

	Approved	Denied
Date Action Taken:	10/22/07	
Other:		
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Verified by:	som iks	

#### WASILLA CITY COUNCIL ACTION MEMORANDUM

AM No. 07-59

Date: October 12, 2007

TITLE:

CONTRACT AMENDMENT FOR TRYCK NYMAN HAYES, INC. IN THE AMOUNT OF \$35,000 FOR PARKS MASTER PLAN CONSULTING SERVICES.

Agenda of: October 22, 2007 Originator: Public Works Director

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

REVIEWED BY MAYOR DIANNE M. KELLER: Dane M. Keller	10/12/08
FISCAL IMPACT: ⊠ yes \$35,000 or ☐ no Funds Available ⊠ yes ☐ no Account name/number: MUSC Master Plan/340-4539-453.45-17 Attachments: AM 06-63 with support documentation	
SHMMADY STATEMENT. This contract arrangement is a second of the second o	

**SUMMARY STATEMENT:** This contract amendment is proposed for continued work on the original contract. The contract is structured to be awarded over three fiscal years. Work to date includes Phase 1 of the contract where public meetings were held this year and input was received from the community on parks needs. Preliminary documents will be prepared as part of Phase 2 through this contract amendment to show current parks and trails and recommendations for future park projects.

**ACTION:** Authorize the Mayor to execute a contract amendment with Tyrck Nyman Hayes, Inc. in the amount of \$35,000 for continued work on the parks master plan.

# City of Wasilla Fiscal Year 2008 Annual Plan

						Fund	<b>Funding Sources of Projects</b>	es of Pro	jects			
	Multi Year Funding	Page	Total FY 08	General Fund	Cap. Resv. Fund	Utility Funds	Fund's Fund	Special Assmt.				Total FY08-FY12
PROJECTS	Required	Numbers	Numbers Project Cost	Transfer	Transfer	Transfer	Balance	Bonds	MSB	State	Federal	Project Cost
UTILITY FUNDS												
Garden Terrace	マ	23	\$ 1,528,100	152,000	•	•	,	•	•	1,376,100	•	5,999,780
Septic Tank Replacement	>	24	40,000	40,000	•	1	•	•	•	1	•	357,493
Water/Sewer Securtiy Repairs	7	25	25,000	25,000	٠	1	•	•	•	•	•	125,000
Water & Sewer Repairs	7	26	75,000	75,000	•	•	•	•	•	•	•	375,000
FUND TOTAL		- '	\$ 1,668,100	\$ 292,000	\$		· •	<del>'</del> ج	، ج	\$ 1,376,100 \$	- \$	\$ 6,857,273
		••										
AIRPORT FUND											=	
Airport Securtiy Improvements		27	316,250	8,125	•	•				8,125	300,000	316,250
FUND TOTAL		- 1	\$316,250 \$	\$ 8,125 \$	\$	-	- \$	٠	چ	\$ 8,125	\$ 300,000	\$ 316,250
		•				•						
MULTI-USE SPORTS COMPLEX FUND	FUND				/						•	
Musc Master Plan	>	28	0	\$ 35,000	آھ	,	· \$	, \$	· \$	↔	· •	\$ 70,000
Musc Land Acquisition - Legal		59	130,875	130,875	•	•	•	•	•	•	•	130,875
Musc Kitchen	>	30	665,000	35,000	•	•	•	•	•	630,000	•	2,450,000
FUND TOTAL		•	\$ 830,875	\$ 200,875	<del>\$</del> -	٠	٠ چ	٠ چ	چ	\$ 630,000	- \$	\$ 2,650,875
		.,								-		
PROJECT TOTALS			\$ 8.351.225 \$ 1.205.500 \$	\$ 1.205.500		\$ 25,000	25,000 \$ 14,500		\$ 242,000	\$ 242,000 \$ 6,564,225 \$ 300,000 \$ 44,457,267	\$ 300,000	\$ 44,457,267
		11										



Date Action Taken:	12/11/06
Other:	
10	_
Verified by:	YE

#### 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	4
Х	Public Works & Recreation Facility Maintenance Director	1/29/06
Х	Finance, Risk Management & MIS Director Purchasing	0.0
X	Deputy Administrator Planning, Economic Development, Human Resources	S. Harly 11-30-06
Х	City Clerk	Manites

REVIEWED BY MAYOR DIANNE M. KELLER:	manne	. M. I	alla	
· · · · · · · · · · · · · · · · · · ·		1 /		

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.

> For additional information, please contact: William Miller, Purchasing Officer (907) 373-9047

> > RFP No. 0638-0-2007/WM Page 1 of 31

#### 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:

AAC Alaska Administrative Code

Awarded Company The organization/individual that is awarded and has an approved contract with the

City of Wasilla for the services identified in this RFP.

City The City of Wasilla and any agency identified herein.

City Staff Any City of Wasilla department head or their designee

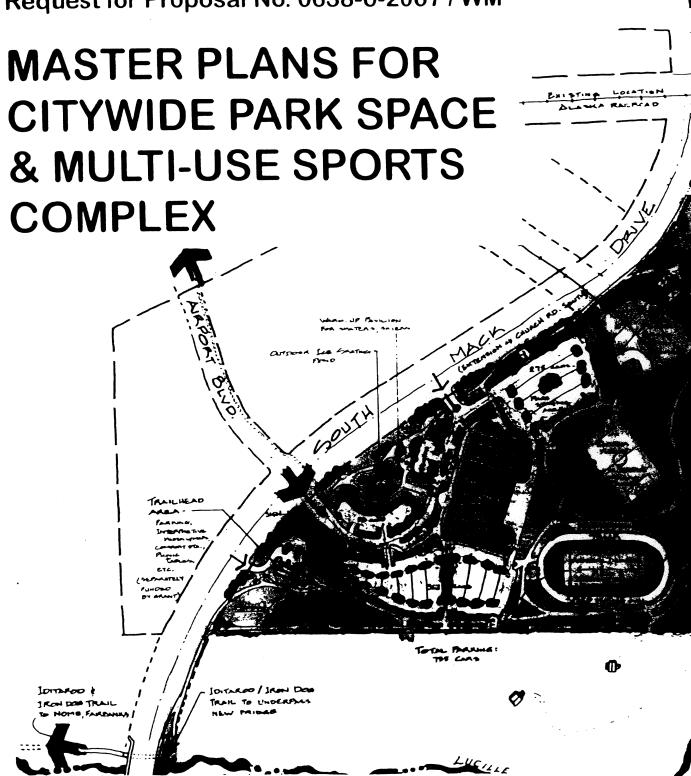
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	26	21	29	04
	45	46	0	30
	700	204	206	210
RFP 0638-0-2007/WM Park Master Planning	Services			

Tryck Nyman Hayes scored the highest of the three firms submitting proposals.

Negotiation of Feer: 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 complexity 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 retermines to be fair and reasonable, he will 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. Pailing accord with the second firm, he will undertake negotiations with the tits accordance with this section until as agreement is reached.



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





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,

Norman K. Gutcher, PE

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Principal

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				PHASE OF PROJECT AND DESCRIPTION OF TASKS	PHASE I	Startum Meeting w/City - acquire maps and surveys of Park sites	Summarize Meeting and distribute meeting notes	Accessment find and not only on all parks, green betts, trails, street trees	Assessmentative more personal particular and programment in the protection of the pr	Occurred "Accessment Mans" nark preembet trail sites and tree inventory	Prepare Assessment maps - party groups. The property of the pr	Coordinate w/City on mailing of the Ottestionnaire. City pays postage	Set in Project Web Page including a Link to the City's Web Page	Set up 1 Specific Co. Mosting 1 whandouts Ananda Minutes Report	Organizemonny/conduct CAG integring 1 windings, Agonos, Agonos	Atter a month s work, conduct day incoming a man and a month s	Drawe Dhase I Research/Assessment Report and transmit to CAG	בובלפוע בובספס ביבספס ביבספ ביבספ ביבספ ביבספ ביבספס ביבספס ביבספס ביבספס ביבספ ביבספס ביבספ ביב	HOURLY SUBTOTALS	PROJECTION OF HOURS INTO DOLLARS		TOTAL, ALL HOURS AND EXPENSES, PHASE I SERVICES	24% OF AVAILABLE FUNDING	4 MONTHS		PHASE II	solitions and a sub-day in the sub-d	Prepare Overall Program for development of Parks & Nec lacinities	Prepare Programming Report Document Including Fromes for Somes	Prepare Budget-Level Estimates for the MISC	Prepare Concept Layout lot addition in Tacilities	Prepare a Preliminally-Concept-Level Cost Estimates	Assemble, transmit Prelim Priase II neport inc. 1 10g and 1	Conduct 3rd CAG Meeting-nandouls, Agenda, mindes, 1950	Note: 1st MUSC Public Hearing in Proposal moved to Phase III		HOURLY SUBTOTALS	PROJECTIONS OF HOURS INTO DOLLARS		TOTAL, ALL HOURS AND EXPENSES, PHASE II SERVICES	TOTAL UP TO THIS POINT INCLUDING PHASES LAND II	55% OF AVAILABLE FORDING	CILLION C'Y

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	Postage and printing of questionaires for mailings to be paid by C.O.W.		MUSC Project and the City-Wide Project are combined for meetings Mailings shall be minimized and use of e-mails maximized									
	Postage and printing of questionaires 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	ad for meetings	Yeard 2 Public be paid separately									

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

Project Description: Planning for City parks  Department/Div.: Parks & Recreation  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:  Impact on Operating Budget:  Impact Cost Summary  Project Cost Summary  Expenditure Category:  Additions		*							
Project Description: Planning for City parks  Department/Div.: Parks & Recreation  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:  Additions	Project Title:	Parks Master P	<sup>2</sup> lan				Project Num	ber:	
Department/Div.: Parks & Recreation 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:  Project Cost Summary  Expenditure Category:  Additions	Project Description:	Planning for Ci	tv parks				(Assigned	d By Finance Depa	irtment)
(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:  Project Cost Summary  Expenditure Category:  Additions	, o, c c								
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:  Project Cost Summary  Expenditure Category:  Additions	epartment/Div.:	Parks & Recrea	ation				Ranking:		
Project Cost Summary  Expenditure Category:  Additions  Project  P	Project Narrative:						(Ass	igned By Administr	ation)
Expenditure Category:  Project  Project  Project	Recreation Commiss system in the City.  mpact on Operating	ion to ensure all	ve plan for future c parks have long-te	capital projects in erms goals and of	the City parks. T bjectives providing	his is a request g the public witl	through the P	arks and sible parks	
Project Street Transfer Control of the Control of t	Expenditure Catego	ry:		Proje	ct Cost Sum	nmary			
Project Suppositions Desired State S							Additions		
Budget To Date Delaware and Tiscai III Tisca	Administration/OH		Expenditures To Date				Fiscal YR 2009	Fiscal YR 2010	Fiscal YF

#### **Funding Source Summary**

40,000

40,000

Total CIP Cost

40,000

#### **Funding Sources:**

Land

Totals

Design Services Engineering Construction Equipment Other Services Contingency

			Proj	act					Addition	ns					
	Prior Budge		Reve	nue	Pro Bala		scal YR 2007	Fiscal YR 2008	Fiscal 200		Fiscal 201		Fisca 20		Total CIP Funding
Federal:	\$		\$	-	\$		\$	_	\$		\$		\$		<b>\$</b> -
State:		-				-						-		-	- -
Local:		-		-		-	-	-				-		-	
Operating Transfers		-				-	\$40,000 - -			-		-		-	40,000
Totals	\$	-	\$	-	\$	•	\$ 40,000	<u>\$</u>	\$		\$		\$		\$ 40,000

Cost Beyond 5-Year

Program: \$

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

Project Title:	MUSC Master	Plan				Project Numbe	r:		
Project Description:	· Undate and Ex	mand MUSC Mast	er Plan			(Assigned	By Finance Depart	artment)	
			cr r lan						
Department/Div.:	Multi-Use Spor	rts Complex				Ranking:			
Project Narrative:						(Assı	gned By Administ	ration)	
A preliminary master identify how the entire driving this request.	re parcel should l	be built-out with tra	ils, fields, and a s	tadium. Requests	s for a trail systen	n around the pro	perty is		
Impact on Operatin	g Budget:								
none									
			Pro	ject Cost Sı	ummary				
Expenditure Catego	ory:					Additions			
	Prior Budget	Project Expenditures To Date	Project Balance	Fiscal YR 2007	Fiscal YR 2008	Fiscal YR 2009	Fiscal YR 2010	Fiscal YR 2011	Total CIP Cost
Administration/OH Land	\$ -	\$ - -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Design Services	-	-							
Engineering Construction	-	-		-	٠	•	-	•	
Equipment Other Services					25.000	25 222	-	-	
Contingency	-	<u> </u>			35,000	35,000	•		70,000
Totals	<u> </u>	<u> </u>	\$ -	\$ -	\$ 35,000	\$ 35,000	<u> </u>	-	\$ 70,000
			Func	ling Source	Summary				
Funding Sources:				J		B. al. atrast			
		Project				Additions			
	Prior Budget	Revenue To Date	Project Balance	Fiscal YR 2007	Fiscal YR 2008	Fiscal YR 2009	Fiscal YR 2010	Fiscal YR 2011	Total CIP Funding
Federal:	•								-
		<b>J</b> -	\$ -	-				_	\$ -
State:		-	-	-	-	-		-	•
Olbic	-	-	-						-
	•	-	-	-	•	-	-	-	
Local:	•	-	•	•	•	-	-	•	-
Operating Transfers	5				\$35,000	\$35,000			70,000
						•			-
Totals	\$ -	<u> </u>	\$ .	\$ -	\$ 35,000	\$ 35,000	\$ -		\$ 70,000
Cost Beyond 5-Ye Program:	ar S -	ר							