING

Clinton Banzhaf, SE, Senior Project Engineer, Northern Geotechnical Engineering, Inc./Terra Firma Testing, Anchorage, AK

Licenses

Alaska Business License # 411679

Alaska Professional License # 187026

Assignment: Clinton will be the Geotech Investigator and Engineer.

Qualifications: Clinton is a resident of Alaska and has 12 years of professional experience in various civil/geotechnical engineering projects. As a senior project engineer, he has been a crucial part of a wide variety of projects including commercial building foundations; permafrost foundations; shallow and deep foundations; pile design (pipe, pin, helical, freeze-back); along with drilling for geotechnical explorations and environmental testing. He is an experienced field engineer who has recorded several hundred hours of subsurface exploration logging and interpretation. He is skilled with many forms of geotechnical and ice data acquisition techniques including hollow-stem and solid augers, mud and air rotary, direct push, sonic drilling, standard and modified penetration test sampling, hard rock coring, and test pit excavation.

Experience with similar projects is listed below:

- Evaluation of dock and recommendations of crane installation in Petersburg.
- AISD Middle School retaining wall and pavement section based on our general knowledge and experience of local geology in Metlakatla.
- Shelter Cove Road analysis and observation of the road damaged during a landslide in Ketchikan.

4. REFERENCES

Listed below are AAD's Professional References from companies with similar size, complexity, and characteristics of CCSD:

- Antonio (Tony) Weese, Facilities Capital Planning & Construction Manager, Mat Su Borough School District
Office: 907-864-2003 Cell: 907-354-3393
Email: Antonio.Weese@matsuk12.us
- Marc Kielmeyer, City Engineer, Department of Public Works, City of Unalaska
Office: 907-581-1260
Email: MKielmeyer@ci.unalaska.ak.us
- Bill Paulsberg, Facilities, Southcentral Foundation
Office: 907-280-7387
Email: billpaulsberg@southcentralfoundation.com

5. ABILITY TO START

Our proposed design team has a current workload that is moderate. We typically have five to six projects each that are in various stages of the design process to optimize efficiency. We stagger projects so that when each project is on hold another will be starting up again. Several projects will be wrapping up before the 2023 year-end as well.

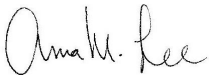
Should further services be required, or an accelerated design schedule adopted, additional support will be available.

Other Additional Services available by Alder Architecture & Design, LLC but not included in this proposal:

- Survey, Geotechnical, Landscape Architecture, Hazmat
- Large Format Printing
- Interior Design
- High Quality 3D exterior and interior color renderings for displaying or advertising purposes.

On behalf of our entire team, we thank you for your consideration and we look forward to working with you. To answer any questions about our proposal, please call me directly (907) 982-1543.

Sincerely,

A handwritten signature in cursive script that reads "Anna M. Lee".

Anna M. Lee, AIA, LEED AP, Owner/Principal