



	Approved	Denied
Date Action Taken:	6/26/06	
Other:		
Verified by:	<i>W. Miller</i>	

WASILLA CITY COUNCIL ACTION MEMORANDUM

AM No. 06-31

TITLE: AWARD OF CONTRACT TO BURKHART CROFT IN THE AMOUNT OF \$110,716 FOR MULTI-USE SPORTS COMPLEX EMERGENCY KITCHEN ARCHITECTURAL SERVICES.

Agenda of: June 26, 2006

Date: June 9, 2006

Originator: William A. Miller, Purchasing Officer

Route to:	Department	Signature/Date
	Police Chief Youth Court, Dispatch, Code Compliance	
X	Culture and Recreation Services Director Library, Museum, Sports Complex	
X	Public Works & Recreation Facility Maintenance Director	<i>[Signature]</i> 6/16/06
X	Finance, Risk Management & MIS Director Purchasing	<i>[Signature]</i>
X	Deputy Administrator Planning, Economic Development, Human Resources	<i>[Signature]</i>
X	City Clerk	<i>W. Miller</i>

REVIEWED BY MAYOR DIANNE M. KELLER:

Dianne M. Keller

FISCAL IMPACT: yes \$110,716.00 or no Funds Available yes no

Account name/number: 340-4539-451.45-11-Multi-Use Sports Complex Kitchen

Attachments: Score Sheet for RFP 0621-0-2006/WM

SUMMARY STATEMENT: In accordance with WMC 5.08.120, on April 18, 2006, the City of Wasilla issued Request for Proposal 0621-0-2006/WM for Multi-Use Sports Complex Emergency Kitchen Architectural Services. This RFP was for architectural design services which include engineering studies, surveying, construction plans, permitting, contractor coordination, etc. The actual construction project is proposed to begin in 2007.

Proposals were received from four firms: Architects Alaska, ASCG, Burkhardt Croft and Kumin & Associates. Following a thorough review of the proposals to ensure each was responsive and responsible, a committee of three scorers (Recreation and Cultural Service Director, Deputy Director of Public Works, and Purchasing/Contract Officer) scored the proposals. Based upon firm experience, experience of the representative assigned to the City, methodology/approach, communication, proposed fee structure,

and response from two references, Burkhart Croft scored the highest with 263 total points (see attached). Burkhart Croft was the architectural firm for the new MASCOT Transit Building, and prior to establishing Burkhart Croft, Blasé Burkhart and Joanna Croft served a Principal-In-Charge and Project Manager for the original \$14.8M Multi-Use Sports Complex project.

SCOPE OF SERVICES FOR THIS CONTRACT: The City of Wasilla is soliciting proposals from architectural firms for the construction of a commercial kitchen within the Multi-Use Sports Complex (MUSC) facility. This facility is planned to serve as an emergency shelter and the kitchen shall be capable of supporting all emergency functions with the facility, including food service in the event of an emergency. The kitchen will permit the City to partner with the American Red Cross to provide an adequate emergency shelter for the Matanuska Susitna Valley. This project consists of constructing a 3,400 square foot addition to the MUSC. Architectural services include but are not limited to providing building design, regulatory permits, bid specifications, and construction administration. The project is proposed to begin in 2007. The successful proposer will provide the City with final design drawings and bid documents, coordinate with contractors and regulatory agencies for permits, assist the City in the bidding process, and oversee construction. This project is being performed under state guidelines governing grants and loans.

- 1.1. The required scope of services may consist of the following:
 - 1.1.1. Engineering Studies
 - 1.1.2. Surveying
 - 1.1.3. Right-of-Way Plans
 - 1.1.4. Legal Descriptions & Parcel Sketches
 - 1.1.5. Aerial Mapping
 - 1.1.6. Soils & Geotechnical Investigations
 - 1.1.7. Environmental Site Assessment
 - 1.1.8. Construction Plans
 - 1.1.9. Permitting
 - 1.1.10. Utility Coordination and Relocation
 - 1.1.11. Construction Engineering and Inspection Services
 - 1.1.12. Contractor Coordination
 - 1.1.13. Development of Bid Specifications
 - 1.1.14. Attendance of Bid Meetings
 - 1.1.15. Public Meetings and Neighborhood Communication
 - 1.1.16. Construction Oversight

ACTION: Council is requested to authorize the award of a contract for Multi-Use Sports Complex emergency kitchen architectural services to Burkhart Croft. The City may terminate this Contract, and Burkhart Croft waives any and all claim(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the funding from City, State, and/or federal sources is not appropriated or is withdrawn, limited, or impaired.

**Multi-Use Sports
Complex Emergency
Kitchen Engineering
Services**

	Cost Estimate	Qualifications & References (Max of 135 pts) 45% of the Score	Methodology & Approach (Max of 60 points) 20% of the Score	Communication (Max of 15 points) 5% of the Score	Cost (Max of 90 points) 30% of the Score	Total Qualifications Score (Max of 135 points)	Total Cost Score (Max of 90 points)	Total Final Score (Maximum of 300 points)	Percent of Total Points Available
Architects Alaska (1)	\$ 172,035	114	42	15	58	171	58	229	76%
ASCG (2)	\$ 203,293	120	42	0	49	162	49	211	70%
Bunkhart Croft (3)	\$ 110,716	102	56	15	90	173	90	263	88%
Kurrun & Associates (4)	\$ 154,899	60	37	10	64	107	64	171	57%

(1) Architects Alaska qualified for the 2-1/2% local preference, thus their cost estimate of \$176,446 was adjusted to \$172,034.85.

(2) Zero points assigned for communications as the proposal was submitted in narrative form and did not adhere to the format specified in Section 8.7.

(3) The lowest estimate was determined to be reasonable based upon past performance with the City and the detail provided in the cost estimate.

(4) Qualifications scored low because there was nothing in the proposal that addressed Section 4.2.2. concerning qualifications of the person assigned who will directly administer this project.

The proposal did identify the individual who would be the key contact and have day to day/overall coordination responsibilities, but did not include his educational background or experience.