

PUBLIC SAFETY BUILDING  
REVIEW COMMITTEE

Tuesday

February 11, 2014

5:30 p.m.



Conference Room – Upstairs  
City Hall  
491 E. Pioneer Avenue,  
Homer, Alaska

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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**
- 6. VISITORS**
- 7. STAFF & COUNCIL REPORT/COMMITTEE REPORTS/BOROUGH REPORTS**
- 6. PUBLIC HEARING**
- 7. PENDING BUSINESS**
- 8. NEW BUSINESS**
  - A. Election of Chair and Vice Chair Page 5
  - B. Establishing a Meeting Schedule and Time Page 7
  - C. Memorandum from the Deputy City Clerk re: Request to Adjourn to Executive Session for Review Submitted Proposals Page 9
- 9. INFORMATIONAL ITEMS**
  - A. Resolution 14-020, Establishing the Review Committee Page 11
  - B. Excerpt of City Council Minutes for January 27, 2014 re: Resolution 14-020 Page 13
  - C. What is GC/CM? Page 15
  - D. Memorandum Committee Members and Responsibilities Page 17
- 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 \_\_\_\_\_**  
\_\_\_\_\_ **at 5:30 P.M.** in the City Hall Conference Room Upstairs located at 491 E. Pioneer Avenue, Homer Alaska.





## City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Office of the City Clerk

491 East Pioneer Avenue  
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(p) 907-235-3130

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## Memorandum

TO: PUBLIC SAFETY BUILDING REVIEW COMMITTEE  
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I  
DATE: FEBRUARY 6, 2014  
SUBJECT: ELECTIONS

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### BACKGROUND

So we need a Chair – responsibilities include but are not limited to:

- Assisting staff with creating the agenda
- Running the monthly meetings
- Calling a meeting in the event of no quorum or possible non-quorum.
- Calling for a special meeting
- Creating Committees to address specific issues
- Appointing Commissioners to committees that are created.

See simple!?

No more names for the ballot? Then a call for the vote is issued.

The Clerk will call the first name nominated and so on if there are a few nominees.

Staff will tally the votes for each commissioner nominated.

The committee member with the most votes will be chair and the Acting Chair will hand the gavel (meeting) over to the newly elected Chair.

If only one committee member is nominated they can agree to serve in the capacity or turn down the nomination in lieu of a vote.

The Chair will then call for nominations for Vice Chair. The Chair will close the nominations and call for the vote.

There is no restriction on a member running for election – if the member feels confident that they can run the meeting and assist with creating the monthly agenda. They are qualified for the job!





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# Memorandum

TO: PUBLIC SAFETY BUILDING REVIEW COMMITTEE  
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I  
DATE: FEBRUARY 6, 2014  
SUBJECT: EASTABLISHING A MEETING SCHEDULE

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### BACKGROUND

According to the guidelines established by Resolution 14-020 the committee may establish a meeting schedule that works for the body.

Following are the dates I have available for evening meetings. All meetings will be conducted in this conference room until further notice or the need to relocate to the Council Chambers and will commence at 5:30 p.m. unless another time period is preferred by the committee:

February 25, 26, 2014 Tuesday or Wednesday

### March 2014 –

March 5, 6, 2014 – Wednesday or Thursday

March 11, 12, 13, 2014 – Tuesday, Wednesday or Thursday

March 18, 19, 2014 – Tuesday or Wednesday

March 25, 26, 2014 – Tuesday or Wednesday

### April 2014

April 2<sup>nd</sup> & 3<sup>rd</sup> – Tuesday or Wednesday

April 8<sup>th</sup> & 9<sup>th</sup> – Tuesday or Wednesday

April 15<sup>th</sup> & 16<sup>th</sup> Tuesday or Wednesday

April 21-24 Monday-Thursday is open

April 29-30 Tuesday or Wednesday

The second and last Tuesday during each month is available to establish a permanent consistent schedule for the committee each month.

### RECOMMENDATION

Make a motion to establish day(s) and time(s) as the regular meeting(s) for the Public Safety Building Review Committee







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## Memorandum

TO: PUBLIC SAFETY BUILDING REVIEW COMMITTEE

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

DATE: FEBRUARY 6, 2014

SUBJECT: REQUEST FOR EXECUTIVE SESSION PURSUANT TO AS §44.62.310(C)(3), MATTERS,  
WHICH BY LAW, MUNICIPAL CHARTER, OR ORDINANCES ARE REQUIRED TO BE CONFIDENTIAL.  
(REVIEW OF PROPOSALS RECEIVED)

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### BACKGROUND

Pursuant to the City of Homer Procurement Policy and Procedures Manual and City of Homer Code Title 3.16 Procurements Section 3.16.110 Competitive Sealed Proposals – Negotiated Procurement, Paragraph D. Proposals, tabulations and evaluations thereof shall be open to public inspection only after the contract award.

### RECOMMENDATION

Approve the Request to Adjourn to Executive Session immediately. Request any public present to please vacate the meeting at this time.



**CITY OF HOMER  
HOMER, ALASKA**

City Manager/  
Public Works Director

**RESOLUTION 14-020**

A RESOLUTION OF THE HOMER CITY COUNCIL CREATING A  
PUBLIC SAFETY BUILDING REVIEW COMMITTEE AND  
ESTABLISHING THE SCOPE OF WORK AND PARAMETERS UNDER  
WHICH THE COMMITTEE WILL CONDUCT ITS WORK.

WHEREAS, The City has solicited GC/CM proposals from qualified firms or teams to  
conduct preliminary engineering, design, site evaluation, and cost estimating for the  
proposed new Homer Public Safety Building; and

WHEREAS, Proposals are due on January 21, 2014; and

WHEREAS, It would be beneficial to establish a Public Safety Building Review  
Committee (PSBRC) to assist the City with numerous functions including review and  
evaluation of the proposals, similar to the committees the Council has established for  
construction projects on other public buildings.

NOW, THEREFORE, BE IT RESOLVED that the Homer City Council hereby establishes  
the Public Safety Building Review Committee (PSBRC).

BE IT FURTHER RESOLVED that the Committee membership shall be the Mayor or one  
member of the City Council, the Police Chief or their designee, the Fire Chief or their designee,  
a member of the public, preferably with construction or project management experience, and  
a member of the business community.

BE IT FURTHER RESOLVED that primary staff support shall be provided by Carey Meyer  
and Dan Nelsen and secondary support shall be provided as needed and requested by the  
City Manager, the Finance Director, and the City Planner.

BE IT FURTHER RESOLVED the Scope of Work shall include:

- Review and rate GC/CM proposals and make a recommendation to the Council


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

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


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

PASSED AND ADOPTED by the City Council of Homer, Alaska, this 13<sup>th</sup> day of January, 2014.

CITY OF HOMER

  
MARY E. WYTHE, MAYOR

ATTEST:

  
JO JOHNSON, MMC, CITY CLERK

Fiscal Note: Staff time and advertising costs.

Failed for lack of a second.

- D. **Resolution 14-016**, A Resolution of the City Council of Homer, Alaska, Awarding the Contract for the Refurbishment Services of Three Pedestal Cranes on Homer Fish Dock to the Firm of Oil & Gas Supply Company of Kenai, Alaska, in an Amount Not to Exceed \$82,625 Per Crane and Authorizing the City Manager to Execute the Appropriate Documents. City Clerk/Port and Harbor Director.

Memorandum 14-006 from Port and Harbor Director as backup.

Mayor Wythe called for a motion for the adoption of Resolution 14-016 by reading of title only.

LEWIS/ROBERTS – SO MOVED.

Councilmember Zak questioned the bid process.

City Manager Wrede explained when the project was advertised we received one bid and it was rejected since the bid was not responsive. The Port then requested bids from contractors that performed this type of service.

Port and Harbor Director Hawkins elaborated they contacted seven companies from Anchorage, Kenai, and Seattle and received two proposals for review. Oil & Gas Supply Company was selected and the singular bid amount per crane will be reviewed upon tear down of the first crane. There are funds in the port reserves to cover the costs.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

- E. **Resolution 14-020**, A Resolution of the Homer City Council Creating a Public Safety Building Review Committee and Establishing the Scope of Work and Parameters Under Which the Committee Will Conduct Its Work. City Manager/Public Works Director.

Mayor Wythe called for a motion for the adoption of Resolution 14-020 by reading of title only.

ROBERTS/LEWIS – SO MOVED.

There was brief discussion on meeting the levels to select a contractor.

VOTE: YES. BURGESS, HOWARD, LEWIS, ROBERTS

VOTE: NO. ZAK, VAN DYKE

Motion carried.



# What is GC/CM?

GC/CM augments the traditional scope of work of the **General Contractor** with that of a **Construction Manager** under a single contract with the owner. At an early point in the design phase, the owner, using a competitive selection process, selects a contractor to provide construction management and general contracting services. By joining the project team during design, the GC/CM firm can collaborate with the architect/engineer (A/E) on the development of the design and preparation of the design documents. Once the design has progressed to an acceptable level, the GC/CM firm submits a guaranteed maximum price (GMP) for the project to the owner. After agreement on a GMP is reached, the GC/CM firm undertakes the construction of the facility. The GC/CM firm procures subcontracts with trade contractors using multiple bid packages to construct the project, and manages the construction process on behalf of the owner. General conditions work is typically self-performed by the GC/CM firm and, in some cases, the GC/CM firm may be allowed to self-perform portions of the trade work.

The GC/CM contracting method can benefit a construction project in a variety of ways. The process of selecting a GC/CM firm typically involves the consideration of more information than simply price. Owners can craft their own responsibility-based selection criteria tailored to the specific, and often unique, requirements of the project. This allows the owner to make a more informed selection to better benefit the project. Following GC/CM firm selection, early interaction between the A/E and GC/CM firm allows for improving constructability, conducting value engineering reviews, and developing precise phasing plans to efficiently perform the work and limit disruption of ongoing owner operations. **Opportunities for saving cost result from the early input of construction knowledge and project management skills. Total project time is often reduced** as a result of the ability to overlap the design and construction phases, the elimination of a stand-alone bid period, and early determination of efficient and effective construction methods. One significant benefit of the GC/CM method comes from the **close interaction of the project team members**. Early involvement of the GC/CM firm helps build positive relationships between the team members that result in a collaborative, team approach to the project.

From: Oregon Public Contracting Coalition Guide to CM/GC Contracting; developed by: Oregon Public Contracting Coalition (PCC), Portland, OR; written by: Construction Engineering Management Program Department of Civil, Construction, and Environmental Engineering, Oregon State University, Corvallis, Oregon, February 2002







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## Memorandum

**TO:** PUBLIC SAFETY BUILDING REVIEW COMMITTEE

**FROM:** RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

**DATE:** FEBRUARY 6, 2014

**SUBJECT:** COMMITTEE MEMBERS AND RESPONSIBILITIES AS OUTLINED IN  
RESOLUTION 14-020

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### BACKGROUND

City Council approved Resolution 14-020 which provided an outline or guidelines on what is the purpose and responsibilities of the committee.

**MEMBERSHIP:** Mayor Wythe  
Mark Robl, Chief of Police  
Bob Painter or Dan Miotke  
Ralph Crane  
Ken Castner

**STAFF:** Dan Nelsen, Project Manager  
Carey Meyer, Public Works Director  
Renee Krause, Deputy City Clerk/Administrative

**Additional Staff:** Walt Wrede, City Manager  
John Li, Finance Director  
Rick Abboud, City Planner

**PURPOSE:**

1. Review and evaluate proposals and submit a recommendation to City Council on selection of Contractor.
2. Review proposed contract and provide input on scope of work and deliverables.
3. Review work products and participate in regular briefings with the contractor.
4. Make recommendations and provide direction to staff and the contractor as the project proceeds.
5. Make recommendation to Council as to how to proceed as various benchmarks are achieved.

TERM:

The committee's work will be complete when the initial scope of work is completed and the Council appropriation is expended.

Council may extend the term of the committee by expanding the scope of work as the project proceeds beyond the initial phase and additional project revenues are secured.