



Haines Borough Administration
Mark Earnest, Borough Manager
(907)766-2231 • Fax(907)766-2716
mearnest@haines.ak.us

October 25, 2011

Picture Point Park Ordinance

The Borough is obligated to establish a mechanism for protecting "in perpetuity" the compensatory mitigation measures at Picture Point for the PC Dock Waterfront Improvements project. The proposed ordinance establishing Picture Point Park satisfies the terms of the permit imposed by the U.S. Army Corps of Engineers. PND Engineers has outlined the special conditions, including restoration and enhancement of intertidal shoreline at Picture Point to establish tide pools and create a park, in their September 9, 2011 memorandum (a copy is attached to agenda Item 11B2 – Ordinance 11-10-274).

Haines Port Development Request for Qualifications

As previously reported, the Borough is requesting qualifications from consulting firms to assist in the Haines Port Development project. The funding source for this work is the legislative appropriation in the amount of \$120,000. The deadline for receiving Qualification Statements is 1:00 pm Friday, October 21, 2011, which is after the submittal time for this memorandum to be included in the packet for the October 25 Assembly meeting. I am recommending that the future Steering Committee be tasked with reviewing the submittals and make a recommendation for Assembly's consideration.

Special Projects Consultant Request for Qualifications

The Haines Borough received qualification statements from individuals/firms interested in serving as a contract Special Projects Consultant. I have reviewed the submittals and request authorization to develop a pool of individuals that can be called upon from time-to-time, on a limited duration basis to work on special projects. I have a very limited budget to work with, so these would be by definition very limited engagements. Any single project contract exceeding \$10,000 would have to come to the assembly for approval.

Haines Community Center Request for Qualifications

Attached is the draft Request for Qualifications for the proposed Haines Community Center. I wanted to present this document to the Assembly for any final input before this goes out for advertising.

Old School Building Demolition

As directed by the Assembly, we are proceeding with the demolition of the old school building. Demolition has commenced with the removal of certain items, including an underground tank. Work on the structure is expected to commence on October 28.

Junk Vehicle Plan

It appears that we if we reach a certain threshold, Channel Construction will haul junk cars away on a scrap barge without charge. Each and every vehicle must be processed (i.e., fluids drained, batteries and tires removed, and free of garbage) and stored until the scrap barge arrives. Vehicle title processing must also be conducted. The Municipality of Skagway, Skagway Tribal Council, and Chilkoot Indian Association have been contacted, and each has indicated interest in a comprehensive approach to an upper Lynn Canal program.

Other communities in Alaska add a "vehicle disposal" tax to State of Alaska vehicle registration within their jurisdictions. The funds raised are used to pay for the disposal of junk cars. Copies of the Juneau ordinance are available, and it may benefit Haines to adopt a similar plan.

Regarding the immediate concern of junk vehicles on a property on Small Tracts Road, we are taking the following steps:

1. Inventory junk vehicles, tires, and other items on the property.

2. Develop a preliminary, itemized by category all-inclusive budget (including towing and storage fees) for cleaning up the junk using info provided by Bigfoot Auto. (It should be noted that other options for this program are currently being reviewed.)

3. The plan is to have this cost included as part of a proposed FY12 Budget amendment. The schedule for the budget is as follows:

- Budget Amendment Ordinance Introduction - Assembly action item 10/25 Assembly meeting
- Budget Amendment Ordinance 1st Public Hearing - Assembly action item 11/15 Assembly meeting
- Budget Amendment Ordinance 2nd Public Hearing and adoption - Assembly action item 12/13 Assembly meeting

Phase II Junk Vehicle Tasks - Borough-Wide Program:

1. Locate and inventory junk vehicles on properties throughout the Borough on a property map being developed by Steve Ritzinger (tasks consist of assisting in creating the maps and populating the maps with information such as property location and a junk vehicle inventory (numbers by category, impediments for removal, etc.).

2. Identify properties for processing and storing junk vehicles. Care and consideration must be given to issues related to collection and storage of hazardous substances and other nuisance junk such as tires and all the other unrelated refuse that is inherited whenever a local government sends out an invitation seeking people's old tired vehicles.

3. Develop policies and procedures to deal with all of the legal and other regulatory issues such as liability, title search and notification, etc.

4. Review existing Code regarding this issue. Consider possible amendments.

5. Prepare an Ordinance based on the CBJ for local vehicle registration fees, with the proceeds going to offset Borough program costs.

RFP/RFQ Update

We are currently working on the following Request for Proposals and Request for Qualifications:

- Lutak Port Development RFQ (currently being advertised)
- Community Center RFQ (Draft completed – Assembly review)
- Chilkat Center Roof RFQ (Still in progress – working with The Boutet Company)
- Borough Land Sales RFP (next in line)
- Junk and Impound Vehicle RFP (in progress with update)
- Excursion Inlet Hydro Reconnaissance Study RFP (grant agreement with AEA signed)

The Haines Borough

Request for Qualifications

For Professional Design Services for a new Community Center

Haines, Alaska
10/27/2011

1. SUMMARY STATEMENT

The Haines Borough is soliciting Statements of Qualifications to provide professional design services including a new Community Center to be located at the intersection of Main Street and Third Avenue in Haines Alaska. The Community Center will redevelop a portion of the site of the old K-2 and Elementary/Middle schools. Inquiries and Statements should be directed to:

Office of the Borough Clerk
Haines Borough Administration
P.O. Box 1209
103 Third Avenue
Haines, Alaska 99827
(907) 766-2716 ext 31 or 60

A total of one signed original and 10 copies of the Qualifications Statement should be submitted by 4pm, Alaska Standard Time on Tuesday, November 29, 2011. Electronically submitted Qualification Statements in Adobe format received by the deadline will also be accepted.

2. PROJECT OVERVIEW

The supplemental information referenced in Section 2.1 may be found at the Haines Borough website.

2.1 Project Background

The Borough completed construction of a new Elementary/Middle school in 2007. The new facility created the opportunity to evaluate a number of reuse and redevelopment options to address the facility needs of the Borough. The Borough has been exploring options of how to best reprogram existing facilities or construct new facilities to meet the needs of a wide range of Borough departments and non-profit organizations.

The K-2 building has been demolished. A contract has been approved to demolish the Elementary/Middle school with a completion date at the end of November 2011. A soils investigation is underway at the K-2 portion of the site. Contamination was encountered and a remediation plan is being developed. The final resolution of this area of the site is unknown. If the contaminated soils are left in place this could affect the site layout of the parcel.

The Borough had previously retained MRV Architects to look at Community Center options. The initial study investigated some of the Haines facility needs and evaluated reuse of the former school (14,423 sf) and Borough office (3,306 sf). MRV interviewed a number of potential user groups having a wide range of space needs and presented their findings in May 2011. As part of this study, three primary options and other less refined options were developed. All options assumed reuse of the surplus school buildings. The available space (17,729 sf) was substantially less than the user group identified needs of over 47,000 sf. The exercise confirmed that meeting Haines's facility needs would have to be done in a measured and phased approach.

Subsequent to the May 2011 study the Borough Assembly refined the focus by deciding to demolish the old K-2 and Middle school buildings. This freed up the old school site for construction of a new Community Center and potentially other facilities. The Borough commissioned MRV to provide additional programming for the Community Center. Work

product for this effort has not yet been produced. It is not anticipated any new product will be available for review prior to submittal in response to this RFQ.

Haines has other facility needs beyond what is envisioned as being included in the Community Center. Facility Assessment reports have been prepared for a number of their facilities including the Borough Administration, Public Safety, Human Resources, Chilkat Center for the Performing Arts, and Pool buildings. These reports are available on the Haines website.

2.2 Project Description

The Borough would like to construct a Community Center that is feasible, right sized, energy and operationally efficient, easy to maintain and will be considered by the community to be an architectural asset.

The Borough anticipates a phased development program. The initial construction project has not been firmly defined but the first phase is nominally envisioned to include Borough administrative offices and a recreation center. The initial scope of redevelopment could shift and other phases could be added with time.

The Borough would like to maximize use of the old school site by thoughtfully siting the Community Center to allow for future additions or new construction.

Sustainable practices as applied to the Haines environment are required. Key examples include, but are not limited to, light penetration and balance, efficient building envelope and roof systems, storm water management, heating and ventilating systems that minimize energy costs but maintain indoor air quality and electrical systems that minimize power consumption.

2.3 Project Site

The Community Center is to be constructed on the rectangular, old school site property bounded by Main Street and Third and Fifth Avenues. Platting services may be required. Additional soils investigation and a foundation recommendation may also be required.

2.4 Project Budget

An order of magnitude Project Cost Estimate has not been developed and will be a function of the selected scope. The project is in the preliminary funding stages. The lack of defined funding dictates the professional services detailed in this RFQ will be done in a phased and incremental manner. It is anticipated that after definition of the initial services and successful negotiations the contract will be presented to the Assembly for funding and approval.

A plan of finance has not been developed. It is anticipated a combination of fund balance, other Borough appropriations, grants, and bond funding will be employed. It is anticipated the Architect will provide additional services to help refine both the scope of construction of the Community Center as well as other facilities. The Borough anticipates the latter being done in a feasibility study looking at scoping, options and life cycle costs. Past successful experience of the proposer in performing feasibility studies of this nature and on helping deliver projects with funding uncertainties is desired.

2.5 Project Schedule

While a desired schedule has not been developed the goal is to start construction by the spring of 2014.

2.6 Project Approach

The Haines Borough may use a Construction Manager at Risk model for procuring construction. If this approach is used, the Construction Manager will likely be selected early in the design process. Experience with this contracting approach is desired.

2.7 Project Management

The Borough anticipates creation of a Steering Committee to help guide the scoping and other aspects of the project. It is anticipated the Committee will include Assembly and other community members. The Committee will serve in an advisory capacity with the Borough Administration retaining the overall decision making authority.

3. Design Team Selection Process

Architect's qualifications statements will be reviewed by a Selection Committee established by the Haines Borough. The top ranked respondents will be short listed. The Selection Committee may, at its discretion, decide to interview the short listed firms. The Committee will recommend the most highly qualified firm to the Borough Manager who will make a recommendation to the Borough Assembly for final approval. A Selection Committee member or designee may contact listed references. The selection process will comply with the Borough's procurement requirements to ensure a fair and open competition.

4. Scope of Work

The Architect will provide an architectural/engineering team to perform professional design services for the new Haines Community Center and other related services. The professional services will include architectural, planning, landscape, civil, structural, mechanical and electrical, cost estimating and other specialties as required.

It is anticipated that services will be requested in an incremental and task based approach. This is necessitated by the fluid nature of the scope and the lack of full funding. The Borough desires the Architect and key sub-consultant to have experience in helping public sector clients successfully deliver projects using this phased approach.

The initial work efforts are anticipated to include creation of a concept master plan for the old school site, scoping of the initial Community Center, additional programming as required, related public meetings, preparation of a cost estimate, and providing renderings to support the capital fund raising efforts. As part of the scoping effort for the initial Community Center construction the Borough would like an analysis of the annual operating costs including avoided costs of the Borough Departments moving into the new facility.

The work will include a public involvement process to gather community input as to the full use of the site. The exercise should be designed to both help refine future development and build consensus for the initial construction. Public involvement efforts are also anticipated in subsequent design stages.

It is anticipated future task orders will be provided for Schematic, Design Development and Construction Documents phases and other additional services. Other potential task based services include feasibility studies and additional programming for other facilities and/or user groups; Energy modeling and life cycle cost reviews to minimize long term energy costs; Geotechnical; Platting and other survey work; and Bidding and Construction Administration services. Interior design services including preparation of bid documents for the procurement of the Furniture, Fixtures, and Equipment may be added in the event full funding is obtained. As the scope of the project becomes more defined and additional funding is obtained a lump sum contract may be negotiated.

5. Selection Criteria

The following criteria will be the basis of evaluation. Each criterion is followed by its relative weight:

- Specialized experience and technical competence of the firm, consultants, and key personnel in design of similar public facilities, particularly Community Centers, or other projects of similar size and scope, and facilities located in similar remote Alaska and coastal environments: (30)
- Specialized experience and technical competence of the firm, consultants, and key personnel in design of energy efficient public facilities: (15)
- Previous experience of the architectural team, particularly the project manager, on successful delivery of funding constrained projects on a task based approval process: (15)
- Past performance on projects in terms of quality, cost control, and schedule: (15)
- Commitment statements of PM and staff availability during the project time period taking into consideration the current and planned workload of the firm. (10)
- Project approach and ability to successfully manage the project: (15)

6. Selection Schedule

The following is the anticipated schedule for the Design Team selection process. All dates are approximate and contingent upon the completion of previous activities.

Request for Qualifications Issued:	October 27, 2011
Qualifications Statements Due:	November 29, 2011
Review:	December 9, 2011
Interviews:	December 16, 2011
Assembly Contract/Funding Approval:	January 24, 2012
Notice to Proceed:	within 10 days of contract approval

7. Qualifications Content and Format

Qualifications Statements should respond directly to the evaluation criteria for this project. Additional material (other than that requested below) is not required or desired. Clarity and brevity are encouraged. Limit submittals as follows:

Cover Letter	2 pages maximum
Response to Criteria	15 pages maximum
Resumes	2 pages maximum each

One page is defined as one side of a standard 8 ½" by 11" sheet of paper. Submittals shall be presented in 8 ½" by 11" format. A limited number of larger sheets may be included if folded to the 8 ½" by 11" format. Larger sheets will count as two pages. Tabs and/or divider pages do not count against the maximums. Small print should be avoided. The following addresses the specific content expected for each section.

7.1 Cover Letter

Briefly state your team's understanding of the services to be performed and why your team is the best qualified to provide them. Describe the team make up and organizational relationships. Provide the name and contact information of the individual authorized to make representations and commitments for your firm.

7.2 Response to Criteria

- **Specialized experience and technical competence of the firm, consultants, and key personnel in design of similar public facilities, particularly Community Centers or other projects of similar size and scope, and facilities located in a similar remote Alaska and coastal environment: (30)**

Provide a summary of recent projects involving design of public community center and administrative facilities, or projects of similar size or scope, and facilities located in a similar Alaska remote and coastal environment for each of the major team members and their key personnel. For each project include information on the firm's/individual's role on the project, the size and scope of the project, examples of how the design responded to any special requirements, and a name and contact information for the Owner or Owner's representative.

- **Specialized experience and technical competence of the firm, consultants, and key personnel in design of energy efficient public facilities: (15)**

Provide a summary of recent projects, preferably public facilities of similar scope, requiring an emphasis on energy efficiency. Describe any innovative approaches and outcomes. The response shall specifically include the proposed mechanical and electrical engineers' experience in energy efficiency. For each project include information on the firm's/individual's role on the project, the scope and size of the project, and a name and contact information for the Owner or Owner's representative.

- **Previous experience of the architectural team, particularly the project manager, on successful delivery of funding constrained projects on a task based approval process: (15)**

Provide a summary of projects, detailing at least three projects managed by the key project leadership where the team successfully delivered projects where the scope and budget were not fully defined at the start of the project.

- **Past performance on projects in terms of quality, cost control, and schedule: (15)**

Using at least five of the projects listed in the three bullets above; discuss the firm's performance in terms of staying within the available project budget and staying on schedule. Indicate any awards received or other evidence of quality of design. Identify any

law suits your firm has been involved in. Include references with contact information of project owners for at least five projects.

- **Commitment statements of PM and staff availability during the project time period taking into consideration the current and planned workload of the firm: (10)**

Provide a chart detailing availability of key project staff for 2012.

- **Project approach and ability to successfully manage the project: (15)**

Provide a work plan demonstrating your approach to this project. At a minimum the following should be addressed:

- *Describe your teams' design approach. Explain how you will help the Owner refine the scope and move forward with design.*
- *Explain how you will administer the task based services both internally and with your sub-consultants.*
- *What is your approach to public involvement and how will it be encouraged?*
- *How will you insure energy efficiency is achieved?*
- *How will operational efficiency, as impacted by the facility design, be ensured?*
- *How will you analyze projected operating costs for the new facility?*

Provide an organizational chart indicating roles and lines of authority. Discuss what you see to be the primary challenge(s) of this project and your approach to meeting them.

7.3 Resumes

Provide resumes for key personnel who will be assigned to this project. Include references with contact information for the two most recent relevant projects for each key individual.

8. Submittal Requirements and Information

To be considered, all Qualification Statements must be delivered to the address below, on or before the deadline, and in the number of copies required.

Deadline – All Qualifications must be received by in the offices of the Borough Clerk no later than **4:00 PM Alaska Standard Time on Tuesday, November 29, 2011.**

Delivery Instructions – mail, hand or courier deliver sealed envelope to:

Office of the Borough Clerk
Haines Borough Administration
P.O. Box 1209
103 Third Avenue
Haines, Alaska 99827

Faxed Qualifications will not be accepted. Electronically submitted Qualifications in Adobe format received by the deadline will also be accepted.

The Haines Borough
Request for Qualifications for Professional Design Services

If submitting by mail or by hand, mark the envelopes to identify the project "Haines Community Center Statement of Qualifications: Professional Design Services". **Required Number of Copies** – Provide one signed original and 10 copies of the Qualifications Statement.

The Haines Borough reserves the right to reject or accept any or all Qualifications, to waive irregularities or informalities in the Statement, and to give particular attention to the qualifications of the Proposer.

The Borough reserves the right to issue written addenda to revise or clarify the RFQ, respond to questions, and/or extend or shorten the due date of the Qualifications Statement.

The Borough retains the right to cancel the RFQ process if it is in their best interest. Any cost incurred by proposers for the preparation and submittal of the statement is the sole responsibility of the proposer.

A statement may be corrected or withdrawn by a written request received prior to the deadline for receipt of statements.

All Qualification Statements become part of the public record and no part of any statement may be confidential.

All Statements and other material submitted become Borough property and may be returned only at the Borough's option.

The Borough does not assume responsibility or liability for the transmission, delay, or delivery of qualifications by either public or private carriers.

Any and all media announcements pertaining to this RFQ require the Borough's prior written approval.

This RFQ does not obligate the Borough or the selected proposer until a contract is signed and approved by all parties.

Questions regarding the project or this RFQ should be submitted in writing to:

Office of the Borough Clerk
Haines Borough Administration
P.O. Box 1209
103 Third Avenue
Haines, Alaska 99827

Substantive issues will be addressed in a written addendum to the RFQ.

October 18, 2011

RE: Declared Nuisance

C-STR-02-4500: 1049 Small Tracts Road- Lot 4, Bengie Subdivision

The photos below detail the 18 abandoned vehicles, 300 + tires, 1 fiberglass boat, 5 scrap motorcycles, multiple engine blocks, 1 truck frame and miscellaneous scrap metal on the property.

The estimated cost for Acme Transfer to remove and dispose of all vehicles, tires and scrap is \$21,360 for known items. The cost of some items such as the boat and engine blocks will not be known until they are weighed. It's likely the total cost will be close to \$25,000.

The actual bid is attached and is good until December 31, 2011. Of note, as soon snow is on the ground, the clean up will stop until spring.







This document prepared by Darsie Culbeck.

October 19, 2011

TO THE HAINES BOROUGH:

ESTIMATE TO REMOVE 18 ABANDONED VEHICLES, OVER 300 TIRES, 1 (ONE) FIBERGLASS BOAT, 5 DISASSEMBLED MOTORCYCLES, ENGINE BLOCK(S), 1 (ONE) TRUCK FRAME, SCRAP METAL AND MISCELLANEOUS METAL PARTS ON THE GROUND.

This estimate is:

1. For property on Small Tracts Road, formerly known as "Small Tracts Tire". 1049 Small Tracts Road.
2. To remove only the readily apparent abandoned vehicles, tires, fiberglass boat and scrap metal noted in the 1st (all capital letters) paragraph.
3. Not for collection, hauling or disposal of Municipal Solid Waste (MSW) (aka garbage) on the site.
4. To provide disposal service with complete, safe and full compliance with all Local, State and Federal codes, rules and laws in the handling and disposal of all Hazardous Material and Hazardous Waste in the vehicles to be disposed of.
5. based on the following cost estimates;

Preparation and towing of 18 vehicles -\$100.00 per vehicle = \$1800.00

Disposal of 18 vehicles (includes removal and disposal of Hazardous Material in the vehicles)

\$785.00 per vehicle = \$14,130.00

Disposal of fiberglass boat - at \$.15 per pound.

Total weight unknown = \$ open

Tire disposal at:

Estimating: 200 Passenger car tires @ \$10.00 each =	\$2000.00
100 Light truck tires @ \$15.00 =	\$1500.00
20 HD truck tires @ \$20.00 =	\$400.00

(Total count will be kept for final billing)

Tires mounted on rims will be billed at an additional -
\$17.50 each open

Removal and disposal of disassembled motorcycles, engine
block(s) and scrap metal @ \$.15 per pound open

Title searches and certified letters to last registered owners of
abandoned vehicles as per AS28.11.040
@\$85.00 per vehicle x 18 = \$1530.00

TOTAL ESTIMATE (plus items marked open) \$ 21,360.00

Upon receipt of the Total Estimate \$21,360.00 (twenty one thousand three hundred sixty dollars) Bigfoot Auto Service Inc. will start the disposal service outlined above within 7 (seven) days and will complete it by 5/15/2012. The Haines Borough will be billed for the "open" and any actual count differences and will pay that amount within 30 days of the receipt of the billing.

The prices in this estimate are good until December 31, 2011.

Paul A. L. Nelson President
Bigfoot Auto Service Inc.
907-303-0130