

# Project Authorization



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Program Manager Nancy Merriman

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Certifying Official Jennifer Price *[Signature]*

Date 05 June 2009

Project Number 01022 - B 65C-09-272

Project Title Foraker Group Project Management for Tundra Women's Coalition Shelter Const.

Performance Period 08/01/2008-06/30/2011

Commission Amount \$209,800.00

Match Source(s)

Match Amount

**Pursuant to the terms and conditions of the Grant/Award, this Authorization:**

This Project Authorization creates a new Project under Department of Health and Social Services Award Number 01022, DHSS number 65C-09-272, that will fund project management services on the construction of the TWC shelter, provided by the Foraker Group Pre-Development Program. This Project is funded in the amount of \$209,800.

An additional Project Authorization, DHSS number 65C-09-271, will fund the construction of the Tundra Women's Coalition (TWC) domestic violence shelter/facility in Bethel. The Project budget is \$790,200 under award 01022, and \$2,992,700 under award 196-05, for a total Denali Commission funding of \$3,782,900 for construction.

The total Commission contribution to the construction of the TWC shelter is \$3,992,700 between these two Projects.

TWC Construction Budget:

Construction Cost	\$ 6,086,189
Construction Contingency 5%	\$ 304,309
Demolition & Removal of Existing House	
Fixtures, Furnishings & Equipment	
Architectural & Engineering Fees	\$ 803,700
A/E Contingency	\$ 80,300
Administrative & Legal	\$ 137,000
Miscellaneous	\$ 40,000
Preliminary Project Costs	\$ 639,118
Project Management Services	\$ 209,800
<b>Total Project Budget</b>	<b>\$ 8,300,416</b>

TWC has secured the following match for this project:

Bethel Community Services Foundation, Inc.	\$ 30,000
Community Development Block Grant	\$ 830,000
Designated Legislative Grant	\$ 1,500,000
Rasmuson Foundation	\$ 1,000,000
Tundra Women's Coalition	\$ 947,716
<b>Total Documented Match</b>	<b>\$ 4,307,716</b>
<b>Required Match (to fully fund the project)</b>	<b>\$ 4,307,716</b>

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Project Number: 01022-B 65C-09-272

Project Title: Foraker Group Project Management for Tundra Women's Coalition Shelter Construction

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The Foraker Group, via its Pre-Development Program, has provided project management and facility pre-development services to the Tundra Women's Coalition during the design phase for this new domestic violence shelter facility in Bethel. The scope for this award would build on the work completed during the design phase. The project manager would continue to oversee the work of the design team and oversee the work of the construction contractor. During the construction phase the project manager will manage the overall budget and schedule for the project, oversee the design teams' construction administration services, perform routine inspections of the construction work, negotiate change orders and review and approve pay requests. At the completion of inspection the project manager will ensure the building is operating as designed, that staff is trained on its operation and maintenance, and that all grant documentation is completed. This scope includes all expenses for up to thirty-one day trips to Bethel for on-site inspection services.

This grant will reimburse actual hours worked by the Foraker Group Project Manager, and actual expenses incurred by the Foraker Group associated with this project.

The full cost proposal from the Foraker Group is included in this award as Attachment A.

Milestone	Planned		Actual		Units	Total Cost At Completion
	Start Date	End Date	Start Date	End Date		
In Progress	03/01/2009	03/31/2011			0	\$0.00
Project Close-out	04/01/2011	06/30/2011			0	\$0.00

**Attachment A**  
**Tundra Women's Coalition Construction Management**  
**Draft Scope of Work**

**Scope of Work of Construction Management includes but is not limited to:**

**General Management**

- Prepare Project Budget(s) and Determine Feasibility
- Prepare Master Schedule
- Determine number of and scope of bid packages for projects

**Design and Engineering**

- Establish design and construction schedules
- Identify long-lead items of material and equipment
- Coordinate plans & specifications with building inspector
- Obtain all necessary permits

**Pre-Construction**

- Develop bidding competition and interest to generate the most favorable pricing
- Obtain bids/quotes, review same for compliance with specs
- Maintain and review costs related to budget
- Recommend successful bids/quotes
- Ensure appropriate insurance, bonds, etc. are provided
- Organize, chair and take notes/minutes of preconstruction meeting(s) with contractors

**Construction**

- Provide necessary on-site supervision and inspection to insure contract design and specification compliance
- Make sure all local and state inspections are completed
- Coordinate contractors; administer contracts, and process change orders and payment requests
- Leadership in negotiations with contractors
- Chairing of periodic project and progress meetings with contractors & taking notes/minutes thereof
- Maintain and review costs related to budget
- Prepare construction and budget updates for client review
- Review payment requests and prepare applications for payment in a timely manner
- Prepare punch list for sub-standard work and establish schedule for corrections
- Ensure appropriate inspections are completed
- Accept delivery and arrange storage for all materials, supplies and equipment purchased outside of the construction contract.
- Take the lead in resolving disputes arising from the performance of the contractors

**Post-Construction**

- Prepare punch list of sub-standard work and ensure appropriate inspections are completed

- Accomplish final accounting of each construction contract
- Release and obtain final liens and necessary close-out documentation
- Give final budget report to client's Board.
- Coordinate training on operations and maintenance for client's staff.
- Provide assistance with grant and funding closeout.

**Tundra Women's Coalition  
Replacement Domestic Violence Shelter**

1/13/2008

**Phase 2: Construction Management**

Task No.	Description	Sr. Project Manager	Project Manager	Project Engineer	Administrative
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1.1 Planning and Startup (Feb-Apr)	80				
1.2 Construction, Project Management, Contract Administration (15mo. @ 15hrs/Wk)	975				
1.3 Site Visits ( 12hrs per trip, 2 hrs reporting & documentation, bi-weekly)	312				
1.4 Subst. Compl Insp. (2 days)	24				
1.5 Final Completion Insp. (1 day)	12				
1.6 Facility Training & O&M (2 days)	24				
1.7 Project Closeout, Grant & Funding Closeout	80				
<b>Subtotal Hours</b>	<b>1507</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Hourly Rate</b>	<b>\$ 125.00</b>	<b>\$ 105.00</b>	<b>\$ 95.00</b>	<b>\$ 60.00</b>	
<b>Direct Labor by Position</b>	<b>\$ 188,375.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Total Hours** 1507  
**Project Management Fee** \$ 188,375.00

Estimated Reimbursable Expenses	Days/Trips/Qty	Rate	Total
Per Diem	5	135	675
Air Travel	31	600	18600
Ground Transportation	31	50	1550
Direct Expenses	1	500	500
Reproduction	1	100	100
			Subtotal \$ 21,425.00
	<b>Mark-up</b>	<b>0%</b>	<b>\$ -</b>
<b>Total Expenses</b>			<span style="border: 1px solid black; padding: 2px;">\$ 21,425.00</span>
	<b>Total</b>		<span style="border: 1px solid black; padding: 2px;">\$ 209,800.00</span>