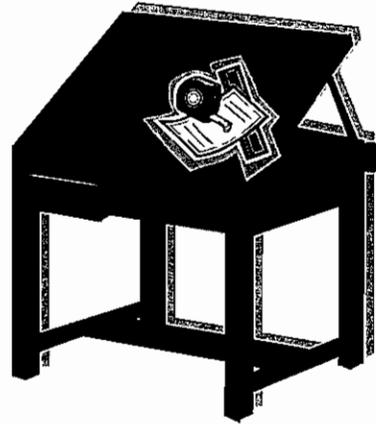


***City Hall Renovation & Expansion Task Force***  
**Monday**  
**December 6, 2010**



**Regular Meeting 5:00 p.m.**

**City Hall Cowles Council Chambers**  
**491 E. Pioneer Avenue**  
**Homer, Alaska 99603**



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**NOTICE OF MEETING  
REGULAR MEETING**

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA**
- 4. RECONSIDERATION**
- 5. APPROVAL OF MINUTES**
  - A. Meeting Minutes for the Regular Meeting November 1, 2010 Page 5
- 6. VISITORS**
- 7. STAFF & COUNCIL REPORT/COMMITTEE REPORTS/BOROUGH REPORTS**
- 6. PUBLIC HEARING**
- 7. PENDING BUSINESS**
- 8. NEW BUSINESS**
  - A. Review and Scoring of Proposals Received Page 9
- 9. INFORMATIONAL ITEMS**
  - A. Resolution 10-57(A), Establishing the City Hall Renovation and Expansion Task Force Page 21
- 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 MONDAY, DECEMBER 20, 2010 at 5:00 P.M.** in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer Alaska.

Session 10-04 A Regular Meeting of the City Hall Renovation and Expansion Task Force was called to order at 5:05 pm on November 1, 2010 by Chair Rick Abboud in the Mayor's Conference Room – Upstairs at City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.

**PRESENT:** JO JOHNSON, CITY CLERK; RICK ABOUD, CITY PLANNER AND  
REGINA HARVILLE, FINANCE DIRECTOR  
COUNCILMEMBERS BETH WYTHE, FRANCIE ROBERTS

**ABSENT:** COUNCILMEMBER KEVIN HOGAN (EXCUSED)

**STAFF:** CITY MANAGER WREDE  
PUBLIC WORKS DIRECTOR CAREY MEYER  
DEPUTY CITY CLERK KRAUSE

**APPROVAL OF THE AGENDA**

Chair Abboud requested a motion to approve the agenda.

ROBERTS/HARVILLE – MOVED TO APPROVE THE AGENDA AS PRESENTED.

There was no discussion.

The agenda was approved by consensus.

**PUBLIC COMMENT REGARDING ITEMS ON THE AGENDA** *(3 Minute Time Limit)*

There were no public comments.

**RECONSIDERATION**

There were no items for reconsideration.

**APPROVAL OF MINUTES**

A. Meeting Minutes for the Regular Meeting October 4, 2010

JOHNSON/ROBERTS - MOVED TO APPROVE THE REGULAR MEETING MINUTES AS WRITTEN.

There was no discussion.

The minutes were approved by consensus.

**VISITORS**

There were no visitors scheduled.

**STAFF & COUNCIL REPORT/COMMITTEE REPORTS/BOROUGH REPORTS**

*(Chair set time limit not to exceed 5 minutes)*

City Manager Wrede did not have a written report to present. He was available to address any questions the Task Force had at this time.

**PUBLIC HEARING** *(3 minute time limit)*

There were no items for public hearing.

**PENDING BUSINESS**

A. Departmental Review of Space Needs Study

Ms. Roberts questioned the status of the UAA Report being a public document or proprietary. Mr. Wrede explained that the information received in the report was given to the City by UAA to use as it was needed. This was included in the Addendum by Mr. Meyer.

Chair Abboud questioned if this item needed to be carried over to the next agenda. Ms. Roberts questioned whether it should be kept on the agenda under pending business to be used in rating the proposals. Discussion ensued that including the document as part of Addendum 1 removed the necessity of keeping it on the agenda.

There was no further discussion.

**NEW BUSINESS**

A. Review of the Request for Proposal Selection and Evaluation Criteria

Chair Abboud introduced the agenda item. He noted that if it was determined any changes were needed that they be done now so an addendum can be issued to reflect those changes early in the procedure.

WYTHE/ROBERTS – MOVED TO BRING THE RFP TO THE FLOOR FOR DISCUSSION.

Ms. Harville questioned the scheduling of interviews through the holidays and if it was good for the task force members. Ms. Roberts agreed that the scheduling over the holiday with the interviews would not work well. City Manager Wrede noted that it was a tentative scheduled to give the proposers an idea. Chair Abboud noted that during a recent conversation Mr. Meyer did state that if after the first review there was a company heads and tails above the rest that the interview process could be eliminated.

The members reviewed the interview schedule.

WYTHE/JOHNSON – MOVED TO AMEND THE INTERVIEW DATES TO DECEMBER 13-17, 2010.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Chair Abboud commented that his top concern was the Section 10.1, Ability and Qualifications of a firm. Ms. Roberts asked the difference in Section 10.2 and 10.3. She questioned the method to scoring based on completing a GC/CM project and remodeling. Discussion ensued on the scoring of the proposals and how to delineate between the proposers. Mr. Meyer explained how it was conducted in the past where each member of the Selection Committee scored differently. Mr. Wrede recommended that the body make a decision on what method to apply for scoring at this meeting. Further discussion on which method to use occurred and how the scoring would be done. The evaluation committee will be the members of the Task Force. City Manager Wrede felt that it was outlined in the Resolution that created this Task Force. Chair Abboud requested a motion.

ROBERTS/WYTHE – MOVED THAT EACH INDIVIDUAL ON THE EVALUATION COMMITTEE SCORE THE APPLICATIONS OF EACH APPLICANT BASED ON THE POINT SYSTEM DELINEATED IN SECTION 10.0, EVALUATION CRITERIA, USING THOSE POINTS TO RANK THE APPLICANTS, WITH THE HIGHEST OVERALL NUMBER REFLECTING THE HIGHEST SCORE.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

There was no further discussion.

B. Discussion on Section 3.2, Selection of the GC/CM Timeline and Meeting Schedule

Discussion continued on when in the process that City Council will approve; the scoring for the submitted proposals; receipt of the proposals to the committee by the first of December for review and scoring; approval from Council in January; whether an ordinance is required to appropriate additional funding under the new project; approval by Council of the preconstruction work plan and fee would then direct the City Manager to enter into contract with the proposer; clarification on local bidders preference cannot be applied to this project due to funding for the project; a firm utilizing all local vendors can be scored higher.

Chair Abboud requested a motion to adjust the regular meeting schedule for the task force.

WYTHE/ROBERTS - MOVED TO SCHEDULE THE NEXT MEETING TO DECEMBER 6, 2010.

There was no discussion.

The motion was approved by consensus of the task force.

There was a brief confab on distributing the proposals to the task force and scoring results to be emailed to Deputy City Clerk Krause for processing and distribution at the December 6, 2010 meeting no later than 3:00 p.m.

There was no further discussion.

**INFORMATIONAL MATERIALS**

A. Request for Proposal Document, Advertisement and Addendum Issued

There was no discussion on the informational materials.

**COMMENTS OF THE AUDIENCE**

There were no comments from the audience.

**COMMENTS OF THE CITY STAFF**

There was no comments from the staff.

**COMMENTS OF THE CHAIR**

There was no comments from the chair.

**COMMENTS OF THE TASK FORCE**

There were no comments from the members of the task force.

**ADJOURN**

There being no further business before the City Hall Renovation and Expansion Task Force Chair Abboud adjourned the meeting at 5:45 p.m. The next regular meeting is scheduled for 5:00 p.m. on December 6, 2010 at City Hall, Cowles Council Chambers, 491 E. Pioneer Avenue, Homer, Alaska.

\_\_\_\_\_  
Renee Krause, Deputy City Clerk I

Approved: \_\_\_\_\_

**Suggestions for Evaluating the Requests for Proposal (RFP)  
City Hall Renovation - GC/CM Selection**

**Suggestions:**

- 1) Read the RFP and familiarize yourself with the format requirements (Section 6, page 5) and the scoring criteria (Section 10, page 9).
- 2) Familiarize yourself with each proposal before trying to score them. Did they follow the format requirements contained in the RFP?
- 3) Score each section of the proposal (each selection criteria) separately. For example, read the "Past performance on GC/CM projects" (evaluation criteria 10.2) sections of each proposal. Which one does a better job of answering the criteria questions and making their case? Establish individual criteria scores for each proposal before moving on to the next criteria.
- 4) The best proposal should be scored the maximum point value. The other proposals should be scored lower. In establishing these other scores, try to adequately differentiate between the quality of each proposal. Giving the best proposal 10 point, and the rest 9.9 points may not differentiate adequately. Use the entire available range (0-10) to provide as much differentiation as you see fit. Just be consistent. Give the best proposal the best score, the second best proposal the second best score, ...etc.
- 5) You do not have to call references. Where references are provided, score based on the type of person providing the reference (are these appropriate references for this project; would you expect them to have first hand knowledge about the firm and its qualifications and experience).
- 6) The initial score you develop should be based solely on the written proposal. Your past experience with the firm or your knowledge of the work of any of the individuals presented in the proposal should not effect your initial scoring. When the initial scores have been tabulated from all evaluators, a selection committee meeting will be held and each member will have the chance to convince fellow members to raise or lower their scores based on your knowledge and feelings about the firm and its proposal. You may also be cajoled into changing your scores. The outcome of the meeting will be a consensus of opinion as to who is the most qualified firm(s).
- 7) Although this is a qualifications based selection process, the evaluation committee may consider the hourly rates quoted for key personnel as one of many characteristics that define the first evaluation criteria "Ability of Professional Personnel and Qualifications of the Firm".

**Evaluation Schedule:**

December 1	Transmit proposals to review committee members
December 6, 3:00 PM	Initial scoring due to Public Works (Carey)
December 6, 5:00 PM	Meeting to discuss and make final recommendations

**Evaluation Criteria:**

Below is a list of the evaluation criteria and which sections of the RFP apply to each criteria:

<b>Criteria Points</b>	<b>Applicable RFP Sections</b>
Ability of Professional Personnel and Qualifications of the Firm 9 points	6.1, 6.2, 6.3
Past performance on GC/CM projects. 5 points	6.4.1
Past performance of the firm in completing similar projects. 3 points	6.4.2
Ability of the Firm to meet time and budget requirements. 5 points	6.4.3
Location 5 points	6.4.4
Recent, current and projected workload, and capability of the firm including financial stability 5 points	6.4.5
Concept of the Proposal 5 points	6.4.6
Accident Prevention Program 3 points	6.4.7
Preconstruction Services 5 points	6.4.8
Quality Control 5 points	6.4.9

If you have further questions contact:

Carey S. Meyer, P.E.  
City of Homer  
Public Works Director  
3575 Heath Street  
Homer, AK 99603  
e-mail: cmeyer@ci.homer.ak.us  
Phone: (907) 235-3170  
Fax: (907) 235-3145  
Cell: (907) 399-7232



December 6, 2010

Tyonek Contractors, LLC  
 1689 C Street, Suite 219  
 Anchorage, AK 99501

Average	Mean
0	0

- 10.1 Ability of Profession Personnel and Qualifications of the Firm 9 points
- 10.2 Past Performance on GC/CM projects 5 points
- 10.3 Past Performance of the firm in completing similar projects. 3 points
- 10.4 Ability of the firm to meet time and budget requirements 5 points
- 10.5 Location 5 points
- 10.6 Recent, current and projected workload and capbability of the firm including financial stability 5 points
- 10.7 Concept of Proposal 5 points
- 10.8 Accident Prevention Program 3 points
- 10.9 Preconstruction Services 5 points
- 10.1 Quality Control 5 points

	Jo J.	Francie R.	Beth W	Regina H.	Rick A	Kevin H.	
<b>Total</b>	0	0	0	0	0	0	0

December 6, 2010

Steiner's North Star Construction, Inc.  
 P.O. Box 1708  
 Homer, AK 99603

Average	Mean
0	0

- 10.1 Ability of Profession Personnel and Qualifications of the Firm 9 points
- 10.2 Past Performance on GC/CM projects 5 points
- 10.3 Past Performance of the firm in completing similar projects. 3 points
- 10.4 Ability of the firm to meet time and budget requirements 5 points
- 10.5 Location 5 points
- 10.6 Recent, current and projected workload and capability of the firm including financial stability 5 points
- 10.7 Concept of Proposal 5 points
- 10.8 Accident Prevention Program 3 points
- 10.9 Preconstruction Services 5 points
- 10.1 Quality Control 5 points

	Jo J.	Francie R.	Beth W	Regina H.	Rick A	Kevin H.	
Total	0	0	0	0	0	0	0

December 6, 2010

Jay-Brant General Contractors, LLC  
 460 Grubstake Avenue  
 Homer, AK 99603

Average	Mean
0	0

- 10.1 Ability of Profession Personnel and Qualifications of the Firm 9 points
- 10.2 Past Performance on GC/CM projects 5 points
- 10.3 Past Performance of the firm in completing similar projects. 3 points
- 10.4 Ability of the firm to meet time and budget requirements 5 points
- 10.5 Location 5 points
- 10.6 Recent, current and projected workload and capbability of the firm including financial stability 5 points
- 10.7 Concept of Proposal 5 points
- 10.8 Accident Prevention Program 3 points
- 10.9 Preconstruction Services 5 points
- 10.1 Quality Control 5 points

	Jo J.	Francie R.	Beth W.	Regina H.	Rick A.	Kevin H.	
Total	0	0	0	0	0	0	0

December 6, 2010

Beachy Construction, Inc.  
 5243 Kachemak Drive  
 Homer, AK 99603

Average	Mean
0	0

- 10.1 Ability of Profession Personnel and Qualifications of the Firm 9 points
- 10.2 Past Performance on GC/CM projects 5 points
- 10.3 Past Performance of the firm in completing similar projects. 3 points
- 10.4 Ability of the firm to meet time and budget requirements 5 points
- 10.5 Location 5 points
- 10.6 Recent, current and projected workload and capability of the firm including financial stability 5 points
- 10.7 Concept of Proposal 5 points
- 10.8 Accident Prevention Program 3 points
- 10.9 Preconstruction Services 5 points
- 10.1 Quality Control 5 points

	Jo J.	Francie R.	Beth W	Regina H.	Rick A	Kevin H.	
Total	0	0	0	0	0	0	0

CITY OF HOMER  
HOMER, ALASKA

Wythe

RESOLUTION 10-57(A)

A RESOLUTION OF THE CITY COUNCIL OF HOMER,  
ALASKA ESTABLISHING A CITY HALL RENOVATION  
AND EXPANSION TASK FORCE, APPOINTING TASK  
FORCE MEMBERS, AND SPECIFYING A SCOPE OF WORK.

WHEREAS, At its regular meeting on June 28, 2010, the Homer City Council adopted Memorandum 10-92 entitled "City Hall Renovation and Expansion / Proposed Action Plan"; and

WHEREAS, Memorandum 10-92 contained a recommendation that the Council establish a City Hall Renovation and Expansion Task Force, that the task force membership be three council members and three staff members; and that a specific scope of work and timeframe be set out.

NOW THEREFORE BE IT RESOLVED; That the Homer City Council hereby establishes the City Hall Renovation and Expansion Task Force and appoints Council members Wythe, Roberts, and Hogan, and staff members City Clerk Jo Johnson, City Planner Rick Abboud, and Finance Director Regina Harville to the body; and

BE IT FURTHER RESOLVED; That the Task Force shall be advisory to the Council and the Scope of Work shall include seeking comment from interested parties and the general public, reviewing existing documents, helping to develop the request for proposals, reviewing and scoring construction proposals and/or bids, acting as a sounding board for the architect or design/construction team, reviewing the project scope of work and budget, and making recommendations to the Council on same; and

BE IT FURTHER RESOLVED; That the work of the Task Force shall be complete, and the body dissolved on March 1, 2011, or when construction begins, whichever is sooner.

PASSED AND ADOPTED by the Homer City Council this 26<sup>th</sup> day of July, 2010.

ATTEST:

  
*Melissa Jacobsen - Acting City Clerk*  
JO JOHNSON, CMC, CITY CLERK

CITY OF HOMER

*James C. Hornaday*  
JAMES C. HORNADAY, MAYOR

Fiscal Note: NA