

## Pre-approval or final approval of City Council and City Manager travel related expenses

March 9, 2023

**NLC City Summit, Kansas City, MO  
Nov 17-19, 2022**

Peter Kwon	A&F Date 5/12/22 Pre-Approval - Budgeted Amount PP	A&F Date 7/14/22 Expenses	A&F Date 9/8/22 Expenses	A&F Date 12/8/22 Expenses	A&F Date 3/9/2023
Lodging	1800				1251.55
Meals	320				
Transportation	725		\$379.53	161.14	
Registration	700	610			
<b>Total</b>	<b>\$3545</b>	<b>\$610</b>	<b>\$370.53</b>	<b>\$161.14</b>	<b>\$1251.55</b>

**AWC Action Days  
February 15-16, 2023  
Olympia Hotel at Capitol Lake**

In the past, the conference hotel was NOT eligible for a one-night hotel stay, because the distance was not 45 or more miles from city hall as outlined in the travel policy. This year's location is 49.8 miles from city hall. Lodging will need to be absorbed in the overall city council budget. Approximately \$200.

Peter Kwon	A&F Date 1/12/23 Pre-approval Budgeted Amount	A&F Date 3/9/2023
Lodging	<i>Will need to be absorbed</i>	88.31
Meals		
Transportation (mileage)	63	65.24
Registration	100	200.00
<b>Total</b>	<b>\$163</b>	<b>\$353.55</b>

**NLC Congressional City Conference  
March 23 – 28, 2023  
Washington DC**

**Peter Kwon, Iris Guzmán, Mohamed Egal**

<b>Peter Kwon</b>	A&F Date 1/12/23 Pre-approval Budgeted amount	A&F Date 3/9/2023	A&F Date
Lodging	2000		
Meals	100		
Transportation	820	686.80	
Registration (early bird)	700	650.00	
<b>Total</b>	<b>\$3,620</b>	<b>\$1336.80</b>	

<b>Iris Guzmán</b>	A&F Date 1/12/23 Pre-approval Budgeted amount	A&F Date 3/9/2023	A&F Date
Lodging	2000		
Meals	100		
Transportation	820	609.41	
Registration (early bird & first-time attendee discount)	700	515.00	
<b>Total</b>	<b>\$3,620</b>	<b>\$1124.41</b>	

<b>Mohamed Egal</b>	A&F Date 1/23/23 Pre-approval Budgeted amount	A&F Date 3/9/2023	A&F Date
Lodging	2000		
Meals	100		
Transportation	820	595.70	
Registration	700	650.00	
<b>Total</b>	<b>\$3,620</b>	<b>\$1245.70</b>	

**ESRI Conference  
July 9-14, 2023  
San Diego, CA**

The city received two complimentary registrations. This opportunity was not budgeted, but can be absorbed in the CMO budget.

<b>Carl Cole</b>	A&F Date 3/9/23 Pre-approval	A&F Date 3/9/2023 Expenses	A&F Date
Lodging - prepaid	2200	2176.48	
Meals	0		
Transportation	600	587.80	
Registration	0		
<b>Total</b>	<b>\$2,800</b>	<b>\$2,764.28</b>	

**Port of Seattle and Airport Cities  
StART Fly-in to DC  
April 25-27, 2023**

**This was an unbudgeted trip, but necessary.**

The Port staff is coordinating flights, hotels and meetings.

Councilmember Egal and Kwon are the mayor's council designees, they will be traveling with Kyle Moore from city staff.

<b>Mohamed Egal</b>	A&F Date 3/9/23 Pre-approval	A&F Date 3/9/2023 Expenses	A&F Date
Lodging	900	832.45	
Meals	192		
Transportation	1100	857.81	
Registration	0		
<b>Total</b>	<b>2192</b>	<b>\$1,690.26</b>	

<b>Peter Kwon</b>	A&F Date 3/9/23 Pre-approval	A&F Date 3/9/2023 Expenses	A&F Date
Lodging	900		
Meals	192		
Transportation	1100	1097.79	
Registration	0		
<b>Total</b>	<b>2192</b>	<b>1097.79</b>	




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Senayet Negusse, Chair

**SeaTac Public Works Maintenance Facility**

Fee Proposal - SD through CD + CA

1/23/2023

<b>FEE SUMMARY</b>	fee	est macc	basic services	summations	remarks
<b>WSFS Basic Service Consultants</b>	8.65%	\$5,650,000	<b>\$488,725</b>		Schedule B (no complexity factor)
<b>task1 SD</b>	18%		<b>\$87,971</b>		reference only
<b>task 2 DD</b>	20%		<b>\$97,745</b>		reference only
<b>task 3 CD</b>	33%		<b>\$161,279</b>		reference only
<b>task 4 CA</b>	29%		<b>\$141,730</b>		reference only
architect - ARC				\$107,510	task 1-3
structural - MLA	\$34,686	1		\$34,686	task 1-3
mechanical - FSI	\$47,021	1		\$47,021	task 1-3
electrical -Stantec	\$67,000	1		\$67,000	task 1-3
civil-SCJ	\$31,500	1		\$31,500	basic civil task 1-3
<b>Subtotal</b>				<b>\$287,717</b>	
<b>Specialty Consultants/Add Services</b>		mark-up			
architect - ARC	\$3,000	1			support of add srvs*
estimator - PDA	\$25,560	1.1		\$28,116	2 estimates SD/DD comb + CD
civil - SCJ	\$31,000	1.1		\$34,100	not part of basic
landscape - SCJ	\$38,600	1.1		\$42,460	
building envelope	\$5,000	1.1		\$5,500	wetherholt
energy compliance*	\$2,820	1.1		\$3,102	TSPR calculation - Fsi
fleet electrification*	\$11,000	1.1		\$12,100	Stantec
record drawings	\$1,500	1.1		\$1,650	review of GC as-builts
<b>Subtotal</b>				<b>\$127,028</b>	
<b>Estimated Expenses SD-CD</b>	\$2,060	1.1		<b>\$2,266</b>	all consultants
<b>Total SD-CD/Permit</b>	\$0			<b>\$417,011</b>	tasks 1-3 + add srvcs
<b>Estimated Expenses CA</b>	\$3,140	1.1		<b>\$3,454</b>	all consultants
<b>Total Bid/CA/Closeout</b>	\$0			<b>\$113,696</b>	task 4 - all
<b>Total through closeout</b>				<b>\$530,707</b>	

**(2023) ARC BILLING RATES**

Managing Principal/Project Manager (P)	\$180
Project Manager L/ 3-5(PM)	\$125
Staff Designer AS-L1 (SD)	\$115

<b>Deliverables</b>	P	PM	SD	remarks
<b>task 1 - sd light</b>				
contracting / scheduling/compiling	24	12	8	includes as-built documentation
design	20	36	12	
facility trends	4	12	4	existing/future/w/City
<b>task 2 - design devlepmnt</b>				
building /systems analysis	12	24	12	
outline specs	8	12	8	
design	30	64	32	3 options
design revisions	24	30	15	
<b>task 3 - construction docs/permit</b>				
design	12	24	24	
detailing	8	30	15	
specifications	36	24	4	
documentation	2	64	24	
permit packaging	12	12	12	QA/QC principal time
dogging revisions	8	24	12	
<b>Meetings Tasks 1-3</b>				
review space plan/alternatives	8	8	8	in addition to basic meetings 1 hr video conf w/ steering committee
select /approve	4	4	0	1 hr video conf w/ steering committee
<b>task 4 bid/CA/closeout</b>				
bid questions	4	8	4	
construction support	48	96	16	16 week duration
closeout	12	24	8	punch/OMs
record docs	1	8	2	review of GC
<b>Meetings Task 4</b>				
pre-con	1	1	1	
construction OAC	8	16	0	1 hr/16 week duration
Hours	286	533	221	
Hourly Rate	\$180	\$125	\$115	
Subtotal Fee	\$51,480	\$66,625	\$25,415	
<b>TOTAL ARCHITECTURAL FEE</b>				<b>\$143,520</b>