

December 5, 2022

Tim Powers
LIO Manager
Legislative Affairs Agency
State of Alaska Legislature

RE: State of Alaska Legislature Meeting Rooms
Proposal for Audio Systems Design Services

Mr Powers:

K2 is pleased to present you with this proposal for the design of audio systems for the legislative meeting rooms at the State of Alaska Legislature. We have used our conversations with you along with the photos and information you have provided to assemble the Scope of Work contained in this proposal. Should anything in this document be at odds with your understanding of the exact services we are to provide, we would be happy to modify our proposal accordingly.

As we understand it, the legislature is looking to renovate the audio systems in all of the meeting rooms at the main legislative complex in Juneau, Alaska. Currently, these rooms have installed audio and video systems. However, the audio systems have been partially and individually upgraded and modified over time resulting in disparate technologies and applications in each space. The existing systems are not up to the standards and performance of current technology and do not provide the functionality required by the Legislature. The objective is to install new systems that provide a common experience in every space, and to use consistent technology that allows for ease of maintenance and use. The ability for these rooms to allow remote participants is critical, and new AV systems shall provide an experience that achieves digital equity for remote users, and facilitates participation by remote legislators, guests, witnesses, and constituents.

We assume that all project communication and transfer of documentation will occur electronically. Any in-person meetings are subject to COVID regulations then in force, and where in-person meetings are not feasible or permissible, they are assumed to be substituted by remote web conference.

Project Team

Ben Gleason, Senior Consultant at K2, will serve as primary point of contact and lead on this project. Ben will be supported by Consultants and Designers from the staff in K2's Boulder office.

Scope of Work

List of Included Spaces

1. Butrovich Room 205
2. Fahrenkamp Room 203
3. Betty Davis Room 106



4. Romona Barnes Room 124
5. Max Gruenberg Room 120
6. Beltz Room
7. House Finance Room
8. Senate Finance Room
9. Room 17 (Analog Room)
10. Speaker's Chambers
11. Senate Chambers
12. House Chambers

Design Phase

- We will review any available information about the overall objectives of the project. We will work with you and other stakeholders to ensure that systems' goals are well defined. During our site visit, we will meet with any designated stakeholders, as directed by you, to discuss in more detail the project's technology requirements, the staff's technical skill level, any special equipment, and location requirements. We will rely on you to notify us of all relevant persons to speak with regarding expectations of system use and desired functionality.
- We will provide a written narrative outlining the user's requirements and presenting a preliminary design, along with cost estimates.
- We will survey the latest technologies available and determine how they can best be integrated into our systems recommendations. This will include determining the best methods to achieve the desired level of functionality within any budgetary constraints that exist.
- We will review existing conduit pathways, electrical backboxes, heating, cooling, and power and grounding infrastructure and advise on any modifications that may be required for the upgraded systems. Should these modifications be unattainable, we will work with you to modify the audio system requirements accordingly.
- We will provide complete systems documentation, including drawings that detail the interconnection of system components, equipment layout/mounting details, rack elevations, panel drawings, and any other information necessary to depict the new systems accurately.
- We will prepare system design specifications that detail the recommended components to be used in the systems' installation, as well as technical guidelines by which the systems must be installed. Where applicable, all AV system components will be specified by a manufacturer and model number.
- As may be required, we will update our original cost estimates based on the final system designs.
- We anticipate 1 in-person meeting during the design phase at your project site. This visit will allow us to perform a detailed site survey of all spaces and to review all functional and operational requirements.

Construction Administration

- We will review contractor submittal drawings and equipment lists to assure compliance with the construction documents.
- We will answer questions from the contractor(s) as they arise and provide any additional direction needed.



- If desired, we can provide periodic site visits at major construction milestones to inspect the ongoing installations. Inspection reports will be issued following each site visit. We have not included these visits in the cost proposal below, but can provide a separate proposal if requested.
- We will coordinate with you to ensure that the systems integration progresses smoothly and that any issues that arise are addressed in a timely fashion.
- Upon completion of the installations, we will provide final on-site commissioning services. If any conflicts are discovered, they are conveyed to the contractor in the form of a “punch list” so that corrections can be made before final system acceptance by the Owner. We anticipate 1 trip to the project site to complete the systems commissioning process.

Administrative

Fees

We propose to provide the services described above for a fixed fee of \$73,450. Reimbursable expenses include travel expenses to/from meeting and project sites, per diem, and lodging, and are included in the fixed fee.

The fee is based upon our best assessment of the needs of the project and predicated upon the work defined in this document only. Where additional work is requested, we will be happy to comply on an hourly basis at our rates in effect at the time the service is provided or provide a proposal for those additional services.

Please note that we try to utilize electronic communications as much as possible to send and receive project documentation to keep expenses as low as possible. As such, no costs for expedited delivery services, or plotting and/or reproduction of large format drawings (above 11x17) are anticipated. Should these be required, the related expenses will be billed in addition to the fixed fee with no markup.

We invoice monthly based upon progress, with invoices due in full without retainage within thirty (30) days receipt of invoice. This proposal is valid for a period of sixty (60) days from the date of this document.

Insurance

K2 carries general liability, worker's compensation and professional insurance as required by law. Limits of coverage can be provided upon request. Should additional coverage be required, associated costs will be considered a reimbursable expense to the project.



Acceptance

This proposal/agreement contains the entire agreement between the parties and supersedes all prior oral and written agreements. NO waiver or modification to the terms of this agreement is valid unless executed in a written document signed by K2. We assume that upon approval of the terms and Scope of Work contained herein, a purchase order or other formal notice-to-proceed will be provided by your office for review and execution.

Thank you for the opportunity to work with you on this project. Please let us know if we may provide any additional information.

Sincerely,
K2, LLC

A handwritten signature in black ink, appearing to read 'Rodrigo Ordóñez', with a large, stylized flourish at the end.

Rodrigo Ordóñez, CTS-D
Principal/Owner