



CITY OF WASILLA

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COUNCIL MEMORANDUM NO. 95-57

Date: July 18, 1995

From: Duane Dvorak, City Planner 

Subject: Council consideration of RFP Selection Committee's recommendation to accept the proposal from Community Planning (and associates) to do the Wasilla Development Code re-write, and, authorizing the mayor to negotiate a professional services agreement with Community Planning for the proposal budget amount of \$19,480.

BACKGROUND

A Request For Proposals (RFP 95-001) was issued through the Wasilla Planning Office on June 7, 1995, requesting proposals from qualified consultants to assist the Planning Commission and staff with revision of the Wasilla Development Code. The Planning Office sent out six (6) copies of the RFP directly to qualified consultants (including the City Attorney). Only one proposal was received prior to the deadline of June 30, 1995. The proposal from Community Planning, includes the combined services of three (3) planning consultants who were direct mailed RFP packets. Community Planning, with principal Gordon Lewis, is identified in the proposal as the lead consulting firm. In addition to the direct mail out, staff advertised the RFP in a newspaper of general circulation (the Frontiersman) and posted notices at all the usual City posting locations.

The RFP set forth a selection process that included a review of all proposals by a four (4) member Selection Committee. The RFP Selection Committee is made up of one member each from the Council and Planning Commission, the Mayor and the City Planner. The Mayor designated Finance Director, Erling Nelson to represent the Administration prior to his departure on leave.

Staff distributed copies of the proposal for review by the Selection Committee after the 4th of July holiday. Evaluation sheets were submitted by the representatives of the Council and Planning Commission and the City Planner. These sheets are attached to show the scores and comments submitted. After a short meeting on Monday, July 17, 1995, the RFP Selection Committee voted unanimously to recommend acceptance of the Community Planning proposal to the City Council.

In addition to considering the recommendation of the RFP Selection Committee, the City Council is requested to authorize the Mayor to negotiate a professional services agreement in order to get the project started. This approval is necessary because the amount of money identified in the proposal budget (\$19,480) exceeds the Mayor's

spending authorization of \$10,000 as set forth in Section 16.24.030.A (Authority of Mayor) of the Wasilla Municipal Code.

If the council would like to review the RFP and proposal, copies are available on file in the Planning Office.

RECOMMENDATION

Staff recommends that the Council accept the recommendation of the RFP Selection Committee and authorize the Mayor's Office to negotiate a professional services agreement with Community Planning (and associates).

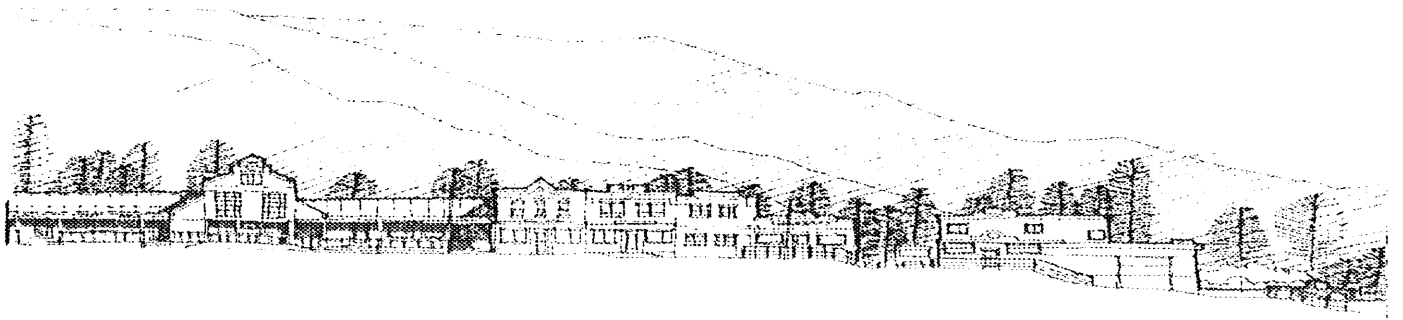
APPROVED

DATE: 7/24/95

BY: [Signature]

RFP 95-001

PROPOSAL FOR WASILLA DEVELOPMENT CODE



PURPOSE

This project will review, analyze and revise Chapter 16.43 of the Wasilla city code and produce a draft ordinance. The land use designations and Issues, Goals and Objectives outlined in the Wasilla Comprehensive Plan will form the basis for much of the work along with information provided from interviews, focus groups and scoping meetings. The existing ordinance can be divided into several constituent parts, i.e., administration and land use districts. This effort will focus on the administrative provisions of the ordinance. The consultants will present and outline administrative options. A conversion of the minor and major development permit process, public notices for approvals and the conditional use process will be key components.

SCOPE of WORK

Approach

A new development code for Wasilla will be a sensitive and politically charged project. Our team is recognized for balance, depth and a track record for successfully completing challenging and difficult projects. We are highly motivated and believe our efforts would be a logical extension of our work in Wasilla. The approach we will use to draft a new development code has several components:

- ✓ First is reliance upon an open public process. The involvement of the community will be necessary to achieve a balanced ordinance and eventual adoption by the city council.
- ✓ All the team members have worked recently on planning projects and public meetings in Wasilla and the Susitna Valley.
- ✓ This proposal has the built in flexibility to address special issues that may arise during the project.
- ✓ The use of the Internet as an E-mail system will provide the public, commissioners and city staff with direct access to the project manager.

Scoping Meetings

An important step in revising the Wasilla Development Code is to work with the broad spectrum of individuals and groups who interact with the development code to obtain their suggestions for its revision. Interviews and focus groups are two methods that can be used early in the project to obtain information on how the current development code is working, and help refine a scope of issues for a larger community meeting.

Interviews will be used with individuals who have experience in development code administration, oversight, and approval. An interview format will be developed and used with the Zoning Administrator, Wasilla mayor, borough zoning compliance officers (who until recently were administering the ordinance), and other knowledgeable parties. The following items are examples of interview topics, and will include both administrative procedure and technical aspects of the code:

- ✓ advantages and disadvantages of the current code
- ✓ elements that should be retained or discarded
- ✓ problems or situations that are not addressed in the existing code
- ✓ future development and trends that should be anticipated

Focus groups are better suited to work with various "constituencies" who have a stake in how the development code works and is revised. Examples include business owners, building contractors and property developers, residential homeowner associations, and quasi-government representatives (City Council, other boards and commissions). The Planning Commission should be considered a fifth constituent focus group. The consultants will work with the City in setting up and developing an agenda for the focus groups. A facilitated two to three hour focus group meeting will be held at a time most

appropriate for each of the five constituent groups. Results will be summarized and used to develop the agenda for the public scoping meeting.

Team: George Cannelos, Jon Isaacs

Literature Review

The recommendations of the 1992 City of Wasilla Comprehensive Plan, ongoing plan updates accomplished during this project, and other appropriate plans will be reviewed for inclusion in the revised development code.

The consultants will review development and zoning codes from other jurisdictions both in Alaska and elsewhere. Other reference works (American Planning Association - Planning Advisory Service, International City Managers Association Reports, Zoning Digest) on the subjects of development and zoning codes. Materials from the 25th annual Effective Zoning Administration Techniques national conference will be reviewed and made available to the Planning Commission. Recent U.S. Supreme Court decisions have modified the approach and better defined the limitations in some areas of land use control. Summaries and analysis of important decisions (topics include adult book stores, group homes and takings) will be provided to the Planning Commission. Recent changes to Alaska State Law and relevant rulings by the Alaska Supreme Court will be reviewed and presented.

The Borough Coastal Management Plan and other planning documents and codes will be examined and addressed as needed. Options for coastal management include Wasilla preparation of the draft borough consistency recommendation within the city limits and Wasilla implementation of coastal management where only local approval is required. A review of the borough platting ordinance will be made for possible linkages to the new code.

Team: Gordon Lewis, Jon Isaacs

Public Participation

Public Scoping - After the focus group meetings have been held, and the consultants have completed a preliminary analysis of the development code, a four to six hour public meeting will be scheduled and advertised for an appropriate Saturday. The purpose of the public meeting is to obtain public comments on trends, issues, and objectives that should be considered when revising the development code. The focus group results will provide a preliminary view of different perspectives on the development code.

The meeting will be facilitated and will be similar in format to the workshops used for the Mainstreet Alaska Soldotna project, although condensed into a one day or two half day events. After an introduction of the purpose of the project and public meeting, useful exercises include proud/sorries (what do you like and dislike about the community and its zoning), identification of trends (what will Wasilla be like in the future), and listing and setting priorities for issues that revision of the development code should address. The audience will be divided into mixed groups for the exercises, with a group facilitator; results will be recorded on flip charts, and each group will report their findings after each exercise.

Planning Commission Workshop - The general "ABC's" of land use controls will be the subject of an early workshop with the Planning Commission. The consultants will explain, in plain English, the system and ideas that a new set of land use controls may use (types of permit approvals, conditional uses, variances, enforcement). De-mystifying of land use terms and the understanding of the rules of the zoning game and public body requirements is necessary to begin a successful project. The various roles in land use decisions of the Zoning Administrator, Planning Department, Planning Commission, Mayor and City Council will be explained.

The Wasilla Planning Commission meets twice a month on the first and third Tuesday of the month. The consultants suggest that last monthly meeting have a significant amount of time set aside for a workshop on the ordinance revisions. Workshops would be open to the public and serve to discuss issues and potential draft ordinance revisions. Workshops are especially important because many of the Planning Commission members are new to land use regulations. Written materials for each workshop would be provided one week before the meeting so that each commission member and the public will have time to review the issues for the coming work session.

Public Access - The consultants intend to use the State-wide Library and Electronic Doorway (SLED) Internet access and a commercial E-mail system to enhance communication and transfer information during the project. Members of the public can post inquiries and get up to date information via these systems. A final public meeting to present the draft code will be scheduled at end of the project.

Team: Gordon Lewis, George Cannelos, Jon Isaacs

Draft Code

The primary product of the effort under this scope of work will be a draft development code. The Wasilla Code enforcement policies and procedures will be reviewed and revised. The revisions will provide a level of code enforcement that is consistent with the wishes of the community and the resources available to carry out this function. The Wasilla Planning Commission will be the lead group to provide ideas into the effort and review ordinance language. Commission members will help keep city residents informed about the rationale behind ordinance provisions. The City Council should consider assigning a member(s) to work with the Planning Commission through the process. A close linkage between Planning Commission work and City Council approval of the ordinance is necessary for success.

Two basic approaches are generally used in land use regulation to implement community goals and objectives, specific standards and performance standards. The Wasilla Zoning Code relies on performance standards and a scoring system for many development approvals.

- specific standards provide specific instructions or criteria related to the action or use. This approach clearly indicates what is expected of the applicant. However, it limits the opportunity for use of alternative strategies or technological improvements to achieve the same result. Specific standards are best used where a clear standard for activities can be most effective in achieving the communities goals.
- performance standards identify the result or condition that an applicant must achieve. This approach allows an applicant flexibility to reach a result without being forced to use a traditional or dictated approach. An applicant may select any acceptable methodology or procedure to satisfy the performance standard. However, they must also provide appropriate information to prove that the performance standard has been met. Performance standards are best used only where appropriate to provide flexibility.

This undertaking should not result in a cut and paste effort, but produce a product designed to fit Wasilla's needs. The Wasilla Development code was drafted over ten years ago. The Wasilla population then was about 1,500, it is now over 5,000 within about the same city limits. Wasilla has experienced residential in-fill of many areas. Subdivisions with only a few lots occupied in 1984 are now built out. The code was developed before the expansion of the commercial segment and did not foresee some major changes in retailing, such as Wal-Mart. The major and minor development permit review process need to be evaluated in each zone. Community Planning has used the concept of an elevation to a higher level, similar to the state coastal management system, as an approach in other municipalities.

Team: Gordon Lewis

Other Revisions

Standards in the original zoning code need to be revised and updated to meet current and future needs. The existing point system should be given scrutiny to discern if it is appropriate to meet current and future community needs. Recent developments such as the Taco Bell and Midas Muffler in the core waterfront area have brought to light that intent of the various zoning districts needs to be ratified. The zoning districts must fit both the present and future to be accepted and functional. The existing districts text should be evaluated in the light of ten years of experience and the policies from the new Comprehensive Plan.

Work on revising the mapping and text of the different zones can be done within the scope of this project. The new Comprehensive Plan has a revised land use section that discusses and depicts future land uses. This new future land use map and the old zoning map should be reconciled. The land use map will help the Planning Commission visualize the development and its impacts in the area of a proposed land use change. Some changes to the Wasilla Code (farm animals in the residential areas) were held up at the Borough level should be incorporated during this effort by the city.

Team: Gordon Lewis

MANAGEMENT PLAN

The team assembled for this project have worked together several times before on ordinance revisions and facilitating public meetings. This team experience of writing ordinances for Alaskan communities is unsurpassed.

Organizational capacity - All the team members are connected via the Internet and by fax, modem and telephone. The team will meet regularly, before and after meetings and workshops, to assign tasks, explore ideas and confirm the output from the workshops. Constant and consistent communication is a hallmark of our work together.

Gordon Lewis of Community Planning is the project manager and has responsibility for the project scope of work, drafting of the ordinance, project management and administrative responsibilities.

George Cannelos will help with Planning Commission meetings and the initial public workshop outlined in the scope of work. George will also review materials to ensure consistency with the latest updates to the Wasilla Comprehensive Plan.

Jon Isaacs will help with the initial public workshop and provide oversight in the area of Coastal Management.

PROJECT SCHEDULE AND PRODUCTS

The consultants and city will develop a firm schedule and milestones for work accomplished under this contract. The products from this project will be supplied to the city in Microsoft Word for Windows format for IBM. Each month a progress report will be submitted that can be used in the city newsletter to help keep the public aware of the project, issues and upcoming meetings.

July

Week⇒	1	2	3	4
	Finalize Scope of Work	Interview City and Borough Staff	Review Laws and Codes	Analyze Focus Groups Workshop
	Focus Groups Identified	Public ⇔ Involvement	Focus Groups Meet	Public ⇔ Involvement
		Workshop Written Materials	Planning Commission Workshop	Progress Report

August

Week ⇒	1	2	3	4
	Day Long Public Meeting	Draft Administrative options		Analyze Workshop Input
	Public ⇔ Involvement	Public ⇔ Involvement	Public ⇔ Involvement	Public ⇔ Involvement
		Workshop Written Materials	Planning Commission Workshop	Progress Report

September

Week ⇒	1	2	3	4
	First Draft Uses and Zones	Final Administrative options, Draft Uses and Zones		Analyze Workshop Input
	Public ⇔ Involvement	Public ⇔ Involvement	Public ⇔ Involvement	Public ⇔ Involvement
		Workshop Written Materials	Planning Commission Workshop	Progress Report

October

Week⇒	1	2	3	4
	First Draft Complete Code	Draft Complete Code		Analyze Workshop Input
	Public ⇔ Involvement	Public ⇔ Involvement	Public ⇔ Involvement	Public ⇔ Involvement
		Workshop Written Materials	Planning Commission Workshop	Progress Report

November

Week⇒	1	2	3	4
	Second Draft Complete Code	Draft Complete Code		Final Draft Code
	Public ⇔ Involvement	Public ⇔ Involvement	Public ⇔ Involvement	
		Workshop Written Materials	Planning Commission Workshop	Final Public Meeting

EXPERIENCE

Gordon Lewis, Project Manager

Community comprehensive plans, environmental impact statements, coastal management plans, capital improvement programs, municipal land management, land use and subdivision ordinances and permitting systems are my primary disciplines as an independent consultant. Community Planning has successfully completed land use or subdivision ordinances in Alaskan municipalities that regulate land use in over one-third of the state of Alaska.

Wasilla Experience:

City of Wasilla Comprehensive Plan, 1994-95. *Update to the city comprehensive plan to address major development impacts. Wasilla has experienced a nine percent growth rate between 1990 and 1993. Wasilla work has included revisions to the zoning ordinance to address the keeping of farm animals in residential areas.*

City of Wasilla Comprehensive Plan, 1991-92. *Extensive revision of city comprehensive plan. Key issues are commercial development (new Wal-Mart), airport expansion and planning for the old airport site, transportation management, city services, sales tax and economic development. Wasilla is the fastest growing community in Alaska during both the 1990 and 1980 census periods.*

Land Use Controls:

Northwest Arctic Borough - Comprehensive Plan and Land Use Controls, 1991-94. Development of the first comprehensive plan and land use regulations for the Borough. The plan addresses issues of land selections, economic development, natural resource extraction and Alaskan native way of life. The land use regulation breaks new ground for local control of land use on state and federal lands in rural Alaska.

Lake and Peninsula Borough - Land Use Permit and Subdivision Ordinance, 1993. As part of the Comprehensive Plan project a borough-wide system of land use controls were developed and adopted. The Borough experiences significant seasonal use by the commercial fishing industry and commercial recreation industry. The protection of both these industries while establishing a strong local voice in land use decisions were the main objectives.

City of King Cove - Harbor Zoning Regulations, 1992. Development of comprehensive system of land use controls for the city commercial boat harbor. Special issues are commercial and industrial uses including the largest fish processing facility (Peter Pan) on the west coast.

City of Valdez - Subdivision Ordinance Revisions, 1991-92. Re-write of city subdivision ordinance to alleviate development approval problems and implement a comprehensive and streamlined process. Key revisions increase the scope of the administrative approval process and modify requirements for survey, paving, lights, sewer, water and other improvements.

North Slope Borough - Land Management Regulations, 1989-90. Comprehensive rewrite and fine tuning of borough-wide land use regulations. These ordinances regulate development in North America's two largest oil fields; Prudhoe Bay and Kuparuk. The permit process brings together petroleum industry representatives with rural Alaskans to address how the development of a 14 billion dollar industrial complex will effect all the resources in the Borough.

City of Palmer - Comprehensive Plan and Ordinance Revisions, 1986 and 1987. A Comprehensive Plan update, capital improvement plan, and zoning ordinance revision. The ordinance revisions included a Planned Unit Development and Zero Lot Line zone designed to encourage creative building layout and design. An extension to the project involved drafting very successful design standards and incentives (tax rebates) for the downtown area.

Kodiak Island Borough - Zoning and Subdivision Code, 1985. A revision of the existing Borough Zoning and Subdivision ordinances. The Borough ordinances cover a wide range of development from the city of Kodiak to the rural unincorporated areas off the main island and road system.

Fairbanks North Star Borough - Subdivision Ordinance, 1984. A comprehensive revision of the Borough's platting ordinance in which speed of processing and clarity of roles were prime objectives.

City of Whittier - Zoning and Subdivision Ordinance, 1984. This project included a complete revision of the ordinances reducing the number of districts, adding flexibility, and removing burdensome and prohibitive standards.

City of Haines - Land Use Controls, 1983. As a follow up to a Comprehensive Plan revision the city zoning code was completely revised.

George Cannelos

George Cannelos, Principal of The Cannelos Group, manages and carries out a wide variety of community planning and development projects across Alaska. His responsibilities include preparation of plans and studies for comprehensive planning, land use, environmental and NEPA analysis, land management, socio-economic and human resource investigations, coastal management, federal installation master planning, market and feasibility studies, and village-level planning. Clients include

federal, state and local governments, utilities, Native corporations, non-profit organizations and private industry. He has worked with agencies, communities and organizations throughout Alaska since 1975.

George is especially skilled and experienced in facilitation, conflict resolution, public participation programs, training, and in working effectively in cross-cultural situations. Together with Jon Isaacs, he recently assisted the Matanuska-Susitna Borough in facilitating a number of focus groups and a day-long public forum assessing proposed improvements to the George Parks Highway through Wasilla and eastward across the "core area" of the Valley. He co-facilitated the very successful "Mainstreet Alaska" public forums in Soldotna in February 1995. He has worked extensively since 1991 in Wasilla conducting numerous public meetings, hearings, workshops, forums and training sessions on a wide range of topics dealing with comprehensive planning, community development, road classifications, municipal policy, transportation and capital improvements, park and recreation planning and subdivision design. He has met with the Wasilla Chamber of Commerce and the business community, addressed the Small Business Development Center, and worked closely with such diverse groups as the Wasilla-Knik-Willow Creek Historical Society and a Wasilla High School class.

Mr Cannelos earned his Masters Degree in Regional Planning from the University of Pennsylvania in 1975, and a B.A. in Economics from Lewis and Clark College in 1969. He is also a member of the Anchorage Platting Board.

Jon Isaacs

Jon Isaacs has 23 years of experience (20 in Alaska) with planning, coastal management, environmental impact statement and assessment projects. Prior to forming his own company in 1984, Mr. Isaacs was the planning director for the Alaska office of Woodward-Clyde Consultants. Mr. Isaacs' planning experience has addressed various aspects of multiple use planning, Native issues, and training.

Mr. Isaacs has worked on several projects in the Wasilla area, including assisting the Cannelos Group in providing Planning Commission training, and facilitating public meetings for the Mat-Su Borough related to Parks Highway Improvements. Other relevant planning experience includes working with Community Planning in preparing a zoning and subdivision ordinances for the Kodiak Island Borough. comprehensive plans for the Northwest Arctic and Lake and Peninsula Boroughs, training for planning commissions (Alaska Planning Association, Mat-Su Borough, Cenaliulriit CRSA Board), and serving on the Anchorage Platting Board for 6 years.

In addition, Mr. Isaacs has managed or participated in facilitating several large and small conferences on a variety of topics. Recent projects include the first issues, goals and objectives conference for the Cenaliulriit Coastal Resource Service Area (attended by representatives from 20 villages); the Soldotna Mainstreet Alaska Community Workshop; the Kenai River Habitat Policy public workshop and policy groups; the Urban and Community Forestry Council Strategic Plan session; and Parks Highway Improvement Focus Groups and Community Workshops. He is currently scheduled to facilitate a conference on oil spill subsistence resource contamination for Native communities affected by the Exxon Valdez oil spill.

REFERENCES

Lamar Cotten, DCRA Deputy Commissioner 907-258-7153 or 465-4700

David Case, Northwest Arctic Borough Attorney 907-276-5152

David Dengel, Valdez Planning Director 907-472-4313

Jim Rogers, Palmer Planning Chair 907-745-3271

Walt Wrede, Lake and Peninsula Borough Manager 907-246-3421

Glen Vernon, Bristol Bay Borough Manager 907-246-4224

Community Planning - Wasilla Development Code Proposal

Budget

The project budget covers completion of a draft ordinance for Planning Commission to begin formal review and adoption process. The amount of professional time needed to complete an ordinance approved by the city council, including a text and map, varies considerably depending on many variables. The ability to get public input and Planning Commission work done at meetings during the busy summer months is an unknown. The adoption of an ordinance is a political process with the possibility of many politically driven twists and turns.

Professional Time

Gordon Lewis 196 hours @\$65	\$12,740
<i>Planning Commission workshops - 40 hours</i>	
<i>Facilitate day long session - 16 hours</i>	
<i>Code revisions - 140 hours</i>	
George Cannelos 60 hours @\$65	\$3,900
<i>Co-Facilitate 5 focus groups - 20 hours</i>	
<i>Co-Facilitate day long session - 16 hours</i>	
<i>Assist in Planning Commission workshops - 24 hours</i>	
Jon Isaacs hours 36 hours @\$65	\$2,340
<i>Co-Facilitate 5 focus groups - 20 hours</i>	
<i>Co-Facilitate day long session - 16 hours</i>	
Travel, Communication, Office Expense	\$500
Total	\$19,480



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RFP EVALUATION SCORE SHEET

PROPOSER Community Planning

Score each proposal using the following criteria.

A. Approach 0 - 25 points

SCORE 25

B. Experience of the Firm 0 - 20 points

SCORE 20

C. Qualifications of Key Personnel 0 - 25 points

SCORE 25

D. Management Plan 0 - 20 points

SCORE 15

E. Budget 0 - 10 points

SCORE 8

TOTAL SCORE 93 (Maximum 100 points)

Comments:

I like the Approach. I recognize experience from RFP and from other dealings with these consultants. I believe these folks are all adequately qualified. Management Plan kind of relies on the budget for some info & no name addresses is provided. Budget is within parameters - could have provided a little more detail. (It is a fairly low budget project for this sort of thing)

[Signature], City Planner
Evaluator

7/12/95
Date



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**CITY OF WASILLA
RFP EVALUATION SCORE SHEET**

PROPOSER Community Planning

Score each proposal using the following criteria.

A. Approach 0 - 25 points

SCORE 20

B. Experience of the Firm 0 - 20 points

SCORE 20

C. Qualifications of Key Personnel 0 - 25 points

SCORE 25

D. Management Plan 0 - 20 points

SCORE 17

E. Budget 0 - 10 points

SCORE 8

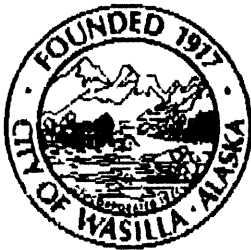
TOTAL SCORE 90 (Maximum 100 points)

Comments:

This group has provided HIGH Quality
Products on All projects For Wasilla Over
the Past Few years

John A. Hart
Evaluator

7-13-95
Date



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CITY OF WASILLA
RFP EVALUATION SCORE SHEET
PROPOSER Cannoles Group

Score each proposal using the following criteria.

A. Approach	0 - 25 points
SCORE	<u>25</u>
B. Experience of the Firm	0 - 20 points
SCORE	<u>15</u>
C. Qualifications of Key Personnel	0 - 25 points
SCORE	<u>25</u>
D. Management Plan	0 - 20 points
SCORE	<u>16</u>
E. Budget	0 - 10 points
SCORE	<u>8</u>
TOTAL SCORE	<u>89</u> (Maximum 100 points)

Comments:

See attached sheets.

I vote to accept, tentatively, but wish to hear others. It is interesting that no firm name is given, no address, & no phone #. If I've missed it, it surely shouldn't be that hard to find in their submitted.

Dan Kaely
Evaluator

7/9/95
Date

Contents of Proposal

A. Approach

25 points

- ✓ (10) 1. Describe how software as outlined will be undertaken
- ✓ (15) 2. Methodology (type of project & type of contract)

B. Experience of the firm

15 points 1. Experience

- ✓ (4) a) history
- ✓ (4) b) completed projects
- ✓ (4) c) names & addresses for references
- (4) d) samples may be submitted
- 3 (4) e) completeness

C. Qualifications

25 points

- ✓ (5) a) key personnel
- ✓ (5) b) areas of responsibility
- ✓ (5) c) level of commitment
- ✓ (5) d) resumes
- ✓ (5) e) completeness

D. Management

16 points

- ✓ (4) a) Organizational capacity
- ✓ (4) b) Staffing Plan
- ✓ (4) c) Timeline
- ✓ (4) d) Project manager's Name address & phone
- ✓ (4) e) ...

Budget

10 points

- (2) a) Separate envelope ✓
- (2) b) work item ✓
- (2) c) personnel ✓
- (2) d) cost ✓
- (2) e) completeness ✓

Comments on Proposal

Proposal for Wasilla Development Code

Purpose

The proposer has broken the overall purpose into two parts, i.e.

- a) Administration
- b) Land use districts.

The proposer was instructed by the Staff's RFP to put major emphasis on restructuring administrative policies & procedures. The proposer said this effort will focus on that. My concern is that zoning problems may not get enough attention & enforcement language although it appears some attention will be given to it.

Comments on budget

Work items are very subjective, therefore the budget items as outlined by the only proposer will have to be accepted as complete.
i.e.

- a) 2 Commission workshops
- b) Facilitate day long sessions
- c) Code revisions
- d) Co-facilitate 5 focus groups (4 hours each)
- e) Misc. expenses

I would like to have seen the items resemble the scope of work
i.e.

- a) review & combine plans
- b) interviews
- c) review other documents
- d) Blast Procedures review & revise
- e) Public meetings
- f) prepare draft documents

10 possible points
- 2 points on completeness
8 score