

**ASSEMBLY STANDING COMMITTEE  
PUBLIC WORKS AND FACILITIES COMMITTEE  
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

March 19, 2018 4:30 PM  
Municipal Building - Assembly Chambers

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**I. CALL TO ORDER**

**II. APPROVAL OF MINUTES**

- A. February 26, 2018 - Regular Meeting

**III. PUBLIC PARTICIPATION on NON-AGENDA ITEMS**

**IV. ITEMS FOR ACTION**

- A. Centennial Hall Governance

**V. INFORMATION ITEMS**

- A. Snow Plowing
- B. Meander LID Update

**VI. CONTRACTS DIVISION ACTIVITY REPORT**

- A. February 23, 2018 to March 14, 2018

**VII. ADJOURNMENT**

ADA accommodations available upon request: Please contact the Clerk's office 72 hours prior to any meeting so arrangements can be made to have a sign language interpreter present or an audiotape containing the Assembly's agenda made available. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: [city.clerk@juneau.org](mailto:city.clerk@juneau.org)

**DRAFT  
PUBLIC WORKS AND FACILITIES COMMITTEE  
REGULAR MEETING  
January 26, 2018  
12:00 PM**

**I. CALL TO ORDER**

Meeting called to order at 12:00 pm.

Members Present: Loren Jones, Ms. Gladyszewski, and Ms. Weldon (By phone)

Members Absent: Norton Gregory

Planning Commission: Carl Greene

Staff Present: Roger Healy, Greg Smith, Michele Elfers, Greg Smith, Tina Brown, Mila Cosgrove, Bob Bartholomew, Rob Steedle, Kirk Duncan

**II. APPROVAL OF MINUTES**

A. January 29, 2018 – Regular Meeting - Approved

**III. PUBLIC PARTICIPATION on NON-AGENDA ITEMS**

None.

**IV. ITEMS FOR ACTION**

A. Appropriation Request – Treadwell Ditch Trail Repairs

Mr. Healy and Ms. Elfers discussed the Parks and Recreation Advisory Committee (PRAC) appropriation request allocating \$100,000 from the Montana Creek project (which has become unbuildable due to flooding) to the Treadwell Ditch Trail Repair project and partnership with the Juneau Community Foundation, the National Forest Foundation, Trail Mix and other entities. PRAC also recommended an allocation of \$50,000 from the Montana Creek Trail project to the Auke Lake Connector Trail.

Ms. Gladyszewski moved to fund a \$100,000 operating grant to the Juneau Community Foundation from the Montana Creek Loop Road to the Community Garden project for the Treadwell Ditch Repair project and an allocation of \$50,000 from the Montana Creek Trail project to the Auke Lake Connector Trail that the action be forwarded to the full assembly for approval.

No objections. Motion passed.

B. Project Playground Re-Build Update and Proposed Donation

Mr. Healy and Ms. Elfers discussed the efforts of Corvus Design and the Community Steering Committee to produce construction documents to rebuild Project Playground with construction planned to begin in June of this year. The playground is scheduled to open to the public this Fall. CBJ has received insurance monies and in addition the Project Playground Steering Committee is donating \$235,000, which needs to be appropriated to the Project Playground Rebuild CIP.

Discussion ensued.

Ms. Gladziszewski moved a \$235,000 donation from the Juneau Community Foundation for the Project Playground Rebuild be forwarded to the full assembly for approval.

No objections. Motion passed.

C. Temporary Sales Tax Appropriation to Waste Management/Recycle Works Enterprise Fund

Mr. Healy and Ms. Elfers discussed the appropriation of \$600,000 in temporary sales tax to the Waste Management/Recycle Works Enterprise Fund that will supplement the enterprise fund balance to minimize future rate increases.

Discussion ensued.

Ms. Gladziszewski moved an appropriation of \$600,000 in temporary sales tax to the Waste Management/Recycle Works Enterprise Fund be forwarded to the full assembly for approval.

No objections. Motion passed.

D. Amendment to Title 49 – Waiver of Street Standards Identified in Table 49.35.240

Mr. Healy spoke on the need to amend the CBJ Code for Title 49 to allow the Director of Community Development to waive the requirements of Table 49.35.240.

Discussion ensued.

Ms. Gladziszewski moved the proposed amendment to CBJ Code for Title 49 be forwarded to the full assembly for approval.

No objections. Motion passed.

E. Valley Transit Center – Appropriation

Mr. Healy discussed the \$800,000 Federal Transit Administration grant offered by the Alaska Department of Transportation and Public Facilities for partial funding of a Valley Transit/Transfer Center and the 20% CBJ match requirement of \$200,000, which is already, funded in the existing capital project accounts.

Ms. Gladziszewski moved an appropriation of \$800,000 Federal Transit Administration grant through the Alaska Department of Transportation and Public Facilities for partial funding of a Valley Transit/Transfer Center be forwarded to the full assembly for approval.

No objections. Motion passed.

F. Rainforest Recovery Center – Appropriation

Mr. Healy discussed the request to appropriate the 1% Sales Tax allocation of \$700,000 of FY18 Sales Tax for the Rainforest Recovery Center project.

Ms. Gladyszewski moved the request to appropriate the 1% Sales Tax allocation of \$700,000 of FY18 Sales Tax for the Rainforest Recovery Center project be forwarded to the full assembly for approval.

No objections. Motion passed.

G. BRH – Robert F. Valliant Administration Building – Siding Replacement – Transfer

Mr. Healy discussed the request from BRH to transfer \$300,000 from the BRH Roof Replacement project to the Robert F. Valliant Administration Building Siding Replacement project.

Discussion ensued.

Ms. Gladyszewski moved to transfer \$300,000 from the BRH Roof Replacement project to the Robert F. Valliant Administration Building Siding Replacement project be forwarded to the full assembly for approval.

No objections. Motion passed.

H. DRAFT – Capital Improvement Plan (CIP) FY 2019-FY2024

Mr. Healy asked the PWFC for comments and questions of the DRAFT – Capital Improvement Plan (CIP) FY 2019-FY2024.

Discussion ensued.

Concerns on three items:

1. Page 3 FY19 Area wide Sales Tax Priorities, Capital Transit, Install Electric Bus Charger at Bus Barn (20% Match for FTA), \$100,000 – Confirm the \$100,000 is the correct amount.
2. Page 3 FY19 State Marine Passenger Fee Priorities – Confirm with Harbors, this should read \$2,500,000.
3. Archipelago Property (Acquisition and Development) has not been approved, which is scheduled for June, CBJ will only put this project on the books if it is approved by the Assembly. It is possible that the already allocated funding for Statter Harbor, which has other constraints on it now for starting the project, which could be placed on hold possibly; if the Archipelago Property project is approved CBJ could move forward with using the Statter Harbor funding and replace it in FY20's Marine Passenger Fees. Along with the 16B remainder funds which is set for the Archipelago Property project.

Ms. Gladyszewski moved to forward the DRAFT – Capital Improvement Plan FY2019-FY2024 with the concerns on the three items to be addressed be forwarded to the full assembly for approval.

No objections. Motion passed.

**V. INFORMATION ITEMS**

**A. EV Charger Recommendation**

Ms. Elfers discussed the EV Charger placement recommendations; she described how the 3 EV Charger areas were chosen. After analyzing the cost of the stations and software packages with the existing funds available CBJ can only afford to install one Level II charging station, which charges at a faster speed. She discussed the permit program proposed in Ordinance 2017-35 to recoup the costs of power for the charging of electric vehicles, pay for replacement costs of chargers, purchase and install new chargers and manage the stations. Also the possibility of a credit card type of system, which would have costs associated with it. Staff is requesting the PWFC approve the priority charger locations of the Downtown Transit Center which will house the Level II charger on the first floor, the Douglas Library and Statter Harbor locations.

**VI. CONTRACTS DIVISION ACTIVITY REPORT**

**A. January 25, 2018 to February 22, 2018**

No comments.

**VII. ADJOURNMENT**

Meeting adjourned at 12:51 PM.



City and Borough of Juneau  
City & Borough Manager's Office  
155 South Seward Street  
Juneau, Alaska 99801  
Telephone: 586-5240 | Facsimile: 586-5385

DATE: February 26, 2018

TO: Jerry Nankervis, Chair, Assembly Committee of the Whole

FROM: Rorie Watt, PE, City Manager 

Mila Cosgrove, Deputy City Manager 

RE: Centennial Hall Management Update

### Background:

At the 12/4/17 Committee of the Whole meeting, staff advised the Assembly that discussions were underway regarding the potential of entering into an agreement with the Juneau Arts and Humanities Council for operational management of Centennial Hall. We asked the Assembly for permission to evolve that issue with the understanding that prior to entering into such an agreement, details would be brought back to the full Assembly.

Conversations have been ongoing with the Juneau Arts and Humanities Council and Travel Juneau regarding what a management agreement might look like, and staff have been working internally to determine the best path forward to assure that the underlying interests of CBJ are met. The following issues were identified and are explained in greater detail below: expected results of a collaborative agreement, type of operational agreement and conceptual components, procurement path, personnel services impact, and physical plant impact.

### Expected Results:

In order to determine if proceeding with an operational agreement is in the best interest of the CBJ and to determine what type of agreement is appropriate, it was necessary to identify what the expected results were of such an arrangement:

**Fiscal:** The facility could be run on at cost neutral to cost savings basis.

**Operational:** That joint management of Centennial Hall and the Juneau Arts and Culture Center would result in running Centennial Hall in a more efficient and effective manner, measured by the overall satisfaction of the user groups.

**Economic Development:** That joint management of Centennial Hall and the Juneau Arts and Culture Center would result in the ability to further the Assembly's Economic Development goals related to arts & culture as well as a travel destination for larger conventions and meetings.

**Community Purpose:** Centennial Hall should remain available to the community for emergency management purposes on the same basis as it is currently available and to the Governor and Legislature as needed to be responsive to our role as Alaska's Capital City.

**Operational Agreement Options:**

Two options exist for entering into an agreement for the JAHc to manage daily operations of Centennial Hall. CBJ could enter into a lease arrangement or a management agreement. The differences between the two are largely a balance between how much control over operations and how much liability CBJ wants to retain in regard to operations.

With a lease, CBJ has less management control and less liability for operations. With a management agreement, CBJ has more control over operations and retains greater liability. Currently the JACH leases the building that has become the JACC.

Because the concept of contracting the management of Centennial Hall is new, the Manager's Office believes it is in the best interest of the CBJ to enter into a management agreement rather than a lease. Doing so will allow the Manager's Office greater input in assuring that the expected results are met and assure the community that Centennial Hall continues to operate in way that assures the best interest of the community are being met.

The conceptual components of the management agreement are attached as an appendix to this memo. The details of a management agreement are largely operational and would be negotiated by the Manager's Office. This is similar to how other management agreement/contracts for services are handled, as an example, our contract with Care a Van services and Gastineau Humane Society.

**Procurement Path:**

The Manager's Office has met with the CBJ Purchasing Officer to determine how best to comply with the Purchasing Code. A determination has been reached that, given the unique nature and requirements of the agreement qualify for an MR which is an exemption to the competitive procurement process.

That finding is based on the concept that only the JAHc can provide unified management of both facilities and therefore a competitive process would be useless.

**Personnel Services Impact:**

Centennial Hall is currently staffed by 6 benefited employees (5.83 FTE), and 9 non benefited employees (.15 FTE) who serve on an on-call basis. In considering a decision to move forward with a management agreement there are two issues: the potential impact regarding PERS and the impact to the actual employees.

PERS: In considering PERS implications there are two potential impacts, a termination study and the potential of ongoing indebtedness payments. In determining if there is financial impact to employers, PERS considers whether a job class is being eliminated, the retirement tier of the employees in the positions to be eliminated, and the employer's reported salary floor for Calendar Year 2008.

Centennial Hall Management Update  
Assembly Committee of the Whole  
February 26, 2018

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A termination study is triggered when there is a reduction in force that may impact the projected future contributions of the positions to the defined benefit system (Tiers I – III) in a way that adversely impacts actuarial projections. The cost of such a study would be borne by CBJ and the anticipated cost is approximately \$5,000. There are 5 positions in classifications unique to Centennial Hall. As all 5 incumbents are in the Tier IV retirement system a termination study will likely not be triggered. If a termination study was triggered, the actuary would identify a sum of money that would need to be paid to keep the retirement system whole for the loss of the positions. Again, given that the positions are Tier IV, the impact should be minimal.

The remaining benefited position is allocated to a job class with multiple incumbents across the city. Elimination of the Centennial Hall position will not trigger PERS implications.

The CBJ must also be aware that Alaska statute provides that staff reductions must not fall below the overall salary floor from 2008. The salary floor in 2008 was approximately \$29.9 million and the 2016 PERS reported salary was \$36.2 million. The salary reduction impact for this group is not close to the \$6.3 million current gap, so going below the salary floor does not appear to be an issue.

Staff Impact: Every attempt will be made to absorb benefited staff into other positions within the organization. In the event that is not possible, staff will be laid off from their positions and have recall rights for a period of two years. It is also possible that displaced staff could be reemployed by JAHG to fulfill similar functions in the new organization.

**Physical Plant Impact:**

The terms of the management agreement would outline the specifics of routine maintenance, preventative maintenance and capital improvements. There is also the possibility of mutual benefit to the CBJ and JAHG as the JAHG pursues the construction of the new JACC. At that time, there may be additional efficiencies gained through the sharing of physical plant systems and other relevant connections.

**Budget Impact:**

The intent is a cost neutral to cost savings agreement. The Assembly should be aware that like many Departments, Centennial Hall's budget contributes "full cost allocation" (FCA) to compensate other Departments for services incurred. The costs funded by the FCA would be partially avoided, shifted or still incurred. Thus, the ultimate price negotiation will entail management of the appropriate allocation of these costs. A copy of the current budget for Centennial Hall is attached for reference.

**Action requested:**

After studying this issue and discussing the practical implications, we believe it is in the best interest of CBJ to pursue a management agreement with the JAHG that meets the conceptual guidance outlined in the attached agreement. As this represents a major shift in operational policy, we are seeking the approval of the Assembly to proceed in this direction. We believe that the community will be best served by this management concept.

Conceptual Management Agreement  
CBJ/JAHC for operational Management of Centennial Hall  
Assembly Committee of the Whole  
February 26, 2018

## **Purpose**

Throughout its history, Centennial Hall has been operated in the public interest to create positive economic impacts, to stimulate growth for Southeast Alaska, and to provide for the cultural enrichment of Juneau.

The purpose of entering into a management agreement is to:

- Increase use and facilitate greater coordination of event scheduling between Centennial Hall and the JAHC, and;
- Make it easier for users to book the facilities; and;
- To maximize operational efficiencies between the two facilities, and;
- In accordance with the Juneau Economic Development plan, operate the facility to foster enhanced economic development opportunities including conventions, meetings, trainings, and arts and culture events.

These goals are intended to lead to greater utilization of and a stabilization or reduction in public subsidies to Centennial Hall.

## **Scope of Services**

CBJ shall contract for the management of all day to day operational decisions to the Juneau Arts and Humanities Council (JAHC) while retaining high level oversight of operational plans, budget, the facility and governance. As an example, JAHC will recommend a fee structure that must be approved by the Manager's Office.

## **Governance**

JAHC will form a governance group comprised of representatives from CBJ, Travel Juneau, JEDC, Chamber of Commerce and commercial uses for the Hall. The purpose of this group will be to advise the JAHC on policy and operational issues associated with Centennial Hall and to forge a closer connection between these groups.

## **Physical Plant**

Routine and reoccurring maintenance shall be the responsibility of the JAHC. Major projects and systems upgrades to Centennial Hall will be the responsibility of CBJ. CBJ will continue to provide basic outdoor maintenance and snow plowing services.

Conceptual Management Agreement between  
CBJ/JAHC for Operational Management of Centennial Hall  
Assembly Committee of the Whole  
February 26, 2018

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### **Revenues/Management Fees**

JAHC shall be paid a management fee. The details are to be negotiated but the intent is that the cost to the CBJ be no more than the current cost with the goal of reducing general fund support.

### **Priorities of Use**

Priorities of use will be subject to contract negotiations, but the parties tentatively agree that at a minimum, the following order of use shall be observed:

1. Emergency Use
2. Legislature & Governor
3. Full day, multi day events
4. Full day, single day events

### **Employment relationships**

All staff will be employees of the JAHC. JAHC retains the right to subcontract out specific services.

### **Applicability of law**

JAHC will comply with all applicable Federal, State and Local laws.

### **Reporting**

JAHC will provide an annual budget, operating plan, and facility plan to the CBJ. In addition, JAHC will provide quarterly reports on revenues and expenses.

### **Term of Contract**

We are considering a 5 year agreement with possibility of renewals thereafter. There will be options to terminate the contract for cause as well as for convenience.

## PARKS AND RECREATION

### COMPARATIVES FOR CENTENNIAL HALL (VISITOR SERVICES)

|                                        | FY16<br>Actuals  | FY17              |                      | FY18               |                   |
|----------------------------------------|------------------|-------------------|----------------------|--------------------|-------------------|
|                                        |                  | Amended<br>Budget | Projected<br>Actuals | Approved<br>Budget | Adopted<br>Budget |
| <b>EXPENDITURES:</b>                   |                  |                   |                      |                    |                   |
| Personnel Services                     | \$ 542,900       | 587,400           | 545,000              | 593,900            | 597,200           |
| Commodities and Services               | 558,400          | 602,600           | 544,200              | 601,700            | 501,800           |
| Travel Juneau                          |                  |                   |                      |                    |                   |
| Hotel Tax Funding                      | 815,500          | -                 | -                    | -                  | -                 |
| Marine Passenger Fee Funding           | 310,000          | -                 | -                    | -                  | -                 |
| <b>Total Expenditures</b>              | <b>2,226,800</b> | <b>1,190,000</b>  | <b>1,089,200</b>     | <b>1,195,600</b>   | <b>1,099,000</b>  |
| <b>FUNDING SOURCES:</b>                |                  |                   |                      |                    |                   |
| Charges for Services                   | 3,800            | 2,000             | 4,700                | 2,000              | 2,000             |
| Rental and Lease                       | 356,500          | 335,300           | 355,400              | 335,300            | 335,300           |
| Licenses, Permits and Fees             | 74,200           | 51,500            | 67,300               | 51,500             | 52,500            |
| Fines and Forfeitures                  | 2,700            | 1,000             | 2,500                | 1,000              | 1,000             |
| Other Revenue                          | 2,600            | -                 | -                    | -                  | -                 |
| Support From:                          |                  |                   |                      |                    |                   |
| General Fund for Centennial Hall       | 27,000           | 178,700           | 37,800               | 171,500            | 73,900            |
| Hotel Tax for Centennial Hall          | 568,700 *        | 621,500           | 621,500              | 634,300            | 634,300           |
| Hotel Tax for Travel Juneau            | 815,500          | -                 | -                    | -                  | -                 |
| Marine Passenger Fee for Travel Juneau | 310,000          | -                 | -                    | -                  | -                 |
| <b>Total Funding Sources</b>           | <b>2,161,000</b> | <b>1,190,000</b>  | <b>1,089,200</b>     | <b>1,195,600</b>   | <b>1,099,000</b>  |
| <b>FUND BALANCE:</b>                   |                  |                   |                      |                    |                   |
| Beginning Available Fund Balance       | 389,000          | N/A               | N/A                  | N/A                | N/A               |
| Increase (decrease) in Fund Balance    | (65,800)         | N/A               | N/A                  | N/A                | N/A               |
| <b>End of Period Fund Balance</b>      | <b>323,200</b>   | <b>N/A</b>        | <b>N/A</b>           | <b>N/A</b>         | <b>N/A</b>        |

**STAFFING** 7.73      7.73      7.73      7.73      7.73

The Centennial Hall Division is a component of the General Fund. See the General Fund fund balance in the "Changes in Fund Balances" schedule.

(1) In 2002, the Assembly Finance Committee directed staff to transfer unexpended marine passenger fee funds, designated for specific projects and activities, to Waterfront Open Space Land Acquisition. Unexpended proceeds are returned to the Marine Passenger Fee Fund and appropriated to Waterfront Open Space Land Acquisition as part of the subsequent year budget process.

(2) Effective FY17, the Hotel Tax support to Travel Juneau will be presented as a Mayor and Assembly grant which is presented in the General Fund.

(3) Effective FY17, Visitor Services was moved from a Special Revenue fund to the General Fund and renamed Centennial Hall. Therefore, there is no longer a Fund Balance.

## PARKS AND RECREATION

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### BUDGET HIGHLIGHT

The Parks & Recreation Department's FY18 Adopted Budget is a decrease of \$152,800 (1.3%) from the FY18 Approved Budget.

**The significant budgetary changes are:**

#### FY18 Adopted Budget

- Personnel Services decreased \$297,000 (4.3%) which is primarily composed of long-term staff turnover and the elimination of funding for positions at Treadwell Ice Arena and Aquatics. Personnel services for Treadwell were reduced by \$19,100, Augustus Brown Pool was reduced by \$30,000 and the Community Outreach Manager position funding of \$82,000 in Areawide Recreation was not funded in FY18.
- Commodities and Services increased \$144,200 (3.3%) due to an increase in contracted services and minimal increases across the Department in parking fees, telephone charges and bank card fees.



## Engineering & Public Works Department

155 South Seward Street

Juneau, Alaska 99801

Phone: 907-586-0800 | Fax: 907-463-2606

DATE: March 19, 2018

TO: Loren Jones, Chair  
Assembly PWFC

FROM: Roger Healy, PE, Director  
Engineering & Public Works Department

RE: Snow Plowing

With the recent snowfalls, temperature swings, and icing events, the public comments and complaints regarding snow clearing operations have increased. In the following discussion, it is important to remind ourselves of the following: we live in a northern climate; resources are always, and should be, limited; our goal is to clear snow from traveled ways in priority order to provide the safest travel for the most people in the least amount of time.

### **Responsibility and Priority:**

In the CBJ, the State, CBJ, and private entities have responsibility over clearing roadways and sidewalks. The CBJ's priority mapping for Winter Snow Clearing:

<https://cbj-gis.maps.arcgis.com/apps/SimpleViewer/index.html?appid=56b91506dc8a48f8b62b96f17bb16b8e>

identifies the CBJ's responsibilities. In general, those roadways that are not prioritized on this map are the responsibility of the Alaska Department of Transportation and Public Facilities.

### **Resources:**

In the winter season, Streets runs two shifts: night and day. On average for the night shift, we have three operators each for the Valley and Downtown/Douglas areas, respectively. Depending upon the timing of a snow fall and conditions, these operators will generally be operating graders or 10-yard plow/sanders. Because there is less traffic/activity on the roads/sidewalks and the goal of clearing traveled ways for the upcoming day, our preference is to clear as many city roads as possible at night. Snow storms do not always coordinate well with our shift schedules. As evidenced recently, on-going wet snows at heavy traffic times combined with following freezing temperatures create ideal conditions for hard ice 'concrete' conditions that can last for weeks on sidewalks and roads.

### **Methods:**

Snow berms are a common complaint. It is not the CBJ's, or DOT/PF's responsibility to clear driveways of berms – it is the homeowner's responsibility. Street crews try to be systematic and fair regarding placement of snow berms, but there are many considerations in their placement, including, but not limited to:

## Snow Plowing – March 19, 2018 – PWFC

- Drainage structures – if snow is bermed over drainage structures, later melting has caused major damage to houses and roadways – in some cases, we plow only to the uphill roadside to alleviate this problem.
- Parking and driveways – many streets have a predominance of parking or driveways on one side of the street. Our crews accommodate these uses, or obstructions, as best as can be done in an expeditious manner.
- Efficiency – our graders and plows must move as efficiently as possible through their routes to meet our goal of providing safe passage for as many of the roadways as possible.

**Equipment:**

Our equipment is outfitted to be as versatile as possible, in order to meet the varied conditions we encounter.

**Sidewalks:**

Per CBJ Code, it is the adjacent landowner's responsibility to clear the sidewalks fronting their property. In the interests of safety, the CBJ tries to clear sidewalks as resources and equipment are available, giving first priority to those areas near schools and the downtown district.



**Engineering & Public Works Department**

155 South Seward Street

Juneau, Alaska 99801

Phone: 907-586-0800 | Fax: 907-463-2606

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DATE: March 15, 2018

TO: Loren Jones, Chair  
Public Works and Facilities Committee

FROM: John Bohan, Chief CIP Engineer and Water Superintendent

SUBJECT: Meander Riverbank Protection Proposed LID Public Hearing Schedule Change

Due to difficulties with advertising the public hearing for the proposed LID in the local newspaper, the CBJ Code required 30 day advertisement time prior to the public hearing was not met. The public hearing for the proposed LID will be moved to the April 23 Assembly meeting in order to meet the required 30 day public advertisement code requirement.

**MEMORANDUM**

TO: Roger Healy, P.E.  
Engineering & Public Works Director

FROM: Greg Smith  
Contract Administrator

Date: March 14, 2018

SUBJECT: Contracts Division Activity  
February 23, 2018 to March 14, 2018

**Current Bids – Construction Projects >\$50,000**

|          |                                                           |                                                                                                                                       |
|----------|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| BE18-033 | JNU Gate 2 Passenger Boarding Bridge                      | Estimate \$2.16 mil. 4 responsible bids received. Carve Construction successful low. \$1,222,700. Award in progress.                  |
| BE18-025 | Pederson Hill Subdivision, Phase 1                        | Estimate \$3 mil. Bids due 11/16/17. 5 bids received. Coogan Construction low bidder. Assembly approved 11/27/17. NTP issued 2/14/18. |
| DH18-054 | Taku Harbor Repairs                                       | Estimate \$158,000. Bid due 4/4/18.                                                                                                   |
| BE18-140 | McGinnis Subdivision Paving, Phase III – Steelhead Street | Estimate \$765,000. Bids due 2/15/18.                                                                                                 |
| BE18-212 | Dimond Park Aquatic Center AHU-1 Upgrades                 | Estimate \$103,000. Bids due 3/27/18.                                                                                                 |
| BE18-205 | DZ HVAC Control Upgrade                                   | Estimate \$324,000. Bids due 4/11/18.                                                                                                 |

**Current RFP's – Services**

|             |                                                                                                                                                  |                                                                                               |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| RFP E18-208 | Design Services for Sitka Street Reconstruction                                                                                                  | Proposals due 3/6/18. 3 responses received. Evaluating.                                       |
| CFA E18-190 | Design of Banners for Downtown Streets                                                                                                           | 5 Artists submitted a response. The Art Panel evaluating Artists to proceed to the next step. |
| RFP E18-164 | Term Contract for Electrical Work                                                                                                                | Proposals due 2/21/18. 5 proposals received. Under evaluation.                                |
| RFP E18-219 | Planning and Design Services for a Wastewater Decant Station at the Juneau Douglas Wastewater Treatment Plant                                    | Proposals due 4/3/18.                                                                         |
| RFP E18-224 | Term Contract for Bartlett Regional Hospital (BRH) Project Planning Assistance and Small Project Design and Construction Administration Services | Proposals due 4/10/18.                                                                        |

**Other Projects – Professional Services – Contracts, Amendments & MR's >\$20,000**

|             |                                                                                                                             |                                                                      |
|-------------|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| MR E17-166  | PA 1 Capital Transit Fuel Tank Upgrade                                                                                      | Tetra Tech Alaska, \$20,000. Processing 2/15/18. NTP issued 2/22/18. |
| MR E17-166  | A 1 to PA 2 Phase I Environmental Assessment for the Recycle Works Program Proposed Site                                    | Cox Environmental Services, \$19,842. NTP issued 3/5/18              |
| MR E17-166  | PA 4 CBJ Facility Fall Restraint Design                                                                                     | Jensen Yorba Lott, \$16,080. Processing 3/13/18.                     |
| RFP E17-235 | A1 Design and Construction Administration and Inspection Services for the CBJ Public Works Demuck and Vehicle Wash Addition | PDC Engineers, \$217,656.04. Processing 3/12/18.                     |

Contracts Division Activity  
February 23, 2018 to March 14, 2018

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***Other Projects – Professional Services – Contracts, Amendments & MR's >\$20,000 (Cont'd.)***

|               |                                                                  |                                                      |
|---------------|------------------------------------------------------------------|------------------------------------------------------|
| RFP E18-158   | Design Services for Downtown Wayfinding and Interpretive Element | Mayer/Reed, \$78,300. Processing 3/12/18.            |
| MR E17-166(C) | PA3 – Leaking Underground Fuel Storage Tank Closeout             | Cox Environmental, \$20,229. Routing for signatures. |

***Utility Agreements (AEL&P)***

|            |                                          |                                       |
|------------|------------------------------------------|---------------------------------------|
| MR E10-156 | UA5 – Pederson Hill Subdivision, Phase 1 | \$274,065.34. Routing for signatures. |
|------------|------------------------------------------|---------------------------------------|

***Construction Change Orders (>\$20,000)***

|          |                                      |                                                           |
|----------|--------------------------------------|-----------------------------------------------------------|
| BE17-133 | CO2 – MWWTP Biosolids Dryer Facility | Dawson Construction, \$74,199.50. Routing for signatures. |
|----------|--------------------------------------|-----------------------------------------------------------|

MR E17-166 – Term Contract for Professional Services. This solicitation is open for the next three years. Consultants continue to submit proposals. Contracts are in progress and underway.

LID 200 – Meander Way River Bend – Letters sent to residents March 1, 2018. Public hearing is April 2, 2018.

***Key for Abbreviations and Acronyms***

|            |                                                                             |
|------------|-----------------------------------------------------------------------------|
| <b>A</b>   | Amendment to PA or Professional Services Contract                           |
| <b>CA</b>  | Contract Administration                                                     |
| <b>CO</b>  | Change Order to construction contract or RFQ                                |
| <b>MR</b>  | Modification Request – for exceptions to competitive procurement procedures |
| <b>NTE</b> | Not-to-exceed                                                               |
| <b>NTP</b> | Notice to Proceed                                                           |
| <b>PA</b>  | Project Agreement - to either term contracts or utility agreements          |
| <b>RFP</b> | Request for Proposals, solicitation for professional services               |
| <b>RFQ</b> | Request for Quotes (for construction projects <\$50,000)                    |
| <b>RSA</b> | Reimbursable Services Agreement                                             |
| <b>SA</b>  | Supplemental Agreement                                                      |