

**NOTICE OF MEETING
REGULAR MEETING**

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

3. APPROVAL OF MINUTES

A. Minutes of the April 1, 2015 Regular Meeting

Page 3

4. PUBLIC COMMENT ON MATTERS ALREADY ON THE AGENDA *(3 minute time Limit – Only items on the agenda not for Public Hearing may be commented on)*

5. VISITORS

(There are no visitors scheduled for this meeting.)

5. STAFF & COUNCIL REPORT/COMMITTEE REPORTS/BOROUGH REPORTS

A. Council Report – Mayor Wythe

B. Staff Project Report – Carey Meyer

6. PUBLIC HEARING *(3 minute time limit) There are none scheduled for this meeting.*

7. PENDING BUSINESS

A. Funding for the Project to 35% Design

Page 7

1. Ordinance 15-18(S), An Ordinance of the City Council of Homer, Alaska, Amending the FY 2015 Capital Budget by Appropriating ~~\$613,000~~ **\$621,500** from the General Fund Fund Balance to the Public Safety Building Project Account to Fund the New Public Safety Building to 35% Design

8. NEW BUSINESS

A. Stantec – Updated Public Involvement and Funding Strategy Recommendations

Page 19

B. Skagway Public Safety Facility Request for Proposals

Page 23

C. Next Meeting Date and Deliverables

Page 41

9. INFORMATIONAL ITEMS

A. Resolution 14-20 Creation of the Committee and Scope of Work

Page 43

B. Public Safety Building Project Fact Sheet

Page 45

C. Resolution 15-007(A) Approving the Recommendations of the Committee

Page 47

D. Contact List

Page 49

E. Public Involvement Plan 06/23/14

Page 53

10. COMMENTS OF THE AUDIENCE

11. COMMENTS OF THE CITY STAFF

12. COMMENTS OF THE COUNCILMEMBER *(If one is assigned)*

13. COMMENTS OF THE CHAIR

14. COMMENTS OF THE COMMITTEE

**15. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR _____ 2015
AT 5:30 P.M.** at City Hall in the upstairs conference room located at 491 E. Pioneer Avenue, Homer
Alaska.

Session 15-03 a Regular Meeting of the Public Safety Building Review Committee was called to order by Chair Ken Castner at 5:32 p.m. on April 1, 2015 at City Hall Upstairs Conference Room located at 491 E. Pioneer Avenue, Homer, Alaska and opened with the Pledge of Allegiance.

PRESENT: COMMITTEE MEMBERS PAINTER, ROBL, WYTHE AND CASTNER

DESIGN TEAM: DALE SMYTHE, STANTEC (TELEPHONIC)

ABSENT: COMMITTEE MEMBER CRANE (EXCUSED)

STAFF: CAREY MEYER, PUBLIC WORKS DIRECTOR
RENEE KRAUSE, DEPUTY CITY CLERK

AGENDA APPROVAL

The agenda was approved by consensus of the committee.

APPROVAL OF MINUTES

A. Minutes for the February 17, 2015 Regular Meeting

Chair Castner requested any changes to the minutes. None were presented.

The minutes were approved by consensus of the Committee.

PUBLIC COMMENT ON MATTERS ALREADY ON THE AGENDA (*3 minute time Limit – Only items on the agenda not for Public Hearing may be commented on*)

There were no public comments on the items on the agenda.

VISITORS

There were no visitors scheduled.

STAFF & COUNCIL REPORT/COMMITTEE REPORT/BOROUGH REPORT

A. Council Report – Mayor Wythe

Mayor Wythe provided a report on her recent visit to Juneau regarding her lobbying efforts of city projects. She provided the following comments:

- Was not discouraged regarding the outlook for the transfer of funding from the Waddell Road Improvement project to the Public Safety Building Project which will provide the necessary funding towards 35% Design.
- Department of Corrections is struggling through the budget proposed for the Community Jails program and what funds they do get will be reallocated back to the contracts that they have out now, so the loss to the City will be \$300,000-\$400,000 depending on what is recouped.
- The Revenue Sharing is scheduled to decline and has been reduced last year the difference this year is they are not funding it and it is currently scheduled for a 3 year phase out. The city is not supposed to be using it to make up the budget needs. The city has used this funding for specific line items such as one year a new fire engine.

B. Design Team Status Reports – Dale Smythe, Stantec

Mr. Smythe reported they are in a holding pattern until funding is obtained. Chair Castner confirmed that Council has taken no further actions concerning funding.

Mr. Meyer did not have any further comments to add.

Chair Castner inquired about the site conditions report details be included in the minutes. It was determined that no formal report was provided. The minutes of the February 17, 2015 reflected the comments provided. Chair Castner noted that the minutes did state a full report was forthcoming. Mr. Meyer confirmed that it was still in review. Mr. Smythe did note that the team was still reducing the site information and confirmed that they have all the information needed for Site Design.

Chair Castner offered Mr. Slone the opportunity to comment. Mr. Slone declined the opportunity.

PUBLIC HEARING

There was no public hearing.

PENDING BUSINESS

A. Notice of Censure

Chair Castner stated that this item was postponed at the last meeting and he would entertain a motion to discuss. There were none.

NEW BUSINESS

A. Funding for the Project -35% Design and Use of Existing Funds

1. Resolution 15-004(S) Request to Re-Appropriate the \$1,405,000 That the City Received for the Waddell Way Road Improvement to a New Public Safety Building
2. Memorandum from Katie Koester, EDC, dated January 13, 2015 re: Funding
3. Draft Updated Public Involvement Recommendations from Stantec

Chair Castner read the title into the record and relayed his understanding of the project thus far.

- Needs have been identified for both facilities
- Complete the project design to 35% as approved by Council
- Until design has been completed (35%) they cannot present to the public or proceed any further in the process.

Mayor Wythe questioned if the remaining funds could be used to advance some portions of the project. Chair Castner responded that they could piecemeal the project and fund some aspects such as finding sums and demolish buildings then maybe locate more funding to complete another section. He outlined and advocated for waiting to get the funding for 35% design and then bringing it before the public.

He believed the Council had work to do dealing with the Public Policy issues. It will be hard to waive their arms without drawings for the public.

Mayor Wythe asked Chair Castner what he believed he needed from Council. Chair Castner referred to the minutes of the last meeting. He stated that Council has to decide on the plan to fund the project. If they plan to bond for this fall then they need to decide this soon, he also would like to have these other issues (referring to the minutes of the last meeting which he was not going to verbally state at this time) could be discussed between Stantec and the Council.

B. What Is the Next Steps for the Project and Committee

Chair Castner noted that they could develop scenarios for the project over the next 7 years but felt they could do better than that. He then noted that he requested information from the Borough on the demographics for the city and the borough and in 2000 there were 1800 senior exemptions in the borough for approximately \$177 million and today it is doubled the exemptions, approximately 3600 but quadrupled the amount, \$768 million. It has grown 5.5% a year almost linear. The city has grown \$16 million to \$58 million today of senior exemptions. Chair Castner added that when the citizens that were born in 1951 to 1954 start claiming senior exemptions and with the city only growing only 2-3% per year that amounts to a negative impact to the taxable base and should be studied a little bit. He remembers when the entire value of the city was only \$78 million so this is a pretty significant amount and growing fast. He stated he is worried about a bonding proposition passing since the community could respond that they don't care and pass it on to the younger residents or not approve it because they cannot afford it.

Mayor Wythe stated that the budget is not done until June however the work is done in 3 weeks. So officially they won't know until July. If they want to bond the project then it has to be completed and submitted before July 1st in order to get it on the October ballot.

Mayor Wythe will speak with the City Clerk about scheduling a special meeting to discuss the issues with Stantec and policy decisions.

C. Next Meeting Date and Deliverables

May 13, 2015 at 5:30 was agreed upon by consensus.

INFORMATIONAL ITEMS

- A. Resolution 14-20 Creation of the Committee and Scope of Work
- B. Public Safety Building Project Fact Sheet
- C. Resolution 15-007(A) Approving the Recommendations of the Committee
- D. Contact List and Strategies Chart
- E. Public Involvement Plan 06/23/14
- F. City of Homer Fill Regulations

There was no discussion on the informational materials.

COMMENTS OF THE AUDIENCE

There were no comments from the audience present.

COMMENTS OF CITY STAFF

There were no comments.

COMMENTS OF THE COUNCILMEMBER

Council member Reynolds did not have a comment so much as a question, Chair Castner stated that he could not support the \$30 million dollar amount for the project and wondered what amount he thought was realistic for the project.

Chair Castner responded that it was not so much the number but it is a big amount for the citizens to take on after the \$12 million for the gas line. He will provide her with his personal opinion later.

COMMENTS OF THE CHAIR

Chair Castner repeated what he has said before that this is really important getting this accomplished and getting them into a facility that is in the 21st century and is still focused on that.

COMMENTS OF THE COMMITTEE

Chief Robl remarked that Meredith Noble (Stantec) wanted assistance getting access to the Public Safety system at the DOJ regarding grant research and he will get in touch with her within the next week or two about that.

Chief Painter commented on the mention from Meredith on a possible federal funding opportunity with that is a very competitive grant process and funding is up to Congress; they have received substantial funding in the past, but is not something they could bank on to relieve obligations regarding non-building and equipment purchases. He further noted that their equipment budget is really not that high. This grant she mentioned is applied for nationally so is very competitive.

Chair Castner inquired about the mil rate in comparison to the budget.

Chief Painter stated he believed it was 1 mil.

ADJOURN

There being no further business to come before the Committee the meeting adjourned at 6:06 p.m. The next regular meeting will be **WEDNESDAY, MAY 13, 2015 AT 5:30 P.M.** at the City Hall in the Conference Room Upstairs at 491 E. Pioneer Avenue, Homer, and Alaska.

RENEE KRAUSE, CMC, DEPUTY CITY CLERK

Approved: _____

38 NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

39

40 Section 1. The City of Homer hereby amends the FY 2015 Capital Budget by
41 appropriating ~~\$606,000~~ **\$621,500 of 2015 and 2016 State Revenue Sharing** from the
42 General Fund Fund Balance for 35% design of the new public safety building.

43

44 Transfer From:

<u>Account</u>	<u>Description</u>	<u>Amount</u>
100-0100	General Fund Fund Balance	\$613,000 <u>\$621,500</u>

47

48 Transfer To:

<u>Account</u>	<u>Description</u>	<u>Amount</u>
156-0377	Public Safety Building Project Account	\$613,000 <u>\$621,500</u>

51

52 Section 2. This is a budget amendment ordinance, is temporary in nature, and shall
53 not be codified.

54

55 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this ___day of _____, 2015.

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57 CITY OF HOMER

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60 _____
MARY E. WYTHE, MAYOR

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63 ATTEST:

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66 JO JOHNSON, MMC, CITY CLERK

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71 YES:

72 NO:

73 ABSTAIN:

74 ABSENT:

75 First Reading:

76 Public Hearing:

77 Second Reading:

78 Effective Date:

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81 Review and approved as to form:

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83 _____

84 Mary K. Koester, City Manager

85

86 Date: _____

87

Thomas F. Klinkner, City Attorney

Date: _____

88 Fiscal Note: Fiscal information included in body of Ordinance.

Community Revenue Sharing Program

\$Millions

COH

%Chg

Actual	FY14 CRS Beginning Balance (7/1/2013)	180.00		
	FY14 CRS Allocation (7/1/2013)	(60.00)	341,603	
	FY14 CRS Appropriation (7/1/2013)	60.00		
	<u>FY14 Ending Balance (6/30/2014)</u>	<u>180.00</u>		
	FY15 CRS Beginning Balance (7/1/2014)	180.00		
	FY15 CRS Allocation (7/1/2014)	(60.00)	340,595	-0.30%
	<u>FY15 CRS Appropriation (7/1/2014)</u>	<u>52.00</u>		
<u>FY15 Ending Balance (6/30/2015)</u>	<u>172.00</u>			
Estimated	FY16 CRS Beginning Balance (7/1/2015)	172.00		
	FY16 CRS Allocation (7/1/2015)	(57.33)	320,747	-5.83%
	FY16 CRS Appropriation (7/1/2015)	-		
	<u>FY16 Ending Balance (6/30/2016)</u>	<u>114.67</u>		
	FY17 CRS Beginning Balance (7/1/2016)	114.67		
	FY17 CRS Allocation (7/1/2016)	(38.22)	213,831	-33.33%
	FY17 CRS Appropriation (7/1/2016)	-		
	<u>FY17 Ending Balance (6/30/2017)</u>	<u>76.44</u>		
	FY18 CRS Beginning Balance (7/1/2017)	76.44		
	FY18 CRS Allocation (7/1/2017)	(25.48)	142,554	-33.33%
	<u>FY18 CRS Appropriation (7/1/2017)</u>	<u>-</u>		
<u>FY18 Ending Balance (6/30/2018)</u>	<u>50.96</u>			

38 Reserves for the to begin preliminary engineering and design work on the new public safety
39 building as follows:

40

41 **Transfer From:**

42 <u>Account</u>	<u>Description</u>	<u>Amount</u>
43 156-0394	Police Depreciation Reserve	\$ 50,000
44 156-0393	Fire Depreciation Reserve	\$ 50,000
45 156-0375	General Depreciation Reserve	<u>\$200,000</u>
46	TOTAL	\$300,000

47 **Transfer To:**

48 <u>Account</u>	<u>Description</u>	<u>Amount</u>
49 * 151 6 -0377	Public Safety Building	
50	Project Account	<u>\$300,000</u>
51	TOTAL	\$300,000

52

53 Section 2. The Council authorizes the City Manager to solicit a Request for Proposals
54 for a GC/CM contract pursuant to applicable provisions of the City Procurement Code.

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56 Section 3. This is a budget amendment ordinance only, is not permanent in nature,
57 and shall not be codified.

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59 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this 23rd day of September, 2013.

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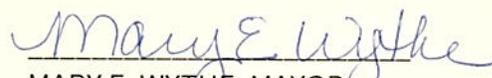
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CITY OF HOMER

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MARY E. WYTHE, MAYOR

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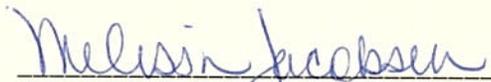
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67 ATTEST:

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MELISSA JACOBSEN, CMC
DEPUTY CITY CLERK

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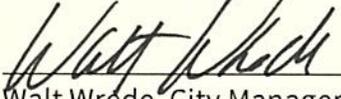
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Acct. # amended per Finance 12/18/13 J. Johnson, City Clerk

77 YES: 5
78 NO: 0
79 ABSTAIN: 0
80 ABSENT: 1

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82 First Reading:
83 Public Hearing:
84 Second Reading:
85 Effective Date:

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87 Reviewed and approved as to form.

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89 _____
90 Walt Wrede, City Manager

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92 Date: 9/26/13
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95 Fiscal Note: NA
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Thomas F. Klinkner, City Attorney

Date: 9/30/13

- 37 • Review the proposed contract and provide input on the scope of work and
- 38 deliverables
- 39 • Review work products and participate in regular briefing with the contractor
- 40 • Make recommendations and provide direction to staff and the contractors as
- 41 the project proceeds
- 42 • Make recommendations to Council as to how to proceed as various
- 43 benchmarks are achieved.
- 44

45 BE IT FURTHER RESOLVED that the Committee shall establish its own work schedule
46 and shall be disbanded when the initial scope of work is complete and the Council
47 appropriation is expended. The Council may extend the life of the Committee and expand its
48 scope of work if the project proceeds beyond this initial phase and additional project
49 revenues are secured.

50
51 BE IT FURTHER RESOLVED that the City Clerk is authorized to advertise for parties
52 interested in serving as the public and business community representatives.

53
54 PASSED AND ADOPTED by the City Council of Homer, Alaska, this 13th day of January,
55 2014.

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57 CITY OF HOMER

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61 MARY E. WYTHE, MAYOR

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63 ATTEST:

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67 JO JOHNSON, MMC, CITY CLERK

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69 Fiscal Note: Staff time and advertising costs.

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**CITY OF HOMER
HOMER, ALASKA**

Mayor/City Council

RESOLUTION 14-093

A RESOLUTION OF THE HOMER CITY COUNCIL ADOPTING THE 2015-2020
CAPITAL IMPROVEMENT PLAN AND ESTABLISHING CAPITAL PROJECT
LEGISLATIVE PRIORITIES FOR FISCAL YEAR 2016.

WHEREAS, A duly published hearing was held on September 8, 2014 in order to obtain public comments on capital improvement projects and legislative priorities; and

WHEREAS, It is the intent of the City Council to provide the Governor, the State Legislature, State agencies, the Alaska Congressional Delegation, and other potential funding sources with adequate information regarding the City's capital project funding needs.

NOW, THEREFORE BE IT RESOLVED by the City Council of Homer, Alaska, that the "City of Homer Capital Improvement Plan 2015-2020" is hereby adopted as the official 6-year capital improvement plan for the City of Homer.

BE IT FURTHER RESOLVED that the following capital improvement projects are identified as priorities for the FY 2016 State Legislative Request:

1. Water Storage/Distribution Improvements
2. Public Safety Building
3. Harbor Sheet Pile Loading Dock
4. Fire Department Fleet Management Plan
5. East to West Transportation Corridor

BE IT FURTHER RESOLVED that projects for the FY 2016 Federal Legislative Request will be:

1. Deep Water/ Cruise Ship Dock Expansion, Phase 1
2. East Boat Harbor

BE IT FINALLY RESOLVED that the City Manager is hereby instructed to advise appropriate State and Federal representatives and personnel of the City's FY 2016 capital project priorities and take appropriate steps to provide necessary background information.

PASSED AND ADOPTED by the Homer City Council for the City of Homer on this 13th day of October, 2014.

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CITY OF HOMER

Mary E. Wythe
MARY E. WYTHE, MAYOR

ATTEST:

Jo Johnson

JO JOHNSON, MMC, CITY CLERK

Fiscal Note: N/A

Jo Johnson

From: Kathy Hill <kathhill@alaska.net>
Sent: Monday, June 22, 2015 8:59 PM
To: Department Clerk
Subject: For council packets

Dear Mayor, City Council Members, City Manager:

I ask that you reconsider the spending of \$621,500 out of the reserves for the next step in the building of the safety campus. Where is the fiscal management in all of this? Is this the best way to use the reserves?

Should not the money be saved for a rainy day when a city emergency rears its head? Do we need at the present time more police officers? Are all of the city employees being fairly compensated for their work? Will the health insurance plan need additional funding? How are we doing on maintenance of infrastructure in the city?

I see the writing on the wall that state money is unavailable now and for any number of years into the future. The passing of a bond is quite questionable as the public-at-large has not been educated about the project.

You say that you need completion of this next step to show to the voters. Several months ago I saw some architectural drawings of the proposed building. Aren't these designs good enough to show to the voters?

It scares me that you could sink in no time over a million dollars into a project that may go nowhere because of financial constraints and voter apathy. It is quite an iffy proposition. Why spend this kind of money on a huge document that is a quite tentative one right now? Would you run your own personal business or your own home with these kinds of risks?

I think that it is time to think out of the box on this project. I look at the fiasco that occurred with the Town Square project. There was minimal marketing of the project to the public and no money. Sounds like the same scenario that we are in right now.

However, some city employees were thinking out of the box and the renovation of the present facility came to pass. Good job!

My recommendation is a no vote on Ordinance 15-18(s).

Respectfully submitted,
Kathy Hill

Sent from my iPad

Homer Public Safety Building

Updated Public Involvement and Funding Strategy Recommendations

A. Seek Additional Involvement and Input (Current Contract Task C: \$11,950.00)

Public Meeting #2 - Concept Study Open House: Stantec provides posters, an agenda, and an input form. The Concept Design for the preferred site is presented and input is gathered to help the team finalize the Concept Study and address phasing, demo, building reuse, and possible funding approaches. Summarize meeting input notes and deliver to City.

Coordinate with Community Partners and Project Supporters: Stantec will provide project progress updates to potential funding agencies and seek feedback on design, phasing, and funding options. Some project updates will need to come from the City and/or Committee such as when interfacing with legislative representatives, Alaska Department of Public Safety, Alaska State Fire Fighters Association, etc. Stantec will continue to support the City in raising awareness around what Homer's police officers and fire fighters need to do their job safely to protect the community. (Contract Task C: \$2,160.00)

B. Funding Feasibility Review (New Task = \$19,800.00)

Gage Support Levels: Stantec will engage local stakeholders and voters in small focus groups to gain candid input on project funding and phasing. This will be complemented by an online survey to be distributed community-wide via informal and formal email contacts.

Funding Feasibility Work Session: Stantec will coordinate a 6-hour work session (10 am – 4 pm with a working lunch) to discuss public support, consider realistic project costs, and prepare three alternative project cost options for public discussion. This work session will use a consensus format and include major stakeholders, Committee Members, elected officials, and thought leaders representing diverse segments of the community (around 40 participants total).

Two independent consultants who bear no interest in project design or outcomes will be brought to Homer to support this event including:

1) *Bill Grimes of Studio Cascade.* Bill has extensive experience helping communities prioritize and make tough financial decisions. His role will be to facilitate the work session and guide discussion to make the most of the time allotted; and

→ 2) *A Municipal Service Review Specialist with Emergency Services Consulting International (ESCI).* ESCI regularly consults on high profile, intricate, and mission critical Emergency Service and will participate as an outside technical expert to help the City of Homer achieve a feasible project. They will bring to the discussion a depth of experience with public safety facility best practices, cost avoidance opportunities, alternative financing opportunities, rate restructuring, and cooperative service agreements and other strategies for dealing with limited resources while trying to satisfy demands for new and/or expanded services.

Following the work session Stantec will produce a *Funding Feasibility Review Memo* summarizing findings from the focus group, online survey, work session, and cost alternatives. After this is reviewed by the Public Safety Building Review Committee, Stantec will prepare a PowerPoint presentation that the City can share with the community at large to bring broader transparency to this important community discussion and decision, and to announce the next public meeting as a crucial event for offering input.

C. Community-Based Funding Strategy (Current Contract Task C: \$11,590.00)

Public Meeting #3 – Cost Alternatives: Stantec provides posters, an agenda, and an input form. Three cost alternatives will be presented with detailed pros and cons along and Concept Design graphics. Participants will be asked to offer feedback and opinions on each cost approach and make criteria-based recommendations on which alternative they believe is more advantageous to the City over the long run. Stantec will compile meeting input notes.

Target Cost and Project Scope: At this point, Stantec will ask the Public Safety Building Review Committee and City Council for direction so that design can proceed to a target funding level, with a scope that reflects broad community agreement.

Funding Strategy: Stantec will work with City staff to update the list of possible funding sources and strategies. The team will also create a target capital campaign timeline.

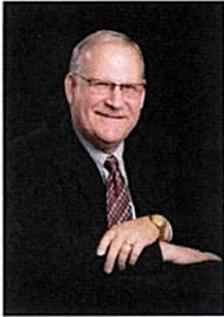
D. Capital Campaign (Current Contract Task C: \$8,620.00)

Produce Campaign Themes and Supporting Materials: Stantec will prepare graphic and written materials that help the City communicate the project need, goals, design, cost, public process, and community support. The City and Public Safety Building Review Committee will review these materials and provide outreach to share them with community partners, project supporters, and potential funders.

Public Meeting #4 – Final Concept Design Open House: Stantec provides posters, an agenda, and a station where community members can write letters of support. A final Concept Design is presented with back-up displays from previous meetings that convey the project evolution. Cost information is also presented with a target timeline and funding strategy.

Seek Funding: Cornerstone and Stantec will support the project through their work with the Association of General Contractors of America and other key influencers at Juneau. Our goal is to work with you to get the project on the Governor's Budget in 2015/16. To ensure the highest degree of success, it is critical we obtain support for the project from key leaders and legislators by involving them throughout the public involvement process.

If the City decides to pursue a specific grant or low-interest loan program, we will provide you with a cost estimate to prepare the application (which we perform at-cost). With your approval, we will then assist you in pursuing grant/loan funding- a process that typically takes two months. Lastly, if determined to be helpful, Stantec has in-house capability for leading successful bond campaigns.



Don Bivins, Fire Service Consultant

Mr. Bivins has over 40 years of experience in the fire service, 28 years as a chief officer. He has served in four different fire departments and through his leadership, three of those agencies merged with their neighboring jurisdiction. The agencies he has worked for range from small combination fire districts to large career fire departments. After serving the 250,000 citizens of the Vancouver (Washington) Fire Department for 16 years, the last 11 years as the fire chief, he retired on December 31, 2010. He has been consulting for the fire service since retirement.

In addition to the mergers he facilitated in his own department, Mr. Bivins has facilitated and led master plans, strategic plans, business plans, collaborative feasibility studies and operational analyses of numerous fire departments. He has a track record of focusing on cost effectiveness and efficiency, with a reputation for building constructive labor-management relations.

Mr. Bivins was appointed by Governor Gregoire to the Washington State Emergency Management Council, where he served for four years and was subsequently selected to also serve as Chairman of the Washington State Emergency Response Commission.

Educational Background

- Fire Services Administration Program.....Eastern Oregon University
- Associate of Technical Arts (Fire Science).....Tacoma Community College
- Executive Fire Officer.....National Fire Academy

Professional Experience

- Fire Chief..... Vancouver Fire Department, WA (2000-2010)
- *Deputy Chief, Operations..... Vancouver Fire Department, WA (1994-2000)
- *Assistant Chief, Operations..... Clark Co. Fire District #5, WA (1988-1994)
- Fire Chief..... Clark Co. Fire District #4, WA (1985-1988)
- Assistant Chief, Operations..... King Co. Fire District #40, WA (1981-1985)
- Firefighter & Company Officer..... King Co. Fire District #40, WA (1976-1981)

**Rank change due to merge with neighboring department*

Associated Professional Accomplishments

- Led the effort to merge a total of three fire agencies together in two successive processes
- Led the master planning effort for Clark County Fire District #4, which led to merger
- Led the business planning effort for Vancouver Fire Dept., implementing almost \$500,000 in savings through cost avoidance and efficiencies, and increased staffing by 18 personnel
- Elected to the Board of Directors for Washington State Association of Fire Chiefs (WFC)
- Elected by the WFC Board of Directors to the Executive Committee
- Led the effort to pass enabling legislation for Washington State Regional Fire Authorities
- Received a Governor appointment to the Washington State Emergency Management Council
- Selected chair of the Washington State Emergency Response Commission (Haz-Mat emphasis)
- Served as Incident Commander for four county health departments and one tribal health agency (unified agency administrators) in response to the H1N1 pandemic

Project Summary

Strategic Plan

Woodinville Fire & Life Safety District, WA
Cowlitz 2 Fire & Rescue and
Longview Fire Department, WA
Port Ludlow Fire Department, WA
Washington Fire Chiefs Association

Clark County Fire District #11, WA
South East Thurston Fire Authority, WA
Kirkland Fire Department, WA
National Association of Elected Fire Officials

Cooperative Services Feasibility

Chaffee County, CO (5 agencies)
Albany and Corvallis Fire Departments, OR
Clark County Fire Dist. 5, WA (9 agencies)
Arlington, WA (7 agencies)
Spokane Fire District #10 (3 agencies)

Poulsbo Fire and N. Kitsap Fire and Rescue, WA
Yakima, WA – RFA Fiscal Analysis (4 agencies)
Northlake, WA (4 agencies)
Lincoln County, OR (6 agencies)
Washoe County, NV (county-wide)

Evaluation

Victoria Fire Department, B.C. Canada
Northshore Fire Department, WA
South Lane County Fire & Rescue, OR

East Pierce Fire and Rescue, WA
Chaffee County, CO
Skamania Fire District #4, WA

Master Plan

Woodinville Fire & Life Safety District, WA
Spokane Valley, WA

Imperial County Fire Department, CA

Administrative Support Plus

Cowlitz Co. #2 WA

Presentations

Making the Pieces Fit – Arlington, WA; Tri-Cities, WA; Snohomish Co., WA
Fire Service Strategic Planning – Washington Fire Commissioners Association Seminar, Chelan, WA

Facilitation

Overcoming Obstacles -- Washington Fire Chief's Section Forum – Vancouver, WA
Regional Partnership Considerations – Northshore Board Retreat – Kenmore, WA (2012)
Guiding Principles for Regional Partnership -- Northshore Board Retreat – Kenmore, WA (2013)

**SKAGWAY PUBLIC SAFETY FACILITY
SKAGWAY, ALASKA**



REQUEST FOR PROPOSALS

**GENERAL CONTRACTOR
(CONSTRUCTION MANAGER)**

(RevE)

MAY 2015

Prepared for:

**Municipality of Skagway
700 Spring Street
PO Box 415
Skagway, Alaska 99840**

Prepared by:

**DOWL
4041 B Street
Anchorage, Alaska 99503**

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EXHIBITS

- A. AIA 133 – 2009 Standard Form of Agreement between Owner and Construction Manager as Constructor
- B. AIA 201 – 2007 General Conditions of the Contract for Construction
- C. Schematic Design Narrative
- D. Project Drawings (Schematic Design)
- E. Laborers' & Mechanics' Minimum Rates of Pay (Pamphlet 600, Issue 29)
- F. Proposal Checklist
- G. Fee Proposal Form
- H. Non-Collusion Declaration Form

INSTRUCTIONS TO OFFERORS

I. Solicitation

The Municipality of Skagway ("Owner") is soliciting sealed proposals with Statements of Qualifications (SOQ) and basic fee information from interested general contractors to serve as the General Contractor/Construction Manager (GC/CM or "Contractor") for the construction of the Skagway Public Safety Facility Project. The selected Contractor will join the Municipality of Skagway and the design team in a "Team-Build" approach to project delivery. The selected Contractor will assist with the final construction drawings prior to starting the project.

This document sets forth information regarding the contractor selection process for the project. The intent is to select a contractor offering the best combination of attributes to assist with construction of this project. Potential proposers should be aware that the information presented is at a concept development level of completion and will be finalized with the contractor's participation.

The selection process must comply with procurement requirements of the Municipality to ensure fair and open competition. The selection will be made on the basis of qualifications and price.

Any costs incurred in response to this request are at the proposer's sole risk and will not be reimbursed by the Owner. The Municipality of Skagway reserves the right to reject any and all proposals, to waive informalities, to reject non-conforming, non-responsive, or conditional proposals, and to proceed utilizing a different process.

II. Proposals

All proposals must be submitted in sealed envelopes bearing on the outside the name of the project for which the proposal is submitted and shall be submitted by mail or in person at the place and no later than the time specified below. Proposals must be submitted in two parts – Statement of Qualifications and Price Proposal. Each proposal shall be appropriately marked and sealed within the transmittal envelope. Any proposals not submitted at the time or place so specified shall not be opened or considered.

Proposals shall be received at the time and place designated below and shall be opened so as to avoid disclosing their contents to competing Offerors during the selection process. Proposals will be collected for review by a Selection Committee as outlined below, and will not be publicly opened or read aloud. Proposals, tabulations, and valuations thereof shall be open to public inspection only after issuance of a notice of intent to award the contract.

Offerors are advised that "overnight" or "express mail" deliveries to Skagway take longer than in many parts of the United States. Questions of fact regarding circumstances such as weather, delay of mails, etc., which circumvent legitimate timely receipt of an otherwise responsive proposal, will be decided by the Owner. All Offerors are expected to consider weather in determining how to deliver their bids timely and there shall be no exceptions for a late received bid on account of weather.

SUBMITTAL DEADLINE: Tuesday, June 16, 2015 at 2:00 PM AKDT.

SUBMIT RESPONSES TO: Municipality of Skagway, c/o Michelle Gihl, Administrative Assistant/Deputy Clerk, 700 Spring Street, P.O. Box 415, Skagway, Alaska 99840.

MARK SUBMITTALS: "General Contractor Proposal – Public Safety Facility".

REQUIRED COPIES: Six (6) hard copies and 1 pdf copy on a disk or flash drive.

Electronic submissions via the Municipality website are not being accepted for this RFP. If a respondent fails to provide required copies of their proposal, the respondent may be declared non-responsive.

III. Background, Project Summary and Funding

The new Skagway Public Safety Facility will be located on a municipal owned 1.5 acre site on 17th Avenue, off of State Street. The site is relatively flat and is bordered on two sides by Pullen Creek, an anadromous fish stream. The site currently houses a water department booster pump station and plans are in place to locate a large 40' diameter water tank on site as well. The site will provide ample off street parking for employees, fire department volunteers, and visitors.

The 26,000 SF Public Safety Facility will house the Skagway Fire Department with EMT and ambulance services; and the Police Department with DMV services. The mixed use facility is designed to unify public safety and provide a civic identity through the sharing of space in addition to providing unique identities and functionality to the departments which reside under a single roof. Features on the second floor include a large meeting / training room that will also serve as the emergency operations center. The building will be equipped throughout with the modern standards of technology and communications infrastructure required in a public safety facility. The entire building will be constructed with energy efficiency and heated with modern fuel saving devices.

The design team is comprised of Bettisworth North Architects and Planners Architects and Planners (Architecture), HZA Engineers, Inc. (Mechanical + Electrical), TCA Architecture (Fire Station), Integrus Architecture (Police Station), R&M Engineering, Inc. (Civil), BBFM Engineers, Inc. (Structural), and HMS, Inc. (Cost Estimator). DOWL is providing assistance with the Contractor selection process.

The concept level design cost for the Skagway Public Safety Facility is estimated to be \$12.7 million. The Municipality has bonded for \$12.0 million. The Municipality is currently seeking additional funding through various sources to provide a complete project.

The Municipality of Skagway is now ready to select a general contractor / construction manager for the project; a key player who will join the team during the design phase to provide pre-construction services, that is, cost estimating, value engineering, scheduling, and constructability reviews.

IV. Schedule

The design team has recently completed schematic design for the facility. The Municipality intends to complete final construction documents for the project by November 2015. A GMP contract award will follow upon completion of 100% Construction Documents. The Owner intends to fully utilize the building by January 2017. Final construction completion and Owner move in date will be determined by the Owner and Contractor during the course of the Pre-Construction activities.

The following is the anticipated schedule for **GC/CM Contractor selection process**. All dates are approximate and contingent upon the completion of previous activities.

- | | |
|---|---------------|
| • RFP issued | May 19, 2015 |
| • Last Day for Contractor Questions | June 9, 2015 |
| • Proposals Due | June 16, 2015 |
| • Selection Committee Review & Score | June 16, 2015 |
| • Selection Committee Recommendation to Assembly | June 17, 2015 |
| • Approval of GC/CM Contract Award by Assembly | June 18, 2015 |
| • Notice of Intent to Award | June 19, 2015 |
| • Protest Period Closed | June 26, 2015 |
| • Notice of Award | June 26, 2015 |
| • Executed Contract for Pre-Construction Services | July 10, 2015 |

V. Scope of Services

The services requested of the Contractor will be provided in two phases.

Pre-construction Services: Consultation to the Municipality of Skagway and design team during the remaining design and engineering work on the project.

Construction Services: Performance of the construction work under a Guaranteed Maximum Price Contract.

Anticipated services are summarized below:

Pre-construction Services

Cost Estimating:

- Prepare preconstruction cost estimates for the project at the 65% and 95% design phases of the work and participate in reconciliation meetings.
- The Owner will employ an independent Cost Consultant to review and participate in cost projections and determinations. This role is filled by HMS, Inc. under contract to Bettisworth North Architects and Planners. Contractor to participate in the reconciliation of Contractor and Cost Consultant budgets in Skagway, AK.
- Assist the Owner and design team in aggressively managing the project costs. If the estimate exceeds the construction budget, the Contractor will make recommendations to reduce the estimated costs to within the budget. As the project progresses through Construction Drawings (CD), the Contractor shall continue to review the cost jointly with the design team, with the objective of maintaining the cost estimate within the budget through exploring alternatives and options.

Value Engineering:

- Develop information and advice regarding value engineering considerations.
- Conduct VE workshops, participate in evaluation and selection of appropriate alternatives.
- Provide information on construction materials and availability of products, methods, systems, phasing, and costs to assist in determinations aimed at providing the Municipality of Skagway with the highest quality facility consistent with the budget and design intent.

Constructability Reviews:

- Participate as an advisor to the design team to provide construction and constructability advice and recommendations.
- Advise the team on how alternative design solutions affect constructability and the construction schedule.
- Review in-progress design documents and provide advice with respect to completeness, clarity, construction feasibility, alternative materials/methods, and long-lead material procurements. Provide tangible feedback and recommendations to the design team.

Scheduling:

- Prepare a preliminary construction schedule with the 65% cost estimate. Schedule will include key milestones for purchase of critical materials and staffing of the work.
- Prepare a detailed Construction Schedule for monitoring progress and managing the work at the 100% cost estimate.

Selection of Key Subcontractors:

- Subject to Owner concurrence, and shortly after 65% design development documents, bid key sub-contracts.
- Skagway municipal code allows for local bidder preference. A bid shall be awarded to a Skagway bidder if its bid is not more than five percent higher than the lowest responsive nonresident bidder's.
- Provide information on subcontractor qualification and solicitation processes.

Construction Services

The Contractor is intended to act as the general contractor / construction manager for the project, at the option of the Municipality of Skagway, during the construction phase. The Contractor shall be limited to perform 40% of the work as a 'self-performed' sub-contractor.

As the design progresses, negotiations will be conducted to establish a Guaranteed Maximum Price (GMP) for the work. The negotiated GMP shall not be exceeded without approval of the Municipality of Skagway. Approval of the GMP will require that budget and schedule constraints are satisfied and that the GMP reconciles with the independent cost estimate by HMS, Inc. If the Municipality of Skagway and the Contractor cannot agree on a price, the Municipality of Skagway reserves the right to terminate the Contractor's services and procure the construction of the project with another Contractor, to publicly bid the work, or take other action as they deem appropriate.

Construction Services will be provided under the "Standard Form Agreement Between Owner and Construction Manager as Constructor" which is attached. There will be no changes to this Agreement. The provisions of the Agreement, other than agreement upon the Guaranteed Maximum Price or Stipulated Sum shall not be negotiated. If any Offeror is not willing to sign the attached Agreement as is, the Offeror should not submit a Proposal.

VI. Anticipated Contractual Arrangements

The Municipality of Skagway ("Owner") will use Agreement attached as Exhibit A for the contract between the selected Offeror and the Owner. Note that the Agreement will include key personnel clauses for both the pre-construction and construction phases. The Contract will also include General Conditions of the Contract for Construction (Exhibit B). Offerors are advised that there may be minor corrections or additions in the final versions of these Exhibits to be made a part of the final Contract Documents.

The initial contract will include the basis of compensation for Pre-Construction Services. Compensation will be by agreed upon hourly rates with a Guaranteed Maximum Price as agreed to by the Owner and the Contractor, based on the specifics included in the Contractor's proposal in response to this RFP.

When the Construction Documents (100% drawings and specifications) are complete, the Contractor shall propose a Guaranteed Maximum Price (GMP) to construct the project. The GMP will include the Fee, and other rates and prices offered by the Contractor in response to this RFP. The Municipality will require competitive bidding for all major subcontracts. The final Guaranteed Maximum Price must be reconcilable to within 3% of the Independent Cost Estimate for the 100% design documents. All negotiations shall be open book negotiations.

If the Municipality of Skagway is unable to reach agreement on a GMP for construction services with the Contractor within ten (10) days of the completion of the 100% drawings and specifications, the Owner reserves the right to abandon negotiations, pay for Pre-Construction Services rendered, and proceed with a different procurement method and/or a different contractor. In the event the Owner elects to abandon negotiations and proceed with an alternate procurement method or a different contractor, the Contractor shall not be entitled to any lost profits, consequential damages, incidental damages or any other damages of any kind or any nature, but shall be entitled only to costs based upon work previously performed and approved in advance by the Municipality.

VII. Insurance, Bonds, Certifications and Other Requirements

Insurance Requirements. The successful Proposer must meet the following insurance requirements:

During the entire period of the project or work, the Contractor shall provide at a minimum with the following types and amounts of insurance. The Municipality of Skagway, and their respective related persons or entities (to be determined by Municipality) shall be named as an additional insured on all insurance policies except professional liability contracts.

- a. Workers' compensation in statutory amounts as required by Alaska law and employer's liability coverage at a minimum of \$1,000,000.
- b. Commercial general liability insurance, with personal injury, contractual liability and product/completed coverage \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
- c. Excess commercial general liability and automobile liability insurance coverage in the amount of \$5,000,000 per occurrence and in the aggregate.
- d. Automobile liability including all owned, hired, and non-owned automobiles, \$1,000,000 per occurrence and in the aggregate.
- e. During the construction services phase of the project the Contractor will be required to provide non-reporting builders risk, all risk insurance coverage for up to the replacement value of the construction work.

Each policy of insurance required by this section shall provide for no less than thirty (30) days' advance notice to the Municipality of Skagway prior to cancellation or material modification.

Failure to provide evidence of adequate coverage and the failure to provide a certificate showing the Municipality as an additional insured is a material breach and grounds for termination of the contract.

Project Bonding Requirements: For the construction services phase of the project, GC/CM shall furnish a one hundred percent (100%) performance bond and a one hundred percent (100%) payment bond on the forms provided in the contract documents with a qualified corporate surety. No bid bond is required with this RFP response.

Wage Rate Requirements: The most current prevailing wage rates as defined by the State of Alaska, Department of Labor, Laborer's & Mechanics' Minimum Rates of Pay Pamphlet (Title 36) are required on this project. The appropriate wage determination will be those in effect at the time that the GMP contract amendment for any portion of the work is signed.

Licenses and Registration: All Offerors and contractors shall be licensed at the time of submitting a proposal in accordance with the laws of the State of Alaska and the Municipality of Skagway and any Offeror or contractor not so licensed is subject to the penalties imposed by such laws and the proposal of such Offeror may be rejected. All employees, subcontractors and their employees must provide proof of their qualifications for the craft in which they are employed where and as required by applicable statute and regulation.

Subcontractors: Offerors are hereby notified that the Municipality of Skagway will not recognize subcontractors as having any function in work other than as independent contractors of the Contractor. Additional information is contained in the General Conditions. Offerors are responsible for ensuring that subcontractors have read the Agreement, General Conditions, Special Conditions, and other Exhibits to this RFP and are familiar with the terms and conditions of the proposed Contract Documents as the terms and conditions may affect their work, prior to submitting proposals. Offerors shall

require all subcontractors to comply with the insurance provisions outlined in this RFP and the Agreement with the Municipality, including the requirements of naming the Municipality as an additional insured.

Other Requirements: The attention of all Offerors is specifically directed to the requirements and provisions of the Agreement (Exhibit A), General Conditions (Exhibit B), and Special Conditions (Exhibit C) with respect to liability, fire and property insurance, progress payments, hold harmless agreement, claims and disputes, changes in the work, final payment, liquidated damages, and reliance on subsurface and site environmental data. The Offeror will pay the Municipality up to \$1000 per day in liquidated damages if the project is not completed in accordance with the Bid specifications. If the Municipality determines that the project is defective and that repairs must be made to meet the Bid specifications, the Offeror will pay the Municipality up to \$1000 per day for each day which the project fails to meet the approval of the Municipality, up to the time that the Municipality agrees that the project has been completed in accordance with the Bid specifications.

Employment Preferences: Offerors shall familiarize themselves with the employment requirements set forth in Chapter 10 [Employment Preference] of Title 36 (AS 36.05.005, et seq.), and any amendments thereto, and all regulations implementing the same, and it shall be the responsibility of the Contractor to comply with all of the provisions relating thereto. The Contractor shall submit a Local Hire Plan for review and approval of Municipality prior to the start of the Construction Phase.

VIII. Selection Process

Proposals will be reviewed by a Selection Committee established for this particular project that includes representatives from the Municipality (the Assembly and Department representatives) and the Design team. Each committee member will rate each proposal based on the Fee Proposal and the Technical Proposal.

The selection criteria will be scored on the maximum points available as listed below. A proposer's total score will be the sum of the points received for the Fee Proposal and the points received for the Technical Proposal. A proposer may receive a maximum of 200 points by any single committee member. An additional 10 points, 5% of the total points possible, will be added to the total score to any proposal submitted by a Skagway proposer.

<u>Contractor Selection Criteria</u>	<u>Maximum Points</u>	<u>Percent of Max. Score</u>
Fee Proposal		
a. GMP for Pre-Construction Services	20	10%
b. Contractor Fee (%) for GC/CM	40	20%
Sub Total	60	30%
Technical Proposal		
1. Firm Experience	40	20%
2. Key Personnel Experience	20	10%
3. Management Plan	30	15%
4. Pre-Construction Services Plan	30	15%
5. Financial Capabilities	10	5%
6. Construction Services Pricing Information	10	5%
Sub Total	140	70%
Total Possible Points	200	100%
Skagway Proposer	10	5%
Maximum Possible Points	210	

Fee Proposals shall be submitted according to the two categories in subparagraphs (a-b) described in the **Proposal Content and Format** Section. Each category will be scored individually without reference to any other. In each price category, the least cost proposed (LCP) will be awarded the maximum points. Points will be derived using a formula that compares all Offerors to each other. Results that are less than zero will be awarded zero points.

For each Technical Proposal, the individual category scores awarded by a particular Selection Committee member will be added together to calculate a total non-price score for that Technical Proposal. The maximum total non-price score is 140.

The combined Committee score will be assigned to each proposal to determine an initial ranking. The highest rated Offerors from this list may be invited to make oral presentations to the Committee on/or about the week of June 30, 2015, in Skagway. Interviewed firms will be re-scored by the Committee using the same criteria listed above. The Municipality's intent is to exercise this option only in the case of a tie or substantially equal score between proposals. The Committee may elect to forego oral presentations and recommend a contract award after initial rankings are compiled. In either case, the Committee's recommendation for contract award will be forwarded to the Municipality of Skagway Assembly for review and approval.

The Municipality of Skagway intends to award a contract to the firm, which in the Committee's judgment and with the Assembly's approval, will provide the best overall value and expertise to the Municipality on this project. The award of any contract shall be in the best interests of the Municipality in its sole discretion.

IX. Proposal Content and Format

Content: Proposals should only address the selection criteria listed in section VIII and brevity is encouraged.

Fee Proposal:

All Fee Proposals shall be submitted on Exhibit G of the RFP.

a. Guaranteed Maximum Price for Pre-Construction Services: This amount is based on projected hours for employees proposed to work on preconstruction services multiplied by fully burdened hourly rates for each employee plus estimated reimbursable costs. Proposers should include a schedule showing projected number of hours for each individual employee and the corresponding fully burdened hourly rate for that employee. The minimum acceptable amount is \$30,000.

b. Proposed Fee GC/CM Contractor: Include both profit and administrative overhead on a percentage basis that will be applied to the direct cost of the work during the construction phase. The Municipality expects responsible proposals to fall within reasonable ranges. The expected range is 3% – 8%; proposed fees less than 3% will receive 0 points.

Offerors are advised that submitting unreasonably low cost information in an obvious attempt to game the scoring system will result in the subject proposal being declared non-responsive.

It is the sole responsibility of the Offeror to evaluate the jobsite and make their own technical assessment of the project site for determining the proposed work process, schedule, site conditions and equipment utilization. The Municipality will not make any additional compensation or payments if the project conditions are different from the conditions expected, anticipated or assumed by the Offeror.

Technical Proposal:

1. Firm Experience: Proposals should include a summary of recent projects similar in size and complexity where the proposer worked with Owner-A/E teams in a GC/CM or design-assist role, and/or a GMP contract type. Include a summary of remote Alaska work and public safety facility project experience, regardless of contractual arrangement. Include Owner and A/E contact information. To qualify a GC/CM project the Contractor must have provided preconstruction services and the Construction Contract and the A/E Contract must have both been separate contracts with the Owner.

Include specific data/information related to initial GMP or project budget and final cost including change orders, schedule performance, safety EMR, savings and closeout performance on similar projects completed in the last seven years. Closeout information should include management approach and success in completing punch list items and resolving warranty issues in a timely manner.

2. Key Personnel Experience: Provide resumes for key personnel that will be assigned to this project. At a minimum include the following, with at least three references for each

individual. References from both Owners and Architects are preferred that address projects completed in the last seven years.

- Contract Manager
- Project Manager; Pre-Construction and Construction Phases
- Superintendent
- Cost Estimator

Highlight each individual's experience on negotiated, GC/CM projects, both Pre-Construction and Construction services.

3. Management Plan: Proposals should summarize how the proposer will staff and organize this particular project. Show relationships between all the primary project team members in an organizational chart. Outline work that will likely be accomplished via subcontract vs. proposer's own forces during the construction phase. Describe your proposed process for selecting subcontractors.

Include information on the anticipated level of effort during the construction document design phase, estimating process, and construction quality control procedures. Identify the Project Management program (if any) and/or other tools such as spreadsheets, FTP sites, etc. that you recommend be used to track submittals, RFI's, and other project correspondence.

Provide information on how you will assemble information for the Operation and Maintenance Manuals to be delivered to Owner at the end of the project. Discuss the quality control procedures that will be used on this project.

Provide a description of your firm's approach to quality control during construction. Include a description of your firm's quality control personnel that will be used on this job and their level of authority.

Describe how you intend to maximize local hire. Provide information on goals and accomplishments with respect to local hire on prior projects.

4. Pre-Construction Services Plan

Describe your firm's approach to the Pre-Construction Services described in Section V. Describe the manner in which pricing and constructability services will be provided for work that your firm normally subcontracts.

Describe your firm's value engineering process and how your firm will work with the design team to help reduce project construction and life cycle costs. Explain your firm's methods for estimating costs for project elements where design drawings and specifications are not available.

5. Financial Capabilities: Provide a summary of your firm's current and anticipated workload from July 2015 to December 2017 (to the extent possible). Include a brief description of projects, dollar values of construction for which you are responsible either as a prime or subcontractor, and bonding capacity available for the referenced period.

Provide copy of contractor's State of Alaska Business License.

Provide list of legal claims pending or settled over the past five years, either owner or contractor initiated and a summary of the circumstances. Describe the issues in dispute,

the details of the resolution (if the matter is no longer pending), and the prevailing party or parties.

6. Construction Services Pricing Information: The pricing information to be submitted, and will be included in the A133 Agreement is limited to the following:

- a. General basis for determining rental rates on equipment to be charged against the project during the construction phase.
- b. Fully burdened hourly rates for supervisory and administrative personnel that will directly support the project during the construction phase.
- c. Proposed fee (including both profit and home office overhead) on a percentage basis that will be applied to self-performed and subcontractor change order work during the construction phase, under either the GMP or Stipulated Sum.
- d. Proposed fee (including both profit and home office overhead) on a percentage basis that will be applied to self-performed base GMP work.
- e. Subcontractors: For any specific subcontractors already selected/identified and submitted as part of the proposal, provide the following. Fees (including both profit and general office overhead) on a percentage basis that will be applied to, (1) base GMP work, (2) normal (within scope) self-performed change order work, and (3) normal (within scope) sub-subcontract change order work.

For a definition of what should be included in overhead versus direct job costs, please refer to Article 6 of the Municipality of Skagway Agreement (Exhibit A). Note the State of Alaska Laborers' & Mechanics' Minimum Rates of Pay apply to this project.

Format: Submittals must adhere to the following criteria.

Cover Letter: 1 page maximum; signed by a company official authorized to represent the proposer.

Total Page Count: 15 pages maximum, excluding cover letter, table of contents, resumes of key staff, dividers, separately sealed fee proposal, and Business License.

Resumes: 1 page maximum (each).

One page is defined as one side of a standard 8 1/2" x 11" sheet of paper.

X. Materials and Other Services Provided by Owner

1. Owner will secure the State Fire Marshall permits for the project.

XI. Additional Information

1. This RFP package with a complete set of exhibits and attachments in pdf format may be obtained by calling Skagway Municipal Offices at 907.983.2297, or by emailing m.gihl@skagway.org.
2. Questions will be accepted in writing until June 9, 2015 and 5:00pm AKDT. Submit questions to DOWL, Mr. Randy Romenesko, PE, Ketchikan, AK, p: 907.304.2240, rromenesko@dowl.com.

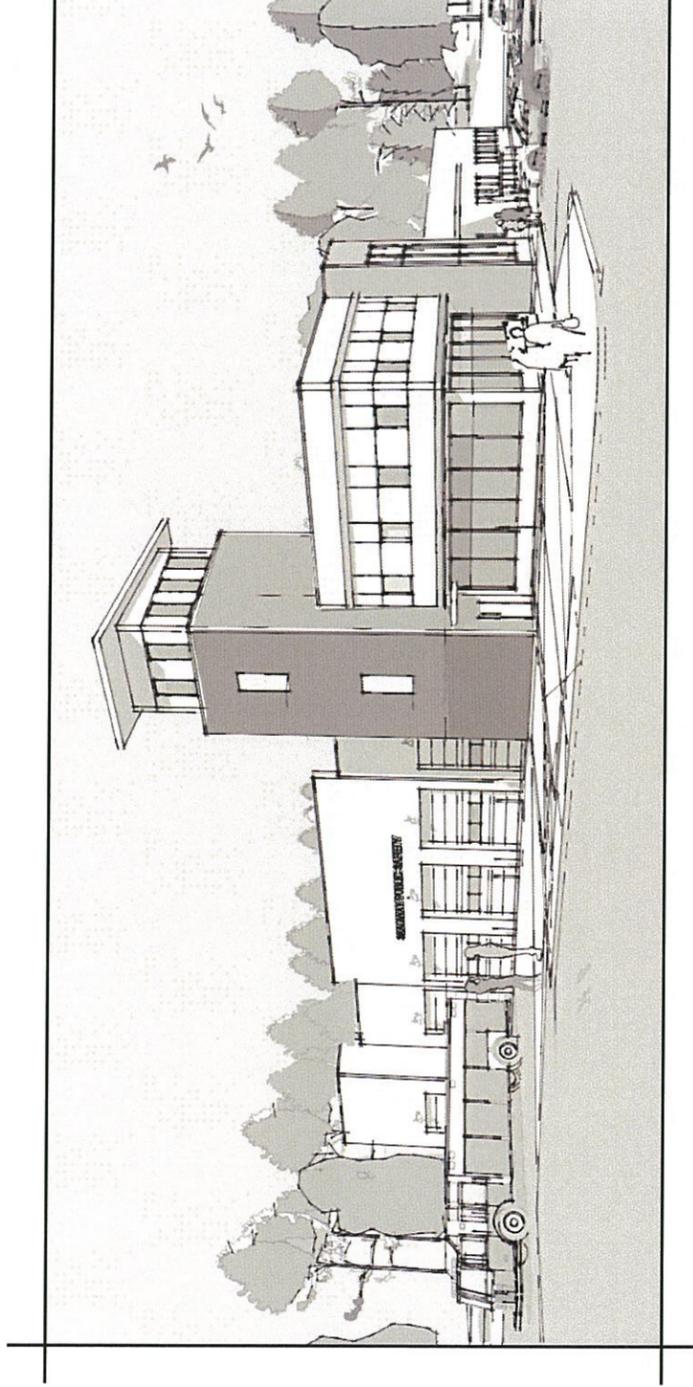
3. Reasonable effort will be made to insure that Offerors receive all addenda when issued. Notification of Addenda will only be sent by email. Receipt of email notification is requested for each addendum. All addenda shall be acknowledged on the Fee Proposal Form prior to reading or acceptance of bid. If no addenda are received by the bidder, the word "None" shall be shown as specified.
4. The Municipality of Skagway, design team and/or DOWL are not liable for any costs incurred by Offerors prior to the issuance and execution of a formal Agreement with the Contractor selected as a result of the RFP process. All proposal preparation and other costs in responding to this RFP shall be the sole responsibility of the Offerors.
5. The Owner reserves the right to waive any informality and to make a selection as deemed in its own best interest. This includes the right to cancel the solicitation at any time, reject any or all proposals when such rejection is in the interest of Owner; to reject the proposal of an Offeror who has previously failed to perform properly, or complete on time, contracts of a similar nature; and to reject the proposal of an Offeror who is not, in the opinion of the Owner, in a position to perform the Contract; and the right to proceed utilizing a different process based on their analysis of the overall project budget.
6. The Owner may require, seek, and utilize all information it deems appropriate in order to assess the qualifications of individual Offerors. Before a proposal is considered for award, the Offeror may be requested by the Owner to submit additional facts in detail as to its previous experience in performing similar or comparable work; its business and technical organization and financial resources; plant available to be used in performing the contemplated work; applicable experience of key project personnel; detailed description of project approach and methods; and/or similar information. All information submitted in response to this RFP is considered Public Records under the Alaska Public Records Act.
7. Award of a contract pursuant to this RFP does not obligate Owner to the award of any future work to the selected Offeror.
8. Proposals may be modified or withdrawn by written notice received at the Municipality of Skagway prior to the time and date of the submittal deadline. Written modifications shall not reveal the price, but shall provide the addition, subtraction, or other modification so that the final prices or terms will not be known by the Owner until the sealed proposal is opened. Negligence on the part of the Offeror in preparing the proposal does not confer the right for the withdrawal of the proposal after it has been opened.
9. A party may protest award per Skagway Municipal Code 4.05.015-4.05.120. A party shall provide written notice of intent to protest and shall be delivered to the manager by the close of the business day following posting by the manager of a notice of apparent low bidder or successful proposer. The notice of intent to protest shall include the name and address of the protestor and a statement of the legal and factual grounds for the protest with copies of all relevant documents. A written protest shall be filed with the manager within five (5) working days after posting of notice of successful proposer. The manager shall issue a written response to the protestor within ten (10) working days of the date the protest is filed. A protestor claiming to be aggrieved by the manager's response may request review by the bidding review

board. A written request for review shall be filed within five (5) working days after the response is issued by the manager. Once the hearing date has been established, all bidders or proposers shall be notified of the hearing in writing. The bidding review board shall conduct a hearing and issue a recommendation within fifteen (15) calendar days of the date the referral is made to the board. Hearings shall be conducted informally. The review board recommendation shall be forwarded to the manager or assembly, in accordance with the applicable provisions of the Code, for consideration in the award of the contract.

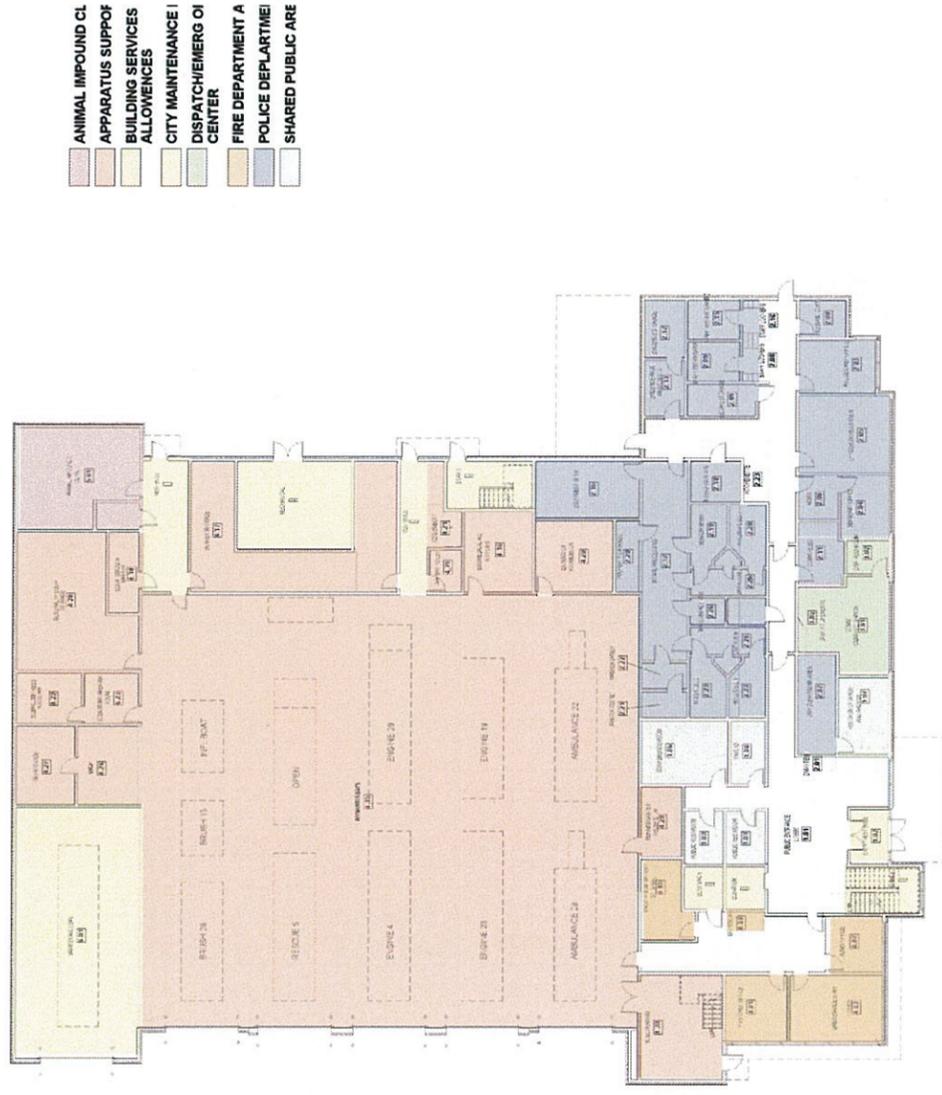
10. It is the Owner's intent to review and score the proposals and to award a contract that does not exceed the funds available to do the work. The contract will be awarded based on the proposal scoring the highest. The Municipality intends to award a contract to the contractor, which in the Committee's judgment and with the Municipality Assembly approval will provide the best overall value and expertise to the Owner on this project, in the best interests of the Municipality as determined in its sole discretion.

In the event of failure of the lowest responsive, responsible Bidder to sign the Contract and provide an acceptable Performance Bond, Payment Bond, and insurance certificate(s), the Owner may award the Contract to the next lowest responsive, responsible Bidder. Such award, if made, will be made within 30 days after the opening of Proposals.

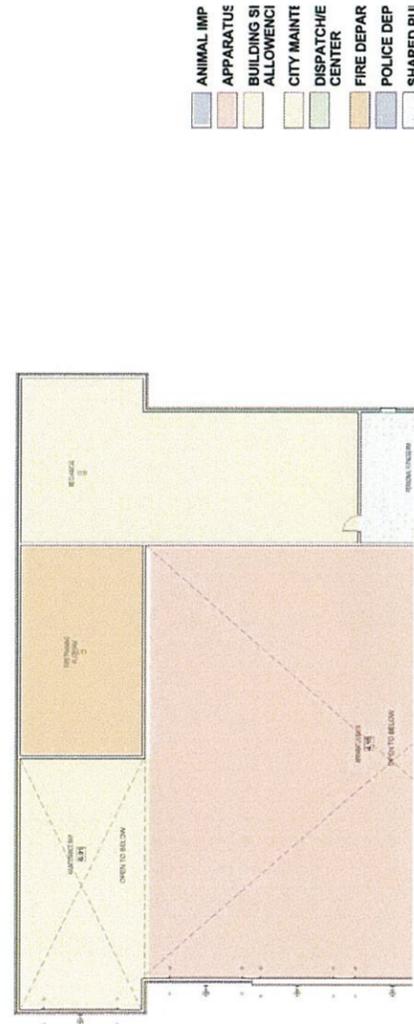
11. Offerors are expected to be familiar with the potential extreme and challenging weather conditions in Skagway, Alaska and the Municipality will assume all Offerors have considered weather in preparing their bids. Extraordinary weather delays may be considered and addressed through contract modification in the sole discretion of the Municipality. Liquidated damages shall be a part of the final contract.
12. All work and equipment must comply with the Uniform Building Codes latest version.
13. **OFFERORS ARE ADVISED THAT THEY MUST REGISTER WITH MUNICIPALITY OF SKAGWAY DEPUTY CLERK BY EMAIL AT m.gihl@skagway.org, CALLING 907-983-2297 TO BE PLACED ON THE OFFICIAL "PLANHOLDERS" LIST IN ORDER TO RECEIVE RFP ADDENDA. FAILURE TO REGISTER WILL RESULT IN AN OFFEROR BEING DECLARED NON-RESPONSIVE.**



BETTISWORTH NORTH T.C.A. ARCHITECTURE-PLANNING INC. INTEGRUS ARCHITECTURE



BETTISWORTH NORTH T.C.A. ARCHITECTURE-PLANNING INC. INTEGRUS ARCHITECTURE





City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum

TO: PUBLIC SAFETY BUILDING REVIEW COMMITTEE
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I
DATE: JUNE 25, 2015
SUBJECT: SCHEDULING THE NEXT MEETING AND DELIVERABLES

Currently the following date(s) are available for the next meeting:

July

7/21/15 Tuesday

7/28-29-30/15 Tuesday-Wednesday-Thursday

August

8/12/15 Wednesday

8/18/15 Tuesday

Please confirm the date is acceptable for a majority of the committee members if not, now is the time to change that date. Please review your schedules prior to the meeting and have alternative suggestions available.

It is also best to outline the deliverables needed for the next meeting in order to facilitate staff and the design teams work schedule.

I will have the Clerk's Calendar for meeting room availability at the meeting.

Recommendation:

Discuss dates and make motion to establish meeting date for the next meeting of the committee.

- 37 • Review the proposed contract and provide input on the scope of work and
- 38 deliverables
- 39 • Review work products and participate in regular briefing with the contractor
- 40 • Make recommendations and provide direction to staff and the contractors as
- 41 the project proceeds
- 42 • Make recommendations to Council as to how to proceed as various
- 43 benchmarks are achieved.
- 44

45 BE IT FURTHER RESOLVED that the Committee shall establish its own work schedule
46 and shall be disbanded when the initial scope of work is complete and the Council
47 appropriation is expended. The Council may extend the life of the Committee and expand its
48 scope of work if the project proceeds beyond this initial phase and additional project
49 revenues are secured.

50
51 BE IT FURTHER RESOLVED that the City Clerk is authorized to advertise for parties
52 interested in serving as the public and business community representatives.

53
54 PASSED AND ADOPTED by the City Council of Homer, Alaska, this 13th day of January,
55 2014.

56
57 CITY OF HOMER

58
59
60 
61 MARY E. WYTHE, MAYOR

62
63 ATTEST:

64 
65
66 _____
67 JO JOHNSON, MMC, CITY CLERK

68
69 Fiscal Note: Staff time and advertising costs.

70
71



HOMER PUBLIC SAFETY BUILDING

"To ensure Homer has adequate emergency services into the future to protect community health and safety using a cost-effective, locally-responsive emergency service model."

Project Need

Homer's Fire and Police Services are vital to the safety and health of our community. Adequate and safe working environments show our respect for the public servants who provide these services, and at the same time, reduce local vulnerability to emergencies and risk.

The purpose of considering a new facility at this time is to address these issues and our aging facilities' deficiencies, including:

- Limited space for performing basic functions on-site with no room to grow even as community needs expand;
- Lack of efficiency in cramped buildings;
- Safety problems such as inhaling fire truck exhaust indoors, unprotected police dispatch and prisoner visitor areas, and communicable disease exposure risks;
- Lack of storage for police evidence, equipment, and vehicles; and
- Poor conditions for supporting modern electronic and communication systems.

Why Now?

Homer's Police Station was built in 1979. In 1980, the Fire Hall was built on an older garage/shop structure using sweat equity and donations. It is a testament to our staff and volunteers that they have managed to extend the useful life of these facilities.

Fully renovating these outdated facilities so they comply with modern, energy efficient standards is cost-prohibitive compared with new construction. Moreover, Police and Fire have limited space for expansion on their current sites and need room to grow.

Thus, it is critical to take steps now toward a long-term solution that ensures adequate levels of service in the future and takes advantage of cost efficiencies in co-locating the fire and police station together.

Preliminary Concept Design

The City is exploring options for designing and constructing an up-to-date combined facility for Police and Fire, specifically tailored to local needs and resources. The City has hired a consultant team including USKH (now Stantec), Loren Berry Architect and Cornerstone General Contractors using a General Contractor Construction Manager approach for cost savings and better value.

Preliminary concept design is fully funded and is just getting underway. This phase of work will produce a space needs analysis, siting criteria, concept design, and cost projections for a new Homer Public Safety Building.

This process will actively engage public safety facility users, local residents, and a City Council appointed Public Safety Building Committee in a transparent public process for developing a realistic building concept plan and weighing site options.

We Need Your Input!

Once a space needs assessment is completed, three public open houses will be held to present findings, to ask for community feedback, and to discuss options:

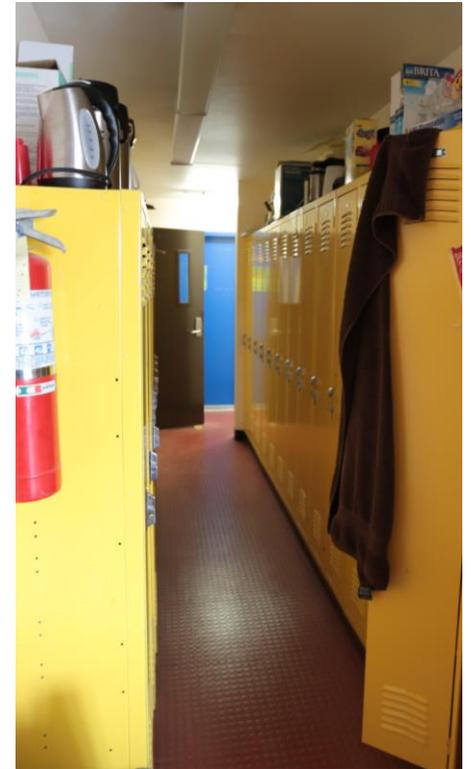
- Meeting #1 - Project Need and Site Criteria (target date **September**, TBA)
- Meeting #2 - Site Selection Rankings and Preliminary Design Concept (target date **October**, TBA)
- Meeting #3 Refined Design Concept (target date **November**, TBA)

To learn about public involvement opportunities, or for more information about this effort, contact the City of Homer:

Carey Meyer, Public Works Director
cmeyer@ci.homer.ak.us (907) 235-3170
3575 Heath Street, Homer 99603

City of Homer Police Station DEFICIENCIES

- Extremely cramped work areas
- Poor design causes efficiency problems
- Escape attempt issues due to poor layout
- Lack of evidence storage/lab space
- No separation between staff work areas and prisoner through-traffic
- No secure service counter window
- HVAC system routes from jail cells to dispatch risking passage of airborne disease
- Vehicle exhaust enters work areas
- Premature failure of expensive equipment because of poor ventilation
- Regularly overfilling the jail cells
- Communication/computer system issues and limitations due to building age



City of Homer Fire Station DEFICIENCIES

- Outgrown facility for today's needs with no room to expand for future needs.
- Cramped work areas, limited storage
- Premature wear of expensive equipment and vehicles stored outside with slower winter response times
- Diesel exhaust emissions indoors causing lung health issues among staff
- No OSHA compliant biohazard decontamination/cleaning area
- Existing bays are too short for standard size fire apparatus requiring expensive modifications
- Walls are rotting indoors from water trapped indoors
- Floor is unable to sustain weight of apparatus and cracking throughout
- Not enough room for volunteers to stay overnight during duty



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**CITY OF HOMER
HOMER, ALASKA**

Mayor

RESOLUTION 15-007(A)

A RESOLUTION OF THE HOMER CITY COUNCIL APPROVING THE
RECOMMENDATIONS OF THE PUBLIC SAFETY BUILDING REVIEW
COMMITTEE.

WHEREAS, The Public Safety Building Review Committee (PSBRC) has worked the last eleven months to complete the Public Safety Building conceptual design scope of work as outlined in Resolution 14-020; and

WHEREAS, The PSBRC reviewed and rated GC/CM proposals, reviewed the proposed contract and provided input on the scope of work and deliverables, reviewed work products and participated in regular briefing with the contractor, made recommendations and provided direction to staff and the contractors as the project proceeded; and

WHEREAS, The PSBRC has reached a financial and design benchmark authorized by the Council and has made recommendations to the Council as outlined in Memorandum 15-007.

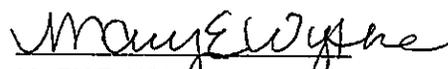
NOW, THEREFORE, BE IT RESOLVED by the Homer City Council that the following recommendations of the Public Safety Building Review Committee, as outlined in Memorandum 15-007, are approved:

- The City Council approves the conceptual design
- The City Council approves the schedule for the project
- The City Council approves the budget to take the project to 35% design

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Homer City Council that Resolution 14-020 is amended to extend the Public Safety Building Review Committee until the project is completed or the committee is otherwise dissolved by the Homer City Council; and the scope of work of the committee is expanded to advise the Council on all further phases of design and construction.

PASSED AND ADOPTED by the City Council of Homer, Alaska, this 12th day of January, 2015.

CITY OF HOMER


MARY E. WYTKÉ, MAYOR

44 ATTEST:

45

46

47



JO JOHNSON, MMC, CITY CLERK

48

49

50 Fiscal Note: N/A



Name	Title	Phone	Email	Info
KEY PROJECT STAKEHOLDERS				
Carey Meyer	Public Works Director	907-235-3170	cmeyer@ci.homer.ak.us	3575 Heath Street, Homer 99603
Dan Nelsen	Project Manager	907-235-3170	dnelsen@cityofhomer-ak.gov	3575 Heath Street, Homer 99603
Ken Castner	Chair of Committee	907-235-9028	kcastner@tonsina.biz	c/o City Clerk's Office City of Homer 491 E Pioneer Avenue
Mark Robl	Police Chief	907-235-3150	mrobl@ci.homer.ak.us	Homer Police Department 4060 Heath Street Homer AK 99603
Ralph Crane	Public Representative	951-218-6362	kummok@earthlink.net	c/o City Clerk's Office City of Homer 491 E Pioneer Avenue
Bob Painter	Fire Chief	907-235-3155	rpainter@ci.homer.ak.us	Homer Volunteer Fire Department, 604 East Pioneer Ave. Homer AK 99603
Beth Wythe	Mayor	907-235-3919	mayor@ci.homer.ak.us	491 E Pioneer Avenue Homer, AK 99603
Renee Krause	Deputy City Clerk	907-435-3109	rkrause@ci.homer.ak.us	491 E Pioneer Avenue Homer, AK 99603
Walt Wrede	City Manager	907-235-8121	wwrede@ci.homer.ak.us	491 E Pioneer Avenue Homer, AK 99603
CONSULTING TEAM				
Dale Smythe	Project Manager	907-343-5254	dsmythe@uskh.com	2515 A Street, Anchorage, AK 99503
Jerry Jeubert	Architect	907-450-1440	jneubert@uskh.com	2515 A Street, Anchorage, AK 99503
Sara Wilson Doyle	Public Meeting Coordinator	907-352-7813	swdoyle@uskh.com	2515 A Street, Anchorage, AK 99503
Meredith Noble	Stakeholder Involvement/Funding	509-340-1714	mnoble@uskh.com	621 W. Mallon Ave. Suite 309, Spokane, WA 99201
Loren Berry	Loren Berry Architects	541-896-3692	lberry@berryarch.com	41601 Madrone Street, Springfield, OR 97478
Jack Berry	Loren Berry Architects	541-896-3692	jberry@berryarch.com	41601 Madrone Street, Springfield, OR 97478
Joe Jolley	Cornerstone General Contractors	907-646-7213	jjolley@cornerstoneak.com	5050 Cordova Street, Anchorage, AK 99503
MEDIA OUTREACH CONTACTS				
Shady Grove	KBBI Public Radio	907-235-7721	shadygrove@kbbi.org	Coffee Table on Wednesday morning 9-10 am.
Dave Becker	K-WAVE, KPEN, K-BAY, KGTL	907-235-6000	kwavefm@xyz.net	Contact Tim White, K-WAVE, for Straight Talk on Tuesday mornings
Chris Story	KPEN- Alaska Matters	907-299-7653		www.alaskamattersradio.com
Naomi Klouda	Homer Tribune	907-235-3714	naomi@homertribune.com	http://www.homertribune.com/2013/08/council-considers-a-new-public-safety-site
Michael Armstrong	Homer News	907-235-7767	michael.armstrong@homernews.com	http://www.homernews.com/homer-news/local-news/2013-09-11/herc-lot-new-public-safety-site
	Peninsula Clarion	907-283-7551		http://peninsulaclarion.com/staff
Shannyn Moore	Blogger, Radio.Active.Truth		shannynmoore@gmail.com	http://www.shannynmoore.wordpress.com/
	Bloggers?			
FUNDING SOURCE CONTACTS				
Pauletta Bourne	CDBG Grants Rep	907-451-2721	pauletta.bourne@alaska.gov	http://commerce.alaska.gov/dnn/dcra/GrantsSection/CommunityDevelopment
Judy Haymaker	CDBG Grants Rep	907-451-2731	judy.haymaker@alaska.gov	Max \$850k per community, \$2M FY13 Cycle
Scott Ruby	Director, Division of Community and Regional Affairs	907-269-4569	scott.ruby@alaska.gov	Excellent resource for information on legislative designations & CDBG grant.
Merlaine Kruse	USDA RD, Community Programs	907-761-7778	merlaine.kruse@ak.usda.gov	
Amy Milburn	USDA RD, Area Director	907-283-6640 ext. 4	amy.milburn@ak.usda.gov	110 Trading Bay Road, Suite 160, Kenai, AK 99611
Wylie Chandler	USDA RD, Loan Tech	907-283-6640 ext. 4	wylie.chandler@ak.usda.gov	110 Trading Bay Road, Suite 160, Kenai, AK 99611
Sean Parnell	Alaska State Governor	907-465-3500		State Capital, PO Box 110001, Juneau, AK 99811-0001

Name	Title	Phone	Email	Info
				http://gov.alaska.gov/parnell/contact/email-the-governor.html
LEGISLATORS				
Peter Micciche	Senator	907-283-7996	senator.peter.micciche@akleg.gov	145 Main Street Loop Ste. 217, Room 226
	District 0	907-465-2828		State Capital Room 125, Juneau AK 99801
Note: Involved with National Fire Protection Association Standards Council, Regional Suicide Prevention Team, Kenai Peninsula Local Emergency Planning Committee				
Paul Seaton	Representative	907-235-2921	representative.paul.seaton@akleg.gov	270 W. Pioneer Ave. Homer AK 99603
	District 31	907-465-2689		State Capital Room 102, Juneau, AK 99801
CITY STAFF				
Dan Gardner	Public Works Superintendent	907-235-3170	dgardner@ci.homer.ak.us	
	Public Works Inspector			
Rick Abboud	City Planner	907-235-3106	rabboud@ci.homer.ak.us	
Julie Engebretsen	Deputy City Planner	907-235-3106	engebretsen@ci.homer.ak.us	
Katie Koester	Economic Development Coordinator	907-435-3101	kkoester@ci.homer.ak.us	
Jo Johnson	City Clerk	907-235-3130	jjohnson@ci.homer.ak.us	
Elaine Grabowski	Staff at Fire Dept.	907-235-3155	fire@cityofhomer-ak.gov	
Dan Miotke	Staff at Fire Dept.		dmiotke@ci.homer.ak.us	
COMMUNITY OUTREACH				
Jim Lavrakas	Far North Photography/Chamber of Commerce Contact	907-360-2319	jimlav@homer.alaska.org	
Katie Koester	Rotary		kkoester@ci.homer.ak.us	
Angie Newby	Real Estate Association	907-235-5294	angienewby@alaska.com	Wants to host fire and police staff for an informative meeting during their
Debbie Speakman	Chamber of Commerce		debbie@homer.alaska.org	
Claudia Hanes	Youth Services Librarian	907-435-3176	chaines@ci.homer.ak.us	Coordinated much of the fundraising for the new Library.
Miranda Weiss	Public Park Volunteer		tidefeathersnow@gmail.com	
Derotha Ferraro	Hr at Hospital/ Community Leader	907-235-0397	dbf@sphosp.org	Coordinated PI activities to garner support for upgrades to hospital.
Michelle Miller	Pratt Museum	907-235-8635	mmiller@prattmuseum.org	Also Vice Chair of Public Art Committee
Marianne Aplin	Islands and Ocean Visitor Center Manager		marianne_aplin@fws.gov	Also member of the City of Homer Public Arts Committee
Jack Cushing	Former Mayor	907-399-1200	jackcushing@gci.net	
	Kachemak Heritage Land Trust			
Roberta Highland	Kachemak Bay Conservation Society	907-235-8214		also a member of the Advisory Planning Commission
	Homer Foundation	907-235-0541		
	Port & Harbor			
	Senior Citizens Center	907-235-3739		

Name	Title	Phone	Email	Info
POLICE/FIRE CONTACTS				
Kelly Nicoletto	Alaska State Fire Marshall			5700 E. Tudor Rd. Anchorage AK 99597-1225
Mark J. Miller	EMS Unit Manager, AK State Dept of Health and Social Services	907-465-8633	mark.miller@alaska.gov	Division of Public Health, Section of Emergency Programs, PO Box 110616, Juneau AK 99811-0616
Sue Hecks	Executive Director, Southern Regional EMS Council, Inc.	907-562-6449	shecks@sremsc.org	6130 Tuttle Pl. Suite B, Anchorage, AK 99507-2041
Kevin Jones	Homer Airport Manager (Crash Rescue)	907-235-5217		Home Office of State DOT
Scott Walden	Director, KPB, Officer of Emergency Management	907-262-2097	sgwalden@borough.kenai.ak.us	Office of Emergency Management, 253 Wilson Lane, Soldotna AK 99669
	Division of Homeland Security & Emergency Mgmt			Dept. of Military and Veteran Affairs, PO Box 5750, JBER, AK 99505
	Safety and Emergency Response Agencies			
	State Troopers			
	Coast Guard			
	State Parks			
	State of Alaska DOT			
	Kenai Peninsula Borough			
	Environmental Permitting agencies			
	Alaska State Legislature			
	Governor's Office			
	K.E.S.A.			
	Alaska Fire Chief's Association			
	State Fire Marshal's Office			
	Wildwood Correctional Center			
	OSHA			
	Department of Security			
	Alaska State Forestry			
	Kachemak Bay			
	Mental Health			
	Clergy			
	State EMS			

CITY OF HOMER
Homer Public Safety Building
PUBLIC INVOLVEMENT PLAN

USKH

SHARED VISION. UNIFIED APPROACH.

June 23, 2014

Prepared for:

Homer Public Works Department
3575 Heath Street
Homer, Alaska 99603

Prepared by:

USKH Inc.
2515 A Street
Anchorage, AK 99503

Point-of-Contact:

Dale Smythe AIA, USKH Principal
Regional Architectural Manager
Architectural Department
Phone (907) 343-5254

USKH WO# 1435500



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1. INTRODUCTION

1.1 Case Statement draft options for input

- To ensure Homer has adequate emergency services into the future that protects community health and safety using a cost-effective, locally-responsive service model.
- To ensure Homer has adequate emergency services into the future that protect community health and safety.
- To ensure Homer keeps residents safe by providing locally responsive, cost-effective emergency services.
- To ensure Homer’s integrated emergency services protect lives, property, and the environment using a cost-effective, locally responsive service model.

1.2 Purpose and Organization

The purpose of this Public Involvement Plan (PIP) is to describe how the consultant team and Homer will keep stakeholders and the public involved and informed during conceptual design for a new Public Safety Building for the City of Homer. The PIP is organized into three sections:

- The first introduces the project scope and public involvement goals.
- The second lists interested parties and stakeholders, with initial themes from stakeholder interviews that can inform both the conceptual design and help guide more effective public involvement.
- Section three lists PI activities and targeted timelines for ensuring that targeted interests contribute to, and are engaged in the conceptual design process and for encouraging public awareness and participation in shaping outcomes. Specific tasks are listed that will be fulfilled by the consultant team, followed by a list of strategies beyond the consultant’s scope that may be used by the City of Homer, to supplement the overall PI process, if desired.

1.3 Project Scope & Public Involvement Goals

The City of Homer’s Fire and Police Departments are currently housed in aging facilities with significant deficiencies. Thus, the City is taking a careful look at the options and costs for constructing a combined department new Public Safety Building. To enable a more efficient project at a lower and more predictable cost, the City is utilizing the General Contractor/Construction Manager approach and has hired a consultant, USKH, to lead this effort in partnership with Loren Berry Architect and Cornerstone General Contractors.

Project consultants and the City of Homer will use a collaborative team approach aimed at designing and constructing a cost-effective, up-to-date combined facility for the Police and Fire Departments, specifically tailored to local needs and resources. A case statement will be developed

The scope of the first phase of work is conceptual design for a new Public Safety Building facility, with three primary tasks:



Task A. Fire & Police Building Program - The team will identify, analyze, and summarize in a report and presentations the technical requirements, space needs, and siting criteria for the new Homer Public Safety Building.

Task B. Draft Site Selection and Concept Design - Building from Task A outcomes and criteria, the team will work with the City to determine the top two sites for the Homer Public Safety Building and then will explore alternative design approaches to achieve a draft Concept Design and rough cost estimates.

Task C. Public Involvement – Plan as presented for input.

During the Conceptual Design phase of the project, team efforts and activities will be guided by these Public involvement goals:

- Fully collaborate with facility users on the design concept to optimize outcomes and create a facility that is highly responsive to local needs and resources.
- Meaningfully engage key affected stakeholders, interested groups, and target sectors of the public in reviewing and providing feedback on interim deliverables and assumptions to improve project outcomes.
- Raise the awareness of community decision-makers and community in general around project needs, options, and possible outcomes to help them weigh public costs and benefits.

2. PIP TARGET SECTORS

2.1 Stakeholders and Interested Parties

Sustained efforts will be made over the duration of the concept design phase to actively seek the involvement of each of these targeted sectors of the community who have an interest in project outcomes:

Facility Owner/Users

- The City of Homer’s Mayor, City Council and Administration
- The City of Homer’s Fire Department, including staff and volunteers
- The City of Homer Police Department

Interested Parties

- Alaska Division of Homeland Security & Emergency Management
- Safety and Emergency Response agencies
- Law enforcement agencies (Troopers, Coast Guard and State Parks)
- The City of Homer Public Works Department
- State of Alaska Department of Transportation
- Kenai Peninsula Borough
- Environmental Permitting agencies
- The City of Homer Planning Department and Homer Advisory Planning Commission



- Potential Project Site Neighbors
- Potential Project Site Existing Tenants/Users (e.g., Homer Education and Recreation Complex (HERC))
- Community organizations
- Potential funding sources (Alaska State Legislature, Governor’s Office, Dept. of Commerce, etc.)

Regional Public at Large

- Citizens who depend on and are served by the City of Homer’s emergency services
- Taxpayers
- Citizens who seek to participate in community affairs

2.2 Initial Stakeholder Themes

Project consultants spent several days in Homer May 21-23, 2014 to initiate information gathering and meet face-to-face with the City of Homer and key stakeholders. The team included Jack Berry and Loren Berry from Berry Architects and Jerry Neubert, Dale Smythe, and Meredith Noble from USKH. The team spent two days interviewing the Police Chief, Fire Chief, and staff members of each department learning about the needs for a future facility through site tours and intensive interviews.

Additionally, to better understand the project’s role in the community, including current facility deficiencies, and public opinion toward the project, Meredith Noble conducted ten “off-the-record” interviews with City staff and the public. Those identified from the public were referred through word of mouth as influential thought-leaders in the community. From those interviews several themes started to surface. Although anecdotal, and possibly reflecting only a narrow segment of the community, these themes can inform both the conceptual design and help guide more effective public involvement.

Aging Facilities – Homer’s Police Station was built in 1979, and a year later the Fire Hall was built on an older, existing garage/shop structure. These facilities have served the community well over several decades and, to many local residents, they are nostalgic landmarks from Homer’s early days as a small town. This is especially true of the Fire Hall, as Homer’s Volunteer Fire Department (established in 1952) found funding and invested sweat equity to build the facility — no city funds were used.

Deficiencies –Running modern emergency response and police services from aging facilities have costs, risks, and challenges that the community may not be aware of. Examples include:

- Replacing the heating systems from heating fuel to natural gas and building more energy efficient buildings would reduce annual heating costs by about 40% (roughly \$13,596 in annual savings);
- Winter emergency response times would be faster if indoor space was available to park emergency vehicles (not to mention deterioration and security issues associated with outdoor parking);
- The existing facilities are non-compliant with safety regulations/facility design standards and thus pose risks and health concerns to staff. Examples include the Fire Hall’s lack of OSHA compliant biohazard decontamination/cleaning area and lack of diesel exhaust emissions protection. The Police Station’s air handling system exhausts into employees’ work areas and its lobby does not have ready access to a secure, bullet proof, service counter/window with passive barriers to stop vehicles.



- Regular interruptions occur because of poor separation between uses. For example, prisoners regularly disrupt staff due to the lack of separated entrances into the jail and prisoner visitation rooms and acoustics between the jail and staff areas. The Fire Hall lacks space to accommodate more than four overnight crew members in the station without disrupting normal operations.
- Modern emergency response and police work depend on communications and computer technologies that did not exist 35 years ago. Both facilities have issues and needs that are hard to address in the current buildings.
- There is a lack of adequate space generally. The Departments are serving a much larger population based from facilities that have not expanded in 35 years. Acute issues include the need for a larger evidence storage room and evidence lab, training areas and meeting space for working internally and with outside agencies, overnight accommodations, and storage space generally (for clean medical supplies, equipment, etc.).

Communicate Why the Facility Is Needed: Homer’s fire station looks to be in mint condition, and from the outside appearances, the public does not necessarily understand why the police and fire stations are insufficient. After talking to someone who works there or getting a tour, it is woefully clear why a new facility is needed, but “you have a sales job here” to communicate this to the rest of Homer if you intend to seek support for a new building.

Cost/Benefit Considerations: As a community, Homer knows that this project will be costly, both upfront and into the future, as the total cost of ownership for the building can be almost three times more than initial design and construction costs. The City needs to be realistic when assessing the financial aspects of this project, and how Homer will pay for long-term O&M using. The public then needs clarity, since as seen with the public bathroom investment, there can be significant “sticker shock” at the cost of projects.

Nice, But Not Too Nice: Though a creative community that appreciates quality design, Homer residents have conservative values in terms of the overall community investment in public facilities. A new facility needs to be respectfully adequate and not “gaudy” or overbuilt so that it appears wasteful.

Sensitive to HERC Site: The HERC building provides a critical recreation need for the community. Some residents do not want the HERC site considered for this project, while others like the idea of keeping the gym but tearing down the rest of the building to make way for a new Public Safety building.

Existing Site Repurposing: It is important to maintain continuity in fire and police services by constructing the new facility while the existing sites are fully operational. Once services are re-located, the community has the option to try and recoup some of the facility cost by selling the Homer Volunteer Fire Department and Homer Police Station shared lot (KPB shared lot assessment ≈\$2,398,400) and adding to the downtown commercial district. Alternately, the strategically located central site could be used for a community purpose. Although this question is outside the scope of this effort, it is a question that needs community consideration and some clarity.

A Base of Public Support: Although support for the project is not universal within Homer at this preliminary stage, a solid group of supporters are willing to advocate for investing in a new, consolidated Public Safety facility to ensure that Homer has adequate services into the future. Moreover, Homer’s fire and police are valued and respected public services. A solid design concept and workable site, along with word-of-mouth communication from respected residents, could make it feasible for the project to build broad support well beyond its current base.



3. PUBLIC INVOLVEMENT ACTIVITIES

3.1 Consultant PI Tasks and Milestones

This section outlines public involvement efforts for the Design Concept phase of the new Homer Public Safety Building to be performed by USKH, coordinating with Carey Meyer and the Public Safety Building Committee. Activities are focused around five tasks, each with a target timeline and specific objectives. The tasks marked with an asterisk indicate that a Public Meeting will be held to gain input on project progress.

Homer Public Safety Building Project Tasks and Timeline

TASK 1: Seek Involvement and Input

Target Timeline: June - August 2014

Objective: Create outreach contact lists, tools, and prepare for an initial open house event, while retaining open communications with key parties.

Consultant Activities

- a) Finalize project contact and outreach list.
- b) Confirm public meeting date calendar and reserve venues.
- c) Create outreach materials to include a project fact sheet, web text and graphics that the City of Homer can use on its page, and a flier announcing public meeting #1.
- d) Continue to coordinate with the City of Homer, the Public Safety Building Committee, and stakeholders to gather relevant input that supports a better understanding of technical requirements, space needs, and siting criteria for the new Homer Public Safety Building.

TASK 2: Present Project Need and Site Criteria, Gather Input

Target Timeline: August – September 2014

Objective: Share preliminary Fire & Police Building Program findings with stakeholders at a formal public open house. Gather input specific to the building program and site criteria to help refine and enhance project outcomes.

Consultant Activities

- a) Organize and facilitate internal meetings with the City of Homer Administration, and Public Safety Building Committee to share progress to date and seek guidance in preparation for Open House #1.
- b) Create public displays that summarize team findings to date and illustrate the need for a new facility using rough planning level parameters (size, adjacencies, order of magnitude costs, etc.).
- c) Create an agenda and input form, and a public presentation to share at Open House #1.
- d) Conduct outreach for Open House #1 to the project contact and outreach list.
- e) Facilitate Open House #1 and gather input from participants.
- f) Summarize meeting proceedings and input in a written memo.
- g) Continue to coordinate with the City of Homer, the Public Safety Building Committee, and stakeholders to gather relevant input that supports a better understanding of technical requirements, space needs, and siting criteria for the new Homer Public Safety Building.



TASK 3: Present Site Selection Rankings and Preliminary Design Concept, Gather Input

Target Timeline: September 2014

Objective: Share preliminary site selection rankings and a preliminary design concept with stakeholders at a formal public open house and gather input that helps refine and enhance project outcomes.

Consultant Activities

- a) Organize and facilitate internal meetings with the City of Homer Administration, and Public Safety Building Committee to share progress to date and seek guidance in preparation for Open House #2.
- b) Update outreach materials and displays to incorporate finalized building program, preliminary site selection rankings, input to date, and to announce Open House #2.
- c) Create an agenda and input form, and a public presentation to share at Open House #2.
- d) Conduct outreach for Open House #2 to the project contact and outreach list.
- e) Facilitate Open House #2 and gather input from participants.
- f) Summarize meeting proceedings and input in a written memo.

TASK 4: Present a Refined Design Concept

Target Timeline: October 2014

Objective: Share a refined design concept with stakeholders at a formal public open house and share rough cost parameters and possible funding strategies.

Consultant Activities

- a) Organize and facilitate internal meetings with the City of Homer Administration, and Public Safety Building Committee to share progress to date and seek guidance in preparation for the final Open House.
- b) Update outreach materials and displays to incorporate the refined design concept, rough cost parameters, and possible funding strategies.
- c) Create an agenda, input form, and public presentation to share at Open House #3.
- d) Conduct outreach for Open House #3 to the project contact and outreach list.
- e) Facilitate Open House #3 and solicit input and letters of support from participants.
- f) Summarize meeting proceedings and input in a written memo.

3.2 Supplemental Strategies

During stakeholder interviews a number of ideas were shared for generating additional public interest and support for the project. These are listed below in the event that the City of Homer or Public Safety Building Committee members and/or project advocates elect to undertake them to supplement the overall PI process:

Outreach and Educational Activities:

- Open House Tours
 - Have snow-cones or hot-dogs, etc. for the public and discuss what is deficient in your facilities and why you need a new building.
 - July 4th Volunteer Firefighter BBQ is an excellent opportunity for tours, handing out flyers, and having conversations with the public about the project.



- Announce the event on KWAVE- Straight Talk, Tuesday mornings 9-10 am. 15 minutes. Contact Tim White at kwavefm@xyz.net
- Invite police staff to join in the BBQ.
- Ensure all staff is on the “same page.”
- Tour for Re-create Recreate/HERC enthusiasts
 - As an obviously very sensitive issue, it would be beneficial to show HERC recreationists that their voices are being heard. Consider hosting a tour of the police and fire station for this group exclusively and ensure we engage them early when site selection conversations begin.
- Concert On The Lawn
 - Get a booth to discuss the project, hand-out informational flyers, and ask people if they’d like to be on an email list with project updates. Have fire fighters and police officers jointly staffing the table.
 - Deadline for booth is June 15th. Cost \$110 for 10x10 space.
- Presentations
 - Have a police officer and fire fighter discuss the project at various community groups. Suggested presentations include:
 - Homer Realtor Association- August 20th, 12:00, location unknown
 - Rotary Club of Homer-Kachemak Bay- 12:00, Thursdays
 - Chamber of Commerce Luncheon- Tuesday in September
 - Port & Harbor
 - Re-create Recreate/HERC enthusiasts
- Door-to-Door Campaign
 - Leave a flyer behind about the project at residences. There are enough clusters in Homer to do this with minimal time commitment.
 - Consider doing this to advertise your booth at an event or an open house.
- Engage City’s Various Commissions
 - Have agenda item on various commissions to get an update on the project. Could be watching video fire/police staff made of their facilities or get a quick update from a staff member on project status.
 - Why? This reaches 100 people with facts about the project that are civically minded and engaged. They can act as advocates for the project if well informed.
- Letters to the Editor
 - Newspaper isn’t relied on the way it used to be so instead of utilizing costly ad space, use “free” resources like letters to the editor or articles by the press.
 - <http://homertribune.com/2013/08/council-considers-a-new-public-safety-building/>
- Virtual Tours
 - Since many people can’t or don’t care to attend public meetings, one way to still engage them is through virtual tours. These are online tours of project information that conclude with a feedback form.
- Make YouTube/Vimeo Video
 - Have someone locally make a short 1-4 minute film about why the project is needed. Show the inside of the police and fire station and have excerpts from staff. Try to respond to some of the concerns identified as common objections to the project.
 - Example: <http://www.lcf1-sprague.com/>
- Utility Bill Inserts
 - Create utility bill inserts that can be sent to residents with information about public meetings or ways to get informed about the project.



- PowerPoint/Prezi Presentation
 - Design a PowerPoint or Prezi presentation for the project staff to use whenever they need it to tell the story about why this project is important and next steps.
- Display Boards at City Hall
 - Create boards or posters that could be displayed at City Hall (or elsewhere), that show information like site or design selection. Have place for public to submit their input on the decision.
- Radio
 - Many people suggested paying for actual ads on KWAVE, KPEN, KGTL, etc. to reach the dock workers, truck drivers, etc. Give quick update on project and provide information on ways to submit feedback if desired.
 - Run in August when ad volume slows from summer rush.
 - KBBI-Coffee Table- Wednesday morning 9-10 am. Contact Dorle at 235-7721
 - Alaska Matters- Though not always supportive of the City, the project presents an opportunity to work with Chris Story to tour the facilities and interview police and fire staff.
- Involve Legislators
 - Involve early and often. Send monthly email updates on the status of the project with upcoming public involvement events and past progress. Invite them to participate in events ahead of time.
- Articles on City Website
 - Keep the public updated on the project or upcoming ways to engage with updates online, either through the City Clerk's projects or the fire and police station sites.
- Social Media
 - Utilize your network of supporters to reach citizens through Facebook, Twitter, and the web such as sharing the YouTube clip of the project so it can be shared freely.
- Monthly Project Updates
 - Provide regular updates on cost containment and commitment status to outreach contact list.

Funding Prep Activities:

- Gather Letters of Support
 - Reach out to community members, Kachemak Bay, Alaska State Forestry, K.E.S.A, Alaska Fire Chief's Association, State Fire Marshal's Office, Wildwood Correctional Center, OSHA, Department of Security, Port & Harbor, Recreate-Recreate, etc. for letters of support.
 - Gather letters of support at final public meeting.
- Submit Project to State Legislature Budget
 - Prepare promotional package and submit in November.
- Open House for Funding Agencies/Legislators
 - Host special open house of facilities for funding agency representatives & legislators to bring them together for funding collaboration and answer any questions. Ideally host in the fall so they can also attend a public meeting.

Future Activities:

- Public Input for Exterior Design
 - Engage the public in exterior design decisions.
- Naming Contest
 - Have public contest to name the new building.

