



CITY OF WASILLA

290 E. HERNING AVE.
WASILLA, ALASKA 99654-7091

COUNCIL MEMORANDUM NO. 97-79

DATE: October 8, 1997
FROM: Mayor Sarah Palin *SP*
TO: Wasilla City Council Members
RE: Architects Alaska's Purchase Order

On October 2, 1997 we received a partial billing of \$7,000.00 (for a total of \$17,000.00) which states that Architects Alaska is 85% complete with their \$20,000.00 purchase order for planning and preliminary design of a public library, community center and ice arena. According to WMC § 6.24.030 the Mayor may authorize payment that is in accordance with council approved contracts.

The problem is that this was not an actual contract. It was a purchase order (No. 5403 as attached) referencing the request for proposal (RFP)/architect's proposal. According to the request for proposals the **complete illustrative drawings and estimates** for all three projects were anticipated to be finished by **June 7, 1996**.

Since the purchase order date of April 26, 1996 the scope was evidently modified several times with some sort of verbal direction, from past administration, instead of any written documentation. The documentation that discussed scope of work did not provide a schedule of values or indicate the amount of \$20,000.00 would be consumed primarily by the study of the new library. The current administration had no intuition that one facility would engulf the entire fee because we had no regular billing. Architects Alaska believed they provided extra efforts on this facility and much less efforts on the other two facilities, so they assumed they would be paid in full once the library floor plan and perspective were complete. The extra effort performed by Architects Alaska on the library included: over twice the meetings originally proposed, extending time frame for completion almost a year and a half, the ice arena study was thought to be complete in that it might be privatized per I.M. 96-14, the previous administration initiated composing a community survey (Council was aware of the survey per I.M. 96-31, dated 11/6/97 and appropriated \$5000.00 for postage) and tallied the results of the community survey. Architects Alaska request for payment as attached explains their view on the additional scope requests.

Area Code (907)

Administration

Ph: 373-9055

Fx: 373-9092

Clerks Office

Ph: 373-9090

Fx: 373-9092

Finance

Ph: 373-9070

Fx: 373-9085

Library

Ph: 376-5913

Fx: 376-2347

Museum

Ph: 373-9071

Fx: 373-9072

Parks &
Recreation

Ph: 373-9053

Fx: 373-9072

Planning

Ph: 373-9094

Fx: 373-9092

Police

Ph: 373-9077

Fx: 373-9051

Public Works

Ph: 373-9095

Fx: 373-9054

Ph: _____

Fx: _____

These modifications are not in conformance with the original intention of their proposal according to WMC § 6.24.030. Architects Alaska's request for payment is brought before you for consideration. Should you agree that Architects Alaska did provide additional scope and should be paid the entire fee upon completion of the library floor plan and perspective, omitting the other two facilities from the scope of work, the following motion would be appropriate:

Suggested Motion

Move to pay Architects Alaska the full payment of \$20,000.00 on purchase order 5403, upon receipt of the completed library floor plans and perspective.

Attachments:

Resolution No. WR96-07 (Substitute)

Request for Proposals

Architects Alaska's Proposal with modifications dated 5/1/96

Notice of Intent from City of Wasilla to Architects Alaska, dated 4/11/96

C.M. 96-45

Purchase Order 5403

I.M. 96-14

I.M. 96-31

Letter from Architects Alaska, dated 10/8/96



CITY OF WASILLA

290 E. HERNING AVE.

WASILLA, ALASKA 99654-7091

PHONE: (907) 373-9050

FAX: (907) 373-9085

Requested by: Administration

Prepared by: Administration

RESOLUTION NO. WR96-07 (Substitute)

A RESOLUTION OF THE WASILLA CITY COUNCIL AUTHORIZING THE MAYOR TO REQUEST PROPOSALS FOR MUNICIPAL PROJECT PLANNING.

WHEREAS, the Wasilla Comprehensive Plan contemplates future public facilities including library, community/conference center/recreation building and ice arena; and

WHEREAS, the Council wishes to explore development of these facilities by determining needs, priorities, preliminary designs and costs in order to develop bond and grant proposals; and

WHEREAS, the services of a professional architectural firm is necessary and desirable to accomplish the work.

NOW THEREFORE BE IT RESOLVED that the Wasilla City Council hereby authorizes the Mayor to solicit professional service proposals as outlined on Appendix A, Municipal Project Planning for City of Wasilla, with a budget of \$20,000 to be paid from CIP School Administration Building Engineering - \$15,000 and Administration Economic Development Account - \$5,000.

I certify that a resolution in substantially the above form was passed by a majority of those voting at a duly called and conducted meeting of the governing body of the City of Wasilla this 26th day of February, 1996.

APPROVED:

John C. Stein, Mayor

ATTEST:

Majorie D. Harris, CMC
City Clerk

(Seal)

DRAFT

REQUEST FOR PROPOSALS
FOR
PROFESSIONAL SERVICES

MUNICIPAL PROJECT PLANNING FOR THE CITY OF WASILLA

Part 1 Solicitation of Proposals

- 1.01 The City of Wasilla is soliciting proposals from qualified architectural firms to provide professional programming and conceptual design services for a new public safety building, a new library, a new community center, and a new covered ice arena.
- 1.02 A Preproposal Meeting of all interested architectural firms will be held on January 4, 1996 at 2:00 p.m. at the City of Wasilla offices. The purpose of the meeting will be to discuss the project in detail and to address any aspect of this Request For Proposal that requires clarification. An addendum will be issued after this meeting if required.
- 1.03 Sealed proposals for this work will be received until 2:00 p.m. on January 16, 1996 at the following address:

City of Wasilla
290 E. Herning Avenue
Wasilla, Alaska 99654

Clearly mark on the outside: "Proposal for Professional Services - Municipal Project Planning for the City of Wasilla". Submit six (6) copies of the proposal. Questions relating to the proposals shall be directed to Duane Dvorak, Planning Director, City of Wasilla, (907) 373-9094.

Part 2 Scope of Services

- 2.01 Based upon a mutually agreed scope of service and a budget of \$20,000, the architect's basic services shall consist of normal duties associated with preliminary programming and preliminary conceptual design for each of the four (4) proposed public facilities. A preliminary cost estimate and drawings illustrating the design concept for each facility suitable for presentation to the public will be provided.

DRAFT

- 2.02 Programming Phase Services shall consist of:
1. Conducting a limited investigation of the existing Public Safety Building, Library and Ice Arena to identify materials, systems, equipment and program deficiencies.
 2. Meeting with staff, user groups and the building committees for each of the proposed new facilities to determine current and future program needs.
 3. Reviewing alternative approaches to design and construction for each of the projects and assist the City of Wasilla in its selection of a construction program.
- 2.03 Conceptual Design Services shall consist of preparation of the preliminary design concept documents necessary for securing project funding, based on the City of Wasilla's selected construction program. After approval of the conceptual design drawings, the Architect shall prepare a cost estimate and illustrative drawings for each facility for display to the voters of the City of Wasilla and the Matanuska-Susitna Borough prior to a general election.
- 2.05 It is intended that a bond issue election will be held in the spring of 1996, and City and Borough voters will vote on whether or not to issue bonds to fund the selected projects. After the bond issue election, Requests for Proposal(s) will be advertised for the design of the selected project(s) approved by the voters.

Part 3 Proposed Project Schedule

Advertise for Proposals	December	18,	1995
Pre-proposal Conference	January	4,	1996
Proposals due before 2:00 p.m. at Wasilla City Hall	January	16,	1996
Interview short listed proposers if required	January	24,	1996
Consultant selection to Wasilla City Council for approval	January	30,	1996
Notice to Proceed with Programming Phase Services	February	7,	1996
Program Phase Complete, Conceptual Design Phase Start	February	28,	1996
Conceptual Design Approval, Begin Illustrative Drawings, and Estimate	March	27,	1996
Complete Illustrative Drawings, and Estimate	April	8,	1996
Bond Issue Election	May	6,	1996

Part 4 Proposal Conditions

- 4.01 Proposals for this work must be limited to 25 pages and include the following:
1. A cover letter expressing interest in the project. (not counted as part of 25 pages)
 2. A statement of understanding of the project.
 3. Project team organizational chart showing key personnel assignments and responsibilities.
 4. Proposed methodology.
 5. Evidence of qualifications and ability of key personnel to perform the work.
 6. Firm history and experience on similar projects.
 7. List of references of previous clients including contact names and phone numbers.
- 4.02 Award of Contract for this work is subject to approval of the Wasilla City Council.
- 4.03 The City of Wasilla reserves the right to reject any proposal and waive any irregularities or other terms or conditions as may be permitted by ordinance, except timeliness.

Part 5 Consultant Evaluation Criteria

- 5.01 The City of Wasilla will review and evaluate proposals determined to be qualified and responsive. The City of Wasilla may select an architectural consultant from the written proposals or it may choose to develop a short list of architectural firms for further presentation in an interview format. Proposals will be rated by an evaluation committee which will formulate a numerical score based on the following criteria:
1. **Quality of Proposal:** Rating of the proposal regarding adequate and complete response to the RFP including clarity of presentation, information on personnel, qualifications, experience, and previous history. (Maximum score = 10 points)
 2. **Qualifications and Experience of Design Firm's Key Personnel:** Rating of the general experience of the proposed Project Manager and key personnel with regard to other projects of similar type, size and scope. (maximum score = 40 points)
 3. **Firm's Understanding of the Project:** Rating of the firm's written understanding of the needs of the City of Wasilla relative to these projects. (maximum score=25 points)
 4. **Firm's Proposed Methodology:** Rating of the firms approach to the projects. (maximum score=25 points)

5. **Qualifications and Experience of the Design Firm:** Rating of the general experience of the design firm regarding other projects of similar type, size and scope. Adequate staffing and resources to accomplish the work will be considered. (maximum score = 20 points)
6. **Performance of Architectural Firm:** Rating based on checks of client references with regard to attitude, economy, timeliness, dependability, responsiveness, and concern for client interests. (maximum score = 25 points)
7. **Local Preference:** Design firms with offices located in the Matanuska-Susitna Valley may be given up to a 5 point local preference. (maximum score = 5 points)

5.02 Architectural firms deemed eligible may be asked to make a further presentation in an interview format. A maximum of three firms may be short listed for an interview.

5.03 Final selection of the architectural firm will be determined by the Selection Committee. The design firm selected by the Selection Committee will be recommended to the Wasilla City Council for Award of Contract. The architectural firm selected for this study will be eligible for the next phase of project development.

REQUEST FOR PROPOSALS
FOR
PROFESSIONAL SERVICES

Part 1 - Solicitation of Proposals

- 1.01 The City of Wasilla is soliciting proposals from qualified architectural firms to provide professional programming and conceptual design services for a new library, a new community/conference/recreation building and a new covered ice arena.
- 1.02 A pre-proposal meeting of all interested architectural firms will be held on Tuesday, March 19, 1996 at 2:00 p.m. at the City of Wasilla offices, 290 E. Herning Avenue, Wasilla, Alaska 99654. The purpose of this meeting will be to discuss the project in detail and to address any aspect of this Request for Proposal that requires clarification. An addendum will be issued after this meeting if required.
- 1.03 Sealed proposals for this work will be received until 2:00 p.m., ~~Tuesday~~, ^{Wednesday} April 3, 1996 at the following address:

City of Wasilla
290 E. Herning Avenue
Wasilla, Alaska 99654

Clearly mark on the outside: "Proposals for Professional Services - Municipal Project Planning for City of Wasilla". Submit six (6) copies of the proposal. Questions relating to the proposals shall be directed to Duane Dvorak, City Planner, City of Wasilla, (907) 373-9094.

Part 2 - Scope of Services

- 2.01 Based upon a mutually agreed scope of service and a budget of \$20,000, the architect's basic services shall consist of normal duties associated with preliminary programming and preliminary conceptual design for each of the three (3) proposed public facilities. A preliminary cost estimate and drawings illustrating the design concept for each facility suitable for presentation to the public will be provided.
- 2.02 Programming Phase Services shall consist of:
- (1) Conducting a limited investigation of the existing Library and Ice Arena to identify materials, systems, equipment and program deficiencies.

- (2) Meeting with staff, user groups and the building committee for each of the proposed new facilities to determine current and future program needs.
- (3) Reviewing alternative approaches to design and construction for each of the projects and assist the City of Wasilla in its selection of a construction program.

2.03 Conceptual Design Services shall consist of preparation of the preliminary design concept documents necessary for securing project funding, based on the City of Wasilla's selected construction program. After approval of the conceptual design drawings, the Architect shall prepare a cost estimate and illustrative drawings for each facility for display to the voters of the City of Wasilla and the Matanuska-Susitna Borough prior to a general election.

Part 3 - Proposed Project Schedule

Advertise for Proposals	March 8, 1996
Pre-Proposal Conference	March 19, 1996
Proposals due before 2:00 p.m. at Wasilla City Hall	April 3, 1996
Interview short listed proposers if required	April 15, 1996
Consultant selection to Wasilla City Council for Approval	April 22, 1996
Notice to Proceed with Programming Phase Services	April 29, 1996
Program Phase Complete, Conceptual Design Phase Start	May 6, 1996
Conceptual Design Approval, Begin Illustrative Drawings and Estimate	May 28, 1996
Complete Illustrative Drawings and Estimates	June 7, 1996
Bond Issue Election	July 8, 1996

Part 4 - Proposal Conditions

4.01 Proposals for this work must be limited to 25 pages and include the following:

- (1) A cover letter expressing interest in the project (not counted as part of 25 pages).
- (2) A statement of understanding of the project.
- (3) Project team organizational chart showing key personnel assignments and responsibilities.
- (4) Proposed methodology.
- (5) Evidence of qualifications and ability of key personnel to perform the work.
- (6) Firm history and experience on similar projects.
- (7) List of references of previous clients including contact names and phone numbers.

4.02 Award of Contract for this work is subject to approval of the Wasilla city Council.

4.03 The City of Wasilla reserves the right to reject any and all proposals and waive any irregularities or other terms or conditions as may be permitted by ordinance, except timeliness. Responding to this request is at the entire cost of the proposer.

Part 5 - Consultant Evaluation Criteria

5.01 The City of Wasilla will review and evaluate proposals determined to be qualified and responsive. The City of Wasilla may select an architectural consultant from the written proposals or it may choose to develop a short list of architectural firms for further presentation in an interview format. Proposals will be rated by an evaluation committee which will formulate a numerical score based on the following criteria:

- (1) Quality of Proposal: Rating of the proposal regarding adequate and complete response to the RFP including clarity of presentation, information on personnel, qualifications, experience and previous history. (Maximum score = 10 points)
- (2) Qualifications and Experience of Design Firm's Key Personnel: Rating of the general experience of the proposed Project Manager and key personnel with regard to other projects of similar type, size and scope. (Maximum score = 40 points)
- (3) Firm's Understanding of the Project: Rating of the firm's written understanding of the needs of the City of Wasilla relative to these projects. (Maximum score = 25 points)
- (4) Firm's proposed Methodology: Rating of the firm's approach to the projects. (Maximum score = 25 points)
- (5) Qualifications and Experience of Design Firm: Rating of the general experience of the design firm regarding other projects of similar type, size and scope. Adequate staff and resources to accomplish the work will be considered. (Maximum score = 20 points)
- (6) Performance of Architectural Firm: Rating based on checks of client references with regard to attitude, economy, timeliness, dependability, responsiveness and concern for client interests. (Maximum score = 25 points)
- (7) Local Preference: Design firms with offices located in the Matanuska-Susitna Valley may be given up to a 5 point local preference. (Maximum score = 5 points)

- 5.02 Architectural firms deemed eligible may be asked to make a further presentation in an interview format. A maximum of three firms may be short-listed for an interview.
- 5.03 Final selection of the architectural firm will be determined by the Selection Committee. The design firm selected by the Selection Committee will be recommended to the Wasilla city Council for award of contract. The architectural firm selected for this study will be eligible for the next phase of project development.

Architects Alaska

*An Alaskan Corporation
Architecture
Landscape Architecture
Interior Architecture*

April 2, 1996

City of Wasilla
290 E. Herring Avenue
Wasilla, Alaska 99654

Subject: Proposals for Professional Services -
Municipal Project Planning for City of Wasilla

File No.: 9617.00

Ladies and Gentlemen of the Selection Committee:

Architects Alaska is pleased to have this opportunity to present our qualifications to provide the preliminary programming and preliminary conceptual design for three proposed public facilities for the City of Wasilla.

Architects Alaska has been providing facility programming and capital improvement planning services throughout Alaska for over 45 years. We have had an office and resident personnel in Wasilla for over two years now.

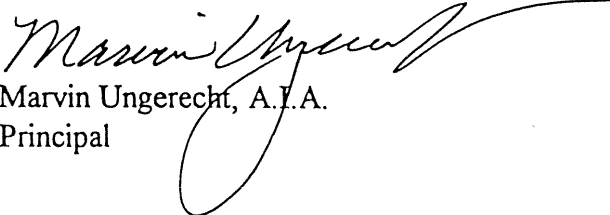
Our Wasilla staff are active in local organizations and we have participated in several "good neighbor" projects around town as well as our on-going work for the Borough, the School District, West Valley Medical Center and various private clients. We are both professionally and personally interested in the manner in which the community develops and we are excited about the prospect of participating in the planning for that development.

As you will see from our proposal, we anticipate that the planning for your three projects will be accomplished in an open forum with significant public participation. We are experienced with the management of this type of process and find that the "town meeting" approach can give decision makers an important view into the hearts and minds of the citizens as well as engendering support for the projects.

We have endeavored to outline the necessary professional services in a manner that can be accomplished within your budget of \$20,000. We are confident that through meeting with you directly we can arrive at a detailed Scope of Services which will meet your goals within your budget.

Thank you for this opportunity.

Respectfully submitted,


Marvin Ungerecht, A.I.A.
Principal

411 W. 4th Avenue
Suite 200
Anchorage, Alaska 99501-2343
(907) 272-3567 FAX (907) 277-1732

191 E. Swanson Avenue
Wasilla, Alaska 99654
(907) 373-7503
FAX (907) 376-3166

Scope of Work and Schedule

Architects Alaska is pleased to have been selected to provide planning services for the City of Wasilla. It is our hope that this process will be a constructive effort through which some major decisions regarding the future planning of Wasilla as a community can be made to benefit the City of Wasilla.

The proposal which Architects Alaska submitted to the City of Wasilla for the planning and preliminary design of a Public Library, Community Center and Ice Arena suggest an effort of limited scope for each of the facilities. The allocated budget for this project will allow us to conduct a series of two public meetings for each facility. These meetings are designed to actively involve community members in the planning and design of their city. We will actively solicit ideas for each of these structures from the eventual users and eventually transform these ideas into an architectural form. In order for this process to be a success we will involve as many individuals as are interested in these projects. It is also our intent to keep the members of the City of Wasilla Administration, City Council, Planning Department and any other members of the various involved committees apprised as to the progress of each of the projects throughout the course of the effort.

The first community meeting for each facility will be held to discuss both the needs and goals for each project. The programmatic requirements of each particular facility can be derived from this list and a conceptual floor plan can be developed. A second meeting will be held to discuss the program, the initial planning concept and planning issues involved with each project. Ideas and concerns which are raised at these meetings will be addressed. We will rely on the various building committees for additional input and advise as needed.

Once the first meetings have been held and the basic program has been developed area allocations, site selection information, and information pertaining to functional compatibility can be addressed and a site selection process can begin. It would be our suggestion the City of Wasilla undertake a focused planning process which would result in a conceptual plan or vision for the future development of downtown Wasilla. Probable siting locations for each of the proposed projects could be defined which would in turn answer some outstanding questions as to the potential composition of the projects. Specifically, some discussion has been made concerning the possibility of combining the Library facility with the Recreational Facility. This is a question of critical concern to us since there is the potential that two independent projects could be combined into one larger design effort. The answer to this particular question has as much to do with city planning as it does with the functional compatibility of the facilities.

Post-It™ brand fax transmittal memo 7671		# of pages >
To	TIM KUBS	From
Co.	CITY OF WASILLA	Co.
Dept.		Phone #
Fax #	373-9092	Fax #

Matanuska Valley Regional Library

The Library portion of the project clearly has the best organized of the three facilities thus far and already has an established building committee. Therefore, it would be most productive if our initial efforts were to be focused on developing the program for the proposed Library facility first. While programming is being done on the Library, we can, with the help of the City of Wasilla, begin to organize building committees and setting up the initial planning meetings for the other two projects.

This portion of the scope of work will vary some from our initial proposal since we have become very familiar with the Library over the past several months and have formed good working relationships with all the involved parties. In particular, we have already begun the programming portion of this facility with the help of the Librarian. In advance of this meeting I have already met with Ms. Emmons to further our previous discussion for the basic Library program. We discussed the preliminary Library program and then expanded on the information relating to the layout, function, and spatial requirements. This information is currently being documented and will be reviewed with Ms. Emmons to make sure our understandings are the same. We will then distribute the program to the Library Building Committee, and the Friends of the Library for their information and review. Stuart Smith will be able to use this information during the first community meeting for the Library.

The next step will be to help coordinate and set up a meeting for interested community members. We will work jointly with the Friends of the Library group and the Library Building Committee in regards to the advertisement, the location and the specific date of the meeting. Stuart Smith, AIA will be the meeting facilitator for Architects Alaska and he will guide the discussions and help distill the information we receive from community input. The meeting minutes will be compiled, and the Library program will be modified based on the comments we receive from this community meeting. A copy of the program and meeting minutes will be distributed to the Wasilla City Council, the Planning Department and the Library Building Committee. Any comments regarding the meeting minutes and/or the project will be addressed and any modifications to the program will be made. We will then begin the work of transforming the written program into architecture.

We will review several options in our development of the programmatic and functional requirements into plan form. We plan to utilize the expertise of Ms. Emmons via phone, fax and impromptu design critique to help us arrive at a desirable solution. During this phase of the project we will produce at least two options for planning the structure. We will use these drawings as a basis for discussion at the second community Library planning meeting.

During the first community Library meeting we will schedule a second open community meeting to be held approximately two weeks. The purpose of the second meeting will be to discuss the programmatic, functional and aesthetic relationships which have been

developed during the initial steps of the design effort. Further discussions regarding the programmatic and functional relationships of the proposed facility as they relate to the probable cost implications will most likely result in programmatic changes and modifications to certain functional relationships. All comments and suggestions will be documents and a copy of these minutes will be forwarded to the Wasilla City Council, the Planning Department, and the Library Building Committee for their review and comment and will incorporate ideas and comments we received into the plans and/or elevations. We can then produce the final architectural illustrations which will be used to promote the Library for the bond election process.

Since the initial project schedule is tight we will need to plan the first meeting sometime around the second week in May (May 13-May 17). If it is decided these projects are not going to be scheduled for a July bond election, as has been discussed, then it would be advisable to adjust the meeting schedule to allow more time for advertisement, scheduling of meetings and community education about the projects. We would suggest an alternative meeting date for the Library some time in the third week of May (May 20 - May 24).

Community Center

The scope of work for the planning and preliminary design of the Community Center is similar to that of the Library with the exception that the proposed Community center is lacking programmatic definition. It would be helpful to have a building committee for the Recreation Center organized prior to scheduling a community meeting. The building committee will be able to help in information gathering, developing community support and providing additional support for the project when it is needed.

Once the building committee has been organized, a community meeting can be scheduled approximately two weeks later. Allowing a week to recruit and organize a building committee, we could estimate the first Community Center public planning meeting to be scheduled sometime between May 22 and May 31.

Again, Stuart Smith will conduct the community meetings for the proposed Community Center. The focus of the meeting will be to define the needs and goals for the facility and to reach a consensus as to the building's program. This meeting will also be useful in analyzing the potential for combining the recreation center with the proposed Public Library. Architects Alaska will document the decisions made and the information gathered at this meeting and will complete the basic program for the Community Center. This will include an area tabulation, preliminary cost information, and an estimate of required site size for use by the City Planning Department. The Wasilla City Council, Planning Department and the Recreational Center building committee will then have an opportunity to review this document for content, after which we will be able to begin the design process. A second community meeting will be scheduled approximately two weeks after the first. During the interim we will commence with conceptual design of the facility and will produce at least two layouts for the concept of the floor plan which will address

all the functional and programmatic concerns and possibly an elevational view which will illustrate the aesthetic nature of the facility.

The second community recreation center meeting will focus on the floor plan, elevations and potential cost implications of the project. The functional relationships and programmatic requirements will once again be discussed, except in greater detail. The reality of project costs will be presented in relation to the individual programmed spaces and the probable implications costs will have in the election process. A consensus will be reached on all issues discuss and we will revise and reconfigure the planning and program based on these comments.

A record of the community meeting will be distributed to the City Council, the Planning Department and the Building Committee for their review and comment. If any comments are made they will be taken into account and if necessary the program and planning will be modified. At this point, we will be able to commence with the final design modifications and presentation drawings for the Community Center.

Ice Arena

The Ice Arena will be the most straight forward of all the projects in terms of the function of the facility. An Ice Arena building committee should be organized to promote public meetings and be community advocates for the passage of the bond at the election. As in the case of the Community Center a public meeting can be planned sometime between the Week of May 27-31, and June 13-7. It would be desirable to allow at least 5 days between each of the project meetings to help keep the projects separate and to allow enough time to resolve concerns which have been raised at the previous meeting for each individual project.

The first Ice Arena meeting will focus on the needs and goals of such a facility. Prior to this meeting the existing Ice Arena can be re-visited and analyzed to determine whether it would be advisable or possible to add another sheet of ice onto this existing facility. The needs and goals of a new facility will be discussed and a consensus will be reached on the basic outline of the programmatic requirements for a new Ice Arena. As with the two previously discussed projects, once we have analyzed and documented this information we will be able to develop a projected area tabulation, cost information and approximate minimum site requirements. Once again, we will send the minutes of this public meeting the Wasilla City Council, the City of Wasilla Planning Department and the Ice Arena Building Committee for their review and comment. We will take note of any and all additional comments and revise the program as required. Once this process is complete we can begin developing an Architectural solution to the program.

Again, Architects Alaska will produce a floor plan and accompanying exterior elevations of an Ice Arena which will meet the programmatic and functional requirements which were stipulated by the Building Committee and more importantly the public comment. Approximately two weeks after the first public Ice Arena planning meeting, we will hold

the second public planning meeting for the proposed facility. During the meeting we will discuss functional relationships, programmatic areas and aesthetics of the facility and the probable costs of such construction. Based on the discussion and subsequent input from the planning Department, the City Council and the Building Committee, we will revise the floor plans and elevations as required and will then produce the final presentation drawings which will be utilized as sales tools for the City of Wasilla.

The composition of the presentation drawings for each of the projects will be uniform in size and composition and will utilize similar presentation techniques. The finished drawings will include the following:

- (1) Site Plan
- (1-2) Floor Plan
- (2) Exterior Elevation
- (1) Exterior Perspective

Illustration Narrative

1. Site Plan

The Site Plan will be a scaled drawing which will illustrate the location of the building on the site, layout of parking, vehicular drop off area and vehicular and pedestrian access routes to the facility.

2. Floor Plan(s), 1/16" = 1'-0" (Min.)

The Floor Plan(s) drawing(s) will be scaled drawings which will illustrate the functional and programmatic relationships within the facility. The floor plan will include immediate site features and will have the major entrance(s) and each interior area clearly identified.

3. Exterior Elevations, 1/8" = 1'-0" (Min.)

At least one full exterior elevation will be produced illustrating the overall aesthetic composition of each facility. Depending on the final design, it may be desirable to provide (2) perspective drawings instead of one elevational drawing. This can be discussed after the second public meeting.

4. Perspective.

At least one exterior perspective will be provided. As discussed, it may be desirable to produce one exterior perspective as well as one interior perspective. An assessment can be made as to the potential benefits of an elevation vs. perspective for the promotional tool.

Planning Alternative

The location of each of these facilities is a critical issue in the overall City Planning Scheme. These projects have the potential to be the important urban hubs around which a well planned and organized city can begin to take shape. However, some careful consideration must be given to the placement of these facilities since they will in one way or another shape the City of Wasilla.

Since the Ice Arena is the most tentative project, both from a capital projects and a political perspective, we would propose using the moneys currently allocated to the Ice Arena to providing a limited urban planning charrette for the City of Wasilla. The charrette process we envision be small, perhaps two full days, and would involve Duane Dvorak City of Wasilla City Planner, Mayor John Stein, one or two members of the Wasilla City Council, and Architects Alaska. The purpose of this charrette would be to focus on the future of the city and to develop a vision for the future development of the City of Wasilla. Such a process would help clarify the design issues each one of these proposed buildings should address in their perspective urban context. Additionally, this process would also be beneficial in the planning of the proposed joint use public safety

building. The planning decisions which are being made now will affect this City for the next 50 -100 years and it would be wise to address these planning aspects during this early design stage.



CITY OF WASILLA

290 E. HERNING AVE.
WASILLA, ALASKA 99654-7091
PHONE: (907) 373-9050
FAX: (907) 373-9085

April 11, 1996

Attn: Marvin Ungerecht, AIA
Architects Alaska
191 E. Swanson Avenue
Wasilla, Alaska 99654

Re: Evaluation of proposals for programming and conceptual design services for a new Wasilla Library, Community Conference/Recreation Building and a Covered Ice Arena.

Dear Mr. Ungerecht:

We are pleased to inform you that the proposal you submitted was selected for recommendation to the Wasilla City Council. The Evaluation Committee met on April 10, 1996, to compare ratings and aggregate the scores of each evaluator. These scores are attached for your review.

Your proposal will be presented to the Wasilla City Council at the next regular meeting on April 22, 1996, with the recommendation of the Evaluation Committee. Award of a contract is subject to Council approval and successful negotiation of the City's standard professional services agreement. You should contact the Mayor's office at 373-9055 to obtain an advance copy of the agreement for review purposes.

If you have any questions about the attached scores or the evaluation process, please feel free to call me at 1-907-373-9094. We look forward to working with you on this project.

Sincerely,

Duane Dvorak
City Planner

enc:



CITY OF WASILLA

290 E. HERNING AVE.

WASILLA, ALASKA 99654-7091

PHONE: (907) 373-9050

FAX: (907) 373-9085

COUNCIL MEMORANDUM NO. 96-45

From: Duane Dvorak, City Planner 

Through: John C. Stein, Mayor

To: Wasilla City Council

Date: April 17, 1996

Subject: Recommendation for architectural services to provide professional programming and conceptual design services for a new library, a new community/conference/recreation building and a new covered ice arena.

The Evaluation Committee met on Wednesday, April 10, 1996, to consider the seven (7) proposals submitted for the above referenced services. The committee members individually rated the proposals and those scores were tabulated and totaled to determine the best overall proposal. The results of the evaluation process and the recommendation of the Committee are set forth on the attached sheet. The committee unanimously concurred on the selection of Architects Alaska as the most qualified firm to provide the services.

RECOMMENDATION

It is recommended that the Council affirm the selection of Architects Alaska and authorize the Administration to negotiate a professional services agreement for the proposed services, in an amount not to exceed \$20,000.

APPROVED

DATE: 4/22/96

BY: [Signature]

Tax ID # 92-0117504 ✓

PURCHASE ORDER

CITY OF WASILLA
 290 E. HERNING AVE.
 WASILLA, AK 99654
 DEPARTMENT Adm.
 ACCOUNT # 480-7067/01410-3101

VENDOR #
NEW 3395

DATE 4-26-96
 P.O. No. 5403

Please show this P.O. # on all correspondence & packages

TO Architects Alaska
191 E. Swanson Ave
Wasilla Ak 99654
373-7503 Fax 376-3166

SHIP TO

DELIVERY DATE		SHIP VIA	F.O.B.	TERMS OF PAYMENT	PARTIAL SHIPMENT	
					<input type="checkbox"/> ALLOWED	<input type="checkbox"/> NOT ALLOWED
ITEM	QTY.	DESCRIPTION			PRICE	AMOUNT
<u>1</u>		<u>Architectural Planning Services</u>				
		<u>Library</u>				
		<u>Community Building</u>				
		<u>Ice Arena</u>				
		<u>Res RFP/PROPOSAL 4-2-96</u>				
		<u>Not to exceed: Twenty thousand dollars</u>				<u>20,000.00</u>
		<u>Res Council approval 4 27 96</u>				
		<u>and Reso WR 96-07 (2-26-96)</u>				
		<u>02 - 15,000</u>				
		<u>01 - 5,000</u>				

AUTHORIZED BY [Signature]

RECEIVED BY _____

TAX _____
 SHIPPING & HANDLING _____
 TOTAL 20,000.00



CITY OF WASILLA

290 E. HERNING AVE.
WASILLA, ALASKA 99654-7091
PHONE: (907) 373-9050
FAX: (907) 373-9085

INFORMATION MEMORANDUM NO. 96-14

From: Mayor Stein
Date: May 15, 1996
Subject: Meridian Ice Center

Howard Nugent of Howdie Construction met with architects Marv Ungerecht and Gary Wolf and me on Tuesday, May 14. This is Howard's plan for an ice center. This is a project we could come to love!

- Two Olympic-size arenas
- Team entrance - lower level
- Public entrance - upper level
- 20-Acre site
- High efficiency mechanical plant
- Fire sprinklers
- One rink with concrete floor for non-ice uses
- Core area location outside city
- Construction to meet all safety codes and ADA

Principal players behind this proposal are Curt Menard, Ethan Williams and Rory Burghart. Private construction is estimated by Howard at \$6 million. The project could be completed this calendar year if a financing package can be developed. I believe that there are ways for the public to participate to make it feasible.

The Meridian Ice Center proposal has some exciting and positive elements:

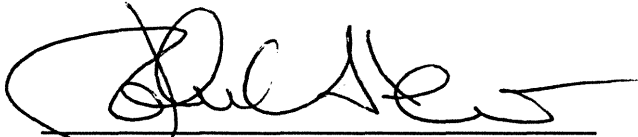
- Private construction to avoid costly public bidding procedures and Davis-Bacon wage increment (perhaps \$3 million savings?).
- Private (perhaps non-profit) operators with incentives for ice fee revenue and cost control.
- Huge efficiency of design with side-by-side arenas and Olympic size allowing split arenas for children's use.
- Demonstrated economic development elements.

I believe that the Mat-Su Borough is the preferred agency to provide public support. Even the most conservative analysis of this proposal will show that:

- Ice skating and ice hockey have wide appeal.
- There is a high demand for ice time.

- Large, active constituencies support ice.
- Private initiative, private construction and private operation offer efficiencies and cost savings.
- We as the Borough have the financial capacity to participate.
- There is borough-wide political will to do this.
- Gratification will be rapid.

I urge that the Council study this plan and review financial information as it becomes available. The Borough management and Assembly should then be encouraged to make a deal. Let's bring this facility to the Valley!



John C. Stein, Mayor

cc: Curt Menard
Howard Nugent
Mat-Su R C & D
City of Palmer
City of Houston
Mat-Su Borough
Frontiersman
KMBQ



CITY OF WASILLA

290 E. HERNING AVE.
WASILLA, ALASKA 99654-7091
PHONE: (907) 373-9050
FAX: (907) 373-9085

INFORMATION MEMORANDUM

NO. 96-31

DATE: November 6, 1996

FROM: Mary Ellen Emmons, Library Director

THROUGH: John Cramer, Deputy Administrator

SUBJ: Library Building Planning - Update

This memorandum serves to update you on the planning process underway to determine the need for a new public library facility in Wasilla. The current facility serves a population area of 24,000 city and non-city residents. The building sits on a 0.16 acre lot, with 11 parking spaces, and the operation is squeezed into 8000 square feet on two levels. We need to be concerned about safety; the library sits on a very busy corner, and patrons use the post office parking lot for library business. Our former Children's Librarian was hit by a car as she crossed Swanson Street to her own car. Traffic and pedestrian congestion is becoming an increasingly serious problem.

Wasilla Public Library is the fourth busiest public library in Alaska (after Juneau, Fairbanks and Anchorage). Over 1000 children participate in the annual summer reading program. According to recognized guidelines for public library facilities, our present building should be twice the size to serve today's population area. That does not even account for needed meeting room space. Patrons need study areas; they want more resources. We need to plan for information technology developments. The current facility is not cost-effective in terms of offering up-to-date, efficient service.

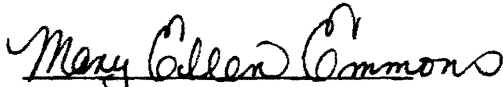
During the past year, the Wasilla Planning Commission and the Wasilla City Council acknowledged the need for an improved and expanded public library facility, and listed the project as a top priority on the CIP list forwarded to the Mat-Su Borough.

In January, 1996, the Friends of the Library Advisory Board voted to establish a building committee, and Marian Romano agreed to chair that committee. In April / May, 1996, the City Council approved funds to hire an architectural firm to coordinate the planning process for three municipal projects: library, community center, ice arena. The firm, Architects Alaska, was retained to coordinate the planning and needs assessment in conjunction with citizen committees.

With regard to the library project, meetings have been held with the general public and the building committee members over the past several months. The last meeting was held on September 12 with Architects Alaska and representatives of the Library Building Committee and the Community Center Committee. Options for distributing a community survey for the projects were reviewed. The estimated cost of conducting a combined survey for the two projects ranges from \$2000 to \$4000.

Unless Council objects, a meeting will be scheduled with Deputy Administrator, John Cramer, Architects Alaska and committee representatives, as soon as possible, to take the next step toward deciding on the survey and future direction of these projects.

Thank you for your interest, and I will be happy to provide additional information to you as needed.


Mary Ellen Emmons
Library Director

Architects Alaska

*An Alaskan Corporation
Architecture
Landscape Architecture
Interior Architecture*

10/07/97

City of Wasilla
290 East Herning Avenue
Wasilla, Alaska 99654

Attn: Mayor Palin

Subject: Purchase Order 5403

Job Number: 9617

Dear Madam Mayor:

Recently we billed the City of Wasilla for (85%) complete work pursuant to purchase order 5403. This contract was for the preliminary design of three separate projects with a lump sum amount of \$20,000.00. The projects included an ice arena, a community center, and a new library. The design studies were intended to provide the city with graphic representations of each facility which could be utilized to identify the level of support within the community for each project and could also be utilized to obtain funding for the projects.

Architects Alaska's proposal and subsequent scope of work (attached) outlined a succinct process which would result in a useful product for the City of Wasilla.

Briefly, we proposed facilitating a total of six meetings, two for each project. We would develop a floor plan for each facility after the first, and a perspective sketch after the second. The project would then be presented to the Wasilla City Council for their approval. Unfortunately, the process which we outlined and to which the City of Wasilla had agreed, was sidetracked almost immediately due to lack of strong community involvement in the project planning process.

Before we had performed any work on the project we were informed by former Mayor John Stein that a private effort was underway to develop a new ice arena near the Seward Meridian road. Mayor Stein did not wish the City of Wasilla to be in direct competition with the private developers for an ice arena and instructed us to not pursue that portion of the project.

Building committees for the community center and library were formed by the City of Wasilla and the community meetings were advertised. Unfortunately, each of four meetings which were held were poorly attended by the community. Both building committees felt that the community meetings had provided no clear direction for either of the projects and that some sort of demonstrated community support for both projects was needed. The decision was made by the library building committee that if a new library facility was to be developed by the city, there needed to be grass roots support by the community. We were instructed to modify our original methodology for an alternate approach, a community survey questionnaire. We clearly understood this alternate approach was additional work and was beyond our original scope of

work but agreed to this process because we were dedicated to seeing the project through to its conclusion.

In brief, this process yielded two questionnaires, both completed by Architects Alaska based on information gathered at the community meetings. Both surveys were analyzed by each of the building committees in a series of group meetings and were eventually pared down to what were determined to be the essential questions which would be necessary to identify voter support, site selection criteria, and program.

Because this work differed far from our original scope of work, we met with former Mayor Stein and apprised him of the situation, and our willingness to continue with the project with the understanding that we were devoting far more time to this effort than originally planned. Mayor Stein understood the situation and realized that Architects Alaska was performing work far beyond the scope of our original contract. In an effort to conserve our time he left the mailing of these questionnaires to city personnel.

Due to mailing costs, combining the library and community center questionnaires was suggested, and a joint questionnaire was developed. It is our understanding that the friends of the library group balked at the combination questionnaire since in their, and in our minds, the community center had no organized support from the community. It was the feeling of the individuals associated with the library project that the library did have support and they wanted clear direction from the community regarding interest in a new library facility.

A single mailing of the library questionnaires resulted in 1,449 respondents. Architects Alaska tabulated the 19 question survey at no additional charge to the city to minimize the overall cost. The results of the survey illustrated voter support for the facility and Architects Alaska, with input from the library building committee, has subsequently proceeded to develop a program and floor plan for a new library facility, although a site has not been selected for the project.

The Community Center project has disintegrated due to lack of support. Our community meeting revealed two separate and distinct groups interested in a community center facility. First a group interested in a facility which would perform as a convention center, the second a group interested in developing an athletic facility. In the meetings regarding an athletic facility we heard strong opposition to an athletic facility funded by taxpayer dollars particularly since it would be in direct competition with local athletic clubs who are struggling to remain in business. Additionally, there are many who believe that better use could be made of local public school gymnasiums to address the athletic needs of the community. Regarding the convention center, we heard initial strong support by many local business persons, however these supporters were not in favor of the athletic facility and opted to not participate if the planning process did not involve convention type facilities. We believe any effort to pursue a convention type facility should be combined with a thorough market research study to determine if such a project were viable.

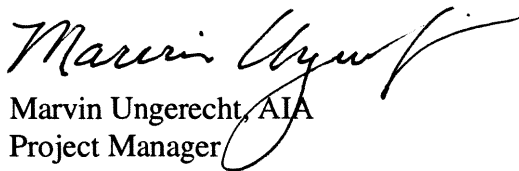
In conclusion, although we have not done well in documenting changes in the scope of work for this project, we have clearly followed the direction given in good faith and with benefit of the City of Wasilla in mind. Our efforts have been directed by the City of Wasilla via the former Mayor

and the building committees which the city established. We believe you will find Architects Alaska has been exceptionally responsive to the city, and has performed work above and beyond the original scope of work in order to facilitate this project. Our direct labor costs alone on this project have exceeded our budgeted amount considerably, in advancing the only project which seems to have valid community support. We would ask the Mayor to consider our position and our work record in regards to this contract. It is truly our desire to be a consultant which the City of Wasilla is happy to have retained, and we will do what is required to meet the expectations of our client.

Sincerely,



Gary S. Wolf,
Project Architect



Marvin Ungerecht, AIA
Project Manager

Encl.:

- Request for Proposals - Part 2, Scope of Services
- Proposed Methodology
- Standard Hourly Recap
- Invoices

REQUEST FOR PROPOSALS
FOR
PROFESSIONAL SERVICES

Part 1 - Solicitation of Proposals

- 1.01 The City of Wasilla is soliciting proposals from qualified architectural firms to provide professional programming and conceptual design services for a new library, a new community/conference/recreation building and a new covered ice arena.
- 1.02 A pre-proposal meeting of all interested architectural firms will be held on Tuesday, March 19, 1996 at 2:00 p.m. at the City of Wasilla offices, 290 E. Herning Avenue, Wasilla, Alaska 99654. The purpose of this meeting will be to discuss the project in detail and to address any aspect of this Request for Proposal that requires clarification. An addendum will be issued after this meeting if required.
- 1.03 Sealed proposals for this work will be received until 2:00 p.m., Tuesday, April 2, 1996 at the following address:

City of Wasilla
290 E. Herning Avenue
Wasilla, Alaska 99654

Clearly mark on the outside: "Proposals for Professional Services - Municipal Project Planning for City of Wasilla". Submit six (6) copies of the proposal. Questions relating to the proposals shall be directed to Duane Dvorak, City Planner, City of Wasilla, (907) 373-9094.

Part 2 - Scope of Services

- 2.01 Based upon a mutually agreed scope of service and a budget of \$20,000, the architect's basic services shall consist of normal duties associated with preliminary programming and preliminary conceptual design for each of the three (3) proposed public facilities. A preliminary cost estimate and drawings illustrating the design concept for each facility suitable for presentation to the public will be provided.
- 2.02 Programming Phase Services shall consist of:
- (1) Conducting a limited investigation of the existing Public Safety Building, Library and Ice Arena to identify materials, systems, equipment and program deficiencies.

- Oct-07-97 04:18P P.05
- (2) Meeting with staff, user groups and the building committee for each of the proposed new facilities to determine current and future program needs.
 - (3) Reviewing alternative approaches to design and construction for each of the projects and assist the City of Wasilla in its selection of a construction program.

2.03 Conceptual Design Services shall consist of preparation of the preliminary design concept documents necessary for securing project funding, based on the City of Wasilla's selected construction program. After approval of the conceptual design drawings, the Architect shall prepare a cost estimate and illustrative drawings for each facility for display to the voters of the City of Wasilla and the Matanuska-Susitna Borough prior to a general election.

Part 3 - Proposed Project Schedule

Advertise for Proposals	March 8, 1996
Pre-Proposal Conference	March 19, 1996
Proposals due before 2:00 p.m. at Wasilla City Hall	April 3, 1996
Interview short listed proposers if required	April 15, 1996
Consultant selection to Wasilla City Council for Approval	April 22, 1996
Notice to Proceed with Programming Phase Services	April 29, 1996
Program Phase Complete, Conceptual Design Phase Start	May 6, 1996
Conceptual Design Approval, Begin Illustrative Drawings and Estimate	May 28, 1996
Complete Illustrative Drawings and Estimates	June 7, 1996
Bond Issue Election	July 8, 1996

Part 4 - Proposal Conditions

4.01 Proposals for this work must be limited to 25 pages and include the following:

- (1) A cover letter expressing interest in the project (not counted as part of 25 pages).
- GW ← (2) A statement of understanding of the project.
- (3) Project team organizational chart showing key personnel assignments and responsibilities.
- GW ← (4) Proposed methodology.
- (5) Evidence of qualifications and ability of key personnel to perform the work.
- (6) Firm history and experience on similar projects.
- (7) List of references of previous clients including contact names and phone numbers.

4.02 Award of Contract for this work is subject to approval of the Wasilla city Council.

4.03 The City of Wasilla reserves the right to reject any and all proposals and waive any irregularities or other terms or conditions as may be permitted by ordinance, except timeliness. Responding to this request is at the entire cost of the proposer.

Part 5 - Consultant Evaluation Criteria

5.01 The City of Wasilla will review and evaluate proposals determined to be qualified and responsive. The City of Wasilla may select an architectural consultant from the written proposals or it may choose to develop a short list of architectural firms for further presentation in an interview format. Proposals will be rated by an evaluation committee which will formulate a numerical score based on the following criteria:

- (1) Quality of Proposal: Rating of the proposal regarding adequate and complete response to the RFP including clarity of presentation, information on personnel, qualifications, experience and previous history. (Maximum score = 10 points)
- (2) Qualifications and Experience of Design Firm's Key Personnel: Rating of the general experience of the proposed Project Manager and key personnel with regard to other projects of similar type, size and scope. (Maximum score = 40 points)
- (3) Firm's Understanding of the Project: Rating of the firm's written understanding of the needs of the City of Wasilla relative to these projects. (Maximum score = 25 points)
- (4) Firm's proposed Methodology: Rating of the firm's approach to the projects. (Maximum score = 25 points)
- (5) Qualifications and Experience of Design Firm: Rating of the general experience of the design firm regarding other projects of similar type, size and scope. Adequate staff and resources to accomplish the work will be considered. (Maximum score = 20 points)
- (6) Performance of Architectural Firm: Rating based on checks of client references with regard to attitude, economy, timeliness, dependability, responsiveness and concern for client interests. (Maximum score = 25 points)
- (7) Local Preference: Design firms with offices located in the Matanuska-Susitna Valley may be given up to a 5 point local preference. (Maximum score = 5 points)

5.02 Architectural firms deemed eligible may be asked to make a further presentation in an interview format. A maximum of three firms may be short-listed for an interview.

5.03 Final selection of the architectural firm will be determined by the Selection Committee. The design firm selected by the Selection Committee will be recommended to the Wasilla city Council for award of contract. The architectural firm selected for this study will be eligible for the next phase of project development.

PROPOSED METHODOLOGY
Architects Alaska - Design Philosophy

Programming and Design -
Library, Community/Conference/Recreation Building, Ice Arena

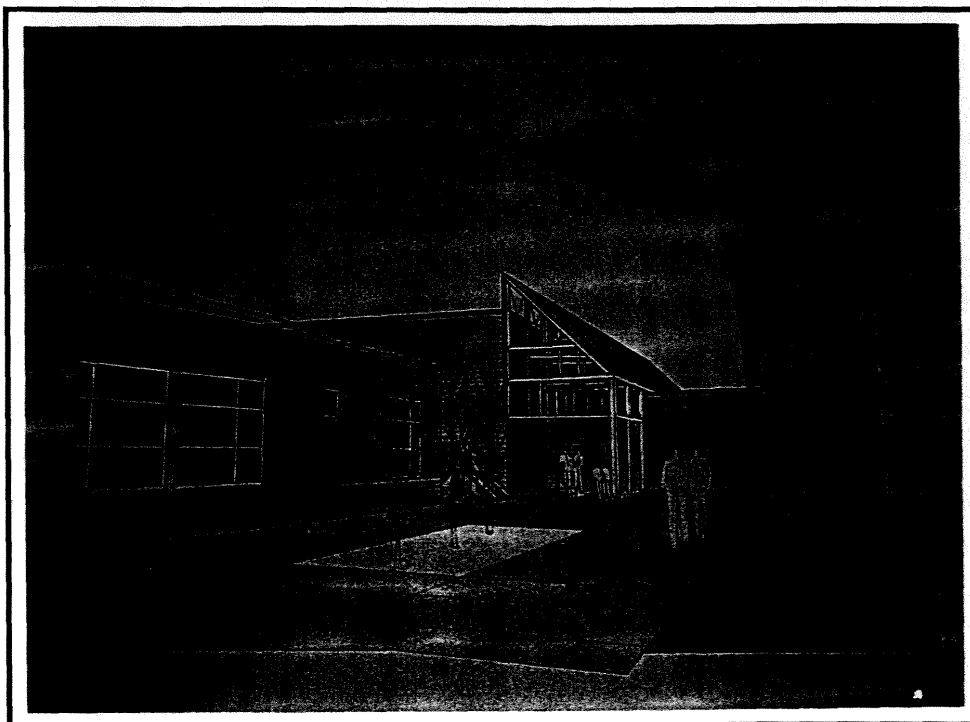
**Proposed Methodology - Programming and Design -
Library, Community/Conference/Recreation Building, Ice Arena**

Through many years of involvement with the programming and design of public facilities ranging from schools, museums, and libraries to recreational and convention centers, Architects Alaska has developed a *programming and design methodology* designed to maximize public involvement in the decision making process. We believe that early involvement of interested community members engenders support for the projects and vests the participants in the recommendations which are made. ***The key to the success of this process is simple: first, we listen to what people are saying; second, we formalize the message we believe we have heard; and, third, we repeat the message back to the people so they can verify that we have heard their message or correct our understanding. Architects Alaska's Project Programmer, Stu Smith, is particularly skilled at facilitating both public and small group workshops designed to solicit programmatic and design involvement by interested citizens. He will work together with Project Manager, Marvin Ungerecht and Project Architect, Gary Wolf to solicit and record the consensus of the citizens who participate in this planning process.***

We have participated in the development of many Capital Improvement Programs over the years, most recently for the Matanuska-Susitna Borough School District and the Copper River School District and have developed techniques for efficiently arriving at estimated project costs for funding requests or bond elections.

For bond elections, it is often helpful for voters to be able to visualize the scope and appearance of a project. Therefore, Architects Alaska has developed a combination of computer and manual graphic techniques that enable us to efficiently prepare simple graphic presentations to enhance public understanding of the benefits a project will provide to the community. The example was prepared to based on preliminary programming and design criteria.

Architects Rendering of Conceptual Design Proposed for Future Addition to Fire Lake Recreation Center. By Gary Wolf



A PUBLIC, PRELIMINARY PROGRAMMING AND CONCEPTUAL DESIGN PROCESS

The process of defining community needs and estimating project costs for all three projects will be generally the same, while allowing specific variations for each project. The limited funding available for this process makes it essential that it be accomplished efficiently and effectively with a minimum of unproductive effort. We have developed the following informal work plan to maximize the potential for citizen and City management input. It will also enable us to quickly define the scope and cost of each project. Our ability to accomplish these tasks efficiently will allow a portion of our work to be dedicated to producing graphic materials which the City may use to help voters visualize the project(s).

Our first task will be to meet with City personnel and other key individuals to discuss the general goals of the preliminary programming and conceptual design process and to discuss their understandings of the projects. It will be important that everyone understand that this process is a preliminary exercise designed to identify project scope and potential costs rather than the first step in the design process. *It will be far easier to make efficient decisions if everyone understands that, with the exception of the project descriptions and dollar amounts eventually approved by the assembly for inclusion on the bond ballot, all decisions will be preliminary and will be revisited when detailed programming and design begins after passage of the bond issue(s).* A major task of this meeting will be to develop a schedule for the study including two public meetings for each project and a City Council meeting or work session with a sufficient period between meetings for Architects Alaska to complete the appropriate analysis, conceptual design and estimating work. Based on this meeting, the City will be able to schedule the first round of public meetings. We suggest that the meetings be structured as "Open Workshops" of the various building committees to which the public is invited. We recommend that separate Workshops be held for each project due to the amount of time which will be required to reach the necessary consensus recommendations. It will be important for the Workshops to be prominently advertised as participants will be directly involved in making the fundamental decisions which may permanently effect Wasilla's physical and cultural fabric.

Based on our experience with the various facility types and information received in the above meeting, Architects Alaska will develop agendas for the first round of meetings and gather technical information which might assist the participants in understanding the issues related to each project.

At the first Open Workshop (for each project) Architects Alaska's facilitator will present the goals of the project and a general overview of the preliminary programming and conceptual design process. He will provide an example of the types of issues to be discussed and the potential impacts of various decisions. Our facilitator will then present a preliminary list of community "needs" which the project might address and solicit suggestions for others. Once we have arrived at a complete list, any potentially inappropriate items will be discussed and if any can be removed from the list without objection they will be. The "needs" will be arranged in compatible groups and the potential of deleting any "needs" which are not compatible with a group will be discussed and, if consensus can be achieved, will be deleted. (A process goal is to remove irrelevant or superfluous elements from the process through consensus whenever possible to simplify and facilitate progress.) As the final item on the first Workshop agenda, the schedule for the next Workshop will be announced.

Architects Alaska, along with cost estimators HMS, Inc., will then analyze each "need" in terms of space, equipment, necessary support functions, etc. and will arrive at a recommended area and "order of magnitude" estimate of the dollar cost involved in meeting each specific "need." The areas and costs will be computer tabulated with factors for circulation space, mechanical and electrical space, wall thickness, etc. A drawing will be prepared illustrating the spaces in their proper proportional size with space arranged in rational relationships to help participants in the second Open Workshop visualize the relationships of "needs" in terms of built space.

Architects Alaska's facilitator will kickoff the second Open Workshop with a review of the goals of the preliminary programming and conceptual design process and the work completed in the first Workshop. He will then present the previously generated groups of "needs" along with the spatial area and the relative dollar cost generated by each. He will discuss the manner in which space and costs are tabulated to arrive at total area and total cost. Our facilitator will then present the political reality that higher costs will generate "no" votes in the ballot box while lower benefits will loose "yes" votes. The task of the Workshop will be to arrange the "needs" in terms of priorities of benefits and relative costs so the Building Committee can forward a recommendation to the City Council reflecting the public's priorities for the facility. It will be the City Council's responsibility to set the actual dollar amount of bonds to be approved by the voters. The participants will then be asked to identify any "needs" they believe should

be removed from the list due to an inappropriate relationship of cost to benefits. With consensus agreement of the participants, those functions having inappropriate cost benefit ratios will be removed from the "needs" list. The participants will then participate in a process of prioritizing the needs both individually and then within compatible groups. When consensus is reached on the priorities, we will solicit comments from the participants on appropriate site selection criteria. Our facilitator will then explain the next steps in the process and invite the participants to attend the City Council meeting where the functional spaces to be included in the facility and the project description and dollar amount to be included on the ballot will be approved.

Architects Alaska will revise the computer space and cost tabulation to reflect the consensus of the second Open Workshop as well as the proportional space illustration. Estimated costs will be refined to reflect input received in that Workshop. A brief draft project description will be prepared for consideration by the assembly. These documents will be submitted to the City for placement on the assembly agenda.

Architects Alaska's programming team will attend a City Council meeting or work session to review the process with the Council and present the prioritized results for each of the projects. If appropriate, we can bring a computer with the tabulation program which would allow the Council Members to test adjustments in the recommended priorities and receive a real time, bottom line cost estimate for each adjustment. This process is designed to provide all of the tools necessary for the assembly to make the final decisions on the programmatic elements to be included in the bond packages with both maximum flexibility and efficiency.

After the City Council has made the final decision on the bond amounts and the programmatic elements to be included in each project, Architects Alaska will prepare a revised space and cost tabulation and a revised brief project description conforming to the Council's action. We will also prepare a conceptual floor plan illustrating a potential arrangement of the approved spaces and a perspective sketch illustrating a key element and a possible architectural aesthetic for the project. The conceptual plan and sketch will be suitable for publication as voter information.

INDIVIDUAL PROJECT REQUIREMENTS

Architects Alaska recognizes that each project is surrounded by special issues and will require some special analysis. For example, the Ice Arena could be an addition to the existing facility, a stand alone facility or part of a Community Center project. At this time, the funds available for this study will not allow detailed analysis of a number of options for each project. The project budget will, however, provide for sufficient conceptual analysis to quantify potential special contingencies sufficiently to recognize them in the budgeting process. Fortunately, it is not essential that all final decisions be made on many of these issues prior to passage of the bond at which time the funds will become available for proper analysis of the various options to allow considered, appropriate decisions to be made on many critical issues.

SITE SELECTION

The issues which must be considered in the selection of sites for facilities that will become some of the prime cornerstones of Wasilla's future urban infrastructure are far too extensive and critical to be considered with the funding available for this project. While such items as access, orientation, utilities, and land ownership are critical to site selection, these facilities raise larger issues of the City Plan and form of Wasilla in 2005 and 2050. Fortunately, at this time the City only needs to decide whether the land will be publicly owned, either by the City or can be acquired through trade with the Borough, State or a private party or whether you must include funds for land purchase within the bond amount.

For each project, Architects Alaska, will provide site selection criteria and a weighted matrix system which will allow efficient analysis and scoring of prospective sites when the time comes. The criteria will address optimum acreage, parking requirements, access considerations, utility considerations, solar access and orientation, soils, drainage, slope, vegetation, traffic considerations and other relevant requirements which will be solicited from participants in the second Open Workshop.

AN OPEN PROCESS

Variations of the process outlined above are proven over many projects and Architects Alaska is experienced at providing the facilitation, analysis, design, and estimation services required to make it successful. We find these Open Workshops to be very exciting, they are after all an exercise in basic democracy of the town meeting variety. While the outcomes cannot always be predicted, the good faith effort of concerned and involved citizens rarely results

in poor decisions. While the Open Workshop process maximizes the opportunity for citizen involvement and expression, the ultimate decisions are reserved for those elected to make those decisions. It will be important for the City to assign a project manager to the process. The extent of this individual's direct involvement is flexible but he or she should attend each of the Open Workshops. It is particularly important to have someone knowledgeable in City policy available to assure that the programming team does not inadvertently tread outside of policy boundaries.

Marvin Ungerecht, Gary Wolf and Stu Smith will be Architects Alaska's programming and concept design team attending the Open Workshops and City Council Meetings. Senior Project Architect Mike Schwartz and other Architects Alaska staff will participate behind the scenes. As a local business, we understand the importance of this project to the City of Wasilla and are committed to its success.

PHILOSOPHY OF DESIGN

Over the years Architects Alaska has developed a methodology for the design of community facilities based on the philosophy that design excellence is the result of effective teamwork between architect and client. The people who will use, administer, and maintain the facility, as well as interested members of the community, are the experts in the programs to be offered and the facilities which are needed to support those programs. The long term benefits of every community facility come from its functionality, its ability to fit the programmatic and community needs, and its ability to continue to serve those needs over time. Those who are closely involved with delivering the programs and services can offer the programmatic understanding necessary to achieve this level of excellence.

As design professionals, Architects Alaska believes one of our primary roles is to integrate the visions people have of the project into a comprehensive whole. By involving the Building Committees directly in this process, they share an involvement in the decisions which drive the architectural design, and thus become supportive of the project. It is our role to listen to the City and Building Committee(s) and transform their visions into a design which serves their needs and becomes a focus of community pride.

DESIGN APPROACH

As architects, we believe that every well designed building incorporates certain organizing principles of design. These principles become the fundamentals of our design approach.

The most important of these principles is **ease and clarity of circulation**. This applies to circulation from the scale of the entire site down to the circulation within an office suite or locker room. We believe it is essential to organize designs around the major circulation systems for the site and the building.

Another important principle is **access to natural sunlight**. Everyone, particularly we northerners, find access to sunlight to be an element of comfort and spiritual well being. The simple act of being able to see sunlight provides us with clues to the time of day, the outside weather, and other keys to orientation.

Architects Alaska believes that a building must be designed to **fit within its context**. A building's context includes the physical and aesthetic nature of its site and community as well as its use. *This principle limits our use of stylized or trendy architectural elements while challenging our ability to use the fabric of the site, community and building function as the inspiration for architectural form and materials selection.*

A primary consideration in all of Architects Alaska's design work is the **principle of constructibility**. Every decision in the design process effects the ease of constructing the project, and thereby its cost. The most critical of these decisions will be made early in the design process before a great deal of engineering and cost data is available. **The rule is simple - decisions which lead to order and simplicity of organization and form will be the most constructible and, therefore, the most cost effective.**

9/30/97

City of Wasilla
Purchase Order 5403
Public Facilities Preliminary Design Contract

Standard Hourly Recap

Library Labor:		Billable Hourly Rate	Actual Billed
Stuart Smith	59.5 Hrs. @ \$95.00	\$ 5,652.50	
Marvin Ungerecht	15.5 Hrs. @ \$95.00	\$ 1,472.50	
Mike Schwartz	8 Hrs. @ \$85.00	\$ 680.00	
Gary Wolf	121 Hrs. @ \$85.00	\$10,285.00	
Sub total		\$18,090.00	\$12,500.00
Community Center Labor			
Stuart Smith	49.0 Hrs. @ \$95.00	\$ 4,655.00	
Marvin Ungerecht	19.5 Hrs. @ \$95.00	\$ 1,852.50	
Gary Wolf	39.5 Hrs. @ \$85.00	\$ 3,357.50	
Sub total		\$ 9,865.00	\$ 4,500.00
Total		\$27,955.00	\$17,000.00

Architects Alaska

An Alaskan Corporation

Architecture

Landscape Architecture

Interior Architecture

City of Wasilla
290 E. Herning Avenue
Wasilla, AK. 99654-7091

INVOICE NUMBER: 696271
INVOICE DATE: 07/31/96
DUE DATE: 10/09/96
P.O. NUM: 9617.01

*mailed
9-2-96*

INVOICE

PURCHASE ORDER # 5403

ARCHITECTURAL PLANNING SERVICES

LABOR FOR LIBRARY

Stu Smith	41 HRS.
Marv Ungerecht	14 HRS.
Michael Schwartz	8 HRS.
Gary Wolf	35 HRS.

Amount Due for Library portion = 2,500.00

LABOR FOR COMMUNITY CENTER

Stu Smith	39 HRS.
Marv Ungerecht	10 HRS.
Gary Wolf	21 HRS.

Amount Due for Community Center portion = 1,500.00

SUBTOTAL 4,000.00

TOTAL 4,000.00

Billing for May & June, 1996

411 W. 4th Avenue
Suite 200
Anchorage, Alaska 99501-2343
(907) 272-3567 FAX (907) 277-1732

191 E. Swanson Avenue
Wasilla, Alaska 99654
(907) 373-7503
FAX (907) 376-3166

Architects Alaska

An Alaskan Corporation

Architecture

Landscape Architecture

Interior Architecture

City of Wasilla
290 E. Herning Avenue
Wasilla, AK. 99654-7091

INVOICE NUMBER: 1196366
INVOICE DATE: 11/30/96 *mailed*
DUE DATE: 02/28/97 *1-29-97*
P.O. NUM: 9617.01 *no*

INVOICE

PURCHASE ORDER # 5403

ARCHITECTURAL PLANNING SERVICES

LABOR FOR LIBRARY

Stu Smith	17 HRS. @ \$95.00	=	1615.00	
M. Ungerecht	1.5 HRS. @ \$95.00	=	142.50	
Gary Wolf	21.5 HRS. @ \$85.00	=	<u>1827.50</u>	
	ACTUAL COSTS	=	3585.00	
	Amount Due for Library Portion	=		3,000.00

LABOR FOR COMMUNITY CENTER

M. Ungerecht	9.5 HRS. @ \$95.00	=	902.50	
Stu Smith	10 HRS. @ \$95.00	=	950.00	
Gary Wolf	18.5 HRS. @ \$85.00	=	<u>1572.50</u>	
	ACTUAL COSTS	=	3425.00	
	Amount Due for Community Center	=		3,000.00

SUBTOTAL 6,000.00

TOTAL 6,000.00

Billing for services thru November, 1996

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Architects Alaska

An Alaskan Corporation
Architecture
Landscape Architecture
Interior Architecture

City of Wasilla
290 E. Herning Avenue
Wasilla, AK. 99654-7091

INVOICE NUMBER: 897549
INVOICE DATE: 08/31/97
DUE DATE: 10/24/97
P.O. NUM: 9617.01

INVOICE

PURCHASE ORDER #5403		
TOTAL FEE	\$ 20,000	
85% Complete	\$ 17,000	
Billed previously	(10,000)	7,000.00

SUBTOTAL 7,000.00

TOTAL 7,000.00

Billing through August, 1997

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