

**Date:** 10/9/2024  
**To:** Becky Windt Pearson, Municipal Manager  
**From:** David Popiel, Senior Architect  
**Subject:** Bartlett High School: Diving Boards Installation Review & Report

Good morning Becky,

Thank you for the opportunity to provide our services for reviewing the diving board installation at Bartlett High School. Based on our discussions, we are pleased to submit the following fee proposal for your consideration.

#### **Project Team**

- Architecture & Project Management: Bettisworth North Architecture and Planning
- Pool Designer (Subject Matter Expert): Councilman Hunsaker

#### **Project Scope**

- On-site review of existing conditions at Bartlett High School diving boards
- Review of existing project documentation including permit drawings and installation review/analysis reports.
- (2) coordination meetings with Municipality project team, internal design team coordination meetings as required.
- Development of report summarizing existing conditions, applicable industry best practices, requirements, regulations, and recommendations of changes (if any) to installation.
- Presentation of report at Parks and Rec Commission meeting on October 23, 2024. Councilman Hunsaker subject matter expert to attend virtually via videoconference.

#### **Project Schedule:**

Dates listed below assuming receiving notice to proceed (NTP) by October 10, 2024.

- October 10-11: Existing documentation review
- October 14: Site visit and existing conditions review (date pending coordination with school and MOA)
- October 14-18: Report development
- October 21: Draft report to MOA for review

#### **FAIRBANKS**

📍 212 Front Street, Suite 200 Fairbanks, AK 99701  
📞 907.456.5780 📠 907.451.8522

#### **ANCHORAGE**

📍 2550 Denali Street, Suite 1300 Anchorage, AK 99503  
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- October 22-23: Report finalization and submittal to MOA.
- October 23: Parks & Rec Meeting and Presentation.

### Fee Proposal

The design services are proposed as Time and Materials (T&M) with a not to exceed limit. The fee proposal as presented is valid for 60 days from the date of issuance.

- Diving Board Installation Review & Report \$9,700

### Assumptions and Exclusions

- Assumption: Owner to provide existing conditions documentation of installation including but not limited to design drawings.
- Assumption: Owner will provide access to project site, timing to be coordinated with project design team and user groups.
- Exclusion: Condition survey will be limited to visual inspections only and no destructive testing will be performed.
- Exclusion: No structural analysis will be performed as part of the scope of work.

Thank you again for involving us in the project, we are excited to work with the Municipality on this project.

Sincerely,

A handwritten signature in black ink, appearing to read 'D Popiel', written in a cursive style.

David Popiel, AIA, LEED AP  
Senior Architect