



**City and Borough of Wrangell
Borough Assembly Meeting
AGENDA**

November 10, 2015 – 7:00 p.m.

Location: Assembly Chambers, City Hall

1. CALL TO ORDER

- a. PLEDGE OF ALLEGIANCE led by Assembly Member Steve Prysunka
- b. INVOCATION to be given by _____
- c. CEREMONIAL MATTERS – *Community Presentations, Proclamations, Certificates of Service, Guest Introductions*
 - i. Certificate of Service for *Cori Robinson, Hospital Board*

2. ROLL CALL

3. AMENDMENTS TO THE AGENDA

4. CONFLICT OF INTEREST

5. CONSENT AGENDA

- a. Item (*) 6a

6. APPROVAL OF MINUTES

- *a. Minutes of the Public Hearing and Regular Assembly meetings held October 27, 2015

7. COMMUNICATIONS - None

8. BOROUGH MANAGER'S REPORT

9. BOROUGH CLERK'S FILE

10. MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS

- a. Reports by Assembly Members
- b. Appointment to fill the vacancies on various City Boards, Committees, and Commissions
- c. Appointment of one (1) voting member and one (1) alternate member to serve on the SEAPA Board of Directors
- d. Appointment of an assembly member as the Hospital Board Liaison

11. PERSONS TO BE HEARD

12. UNFINISHED BUSINESS

- a. **PROPOSED ORDINANCE No. 911:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CERTAIN SECTIONS OF CHAPTER 15.18, GARBAGE, OF THE WRANGELL MUNICIPAL CODE, RELATING TO MAINTENANCE OF REFUSE CONTAINERS AND OUTSIDE BURNING OF CERTAIN

MATERIALS, AND AMENDING THE SECTION ON PENALTY FOR VIOLATION TO REFERENCE THE MINOR OFFENSE FINE SCHEDULE IN WMC 1.20.050 (*revised – third reading*)

- b. **PROPOSED ORDINANCE No. 912:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE MINOR OFFENSE FINE SCHEDULE IN CHAPTER 1.20, GENERAL PENALTY, OF THE WRANGELL MUNICIPAL CODE – *Postponed from the October 27, 2015 meeting (third reading)*

13. NEW BUSINESS

- a. Approval of an Electric Department Rate Study
- b. Approval to renew the Attorney's Contract from November 1, 2015 through October 31, 2018
- c. Approval of a one-year extension to the Professional Services Contract for Lobbying Services with Ray Matiashowski & Associates
- d. Approval of the proposal received for the Wrangell Waterfront Industrial Property Assessment and Feasibility Study
- e. Approval of the proposal received for the Wrangell Institute Master Plan Development and Subdivision
- f. Approval of the bid received for the Sewer Pumps Replacement project

14. ATTORNEY'S FILE – None

15. EXECUTIVE SESSION – None

16. ADJOURNMENT

Agenda Items 1 - 6

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY

AGENDA ITEM

November 10, 2015

ITEM NO. 1 CALL TO ORDER:

INFORMATION: *The Mayor, by code, is required to call the meeting to order at 7:00 p.m. in the Borough Assembly Chambers. Special meetings or continued meetings may be called for at differing times but at the same location. Notice of such will be required by the Borough Clerk. The Mayor will call the meeting to order according to such special or continued meeting notice. At all meetings of the assembly, four assembly members or three members and the mayor shall constitute a quorum for the transaction of business, but a smaller number less than a quorum may adjourn a meeting to a later date.*

RECOMMENDED ACTION:

The Mayor, as presiding officer, is to call the meeting of the Borough Assembly to order, with the following actions to follow:

- a. Pledge of Allegiance to be given by Assembly Member Steve Prysunka
- b. Invocation to be given by _____
- c. CEREMONIAL MATTERS – Community Presentations, Proclamations, Certificates of Service, Guest Introductions
 - i. Certificate of Service for *Cori Robinson, Hospital Board*

ITEM NO. 2 ROLL CALL – BOROUGH CLERK:

INFORMATION: *The Borough Clerk shall conduct a roll call of each elected and duly qualified Assembly Member. Such call shall result in an entry of those present or absent from the meeting. The roll call is primarily utilized in determining if sufficient member(s) are present to conduct a meeting. The Borough Clerk may randomly change the conduct of the roll to be fair to the members of the governing body unless the council determined an adopted procedure for roll call which is different than currently in use.*

RECOMMENDED ACTION:

Borough Clerk to conduct a roll call by voice vote. Each member to signify by saying here, present (or equal) to give evidence of attendance.

ITEM NO. 3 AMENDMENTS TO THE AGENDA:

INFORMATION: *The assembly may amend the agenda at the beginning of its meeting. The outline of the agenda shall be as from time to time prescribed and amended by resolution of the assembly. (WMC 3.04.100)*

RECOMMENDED ACTION:

The Mayor should request of the members if there are any amendments to the posted agenda. ***THE MAYOR MAY RULE ON ANY REQUEST OR THE ASSEMBLY MEMBERS MAY VOTE ON EACH AMENDMENT.***

ITEM NO. 4 CONFLICT OF INTEREST:

INFORMATION: *The purpose of this agenda item is to set reasonable standards of conduct for elected and appointed public officials and for city employees, so that the public may be assured that its trust in such persons is well placed and that the officials and employees themselves are aware of the high standards of conduct demanded of persons in like office and position.*

An elected city official may not participate in any official action in which he/she or a member of his/her household has a substantial financial interest.

ITEM NO. 5 CONSENT AGENDA:

INFORMATION: *Items listed on the Consent Agenda or marked with an asterisk (*) are considered part of the Consent Agenda and will be passed in one motion unless the item has been removed by an Assembly Member or the Mayor and placed on the regular agenda under Unfinished Business.*

RECOMMENDED ACTION:

Move to approve those Agenda items listed under the Consent Agenda and those marked with an asterisk (*) Item:

****6a***

ITEM NO. 6 APPROVAL OF MINUTES:

INFORMATION:

6a Minutes of the Public Hearing and Regular Assembly meetings held October 27, 2015

CERTIFICATE OF SERVICE

The City & Borough of Wrangell, Alaska
Presents this Certificate of Service to:

Cori Robinson

for her service and dedication as a member on the Wrangell Medical Center Board from:

August 2012 to October 2015

David L. Jack, Mayor

ATTEST: Kim Lane, MMC, Borough Clerk

Dated this 10th day of November, 2015



**Minutes of Public Hearing
Held October 27, 2015**

Mayor David L. Jack called the Public Hearing to order at 6:34 p.m., October 27, 2015, in the Borough Assembly Chambers. Assembly Members Mitchell, Blake, Prysunka and Rooney were present. Assembly Members Decker and Powell were absent. Borough Manager Jeff Jabusch and Deputy Borough Clerk Klinke were also in attendance.

Public Hearing Item:

- a. **PROPOSED ORDINANCE No. 909:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTER 9.08, NUISANCES, AND CHAPTER 9.16, LITTERING, OF TITLE 9, HEALTH AND SAFETY, OF THE WRANGELL MUNICIPAL CODE, TO ADD SECTIONS ON PENALTY FOR VIOLATION AND REFERENCE THE MINOR OFFENSE FINE SCHEDULE IN WMC 1.20.050 (*second reading*)
- b. **PROPOSED ORDINANCE No. 910:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING TITLE 11, VEHICLES AND TRAFFIC, OF THE WRANGELL MUNICIPAL CODE, SPECIFICALLY CERTAIN SECTIONS IN CHAPTERS 11.04, 11.08, 11.12, 11.30, 11.36, 11.64, 11.68 AND 11.76, TO ADD PROVISIONS ON PENALTY FOR VIOLATION, MAKE CORRECTIONS, AND REPEAL CERTAIN SECTIONS OF CHAPTER 11.28 AND CHAPTER 11.32 IN ITS ENTIRETY (*second reading*)
- c. **PROPOSED ORDINANCE No. 912:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE MINOR OFFENSE FINE SCHEDULE IN CHAPTER 1.20, GENERAL PENALTY, OF THE WRANGELL MUNICIPAL CODE (*second reading*)

WRITTEN TESTIMONY - None

ORAL TESTIMONY - None

Public Hearing recessed at 6:32 p.m.

Public Hearing reconvened at 6:55 p.m.

Public Hearing Adjourned at 6:55 p.m.

David L. Jack, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

Minutes of Regular Assembly Meeting Held on October 27, 2015

Mayor David L. Jack called the Regular Assembly meeting to order at 7:00 p.m., October 27, 2015, in the Borough Assembly Chambers. Assembly Members Mitchell, Blake, Prysunka and Rooney were present. Assembly Members Decker and Powell were absent. Borough Manager Jeff Jabusch and Deputy Borough Clerk Klinke were also in attendance.

The Pledge of Allegiance was led by Assembly Member Becky Rooney.

The Invocation was given by Karen Morse of the Baha'i Faith.

CEREMONIAL MATTERS

Certificates of Service were presented for the following Committee and Board members:

- | | |
|-----------------------|---|
| • Betty Keegan | <i>Planning & Zoning Commission</i> |
| • Rudy Briskar | <i>Planning & Zoning Commission</i> |
| • Dan Rudy | <i>Parks & Recreation Board</i> |
| • Daniel Blake | <i>Economic Development Committee</i> |
| • Marlene Clarke | <i>Economic Development Committee</i> |
| • Keene Kohrt | <i>Nolan Museum/Civic Center Board</i> |
| • Valerie Ni Heideain | <i>Nolan Museum/Civic Center Board</i> |

AMENDMENTS TO THE AGENDA - None

CONFLICT OF INTEREST - None

CONSENT AGENDA

M/S: Blake/Rooney, to approve Consent Agenda Items marked with an (*) asterisk; Item 6a, 7a, 7b, and 7c. Motion approved unanimously by polled vote.

APPROVAL OF MINUTES

Minutes of the Special Assembly meeting held October 12, 2015; Minutes of the Public Hearing and Regular Assembly meetings held October 13, 2015.

COMMUNICATIONS

- 7a. Port Commission minutes from the Regular meeting held October 1, 2015
- 7b. School Board action from the Regular meeting held October 19, 2015
- 7c. Hospital Board minutes from the Regular meeting held September 16, 2015

BOROUGH MANAGER'S REPORT

Manager Jabusch's report was provided.

BOROUGH CLERK'S FILE

Deputy Clerk Klinke's report was provided.

MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS

10a Reports by Assembly Members - None

10b City Boards and Committee Appointments

Mayor Jack appointed Mark Mitchell to continue serving on the Economic Development Committee. There were no objections from the Assembly.

As there were still boards and committees left with vacant seats, the Mayor directed the Clerk to continue advertising for the vacancies.

PERSONS TO BE HEARD - None

UNFINISHED BUSINESS

12a PROPOSED ORDINANCE No. 909: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTER 9.08, NUISANCES, AND CHAPTER 9.16, LITTERING, OF TITLE 9, HEALTH AND SAFETY, OF THE WRANGELL MUNICIPAL CODE, TO ADD SECTIONS ON PENALTY FOR VIOLATION AND REFERENCE THE MINOR OFFENSE FINE SCHEDULE IN WMC 1.20.050 (*second reading*)

M/S: Prysunka/Blake, to adopt Ordinance No. 909. Motion approved unanimously by polled vote.

12b PROPOSED ORDINANCE No. 910: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING TITLE 11, VEHICLES AND TRAFFIC, OF THE WRANGELL MUNICIPAL CODE, SPECIFICALLY CERTAIN SECTIONS IN CHAPTERS 11.04, 11.08, 11.12, 11.30, 11.36, 11.64, 11.68 AND 11.76, TO ADD PROVISIONS ON PENALTY FOR VIOLATION, MAKE CORRECTIONS, AND REPEAL CERTAIN SECTIONS OF CHAPTER 11.28 AND CHAPTER 11.32 IN ITS ENTIRETY (*second reading*)

M/S: Rooney/Mitchell, to adopt Ordinance No. 910. Motion approved unanimously by polled vote.

12c PROPOSED ORDINANCE No. 911: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CERTAIN SECTIONS OF CHAPTER 15.18, GARBAGE, OF THE WRANGELL MUNICIPAL CODE, RELATING TO MAINTENANCE OF REFUSE CONTAINERS AND OUTSIDE BURNING OF RUBBISH, AND AMENDING THE SECTION ON PENALTY FOR VIOLATION TO REFERENCE THE MINOR OFFENSE FINE SCHEDULE IN WMC 1.20.050 - Postponed from the October 13, 2015 meeting (*revised - second reading*)

M/S: Blake/Prysunka, to approve the revised second reading of Ordinance No. 911, and move to a third reading with a Public Hearing to be held on November 10, 2015. Motion approved unanimously by polled vote.

12d PROPOSED ORDINANCE No. 912: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE MINOR OFFENSE FINE SCHEDULE IN CHAPTER 1.20, GENERAL PENALTY, OF THE WRANGELL MUNICIPAL CODE (*second reading*)

M/S: Prysunka/Blake, to postpone Ordinance No. 912 until November 10, 2015, since this ordinance contains violations for Ordinance No. 911, which is not being adopted at this meeting. Motion approved unanimously by polled vote.

NEW BUSINESS

13a PROPOSED RESOLUTION No. 10-15-1334: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT OF THE JOB DESCRIPTION FOR THE LIBRARY ASSISTANT I POSITION

M/S: Rooney/Mitchell, to adopt Resolution No. 10-15-1334, which amends the job description for the Library Assistant I Position.

Assembly Member questioned the weight restrictions on the job description.

Manager Jabusch agreed that 50 pounds was pretty heavy. He said that he would check on the requirements and bring it back to the assembly for approval of a new weight restriction, if need be.

Motion approved unanimously by polled vote.

ATTORNEY'S FILE – A Summary Report was provided to the Assembly.

EXECUTIVE SESSION

15a Borough Manager's Evaluation

M/S: Prysunka/Blake, moved pursuant to 44.62.320 (c) (2), that we recess into executive session to discuss matters that may tend to prejudice the reputation and character of any person, specifically the Borough Manager's Evaluation. Motion approved unanimously by polled vote. Motion approved unanimously by polled vote.

M/S: Prysunka/Rooney, moved to accept the terms of the Manager's letter and extend the Borough Manager's Contract for one year.

Assembly Member's Rooney, Blake, Prysunka, Mitchell stated that they all appreciated the Borough Manager and thanked him for staying on to serve the community.

Motion approved unanimously by polled vote.

Regular Assembly Meeting adjourned at 7:33 p.m.

David L. Jack, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

Agenda Item 7

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM November 10, 2015

COMMUNICATIONS:

INFORMATION: The Assembly may receive items for Communications, reasons only which do not require separate action. This is an avenue to keep the Assembly informed, for the public to enter items on the record, if necessary. The Assembly also receives agenda communications directly by their constituents, Borough Manager, other agencies' Officers and Department Directors.

A MAIL BOX IS ALSO AVAILABLE IN THE BOROUGH CLERK'S OFFICE FOR EACH MEMBER OF THE ASSEMBLY AND SHOULD BE CHECKED ON A ROUTINE SCHEDULE.

All items appearing under Communications on the Agenda have been approved under the Consent Agenda unless removed by an Assembly Member or the Mayor and placed on the regular agenda under Unfinished Business.

None.

There will not be a written
Borough Manager's Report for this
Agenda. There will be a verbal
report given by Manager Jabusch
at the Assembly meeting.

Agenda Item 9

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM

CLERK'S REPORT November 10, 2015

Mark Your Calendar:

- 11/12 Planning & Zoning Commission mtg. @ 7 pm in the Assembly Chambers
- 11/17 Nolan Museum/Civic Center Board mtg. @ noon in the Nolan Center Classroom
- 11/18 Hospital Board mtg. @ 5:30 pm in the Nolan Center Classroom
- 11/19 Evergreen Project - Open House from 5 pm to 8 pm at the Nolan Center
- 11/24 Regular Assembly Mtg. *canceled*
- 12/3 & 4 Newly Elected officials training at City Hall from 1 pm to 5 pm (Everyone is welcome!!)

- 12/9-10 SEAPA Board Mtg. to be held in Ketchikan, with times TBD

AML (AcoM, NEO & Conference)

Alaska Municipal League Conference schedule is as follows:

- | | |
|--|----------------------|
| Pre-Conference (NEO-Newly Elected Officials Training) | - Nov. 16 & 17, 2015 |
| Regular Conference | - Nov. 18 & 19, 2015 |
| ACoM (Alaska Conference of Mayors) | - Nov. 17, 2015 |

Mayor Jack will be attending the ACoM and AML Conferences. Assembly Member Rooney will be attending the NEO and AML Conferences.

Clerk's training (AAMC)

I will be traveling to Anchorage from November 15th thru the 17th for the Annual Alaska Association of Municipal Clerk's training.

Kim Lane, Borough Clerk

Agenda Items 10 a - d

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM November 10, 2015

MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS:

INFORMATION: This agenda item is reserved for the Mayor and Assembly Member's special reports. Such information items as municipal league activities, reports from committees on which members sit, conference attendance, etc., are examples of items included here.

- **Item 10a** Reports by Assembly Members
- **Item 10b** City Boards and Committee Appointments

Letters for City Boards & Committee Appointments received from:

- Planning & Zoning Commission (unexp. until 10-2018)
- Planning & Zoning Commission (unexp. until 10-2018)
- Planning & Zoning Commission (unexp. until 10-2017)
- Economic Development Committee (unexp. until 10-2018)
- Economic Development Committee (unexp. until 10-2018)
- Nolan Museum/Civic Center Board (unexp. until 10-2018)
- Nolan Museum/Civic Center Board (unexp. until 10-2018)

Recommended Action:

Appointments to be filled by the Mayor with the consent of the assembly for the various seats with.

Recommended Action if not approved with the consent of the Assembly:

Motion: Move to appoint _____ to fill the vacancy on the _____ for the term up until October _____.

➤ **Item 10c** Appointment to fill the vacancies on the SEAPA Board (one voting seat and one alternate seat)

Letters of interest received from:

<i>Voting Member (one)</i>	<i>Alternate Member (one)</i>
Clay Hammer - or-	Clay Hammer
Steve Prysunka	

RECOMMENDED ACTION:

1. Mayor Jack: I recommend that we appoint _____ to fill the SEAPA Board Voting Member Seat beginning on January 1, 2016, and ending December 31, 2017.
2. Mayor Jack: I recommend that we appoint _____ to fill the SEAPA Board Alternate Member Seat beginning on January 1, 2016, and ending December 31, 2017.

➤ **RECOMMENDED ACTION IF NOT APPROVED WITH THE CONSENSUS OF THE ASSEMBLY:**

I Move to appoint _____ to fill the vacancy of the Voting Member seat on the SEAPA Board beginning on January 1, 2016, and ending December 31, 2017.

➤ **RECOMMENDED ACTION IF NOT APPROVED WITH THE CONSENSUS OF THE ASSEMBLY:**

I Move to appoint _____ to fill the vacancy of the Alternate Member seat on the SEAPA Board beginning on January 1, 2016, and ending December 31, 2017.

SEAPA - Hammer for voting or non-voting seat

10/20/2015

CITY CLERK
OCT 21 2015
RECEIVED

Honorable Mayor and Assembly Members, City and Borough of Wrangell

Please consider this as my Letter of Intent to be considered for any of the SEAPA board positions. It is my understanding that this is a one year term representing the City and Borough of Wrangell on that board.



Respectfully, Clay Hammer

PO Box 398 Wrangell AK

PH # 907-305-0373

Dear Mayor Jack,

I would like to express my interest in again serving on the SEAPA board. I have enjoyed representing our community.

I am also resigning from being the Wrangell Medical Centre board representative.

All the best,

Stephen Prysunka

Stephen Prysunka
P.O. Box 2294
Wrangell, Alaska 99929
907 305 3016
stephenprysunka@gmail.com

➤ **Item 10d** Appointment of an assembly member as the Hospital
Board Liaison

**RECOMMENDED ACTION IF NOT APPROVED WITH THE CONSENSUS OF
THE ASSEMBLY:**

**I move to appoint _____ to fill the vacancy of Hospital Board
Liaison to the Wrangell Medical Center Board**

*Appointment is to be made by the Borough Assembly (motion and vote is
required)*

Agenda Item 12a

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM November 10, 2015

INFORMATION:

PROPOSED ORDINANCE No. 911: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CERTAIN SECTIONS OF CHAPTER 15.18, GARBAGE, OF THE WRANGELL MUNICIPAL CODE, RELATING TO MAINTENANCE OF REFUSE CONTAINERS AND OUTSIDE BURNING OF CERTAIN MATERIALS, AND AMENDING THE SECTION ON PENALTY FOR VIOLATION TO REFERENCE THE MINOR OFFENSE FINE SCHEDULE IN WMC 1.20.050 (*revised – third reading*)

Background

The proposed Ordinance is being brought forward in order to address the violations in Chapter 15 by placing them in the minor offence fine schedule in title 1. This is a requirement of the State of Alaska's Court System. Essentially, if we do not list the fines and/or penalties in the fine schedule in Title 1, the violation is a mandatory court appearance.

Having the fines and/or penalties listed out in Title 1 will help law enforcement and the residents of Wrangell to be clear on what the penalty/fee is for each violation.

*Also as stated above, this is a **requirement** of the State of Alaska's Court System.*

Attachments:

1. Proposed Ordinance No. 911

RECOMMENDED ACTION:

Move to adopt Ordinance No. 911.

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 911

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CERTAIN SECTIONS OF CHAPTER 15.18, GARBAGE, OF THE WRANGELL MUNICIPAL CODE, RELATING TO MAINTENANCE OF REFUSE CONTAINERS AND OUTSIDE BURNING OF CERTAIN MATERIALS, AND AMENDING THE SECTION ON PENALTY FOR VIOLATION TO REFERENCE THE MINOR OFFENSE FINE SCHEDULE IN WMC 1.20.050

[The changes to the existing code are shown as follows: the words that are underlined are to be added and the words that are **[bolded and in brackets are to be deleted]**.]

SEC. 1. Action. The purpose of this ordinance is to amend certain sections of Chapter 15.18, Garbage, of the Wrangell Municipal Code.

SEC. 2. Amendment. The list of sections in Chapter 15.18, Garbage, of the Wrangell Municipal Code is amended to read:

Chapter 15.18
GARBAGE

Sections:

- 15.18.010 Definitions.
- 15.18.020 Refuse containers – Specifications.
- 15.18.025 Refuse containers – Borough-owned.
- 15.18.030 Refuse containers – **[Maintenance]** Required.
- 15.18.032 Refuse containers – Maintained.
- 15.18.040 Refuse containers – Location.
- 15.18.050 **[Disposal – Restricting generally]**Disposal of offensive refuse - prohibited.
- 15.18.052 Burning of certain materials prohibited.
- 15.18.060 Sanitation department.
- 15.18.061 Funds – Accounting system.
- 15.18.062 Use of moneys.
- 15.18.070 Collection or disposal fees.
- 15.18.075 Monofill disposal permit and fees.
- 15.18.080 Collection times and frequency.

- 15.18.090 Notification of collection need.
- 15.18.100 Disposal at and maintenance of municipal solid waste handling facility.
- 15.18.110 Penalty for violation.

SEC. 3. Amendment. Section 15.18.025 of the Wrangell Municipal Code is amended to read:

15.18.025 Refuse containers – Borough-owned.

A. All bulk storage containers shall be provided and owned by the borough sanitation department. An additional lease fee, as set forth in Table 15.18.070, shall be assessed in addition to collection charges on all borough-owned bulk storage containers.

B. Customer-owned bulk storage containers previously approved by the borough sanitation department shall be allowed to remain in service until the end of their usable life, at which time they will be replaced by borough-owned bulk storage containers.

C. All borough-owned bulk storage containers shall be maintained and repaired by the borough.

SEC. 4. Amendment. Section 15.18.030 of the Wrangell Municipal Code is amended to read:

15.18.030 Refuse containers – [Maintenance]Required.

A. Every person in possession, charge or control of any place where refuse is created or accumulated shall provide sufficient number of containers to accommodate all refuse accumulated between successive collections.

B. The owner of a multiple dwelling less than three units shall furnish or require his tenants to furnish proper garbage containers. Refuse containers furnished by the tenants located at multiple dwellings shall be marked so as to indicate the apartment to which they belong.

[C. Each container shall be kept closed except when it becomes necessary to deposit or to remove refuse. Each container shall be kept clean and upright so as not to create an odor nuisance or endanger public health or safety.]

[D. All borough-owned bulk storage containers shall be maintained and repaired by the borough.]

SEC. 5. New Section. Chapter 15.18 of the Wrangell Municipal Code is amended

by the addition of a new Section 15.18.032 to read:

15.18.032 Refuse containers – Maintained.

Each refuse container shall be kept closed except when it becomes necessary to deposit or to remove refuse. Containers shall not be overfilled as to allow animals or wildlife to access its contents. Each container shall be kept clean and upright so as not to create an odor nuisance or endanger public health or safety.

SEC. 6. Amendment. Section 15.18.050 of the Wrangell Municipal Code is amended to read:

15.18.050 [Disposal – Restricting generally] Disposal of offensive refuse - prohibited.

A. It is unlawful for any person to deposit refuse which may be offensive, noxious, or dangerous to the public health on any private property, public ground, alley, street, area, way, or on other public place within the borough limits where it may become dangerous or offensive to the public health.

[B. Outside burning of rubbish or other combustible materials shall be restricted to authorization or special permit of the fire chief.]

[C]B. Nothing contained in this chapter shall be construed to prevent a person from removing rubbish from his private property and transporting it to any approved disposal area; provided, that all borough regulations relating to the use of the disposal area are complied with; and provided further, that the private hauling shall not excuse said person from paying a refuse collection or disposal fee

SEC. 7. New Section. Chapter 15.18 of the Wrangell Municipal Code is amended by the addition of a new Section 15.18.052 to read:

15.18.052 [Disposal – Restricting generally]Burning of certain materials prohibited.

A. No person may cause or allow burning of materials which creates a danger to public health or safety or a public or private nuisance. No person may cause or allow the burning of rubber, plastic, tar, petroleum products, automobile parts, putrescible garbage, petroleum-treated products, oily waste, contaminated oil cleanup materials, or other materials in a way that produces black smoke or offensive smoke.

B. Except as prohibited in this section, the outside burning of paper, cardboard, wood, and yard trimming materials is allowed in a burn barrel, homemade burn box, wood stove, outdoor boiler, or open pit.

SEC. 8. Amendment. Section 15.18.110 of the Wrangell Municipal Code is amended to read:

15.18.110 Penalty for violation.

Any person violating any provision of this chapter is guilty of an infraction and shall be punished by the fine established in the WMC 1.20.050 fine schedule if the offense is listed in that fine schedule or by a fine of up to \$500.00 if the offense is not listed in the WMC 1.20.050 fine schedule. [Any person keeping refuse in containers other than authorized by this chapter, or who keeps upon any premises in the borough refuse which is offensive, or who fails to perform any act required by this chapter, shall have committed a violation which, upon conviction, is punishable by a fine not exceeding \$150.00 per violation.] A separate offense shall be deemed committed upon each day during or on which a violation occurs or continues after the violator has been given actual or constructive notice of violation.

SEC. 9. Classification. This ordinance is of a permanent nature and shall be codified in the Wrangell Municipal Code.

SEC. 10. Severability. If any portion of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

SEC. 11. Effective Date. This ordinance shall be effective upon adoption.

POSTPONED IN FIRST READING: October 13, 2015.

PASSED IN SECOND READING (AMENDED): October 27, 2015

PASSED IN THIRD READING: _____, 2015.

David L. Jack, Mayor

ATTEST:

Kim Lane, Borough Clerk

Agenda Item 12b

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM November 10, 2015

INFORMATION:

PROPOSED ORDINANCE No. 912: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE MINOR OFFENSE FINE SCHEDULE IN CHAPTER 1.20, GENERAL PENALTY, OF THE WRANGELL MUNICIPAL CODE – Postponed from the October 27th meeting (third reading)

Background

The proposed Ordinance is being brought forward in order to add the prior ordinance fines/penalties to the fine schedule in Title 1. This is a requirement of the State of Alaska's Court System. Essentially, if we do not list the fines and/or penalties in the fine schedule in Title 1, the violation is a mandatory court appearance.

Having the fines and/or penalties listed out in Title 1 will help law enforcement and the residents of Wrangell to be clear on what the penalty/fee is for each violation.

*Also as stated above, this is a **requirement** of the State of Alaska's Court System.*

Attachments:

1. Proposed Ordinance No. 912

RECOMMENDED ACTION:

Move to adopt Ordinance No. 912.

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 912

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE MINOR OFFENSE FINE SCHEDULE IN CHAPTER 1.20, GENERAL PENALTY, OF THE WRANGELL MUNICIPAL CODE

BE IT ORDAINED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA:

[The changes to the existing code are shown as follows: the words that are underlined are to be added and the words that are **[bolded and in brackets are to be deleted]**.]

SEC. 1. Action. The purpose of this ordinance is to amend the Minor Offense Fine Schedule in Section 1.20.050 of Chapter 1.20, General Penalty, of the Wrangell Municipal Code to add to the fine schedule offenses relating to Chapter 9.16, Littering, Chapter 11.28, Stopping, Standing, and Parking, Chapter 11.30, Parking Lot Regulations, Chapter 11.36, Miscellaneous Traffic Rules, Chapter 11.64, Sound Trucks, Chapter 11.68, Snowmobiles, Chapter 11.76, Junk Vehicles, and Chapter 15.18, Garbage.

SEC. 2. Amendment. Section 1.20.050 of the Wrangell Municipal Code is amended to read:

1.20.050 Minor Offense Fine Schedule.

In accordance with AS 29.25.070(a), citations for the following offenses may be disposed of as provided in AS 12.25.195-.230, without a court appearance, upon payment of the fine amounts listed below plus the state surcharge required by AS 12.55.039 and AS 29.25.074. Fines must be paid to the police department. If an offense is not listed on a fine schedule, the defendant must appear in court to answer the charges. The Alaska Court System's Rules of Minor Offense Procedure apply to all offenses listed below. Citations charging these offenses must meet the requirements of Minor Offense Rule 3. If a person charged with one of these offenses appears in court and is found guilty, the penalty imposed for the offense may not exceed the fine amount for that offense listed below.

The fine amounts listed below are doubled for motor vehicle or traffic offenses committed in a highway work zone or traffic safety corridor, as those terms are defined in AS 28.90.990 and 13 AAC 40.010(b).

An offense listed in this schedule may not be disposed of without court appearance if the offense is in connection with a motor vehicle accident that results in the death of a person.

Section	Offense	Penalty/Fine
7.04.010	Cruelty – Abandonment	\$200
7.04.020	Animals at large prohibited	First offense - \$15, second offense - \$50, third offense - \$100. Fourth and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$200 and a maximum fine of \$500.00.
7.08.010	Licensing	\$25.00 fine for each offense.
7.08.020	Dog Vaccination required	\$50.00 fine for each offense.
7.08.030	At large – Prohibited – Nuisance declared	First offense - \$15, second offense - \$50, third offense - \$100. Fourth and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$200 and a maximum fine of \$500.00.
7.08.035	Objectionable animals	First offense - \$15, second offense - \$50, third offense - \$100. Fourth and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$200 and a maximum fine of \$500.00.
7.08.040	Restraint requirements	First offense - \$15, second offense - \$50, third offense - \$100. Fourth and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$200 and a maximum fine of \$500.00.
7.08.045 & 7.08.050	Off-leash areas & Off –leash area rules	First offense - \$15, second offense - \$50, third offense - \$100. Fourth and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$200 and a maximum fine of \$500.00.
7.08.115	Potentially dangerous and dangerous dogs: violation of restrictions, confinement requirements, and sign requirements	First offense - \$200. Second and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$300 and a maximum fine of \$500.00.
7.08.120	Biting dog – Confinement	First offense - \$200. Second and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$300 and a maximum fine of \$500.00.
7.08.140	Proclamation to confine all dogs during epidemic	First offense - \$200 Second and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$300 and a

		maximum fine of \$500.00.
7.08.150	Interference with animal enforcement agents	First offense - \$200 Second and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$300 and a maximum fine of \$500.00.
<u>9.08.080</u>	<u>Accumulations of rubbish & materials prohibited</u>	<u>\$100.00 fine for each offense.</u>
9.12.020, 9.12.030, & 9.12.040	Fireworks where prohibited; sale where prohibited; display violations	First offense - \$200. Second and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$300 and a maximum fine of \$500.00.
<u>9.16.020</u>	<u>Deposit in public places</u>	<u>0-1 pound = \$50.00 fine, 1-5 pounds = \$150.00 fine, 6-10 pounds = \$250.00, 11-15 pounds = \$350.00 fine, 15 + pounds = \$500.00 fine.</u>
<u>9.16.030</u>	<u>Maintaining sidewalks free of litter.</u>	<u>\$75.00 fine for each offense.</u>
<u>9.16.040</u>	<u>Deposit from vehicles prohibited</u>	<u>\$75.00 fine for each offense.</u>
<u>9.16.050</u>	<u>Operating litter-generating vehicles prohibited</u>	<u>0-1 pound = \$50.00 fine, 1-5 pounds = \$150.00 fine, 6-10 pounds = \$250.00, 11-15 pounds = \$350.00 fine, 15 + pounds = \$500.00 fine.</u>
<u>9.16.060</u>	<u>Deposit on private property prohibited</u>	<u>0-1 pound = \$50.00 fine, 1-5 pounds = \$150.00 fine, 6-10 pounds = \$250.00, 11-15 pounds = \$350.00 fine, 15 + pounds = \$500.00 fine.</u>
<u>9.16.070</u>	<u>Property owner's responsibility to maintain premises</u>	<u>\$75.00 fine for each offense.</u>
<u>9.16.080</u>	<u>Handbills – Restrictions generally</u>	<u>\$75.00 fine for each offense.</u>
<u>9.16.090</u>	<u>Handbills – Distribution on private property</u>	<u>\$75.00 fine for each offense.</u>
<u>9.16.100</u>	<u>Posting notices prohibited</u>	<u>\$50.00 fine for each offense.</u>
10.18.010	Abuse of 911 system	First offense - \$200. Second and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$300 and a maximum fine of \$500.00.
10.36.010	Discharge of firearms and other weapons prohibited within certain areas	First offense - \$200. Second and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$300 and a maximum fine of \$500.00.

10.46.010(A)(1)	Consumption of marijuana in a public place prohibited	\$100.00 fine for each offense.
10.46.010(A)(2)	Consume marijuana outdoors adjacent public place without consent of property owner	\$100.00 fine for each offense.
<u>11.28.020</u>	<u>Prohibited parking places</u>	<u>\$50.00 fine for each offense.</u>
<u>11.28.030</u>	<u>Red-painted curbs and signs – No parking</u>	<u>\$50.00 fine for each offense.</u>
<u>11.28.040</u>	<u>Time-limit parking</u>	<u>\$50.00 fine for each offense.</u>
<u>11.28.080</u>	<u>Blocking roadway prohibited</u>	<u>\$50.00 fine for each offense.</u>
<u>11.28.090</u>	<u>Bus stop and passenger zone – Parking prohibited</u>	<u>\$50.00 fine for each offense.</u>
<u>11.28.100</u>	<u>Loading and unloading materials</u>	<u>\$50.00 fine for each offense.</u>
<u>11.28.130</u>	<u>Method of parking – Loading permits</u>	<u>\$50.00 fine for each offense.</u>
<u>11.30.030</u>	<u>Parking in excess of posted time limit – Parking lots</u>	<u>\$50.00 fine for each offense.</u>
<u>11.30.040</u>	<u>Proper parking required – Parking lots</u>	<u>\$50.00 fine for each offense.</u>
<u>11.30.050</u>	<u>Vehicles and objects prohibited – Parking lots</u>	<u>\$75.00 fine for each offense.</u>
<u>11.36.060</u>	<u>Stop when traffic obstructed</u>	<u>\$75.00 fine for each offense.</u>
<u>11.36.070</u>	<u>Bicycle restrictions on sidewalks</u>	<u>\$50.00 fine for each offense.</u>
<u>11.36.080</u>	<u>U-turns prohibited</u>	<u>\$50.00 fine for each offense.</u>
<u>11.36.100</u>	<u>Dragging objects prohibited</u>	<u>\$50.00 fine for each offense.</u>
<u>11.36.110</u>	<u>Projecting loads on passenger vehicles</u>	<u>\$50.00 fine for each offense.</u>
<u>11.36.160</u>	<u>Use of coaster, rollerskates, skateboards, sleds and skis</u>	<u>\$50.00 fine for each offense.</u>
<u>11.36.170</u>	<u>Excessive acceleration</u>	<u>\$50.00 fine for each offense.</u>
<u>11.64.010</u>	<u>Sound trucks – permit required</u>	<u>\$100.00 fine for each offense.</u>
<u>11.68.020</u>	<u>Registration required</u>	<u>\$50.00 fine for each offense.</u>
<u>11.68.030</u>	<u>Required equipment</u>	<u>\$50.00 fine for each offense.</u>
<u>11.68.040</u>	<u>Snowmobile operation restricted</u>	<u>\$50.00 fine for each offense.</u>
<u>11.68.050</u>	<u>Designated right-of-way</u>	<u>\$50.00 fine for each offense.</u>
<u>11.76.020</u>	<u>Junk vehicles unlawful</u>	<u>\$50.00 fine for each offense. Each 10 days shall constitute a separate violation.</u>
<u>15.18.030</u>	<u>Refuse containers – Required.</u>	<u>\$150.00 fine for each offense.</u>
<u>15.18.032</u>	<u>Refuse containers – Maintained</u>	<u>\$150.00 fine for each offense.</u>
<u>15.18.050</u>	<u>Disposal of offensive refuse prohibited</u>	<u>\$150.00 fine for each offense.</u>
<u>15.18.052</u>	<u>Burning of certain materials prohibited.</u>	<u>\$150.00 fine for each offense.</u>
<u>15.18.075</u>	<u>Monofill disposal permit and</u>	<u>\$150.00 fine for each offense.</u>

	<u>fees</u>	
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SEC. 3. Classification. This ordinance is of a permanent nature and shall be codified in the Wrangell Municipal Code.

SEC. 4. Severability. If any portion of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

SEC. 5. Effective Date. This ordinance shall be effective upon adoption.

PASSED IN SECOND READING: October 13, 2015

POSTPONED IN SECOND READING: October 27, 2015.

PASSED IN THIRD READING: _____, 2015

David L. Jack, Mayor

ATTEST:

Kim Lane, Borough Clerk

Agenda Item 13a

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM November 10, 2015

INFORMATION:

Approval of an Electric Department Rate Study

Attachments:

1. Memo from Manager Jabusch
2. Memo from Clay Hammer, Electrical Superintendent
3. Proposal – Electric Rate Study

RECOMMENDED ACTION:

Move to accept HDR Engineering's Proposal to conduct an electric rate study in the amount of \$24,990 with funding to come from the electrical department's approved budget for this project.

MEMORANDUM

**TO: HONORABLE MAYOR AND MEMBERS OF THE ASSEMBLY
CITY AND BOROUGH OF WRANGELL**

**FROM: JEFF JABUSCH
BOROUGH MANAGER**

SUBJECT: Electric Department Rate Study

DATE: November 2, 2015

Background:

In 2010, the borough conducted a rate study on all of our utilities, including the electric department. Based on the information provided to the rate consultant on our capital requirements for the next 5 years, a rate increase was not recommended. Five years has come and gone and a recent system study has revealed many concerning issues to our system that were not brought up at that time. Some of these are described in an attached memo from Clay Hammer, Electrical Supt.

And although our electric utility can do most of the system upgrades with our own staff, it does take money for poles, wire, transformers and generating units. We don't want to ignore it and then in a few years ask why something wasn't done as we can't provide adequate power for our customers. Our last increase was 7% in July of 2014.

Thomas Gould of HDR Engineering, Inc. has been doing our rate studies since the early 1980's. Tom is a well-respected rate consultant and very qualified as you can see from page 7 of his proposal. We are able to hire HDR Engineering without competitive bidding per Wrangell Municipal Code 5.10.050 (E) Contractual Services of a professional nature, such as legal, engineering, architectural, and medical services. We did go out to RFP's in 2010 and HDR was chosen as the top selection. They did a great job and the staff is the same so we feel we will get an equally solid product from them this time.

The electrical department has budgeted \$25,000 for this project because that was the neighborhood of the previous study. They have given us a cost of \$24,990.

Attachments:

1. HDR Proposal
2. Memo from Clay Hammer, Electrical Supt.

Recommended Action:

Move to accept HDR Engineering's Proposal to conduct an electric rate study in the amount of \$24,990 with funding to come from the electrical department's approved budget for this project.

MEMORANDUM

TO: Jeff Jabusch, City Manager
CITY AND BOROUGH OF WRANGELL

FROM: Clay Hammer
Electrical Superintendent

SUBJECT: 2015 Rate Study

DATE: October 27, 2015

BACKGROUND:

Two years ago WML&P started the first of a two-step process to:

- 1) Document the overall condition of the Wrangell Distribution System and what affects recent growth has had on it and
- 2) Analyze our current electrical rates to make sure that we are prepared financially to address deficiencies that may eminently be heading our way.

The System Study was budgeted for fiscal year 2014-2015 with work completed at the end of that fiscal year. Money for the Rate Study was budgeted for Fiscal year 2015-2016.

The System Study was an eye opener. It identified the fact that 80% of our distribution is at or beyond its expected life span, that portions are quickly nearing electrical capacity, and that in many cases the addition of heavy phone and cable trunk lines have grossly overloaded the poles. It also identified the fact that we have fallen behind in Industry Redundancy Standards in regard to our back up diesel generation. Industry standards dictate that peak demands be met even with the loss of one generator and for us this is no longer the case. Initial estimates to address the current most pressing problems within our distribution come in at over a million dollars with another two-plus million required to address generation deficiencies.

The last Rate Study performed for WML&P was in 2010. While many factors were considered at the time there was not a current System Study in place to provide insight into distribution or generation infrastructure needs.

RECOMMENDATION:

City Manager Jeff Jabusch was involved in the last Rate Study done in 2010 and was recently able to make contact with the consulting firm that did the work. Having prior experience they would seem the ideal candidate to do this for us. They have presented a proposal that is within scope and budget for the project. I recommend that we award the project to HDR Consulting Services for an amount not to exceed 24,990.00

Clay Hammer
Superintendent
Wrangell Municipal Light and Power

City and Borough of Wrangell



**Proposal to Conduct an
Electric Rate Study Update**
October 2015





October 21, 2015

Mr. Jeff Jabusch
Borough Manager
City and Borough of Wrangell
P.O. Box 531
Wrangell, AK 99929

Subject: Proposed to Conduct an Electric Rate Study Update

Dear Mr. Jabusch:

The City and Borough of Wrangell (Wrangell) desires to update their electric rate study. The electric utility has developed a new capital plan and desires an electric rate study update to provide a funding and rate plan to support the capital plan.

HDR Engineering, Inc. (HDR) conducted Wrangell's last electric rate study in 2010. As a result, HDR has a strong understanding of Wrangell's project requirements, along with the technical and analytical requirements. The proposed services for this study includes a *revenue requirement analysis* to establish the revenues and expenses of the utility and determine any needed overall rate adjustments and then a *rate design analysis* to develop the final proposed rates for adoption by the Borough Assembly.

Please find attached a detailed proposal for these services. Our proposal includes a detailed scope of services, our proposed project team and our proposed time schedule and fees. We are certainly willing to modify our proposal to meet the specific needs of Wrangell.

Should you have any questions about our approach to this project or any information contained herein, you may call Tom Gould, the proposed Project Manager, directly at (425) 450-6386. Thanks again for the opportunity to propose on this interesting project.

Sincerely yours,
HDR ENGINEERING, INC.

A handwritten signature in blue ink that reads 'Tom Gould'. The signature is fluid and cursive, with the first name 'Tom' and last name 'Gould' clearly distinguishable.

Tom Gould
Vice President/HDR's Business
Leader for Finance and Rates

hdrinc.com

500 108th Ave NE, Suite 1200, Bellevue, WA 98004-5549
(425) 450-6200



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1. Scope of Services

1.1 Introduction and Overview

HDR Engineering, Inc. (HDR) proposes to provide an electric rate study update for the City and Borough of Wrangell (Wrangell). The electric utility has recently updated their capital plan and desires technical and analytical assistance in developing a funding and rate plan to support the capital (infrastructure) plan. HDR will provide an update to Wrangell's 2010 electric rate study, conducted by HDR, and from that update provide a funding plan for the capital plan and a set of recommended electric rates to support that funding plan.

"HDR will provide a update to the 2010 electric rate study conducted for Wrangell and provide a funding plan for the capital plan and a set of recommended electric rates to support that funding plan."

1.2 Detailed Scope of Services

HDR has developed a detailed scope of services to meet the specific goals and objectives of Wrangell's electric utility. Provided below is a detailed discussion of the proposed scope of services for this study. Our proposed scope of services can be modified to meet the specific needs of Wrangell.

Task 1—Initial Project (Kick-Off) Meeting

Task Objective: *Bring HDR, Wrangell management and staff together, at the start of the project, to assure that all parties have a mutual understanding of the goals, objectives, issues and concerns related to the study.*

The initial project (kick-off) meeting is important to the overall success of this engagement since it forms the foundation for the rate study process. The initial project meeting allows both parties to discuss the overall goals and objectives for this study, while at the same time discussing any issues and concerns that either party may have. Given our past working relationship, HDR would propose that the initial project meeting be held via conference call. The initial project meeting should be approximately 1 hour in length. This should provide sufficient time to allow for discussion of all pertinent issues as well as Wrangell's specific goals and objectives.

Expected Wrangell Support for Task 1:

- Have key management/project team members attend a 1 hour project kick-off meeting (conference call).

Deliverables as a Result of Task 1:

- Identification of objectives, issues and concerns by both parties.
- Confirmation of Wrangell's rate study goals and objectives.

Task 2—Data Request/Data Collection

Task Objective: Review and assess Wrangell’s existing data, and provide a written data request detailing the data required to complete the study.

The initial written data request details the data and information required to conduct the analyses. HDR will provide a written data request to Wrangell prior to the initial kick-off meeting so that it can be discussed at the meeting and any problem areas quickly resolved. The data and information requested for this study should be, for the most part, readily available information (e.g., financial, statistical, customer, etc.).

Expected Wrangell Support for Task 2:

- Gather the data requested in the written data request provided by HDR. (Note: typically requires 8 – 16 hours of total staff time to provide).

Deliverables as a Result of Task 2:

- An initial written data request to Wrangell.
- Identification of any data constraints.

Task 3—Revenue Requirement Analysis

Task Objective: Using “generally-accepted” rate setting methodologies develop Wrangell’s revenue requirement for projected five (5) year period. The analysis will include Wrangell’s current capital improvement plans, the development of a projection of O&M expense, and a projection of power supply costs. The revenue requirement analyses will establish the cost-based ‘level’ of revenue to be collected from rates and, if necessary, a plan to transition rates to cost-based levels.

The development of the revenue requirement analysis is the first major analytical portion of the comprehensive rate study process. This portion of the study entails reviewing, the various sources of funds (revenues) and comparing them to the applications of funds (expenses) for the utility. This task considers the prudent and proper funding for O&M and capital expenditures for Wrangell, and determines the need for any rate adjustments over the time period reviewed. A more detailed discussion of the various steps involved in developing Wrangell’s revenue requirements is provided below.

STEP 1 – SELECTION OF A TEST PERIOD – The first step in the development of the revenue requirement is the selection of a “test period”. A “test period” refers to a time frame of reference for the accumulation of revenues, expenses and consumption data. In this case, a five-year projected time period is proposed. By reviewing costs over this extended time frame, Wrangell can determine if any major rate impacts are on the horizon and potentially take steps today to help minimize future impacts (e.g., rate adjustment transition, accumulation of capital reserves, etc.).

STEP 2 – METHOD OF ACCUMULATING COSTS – Once the “test period” has been determined, the next decision is to determine the basis or method of accumulating costs. Wrangell has historically used a “cash basis” approach to set their revenue requirement since this closely follows their budgeting process. This is the method HDR would again recommend for establishing the revenue requirement for Wrangell.

STEP 3 – ACCUMULATION OF REVENUES AND EXPENSES – The revenue requirement is composed of two major types of costs; operational and capital expenses. The operational costs are generally projected from historical or budgeted costs, using assumed escalation factors, and adjusted for any known changes in operations (e.g., additional personnel, growth/expansion, etc.). The O&M expenses will be projected for a 5-year period based on current budget or actual year-end documents. HDR will work with Wrangell to review the forecasted expenditures to develop a reasonable estimate of future operating expenses. Power supply costs are a component of Wrangell’s O&M expenses and will be projected for the five year period.

Within this study, the starting point for projecting capital (infrastructure) costs will be Wrangell’s current capital improvement plan. In the financial planning process, consideration must be given to maximizing the funding available for capital improvements on the system while, at the same time, attempting to minimize rates to customers. This is accomplished in a variety of ways. However, the most important aspect of this discussion is that there are multiple methods of funding and financing the capital plan and it is through this process that rates can be minimized. The general approach is to list the capital projects in each year, and then determine the various outside funding sources for each of the projects. These outside funding sources may be capital reserves, grants, capital contributions/line extensions, etc. The balance of projects not funded by the available sources of funds must be financed from a combination of long-term debt and rates. It is the balancing of the use of long-term debt to the impact upon rates, which is critical to the analysis.

In summary, given a better understanding of the overall magnitude of the needed capital projects, a final financing plan can be developed which meets Wrangell’s goals and objectives for the utility, while attempting to minimize rates and costs over time.

After development of the initial draft of the revenue requirement HDR will meet with Wrangell staff on-site to review the assumptions used in the study to confirm the assumptions and estimates used within the study.

In the course of conducting the revenue requirement, HDR will review key financial planning criteria (e.g., reserve fund balances, debt service coverage, etc.) and recommend additional financial tests as necessary.

Expected Wrangell Support for Task 3:

- Provide “as needed” assistance to clarify Wrangell’s data and information as it relates to the capital improvement plan and the development of the revenue requirement analysis.
- Have key Wrangell staff attend a half day project meeting to review the draft results of the revenue requirement analysis.

Deliverables as a Result of Task 3:

- A projected revenue requirement analysis for a projected five-year period that considers the necessary operating and capital needs.
- A capital financing plan within the revenue requirement analysis, utilizing Wrangell’s capital improvement plan, which attempts to maximize capital expenditures, while minimizing the rate impacts to customers over time.
- If needed, a transition plan to “phase in” any needed rate adjustments.

- Recommendations regarding key financial indicators (e.g., reserve, debt service coverage, etc.).
- Review the draft results of the revenue requirement analysis with Wrangell staff at a one-half day meeting.

Task 4—Rate Design

Task Objective: *Utilize the cost information developed as a part of the previous task and develop rate design options for possible adoption by Wrangell. As appropriate, review alternative rate designs that meet Wrangell’s rate design goals and objectives.*

A starting point for the rate design process is to gain an understanding of the rate design goals and objectives Wrangell is striving for in this study. The 2010 rate study reviewed Wrangell’s electric rates and this study affords an opportunity to review them again to confirm their appropriateness. Understanding Wrangell’s rate design objectives will assist HDR in the development of any needed rate design alternatives.

Based upon the conclusions and recommendations of the revenue requirement analysis, rate design alternatives will be developed for each class of service. HDR will develop up to two alternatives for each class of service. For each rate design developed, a bill comparison and graph will be provided that shows a comparison between the present bill and the proposed bill at various levels of usage. Bill comparisons are useful in assessing the potential impacts to a wide variety of customers. The various rate alternatives will be reviewed with Wrangell staff and the final proposed alternatives will be presented to Wrangell’s Borough Assembly for possible adoption.

Expected Wrangell Support for Task 4:

- Discuss Wrangell’s rate design goals and objectives with HDR.
- Review rate design alternatives for appropriateness.

Deliverables as a Result of Task 4:

- Review of Wrangell’s rate design goals and objectives and the current electric rates.
- Develop rate alternatives intended to meet Wrangell’s rate design goals and objectives
- Bill comparisons and graphs for the rate design alternatives developed.

Task 5—Public Presentation

Task Objective: *Provide an effective public presentation of the findings, results, and recommendations of the study.*

HDR will work with Wrangell staff to present the findings, conclusions, and recommendations of the study to Wrangell’s Borough Assembly to gain support for the final recommendations and proposed rates. One (1) public meeting to present the results and findings of the study is proposed at this time. If additional public meetings are desired, they can be provided on a time and materials basis.

Throughout this project, HDR will schedule, as appropriate, project meetings with Wrangell staff to keep them abreast of the progress of the study and to ascertain that the assumptions and methodology used within the study are consistent with Wrangell’s thinking.

Expected Wrangell Support for Task 5:

- Review and comment on any proposed handouts or presentations for the public meeting.

Deliverables as a Result of Task 5:

- One (1) presentation to Wrangell's Borough Assembly to present the study recommendations.

Task 6—Written Report

Task Objective: *Provide a written report to summarize the findings, conclusions, and recommendations of the rate study.*

Upon completion of the rate analysis, HDR will develop a draft written report of the rate study which is intended to be comprehensive in nature and document our findings, conclusions and recommendations. HDR will provide a technical appendix in the report which contains all the technical analyses undertaken. HDR will provide electronic copies of the draft final report to Wrangell for review and comment. Any comments, suggestions or corrections from Wrangell concerning the draft final report will be incorporated into the final report. Three (3) copies of the final report and a PDF version of the final report will be provided to Wrangell.

Expected Wrangell Support for Task 6:

- Review and comment on the draft report.

Deliverables as a Result of Task 6:

- An electronic copy of the draft report.
- Three (3) copies of the final report.

Task 7—Computer Model

Task Objective: *Provide a copy of all models developed as a part of this study.*

The financial/rate model developed for Wrangell as a part of the 2010 study will be utilized and updated as a part of this study. At the conclusion of this study, HDR will provide a copy of the model to Wrangell.

Expected Wrangell Support for Task 7:

- None.

Deliverables as a Result of Task 7:

- The final version of the computer model in Excel™ format for Wrangell use.

This concludes the discussion of the proposed scope of services for Wrangell's electric rate study update. This scope of services has been developed based upon our understanding of Wrangell's goals and objectives for this study. HDR is willing to modify our scope of services to meet Wrangell's specific needs.

1.3 Project Time Schedule

A study of this complexity generally requires 60 to 90 days to complete based upon a number of different factors. The City has not provided a specific time schedule for this project. Given that,

HDR will conduct this study in an expeditious manner and if needed will work to meet any specific project deadlines established by Wrangell.

1.4 Summary

HDR has provided a proposed scope of services designed to provide a financial plan and a set of rates to support the operating and capital needs of Wrangell's electric utility. Our proposed scope of services has been specifically designed to meet Wrangell's needs.



2. HDR Project Team

2.1 Introduction

For Wrangell's study, HDR has assembled a very strong team of financial planning and rate experts who have all worked with Wrangell and their electric rate study in the past. Provided below is a more detailed discussion of our key project team members.

2.2 Key Project Team Personnel

Tom Gould - Project Manager



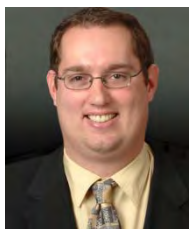
Mr. Tom Gould, a Vice President at HDR will be the Project Manager Wrangell's study. In this role, he will be responsible for overseeing the technical and administrative aspects of the study. Over the years, Tom has worked extensively with Wrangell for many years on utility financial planning and rate studies. He was the Project Manager for Wrangell's 2010 electric rate study. Tom is nationally recognized for his expertise in the area of financial planning, cost of service, and rate setting. He is a past instructor for the American Public Power Association (APPA) cost of service seminar (15 years), and he is the current instructor for the AWWA 3-day Financial Management Seminar for the past 25 years. He is also a member of the AWWA Rates and Charges Committee and a contributing author to the AWWA M-34 and M-1 manuals on water financial planning and rate setting.

Kevin Lorentzen – Task Manager

Kevin Lorentzen will be the Task Manager for Wrangell's study. In this role, Kevin will be responsible for coordinating the day-to-day activities associated with the project, along with the analytical aspects. Kevin held a similar role during the 2010 Electric, Water and Sewer rate study conducted for Wrangell. Kevin has over 10 years of municipal/utility industry and consulting experience. Kevin is well recognized within the industry for his expertise in financial modeling and has conducted workshops and seminars on financial modeling.



Shawn Koorn – Quality Control



Shawn Koorn, an Associate Vice President at HDR, will provide the overall quality control for the project. Shawn specializes in the area of financial planning and rates and over the last 17 years he has been a project manager for numerous electric, water and wastewater rate studies across the U.S. and Canada. Shawn provided quality control services for Wrangell's last comprehensive rate studies in 2010. Shawn is recognized for his expertise and has presented papers on utility rate-making before a variety of audiences such as the WEFTEC and AWWA. He has also been a co-instructor for the AWWA Financial Management seminar.

Should additional personnel or expertise be required for Wrangell's project, HDR has extensive technical and professional resources available.



3. Estimated Project Fees

3.1 Hourly Billing Rates and Fees

The following hourly billing rates were used to establish the proposed fees for this study.

<u>Individual</u>	<u>Project Role</u>	<u>Hourly Rate</u>
Tom Gould	Project Manager	\$295.00/hour
Kevin Lorentzen	Senior Financial Analyst	\$175.00/hour
Shawn Koorn	Associate VP - QA/QC	\$235.00/hour
Others	Project Administrative Support	\$115.00/hour

Given the above hourly billing rates, HDR estimates that the labor fees and expenses associated with this proposal would be as follows:

Task Description	Tom Gould	Kevin Lorentzen	Shawn Koorn	Admin Assistance	Total Project
Hourly Billing Rates	\$295.00	\$175.00	\$235.00	\$115.00	
Labor -					
Task 1 - Initial Proj. Meeting (Conf. Call).	2	1	0	1	4
Task 2 - Date Request/Data Collection	0	4	0	1	5
Task 3 - Revenue Requirement Analysis	8	40	4	1	53
Task 4 - Rate Design Analysis	2	16	2	1	21
Task 5 - Public Presentation	4	4	0	0	8
Task 6 - Written Report	4	10	2	4	20
Task 7 - Computer Models	0	2	0	1	3
Total Hours	20	77	8	9	114
	18%	68%	7%	8%	100%
Total Fees	\$5,900	\$13,475	\$1,880	\$1,035	\$22,290
Expenses -					
Airfare (3 RT @ \$500 /RT)					\$1,500
Hotel (3 nights @ \$150/night)					450
Meals					150
Mileage/Airport Parking					150
Miscellaneous Expenses (Tech. Fee, Printing, Etc.)					450
Total					\$2,700
Grand Total Project Fee Estimate					\$24,990

HDR has estimated the total project fees for this electric rate study update at \$24,990. HDR is willing to enter into a “not to exceed” agreement for these services and bill Wrangell on a time and material basis. All expenses will be billed at their cost to HDR.

Agenda Item 13b

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM November 10, 2015

INFORMATION:

Approval to renew the Attorney's Contract from November 1, 2015 through October 31, 2018

Attachments:

1. Memo from Manager Jabusch
2. Legal Services Agreement from Hoffman & Blasco, LLC

RECOMMENDED ACTION:

Move to approve the Legal Services Agreement from Hoffman & Blasco, LLC., to provide the City and Borough of Wrangell and Wrangell Medical Center with legal representation for the period of November 1, 2015 through October 31, 2018.

MEMORANDUM

**TO: HONORABLE MAYOR AND MEMBERS OF THE ASSEMBLY
CITY AND BOROUGH OF WRANGELL**

**FROM: JEFF JABUSCH
BOROUGH MANAGER**

SUBJECT: Renewal of Attorney's Contract

DATE: November 3, 2015

Background:

We have had our legal services handled by Hoffman & Blasco, LLC since 2008. It was discovered recently that the previous agreement had lapsed and this is before the assembly to continue our relationship with them for our legal services.

We have found Mr. Blasco and his staff to be thorough and responsive to our needs. We have worked with them on several lawsuits, countless contracts, ordinances, resolutions, an arbitration hearing and many other projects. They have been thorough and effective in all phases of our legal work and we have complete confidence in them to continue as our legal counsel.

Recommended Action:

Move to approve Legal Services Agreement from Hoffman & Blasco, LLC to provide the City and Borough of Wrangell and Wrangell Medical Center with legal representation for the period of November 1, 2015 through October 31, 2018.

HOFFMAN & BLASCO, LLC

JUNEAU

ATTORNEYS AT LAW

ATTORNEYS

9360 GLACIER HIGHWAY
SUITE 202
JUNEAU, ALASKA 99801
PHONE: (907) 586-3340
FACSIMILE: (907) 586-6818

PAUL M. HOFFMAN*
ROBERT P. BLASCO
MEGAN J. COSTELLO
BARBARA J. RITCHIE*
MARIANNA C. CARPENETI

November 2, 2015

via E-Mail and U.S. First Class Mail

ANCHORAGE & CRAIG

PROFESSIONAL STAFF

PO BOX 809
CRAIG, ALASKA 99921
PHONE: (907) 826-2453

DOLORES A. OWEN**
SHANNON K. COSTELLO+

Jeff Jabusch
Borough Manager
City & Borough of Wrangell
P.O. Box 531
Wrangell, Alaska 99929
Ph: 907-874-2381
Fax: 907-874-3952

* OF COUNSEL
** BUSINESS MANAGER
+LEGAL ASSISTANT

Re: Legal Services Agreement

Dear Jeff:

We consider it an honor and privilege to serve the Borough as borough attorneys. The present association with our firm began in 2008 with our former associate, Amy Gurton Mead. The Assembly has extended that agreement with us since that time.

We have taken the context of the original agreement and incorporated those provisions into this engagement letter for review by you and the Assembly. As the original agreement was seven years ago, we are proposing a slight modification to the retainer and attorney rates.

I will be the responsible attorney for all Borough matters. It is expected I may be assisted by other attorneys in the firm: Barbara Ritchie, Megan Costello and Mari Carpeneti. Our legal assistant is Shannon Costello.

A. Nature of Employment

Our firm is prepared to render to the Borough and its authorized officers all legal advice, to represent the Borough and its authorized officers, during and throughout the continuance of this agreement, in all matters brought by or against the Borough, that may be pending or that may hereafter be filed in any courts in the State of Alaska, in the courts of the United States located within the State of Alaska, and before all administrative agencies and departments of the government, and to prepare all contracts, to undertake all collections as requested, and to render legal opinions and all other services to the Borough or any of its authorized officers as may be requested or required.

We will undertake assignments from the Borough Manager in writing, or verbally, or by the Mayor, or by any Assembly member or department head, as approved by the Borough Manager. The Borough shall have access to our files on Borough projects as requested by the Borough Manager.

We will undertake assignments directly from the Chief Executive Officer of the Wrangell Medical Center, and the Board President, or any other Board member or WMC staff, if authorized by the CEO or Board President.

B. Scope of Work

We will represent the Borough in all civil proceedings assigned by you or the Assembly, or authorized by you or the Assembly.

All general Borough work will be provided in accordance with a monthly retainer. Our firm will assure that our resources are available to the Borough and our work for the Borough will be a priority of the firm. We expect that the general Borough work under the retainer will involve at least twenty (20) hours of attorney time per month.

Requests for our legal services related to routine and general matters of the Borough shall be authorized by the Mayor or the Borough Manager. Legal services related to the WMC shall be authorized by the CEO or the Board President. Legal services that are complex, or of a special nature, as opposed to routine Borough services, or involving Court, Administrative or Arbitration proceedings, shall be approved by the Assembly, or by the Borough Manager as designated by the Assembly. It is our intent that the firm not be involved in policy decisions of the Manager or Assembly, or be involved in differences related to policy as between Assembly members or between the Manager and other departments. The firm will not be required to attend every Assembly meeting. We will attend Assembly meetings as needed and requested by the Borough Manager or Mayor. The firm agrees to attend four (4) Assembly meetings per year within the scope of the retainer, and in doing so would also attend the WMC Board meeting if so coordinated.

If any work assigned by the Borough creates a conflict of interest, we will immediately advise the Borough Manager. The firm will not be required to undertake any work that involves a conflict of interest. For work involving a conflict of interest, the Borough will retain outside counsel at the Borough's expense without any reduction in the monthly retainer.

Statements of account will be sent monthly, detailing the services provided, billing attorney, and hours of work. Disbursements include expenses such as long distance telephone calls, faxes, postage, courier deliveries, travel expenses, photocopies, and all other reasonable out-of-pocket expenses. We will automatically render an account for disbursements when each monthly statement is prepared. Expenses shall be paid by the Borough directly and are not included in the monthly retainer. We will separately itemize time and expenses for the WMC and provide that monthly

statement directly to the CEO. The firm considers the detail in the services provided by our attorneys to be attorney-client privilege information.

If it becomes necessary to retain any experts, our firm does not advance the costs of those experts. When the Borough authorizes us to retain experts, the Borough will be responsible for paying the retainers for those experts directly and to pay all invoices and bills from those experts directly, unless the Borough requests us to pay those invoices with agreement to reimburse the firm, so long as it is reasonable for the firm to undertake such advancement of expenses. All expenses related to experts are at the Borough's expense and not included in the monthly retainer. These provisions related to experts apply to the WMC as included in the Borough.

In the course of representation, our firm may store and access information through a secured cloud site. Unless you direct us otherwise in writing, your acceptance of this engagement letter provides us with authorization to do so. It may also be necessary to access e-mail communications while traveling on a public Wi-Fi network. Unless you direct us otherwise in writing, your acceptable of this engagement letter provides us with authorization to do so.

Our firm maintains all necessary professional malpractice insurance.

C. Compensation

We propose a monthly retainer amount of \$3,500.00. This retainer proposal is a modest increase from the retainer amount set in 2008 at \$3,333.00 per month.

Special projects, complex matters, court and litigation matters, administrative proceedings and arbitration, and any other project which the Borough agrees is sufficiently outside the general Borough work, shall be billed at \$190.00 per hour for attorney time and \$75.00 per hour for our legal assistant. We will not charge the Borough for any attorney travel time.

We will provide all legal services as requested by the Wrangell Medical Center at the attorney rate of \$225.00 per hour. As to any matter involving the Wrangell Medical Center that we feel is not within the expertise of our attorneys, we will immediately advise the CEO of the Wrangell Medical Center and assist in obtaining outside counsel and work with outside counsel as requested by the CEO. Services provided by outside counsel will be billed directly by outside counsel to the Wrangell Medical Center.

D. Term

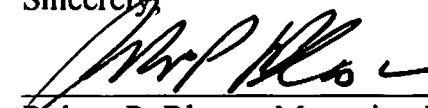
This Agreement for Legal Services shall extend for a period of three years (3) beginning on November 1, 2015, and ending on October 31, 2018, unless otherwise extended in writing as agreed between the firm and the Borough.

The Borough has the right, with or without cause, to terminate our services upon written notice to that effect. Subject to the fulfillment of our obligations to maintain proper standards of professional conduct, we reserve the right to terminate our services at any time, with or without cause, upon reasonable written notice to you.

If this Legal Services Agreement is acceptable to the Borough, please sign below.

We appreciate the trust and confidence the Borough has placed in our firm since 2008. We welcome the opportunity to continue to provide the Borough the highest quality, cost effective legal services.

Sincerely,


Robert P. Blasco, Managing Member

AGREED TO this ____ day of _____, 2015.

Jeff Jabusch, Borough Manager, as authorized
by the City and Borough Assembly

AGREED TO this ____ day of _____, 2015.

Robert Rang, CEO of the Wrangell Medical Center,
as authorized by the City and Borough Assembly and
the Wrangell Medical Center Board

Agenda Item 13c

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM November 10, 2015

INFORMATION:

Approval of a one-year extension to the Professional Services Contract for Lobbying Services with Ray Matiashowski & Associates

Attachments:

1. Memo from Manager Jabusch
2. PSC between the CBW and Ray Matiashowski & Associates

RECOMMENDED ACTION:

Move to approve a one year extension to the Professional Services Contract for Lobbying Services with Ray Matiashowski & Associates, not to exceed \$36,000, with funds to come from the General Fund Reserve and for the extended period to expire on October 31, 2016, as allowed on the Professional Services Contract dated November 25, 2014.

**TO: THE HONORABLE MAYOR AND ASSEMBLY
CITY AND BOROUGH OF WRANGELL**

**FROM: JEFF JABUSCH
BOROUGH MANAGER**

RE: Renewal of Lobbyist Contract

DATED: November 3, 2015

Information:

Last year the borough went through a process to select a lobbyist to represent Wrangell in Juneau. Ray Matiashowski was selected and the borough entered into an agreement with him to be our Juneau Lobbyist. Mr. Matiashowski was involved in all phases of the legislature process and helped us along the way. Staff was happy with his performance and realize the limitations that exist with the shortfall of money in the state. He kept us will informed and guided us when it was important to talk and when a different tact was necessary. We believe it remains important for the help he provides to us as there will be several important items we want pushed in Juneau for this upcoming year.

The contract that we had was for one year, with the option to extend the contract using three one year extensions. We are recommending that we exercise a one year extension and keep our relationship with Mr. Matiashowski for another year.

Recommended Action:

Move to approve a one year extension to the Professional Services Contract for Lobbying Services with Ray Matiashowski & Associates, not to exceed \$36,000, with funds to come from the General Fund Reserve and for the extended period to expire on October 31, 2016, as allowed on the Professional Services Contract dated November 25, 2014.

PROFESSIONAL SERVICES CONTRACT

THIS PROFESSIONAL SERVICES AGREEMENT is entered into between the City and Borough of Wrangell (CBW), PO Box 531, Wrangell, AK 99929, and Ray Matiashowski & Associates (RM&A), PO Box 240345, Douglas, AK 99824, on this 25th day of November 2014.

Recitals

- A. CBW has a need of professional lobbying services, and
- B. RM&A offers expertise and knowledge in socio-political and government matters in the State of Alaska, and
- C. CBW desires to make a continued use of RM&A's services in these areas and engage RM&A to render these services, and
- D. RM&A desires to perform these services based on the terms and conditions hereinafter set forth:

Therefore, in consideration of the mutual terms and conditions set forth below, the parties agree as follows:


1. Term of Contract: CBW employs RM&A for State of Alaska consultative, legislative and administrative lobbying activities for the term of one year beginning on November 1st of 2014 through October 31st of 2015. The CBW may extend the contract by mutual consent of both parties for up to three one year terms.
2. Compensation: CBW shall pay RM&A \$36,000 for its services as follows: \$3,000 each month for the term of this agreement. Payment shall be made to RM&A upon presentation of an appropriate invoice. Included in each monthly invoice shall be billings for any travel and other incidental costs which are in addition to the base monthly amount: local transportation, photocopying, long distance telephone charges, overnight mail and postage. Any travel outside the Juneau metropolitan area, including meals, lodging and plane fare, shall be billed to CBW. Such travel shall not be taken unless authorized by CBW.
3. Deliverables:
 - A. Meet with CBW staff and assembly once a year in the fall to talk about the upcoming legislative session, the CBW's capital list and other issues that relate to the legislature and the borough's goals.
 - B. Provide e-mail or verbal communication to the Borough Manager or other appropriate staff during the legislative session to update and notify of pending items of interest to CBW.
 - C. Communicate and advise when it would be appropriate for the Mayor, Manager or other staff members to come to Juneau to talk to our representative or senator and to provide testimony when necessary.
 - D. If a conflict arises about the lobbying effort with another client that would not be in the best interest of CBW, RM&A is required to notify the Borough Manager immediately to discuss the issue and come up with a solution.
 - E. Provide the CBW with suggestions on how we can improve our lobbying effort so we are more effective.
 - F. At the end of the session provide the CBW with a written summary report of various bills that may affect the CBW. This report is due by July 1, 2014.
4. Termination: This agreement shall remain in full force and effect for the term herein specified unless terminated or annulled by either party upon thirty days' notice in writing.

5. No assignability: This agreement is purely and solely with RM&A. RM&A shall have no right to assign, transfer, pledge or otherwise affect the agreement, nor any interest thereunder, nor any of the monies due or to become due by reason of the terms therein.
6. Waivers, Modification, or Alterations: Any waiver or modification of any of the provisions of this agreement or the terminations thereof, shall be in writing and signed by both parties.
7. Venue: This agreement shall be governed by the laws of the State of Alaska.
8. Independent Contractor: Neither this agreement, nor anything contained herein, shall be construed to extend to RM&A the right to act as agent for CBW or to grant to RM&A any power of attorney, whether actual, or apparent, or implied. RM&A shall remain throughout the performance of this agreement as an independent contractor.

CBW employs RM&A for State of Alaska consultative, legislative and administrative lobbying activities and to advise management on all matters as defined by mutual agreement to render such services pertinent thereto in accordance with such instructions as may from time to time be given by CBW. RM&A shall report and be responsible to the CBW. RM&A shall devote its best effort and such time as shall be necessary and consistent with the provisions of this agreement. CBW hereby contracts and employs RM&A beginning November 1, 2014 and ending October 31, 2015 unless extended or shortened by mutual consent.

WHEREFORE the parties have entered into this agreement the date and year first above written.

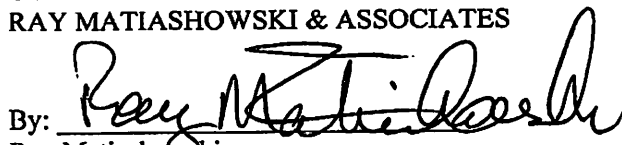
ATTEST:


Kim Lane, CMC, Borough Clerk

OWNER:
City and Borough of Wrangell

By: 
Jeff Jabusch
Borough Manager

CONTRACTOR:
RAY MATIASHOWSKI & ASSOCIATES

By: 
Ray Matiasowski

Agenda Item 13d

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM November 10, 2015

INFORMATION:

Approval of the proposal received for the Wrangell Waterfront Industrial Property Assessment and Feasibility Study

Attachments:

1. Memo from Carol Rushmore, Economic Development Director *(to be supplied on or before the meeting)*
2. *Proposals are available to view the Assembly's Dropbox*

Motion will be available (updated) on or before the Assembly Meeting. We are actively reviewing the proposals at this time.

RECOMMENDED ACTION:

Move to approve the proposal received from _____ to perform the Wrangell Waterfront Industrial Property Assessment and Feasibility Study on the Mill Site for the amount not to exceed \$_____, with funds to come from _____.

Agenda Item 13e

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM November 10, 2015

INFORMATION:

Approval of the proposal received for the Wrangell Institute Master Plan Development and Subdivision

Attachments:

1. Memo from Carol Rushmore, Economic Development Director
2. RFP from Corvus Design Inc.

RECOMMENDED ACTION:

Move to award the contract for \$94,349, to come from a legislative grant through the Department of Commerce, Community and Economic Development for the Wrangell Institute Master Plan and Subdivision to Corvus Design Inc.

MEMORANDUM

**TO: HONORABLE MAYOR AND MEMBERS OF THE ASSEMBLY
CITY AND BOROUGH OF WRANGELL**

**FROM: MS. CAROL RUSHMORE
ECONOMIC DEVELOPMENT DIRECTOR**

**SUBJECT: RECOMMENDATION FOR THE RESPONSES TO THE REQUEST FOR
PROPOSAL FOR THE WRANGELL INSTITUTE MASTER PLAN AND
SUBDIVISION**

DATE: November 9, 2015

BACKGROUND:

On October 2, 2015, the City issued a Request for Proposal for the Wrangell Institute Master Plan Development and Subdivision. The responses were opened on October 28, 2015. There were three responses received: Corvus Design, Inc., WHPacific, and Wrangell Development Corporation.

Five individuals were asked to review the document, but only 4 were able to. Clay Hammer – Utilities/Electrical (unable to respond prior to leaving town); Terry Henson, Chair Planning and Zoning Commission; Julie Decker, Chair Economic Development Committee; Don McConachie, Planning and Zoning Commission; Carol Rushmore, Economic Development Director.

The response from Wrangell Development Corporation was considered non-responsive as they did not respond to the RFP requirements, but instead submitted a development proposal.

RECOMMENDATION:

The reviewers were unanimous in their recommendation to award the contract for \$94,349, to come from a legislative grant through the Department of Commerce, Community and Economic Development for the Wrangell Institute Master Plan and Subdivision to Corvus Design Inc.

Letter of Transmittal

City and Borough of Wrangell
Kim Lane, Borough Clerk
PO Box 531
Wrangell, AK 99929



Proposal for:

Wrangell Institute Master Plan Development

Corvus Design is very pleased to provide this response to your request for proposals for the development of the Wrangell Institute Master Plan Development for the City and Borough of Wrangell. We are excited to see this proposal and have been tracking this one for some time.

Corvus Design has re-assembled key members of our team that developed your Downtown Waterfront Master Plan project and made a few firm modifications to respond to this RFP. The new team is extremely familiar with Wrangell, the Institute property and has worked previously in master planning residential neighborhoods and developing subdivisions. We see this project as the essential next step to resolve the housing shortage in the community which in turn supports the retention of families in Wrangell and attracts new residents. We fully understand that housing plays an essential role in strengthening and diversifying Wrangell's economy and improving the quality of life. Our team's previous success on past projects in the community has allowed us to establish the trust of local stakeholders and understand your needs and priorities related to housing and the Institute property. This allows us to hit the ground running while maximizing the level of work with the available funds. Our team includes:

Corvus Design (Juneau): Landscape architecture and planning. Southeast Alaskan neighborhood and community planning expertise, project management and public involvement.

R&M Engineering (Ketchikan/Wrangell): Civil and land surveyors who have a vast knowledge of the community and the design and layout of subdivisions.

Rain Coast Data (Juneau): Public involvement and Southeast economics specialist. Few others have the level of understanding of the Wrangell and Southeast's economy and opportunities.

NorthWind Architects (Juneau): Architecture firm known for design and planning in Southeast. Has worked with Corvus Design in the master planning and design of residential developments.

LEI Engineering (Ketchikan): Pacific Northwest leaders in timber projects. Has significant timber experience on Wrangell Island including cruising, layout, and value assessments.

We firmly believe that no other team has the same established long term understanding of Wrangell, its needs, economy, opportunities, and its housing needs. Our pledge to Wrangell is to listen, find common ground/consensus, be accountable, and develop the best possible master plan and feasibility study that will meet the needs of the community and provide needed housing. Our past successes in Wrangell and other communities in Southeast will provide the highest benefit to Wrangell while being cost effective.

Your Project

To ensure the success of your project we feel the following are the essential elements that need to be incorporated into the project.

Research and Analysis: Our team is extremely familiar with Wrangell, its priorities and its need for housing. Members of our team already has significant experience with the Institute property and have developed previous studies and work on the site. This gives us an insight that



no other firm has but we need to do more research and analysis. We will thoroughly evaluate the site, refocus our economic and housing needs and analysis, look at revenue opportunities, validate assumptions and identify any data gaps. This will allow us to develop a public outreach methodology to collect needed information, involves the public and stakeholders and garners financial and public support.

Public Outreach: We have already begun public outreach related to identifying housing issues and needs in Wrangell. Corvus Design is working with the Wrangell Cooperative Association and the Tlingit and Haida Regional Housing Authority to identify tribal and community priorities with a focus on housing. Our survey will be circulating in the community in the next week and we will be hosting a Visioning Workshop in Wrangell in early December. For this and all of our projects we cannot under state the need to **listen to the public and the client** at the onset and throughout the project. From listening we can develop a public involvement process that creates partnerships and consensus while extracting the needed information in an organized and structured fashion.

Planning: Our priority for this project is to develop a master plan and feasibility study that does not live on a shelf collecting dust. The highest use for this document is to be a dynamic resource for garnering community support, as a funding tool, and directing its implementation. The project must be economically feasible, meet a variety of housing needs, and equally important: **create a neighborhood** for those that will live here. Through integrating housing, commercial, parkland and creating a neighborhood core and identity, the subdivision will not just be a collection of houses but **homes** for your residents. We have shown you our master planning abilities with the downtown waterfront project and we now wish to show your our housing and neighborhood planning and design experience with you on this project.

Accountability: While not specifically listed in the RFP, we feel accountability is key in the development of successful master plans. We have a great appreciation for Wrangell's history, culture and leadership in creating a great working waterfront community. We enjoy working with the community, understand your needs and values and want our work to be developed in Wrangell while actively engaging its residents, not in the void of our offices.

Value: Again, while not specifically listed in the RFP, our team's knowledge of Wrangell allows us to 'hit the ground running' and develop methodologies early that respond to issues and convert these issues to opportunities. This will result in project efficiencies that allow us to reduce our project fees or to further develop the project beyond what is called for.

Passion: All team members are passionate about Wrangell. This is not just another job for us, this is another project (just like the industrial waterfront project) that we have been tracking and our passion will come out in our work with you.

Peter Briggs is the president of Corvus Design, Inc and has the authority to bind Corvus Design within this contract should it be awarded to our team. We have received one addendum.

We thank you for the opportunity to propose on this project and hope you enjoy reading about our team. We look forward to the opportunity to assist in the master planning and subdivision design for this new project.



Peter Briggs, ASLA
President & Principal Landscape Architect
Corvus Design, Inc.



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A. Introduction

As previously stated, we see that this project is the next step in a logical progression of planning and feasibility studies for Wrangell for improving and diversifying its economy. A variety of housing options plays an essential role in supporting a community's economy and attracting new long-term families and money to the community.

If you had (or will have) the fortune of also evaluating our proposal for the Waterfront Industrial Property Assessment and Feasibility Study you will notice similarities between this proposal and our proposal for the industrial waterfront property. This is due to some parallel scope of services and desired goals for both projects. If you also evaluated our 2014 Downtown Waterfront Master Plan proposal then you may see that we have captured our relevant successes from that project and included it in this proposal. These are key elements that are important to both proposals, the community, and important items bear repeating....

Two decades ago the regional Southeast Alaska economy changed course as the timber industry abruptly declined, deeply impacting Wrangell. When the Wrangell sawmill closed in 1994, it accounted for a quarter of all local jobs, and a third of all direct local wages. Local government officials reacted quickly – developing a long-term large-scale vision for the future Wrangell economy—a modern Southeast Alaska working waterfront maritime economy (with appropriate housing options).

Through excellent leadership that vision is being carefully and patiently implemented piece-by-piece. These deliberate and careful investments in local community infrastructure have resulted in significant changes. The Wrangell Institute Master Plan Development and the Waterfront Industrial Property Assessment are the next two pieces in this comprehensive approach to local economic development.

The 134-acre parcel (formerly known as the Wrangell Institute site) is the last large undeveloped tract remaining in Wrangell. The property is located adjacent to residential and recreational properties, and is surrounded by Mental Health Trust Land Office land. It is prime land for a mixed-use development of commercial, educational, health, and/or residential uses. The development plan would assess infrastructure needs, potential subdivision elements and design, access, and land uses. Possible development could also occur on the adjacent Mental Health Lands to assist in meeting the needs of the community.

But the City and Borough cannot accomplish this on their own and needs to build new relationships and strengthen existing private/public partnerships for the successful development of this property. A key component of our methodology is to identify and to develop these relationships as part of our process. We are extremely excited to assist the City and Borough of Wrangell to grow and prosper.



B. Our Team and Their Experience



Corvus Design

Role: Project Management, Master Planning Lead, Public Involvement

Our Passion!

Our shared passion, which is core to our service, is the desire to help Alaskans develop places where they can thrive.

Corvus Design is a full-service landscape architecture and planning firm with two offices and seven staff. Since its inception in 2006, Corvus has grown to be the largest independent landscape architecture firm in Alaska, including an office in Juneau, and providing services for over 300 projects throughout the state. We currently have four licensed landscape architects working with us, and three staff providing additional support. Our staff has extensive experience with planning and landscape architecture, with a special emphasis on community-based process and public outreach. We maintain a high-level of proficiency with a range of communication software from graphic design and illustration, to drafting and a full range of GIS mapping and graphics abilities.

Corvus Design services that are related to this project include:

- Project Management
- Public Consultation/Outreach/Public Meetings
- Community Consensus Building
- Waterfront and Industrial Master Planning
- Landscape Architecture and Planning
- Graphics & Communication
- Document Preparation
- Online Tools (Blogs, Websites, Surveys, Collaboration)

Our Juneau office is led by Christopher Mertl who has over twenty years of Southeast Alaska coastal community planning and design experience, including many projects in Wrangell. Our Juneau office specializes in waterfront and community master planning projects that are interwoven into an inclusive public participation process. Our Juneau staff has successfully worked with all team members on numerous projects in Southeast.



R&M Engineering

Role: Site and Engineering Analysis , Permitting Review, Subdivision Layout, Cost Estimating

R&M employs three registered engineers, two registered surveyors, five field surveyors, three junior engineers, three engineering technicians and one lab analyst year-round. With offices in Craig, Ketchikan and Wrangell, they serve all of southeast Alaska. R&M has four full time staff that live in Wrangell.

R&M routinely performs projects in many areas of civil engineering, environmental engineering and land surveying. Their Wrangell land development projects of significant note are the civil engineering and project management for the AICS clinic, Wrangell Hospital campus, and the Cassiar Street Reconstruction. Their subdivision experience in Wrangell is extensive including the City Subdivision, Heath Care Subdivision and Etolin Street Subdivision for the City and Borough of Wrangell as well as numerous smaller platting and lot line adjustments for private landowners. R&M also has extensive experience with residential subdivisions and land development on projects in other communities such as the Upper Jackson Street Subdivision, and the Long Arm Subdivision all in Ketchikan and numerous smaller subdivisions throughout Southeast Alaska in recent years.

Rendering of North Douglas PUD family housing and public open space (Corvus Design)





Rain Coast Data

Role: Economic Analysis, Public Involvement Lead

Rain Coast Data is a Juneau-based research and consulting firm specializing in Southeast Alaska economic analysis, publications, socioeconomic impact studies, survey research, and public outreach. For the past 20 years, Rain Coast Data Director Meilani Schijvens has focused on regional economic, maritime, transportation, and natural resource development.

Rain Coast Data concentrates on economic and community development in Southeast Alaska's coastal communities. Rain Coast Data understands that in Southeast Alaska economic development begins with well-managed public outreach, and she has led or assisted with public outreach on more than 50 projects around the region.

While the firm is new, the services being provided by Rain Coast Data not; Ms. Schijvens has been studying the Southeast Alaska economic and maritime conditions for two decades. Some examples of her work in the past year include Southeast Alaska by the Numbers, the Maritime Economy of Southeast Alaska—both products for Southeast Conference—and the Inter-Island Ferry Authority by the Numbers—developed for Southeast Alaska's smaller public ferry system. Ms. Schijvens is a past Executive Director of Southeast Conference, and a life-long Southeast Alaska resident.



NorthWind Architects

Role: Housing and Neighborhood Planning

NorthWind Architects, LLC is a Juneau based partnership pursuing excellence in architecture, planning, project coordination, and construction administration. With five principal architects, NorthWind has a rich history of public and private design experience throughout Alaska and Oregon. We provide quality architectural design and design services on all projects. We value close working relationships with clients and are committed to the successful delivery of projects.

NorthWind's principal James Bibb, AIA has worked with Corvus Design's Christopher Mertl for over twenty years in shaping the built environment in Southeast Alaska. They have worked collaboratively on dozens of projects together including in the Downtown Wrangell Waterfront Master Plan, Downtown Wrangell Revitalization Plan and the Auke Bay Neighborhood Master Plan.

LEI Engineering

Role: Timber Revenue

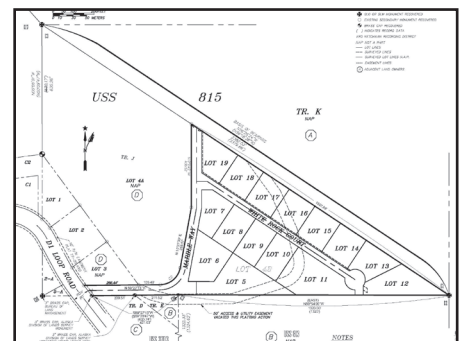
LEI was founded in 1981 and the Eugene-based company quickly became a leader in the logging engineering/forest industry for providing unparalleled logging systems and transportation engineering services throughout the west coast and Alaska. Today LEI operates an Alaskan office and continues to grow undertaking large scale logging systems and planning in remote locations including work on Wrangell Island and throughout the Tongass National Forest.



Mountain View multi-family subdivision development (Corvus Design)



Wrangell Downtown Waterfront Master Plan (Corvus, NWA and Rain Coast)



White Rock Estates subdivision platting (R&M)





Conceptual master plan for Auke Bay Neighborhood (NWA and Corvus Design)



Willoughby District Sketch. (NorthWind Architects and Schijvens)



Cook Inlet Housing Master Plan (Corvus Design)



Project Experience of Similar Scope

Our past subdivision and neighborhood master planning, public involvement and economic experience is well suited for this project. We understand Wrangell and the important role this project plays for the community. We have successfully worked with diverse groups, each who have their own priorities and needs, to find consensus and creative ways to incorporate these needs. We know how to create partnerships, develop accurate costs estimates and economic feasibility analysis for similar projects.

Within this section, we will elaborate on a number of projects that we feel illustrate relevant experience.

Downtown Wrangell Waterfront Master Plan, Wrangell, AK

Team Members: Corvus Design, Rain Coast Data and NorthWind Architects. 2014-2015

Reference: Carol Rushmore 907-874-2381

Relevance: Public outreach/meetings, multi-stakeholder process, master planning a mixed use waterfront development, economic analysis and feasibility study, phased development, permitting, cost estimates.

The community understands the importance of its waterfront and its ability to generate economic opportunities. Through a series of multi-day workshop sessions in the community, the master planning team worked with residents and businesses to develop their waterfront master plan while ensuring the waterfront remained authentic to its heritage and culture. The plan expands the marine services center, creates a waterfront Heritage walk, creates access to the water and open space, adds a new pier that allows the berthing of yachts and fishing boats. The pier includes a net shed to allow visitors to see fishermen repair nets and creates a new focal point on the waterfront for special

events. All work was developed with a priority on providing economic opportunities, understanding return on investments, and understanding construction costs and permitting for each phase of development.

Auke Bay Neighborhood Master Plan, Juneau, AK

Team Members: Corvus Design and NorthWind Architects. 2015

Reference: Hal Hart 907-343-7909

Relevance: Existing conditions and data collection, public outreach/meetings, multi-stakeholder process, housing, mixed use neighborhood master planning, economic feasibility.

Auke Bay has grown from a Tlingit village and a fisheries port, to a much larger and more diverse neighborhood. Significant growth in the tourism industry, boating and fisheries commerce, marine transportation, education, and housing developments has resulted in increased demands in services, created development challenges, and resulted in the deterioration of the neighborhood's character. Extensive community workshops that included numerous design charrettes guided the master planning effort that accommodated all the desired future growth - both built and economic to ensure growth was responsible, sustainable, and desirable, while preserving the beauty of Auke Bay. A focus of the planning was additional housing and supporting commercial development. Effort included public meetings, design charrettes, master planning and developing design guidelines for this large scale planning project.

Willoughby District Master Plan, Juneau, AK

Team Members: NorthWind Architects and Schijvens (Rain Coast Data).

Reference: Hal Hart 907-343-7909

Relevance: Existing conditions and data collection, public outreach/meetings, multi-stakeholder process, mixed use master planning, economic feasibility.

A multi-year master planning effort to help visualize and guide the future development of a large downtown waterfront district in Juneau. A significant public involvement process helped to identify current neighborhood constraints and developed strategies for enhancing the built environment while promoting economic opportunities for the area and community as a whole. The plan developed action plans for parking, public space development, locations for the highest and best use of the development. The plan also identified opportunities for new and potential community growth.

North Douglas Planned Unit Development, Juneau, AK

Team Members: Corvus Design 2015

Reference: 907-723-6803

Relevance: Housing development master planning, permitting, challenging site.

Located on a sloped wooded site overlooking Gastineau Channel, the client had unsuccessfully been able to permit a housing development of several multi family units. Corvus Design led the master planning and subsequent permitting for the housing development that was designed and permitted as a Planned Unit Development. The success of project and permitting was made possible by minimizing environmental impacts, developing common open space and facilities and creating sustainable housing units. The project is permitted and included a centralized park and playground, trail system and ample open space to allow the viewing of the surrounding landscape. Corvus Design was the prime leading a team of architects and engineers.

Amalga Meadows Parkland Master Plan, Juneau, AK

Team Members: Corvus Design 2012

Reference: Carol Rushmore 907-874-2381

Relevance: Parkland, trail and recreation analysis and planning.

Master planning and public involvement services for a large tract of remote parkland. Amalga Meadows is a popular recreation area for hiking, camping, cross country skiing and wilderness education but with limited facilities. The master planning effort includes a linked trail network to neighboring housing, hut to hut opportunities with new cabin and camping facilities, an expanded wilderness education center and other wilderness recreation facilities. All facilities are designed for all season use and include interpretive opportunities for this unique ecosystem. Public involvement includes developing consensus amongst a wide variety of users.

White Rock Estates Subdivision, Phases I, II & III, Ketchikan, AK

Team Members: R&M Engineering 2014

Reference: Chet Thompson 907-821-8878

Relevance: Survey, utilities, housing development, permitting, cost estimates and subdivision layout

R&M performed detailed topographic, planimetric, utility and ROW surveys, and prepared associated phases plats in accordance with Ketchikan Gateway Borough platting procedures. Work included closure of a former wood waste landfill, wetlands delineation and mitigation with the Corp. of Engineers, design of 2500 feet of roadway and planning and development for nearly 40 units of development on 23 acres of property. Construction of Phase III of the development was completed in 2014 with the first house constructed the same year. R&M work continued to include design of another 30 unit residential development with a large



North Douglas Planned Unit Development (Corvus Design)

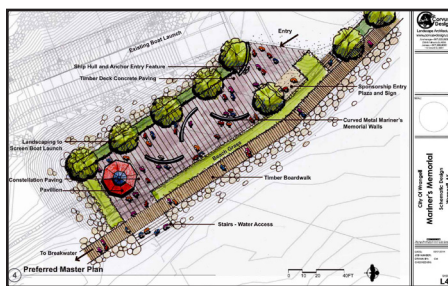


Amalga Meadows Parkland Master Plan (Corvus Design)

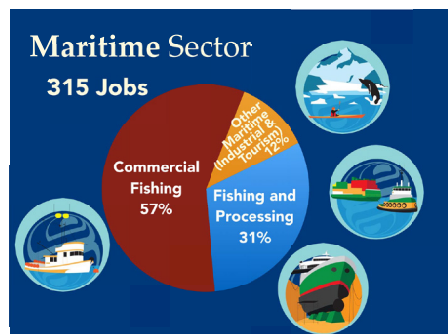


White Rock Subdivision Rendering (R&M)





Mariner's Memorial Master Plan
(Corvus Design)



Wrangell economic overview as part of the feasibility study for the Downtown Waterfront Master Plan (Corvus Design, NWA and Rain Coast Data)

common area, playfield, community gardens, and central wood fired community heating plant.

Wrangell Health Care Subdivision & Etolin Street Subdivision, Wrangell, AK

Team Members: R&M Engineering and Corvus Design 2012

Reference: Chet Thompson 907-821-8878

Relevance: Survey, utilities, housing development, permitting, cost estimates and subdivision layout

Performed detailed topographic, planimetric, utility and ROW surveys, and prepared associated mapping for use by project architects for the design of a medical campus. R&M also performed a subdivision to split the City and Borough owned parcel into four lots. Work performed included a wetlands delineation of 22 acres that resulted in an approved jurisdictional determination. R&M successfully completed this project on-time and within budget. The project was expanded to also include two bridge site surveys. In 2015, R&M added to the original work by platting 7 lots on Etolin Street as a separate contract to the City of Wrangell. The site now houses the AICS Clinic. Corvus provided additional wetland permitting associated with Wood Street.

Wrangell By The Numbers Economic Study, Wrangell, AK

Team Members: Rain Coast Data, 2015

Reference: Carol Rushmore 907-874-2381

Relevance: Economic analysis and Southeast Alaska economic trends.

The Wrangell Convention and Visitor Bureau commissioned an economic analysis of the visitor industry after the recent completion of the Downtown Waterfront Master Plan process which included a general economic overview of Wrangell's economy and opportunities for growth.

Southeast Alaska By The Numbers, Economic Study

Team Members: Rain Coast Data, 2012-2015

Reference: Carol Rushmore 907-874-2381

Relevance: Economic analysis and Southeast Alaska economic trends.

These highly cited, visible publications provide an annual analysis of Southeast Alaska economic and socioeconomic trends, along with demographics, employment, and earnings; the visitor, seafood, mining, timber, and health care industries. The economic impact of both the public and private sectors are evaluated and provide an insight to economic opportunities and trends in Southeast, including Wrangell.

Wrangell Specific Experience

The following projects identify our knowledge of the community, our ability to work with local stakeholders, and past successes in Wrangell.

- Wrangell Cooperative Association, Tribal and Community Visioning -with housing emphasis (Corvus Design)
- Wrangell Airport Survey (R&M Engineers)
- Phase III Zimovia Highway Water and Sewer (R&M Engineering)
- Heritage Harbor Boat Launch, Expansion and Permitting (Corvus Design)
- Mariner's Memorial (Corvus Design, NorthWind Architects)
- Front Street Improvements (Corvus Design)
- Reid Street Improvements (R&M Engineering)
- Nolan Center (Corvus Design)
- Wrangell Cooperative Association Carving Shed Site Master Plan (Corvus Design)
- Maritime Economy of Southeast Alaska 2013 (Rain Coast Data)
- Wrangell Island Timber Sale EIS (Corvus Design and LEI Engineering)



C. Key Personnel

For our team, Christopher Mertl, Principal Landscape Architect with Corvus Design in Juneau will be the project manager. Chris has an excellent track record as a project leader with Wrangell project experience. He will provide day-to-day oversight and be the main point of contact for the team. Corvus Design is supported by the following key personnel.

Trevor Sande, PE, R&M Engineers
Role: Civil Engineering including site and infrastructure analysis and costs

Greg Scheff, PLS R&M Engineers
Role: Land Survey Lead and Subdivision Design and Layout

Meilani Schijvens, Rain Coast Data
Role: Public Involvement Lead and Economic Analysis and Feasibility

James Bibb, NorthWind Architects
Role: Architect and Neighborhood Planning

Each of the key personnel is supported by their office staff and can be assigned as need to maintain the schedule and bring specialized experience to the team as may be required.

In this section we provide brief summaries for the key people who will be accountable and actively involved throughout the project.

More complete resumes are included at the end of this proposal.

Christopher Mertl, PLA, ASLA

Corvus Design

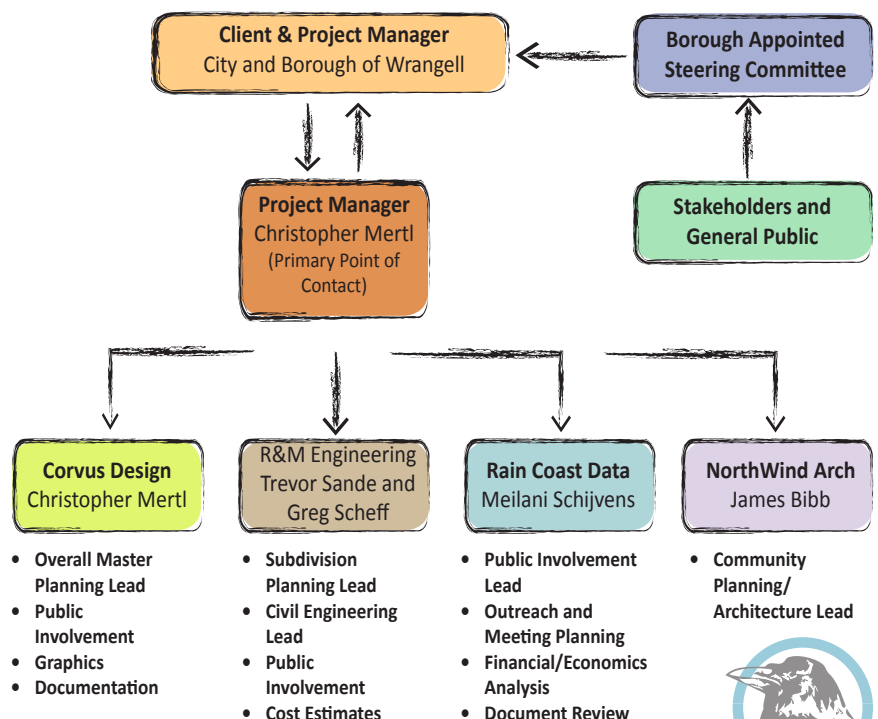
Project Manager, Lead Master Planning

Chris is the principal of our Juneau office and has been practicing in Southeast Alaska as a landscape architect for over twenty years. He has significant Wrangell experience including the Downtown Waterfront Master Plan, the Downtown Revitalization Plan, Front Street Improvements, Heritage Harbor, and the Mariner's Memorial. He specializes in neighborhood and community planning and design with projects in Ketchikan, Sitka, Wrangell, Skagway, Juneau, Kodiak, and Haines to name a few. Chris has served as project manager in the design and planning of nearly 100 projects including those with community workshops and presentations. He is known for his clear communication, outstanding graphics and creative



Christopher Mertl
 Landscape Architect
 (Alaska Registration #10440)

Project Organization Chart



solutions. Chris will be project manager and will be responsible for day-to-day efforts and management of the work to deliver a successful project.

Trevor Sande, P.E.

R&M Engineers

Civil Engineering Lead

Mr. Sande has been a resident of Ketchikan for 45 years working as a registered engineer and project/contract manager on public improvement projects for 23 years. Mr. Sande is a licensed civil, environmental and structural engineer in Alaska. Mr. Sande is the president of R&M Engineering-Ketchikan, Inc., and has a variety of design experience in all facets of surveying, civil and structural design. Mr. Sande is also a licensed general contractor with residential endorsement. His variety of experiences makes him invaluable for design of municipal projects.

Greg Scheff, P.L.S.

R&M Engineers

Survey and Subdivision Lead

Mr. Scheff is Vice President and a principal land surveyor at R&M Engineering-Ketchikan. He has completed all type of surveys in Southeast Alaska for over 30 years. Work includes Municipal Consulting, Property Surveys, As-built Surveys, Major and Minor Subdivisions, Alaska State Land Surveys, Tideland Surveys, Hydrographic Surveys, Topographic Surveys, Photographic Control Surveys and BLM Original Surveys, and USFS Cadastral Surveys. Mr. Scheff is a long-time resident of Wrangell and would be a huge asset to this project due to his local knowledge of the project site and community.

Meilani Schijvens

Rain Coast Data

Public Involvement Lead/ Economic Analysis and Feasibility

Meilani Schijvens is the owner and Director of Rain Coast Data, a Juneau-based research and consulting firm specializing in Southeast Alaska economic analysis, publications, socioeconomic impact studies, survey research, and public outreach. Ms. Schijvens is a lifelong Southeast Alaskan and has dedicated her professional career to Southeast Alaska economic development.

In addition to economic publications, Ms. Schijvens has led the public involvement for the Juneau Economic Plan, ADOT&PF Glacier Highway Bicycle and Pedestrian Improvements, and the USFS Tongass Forest Plan Five-Year Review Project. She is well known in Wrangell for her work with Southeast Conference and numerous coastal community economic plans.

James Bibb, AIA

NorthWind Architects

Architecture Lead

Mr. Bibb has over 25 years experience as an architect and has practiced in Denmark, Sweden and Switzerland, as well as in Oregon and Alaska. Mr. Bibb's background includes the planning, and design of urban and neighborhood projects in Southeast Alaska. Mr. Bibb has been involved in the planning and design of small waterfront projects to complete neighborhoods. James' relevance to this proposal is his life-long experience growing up and developing his practice in Southeast Alaska, and has experience working in Wrangell.



Meilani Schijvens-Coastal Economist



**James Bibb -Architect
(Alaska Registration #9949)**



D. Methodology, Public Approach and Strategy

Project Workplan

Within this section we provide a proposed process. Refinement of this into a methodology to guide the project will require client interaction. We have also found that methodologies for public consultation do need to include some flexibility to adapt to the information gained in the early stages of a project.

We have used the RFP as a basis for developing our methodology and approach. We have also based our methodology on our previous Downtown Wrangell Waterfront Plan and will repeat much of the same process due to the success of this community driven project. We have deviated slightly from the Downtown Waterfront methodology with the following:

- Expanded site and utility assessment
- Expanded environmental site assessment and review
- Identify housing needs and opportunities
- Stakeholder outreach as previous but with additional effort to work with Mental Health Trust and housing funding agencies such as Tlingit and Haida Regional Housing Authority and HUD to name a few.
- Preliminary subdivision design based on master planning effort that creates a neighborhood, not just houses that is in harmony with its surroundings.
- Reduction in the number of conceptual master plans explored (we developed nearly 24 for the downtown waterfront plan)

We have also provided each phase with a proposed schedule. Since this project will involve public consultation, the main scheduling will be around when people are expected to be available. We would target that the project's public participation is initiated in early winter when locals are available.

Section 1.0 below represents our project workplan that is necessary to support your detailed scope of work as outlined in the RFP. This workplan was an essential component of your Institute Property project.

1.0 Project Kickoff

This phase will confirm project direction; confirm the scope, schedule, deliverables, and refine budget, initiate project work and our public/stakeholder outreach strategy.

1.1 Schedule

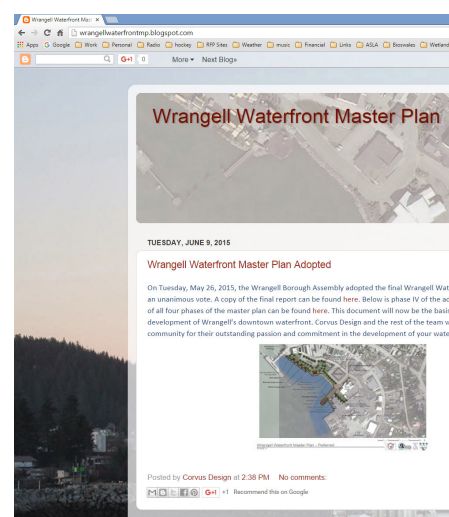
This will coincide with scope finalization and contracting in November/December. We will detail dates for all deliverables, milestones, submittals and public meetings. Coordination will include Assembly and Committee meetings, local economic groups and others with an emphasis that public meetings are scheduled to allow maximum participation. Corvus' Project Manager will work with Wrangell to finalize the project schedule with all work completed by September 2016.

1.2 Define Project Objectives

The goal of the Project is clear and logical: Create a mixed use residential focused master plan and subdivision design that meets the needs of the community and is supported by a fiscal impact analysis.



Engaging people during our public meetings for planning projects



Downtown Waterfront project blog



To support this goal, there are several project objectives that should be addressed. These could include but are not limited to the following:

- Verify with community and update the 2000 master plan with more detail
- Determine housing needs and opportunities that are linked to funding sources and programs
- Identify opportunities for creating a mixed use development that creates a neighborhood while meeting the housing, commercial and recreation needs of the community.
- Identify opportunities, revenue sources and need for possible expansion into neighboring state lands and fiscal requirements
- Establish short, mid and long term development opportunities
- Link phased development with funding and partnership opportunities
- Develop a community endorsed concise and dynamic planning and economic development document that is supported by thorough analysis, accurate cost estimates and detailed fiscal and revenue economic data.
- Provide zoning and land use assistance to support the final master plan and economic opportunities

Establishing these objectives with the Borough Project Managers at the onset will be an important part of the process to establish community and Borough expectations for the project. With these objective established the methodology/scope can be further refined to ensure they are met.

1.3 Develop Strategy Process

In response to the Borough's approved goal, objectives, expectations, and related discussions, we will develop a detailed project strategy to ensure success. This will assist the team and Borough to have a complete understanding of the Project and expectations. Developing a strategy at the onset will establish a framework that is streamlined, allows the appropriate level of public participation, and is flexible to respond quickly to potential changes in public priorities or desires.

1.4 Develop Community Involvement Plan (CIP)

Public involvement will strongly influence the success of the Institute Property Master Plan. When residents, department staff, housing agencies, potential commercial businesses, and elected or appointed officials have a stake in creating the plan and see their concerns reflected, they become empowered to ensure it is used and the vision achieved. There is little doubt that all Wrangell residents support the expansion of new housing opportunities to enhance the revitalization of the Wrangell economy. We will develop a CIP that develops an inclusive public process, identifies current and future housing needs and opportunities, that fosters consensus and support, and meets the needs and desires of the City and Borough of Wrangell. This is similar to our previous work on the Downtown Waterfront Plan but would include additional engagement of housing agencies and those that might be potential funders or businesses who would benefit from the development of the site.

1.5 Develop Steering Committee

We expect a range of opinions and priorities and we respect that the community may have conflicting desires for the Project. The bottom line is that the site address the housing needs of the community. As we learned from our work on the Downtown Waterfront project we will need a neutral body who represents the interest of the community as a whole and recommend that steering committee be established. The establishment of a Borough appointed steering committee will assist in providing clear direction and help establish priorities that meet the needs of the Borough, housing advocates and the general community. The Borough Project Managers and Borough Assembly will provide the ultimate direction however the steering committee will help validate and establish priorities to assist the Borough Project Managers in the decision making process. The steering committee was a vital and successful part of our public participation process with our Downtown Waterfront project



1.6 Develop Digital & Community Content

For all the reasons described above, our comprehensive Community Involvement Plan will again include the development of digital and community content as part of this planning effort. We will develop project content for:

- Project Website
- Facebook
- Community Boards

Project website: The project team will again secure a URL and create an interactive project website that will serve as a portal for communicating project information to the public, as well as gaining valuable feedback during the planning process. Initially we will post basic information about the development planning elements, the scope of work, the project schedule, and opportunities for public participation. As work products are developed (such as the economic baseline report), they will be posted and interpreted visually on the website. The website will also provide an opportunity, via a comment form, for viewers to submit comments, opinions, or ideas about waterfront industrial development in Wrangell. To enhance access to and awareness of the project website, we will seek to establish linkages from other web sites to the project website to enhance awareness, including links from the Borough web page and others. We have successfully develop project websites for our previous projects and some include:

- www.wrangellwaterfrontmp.blogspot.com/
- www.uaf-tag.blogspot.com
- www.northrjsp.blogspot.com
- www.pullencreek-streamwalk.blogspot.com

Facebook: Rather than develop a new Facebook page, the project team will take advantage of Wrangell's already existing popular Facebook pages. The Wrangell Community Board has nearly 700 members, and allows for posting of community events and other information of interest to community members. The Buy & Sell & Trade Wrangell Alaska Facebook page has nearly 1,800 members, and also is a good way to get the word out. Moreover, the Wrangell Chamber has 1,884 members, KSTK has 700 followers, Wrangell Businesses has 400 members, Wrangell Recreation has 200 members, and the City and Borough of Wrangell has nearly 300 members. As key project events happen, our team will use these communication tools to engage with the community.

Community Boards: In addition to electronic community boards, Wrangell residents look to bulletin boards in several locations to obtain information, including bulletin boards at each harbor, at the two grocery stores, and at the library. Posters will be printed and placed on each of these boards to assist in informing residents about the planning process.

The following represents our methodology as outlined in the Detailed Scope of Work

We have modified the order of the detailed scope of the project as outlined in the RFP to reflect a logical sequence of tasks, with a reassurance that all components and tasks in the RFP are included below.



2.0 Background Research and Analysis

Task 1: Perform utility infrastructure analysis

Task 2: Perform site and engineering analysis

Task 3: Review environmental clean-up documents and provide additional assessments as needed

Added scope of work: Housing needs assessment and economic forecasting

2.1 Schedule

This phase will be concurrent with other phases, and will be initiated with our Project Kick-Off visit to Wrangell. The majority of this work will need to be completed prior to main public outreach efforts, so this will occur in November/December.

2.2 Initial Research and Data Collection

Compile existing information. Our team members already have experience with the Project area, surrounding use areas and the community as a whole. We will need to validate and update previous project data and recommendations including the 2000 Master Plan



2.3 Collection of Site Data

In addition to looking at planning documents, the design team will consolidate site plans, plats, topography, geotechnical data, easements, zoning, LiDAR, aerial imagery, and GIS data for the site and surrounding use areas. Much of this data is already in possession of the Borough and R&M Engineers, however the data needs to be consolidated into a comprehensive site plan in a variety of formats (GIS and



AutoCAD). This information will form the basis for planning (AutoCAD), creating graphic maps (GIS) for public meetings and the final report.

2.4 Identify and Assess Utility Infrastructure Requirements (Detailed Scope: Task 1)

Work to be completed by R&M Engineering

There are existing water, sewer and electrical utilities within Zimovia Highway adjacent to the project site. There are no known utilities within the property. The size of utility lines as well as the lift station pumps at Shoemaker Bay will be analyzed to determine present capacity as well as their ability to handle additional loads. Follow up with interviews for any missing or unclear data.

2.5 Perform Site and Engineering Analysis (Detailed Scope: Task 2)

Work to be completed by R&M Engineering

We believe that much of the undeveloped property contains wetlands. Our work will include review of the previous wetlands reports as well as a limited field confirmation with hand dug test pits. Streams and wetlands will be mapped using a sub-meter GPS. A wetlands narrative will be included which includes location and type of wetlands as well as potential sources of mitigation for development alternatives.

Limited geotechnical data will be mapped at the same time using test pits or hand probes to assist with evaluation of surface soils. This will assist with estimating the costs for development as well as identify potential rock sources and soil disposal areas within the property. Areas of suitable building will be identified as well as areas that have high costs to develop such as steep slopes, unfavorable soils, etc. Hazard areas (mass wasting areas, steep drainages and other unstable areas) will be identified as areas not to be developed.

A comprehensive site plan will be created using historical documents combined with new field surveys. The logging roads on the south end of the property will be mapped and added to the base mapping. Wetlands and other significant physical and environmental items will be mapped. Historical GIS elevation data will be imported for use in subdivision planning.

2.6 Review Environmental Clean-up Documents and Provide Additional Assessments As Needed (Detailed Scope: Task 3)

Work to be completed by R&M Engineering

The Institute property contains known contamination and has an extensive cleanup history. Environmental review during this planning effort will consist of reviewing all historical documents and previous cleanup efforts performed on the property. We will also assemble a planning map which shows the approximate location of the documented contaminated areas as reported by Shannon & Wilson in 2009. An opinion of environmental risk will be provided for various areas of the property for planning purposes. No environmental testing will be performed as there has been extensive testing performed previously.

2.7 Identify Housing Needs and Economic Forecasting (Detailed Scope: Added Service to Scope)

Work to be completed by Rain Coast Data

Project research must identify what the housing needs are for the community and the type of housing needed. Corvus Design is currently leading a project with the Wrangell Cooperative Association to carry out a tribal and community visioning project. One of the focus areas is to identify housing needs and this is being carried out in conjunction with Tlingit and Haida Regional Housing Authority. This information will form a baseline of housing needs and also identify potential funding sources. If required, additional research and analysis will be preformed by Rain Coast Data to detail housing needs for the community.

Economic Forecasting for Programming: To assist in the best use of the site and understand economic opportunities that could be generated by the project area the planning team will include an economic analysis of the public and private dollars invested and opportunities from the site and adjacent state lands. The study team will consider what role the changes in Wrangell's growth and housing have played in the community's economic well-being. We will utilize this information to help determine the best uses of the site regarding economic growth projections for proposed Institute and neighboring Mental Health Lands. This information will be presented to the public for consideration and input.

3.0 Public Outreach and Engagement

Task 4: Communication Plan with City and Community

3.1 Schedule

An optimal time for initiating public outreach will be the late winter of 2016, after the holidays and the public has time available to participate fully in the project. It is anticipated that the public outreach and engagement will be wrapped up by the late spring of 2016.

3.2 Meeting Planning

We will coordinate with the Borough Project Managers prior to leading and coordinating these stakeholder and public meetings. It is anticipated that these meetings will provide us with the necessary information for filling identified data gaps and determining community needs, priorities and preferences.

In order to maximize participation, meetings will be advertised in the Wrangell Sentinel, through a series of Public Service Announcements on Stikine River Radio (KSTK 101.7 FM), through use of posters placed around town, by strategic postings on local Facebook pages, Constant Contact emails, posting on the CBW and project websites, and through press releases prior to each public meeting.

3.3 Local Open Studio Concept

An essential component to community planning that we feel has been lost is honest one-on-one interaction between the planning team and local stakeholders and residents. Consultants typically fly into the community spend the afternoon, host an evening public meeting and are gone the next morning back to their office to work on your project. We believe that work on your project should occur in the community where residents can observe, comment and participate in the crafting of your project. Key to our engagement plan and to ensure



accountability we propose that the planning team spends several days at a time in the community and actively develops the project while in Wrangell. The open door studio approach allows us to validate our work, meet with stakeholders while developing the project and provides ownership and support by the community as they see their project progress before them. There is no or little additional expense associated with this planning concept as the work that would typically be done back at the office is instead happening in Wrangell. These extended community studio times would be held in conjunction with formal public meetings. This process was an important element developed during our previous work on the Downtown Waterfront Plan. More on this concept in the following Section D.

3.4 Public Meeting Materials

Prior to hosting public meetings we will share all presentation materials with the Borough Project Managers for approval. We understand that easy to read graphics, plans and maps are essential in master planning and to help the public understand and participate in the process. As landscape architects and engineers we have created large format color graphics and plans for hundreds of public meetings. We have full in-house capabilities for GIS mapping and data management, PhotoShop graphics, and outstanding hand graphic skills that allow us to express ideas and take comments during public meetings with the public watching. We believe physical paper maps and plans engage the public to participate and allows them to 'scribble their ideas' onto the plans and maps while projected images are less dynamic and receive less public input.

We also realize that some members of the public are less comfortable commenting in a public setting or require time to develop their thoughts and ideas. We will develop structured comment sheets, surveys, website content, and other means to allow participation by a wide range of Wrangell's citizens and users outside of public meetings.

One of the most useful communication tools for a project such as this is a short, visually appealing Communication Portfolio. The portfolio will include a one-page project overview along with project team contacts and project schedule, handouts developed for public meetings, and will be updated to include draft waterfront options and recommendations. This will be a "living" portfolio, as it will be updated as the project develops. In addition to being available in a printed format, it will also be available online on the project website, and components of the portfolio will be emailed to interested community members.

Another key public meeting material we will develop is a site analysis and inventory that will summarize our findings from our initial research and data collection. Used during the first public meeting it will help the public to understand site opportunities, constraints and regulatory issues related to the project site. The inventory will also provide context to surrounding uses, identify connectivity and assist in integrating the project into the larger community fabric.



3.5 Public Meetings

Work to be completed by Corvus Design and Rain Coast Data with support from all

We anticipate conducting a series of three public meetings over the course of this project. Each of the meetings will be structured so that we can ask appropriate questions in order to elicit a focused public response with clear direction for decision-making purposes. By developing meeting agendas with clear goals and objectives for each keeps the public focused and allows us to extract the needed information to move forward. We firmly believe that community planning is to be guided and developed by the community. We will not be 'talking heads', rather we will ask thoughtful questions and *listen* respectfully to what the community has to say. We will also focus on the consensus building process.



1. The first meeting will be to introduce the project to the public as well as verifying the project goals and objectives. The meeting will present the finding of the housing, economic analysis and site analysis and inventory. Recommendations from the 2000 Master Plan will also be presented and allow the public to comment and provide input with a goal to provide more detailed input. This first public meeting will serve as an opportunity for citizens to offer their general thoughts on housing (and other development options) at the Institute property including developing short, medium and long term priorities for the project and creation of an appropriate neighborhood.
2. Based on comments received at the first meeting and direction provided by the Steering Committee and Borough Project Managers, the project team will present several master plan options for the Institute property at the second meeting. Public comment will provide feedback on those options. The second meeting will be to present an array of short term and long term options to the public regarding proposed waterfront to the discussion development uses. This public meeting will be organized in a workshop format. The workshop format is predicated on a participatory iterative process, where attendees will be required to participate and contribute. The input will be recorded to inform development of the Plan. At the end of the meeting direction will be provided to develop a preferred master plan.
3. The third meeting will focus on presenting and refining the preferred master plan and creation of the preliminary subdivision plan. This public meeting will be organized in a workshop format. Short, medium and long term priorities will drive the phased development of the plan which will be supported by funding matrixes, and cost estimates. The plan will be developed to allow immediate implementation for the 'low hanging fruit' priorities to initiate development of the site.

3.6 Stakeholder Interviews

Work to be completed by Corvus Design and Rain Coast Data with support from all

Targeted input into this planning effort from housing agencies, key government entities (including local and state agencies), and key community groups is essential. We will select for interviewing key stakeholders to gain their insight into short and long term visions for the Institute site. Additional effort will be spent to understand commercial and recreation opportunities that could also be developed. This will ensure the master planning meets also serves as a functioning and desirable neighborhood. Interviews will also include individuals or agencies who may be investors, have a reality interest and others to discuss private/public partnerships, lease/sale lots and other options for investment opportunities. These interviews, which may be in-person or via telephone, will generally be informal (rather than highly structured).



Our team members are known for their clear concise and attractive reports



Specific interviews and presentations (if requested) are expected to include Planning and Zoning Commission, Parks and Recreation Board, the Wrangell Assembly, the Wrangell Chamber of Commerce, the Economic Development Committee, the Wrangell Cooperative Association, Tlingit and Haida Regional Housing Authority, Alaska Mental Health Trust Land Office, and others. A summary of each meeting will be developed.

3.7 Constant Contact Database

The project team will work with the City and Borough to obtain email addresses of key community members who would like to be kept informed regarding this process. The website will also have a Constant Contact sign up form, so that any interested community member can sign up to receive project emails. These emails will be sent to remind the public regarding upcoming meetings, as well another tool to distribute notes and reports following meetings and project milestones.

3.8 Digital Content Update

Throughout the project meeting materials, meeting notes, progress of stakeholder meetings, graphics and maps presented at public meetings and publicizing these events will all be updated on the project digital community sites outlined in 1.6.

4.0 Master Planning

Although not specifically called out in the detailed scope of work it is assumed master planning is required due to being called out elsewhere in the proposal

4.1 Schedule

On going in conjunction with the public meetings we will develop master plan alternatives for public and housing stakeholder comment follow by development of two preferred master plans. This work will begin in January and conclude in early spring prior to the busy summer season.

4.2 Master Plan Programming

Work to be completed by Corvus Design with support from R&M and NWA.

The priorities established during the public meetings by the public, stakeholders and Planning Partners and verified by the Steering Committee and Borough

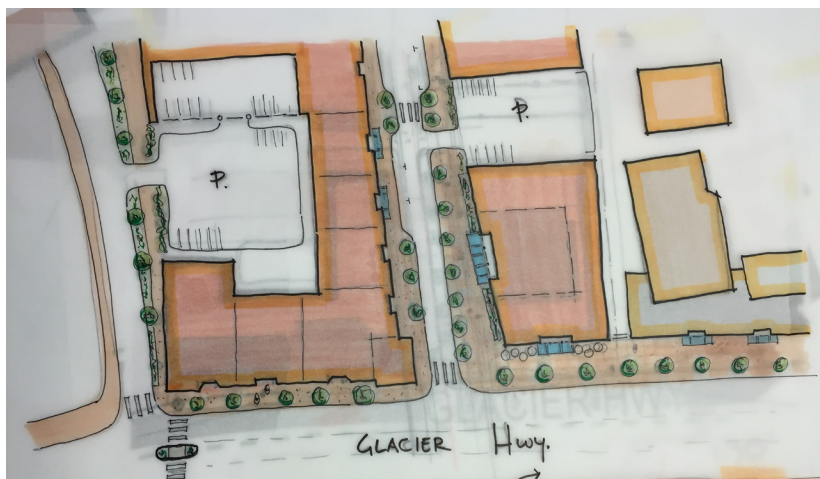


will form the programming elements for the site. We have clearly identified that mixed use with a housing focus and any opportunities to stimulate economic development should be the driving factor in the programming of the project. The programming needs to be evaluated and balanced with utility needs, lease/sale lot areas, revenue and funding, permitting, circulation and other defining parameters. The emphasis will be to create an appropriate neighborhood supported by commercial, parkland, trails and other amenities (sidewalks, lighting, parking, landscape). Development shall avoid areas requiring extensive permitting, high construction costs and hazard areas.

4.3 Master Plan Alternatives

Work to be completed by Corvus Design with support from R&M and NWA

Based on our focused public participation comments developed during the first public meeting the planning team will develop several master plans that reflect a range of priorities identified by the public, stakeholders and direction provided by the Steering Committee and Borough. While we were very successful with the downtown waterfront master plan and developed nearly 24 conceptual master plans as part of that effort, we anticipate that the same level of exploring master plan options will not be necessary for this project. We will explore master plan options with stakeholders but expect fewer options (3-4) to be developed during this phase due to large area of site. The plans will resolve potential conflicts, identify potential growth and show both short term and long term opportunities



desired by the community and supported by economic opportunities. Plans will look at short term options for immediate action requiring little expenditure of funds to long term that may require significant funding to reconstruct the bulk head and/or ramp facilities. The plans will be developed as large format colored site plans, with supporting sketches.

4.4 Preferred Master Plan

Work to be completed by Corvus Design with support from R&M and NWA

Based on comments from public meeting number two and direction provided by the Steering Committee and Borough, a preferred master plan will be developed that capitalizes on the best use identified from the previous alternative master plans. The plan will identify the short and long term phased development options and be supported by the development of a funding matrix to identify potential economic opportunities for the development elements identified in the master plan. Construction costs will be provided at the conceptual level for the planned components. Environmental permitting needed for implementation will be identified. The development of the subdivision plan will occur concurrently with the preferred master plan.

5.0 Subdivision Design

Task 5: Subdivision Design

5.1 Schedule

The subdivision design would be developed as part of the master planning effort with the draft subdivision plan being completed once the preferred master plan is approved. This would be in May 2016. The final preliminary subdivision design would be completed in September 2016.

5.2 Subdivision Design

Work to be completed by R&M.

Preliminary subdivision layouts will be developed to provide for optimal access for roadways and utilities. Development plans will take into account maximum roadway gradients, views, minimum and maximum site gradients. Areas of high value wetlands or other resources such as streams and trails will be identified for planning the subdivision alternatives. We anticipate that several alternatives will be prepared with differing lot sizes and road gradients to match community needs as identified through design meetings.

6.0 Construction Costs and Revenue Generation

Task 6: Fiscal Impact Analysis

6.1 Schedule

Costs and revenue would be provided as part of the master planning effort and presented at the two public meetings. The final costs and revenue summary would be developed as part of the final report with an update provided at the second public meeting in early spring 2016.

6.2 Fiscal Impact Analysis

Work to be completed by R&M Engineers, Rain Coast Data and LEI Engineering

The fiscal impact analysis will prepare budget level cost estimates for the infrastructure and site improvements identified in the concept plans. The costs for construction for infrastructure and site improvements, will be broken into phased development with revenues associated with land use decisions clearly delineated to allow the CBW to understand and make informed decisions for future budget requirements related to the site. Revenue generation would also include options for the adjacent Mental Health Lands. LEI would value the timber based upon the 1995 cruise report and updating figures with remote sensing data of the sites. The fiscal impact analysis will be divided into logical and economically sensible phases of development showing costs vs. revenue and duration to understand the rate of return on investments. We did the same for the Downtown Wrangell Waterfront plan.



Identify Funding Sources and Strategies

Task 7: Identify Funding Sources and Strategies

6.3 Schedule

Identifying funding sources will be concurrent with the development of the Project and would be incorporated into the final report with an update provided at the second public meeting in early spring 2016.

6.4 Funding Sources Matrix and Strategies

Work to be completed by Rain Coast Data

Work will include a matrix of funding sources for potential economic opportunities. The matrix will identify possible funding sources and financing strategies, including private investment partnerships, external funding opportunities such as government or private grants, loans, local improvement districts. Funding sources will identify the appropriate type of development, limitations and any matching required. Potential funding sources that will be explored during this process will include the following: United States Department of Housing and Urban Development (HUD), Alaska Dept. of Commerce, Community and Economic Development, Alaska Dept. of Environmental Conservation, Alaska Dept. of Fish and Game, Alaska Dept. of Transportation, Alaska Energy Authority, Legislative Appropriation, Economic Development Administration, U.S. Army Corps of Engineers, Federal Highway Administration, Denali Commission, USDA Rural Development, Rasmuson Foundation, Murdoch Charitable Trust, Nolan Trust, and the Economic Recovery Funds, to name but a few.

7.0 Financially Feasibility

Task 8: Fiscal Impact Analysis

7.1 Schedule

Will be concurrent with the development of the Project with preliminary reporting provided at the second public meeting in spring 2016 and final recommendation with final report.



7.2 Develop Financial Feasibility Analysis:

Work to be completed by Rain Coast Data

After considering possible funding sources, and potential revenue that the Wrangell Institute property (and potential of adjacent state lands) could potentially generate (considering potential revenue sources such as property tax, sale or lease of individual parcels, cost of ability to use the site to secure grant funding, etc.), the team will determine the financial feasibility of the purchase of the site by the City and Borough of Wrangell. Financing strategies will look at loans, private investment partnerships, grants, and creating an improvement district. A final recommendation or list of recommendations will be made for the site.

8.0 Document Preparation

Task 9: Final Report

8.1 Schedule

Document preparation will be concurrent with the development of the Project. Depending on client desired review timing, the delivery of a draft document would be expected to be completed in early spring 2016 and the final report in May 2016.

8.2 Develop Project Report

Work led by Rain Coast Data with support for all team members.

The planning team will prepare a draft report that will summarize the project, all information gathered along with the goals, recommendations, priorities, and implementation strategies.

An initial recommendation for document organization is as follows:

8.2.1 Executive Summary

This section will provide a summarized overview of existing conditions, a summary of public outreach and community priorities, and an overview of the plans developed, fiscal impact analysis, funding and feasibility.

8.2.2 Project Goals and Process

This will reiterate initial project planning and confirm that a valid process was used.

8.2.3 Existing Conditions/Site and Engineering Analysis

The intent of this section is to provide an accurate picture of the site as it relates to planning and development and lists opportunities, inventories the site, and addresses environmental permitting. (Tasks 1, 2 and 3)

8.2.4 Housing and Economic Strategies Analysis

Explores housing needs and options for the best use on the site including those that would generate economic opportunities (This is an added service).

8.2.5 Public Outreach and Engagement

Summarizes the process and lists stakeholders, planning partners and the general public's and stakeholder concerns, priorities and desires developed during the public participation process and key interviews. (Task 4)

8.2.6 Master Planning and Subdivision Design

Describes how the priorities are synthesized to develop the alternative master plans and preferred master plan. Short and long term phased development options will be described. Describes the draft subdivision plan including roadways and utilities (Task 5)

8.2.7 Fiscal Impact Analysis

Discussion on site and infrastructure costs, phased construction, and revenue generated from land use options to assist project CBW budget requirements and rates of return. (Task 6)

8.2.8 Funding and Financial Strategies

Discussion how to implement short and long term development options. The funding matrix will identify potential economic opportunities and funding for the development of options. Focus will be placed on implementation strategies that make the Borough eligible and competitive for funding and grant opportunities and the immediate implementation of these short term options. (Task 7)

8.2.9 Financial Feasibility

A final recommendation or list of recommendations will be made for investing public dollars on the site. The recommendations will be made after considering funding sources, and potential revenue to determine the financial feasibility of the purchase of the site. (Task 8)

8.2.10 Submit Draft Report

The Draft Report will be well-written and organized, and it will be packaged in a visually pleasing, easy-to-read format using a combination of text, maps, tables, photographs, and illustrations.

Our goal for this report is that it is a simple and highly useful document that has more life 'off the shelf' than on the shelf. Planning documents are at their highest level when they can be living documents, founded in

decision making criteria that allows for intelligent flexibility.

8.3 Review Comments with Borough Staff

We will teleconference with Borough Staff to review comments that have been received and develop responses.

8.4 Revisions to Final Report

After comments have been reviewed and direction approved by the Borough, the document will be updated and provided in digital formats.

8.5 Final Report, Final Preliminary Subdivision Design and Adoption

The Final Plan and design will reflect the adjustments made to the draft plan based on the feedback and recommendations received during the review process. The final report will be a clearing house of all project information and will be submitted to the Borough for Assembly adoption.

8.6 Final Mapping

Mapped data and master plans will be provided as GIS and in other appropriate digital formats.



E. We Have Ideas.....

We have innovative ideas that we would like to bring to this project. We've touched on some in our methodology but listed the more important ones within this section. A key component of our kick-off phase with the Borough will be to brainstorm ideas that will help us to plan with the highest value. These are some of the ways we'd like to deliver this value:

Strengthen the Economy by Meeting the Community's Housing Needs

Wrangell does have a housing shortage and the exact extent and type of housing needed is not clear. We have added an essential scope to this proposal found in section 2.7. "Housing Needs and Develop Economic Strategies" which builds off the current work being completed by Corvus Design with WCA to understand housing needs for the tribe and community. If required, additional research will be completed to fully understand the housing needs so the project can focus on meeting those needs. We have already completed the economic and socio-economic baseline that reflects trends and conditions in Wrangell's economy and we already know the regional opportunities and trends. We can quickly and effectively assist Wrangell to identify economic opportunities that could be associated with this project.

Accountability and Success

Our team is comprised of Southeast Alaska professionals. All of our team members are highly respected and have outstanding relationships in the community. Through our past projects, we know we can work collaboratively in successfully developing a solution that meets the needs of Wrangell, because we have done it before with you.

It Is Your Plan

Far too often planning and economic consultants breeze into town, host an evening community meeting and head back to the office the next morning to develop the work. We have a totally different philosophy when it comes to community planning. We anticipate being in Wrangell for several consecutive days at a time giving the team and project the needed local exposure. While in Wrangell we will develop an open studio environment where we will be developing the work with the community and can help us create a neighborhood of homes that is appropriate for Wrangell, not a cookie cutter group of houses. This builds public enthusiasm, allows stakeholders to take ownership in the planning process and ultimately support for the project.

Quick Wins and Long Term Focus

Our goal is to develop a compelling vision and to actively seek out "the low hanging fruit." Near-term, tangible progress quickly gives legitimacy to an effort. Thoughtful planning linked with an understanding of funding and phasing strategies can allow implementation of immediate opportunities while supporting medium and long term development of the site without impacting these quick wins.

Communicate Often and Well

Our goal is to initiate a conversation with as many community members as possible. Whether live through stakeholder and public meetings, through surveys where we gain a better understanding of what people know and think. Exposure is everything and can be key in garnering public support, establishing private/public partnerships and generating new champions and financial backers for the project. We will be in Wrangell for extended periods of time developing our work in the community, listening to public, sharing ideas, and garnering public and financial support.

We want to assure the City and Borough of Wrangell, that although we have proposed on both this project and the Industrial Waterfront project, that all firms have the capacity, desire and commitment to fully carry out the services and maintain the schedule for both projects should we be selected for the two.



F. Public Meeting/Community Design

Our plan is to maximize our time and exposure with the community while we are in Wrangell. The following highlights our public meeting and open studio community design session strategy. During this time we will also be conducting one on one interviews with stakeholders.

Trip #1

Day 1 (Evening): Public Workshop-Housing trends/opportunities and priority development

Day 2 and 3: Community Design Session-Develop alternative master plans

Day 3 (Evening): Public Workshop-Presentation of alternative master plans and preliminary costs and financial analysis for comments

Day 4: Wrap up and return to Juneau

Trip #2

Day 1 (Evening): Public Workshop-Presentation of two alternative master plans and subdivision layouts for selection with costs, fiscal analysis, funding sources and strategies.

Day 2 and 3: Community Design Session-Refine preferred master plan and subdivision layout and costs, fiscal analysis, funding sources and strategies.

Day 3 (Evening): Public Workshop-Presentation of preferred master plan and subdivision layout for comments with fiscal and financial feasibility recommendations.

Day 4: Wrap up and return to Juneau

Trip #3

Day 1 (Evening): Public Workshop and Presentation to Assembly of Final Master Plans and Report and Final Recommendations for adoption.



G. Estimated Costs

We have developed a methodology that is efficient, flexible, responsive, and allows the appropriate amount of public participation. While the exact scope of work needs to be refined with the Borough during the workplan development as outlined in 1.0, we feel strongly that we can provide all the services outlined in our proposal for less than the budgeted \$96,000. This includes the housing analysis and the multi-day design sessions within the stakeholders. As always, we can modify any items or add scope to respond to the fee available and desires of the Borough. The following outlines our expected costs and fees associated with each task.

1. Assess utility infrastructure	\$3,784
2. Site and engineering analysis	\$10,107
3. Review environmental clean-up	\$1,752
4. Communication/public involvement	\$42,742
5. Subdivision design	\$13,296
6. Fiscal impact analysis	\$4,826
7. Funding sources	\$3,021
8. Financial feasibility	\$5,278
9. Final report	\$8,581
10. GIS data and mapping	<u>\$1,020</u>
Total:	\$94,349

Due to that fact we will be spending extended periods in Wrangell interviewing stakeholders, hosting public meetings and developing the master plans with you while in the community, the Communication/public involvement fee may appear high. This phase of work and fee includes the master planning effort.

H. Statement of Qualifications & Resumes

In the next pages we provide our teams ‘statement of qualifications’ (SOQ) that will provide you with more information on our team, people and our values.

After our SOQ we have also included single page resumes for the staff that will be working on your project should it be awarded to us.



Agenda Item 13f

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM November 10, 2015

INFORMATION:

Approval of the bid received for the Sewer Pumps Replacement Project

Attachments:

1. Memo from Ruby McMurren, Projects Manager
2. Recommendation from DOWL
3. Preliminary Bid Tab
4. Successful bid from CBC Construction (3 pages)

RECOMMENDED ACTION:

Move to authorize the Borough Manager to enter into a contract with CBC Construction, Inc. for the construction of the Wrangell Sewer Pumps Replacement Project Pump Stations, 4 & 6 Improvements in a contract amount of \$821,112.00 to be paid from the following funds: DCCED/DCRA/CDBG, USDA/RD Grant, USDA/RD Loan, Sewer Dept Reserves, and DEC Loan.

MEMORANDUM

**TO: HONORABLE MAYOR AND MEMBERS OF THE ASSEMBLY
CITY AND BOROUGH OF WRANGELL**

**FROM: RUBY MCMURREN
PROJECTS MANAGER**

**SUBJECT: APPROVAL OF A CONSTRUCTION CONTRACT AWARD FOR THE
WRANGELL SEWER PUMPS REPLACEMENT PROJECT, PUMP
STATIONS 4 & 6 IMPROVEMENTS.**

DATE: November 6, 2015

BACKGROUND

The City & Borough of Wrangell received a Grant for the design and replacement of the Wrangell Sewer Pumps Replacement Project from the Department of Commerce, Community and Economic Development (DCCED) Division of Community and Regional Affairs (DCRA) and Community Development Block Grant (CDBG). Additional grant funds and a loan from the USDA Rural Development and a previously approved DEC loan will collectively go towards the replacement of both pump stations.

The City and Borough of Wrangell issued an Invitation to Bid for the construction of the Wrangell Sewer Pumps Replacement Project, Pump Stations 4 & 6 Improvements. Bids were due on November 5, 2015 and the City and Borough of Wrangell received three (3) qualified bids.

After a thorough review of the bids received, Staff and DOWL recommends awarding the construction project to CBC Construction, Inc. who was the lowest responsive bidder. The project's bid summary sheet and DOWL's award recommendation is attached.

RECOMMENDATION:

Staff recommends that the Assembly authorize the Borough Manager to enter into a contract with CBC Construction, Inc. for the construction of the Wrangell Sewer Pumps Replacement Project Pump Stations, 4 & 6 Improvements in a contract amount of \$821,112.00 to be paid from the following funds: DCCED/DCRA/CDBG, USDA/RD Grant, USDA/RD Loan, Sewer Dept Reserves, and DEC Loan.

ATTACHMENTS:

1. Bid Form from CBC Construction, Inc. for the Wrangell Sewer Pumps Replacement Project, Pump Stations 4 & 6 Improvements

2. Award recommendation & Bid Tab Sheet for Wrangell Sewer Pumps Replacement Project
Pump Stations 4 & 6 Improvements prepared by DOWL



November 6, 2015
W.O. 1222.70661.01

Mrs. Amber Al Haddad
Public Works Director
PO Box 531
Wrangell, Alaska 99929

Subject: Wrangell Sewer Pumps Replacement Project – Pump Stations 4 & 6 Improvements
Bid Results and Recommendation for Award

Dear Mrs. Al Haddad:

The results of the bid opening conducted for the above referenced project on November 5, 2015 have been reviewed. A tabulation of the individual unit and extended prices, as compared to the Engineer's Estimate, is attached and summarized as follows:

BIDDER	TOTAL BID
CBC Construction, Inc.	\$821,112.00
Rock-N-Road Construction, Inc.	\$993,173.00
Schmolck Mechanical Contractors, Inc.	\$1,286,560.00
Engineer's Estimate	\$773,000.00

DOWL evaluated the mathematical accuracy of all bids received and found no errors. All bids contained the requisite forms and information within their bid packets, acknowledged receipt of all addenda, were signed, and contained Bid Bonds in the amount of five percent of their respective bids.

The lowest responsive bid was received from CBC Construction. DOWL recommends that the City and Borough of Wrangell issue a Notice of Intent to Award to CBC Construction for the total bid (Schedule A + Schedule B). CBC Construction must provide all required contract documentation before execution of the Agreement and issuance of a Notice to Proceed.

If you have any questions, please feel free to contact us at your earliest convenience.

Sincerely,
DOWL

A handwritten signature in black ink, appearing to read "Toby Lockhart".

Toby Lockhart, P.E.
Project Manager

NOV 6, 2015 Recommendation to Award

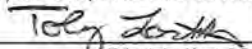
Enclosure: Bid Tabulation

Project Wrangell Sewer Pumps Replacement Project - Pump Stations 4 & 6 Improvements

Owner: City and Borough of Wrangell

SCHEDULE A NODE 6 LIFT STATION											
				ENGINEER'S ESTIMATE		ROCK-N-ROAD		CBC		SCHMOLCK	
ITEM	DESCRIPTION	TOTAL	UNITS	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	MOBILIZATION AND DEMOBILIZATION	1	LS	\$ 42,500.00	\$ 42,500.00	\$ 65,000.00	\$ 65,000.00	\$ 28,000.00	\$ 28,000.00	\$ 40,919.00	\$ 40,919.00
2	TAXES, BONDS, AND INSURANCE	1	LS	\$ 21,500.00	\$ 21,500.00	\$ 13,000.00	\$ 13,000.00	\$ 11,000.00	\$ 11,000.00	\$ 12,028.00	\$ 12,028.00
3	TRAFFIC MAINTENANCE	1	LS	\$ 3,000.00	\$ 3,000.00	\$ 6,000.00	\$ 6,000.00	\$ 3,000.00	\$ 3,000.00	\$ 12,000.00	\$ 12,000.00
4	CONCRETE DEMOLITION	1	LS	\$ 1,700.00	\$ 1,700.00	\$ 10,000.00	\$ 10,000.00	\$ 6,000.00	\$ 6,000.00	\$ 10,000.00	\$ 10,000.00
5	ACCESS HATCH / NEW VAULT ROOF	1	LS	\$ 8,800.00	\$ 8,800.00	\$ 20,000.00	\$ 20,000.00	\$ 15,000.00	\$ 15,000.00	\$ 40,000.00	\$ 40,000.00
6	NODE 6 PUMPS (3 - 34HP PUMPS & EQUIP)	1	LS	\$ 95,000.00	\$ 95,000.00	\$ 190,474.00	\$ 190,474.00	\$ 170,000.00	\$ 170,000.00	\$ 224,937.00	\$ 224,937.00
7	PIPING REPLACEMENT (INCLUDING DEMO)	1	LS	\$ 24,000.00	\$ 24,000.00	\$ 72,000.00	\$ 72,000.00	\$ 28,000.00	\$ 28,000.00	\$ 117,634.00	\$ 117,634.00
8	BYPASS PUMPING	1	LS	\$ 22,000.00	\$ 22,000.00	\$ 40,755.00	\$ 40,755.00	\$ 40,000.00	\$ 40,000.00	\$ 74,475.00	\$ 74,475.00
9	ABOVE GROUND ENCLOSURE (NEMA 4)	1	LS	\$ 51,000.00	\$ 51,000.00	\$ 24,750.00	\$ 24,750.00	\$ 27,000.00	\$ 27,000.00	\$ 30,000.00	\$ 30,000.00
10	ELECTRICAL SERVICE UPGRADES	1	LS	\$ 60,300.00	\$ 60,300.00	\$ 71,355.00	\$ 71,355.00	\$ 38,272.00	\$ 38,272.00	\$ 59,742.00	\$ 59,742.00
11	SCADA AND PUMP CONTROLS	1	LS	\$ 82,700.00	\$ 82,700.00	\$ 27,980.00	\$ 27,980.00	\$ 63,470.00	\$ 63,470.00	\$ 56,500.00	\$ 56,500.00
12	MISCELLANEOUS SITE IMPROVEMENTS	1	LS	\$ 5,500.00	\$ 5,500.00	\$ 7,500.00	\$ 7,500.00	\$ 16,000.00	\$ 16,000.00	\$ 45,000.00	\$ 45,000.00
Total Bid Price Schedule A				\$ 418,000.00		\$ 548,814.00		\$ 445,742.00		\$ 723,235.00	
SCHEDULE B NODE 4 LIFT STATION											
				ENIGNEER'S ESTIMATE		ROCK-N-ROAD		CBC		SCHMOLCK	
ITEM	DESCRIPTION	TOTAL	UNITS	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	MOBILIZATION AND DEMOBILIZATION	1	LS	\$ 42,500.00	\$ 42,500.00	\$ 70,000.00	\$ 70,000.00	\$ 24,000.00	\$ 24,000.00	\$ 51,882.00	\$ 51,882.00
2	TAXES, BONDS, AND INSURANCE	1	LS	\$ 21,500.00	\$ 21,500.00	\$ 10,222.00	\$ 10,222.00	\$ 11,000.00	\$ 11,000.00	\$ 12,028.00	\$ 12,028.00
3	TRAFFIC MAINTENANCE	1	LS	\$ 3,000.00	\$ 3,000.00	\$ 8,000.00	\$ 8,000.00	\$ 3,000.00	\$ 3,000.00	\$ 12,000.00	\$ 12,000.00
4	CONCRETE DEMOLITION	1	LS	\$ 1,700.00	\$ 1,700.00	\$ 10,000.00	\$ 10,000.00	\$ 6,000.00	\$ 6,000.00	\$ 10,000.00	\$ 10,000.00
5	ACCESS HATCH / NEW VAULT ROOF	1	LS	\$ 8,800.00	\$ 8,800.00	\$ 20,000.00	\$ 20,000.00	\$ 10,000.00	\$ 10,000.00	\$ 40,000.00	\$ 40,000.00
6	NODE 4 PUMPS (3 - 11HP PUMPS & EQUIP)	1	LS	\$ 44,000.00	\$ 44,000.00	\$ 85,000.00	\$ 85,000.00	\$ 110,000.00	\$ 110,000.00	\$ 89,064.00	\$ 89,064.00
7	PIPING REPLACEMENT (INCLUDING DEMO)	1	LS	\$ 24,000.00	\$ 24,000.00	\$ 68,797.00	\$ 68,797.00	\$ 28,000.00	\$ 28,000.00	\$ 117,634.00	\$ 117,634.00
8	BYPASS PUMPING	1	LS	\$ 22,000.00	\$ 22,000.00	\$ 40,755.00	\$ 40,755.00	\$ 40,000.00	\$ 40,000.00	\$ 74,475.00	\$ 74,475.00
9	ABOVE GROUND ENCLOSURE (NEMA 4)	1	LS	\$ 45,000.00	\$ 45,000.00	\$ 24,750.00	\$ 24,750.00	\$ 27,000.00	\$ 27,000.00	\$ 30,000.00	\$ 30,000.00
10	ELECTRICAL SERVICE UPGRADES	1	LS	\$ 60,300.00	\$ 60,300.00	\$ 71,355.00	\$ 71,355.00	\$ 40,900.00	\$ 40,900.00	\$ 59,742.00	\$ 59,742.00
11	SCADA AND PUMP CONTROLS	1	LS	\$ 76,700.00	\$ 76,700.00	\$ 27,980.00	\$ 27,980.00	\$ 63,470.00	\$ 63,470.00	\$ 56,500.00	\$ 56,500.00
12	MISCELLANEOUS SITE IMPROVEMENTS	1	LS	\$ 5,500.00	\$ 5,500.00	\$ 7,500.00	\$ 7,500.00	\$ 12,000.00	\$ 12,000.00	\$ 10,000.00	\$ 10,000.00
Total Bid Price Schedule B				\$ 355,000.00		\$ 444,359.00		\$ 375,370.00		\$ 563,325.00	
TOTAL BID PRICE				\$ 773,000.00		\$ 993,173.00		\$ 821,112.00		\$ 1,286,560.00	

I certify that this represents a true tabulation of the bids received.


Toby A. Lockhart, P.E.

City and Borough of Wrangell, Alaska

Wrangell Sewer Pump Stations Replacement

Bid Opening Checklist and Tabulations

Bid Opening Date: November 5, 2015 @ 2:00 p.m. - Assembly Chambers

Bidder's Name	Signed Bid	Bid Security	Contractor's License	Business License	Signed Compliance Statement (RD-)	Signed Debarment Certificate (AD-)	Signed RD Instruction 1940-Q	By-Pass Plan	Addenda Acknowledged		Bid Schedule A	Bid Schedule A Modification	Bid Schedule B	Bid Schedule B Modification	Total Bid with Modifications Included
									#1	#2					
CBC Construction	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	417,000	92+7,000- 102+18,272- 112+3,470-	344,000	92+7,000- 102+20,900- 112+3,470-	\$821,112
Schmolck	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	723,235	—	563,325	—	\$1,286,560
Rock n' Road	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	548,814	—	444,359	—	\$993,173

Verified By: [Signature]

Witnessed By: [Signature]

Item 13f-3

Preliminary



P.O. BOX 6133 ~ SITKA, AK 99835
TEL. (907) 747-9333 ~ FAX (907) 747-9334
Chris Balovich, President

RECEIVED
NOV 05 2015
WRANGELL CITY HALL

TRANSMITTAL

Thursday, November 05, 2015

TO: City of Wrangell

ATT: Jeff Jabusch

RE: Wrangell Sewer Pumps Replacement Project Pump Stations 4 & 6 Improvements.


Please Modify The Following Items On Our Bid:

Node 6

Item 9- Above Ground Enclosure: ADD \$7,000.00
Item 10- Electrical Service Upgrades: ADD \$18,272.00
Item 11- Scada and Pump Controls: ADD \$3,470.00

Node 4

Item 9- Above Ground Enclosure: ADD \$7,000.00
Item 10- Electrical Service Upgrades: ADD \$20,900.00
Item 11- Scada and Pump Controls: ADD \$3,470.00



Chris Balovich, President

SECTION 00300 – BID FORM

Bid Form

City and Borough of Wrangell Alaska

Pump Station 4 & 6 Improvements

SCHEDULE A NODE 6 LIFT STATION					
ITEM	DESCRIPTION	TOTAL	UNITS	UNIT PRICE	TOTAL PRICE
1	MOBILIZATION AND DEMOBILIZATION	1	LS	\$28,000.00	\$28,000.00
2	TAXES, BONDS, AND INSURANCE	1	LS	\$11,000.00	\$11,000.00
3	TRAFFIC MAINTENANCE	1	LS	\$3,000.00	\$3,000.00
4	CONCRETE DEMOLITION	1	LS	\$6,000.00	\$6,000.00
5	ACCESS HATCH / NEW VAULT ROOF	1	LS	\$15,000.00	\$15,000.00
6	NODE 6 PUMPS (3 - 34HP PUMPS & EQUIP)	1	LS	\$170,000.00	\$170,000.00
7	PIPING REPLACEMENT (INCLUDING DEMO)	1	LS	\$28,000.00	\$28,000.00
8	BYPASS PUMPING	1	LS	\$40,000.00	\$40,000.00
9	ABOVE GROUND ENCLOSURE (NEMA 4)	1	LS	\$20,000.00	\$20,000.00
10	ELECTRICAL SERVICE UPGRADES	1	LS	\$20,000.00	\$20,000.00
11	SCADA AND PUMP CONTROLS	1	LS	\$60,000.00	\$60,000.00
12	MISCELLANEOUS SITE IMPROVEMENTS	1	LS	\$16,000.00	\$16,000.00

Total Bid Price Schedule A

\$ 417,000.00

(Figures)

Four Hundred Seventeen Thousand Dollars & no/oo-----

(Words)

SECTION 00300 – BID FORM**City and Borough of Wrangell
Node 4 Lift Station Upgrade**

SCHEDULE B NODE 4 LIFT STATION					
ITEM	DESCRIPTION	TOTAL	UNITS	UNIT PRICE	TOTAL PRICE
1	MOBILIZATION AND DEMOBILIZATION	1	LS	\$24,000.00	\$24,000.00
2	TAXES, BONDS, AND INSURANCE	1	LS	11,000.00	\$11,000.00
3	TRAFFIC MAINTENANCE	1	LS	\$3,000.00	\$3,000.00
4	CONCRETE DEMOLITION	1	LS	\$6,000.00	\$6,000.00
5	ACCESS HATCH / NEW VAULT ROOF	1	LS	\$10,000.00	\$10,000.00
6	NODE 4 PUMPS (3 - 11HP PUMPS & EQUIP)	1	LS	\$110,000.00	\$110,000.00
7	PIPING REPLACEMENT (INCLUDING DEMO)	1	LS	\$28,000.00	\$28,000.00
8	BYPASS PUMPING	1	LS	\$40,000.00	\$40,000.00
9	ABOVE GROUND ENCLOSURE (NEMA 4)	1	LS	\$20,000.00	\$20,000.00
10	ELECTRICAL SERVICE UPGRADES	1	LS	\$20,000.00	\$20,000.00
11	SCADA AND PUMP CONTROLS	1	LS	\$60,000.00	\$60,000.00
12	MISCELLANEOUS SITE IMPROVEMENTS	1	LS	\$12,000.00	\$12,000.00

Total Bid Price Schedule B

\$ 344,000.00

(Figures)

Three Hundred Forty Four Thousand Dollars & no/oo-----

(Words)

Total Bid Price Sum of Schedules A & B

\$ 761,000.00

(Figures)

Seven Hundred Sixty One Thousand Dollars & no/oo-----

Total Bid Price Sum of Schedules A & B (Words)

Agenda Item 14

CITY & BOROUGH OF WRANGELL

**BOROUGH ASSEMBLY
AGENDA ITEM
November 10, 2015**

INFORMATION:

ATTORNEY'S FILE – None.

Agenda Item 15

CITY & BOROUGH OF WRANGELL

**BOROUGH ASSEMBLY
AGENDA ITEM
November 10, 2015**

Executive Session – None.