



	Approved	Denied
Date Action Taken:	12/11/06	
Other:		
Verified by:	K. Mites	

WASILLA CITY COUNCIL ACTION MEMORANDUM

AM No. 06-63

TITLE: CONTRACT AWARD TO TRYCK NYMAN HAYES, INC. IN THE AMOUNT OF \$40,000 FOR PARKS MASTER PLAN CONSULTING SERVICES

Agenda of: December 11, 2006
 Originator: Public Works Director

Date: November 29, 2006

Route to:	Department	Signature/Date
	Police Chief Youth Court, Dispatch, Code Compliance	
	Culture and Recreation Services Director Library, Museum, Sports Complex	
X	Public Works & Recreation Facility Maintenance Director	<i>[Signature]</i> 11/29/06
X	Finance, Risk Management & MIS Director Purchasing	<i>[Signature]</i>
X	Deputy Administrator Planning, Economic Development, Human Resources	<i>[Signature]</i> 11-30-06
X	City Clerk	<i>[Signature]</i>

REVIEWED BY MAYOR DIANNE M. KELLER: *Dianne M. Keller*

FISCAL IMPACT: yes \$40,000 or no Funds Available yes no

Account name/number: Parks Master Plan 110-4520-452.45-40

Attachments: RFP Outline, RFP Scoring, Task Proposal Outline, and CIP Detail Sheets

SUMMARY STATEMENT: This contract was advertised on August 8, 2006 with proposals due on September 8, 2006. Three proposals were received and ranked by the evaluation team with the following results:

- 1) Tryck Nyman Hayes, Inc
- 2) DOWL Engineers
- 3) Land Design North

Contract terms were negotiated as outlined on the attached 2-page spreadsheet for a total cost of \$126,678. The City's 5 year CIP shows \$110,000 is planned over three years for this effort. The 5 year plan is proposed to be amended by \$16,678 to meet this contract. The FY07 budget shows \$40,000 is available now to initiate the contract, with \$35,000 available on July 1, 2007 to continue the contract. The initial contract

award is proposed through this action memorandum. Subsequent contract extensions will be subject to City Council approval.

ACTION: Authorize the Mayor to execute an initial contract with Tryck Nyman Hayes, Inc. in the amount of \$40,000 for Parks Master Plan Consulting Services.

CITY OF WASILLA

• Purchasing •

290 East Herning Avenue • Wasilla • Alaska • 99654-7091

• Telephone 907-373-9047 • Fax 907-373-9011 •



REQUEST FOR PROPOSAL

No. 0638-0-2007/WM

Master Plans for Citywide Park Space & Multi-Use Sports Complex

PROJECT ABSTRACT

The City of Wasilla is requesting proposals from qualified firms to develop master plans to guide the future of Wasilla in coming decades.

RELEASE DATE

August 8, 2006

A pre-bid conference has been scheduled for 2:00 p.m., Friday, August 23, 2006 at the City of Wasilla Council Chambers, 290 E. Herning Avenue, Wasilla, AK 99654.

SUBMISSION DEADLINE

September 8, 2006 @ 5:00 p.m.

A firm that submits a proposal **MUST** be on the official City of Wasilla plansholder list which is maintained at:
http://www.demandstar.com/supplier/bids/agency_inc/bid_list.asp?f=search&mi=712050.

Failure of a firm to be on the list will be cause for their proposal to be deemed non-responsive.

In addition, any copies of this proposal, attachments or addendums obtained from any source other than
www.cityofwasilla.com/purchasing or the City of Wasilla Purchasing Officer are not valid.

For additional information, please contact:

William Miller, Purchasing Officer

(907) 373-9047

RFP No. 0638-0-2007/WM

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1. OVERVIEW OF PROJECT

The City of Wasilla (the "City") is requesting proposals from design firms to prepare two master plans. The first is for a long term plan for existing and future citywide parks. The second is an update to the existing plan for parks related trails and fields for the Multi Use Sports Complex. All services are to be performed by design professionals who hold appropriate licenses and registration under the laws of the State of Alaska.

The City is seeking master plans that will enable public use of the land while preserving the integrity and functionality of all City sites. Key components of the plan will be defining the role that parks should play in the community and will serve as a guide for future parks in Wasilla. The planning will address design as well as program to reflect current uses and future needs of the community.

The City of Wasilla master plan process will engage a significant public process. City staff will assist in designing and coordinating the public process and will work with the project management team to develop community input into the plan. The awarded proposer must be willing and prepared to integrate their work with an open public process. Close coordination between the firm and city personnel will be necessary.

2. BACKGROUND INFORMATION

Wasilla has four parks (Carter, Iditapark, Lakeside and Nunley), five ball fields and approximately ten miles of trails. The City also maintains a fully operational skateboard park, volleyball courts, basketball courts, bmx track, outdoor amphitheater, and children's playgrounds.

The Multi-Use Sports Complex property is located at 1001 S. Mack Drive and is comprised of approximately 59 acres. It currently hosts an indoor hockey rink, indoor soccer field, running track, meeting rooms, ice skate shop and concessions stand. The property has the potential for equestrian trails, bike paths and numerous other outdoor facilities.

3. MINIMUM QUALIFICATIONS REQUIRED TO SUBMIT A PROPOSAL

A minimum of three (3) years master plan design to meet the unique needs of designing plans based upon multiple input sources is required to submit a proposal. Particular focus will be given to the successful completion of similar projects, and those individuals/companies who are not experienced in this scope of work are asked not to submit as their proposal will be deemed non-responsive. In addition, a demonstrated ability to meet required time schedule is required.

4. ACRONYMS/DEFINITIONS

For the purposes of this RFP, the following acronyms/definitions will be used:

<i>AAC</i>	Alaska Administrative Code
<i>Awarded Company</i>	The organization/individual that is awarded and has an approved contract with the City of Wasilla for the services identified in this RFP.
<i>City</i>	The City of Wasilla and any agency identified herein.
<i>City Staff</i>	Any City of Wasilla department head or their designee

RFP 0638-0-2007/MW Park Master Planning Services	Qualifications & References (Max of 2:10 points) 40% of the Score	Methodology & Approach (Max of 60 points) 40% of the Score	Communication (Max of 30 points) 20% of the Score	Total Qualifications Score (Max of 300 points)
DOWL Engineering	204	45	26	275
Land Design North	206	46	21	273
Truck Nymen Hayes	210	56	29	295

Truck Nymen Hayes scored the highest of the three firms submitting proposals.

Negotiation of Fees: Once the Selection Committee has selected and rated those firms adequately qualified for a specific project and has reviewed the fee statements, the Director of Public Works shall negotiate a contract with the highest rated firm at compensation which he determines to be fair and reasonable to the City. In making this decision, he shall take into account the estimated value of the services to be rendered, the scope, complexity and professional nature thereof. Should the Director of Public Works be unable to negotiate a satisfactory contract with the firm considered to be the highest rated at a fee which he determines to be fair and reasonable, he will undertake negotiations with the second rated firm. Failing accord with the second firm, he will undertake negotiations with the third rated firm. Should the Director of Public Works be unable to negotiate a satisfactory contract with any of the rated firms, he shall select and rate additional firms and shall continue negotiations in accordance with this section until an agreement is reached.

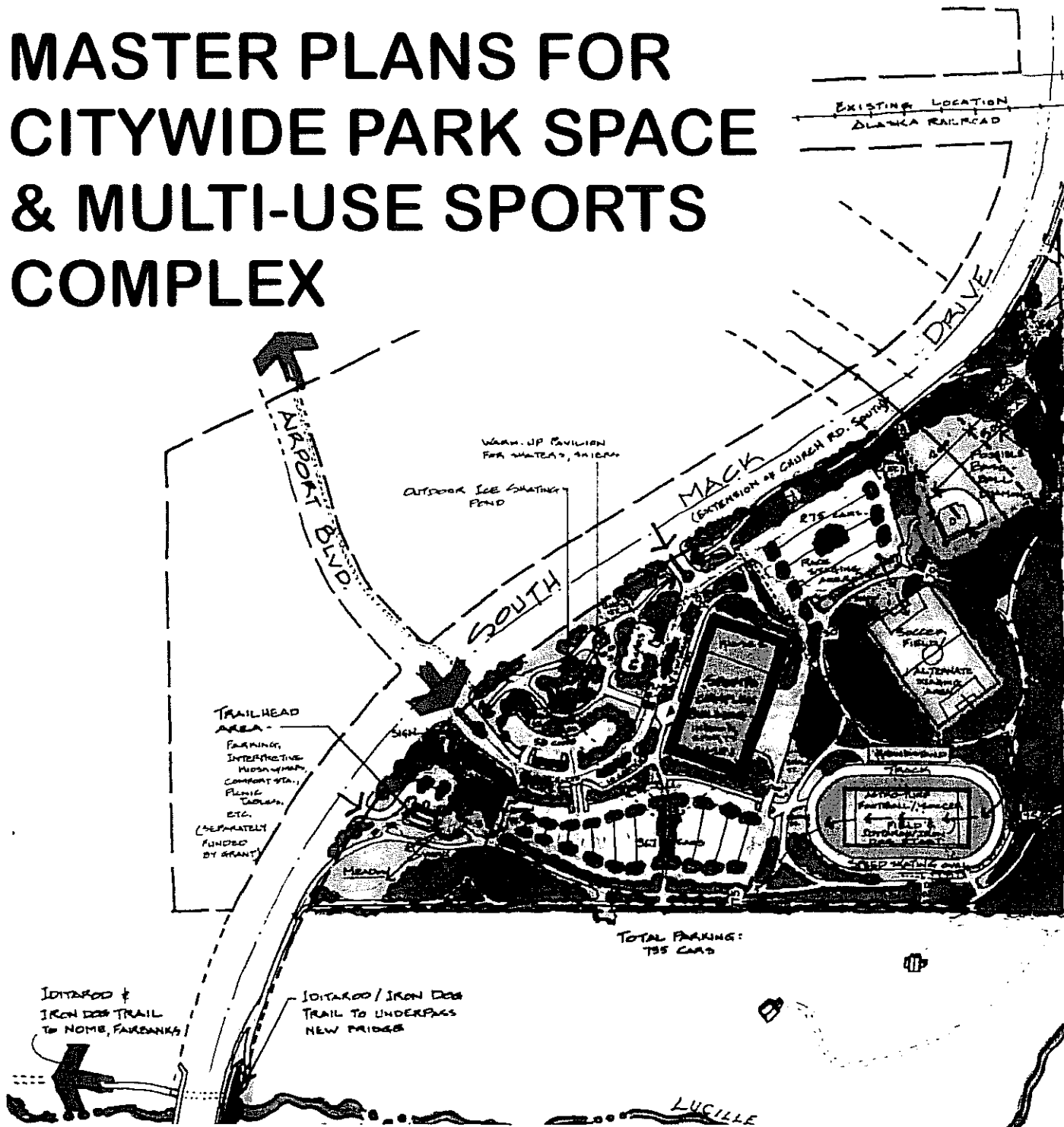


City of Wasilla
290 East Herning Avenue
Wasilla, Alaska 99654-9011

Master

Request for Proposal No. 0638-0-2007 / WM

MASTER PLANS FOR CITYWIDE PARK SPACE & MULTI-USE SPORTS COMPLEX



851 East West Point Drive, Suite 309 • Wasilla, Alaska 99654
907.357.5430 • 907.373.5429 (fax) • www.tnh-inc.com
POC: Norman K. Gutcher, PE • normg@tnh-inc.com



851 East West Point Drive, Suite 309
Wasilla, Alaska 99654
907.343.0275 • 907.357.5430
Fax: 907.373.5429 • www.tnh-inc.com
Email: normg@tnh-inc.com

September 7, 2006

City of Wasilla
290 East Heming Avenue
Wasilla, AK 99654-7091

RE: Request for Proposal No. 06380-02007/WM
Master Plans for Citywide Park Space & Multi-Use Sports Complex

Tryck Nyman Hayes, Inc. is pleased to submit our qualifications as professional landscape architects and planners to assist the City of Wasilla in the preparation of two master plans. For more than 30 years, Tryck Nyman Hayes, Inc. has provided master plan designs for citywide parks and parks related trails and fields for numerous Alaska communities. This successful history has earned us a reputation for reliability and professional excellence.

Each member of our project team was selected due to their specific expertise in the areas needed to complete the two master plans. In addition, our key team members, as well as the firm, hold all current and applicable licenses to practice landscape architecture and engineering in the State of Alaska.

- **Proven Experience**—Our team brings more than 100 years of combined master planning and design experience to this project. This includes recent planning and design on the Wasilla sports complex and numerous parks within Wasilla to the planning and design of the Tony Knowles Coastal Trail in Anchorage. We understand a community's desire to enjoy recreating within their community and can provide a master plan that will guide these activities into the future.
- **Experienced Lead Planner**—Burt Lent, ASLA, brings more than 16 years of direct master planning and design experience to this contract. For the past 28 years, he has specialized in recreational design in Alaska. His work as the lead landscape architect on a number of parks within the City of Wasilla, including the Wasilla Multi-Sports Complex and the Iditarod Park, will enable our team to "hit the ground running" in the development of the two master plans.
- **Ability to Meet Schedule**—We are a team of specialists with the expertise and the experience to provide realistic and affordable master plans within the schedule outlined in the RFP. In addition, two of our team members are Wasilla residents. They understand the desires of the community and have a vested interest in the development of these master plans.

As a Principal of Tryck Nyman Hayes, Inc., I have the authority to make representations and bind the firm. I personally commit all our resources, as needed, to exceed the City of Wasilla's contract goals. We are excited and enthusiastic about the opportunity to continue our working relationship with the City of Wasilla.

Sincerely,

A handwritten signature in cursive script that reads 'Norman K. Gutcher'.

Norman K. Gutcher, PE
Principal

PHASE OF PROJECT AND DESCRIPTION OF TASKS	NORM	BURT	JILL	DON	OONA	RANDY	CADD	CLERICAL	EXPENSES
PHASE III									
Prepare City-Wide Schematic Plans - City-Wide Trails, greenbelts, Parks	2	30		72	80	220			
Prepare City-Wide Schematic-Level Cost Estimates for new facilities	7	15			2	18	15	7	
Prepare Narratives describing the facilities, print and transmit to CAG	2	5	30		3	2		8	\$563.00
Prepare Update Report & in Webpage on the results of the 3 CAG Meetings	2	3	23						\$250.00
Advertise, conduct 1st Public Mtg-mountings/handouts/Agenda/Min/Webpg/R	1	3	40		6	6		8	\$600.00
Revise MUSC Schematic Plan as Required	2	3				4			
Prepare Revised Cost Estimate for the MUSC Schematic Plan	1	2			4				
Prepare Updated Reports, both MUSC & City-Wide, distrib 25 copies, Webpg	1	2	16					8	\$400.00
Advert, conduct 2nd Public Mtg-Handouts/mountings/Agenda/Minutes/Web/R	1	2	20		2	2			
HOURLY SUBTOTALS									
PROJECTIONS OF HOURS INTO DOLLARS	19	65	129	72	93	256	15	31	\$1,813.00
TOTAL, ALL HOURS AND EXPENSES, PHASE III SERVICES	\$3,040	\$8,125	\$11,610	\$9,000	\$7,440	\$16,640	\$1,125	\$1,550	\$1,813
TOTAL UP TO THIS POINT, PHASES I - III									
109.90% OF AVAILABLE FUNDING									
4 MONTHS									
MUSC PROJECT COMPLETED AT THIS POINT									
PHASE IV									
Revise City-Wide Plans as required		4				30			
Revise Schematic Cost Estimates as required		2				7		2	
Update Master Plan Report-all comments/plans/estimates, print 10 copies	1	2	16					2	\$100.00
Update Project Web Page		1	4						
HOURLY SUBTOTALS									
PROJECTIONS OF HOURS INTO DOLLARS	1	9	20			37		4	\$100.00
TOTAL, ALL HOURS AND EXPENSES, PHASE IV SERVICES	\$160	\$1,125	\$1,800			\$2,405		\$200	\$100
TOTAL UP TO THIS POINT, PHASE I - IV, TO COMPLETION OF PROJECT									
115.16% OF AVAILABLE FUNDING									
1.5 MONTHS FOR A TOTAL OF APPROXIMATELY 12 MONTHS									
TO COMPLETION OF PROJECT									
THE FOLLOWING ECONOMIES HAVE BEEN ASSUMED TO STAY IN BUDGET:									
Postage and printing of questionnaires for mailings to be paid by C.O.W.									
Both the MUSC Project and the City-Wide Project are combined for meetings									
Mailings shall be minimized and use of e-mails maximized									
Any meetings necessary beyond the 3 CAG and 2 Public be paid separately									

City Of Wasilla
 Capital Improvement Project Detail
 Fiscal Year 2007
 Through Fiscal Year 2011

Project Title:

Project Number:
 (Assigned By Finance Department)

Project Description:

Department/Div.:

Ranking:
 (Assigned By Administration)

Project Narrative:

To provide funding for a comprehensive plan for future capital projects in the City parks. This is a request through the Parks and Recreation Commission to ensure all parks have long-terms goals and objectives providing the public with the best possible parks system in the City.

Impact on Operating Budget:

none

Project Cost Summary

Expenditure Category:

	Prior Budget	Project Expenditures To Date	Project Balance	Additions					Total CIP Cost
				Fiscal YR 2007	Fiscal YR 2008	Fiscal YR 2009	Fiscal YR 2010	Fiscal YR 2011	
Administration/OH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land	-	-	-	-	-	-	-	-	-
Design Services	-	-	-	-	-	-	-	-	-
Engineering	-	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-	-	-
Other Services	-	-	-	40,000	-	-	-	-	40,000
Contingency	-	-	-	-	-	-	-	-	-
Totals	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000

Funding Source Summary

Funding Sources:

	Prior Budget	Project Revenue To Date	Project Balance	Additions					Total CIP Funding
				Fiscal YR 2007	Fiscal YR 2008	Fiscal YR 2009	Fiscal YR 2010	Fiscal YR 2011	
Federal:	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-	-	-
State:	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
Local:	-	-	-	-	-	-	-	-	-
Operating Transfers	-	-	-	\$40,000	-	-	-	-	40,000
	-	-	-	-	-	-	-	-	-
Totals	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000

Cost Beyond 5-Year

Program:

City Of Wasilla
Capital Improvement Project Detail
Fiscal Year 2007
Through Fiscal Year 2011

Project Title:

Project Number:
(Assigned By Finance Department)

Project Description:

Department/Div.:

Ranking:
(Assigned By Administration)

Project Narrative:

A preliminary master plan was completed when the MUSC was originally constructed. This needs to be updated and expanded to identify how the entire parcel should be built-out with trails, fields, and a stadium. Requests for a trail system around the property is driving this request. The trails cannot be built until a master plan is complete to ensure the trails are compatible for future development.

Impact on Operating Budget:

none

Project Cost Summary

Expenditure Category:

	Prior Budget	Project Expenditures To Date	Project Balance	Additions					Total CIP Cost
				Fiscal YR 2007	Fiscal YR 2008	Fiscal YR 2009	Fiscal YR 2010	Fiscal YR 2011	
Administration/OH	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Land	-	-	-	-	-		-	-	-
Design Services	-	-	-	-	-		-	-	-
Engineering	-	-	-	-	-		-	-	-
Construction	-	-	-	-	-		-	-	-
Equipment	-	-	-	-	-		-	-	-
Other Services	-	-	-		35,000	35,000	-	-	70,000
Contingency	-	-	-	-	-		-	-	-
Totals	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ 70,000

Funding Source Summary

Funding Sources:

	Prior Budget	Project Revenue To Date	Project Balance	Additions					Total CIP Funding
				Fiscal YR 2007	Fiscal YR 2008	Fiscal YR 2009	Fiscal YR 2010	Fiscal YR 2011	
Federal:	\$ -	\$ -	\$ -						\$ -
	-	-	-	-	-		-	-	-
State:	-	-	-	-	-		-	-	-
	-	-	-	-	-		-	-	-
Local:	-	-	-	-	-		-	-	-
Operating Transfers	-	-	-		35,000	35,000	-	-	70,000
	-	-	-	-	-		-	-	-
Totals	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ 70,000

Cost Beyond 5-Year

Program: