

**JOINT ASSEMBLY SCHOOL BOARD FACILITY PLANNING COMMITTEE
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

APRIL 18, 2016 5:30 PM
CITY HALL CONFERENCE ROOM #224

I. ROLL CALL

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

- A. March 7, 2016 Meeting Minutes

IV. AGENDA TOPICS

- A. JSD Facility Summary
- B. JSD Facility Maintenance Summary
- C. Renewal and Replacement Worksheets
- D. Master Plan Request for Proposals
- E. Master Plan Schedule

V. PUBLIC PARTICIPATION

(Not to exceed a total of 10 minutes nor more than 2 minutes for any individual).

VI. 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

JOINT ASSEMBLY & SCHOOL BOARD FACILITY PLANNING COMMITTEE

Regular Meeting – March 7, 2016

5:30 – 6:30 PM – Assembly Chambers

Mayor Mary Becker, Chair

MINUTES

I. ROLL CALL

Meeting was called to order at 5:30 pm.

Committee Members Present: Mayor Mary Becker, Deputy Mayor Jesse Kiehl, Assembly Member Jerry Nankervis, School Board President Brian Holst, School Board Member Sean O'Brien, School Board Member Josh Keaton

Assembly Members Present: Jamie Bursell, Debbie White, Loren Jones

CBJ Staff Present: Director of Public Works/Engineering Rorie Watt, CBJ Chief Architect Richard Ritter

School Board Members Present: Emil Mackey

School District Staff Present: Superintendent Mark Miller, Director of Administrative Services David Means, Maintenance Supervisor Curtis Blackwell

II. APPROVAL OF AGENDA

Mayor Mary Becker moved Public Comment to the end of the agenda.

No objections.

Agenda Approved

III. APPROVAL OF MINUTES

This is the first meeting, there are no minutes to approve.

IV. PUBLIC PARTICIPATION

(Not to exceed a total of 10 minutes nor more than 2 minutes for any individual.)

Moved to end of agenda. No comments were made.

V. AGENDA TOPICS

A. Initial Meeting Notes and Joint Committee Purpose

Rorie Watt went over handouts from the agenda packet. He explained that this committee is the start of an on-going process; facilities will have to be maintained differently than they have been over the past 30 years because the funding has changed. The State Department of Education and Early Development's (DEED) School Construction Debt Reimbursement program has been suspended for five years and when it does return it will be reduced from a 70% reimbursement rate to 50%. The handouts show how projects have been funded in the past and that enrollment has dropped from historic highs and is now expected to stay flat.

B. PowerPoint Presentation

Rich Ritter presented a PowerPoint that highlighted data from the agenda packet. Both Rich Ritter and Rorie Watt expounded on data in some of the charts. David Means also added several comments.

Discussion.

Rorie Watt explained that the committee has two tracks to consider: there are short needs to discuss and a long term discussion. Short term considerations include developing a standard template for determining facility needs per location, looking into property tax questions, and preparing a draft RFP for consulting services.

C. Appendices for Future Report

There was no discussion on this topic.

D. Future Meeting Dates

Rorie Watt suggested the committee meet again in one month. A date was not set at the meeting.

VI. STAFF REPORTS

There were no staff reports.

VII. ADJOURNMENT – NEXT MEETING IS SCHEDULED FOR:

Meeting adjourned at 6:28 PM.

JUNEAU SCHOOL DISTRICT FACILITY MAINTENANCE SUMMARY

School	FY2020 Deferred \$		FY2025 Deferred \$		Total Construction		Total Project
MRCS	\$	10,445,601	\$	1,735,745	\$	12,181,346	\$ 17,053,884
Riverbend	\$	2,678,386	\$	1,967,467	\$	4,645,854	\$ 6,504,195
GV	\$	757,823	\$	1,291,076	\$	2,048,900	\$ 2,868,459
Gastineau	\$	672,027	\$	-	\$	672,027	\$ 940,838
Harborview	\$	-	\$	1,606,129	\$	1,606,129	\$ 2,248,580
Auke Bay	\$	-	\$	-	\$	-	\$ -
FDMS	\$	1,831,921	\$	609,410	\$	2,441,331	\$ 3,417,863
DHMS	\$	8,988,300	\$	7,408,557	\$	16,396,857	\$ 22,955,600
MDAS	\$	13,283,888	\$	1,127,203	\$	14,411,091	\$ 20,175,528
JDHS	\$	5,596,618	\$	5,339,517	\$	10,936,136	\$ 15,310,590
TMHS	\$	-	\$	4,360,610	\$	4,360,610	\$ 6,104,854
Old Dairy	\$	792,733	\$	134,386	\$	927,120	\$ 1,297,967
Maintenance 1	\$	852,180	\$	167,589	\$	1,019,769	\$ 1,427,676
Maintenance 2	\$	852,180	\$	167,589	\$	1,019,769	\$ 1,427,676
Construction Values	\$	46,751,657	\$	25,915,279	\$	72,666,936	
Total Project Values	\$	65,452,320	\$	36,281,391	\$	101,733,711	\$ 101,733,711

*Values exclude replacement of foundation, structure and exterior wall assemblies that have exceeded their life expectancy

CIP FY 2020		Building System Appraisal (List taken from Appendix A of EED Preventive Maintenance Handbook)			Current Dollar Value of Systems/Components that require Renewal or Replacement during Year (in thousands of dollars)						Deferred Project	Attach Survey if included in CIP	Total Costs by System (in dollars)
Mendenhall River Community School		System	Year Installed	Remain-ing Life Span	Year work req'd	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6		
Name and/or Number		Site Improvements				2020	2021	2022	2023	2024	2025		
EED #		Site Utilities											
Dist. #		Foundation/Substruct.	1983	13	2033								\$ 1,825,115
		Superstructure	1983	13	2033								\$ 2,426,958
Gross Square Footage 58,000		Exterior Wall System	1983	-12	2008	1,619						X	\$ 1,619,456
		Exterior Windows	1983	-7	2013	428						X	\$ 428,234
		Exterior Doors	1983	-17	2003	85						X	\$ 85,414
Number of Stories 1		Roof Systems	1999	-1	2019	826						X	\$ 826,198
		Interior Partitions	1983	13	2033								\$ 937,486
		Interior Doors	1983	-7	2013	291						X	\$ 290,555
Building or Facility Use Elementary School		Interior Floor Finishes	1983	-22	1998	970						X	\$ 970,427
		Interior Wall Finishes	1983	-12	2008	369						X	\$ 369,255
		Interior Ceiling Finishes	1983	-12	2008	620						X	\$ 620,207
Replacement Value \$17,806,000		Specialties	1983	3	2023			474					\$ 474,190
		Conveying Systems	1983	3	2023			0					\$ -
		Plumbing piping	1983	-7	2013	623						X	\$ 623,210
NOTES		Plumbing Fixtures	1983	-7	2013	305						X	\$ 305,373
		Fire Protect./Suppres.	1983	-7	2013	457						X	\$ 456,724
		HVAC Distribution	1983	3	2023			899					\$ 899,203
		HVAC Equipment	1983	-7	2013	2,035						X	\$ 2,035,226
		HVAC Controls	1983	-17	2003	383						X	\$ 382,829
		Electrical Serv./Gen.	1983	3	2023			362					\$ 362,352
		Electrical Distribution	1983	13	2033								\$ 435,357
		Electrical Lighting	1983	-12	2008	995						X	\$ 995,355
		Special Electrical	1983	-22	1998	437						X	\$ 437,137
Facility Cost Index 0.586633768		Equip and Furnishings											
		Totals				10,446	-	1,736	-	-	-	\$ 12,181,346	Six Year Total

Renewal and Replacement Schedule

CIP FY 2020		Building System Appraisal (List taken from Appendix A of EED Preventive Maintenance Handbook)			Current Dollar Value of Systems/Components that require Renewal or Replacement during Year (in thousands of dollars)						Deferred Project	Attach Survey if included in CIP	Total Costs by System (in dollars)
Riverbend Elementary		System	Year Installed	Remain-ing Life Span	Year work req'd	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6		
Name and/or Number		Site Improvements				2020	2021	2022	2023	2024	2025		
EED #		Site Utilities											
Dist. #		Foundation/Substruct.	1997	27	2047								\$ 1,809,161
		Superstructure	1997	27	2047								\$ 2,405,743
Gross Square Footage 57,493		Exterior Wall System	1997	2	2022		0						\$ 1,605,299
		Exterior Windows	1997	7	2027								\$ 424,491
		Exterior Doors	1997	-3	2017	85						X	\$ 84,667
Number of Stories 1		Roof Systems	1997	-3	2017	819						X	\$ 818,976
		Interior Partitions	1997	27	2047								\$ 929,291
		Interior Doors	1997	7	2027								\$ 288,016
Building or Facility Use Elementary School		Interior Floor Finishes	1997	-8	2012	962						X	\$ 961,944
		Interior Wall Finishes	1997	2	2022		366						\$ 366,027
		Interior Ceiling Finishes	1997	2	2022		615						\$ 614,785
Replacement Value \$17,650,351		Specialties	1997	17	2037								\$ 470,045
		Conveying Systems	1997	17	2037								\$ -
		Plumbing piping	1997	7	2027								\$ 617,762
NOTES		Plumbing Fixtures	1997	7	2027								\$ 302,704
		Fire Protect./Suppres.	1997	7	2027								\$ 452,732
		HVAC Distribution	1997	17	2037								\$ 891,343
		HVAC Equipment	1997	7	2027								\$ 2,017,435
		HVAC Controls	1997	-3	2017	379						X	\$ 379,483
		Electrical Serv./Gen.	1997	17	2037								\$ 359,185
		Electrical Distribution	1997	27	2047								\$ 431,551
		Electrical Lighting	1997	2	2022		987						\$ 986,655
		Special Electrical	1997	-8	2012	433						X	\$ 433,316
Facility Cost Index 0.151746922		Equip and Furnishings											
		Totals				2,678	1,967	-	-	-	-	\$ 4,645,854	Six Year Total

CIP FY 2020		Building System Appraisal (List taken from Appendix A of EED Preventive Maintenance Handbook)			Current Dollar Value of Systems/Components that require Renewal or Replacement during Year (in thousands of dollars)						Deferred Project	Attach Survey if included in CIP	Total Costs by System (in dollars)
Glacier Valley Elementary		System	Year Installed	Remain- ing Life Span	Year work req'd	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6		
Name and/or Number		Site Improvements				2020	2021	2022	2023	2024	2025		
EED #		Site Utilities											
Dist. #		Foundation/Substruct.	1966	-4	2016	0						X	\$ 1,674,071
Gross Square Footage 53,200		Superstructure	1966	-4	2016	0						X	\$ 2,226,106
		Exterior Wall System	1966	-29	1991	0						X	\$ 1,485,432
		Exterior Windows	2009	19	2039								\$ 392,794
Number of Stories 1		Exterior Doors	2009	9	2029								\$ 78,345
		Roof Systems	1997	-3	2017	758						X	\$ 757,823
		Interior Partitions	2009	39	2059								\$ 859,901
Building or Facility Use Elementary School		Interior Doors	2009	19	2039								\$ 266,509
		Interior Floor Finishes	2009	4	2024				890				\$ 890,116
		Interior Wall Finishes	2009	14	2034								\$ 338,696
Replacement Value \$16,332,400		Interior Ceiling Finishes	2009	14	2034								\$ 568,879
		Specialties	2009	29	2049								\$ 434,946
		Conveying Systems	2009	29	2049								\$ -
NOTES		Plumbing piping	2009	19	2039								\$ 571,634
		Plumbing Fixtures	2009	19	2039								\$ 280,101
		Fire Protect./Suppres.	2009	19	2039								\$ 418,926
		HVAC Distribution	2009	29	2049								\$ 824,786
		HVAC Equipment	2009	19	2039								\$ 1,866,793
		HVAC Controls	2009	9	2029								\$ 351,147
		Electrical Serv./Gen.	2007	27	2047								\$ 332,364
		Electrical Distribution	2009	39	2059								\$ 399,327
		Electrical Lighting	2009	14	2034								\$ 912,981
		Special Electrical	2009	4	2024				401				\$ 400,960
Facility Cost Index 0.0464		Equip and Furnishings											
		Totals				758	-	-	1,291	-	-	\$ 2,048,900	Six Year Total

Renewal and Replacement Schedule

CIP FY 2020		Building System Appraisal (List taken from Appendix A of EED Preventive Maintenance Handbook)			Current Dollar Value of Systems/Components that require Renewal or Replacement during Year (in thousands of dollars)						Deferred Project	Attach Survey if included in CIP	Total Costs by System (in dollars)
Gastineau Elementary		System	Year Installed	Remain-ing Life Span	Year work req'd	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6		
Name and/or Number		Site Improvements				2020	2021	2022	2023	2024	2025		
EED #		Site Utilities											
Dist. #		Foundation/Substruct.	1965	-5	2015	0						X	\$ 1,484,542
Gross Square Footage 47,177		Superstructure	1965	-5	2015	0						X	\$ 1,974,079
		Exterior Wall System	1965	-30	1990	0						X	\$ 1,317,260
		Exterior Windows	2007	17	2037								\$ 348,324
Number of Stories 1		Exterior Doors	2013	13	2033								\$ 69,475
		Roof Systems	1996	-4	2016	672						X	\$ 672,027
		Interior Partitions	2013	43	2063								\$ 762,548
Building or Facility Use Elementary School		Interior Doors	2013	23	2043								\$ 236,337
		Interior Floor Finishes	2013	8	2028								\$ 789,342
		Interior Wall Finishes	2013	18	2038								\$ 300,351
Replacement Value \$14,483,339		Interior Ceiling Finishes	2013	18	2038								\$ 504,474
		Specialties	2013	33	2053								\$ 385,704
		Conveying Systems	2013	33	2053								\$ -
NOTES		Plumbing piping	2013	23	2043								\$ 506,917
		Plumbing Fixtures	2013	23	2043								\$ 248,389
		Fire Protect./Suppres.	2013	23	2043								\$ 371,498
		HVAC Distribution	2013	33	2053								\$ 731,409
		HVAC Equipment	2013	23	2043								\$ 1,655,446
		HVAC Controls	2013	13	2033								\$ 311,392
		Electrical Serv./Gen.	2013	33	2053								\$ 294,736
		Electrical Distribution	2013	43	2063								\$ 354,118
		Electrical Lighting	2013	18	2038								\$ 809,619
		Special Electrical	2013	8	2028								\$ 355,566
Facility Cost Index 0.0464		Equip and Furnishings											
		Totals				672	-	-	-	-	-	\$ 672,027	Six Year Total

CIP FY 2020		Building System Appraisal (List taken from Appendix A of EED Preventive Maintenance Handbook)			Current Dollar Value of Systems/Components that require Renewal or Replacement during Year (in thousands of dollars)						Deferred Project	Attach Survey if included in CIP	Total Costs by System (in dollars)
Harborview Elementary		System	Year Installed	Remain-ing Life Span	Year work req'd	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6		
Name and/or Number		Site Improvements				2020	2021	2022	2023	2024	2025		
EED #		Site Utilities											
Dist. #		Foundation/Substruct.	1950	-20	2000	0						X	\$ 1,103,519
		Superstructure	1950	-20	2000	0						X	\$ 3,163,548
Gross Square Footage 62,189		Exterior Wall System	2009	14	2034								\$ 1,429,993
		Exterior Windows	2009	19	2039								\$ 494,122
		Exterior Doors	2009	9	2029								\$ 84,215
Number of Stories 2		Roof Systems	2009	9	2029								\$ 971,784
		Interior Partitions	2009	39	2059								\$ 1,008,059
		Interior Doors	2009	19	2039								\$ 329,309
Building or Facility Use Elementary School		Interior Floor Finishes	2009	4	2024				1,072				\$ 1,071,552
		Interior Wall Finishes	2009	14	2034								\$ 414,297
		Interior Ceiling Finishes	2009	14	2034								\$ 615,718
Replacement Value \$19,092,023		Specialties	2009	29	2049								\$ 562,143
		Conveying Systems	2009	29	2049								\$ 72,550
		Plumbing piping	2009	19	2039								\$ 695,904
NOTES		Plumbing Fixtures	2009	19	2039								\$ 294,017
		Fire Protect./Suppres.	2009	19	2039								\$ 522,167
		HVAC Distribution	2009	29	2049								\$ 1,002,331
		HVAC Equipment	2009	19	2039								\$ 2,052,392
		HVAC Controls	2009	9	2029								\$ 476,346
		Electrical Serv./Gen.	2009	29	2049								\$ 511,062
		Electrical Distribution	2009	39	2059								\$ 526,940
		Electrical Lighting	2009	14	2034								\$ 1,155,067
		Special Electrical	2009	4	2024				535				\$ 534,577
Facility Cost Index 0		Equip and Furnishings											
		Totals				-	-	-	1,606	-	-	\$ 1,606,129	Six Year Total

Renewal and Replacement Schedule

CIP FY 2020		Building System Appraisal (List taken from Appendix A of EED Preventive Maintenance Handbook)			Current Dollar Value of Systems/Components that require Renewal or Replacement during Year (in thousands of dollars)						Deferred Project	Attach Survey if included in CIP	Total Costs by System (in dollars)
Auke Bay Elementary		System	Year Installed	Remain- ing Life Span	Year work req'd	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6		
Name and/or Number		Site Improvements				2020	2021	2022	2023	2024	2025		
EED #		Site Utilities											
Dist. #		Foundation/Substruct.	1980	10	2030								\$ 938,707
		Superstructure	2014	44	2064								\$ 2,691,069
Gross Square Footage 52,901		Exterior Wall System	2014	19	2039								\$ 1,216,421
		Exterior Windows	2014	24	2044								\$ 420,324
		Exterior Doors	2014	14	2034								\$ 71,638
Number of Stories 2		Roof Systems	2014	14	2034								\$ 826,647
		Interior Partitions	2014	44	2064								\$ 857,504
		Interior Doors	2014	24	2044								\$ 280,126
Building or Facility Use		Interior Floor Finishes	2014	9	2029								\$ 911,515
Elementary School		Interior Wall Finishes	2014	19	2039								\$ 352,421
		Interior Ceiling Finishes	2014	19	2039								\$ 523,760
Replacement Value \$16,240,607		Specialties	2014	34	2054								\$ 478,186
		Conveying Systems	2014	34	2054								\$ 61,714
		Plumbing piping	2014	24	2044								\$ 591,970
NOTES		Plumbing Fixtures	2014	24	2044								\$ 250,105
		Fire Protect./Suppres.	2014	24	2044								\$ 444,181
		HVAC Distribution	2014	34	2054								\$ 852,632
		HVAC Equipment	2014	24	2044								\$ 1,745,865
		HVAC Controls	2014	14	2034								\$ 405,203
		Electrical Serv./Gen.	2014	34	2054								\$ 434,735
		Electrical Distribution	2014	44	2064								\$ 448,241
		Electrical Lighting	2014	19	2039								\$ 982,557
		Special Electrical	2014	9	2029								\$ 454,737
Facility Cost Index 0		Equip and Furnishings											
		Totals				-	-	-	-	-	-	\$ -	Six Year Total

CIP FY 2020		Building System Appraisal (List taken from Appendix A of EED Preventive Maintenance Handbook)			Current Dollar Value of Systems/Components that require Renewal or Replacement during Year (in thousands of dollars)						Deferred Project	Attach Survey if included in CIP	Total Costs by System (in dollars)
Floyd Dryden Middle School		System	Year Installed	Remain- ing Life Span	Year work req'd	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6		
Name and/or Number		Site Improvements				2020	2021	2022	2023	2024	2025		
EED #		Site Utilities											
Dist. #		Foundation/Substruct.	1972	2	2022		0						\$ 2,375,356
		Superstructure	1972	2	2022		0						\$ 3,158,644
Gross Square Footage 75,486		Exterior Wall System	1972	-23	1997	0						X	\$ 2,107,694
		Exterior Windows	2005	15	2035								\$ 557,340
		Exterior Doors	2005	5	2025					111			\$ 111,165
Number of Stories 1		Roof Systems	2003	3	2023			1,075					\$ 1,075,283
		Interior Partitions	2005	35	2055								\$ 1,220,122
		Interior Doors	2005	15	2035								\$ 378,153
Building or Facility Use Middle School		Interior Floor Finishes	2005	0	2020	1,263						X	\$ 1,262,994
		Interior Wall Finishes	2005	10	2030								\$ 480,579
		Interior Ceiling Finishes	2005	10	2030								\$ 807,188
Replacement Value \$23,174,202		Specialties	2005	25	2045								\$ 617,150
		Conveying Systems	2005	25	2045								\$ -
		Plumbing piping	2005	15	2035								\$ 811,097
NOTES		Plumbing Fixtures	2005	15	2035								\$ 397,438
		Fire Protect./Suppres.	2005	15	2035								\$ 594,418
		HVAC Distribution	2005	25	2045								\$ 1,170,297
		HVAC Equipment	2005	15	2035								\$ 2,648,811
		HVAC Controls	2005	5	2025					498			\$ 498,245
		Electrical Serv./Gen.	2005	25	2045								\$ 471,595
		Electrical Distribution	2005	35	2055								\$ 566,609
		Electrical Lighting	2005	10	2030								\$ 1,295,438
		Special Electrical	2005	0	2020	569						X	\$ 568,927
Facility Cost Index 0.07905		Equip and Furnishings											
		Totals				1,832	-	1,075	-	609	-	\$ 3,516,614	Six Year Total

Renewal and Replacement Schedule

CIP FY 2020		Building System Appraisal (List taken from Appendix A of EED Preventive Maintenance Handbook)			Current Dollar Value of Systems/Components that require Renewal or Replacement during Year (in thousands of dollars)						Deferred Project	Attach Survey if included in CIP	Total Costs by System (in dollars)
Dzantik'i Heeni Middle School		System	Year Installed	Remain- ing Life Span	Year work req'd	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6		
Name and/or Number		Site Improvements				2020	2021	2022	2023	2024	2025		
EED #		Site Utilities											
Dist. #		Foundation/Substruct.	1994	24	2044	0							\$ 1,863,183
Gross Square Footage 105,000		Superstructure	1994	24	2044	0							\$ 5,341,340
Number of Stories 2		Exterior Wall System	1994	-1	2019	0						X	\$ 2,414,402
Building or Facility Use Middle School		Exterior Windows	1994	4	2024				834				\$ 834,277
Replacement Value \$32,235,000		Exterior Doors	1994	-6	2014	142						X	\$ 142,189
NOTES		Roof Systems	1994	-6	2014	1,641						X	\$ 1,640,762
Facility Cost Index 0.278836669		Interior Partitions	1994	24	2044								\$ 1,702,008
		Interior Doors	1994	4	2024				556				\$ 556,006
		Interior Floor Finishes	1994	-11	2009	1,809						X	\$ 1,809,210
		Interior Wall Finishes	1994	-1	2019	699						X	\$ 699,500
		Interior Ceiling Finishes	1994	-1	2019	1,040						X	\$ 1,039,579
		Specialties	1994	14	2034								\$ 949,123
		Conveying Systems	1994	14	2034								\$ 122,493
		Plumbing piping	1994	4	2024				1,175				\$ 1,174,966
		Plumbing Fixtures	1994	4	2024				496				\$ 496,419
		Fire Protect./Suppres.	1994	4	2024				882				\$ 881,627
		HVAC Distribution	1994	14	2034								\$ 1,692,338
		HVAC Equipment	1994	4	2024				3,465				\$ 3,465,263
		HVAC Controls	1994	-6	2014	804						X	\$ 804,263
		Electrical Serv./Gen.	1994	14	2034								\$ 862,879
		Electrical Distribution	1994	24	2044								\$ 889,686
		Electrical Lighting	1994	-1	2019	1,950						X	\$ 1,950,218
		Special Electrical	1994	-11	2009	903						X	\$ 902,580
		Equip and Furnishings											
		Totals				8,988	-	-	7,409	-	-	\$ 16,396,857	Six Year Total

CIP FY 2020		Building System Appraisal (List taken from Appendix A of EED Preventive Maintenance Handbook)			Current Dollar Value of Systems/Components that require Renewal or Replacement during Year (in thousands of dollars)						Deferred Project	Attach Survey if included in CIP	Total Costs by System (in dollars)
Marie Drake Alternative School		System	Year Installed	Remain-ing Life Span	Year work req'd	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6		
Name and/or Number		Site Improvements				2020	2021	2022	2023	2024	2025		
EED #		Site Utilities											
Dist. #		Foundation/Substruct.	1968	-2	2018	0						X	\$ 1,280,007
Gross Square Footage 72,135		Superstructure	1968	-2	2018	0						X	\$ 3,669,500
		Exterior Wall System	1968	-27	1993	0						X	\$ 1,658,694
		Exterior Windows	2011	21	2041								\$ 573,148
Number of Stories 2		Exterior Doors	1968	-32	1988	98						X	\$ 97,684
		Roof Systems	2003	3	2023			1,127					\$ 1,127,203
		Interior Partitions	1968	-2	2018	1,169						X	\$ 1,169,279
Building or Facility Use High School		Interior Doors	1968	-22	1998	382						X	\$ 381,976
		Interior Floor Finishes	1968	-37	1983	1,243						X	\$ 1,242,927
		Interior Wall Finishes	1968	-27	1993	481						X	\$ 480,556
Replacement Value \$22,145,445		Interior Ceiling Finishes	1968	-27	1993	714						X	\$ 714,191
		Specialties	1968	-12	2008	652						X	\$ 652,047
		Conveying Systems	1968	-12	2008	84						X	\$ 84,153
NOTES		Plumbing piping	1968	-22	1998	807						X	\$ 807,201
		Plumbing Fixtures	1968	-22	1998	341						X	\$ 341,040
		Fire Protect./Suppres.	1968	-22	1998	606						X	\$ 605,678
		HVAC Distribution	1968	-12	2008	1,163						X	\$ 1,162,636
		HVAC Equipment	1968	-22	1998	2,381						X	\$ 2,380,635
		HVAC Controls (boiler rm)	2011	11	2031								\$ 552,529
		Electrical Serv./Gen.	1968	-12	2008	593						X	\$ 592,798
		Electrical Distribution	1968	-2	2018	611						X	\$ 611,214
		Electrical Lighting	1968	-27	1993	1,340						X	\$ 1,339,799
		Special Electrical	1968	-37	1983	620						X	\$ 620,072
Facility Cost Index 0.59984742		Equip and Furnishings											
		Totals				13,284	-	1,127	-	-	-	\$ 14,411,091	Six Year Total

CIP FY 2020		Building System Appraisal (List taken from Appendix A of EED Preventive Maintenance Handbook)			Current Dollar Value of Systems/Components that require Renewal or Replacement during Year (in thousands of dollars)						Deferred Project	Attach Survey if included in CIP	Total Costs by System (in dollars)
Juneau Douglas High School		System	Year Installed	Remain- ing Life Span	Year work req'd	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6		
Name and/or Number		Site Improvements				2020	2021	2022	2023	2024	2025		
EED #		Site Utilities											
Dist. #		Foundation/Substruct.	1960	-10	2010	0						X	\$ 3,845,255
Gross Square Footage 216,700		Superstructure	1960	-10	2010	0						X	\$ 11,023,507
		Exterior Wall System	1960	-35	1985	0						X	\$ 4,982,865
		Exterior Windows	2005	15	2035								\$ 1,721,788
Number of Stories 2		Exterior Doors	2005	5	2025					293			\$ 293,452
		Roof Systems	2005	5	2025					3,386			\$ 3,386,219
		Interior Partitions	2005	35	2055								\$ 3,512,620
Building or Facility Use High School		Interior Doors	2005	15	2035								\$ 1,147,490
		Interior Floor Finishes	2005	0	2020	3,734						X	\$ 3,733,865
		Interior Wall Finishes	2005	10	2030								\$ 1,443,634
Replacement Value \$66,526,900		Interior Ceiling Finishes	2005	10	2030								\$ 2,145,493
		Specialties	2005	25	2045								\$ 1,958,809
		Conveying Systems	2005	25	2045								\$ 252,802
NOTES		Plumbing piping	2005	15	2035								\$ 2,424,906
		Plumbing Fixtures	2005	15	2035								\$ 1,024,514
		Fire Protect./Suppres.	2005	15	2035								\$ 1,819,511
		HVAC Distribution	2005	25	2045								\$ 3,492,662
		HVAC Equipment	2005	15	2035								\$ 7,151,642
		HVAC Controls	2005	5	2025					1,660			\$ 1,659,846
		Electrical Serv./Gen.	2005	25	2045								\$ 1,780,817
		Electrical Distribution	2005	35	2055								\$ 1,836,142
		Electrical Lighting	2005	10	2030								\$ 4,024,877
		Special Electrical	2005	0	2020	1,863						X	\$ 1,862,753
Facility Cost Index 0.084125645		Equip and Furnishings											
		Totals				5,597	-	-	-	5,340	-	\$ 10,936,136	Six Year Total

Renewal and Replacement Schedule

CIP FY 2020		Building System Appraisal (List taken from Appendix A of EED Preventive Maintenance Handbook)			Current Dollar Value of Systems/Components that require Renewal or Replacement during Year (in thousands of dollars)						Deferred Project	Attach Survey if included in CIP	Total Costs by System (in dollars)
Thunder Mountain High School		System	Year Installed	Remain-ing Life Span	Year work req'd	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6		
Name and/or Number		Site Improvements				2020	2021	2022	2023	2024	2025		
EED #		Site Utilities											
Dist. #		Foundation/Substruct.	2008	38	2058								\$ 2,996,034
Gross Square Footage 168,842		Superstructure	2008	38	2058								\$ 8,588,976
Number of Stories 2		Exterior Wall System	2008	13	2033								\$ 3,882,404
Building or Facility Use High School		Exterior Windows	2008	18	2038								\$ 1,341,533
Replacement Value \$51,834,494		Exterior Doors	2008	8	2028								\$ 228,643
NOTES		Roof Systems	2008	8	2028								\$ 2,638,376
		Interior Partitions	2008	38	2058								\$ 2,736,861
		Interior Doors	2008	18	2038								\$ 894,068
		Interior Floor Finishes	2008	3	2023			2,909					\$ 2,909,244
		Interior Wall Finishes	2008	13	2033								\$ 1,124,809
		Interior Ceiling Finishes	2008	13	2033								\$ 1,671,662
		Specialties	2008	28	2048								\$ 1,526,208
		Conveying Systems	2008	28	2048								\$ 196,971
		Plumbing piping	2008	18	2038								\$ 1,889,367
		Plumbing Fixtures	2008	18	2038								\$ 798,251
		Fire Protect./Suppres.	2008	18	2038								\$ 1,417,673
		HVAC Distribution	2008	28	2048								\$ 2,721,311
		HVAC Equipment	2008	18	2038								\$ 5,572,208
		HVAC Controls	2008	8	2028								\$ 1,293,271
		Electrical Serv./Gen.	2008	28	2048								\$ 1,387,525
		Electrical Distribution	2008	38	2058								\$ 1,430,632
		Electrical Lighting	2008	13	2033								\$ 3,135,987
		Special Electrical	2008	3	2023			1,451					\$ 1,451,366
Facility Cost Index 0		Equip and Furnishings											
		Totals				-	-	4,361	-	-	-	\$ 4,360,610	Six Year Total

Renewal and Replacement Schedule

CIP FY 2020		Building System Appraisal (List taken from Appendix A of EED Preventive Maintenance Handbook)			Current Dollar Value of Systems/Components that require Renewal or Replacement during Year (in thousands of dollars)						Deferred Project	Attach Survey if included in CIP	Total Costs by System (in dollars)
Old Dairy Building - District Offices		System	Year Installed	Remain-ing Life Span	Year work req'd	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6		
Name and/or Number		Site Improvements				2020	2021	2022	2023	2024	2025		
EED #		Site Utilities											
Dist. #		Foundation/Substruct.	1936	-34	1986	0						X	\$ 152,604
		Superstructure	1936	-34	1986	0						X	\$ 437,481
Gross Square Footage		Exterior Wall System	2014	19	2039	0							\$ 197,751
8,600		Exterior Windows	2014	24	2044								\$ 68,331
		Exterior Doors	1968	-32	1988	12						X	\$ 11,646
Number of Stories		Roof Systems	2006	6	2026						134		\$ 134,386
2		Interior Partitions	2006	36	2056								\$ 139,403
		Interior Doors	2006	16	2036								\$ 45,540
Building or Facility Use		Interior Floor Finishes	2006	1	2021	148							\$ 148,183
District Offices		Interior Wall Finishes	2006	11	2031								\$ 57,292
		Interior Ceiling Finishes	2006	11	2031								\$ 85,146
Replacement Value		Specialties	2006	26	2046								\$ 77,738
\$2,640,200		Conveying Systems	2006	26	2046								\$ 10,033
		Plumbing piping	2006	16	2036								\$ 96,235
NOTES		Plumbing Fixtures	2006	16	2036								\$ 40,659
		Fire Protect./Suppres.	2006	16	2036								\$ 72,209
		HVAC Distribution	1980	0	2020	139						X	\$ 138,611
		HVAC Equipment	1980	-10	2010	284						X	\$ 283,822
		HVAC Controls (boiler rm)	1980	-20	2000	66						X	\$ 65,873
		Electrical Serv./Gen.	1980	0	2020	71						X	\$ 70,674
		Electrical Distribution	2006	36	2056								\$ 72,870
		Electrical Lighting	2006	11	2031								\$ 159,732
		Special Electrical	2006	1	2021	74							\$ 73,926
Facility Cost Index		Equip and Furnishings											
0.300255043		Totals				793	-	-	-	-	134	\$ 927,120	Six Year Total

CIP FY 2020		Building System Appraisal (List taken from Appendix A of EED Preventive Maintenance Handbook)			Current Dollar Value of Systems/Components that require Renewal or Replacement during Year (in thousands of dollars)						Deferred Project	Attach Survey if included in CIP	Total Costs by System (in dollars)
Maintenance Building 1 - Crazy Horse Drive		System	Year Installed	Remain-ing Life Span	Year work req'd	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6		
Name and/or Number		Site Improvements				2020	2021	2022	2023	2024	2025		
EED #		Site Utilities											
Dist. #		Foundation/Substruct.	1984	14	2034	0							\$ 176,218
		Superstructure	1984	14	2034	0							\$ 234,327
Gross Square Footage 5,600		Exterior Wall System	1984	-11	2009	0						X	\$ 156,361
		Exterior Windows	1984	-6	2014	41						X	\$ 41,347
		Exterior Doors	1984	-16	2004	8						X	\$ 8,247
Number of Stories 1		Roof Systems	1984	-16	2004	80						X	\$ 79,771
		Interior Partitions	1984	14	2034								\$ 90,516
		Interior Doors	1984	-6	2014	28						X	\$ 28,054
Building or Facility Use		Interior Floor Finishes	1984	-21	1999	94						X	\$ 93,696
District Offices		Interior Wall Finishes	1984	-11	2009	36						X	\$ 35,652
		Interior Ceiling Finishes	1984	-11	2009	60						X	\$ 59,882
Replacement Value \$1,719,200		Specialties	1984	4	2024				46				\$ 45,784
		Conveying Systems	1984	4	2024				0				\$ -
		Plumbing piping	1984	-6	2014	60						X	\$ 60,172
NOTES		Plumbing Fixtures	1984	-6	2014	29						X	\$ 29,484
		Fire Protect./Suppres.	1984	-6	2014	44						X	\$ 44,097
		HVAC Distribution	1984	4	2024				87				\$ 86,820
		HVAC Equipment	1984	-6	2014	197						X	\$ 196,505
		HVAC Controls (boiler rm)	1984	-16	2004	37						X	\$ 36,963
		Electrical Serv./Gen.	1984	4	2024				35				\$ 34,986
		Electrical Distribution	1984	14	2034								\$ 42,034
		Electrical Lighting	1984	-11	2009	96						X	\$ 96,103
		Special Electrical	1984	-21	1999	42						X	\$ 42,206
Facility Cost Index 0.495683768		Equip and Furnishings											
		Totals				852	-	-	168	-	-	\$ 1,019,769	Six Year Total

Renewal and Replacement Schedule

CIP FY 2020		Building System Appraisal (List taken from Appendix A of EED Preventive Maintenance Handbook)			Current Dollar Value of Systems/Components that require Renewal or Replacement during Year (in thousands of dollars)						Deferred Project	Attach Survey if included in CIP	Total Costs by System (in dollars)
Maintenance Building 1 - Crazy Horse Drive		System	Year Installed	Remain-ing Life Span	Year work req'd	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6		
Name and/or Number		Site Improvements				2020	2021	2022	2023	2024	2025		
EED #		Site Utilities											
Dist. #		Foundation/Substruct.	1982	12	2032	0							\$ 176,218
Gross Square Footage 5,600		Superstructure	1982	12	2032	0							\$ 234,327
Number of Stories 1		Exterior Wall System	1982	-13	2007	0						X	\$ 156,361
Building or Facility Use District Offices		Exterior Windows	1982	-8	2012	41						X	\$ 41,347
Replacement Value \$1,719,200		Exterior Doors	1982	-18	2002	8						X	\$ 8,247
NOTES		Roof Systems	1982	-18	2002	80						X	\$ 79,771
		Interior Partitions	1982	12	2032								\$ 90,516
		Interior Doors	1982	-8	2012	28						X	\$ 28,054
		Interior Floor Finishes	1982	-23	1997	94						X	\$ 93,696
		Interior Wall Finishes	1982	-13	2007	36						X	\$ 35,652
		Interior Ceiling Finishes	1982	-13	2007	60						X	\$ 59,882
		Specialties	1982	2	2022		46						\$ 45,784
		Conveying Systems	1982	2	2022		0						\$ -
		Plumbing piping	1982	-8	2012	60						X	\$ 60,172
		Plumbing Fixtures	1982	-8	2012	29						X	\$ 29,484
		Fire Protect./Suppres.	1982	-8	2012	44						X	\$ 44,097
		HVAC Distribution	1982	2	2022		87						\$ 86,820
		HVAC Equipment	1982	-8	2012	197						X	\$ 196,505
		HVAC Controls (boiler rm)	1982	-18	2002	37						X	\$ 36,963
		Electrical Serv./Gen.	1982	2	2022		35						\$ 34,986
		Electrical Distribution	1982	12	2032								\$ 42,034
		Electrical Lighting	1982	-13	2007	96						X	\$ 96,103
		Special Electrical	1982	-23	1997	42						X	\$ 42,206
Facility Cost Index 0.495683768		Equip and Furnishings											
		Totals				852	168	-	-	-	-	\$ 1,019,769	Six Year Total

System Life and Cost Data Sheet

	System Life Expect	% cost 1- story	% cost 2- story
Site Improvements	25	n/a	n/a
Site Utilities	40	n/a	n/a
Foundation/Substruct.	50	10.25%	5.78%
Superstructure	50	13.63%	16.57%
Exterior Wall System	25	9.10%	7.49%
Exterior Windows	30	2.41%	2.59%
Exterior Doors	20	0.48%	0.44%
Roof Systems	20	4.64%	5.09%
Interior Partitions	50	5.27%	5.28%
Interior Doors	30	1.63%	1.72%
Interior Floor Finishes	15	5.45%	5.61%
Interior Wall Finishes	25	2.07%	2.17%
Interior Ceiling Finishes	25	3.48%	3.23%
Specialties	40	2.66%	2.94%
Conveying Systems	40		0.38%
Plumbing piping	30	3.50%	3.65%
Plumbing Fixtures	30	1.72%	1.54%
Fire Protect./Suppres.	30	2.57%	2.74%
HVAC Distribution	40	5.05%	5.25%
HVAC Equipment	30	11.43%	10.75%
HVAC Controls	20	2.15%	2.50%
Electrical Serv./Gen.	40	2.04%	2.68%
Electrical Distribution	50	2.45%	2.76%
Electrical Lighting	25	5.59%	6.05%
Special Electrical	15	2.46%	2.80%
Equip and Furnishings	25	n/a	n/a
		100.00%	100.00%

File No. 1924



Engineering Department

D R A F T

REQUEST FOR PROPOSALS

(C3) RFP E17-026

PLANNING SERVICES for

JUNEAU SCHOOL DISTRICT FACILITY MASTER PLAN

Issued by: _____ Date: _____
Greg Smith, Contract Administrator

JUNEAU SCHOOL DISTRICT FACILITY MASTER PLAN

(C3) RFP E17-026

SCOPE OF SERVICES: The City and Borough of Juneau (CBJ) is requesting proposals from qualified consultants to provide design services for the **JUNEAU SCHOOL DISTRICT FACILITY MASTER PLAN** project.

PRE-PROPOSAL MEETING: A non-mandatory pre-proposal meeting will be held in the 3rd floor Engineering Department conference room, 230 South Franklin Street, Marine View Center, at **10:00 a.m., Alaska time on _____, 2016.** (Approx 10 days before due date) Persons interested in submitting proposals are encouraged to attend. A conference call has been set up for the Pre-Proposal meeting. Proposers intending to participate via teleconference shall notify _____ in the CBJ Engineering Contracts Division, at 907-586-08??, or email contracts@juneau.org by 4:30 p.m., on _____, 2016.

QUESTIONS REGARDING THIS RFP: Greg Smith, Contract Administrator, phone 907-586-0873, fax 907-586-4530, greg.smith@juneau.org is the sole point of contact for all issues pertaining to this procurement.

DEADLINE FOR PROPOSALS: 5 copies of the proposal, including an electronic copy of the Proposal on a CD-ROM or Thumb Drive in PDF format in a **sealed envelope**. Proposal, in a **sealed envelope**, must be received by the Purchasing Division prior to 2:00 p.m. Alaska Time on _____ (at least 21 days after 1st advertisement), or such later time as the Contract Administrator may announce by addendum to planholders at any time prior to the submittal date. Proposals will be time-stamped by the Purchasing Division, which will establish the official time of receipt of proposals. Late proposals will not be accepted and will be returned unopened. Faxed or emailed proposals will not be accepted.

Note: Mailing/delivery times to Alaska may take longer than other areas of the U.S.

Proposal documents delivered in person or by courier services must be delivered to:

PHYSICAL LOCATION:

City and Borough of Juneau, Purchasing Division
105 Municipal Way, Room 300
Juneau, AK 99801

Proposal documents delivered by the U.S. Postal Service must be mailed to:

MAILING ADDRESS:

City and Borough of Juneau, Purchasing Division
155 South Seward Street
Juneau, AK 99801

The CBJ Purchasing Division's phone number is 907-586-5258, and fax number 907-586-4561.

Please affix the label below to the outer envelope in the lower left hand corner.

IMPORTANT NOTICE TO PROPOSER			
To submit your proposal: 1. Print your company name and address on the upper left corner of your envelope. 2. Complete this label and place it on the lower left corner of your envelope			
<table border="1"><tr><td>RFP NUMBER: _____</td></tr><tr><td>SUBJECT: _____</td></tr><tr><td>DATE OF OPENING AT 2:00 P.M. ALASKA TIME _____</td></tr></table>	RFP NUMBER: _____	SUBJECT: _____	DATE OF OPENING AT 2:00 P.M. ALASKA TIME _____
RFP NUMBER: _____			
SUBJECT: _____			
DATE OF OPENING AT 2:00 P.M. ALASKA TIME _____			
SEALED PROPOSAL			

Disadvantaged Business Enterprises are encouraged to respond.

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1.0 GENERAL INFORMATION

This Class 3 Request for Proposals (RFP) defines the scope of the project, explains the procedures for selecting a firm to provide the requested services, and defines the documents required to respond to the RFP.

1.1 Purpose

The purpose of this document is to solicit proposals from qualified consultants to provide long-range facility master planning services to the Juneau School District to develop a long term facility master plan that includes but is not limited to review of school boundaries, number and use of facilities, evaluation of long term funding for both staff and facility maintenance, and confirm or deny that the community can continue to own and maintain the facilities that we have in a manner that we currently operate them.

The Class 3 process is used for acquisition of professional service contracts estimated to be more than \$50,000.

1.2 Scope of Services

The Consultant shall provide all necessary services to work with the Assembly and School Board Facility Planning Committee, the Juneau School District, and the City and Borough of Juneau staff in an open, public process to develop a comprehensive long-range facility master plan for the school district facilities.

The Juneau School District operates six elementary schools, two middle schools, two high schools, one alternative high school, one Montessori pre-kindergarten (PK)-8 school, and one kindergarten (K)-5 charter school at twelve facility sites all of which are owned and operated by the City of Juneau with the exception of one rental facility. The school district also has three other facilities that they operate and maintain housing district administrative and maintenance staff. The fourteen facilities total ~980,000 SF and have an estimated replacement value over \$300,000,000. It is estimated that the fourteen facilities will have ~\$100,000,000 in deferred maintenance by 2025.

Student utilization of the school facilities ranges from ~53% to ~109% capacity based on State of Alaska Department of Education and Early Development (DEED) space guidelines. Student population for the Juneau School District appears to be either stable or decreasing slightly over the next ten years barring any unforeseen event that significantly impacts student age populations in the community. The Juneau School District has seen a decrease in student population in most grades over the last 10 years but has seen an increase in the number of PK students. The Juneau School District relies on local, state, and federal funding for school operations and preventive maintenance. State funding for operations is based on a funding formula that allocates monies on a per student basis. State funding is not available for PK student programs unless the PK student qualifies for special education. Economic uncertainty and declining enrollments have put pressure on funding of school operations.

Major maintenance funding for past school capital improvement projects has been provided in part through the DEED debt reimbursement program funded under AS 14.11.100, with the State of Alaska reimbursing 70% of eligible project costs. However, the passage of SB 64 in 2015 placed a moratorium on the debt reimbursement program

until FY 2021. The City and Borough of Juneau has continued to provide some funding to address school maintenance projects, but not in sufficient amounts to keep up with the growing backlog of deferred maintenance.

The City and Borough of Juneau and Juneau School District are seeking a Consultant who can provide guidance and direction in the form a facility master plan that addresses short and long term facility maintenance, cost-effective facility utilization and operations, facility asset management and funding, and other related topics that will enable the Juneau School District to efficiently optimize their facility resources. The Consultant should be prepared to economically evaluate operational options as well as alternatives for optimum utilization of the school district's facilities. All alternatives should be responsive to fiscal pressures to operation and maintenance funding as well as the quality of educational program provided. The Consultant is encouraged to explore alterations to school district operations should the Consultant deem the changes beneficial to overall program delivery and facility utilization. The Consultant is to provide an in-depth discussion of their approach, ideas, and strategies in their proposals. The Consultant is invited to offer suggestions beyond the issues presented in this RFP should they enhance cost-effective operation of Juneau School District facilities.

1.3 Completion

The Consultant shall deliver the final comprehensive school district facility plan no later than 9/30/2017. The format of the plan is flexible and open to Consultant suggestions, but at a minimum shall include the following sections: a table of contents; an executive summary that provides an overview of the plan's findings and recommendations; a body of the plan that provides detailed descriptions, economic analysis, and other data relevant to the findings of options; a conclusion; and an appendix of relevant information.

1.4 Background

Juneau is Alaska's Capital City. The CBJ municipal offices are located at 155 South Seward Street, Juneau, Alaska 99801. The Engineering Department is located on the 3rd Floor of the Marine View Center, 230 South Franklin Street, Juneau, Alaska. The Juneau School District provides public education to local residents for grades pre-Kindergarten through twelfth.

1.5 Questions

Questions regarding this proposal should be directed to:

Greg Smith, Contract Administrator
City and Borough of Juneau
ENGINEERING DEPARTMENT
Marine View Center – 3rd Floor
230 South Franklin Street
Juneau, Alaska 99801

email: Greg.Smith@juneau.org
Telephone: (907) 586-0873
Fax: (907) 586-4530

Office hours are 8:00 a.m. to 4:30 p.m. local time, Monday through Friday.

1.6 Standard Contract Language

Attached to this RFP is the CBJ's standard contract (Attachment 1) which should be carefully reviewed by proposers, as it is the form of agreement that the CBJ intends that the selected Consultant sign in the event of acceptance of its proposal.

2.0 Rules Governing Competition

2.1 Pre-Proposal

Proposers should carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the services requested and the conditions likely to be encountered in performing the services.

2.2 Proposal Development

The content of proposals will be kept confidential until the selection of the Consultant is publicly announced. All materials submitted in response to this RFP will become the property of the CBJ. One copy shall be retained for the official files of the Engineering Department and will become public record after announcement of the successful Proposer. The CBJ will not return proposals to the Proposer. The CBJ reserves the right to reject any or all proposals. Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.

This solicitation does not commit CBJ to select any Consultant(s) for the requested services. All costs associated with the respondents' preparations, submission and oral presentations (if applicable) shall be the responsibility of the Proposer.

All proposals must be signed. Proposals must be received in the number of copies stated in the RFP no later than the date and time specified in the cover letter. All copies of the proposals must be under sealed cover and plainly marked. Proposals not received by the date and time specified in the cover letter will not be considered.

2.3 Disclosure of Proposal Contents.

The City and Borough of Juneau, a municipal corporation and political subdivision of the State of Alaska, is subject to the Alaska Public Records Act codified at AS 40.25.100-220, and the public records provisions in the CBJ Charter, section 15.7. The contents of proposals submitted in response to this RFP will be kept confidential until the top ranked proposer is announced. Immediately following announcement, all proposals become public information. Trade secrets and other proprietary data contained in a proposal may be held

confidential, to the extent allowed by law, by the Purchasing Officer, upon request in writing by a proposer. Material considered confidential by the proposer must be clearly identified and marked (page, section, etc) by the proposer, and the proposer must include a brief statement that sets out the reasons for confidentiality. Marking the entire proposal confidential is not acceptable and may be cause for the City to reject your proposal as non-responsive.

3.0 PROPOSAL CONTENT REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability for the Selection Committee, proposals should be organized in the manner specified below:

3.1 Title Page

Show the RFP subject, the name of the firm, address, telephone numbers, and name of contact person and date of submission.

3.2 Table of Contents

Clearly identify the materials by selection and page number.

3.3 Letter of Transmittal

Limit to one or two printed pages.

- 3.3.1 Briefly state the firm's understanding of the proposal requirements and summarize your capability to meet same.
- 3.3.2 Give names of the person(s) who will be authorized to represent the firm, their title(s), address(es) and telephone number(s).
- 3.3.3 The transmittal letter must be signed by a representative who has authority to bind the firm. Name and title of the individual signing the proposal must be printed below or adjacent to the signature.
- 3.3.4 ***Acknowledge receipt of all addenda.*** Failure of to acknowledge addenda may result in the proposal being considered non-responsive and subject to rejection.

3.4 Scope of Services an Work Plan

- 3.4.1 Discuss the Scope of Services and how to the firm will provide the desired services. Include a statement of approach and methodology for accomplishing the requested services.
- 3.4.2 Provide a work plan which includes a proposed project schedule. This schedule should identify major tasks and critical components of the project. If the Consultant's team anticipates delays or problems with the design schedule, describe these issues in detail.

- 3.4.3 Discuss the incorporation of this project into the firm's current workload and the ability of the Consultant's team to meet the project schedule. Provide a staff schedule, identifying primary personnel and subconsultants and how their proposed work schedule during different phases of the project. How much priority can/will this project be given?

3.5 History and Experience

- 3.5.1 Provide company names, individual contacts, and telephone numbers of references for at least two similar projects which are of the same general concept requested in this RFP.
- 3.5.2 Provide general background information on the firm including specialized experience, capabilities, and unique qualifications in the field. This should include information outlining the firm's experience in the specific professional services requested.

3.6 Proposer's organization and Personnel Qualifications

- 3.6.1 Describe the organizational structure of the Consultant team for this project with an organizational chart or other diagrammatic explanation. Describe how this project fits into the firm's over-all organization.
- 3.6.2 Specify the project manager and other personnel who will be directly providing services for the CBJ in various areas of the described project and state their position. The names, titles and resumes of listed personnel should be provided. Please indicate the experience of each member specifically as it applies to this type of project.

3.7 Firm's Hourly Rates

Evaluation will include the hourly rates of pay for personnel to be used on this project. Include a list of reimbursable expenses typical for this type of project. Hourly rates shall include all markups and multipliers. Hourly rates shall remain in effect for the life of the contract with no increases.

3.8 Licenses

Professional registration (Engineer/Architect/Land Surveyor/Landscape Architect) in the State of Alaska at the time of proposal submission is required (Alaska Statute 08-48-281).

If a corporate license is held, the professional licensed in the State of Alaska (in order to obtain a corporate license) must be in responsible charge of the project, as well as the professional stamping the work.

All survey work involving property or boundary surveys must be stamped by a Professional Land Surveyor licensed in the State of Alaska.

All reports prepared by a registered professional licensed in the State of Alaska must be stamped by the registered professional.

The proposal must include a statement indicating that all required corporate, all required professional occupational licenses and all other necessary licenses/certifications are currently held. License/certification numbers must be provided.

3.0 PROPOSAL CONTENT REQUIREMENTS

The response to this RFP shall be in letter form, not more than twelve (12) pages in length. The information requested below should be organized in the manner specified in order to achieve a uniform review process and obtain the maximum degree of comparability for the Selection Committee.

- o Proposed Method to Accomplish the Project: Proposal shall demonstrate an understanding of the requested scope of services. Include proposed work schedule and methodology for accomplishing the project, showing insight to the specific details of the project.
- o Organization and Capacity of the Firm: Identify the consultant team proposed for this project and demonstrate their ability to perform the desired services within the established schedule. The proposal should discuss the current workload of staff proposed for the requested services.
- o Firm's Representation: The proposal shall specify readily available personnel to accomplish the desired services. Key personnel shall be named, their roles within the project clearly identified and the specific hourly rate or job class that each of the key personnel will be billed for this project. Other project commitments of key personnel shall also be identified. The level of involvement should be displayed in a way which is consistent with the scale of the project. The qualifications of personnel shall be included.
- o Firm's Experience with Similar Projects: Proposal should include a list of projects of similar scale and scope, succinctly described
- o Firm's Hourly Rates: Evaluation will include the hourly rates of pay for personnel to be used on this project. Hourly rates shall include all markups and multipliers. Include a list of reimbursable expenses typical for this type of project. Review the Standard Contract regarding allowable reimbursables.
- o Quality of the Proposal: Evaluation will include the clarity and professional quality of the document(s) submitted.
- o Licenses: Professional registration (Engineer/Architect/Land Surveyor/Landscape Architect) in the State of Alaska at the time of proposal submission is required (Alaska Statute 08.48.281). If a corporate license is held, the professional licensed in the State of Alaska (in order to obtain a corporate license) must be in responsible charge of the project, as well as the professional stamping the work. All survey work involving property or boundary surveys must be stamped by a Professional Land Surveyor licensed in the State of Alaska. All reports prepared by a registered professional licensed in

the State of Alaska must be stamped by the registered professional. The proposal must include a statement indicating that all required corporate, all required professional occupational licenses and all other necessary licenses/certifications are currently held. License/certification numbers must be provided.

- o Acknowledge Receipt of All Addenda: Failure to acknowledge addenda may result in the proposal being considered non-responsive and subject to rejection.
- o Juneau Proposer according to SECTION 7.0.
- o Proposal Signature: The proposal must be signed by a representative who has authority to bind the firm. Name and title of the individual signing the proposal must be printed below or adjacent to the signature.
- o Resumes: Resumes may be attached to the proposal as appendices and will not be included in the page count for proposals. ***Limit resume length to one page per person.***

4.0 EVALUATION OF PROPOSALS

4.1 Criteria

Proposals will be evaluated and scored, using the criteria on the EVALUATION/RANKING page, found at the end of this document, in order to ascertain which proposal best meets the needs of the CBJ. The items to be considered during the evaluation and the associated point values are located on the EVALUATION/RANKING sheet at the end of this RFP.

4.2 Evaluation Data

The evaluation Data discussed below is the presented in an effort to delineate what criteria will be used to score proposals. Please do not include a separate section in your proposal for Evaluation Data. Much of the information discussed and requested below should be included in the proposal as part of the Proposal Content Requirements discussed in SECTION 3.0 of this RFP.

4.2.1 Proposed Method to Accomplish the Project

- a. Work schedule and methodology will be evaluated according to budget sensitivity, efficiency, completeness and pertinence of the tasks submitted by the Proposer, as well as the creativity and logic of the overall approach. The proposal should show interest and insight about this project.

4.2.2 Organization, Capacity of Firm and Personnel Qualifications

- a. Evaluation will be made of the Proposer's organization and the ability to perform the desired services within the established schedule.
- b. Evaluation will be made based on proposed personnel, their relevant qualifications and experience, and their proposed scale of involvement.

4.2.3 Relevant Experience and Past Record of Performance

Evaluation will be made of the Proposer's experience with projects of similar scope and scale, as well as other projects with the CBJ, other government agencies and private industry.

4.2.4 Firm's Hourly Rates

Evaluation will be made on the proposed hourly rates of pay for personnel to be used on this project.

4.2.5 Quality of the Proposal

Is proposal clear and concise? Is proposal responsive to the needs of the project? Evaluation will include the clarity and professional quality of the document(s) submitted.

4.2.6 Juneau Proposer according to SECTION 7.0

Prime Consultant meets Juneau Proposer requirements as stipulated in Section 7.0 – Juneau Proposer Points.

4.3 Evaluation Process

Evaluation of the proposals will be performed by a committee selected by the City and Borough of Juneau. The intent of the CBJ is to make award based on written proposals.

5.0 **SELECTION AND AWARD**

An evaluation committee will review, evaluate, score and rank proposals, in accordance with criteria identified below and the Evaluation/Ranking sheet located at the end of this RFP. Clarification of submitted material may be requested during the evaluation process. Interviews by telephone with top ranked Proposers may also be conducted at the discretion of the evaluation committee. If necessary, in-person interviews will be conducted. Finalists will be notified and informed of interview requirements. In the event of a tie in the ranking totals, only the raw scores of the Proposers who are tied will be totaled to determine the appropriate ranking. The successful Proposer will be invited to enter into contract negotiations with CBJ. Upon conclusion of successful negotiations and compliance with any pre-award obligations, award will be made in the form of a contract and a purchase order, if appropriate, will be sent to the Consultant. If an agreement cannot be reached during the negotiation process, the City will notify the Proposer and terminate the negotiations. Negotiations may then be conducted with the next Proposer in the order of its respective ranking.

6.0 **INSURANCE REQUIREMENTS**

The insurance requirements for this project are specified in Attachment 1 – Sample Contract, under Appendix C.

7.0 **JUNEAU PROPOSER POINTS**

Juneau proposer points shall be awarded if the Proposer is determined to be a “Juneau proposer” meeting the criteria of CBJ’s Purchasing Ordinance 53.50, Section 53.50.010. CBJ Ordinance 53.50 can be viewed electronically at the following internet address: www.juneau.org/law. **Note:** *The criteria for meeting Juneau Proposer requirements have changed. Please review the new requirements and contact the CBJ Engineering Department or Purchasing Division with any questions.*

A paper copy of the CBJ Purchasing Ordinance is available upon request from the CBJ Engineering Department or Purchasing Division.

8.0 PROTESTS

The protest period begins with the posting of a notice of apparent successful proposer, in the CBJ Purchasing Division.

Protests shall be executed in accordance with CBJ Ordinance 53.50.062 PROTESTS and 53.50.080 ADMINISTRATION OF PROTEST. Copies of the ordinances describing protest procedures are available from the CBJ Purchasing Division, 155 South Seward Street, Juneau, Alaska. Questions concerning protests or protest procedures should be directed to the CBJ Purchasing Officer at 907-586-5258. CBJ Ordinance 53.50 can be viewed electronically at the following internet address: www.juneau.org/law.

9.0 CONSULTANT’S GOOD STANDING WITH CBJ FINANCE DEPARTMENT

Consultants must be in good standing with the CBJ prior to award, and prior to any contract renewals, and in any event no later than **seven business days** following notification by the CBJ of intent to award. **Good standing** means: all amounts owed to the CBJ are current and the Consultant is not delinquent with respect to any taxes, fees, assessment, or other monies due and owed the CBJ, or a Confession of Judgment has been executed and the Consultant is in compliance with the terms of any stipulation associated with the Confession of Judgment, including being current as to any installment payments due; and Consultant is current in all CBJ reporting obligations (such as sales tax registration and reporting and business personal property declarations). Failure to meet these requirements may be cause for rejection of your proposal. To determine if your business is in good standing, or for further information, contact the CBJ Finance Department’s Sales Tax Division at (907) 586-5265 for sales tax issues, Assessor’s Office at (907)586-0930 for business personal property issues, or Collections Division at (907) 586-5268 for all other accounts.

Note: *Juneau Proposer preference (7.0) has requirements regarding a firm’s good standing with the City at the time a proposal is submitted. Please review the Purchasing Code cited.*

CONSULTING FIRM: _____

SCORED BY: _____

DATE: _____

EVALUATION/RANKING

		POINTS AWARDED	
		<u>Points Possible</u>	<u>Score</u>
4.2.1	Proposed Method to Accomplish the Project	0 - 35	_____
4.2.2	Organization, Capacity of Firm and Personnel Qualifications		
	a. Organization and ability to perform services within desired schedule	0 – 15	_____
	b. Experience of proposed personnel and scale of involvement	0 – 20	_____
4.2.3	Relevant Experience and Past Record of Performance	0 – 15	_____
4.2.4	Hourly Rates	0 – 5	_____
4.2.5	Quality of Proposal	0 – 5	_____
		Subtotal	_____
The Engineering Contract Administrator will assign points for criterion 4.2.5 below			
4.2.6	Juneau Proposer (according to SECTION 8.0)	0 or 5	_____
TOTAL POINTS		100	_____
INDIVIDUAL RANKING			_____