

City of Kodiak Regular Council Meeting Agenda for February 28, 2019
7:30 p.m., at 710 Mill Bay Road, Assembly Chambers (Room 232)

- I. Call to Order/Roll Call**
Invocation/Pledge of Allegiance

- II. Previous Minutes**
Approval of Minutes of the February 14, 2019, Regular Council Meeting.....1

- III. Persons to Be Heard**
 - a. Public Comments (limited to 3 minutes) (486-3231)

- IV. Unfinished Business**

None

- V. New Business**
 - a. Authorization of Contract Amendment No. 2 to the Professional Services Contract With Jacobs for WWTP Upgrade, Phase I Condition and Process Assessment, Project No. 7522/18-04.....5
 - b. Authorization of Professional Services Agreement for State Legislative Lobbying Services.....23

- VI. Staff Reports**
 - a. City Manager
 - b. City Clerk

- VII. Mayor’s Comments**

- VIII. Council Comments**

- IX. Audience Comments** (limited to 3 minutes) (486-3231)

- X. Adjournment**

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DRAFT

**MINUTES OF THE REGULAR COUNCIL MEETING
OF THE CITY OF KODIAK
HELD THURSDAY, FEBRUARY 14, 2019
IN THE BOROUGH ASSEMBLY CHAMBERS**

I. MEETING CALLED TO ORDER/INVOCATION/PLEDGE OF ALLEGIANCE

Mayor Pat Branson called the meeting to order at 7:31 p.m. Councilmembers Laura B. Arboleda, Randall C. Bishop, Charles E. Davidson, Terry Haines, and Richard H. Walker were present and constituted a quorum. Councilmember John B. Whiddon was absent. City Manager Mike Tvenge, Deputy Clerk Michelle Shuravloff-Nelson, and Assistant Clerk Annika Woods were also present.

Salvation Army Major Dave Davis gave the invocation and the Pledge of Allegiance was recited.

II. PREVIOUS MINUTES

Councilmember Bishop MOVED to approve the minutes of the January 24, 2019, regular meeting as presented.

The roll call vote was Councilmembers Arboleda, Bishop, Davidson, Haines, and Walker in favor. Councilmember Whiddon was absent. The motion passed.

III. PERSONS TO BE HEARD

a. Proclamations: Applauding the USCG and Proclaiming USCG Appreciation Day

Mayor Branson read the proclamation, which urges all citizens to recognize our Coast Guard community for their individual and collective efforts in making Kodiak and all the navigable waters of Alaska a safer and better place to live, work, and play. The City applauds and proclaims February 23, 2019, as Coast Guard Appreciation Day.

Captain Jeffrey Good and Captain Brian Dailey of the Kodiak Coast Guard Base accepted the proclamation. Captain Good thanked the City of Kodiak and he expressed gratitude on behalf of the Coast Guard to Kodiak and the citizens for their generosity during the government shutdown. Captain Dailey expressed that the love and outpouring of the community helped greatly, and he stated the USCG was ready to serve during the shutdown.

Mayor Branson thanked both captains for their attendance. She stated Kodiak is an official Coast Guard City and applauded the Coast Guard.

b. Public Comment

None

IV. UNFINISHED BUSINESS

None

V. NEW BUSINESS

a. Resolution No. 2019–05, Approving the City Council’s Budget Goals for FY2020

Mayor Branson read Resolution No. 2019–05 by title. The Council reviewed and discussed the proposed budget goals for FY2020 at the annual planning meeting on January 26, 2019. The goals are similar to those of FY2019 with some changes to the following sections: operating expenses; enterprise funds; community support and economic development. Staff will use the approved goals during the development of the FY2020 City budget and future operations.

Councilmember Arboleda MOVED to adopt Resolution No. 2019–05.

The roll call vote was Councilmembers Arboleda, Bishop, Davidson, Haines, and Walker in favor. Councilmember Whiddon was absent. The motion passed.

b. Authorization of Change Order No. 2, With Brechan Construction LLC for Aleutian Homes Water and Sewer Phase VI, Project No. 15-03/7037

Aleutian Homes Water and Sewer Replacement Phase VI project started in March 2018 and was substantially complete in October 2018. The project is now approaching final completion and City Engineering and Brechan Construction are preparing project closeout documents. Change Order No. 2 has been prepared to reconcile unit cost quantities and allocate the additional amount from existing project funding to allow for final payment to Brechan Construction.

Councilmember Walker MOVED to authorize the Change Order No. 2, With Brechan Construction LLC for Aleutian Homes Water and Sewer Phase VI, Project No. 15-03/7037.

The roll call vote was Councilmembers Arboleda, Bishop, Davidson, Haines, and Walker in favor. Councilmember Whiddon absent. The motion passed.

VI. STAFF REPORTS

a. City Manager

Mike Tvenge thanked Chief of Police Putney for filling in for him during the last regular meeting. He shared that the City received a call from Lea Van Sandt, Environmental Program Specialist with the Alaska Department of Environmental Conservation Drinking Water Program and thanked the City Council for initiating an incentive to homeowners for water samples. Manager Tvenge said the WWTP Plant Manager collected 43 samples and submitted them for testing by January 30. He said with the incentive the process of collection was more efficient than the previous two years and the results are expected back later this month.

Manager Tvenge thanked Karl Swanson for taking over as interim Finance Director and welcomed Kelly Mayes as the City’s returning Finance Director. He shared that the City’s FY2020 State capital projects request was submitted in the Capital Project Submission & Information

System (CAPSIS) for consideration in the FY2020 Capital Budget. He stated the projects in order of priority and the financial request were as follows:

1. New Fire station Phase II in the amount of \$14,000,000
2. Outdoor Warning Sirens/ Tsunami Sirens in the amount of \$1,250,000
3. St. Herman Harbor Infrastructure Replacement in the amount of \$28,000,000
4. Waste Water Treatment Plant Facility in the amount of \$19,000,000
5. Parks and Recreation Facility Upgrade in the amount of \$250,000

He stated Alster Communication from Anchorage will be in Kodiak on February 26 to conduct a warning siren site survey. He shared they will visit each site with our Chief of Police to determine quantity and location for future replacement of the existing sirens. He stated the cost for the survey is within his spending authority.

Councilmember Davidson asked if the Kodiak Island Borough is contributing to the payment for the site visit and recommended that Pasagshak and Chiniak be included in the survey. Manager Tvenge said the City is arranging and paying for the survey at this time and he concurred that all the sites will be in the survey.

City Clerk

Deputy Clerk Shuravloff-Nelson reminded public the next work session is February 26 and the regular meeting is February 28. She confirmed that the Lobbyist Review Committee was scheduled for 5 p.m. on February 15.

VII. MAYOR'S COMMENTS

Mayor Branson stated the Governor's state budget was recently announced and expressed concern over coastal communities that could be affected by the budget cut to the Marine Highway System. She thanked the USCG for their service and she thanked Karl Swanson for serving as the interim Finance Director and welcomed Kelly Mayes. She wished everyone a happy Valentine's Day.

VIII. COUNCIL COMMENTS

Councilmember Arboleda thanked the Coast Guard for their willingness to protect. She shared that it is comforting to know they are always there and respond so quickly. She thanked the crossing guards for helping people during adverse weather.

Councilmember Davidson complimented the Coast Guard and said Kodiak would have a hard time operating its fishing fleet without them. He encouraged the public to attend the next work session and give their opinion of the Near Island Plans. He wished everyone a happy Valentine's Day.

Councilmember Walker thanked Karl Swanson for filling in and welcomed Kelly back as the Finance Director. He said he is proud that Kodiak is a Coast Guard City and it would not be the same place without the Coast Guard Base. He was concerned about the steep budget cuts for education and the Marine Highway System.

Councilmember Haines thanked the City for its terrific staff, which acknowledged Karl Swanson and Kelly Mayes. He feels Alaska is well represented in Juneau, and Kodiak is well positioned. He said the Marine Highway System is vital to many communities including Kodiak, and that communities will need to go to Juneau to tell that story. He agreed with others' sentiments regarding the Coast Guard.

Councilmember Bishop echoed his gratitude to the Finance Department and their successful audit. He thanked Karl and welcomed Kelly. He thanked the Coast Guard and stated they are a vital asset to Kodiak. He thanked the community and business owners who provided help to the Coast Guard during the government shutdown.

Mayor Branson thanked Manager Tvenge and Chief of Police Putney for moving forward with the Tsunami Siren update, their research, and hard work.

IX. AUDIENCE COMMENTS

None.

X. ADJOURNMENT

Councilmember Davidson MOVED to adjourn the meeting.

The meeting adjourned at 7:57 p.m.

CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK

Minutes Approved:

NEW BUSINESS

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Mike Tvenge, City Manager *MT*

Thru: Craig Walton, Public Works Director and Glenn Melvin PE, City Engineer

Date: February 28, 2019

Agenda Item: **V. b. Authorization of Contract Amendment No. 2 to the Professional Services Contract With Jacobs for WWTP Upgrade Phase I Condition and Process Assessment, Project No. 7522/18-04**

SUMMARY: Preliminary WWTP Effluent Disinfection Feasibility Study and Condition and Process Assessments are complete. The next step in engineering for the WWTP Upgrade Project is to design the effluent disinfection system mandated by the current APDES Discharge Permit. It has been determined that Ultraviolet (UV) method of disinfection is the best option. This memo discusses the professional services contract for design of the UV system. The work will be performed under the existing contract and will be administered under Contract Amendment No. 2. Staff recommends Council Authorization of Amendment No. 2 to the Professional Services Contract for WWTP Upgrade, Phase I Condition and Process Assessment, Project No. 7522/18-04 to Jacobs in the amount of \$468,000.

PREVIOUS COUNCIL ACTION:

- In June 2017, Council approved the FY2018 budget of \$600,000 for the WWTP Upgrade. The budget is contingent on using the Alaska Clean Water Fund (ACWF) loan.
- On November 9, 2017, Council approved Resolution No. 2017-26, which authorized the application for a \$600,000 loan from the ACWF loan program.
- On April 12, 2018, Council amended Section 4 of previously adopted Resolution No. 2017-26 to provide that the interest on the loan shall not exceed the rate calculated pursuant to 18 AAC 76.080(b)(1). (Repayment; finance charges)
- On June 14, 2018, Council authorized a Professional Services Contract for WWTP Upgrade, Phase I Condition and Assessment, Project No. 7522/18-04.

BACKGROUND: The last WWTP upgrade was completed in 1999. The general industry standard is to complete a condition assessment of the WWTP and rebuild about every 15 to 20 years. The long expired APDES permit has been renewed, and permit changes are now in effect that will require capital investment to design and construct effluent disinfection within five years.

DISCUSSION: The scope of engineering work to be performed by Jacobs is to prepare a bid ready project that will include Schematic Design, 50% Design Development, 95% Contract Documents Development, 100% Bid Documents, Bidding Phase services, and Engineering Project Bid Management. Details of the scope of work are included in Attachment B.

The Jacobs CH2M work schedule for design is assumed to be 11 months from Notice to Proceed and is expected to be completed by the end of calendar year 2019 or early 2020.

Fees for the engineering services will be Lump Sum and broken into the six scope of services items listed above and detailed in (Attachment B).

ALTERNATIVES:

- 1) Staff recommends that Council approve Contract Amendment No. 2 to the Professional Services Contract for WWTP Upgrade Project No. 7522/18-04 to Jacobs CH2M in the amount of \$468,000.
- 2) Delay or elect not to approve the proposal; this is not recommended. Delay would prevent the City from gaining the information needed now to develop a plan for additional funding and construction. This project is a requirement of the State of Alaska Department of Environmental Conservation.

FINANCIAL IMPLICATIONS: The FY2018 budget included \$600,000 to begin a condition assessment of the WWTP. This funding was based on the use of an ACWF loan. The name of the program has changed to State Revolving Fund (SRF) loan program. There is approximately \$498,000 available in the project budget which is sufficient to award \$468,000 for Contract Amendment No. 2 while leaving a contingency for administrative costs.

LEGAL: Authorized by KCC 3.12.070 (a) (2) Exceptions to bidding requirements.

STAFF RECOMMENDATION: Staff recommends Council approve Amendment No. 2 to the Professional Services Contract for WWTP Upgrade Project No. 7522/18-04 to Jacobs in the amount of \$468,000.

CITY MANAGER'S COMMENTS: Jacobs has worked for the City through the latest centrifuge project, the ADEC permitting process and toured the facility to provide the city with an assessment of the permit process. We would prefer to continue with Jacobs through this required process of new effluent discharge permitting requirements. They are well prepared to provide the City support and guidance for this project.

NOTES/ATTACHMENTS:

Attachment A: Amendment No. 2 to the Professional Services Contract With Jacobs for WWTP Upgrade, Phase II Condition and Process Assessment, Project No. 7522/18-04

Attachment B: Jacobs Proposal Letter dated January 11, 2019

PROPOSED MOTION:

Move to authorize Contract Amendment No. 2 to the Professional Services Contract with Jacobs for WWTP Upgrade, Phase I Condition and Process Assessment, Project No. 7522/18-04 in the amount of \$468,000 with funds from Project No. 7522 and authorize the City Manager to sign documents on behalf of the City.

**City of Kodiak
AMENDMENT TO
AGREEMENT FOR PROFESSIONAL SERVICES**

**Between
CITY OF KODIAK
and
CH2M HILL ENGINEERS, INC. (NOW JACOBS)**

AMENDMENT NO. 2

Project Name: WWTP Upgrade, Phase I Condition and Process Assessment

Project No.: PN 18-04/7522

Effective Date of Agreement: June 18, 2018

The above agreement is hereby amended as follows:

SCOPE OF SERVICES

The Scope of Services currently authorized to be performed by the ENGINEER in accordance with the agreement and previous amendments, if any, is modified as follows:

- A. The ENGINEER shall perform the Additional Scope of Services set forth in Appendix A, which consists of the ENGINEER’s proposal letter dated January 11, 2019.

TIME FOR PERFORMANCE

- A. This AMENDMENT becomes effective when signed on behalf of the CITY.
- B. The ENGINEER shall promptly commence performance of the work described in Appendix A and shall complete that performance on or before January 11, 2020 following the schedule set forth in Appendix A.

COMPENSATION

- A. Subject to the ENGINEER’s performance of the Additional Services, the CITY shall pay the ENGINEER an additional amount of no more than \$468,000.00 as set forth in Appendix A.

B. Compensation Summary

- a. Original Agreement Amount: \$ 160,000.00
- b. Total of Prior Amendments: \$ -0.00-
- c. This Amendment Amount: \$ 468,000.00
- d. Adjusted Agreement Amount: \$ 628,000.00

SIGNATURES

A. The City of Kodiak and ENGINEER hereby agree to modify the above referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

IN WITNESS WHEREOF, the parties have executed this AGREEMENT on the date shown below.

CITY OF KODIAK

CH2M HILL ENGINEERS, INC.

Mike Tvenge
City Manager

Jalmer (Bud) Alto P.E.
Manager of Projects

ATTEST

ATTEST

Debra Marlar
City Clerk

Name

Title

Date



January 11, 2019

Glenn Melvin, P.E., City Engineer
 City of Kodiak
 2410 Mill Bay Road
 Kodiak, AK 99615

Subject: Wastewater Treatment Plant UV Disinfection Final Design & Bid Phase Services Letter Proposal

Dear Mr. Melvin:

Jacobs Engineering Group (Jacobs) appreciates this opportunity to submit our proposal to provide professional engineering services to City of Kodiak (the City) for designing and bidding an ultraviolet (UV) disinfection facility at the City's Wastewater Treatment Plant (WWTP). This new UV disinfection facility is intended to allow the City to comply with the new Alaska Pollutant Discharge Elimination System (APDES) permit effluent fecal coliform (FC) limits issued by the Alaska Department of Environmental Conservation (ADEC).

On December 15, 2017, CH2M Hill Companies Ltd. (CH2M) became part of Jacobs Engineering Group Inc. (Jacobs). CH2M is now a wholly owned subsidiary of Jacobs. CH2M presently remains a separate legal entity and will continue to operate and conduct business as CH2M HILL Engineers, Inc.

We are ready to immediately begin work upon City of Kodiak approval of this proposal.

Project Understanding

The City of Kodiak must comply with disinfection requirements stipulated in the new APDES permit – Permit Number AK0021555 – which became effective July 1, 2018. These new requirements are significantly more stringent than those in your most recent permit. The new permit has a compliance schedule with date specific milestones for 8 stipulated requirements as follows:

Year 1: By July 1, 2019 the City is required to report to ADEC: 1) A description of the potential WWTP upgrades required to meet the fecal coliform (FC) bacteria effluent limits; and 2) Potential funding sources for any required plant upgrades.

Year 2: By July 1, 2020 the City is required to report to ADEC: 3) The proposed construction schedule with dates for commencement and completion construction milestones for FC bacteria effluent limit compliance; and 4) To provide a detailed description of funding obtained and future funding deadline requirements.

Year 3: By July 1, 2021 the City is required to submit to ADEC: 5) Engineered WWTP facility upgrade plans for review and approval.

Year 4: By July 1, 2022 the City must: 6) Commence construction of any necessary facility upgrades for FC bacteria limit compliance.

Year 5: By July 1, 2023 the City must: 7) Complete all construction, complete all process startup and treatment facility upgrade process optimization; and 8) Must achieve FC bacteria effluent limits compliance.

We prepared a technical memorandum (TM) "City of Kodiak WWTP Effluent Disinfection

Alternative Feasibility Analysis” in December 2018 to evaluate the two most feasible disinfection alternatives to meet the new APDES FC effluent limit requirements. Our TM provided the conceptual design, monetary, and non-monetary comparison of onsite sodium hypochlorite generation (OSHG) and UV disinfection. After reviewing our TM the City has selected UV disinfection as their preferred method for WWTP effluent disinfection.

Final Design Scope of Work

To deliver the UV disinfection facility final design for the City, Jacobs proposes the following six tasks:

- Task 1 – Schematic Design/UV Equipment Preselection
- Task 2 – Design Development (50% design)
- Task 3 – Contract Documents Development (95% design)
- Task 4 – Bid Documents Development (100% design)
- Task 5 – Bidding Phase Services
- Task 6 – Project Management

The work activities, deliverables, meetings, and assumptions associated with each task are detailed in the following sections.

Task 1 – Schematic Design/UV Equipment Preselection

Jacobs will assist the City with UV equipment preselection for the new disinfection system. Because UV equipment size, configuration, and power requirements varies between manufacturers, it is important to determine the exact UV equipment make and model for your project. After the UV equipment is preselected, that equipment’s specific operating requirements will be used as the basis for our final design. Equipment preselection will result in an efficiently and correctly sized disinfection facility that will aid in reducing construction phase modifications.

Task 1 includes a kick-off meeting where Jacob’s project manager and one other key team member will travel to Kodiak to review the scope of work, UV equipment selection alternatives and criteria, proposed UV building layout and location, as well as the basis of design with the City staff.

The basis of design for each discipline will include:

- Civil – identify code and permitting issues, determine access requirements
- Architectural – identify codes, building requirements, and select materials of construction and architectural treatments
- Structural – identify code issues, review existing geotechnical report, and provide basis of design for the foundation and roofing load requirements
- Process Mechanical – identify City preferences for piping, instruments, access, etc. Review issues and concerns with existing treatment systems and identify any changes in approach for these systems.
- Building Mechanical – identify code issues and determine heating, ventilation, and air conditioning (HVAC) type for the new UV building.
- Electrical – identify code issues, assess available power and adequacy for the UV facility.

- Instrumentation and Control – review existing system capacity and provide recommendations for incorporation of new treatment components and existing controls upgrade, as needed.

After the kick-off meeting, we will prepare a draft and final request for proposal (RFP) for the UV system preselection for City review. The RFP will include the basis of equipment selection, specifications, plant operating data and up to five (5) drawings depicting the proposed system requirements.

We will assist the City with reviewing UV Equipment supplier responses and help prepare their evaluations using a supplier ranking system. This ranking system will evaluate the proposed equipment based not only on capital cost, but also on operation costs and system design and operations criteria. We will prepare a brief memo summarizing the final UV equipment preselection award decision and the final ranking of UV systems. The City will be responsible to notify all responders of the City's equipment preselection decision and handle any follow-up communications.

Deliverables:

- Proposed kick-off meeting agenda
- Summary meeting notes and list of action items resulting from the kick-off meeting
- UV system request for proposal (Electronic PDF format)
- UV equipment selection ranking assistance and award memo

Assumptions:

- Project kick-off meeting will be conducted shortly after Notice-to-Proceed is issued to CH2M HILL Engineers, Inc.
- The UV disinfection facility will be located at the existing chlorine contact basin as shown in our Dec 2018 TM, "City of Kodiak WWTP Effluent Disinfection "
- The City will be responsible for advertising and administering the UV system RFP, awarding and executing any preselection agreement with the selected UV system supplier, and all follow-up communication with the firms that responded to the RFP.
- There are no site contamination issues known to Jacobs. If there are any site contaminants known to the City those shall be immediately disclosed to Jacobs. Any contamination identification and remediation measures required of Jacobs will be considered additional services.
- The City will provide all available WWTP site geotechnical data to Jacobs. No additional subsurface geotechnical exploration will be required to complete the design.
- ADEC will approve diverting secondary effluent around the chlorine contact basin (CCB) during UV facility construction and not require additional flow measurement or wastewater treatment during these construction activities. If additional flow measurement or treatment facilities are required those can be provided by Jacobs as additional services.

Task 2 – Design Development (50% design)

In the design development phase, Jacobs will utilize the selected UV system supplier's submittal from Task 1 to complete and finalize the calculations, develop the project design to achieve a working design concept that can be fully reviewed by the City staff. Structures, equipment, major plant piping, process, site plan are all established during this phase to allow detailing of the same in the next phase of design. Specific activities, and work products from this phase are described in the following subtasks:

Civil and Site Development:

- Develop civil design concept. Structures, road, and major site element horizontal locations are determined. Structure floor/control levels, and finished grades are established.
- Define demolition requirements and limits. Define contractor staging, storage, access, and off-site access corridors.
- Prepare site grading drawings.
- Set final building and structure elevations.
- Develop yard piping and plant drain layouts. Identify utility corridors.
- Show storm water control concepts on site plan drawings.
- Finalize traffic flow, parking, and lay out road access to new UV facility. Coordinate handicap requirements, if any, with architectural discipline and City regulations.
- Prepare first draft of technical specifications.

Architectural:

- Establish operations and maintenance requirements for the new UV building with the City staff. These include access and storage requirements.
- Finalize interior and exterior construction materials for each building. Select roof type, slope, and roof support system for UV building.
- Coordinate with instrumentation and control (I&C) and electrical disciplines to size and locate electrical and control spaces.
- Coordinate with the mechanical discipline to select the type of HVAC equipment, locate HVAC equipment (assumed wall and ceiling mounted units without ducting), determine space requirements and routing for ductwork if required, and establish design R-values for all exterior walls.
- Coordinate with structural engineer to define the structural design concepts for the facilities.
- Establish applicable codes for all buildings/structures with local building official. Complete building and fire code analysis.
- Prepare first draft of technical specifications.

Structural:

- Coordinate with available geotechnical engineer to establish foundation design criteria for proposed facilities.
- Document structural design concept for each structure. Finalize materials of construction.
- Preliminary framing plan for buildings and other structures.
- Prepare first draft of technical specifications.

Geotechnical:

- Determine site specific geotechnical conditions for the facility and structure from City supplied data and reports. Develop specific foundation requirements.
- Verify constructability (shoring and bracing requirements, dewatering issues).
- The foundation design and corrosion control recommendations for the new UV building will be based on the City's existing geotechnical information.

Process Mechanical:

- Conduct major equipment sizing calculations.
- Coordinate with I&C on completion of process and instrumentation diagrams (P&IDs).
- Calculate the hydraulic profile for all major gravity process pipelines and hydraulic structures.
- Create equipment data sheets or equipment list on all major equipment items.
- Establish ancillary equipment sizing and line sizing calculations.
- Establish equipment selection (type, size, weight, arrangement).
- Prepare first draft of technical specifications.

HVAC/Plumbing:

- Prepare sizing calculations for HVAC equipment based on energy code requirements and selected building construction materials. Prepare HVAC equipment data sheets and cut sheets.
- Create ventilation concept drawing (louver locations, fan locations, type of equipment, air flows). Assumes wall mounted ventilation and ceiling mounted unit heaters will be used.
- Coordinate with civil engineer for hose down water and fire water supply and distribution, as well as plant drain system.
- Prepare first draft of technical specifications including performance specifications for HVAC and plumbing design by the contractor.

Electrical:

- Determine motor control center (MCC) location and equipment to be powered out of the MCC. The equipment is assumed to be the UV system, HVAC and monitoring equipment. Prepare one-line diagrams for proposed facilities. Coordinate with lead process engineers to determine power requirements.
- Layout the major electrical equipment located in the new electrical room. Determine if any equipment requires low voltage control system uninterruptible power supplies (UPS) and locations of UPS equipment. Coordinate with lead I&C engineer to determine space requirements and locations for control equipment. Locate major input/output (I/O) termination panels and control panels.
- Identify rights-of-way and routing methods for electrical conduit and tray. Lay out duct bank system (major runs/manholes). Locate incoming power service and primary power transformers. Coordinate with civil yard piping. Locate manholes and hand holes.

- Define hazardous locations (NFPA 820) and document. Define corrosive locations and document.
- Prepare first draft of technical specifications including performance specifications for interior lighting design by the Contractor.

Instrumentation and Control

- Update applicable P&IDs impacted by this project.
- Work with Process Engineer to prepare written UV operational description and system control requirements.
- Prepare preliminary I/O count. Size and locate I/O locations for distributed control systems (DCS). Coordinate I/O rack room sizing with electrical and architectural disciplines.
- Coordinate with HVAC engineer regarding control system requirements.
- Define control interfaces for all package systems with local controls.
- Prepare first draft of technical specifications.

Engineer's Opinion of Probable Construction Cost

Jacobs will prepare an engineer's opinion of probable construction cost based on the 50% design drawings and specifications. The engineer's cost opinion will be itemized by technical specification section. The City will have the opportunity to review the costs and provide comments.

The cost opinion will be prepared for guidance in project evaluation from the information available at the time of preparation. The final project construction costs will depend on actual labor and material costs, actual site conditions, productivity, competitive market conditions at the time of project bid, final project scope, final schedule and other variable factors. As a result, the final project costs will vary from the engineer's construction cost opinion. Because of these factors, funding needs must be carefully reviewed by the City prior to making specific financial decisions or establishing final budgets.

50% Design Review

The 50% design documents and supporting information will be reviewed by Jacobs Quality Control reviewers. 50% design will be concurrently submitted to the City for review. Review comments will be incorporated into the 95% design documents.

We will conduct an onsite workshop with the City to review the work products from the 50% design submittal as described in Task 2. An action/task list from the workshop will be compiled and submitted to the City.

Deliverables:

- 50% Design Drawings (Electronic PDF only)
- 50% Specifications (Electronic PDFs only)
- 50% Engineers Opinion of Probable Construction Cost

Assumptions (in addition to Task 1 assumptions):

- The design will consist of approximately 55 design drawings and technical specifications covering general construction requirements, civil, architectural, structural, process mechanical, building mechanical, electrical, and I&C disciplines.

- The City's existing emergency generator at the Lift Station 5 has the sufficient capacity to accommodate the extra load by the new UV system, therefore no new emergency generator is required.
- The City will provide site geotechnical and survey data to Jacobs. Field services needed for geotechnical data acquisition and surveying for site control work is not included in this scope of services, but can be provided by Jacobs, if needed, as an additional service.
- The City will need a maximum of 2 weeks to review the Design Development submittal.

Task 3 – Contractor Documents Development (95% design)

Task 3 utilizes the Design Development decisions as the basis to continue the final design. Structures, equipment, major plant piping, process, and site plan are all finalized during this phase. Drawings and other bidding documents that are required for permitting review will be available at the conclusion of this phase. Our internal quality control review and approval will occur prior to the finalization of this design phase. Specific activities, and work products from this phase are described in the following subtasks:

Civil and Site Development:

- Freeze civil design. Structures, road, and major site element horizontal locations are finalized. Structure floor/control levels, and finished grades are finalized.
- Finalize demolition requirements and limits. Define contractor staging, storage, access, and off-site access corridors.
- Finalize site grading drawings.
- Set final building and structure elevations.
- Finalize yard piping and plant drain layouts. Identify utility corridors.
- Finalize traffic flow, parking, and lay out road access. Coordinate handicap requirements, if any, with architectural discipline and City regulators.
- Finalize technical specifications.

Architectural:

- Finalized Architectural layout and materials selection.
- Finalize technical specifications.

Structural:

- Document structural design concept for each and structure. Finalize materials of construction.
- Finalize framing plan for building.
- Finalize technical specifications.

Process Mechanical:

- Finalize major equipment sizing calculations.
- Coordinate with I&C on process control narratives development.

- Finalize the hydraulic profile for all major gravity process pipelines and hydraulic structures. Assume UV system will operate with gravity head from Parshall Flume and no pumping required.
- Complete equipment data sheets/equipment list on all major equipment items.
- Finalize ancillary equipment sizing and line sizing calculations.
- Final equipment selection (type, size, weight, arrangement).
- Finalize technical specifications.

HVAC/Plumbing:

- Prepare sizing calculations for HVAC equipment based on energy code requirements and selected building construction materials. Prepare HVAC equipment data sheets and cut sheets.
- Finalize ventilation concept drawing (louver locations, fan locations, type of equipment, air flows). Assumes wall mounted ventilation and ceiling mounted unit heaters will be used.
- Prepare HVAC system block diagrams. Define HVAC system control philosophy.
- Finalize technical specifications including performance specifications for HVAC and plumbing design by the contractor.

Electrical:

- Prepare detailed electrical load calculations.
- Finalize electrical room and prepare major electrical equipment layout for all equipment located in the electrical room. Finalize equipment requiring low voltage control system uninterruptible power supplies (UPS) and locations of UPS equipment. UPS is not required for the UV modules.
- Submit load calculations and one-lines to electric utility for review. Identify rights-of-way and routing methods for electrical conduit and tray. Finalize duct bank system layout (major runs/manholes). Finalize location of manholes and hand holes.
- Finalize hazardous locations (NFPA 820 - Standard for Fire Protection in Wastewater Treatment and Collection Facilities) and document.
- Finalize technical specifications including performance specifications for interior lighting design by the contractor.

Instrumentation and Controls

- Coordinate with Process Engineer to prepare written UV operational description.
- Summarize I&C system design philosophy for UV process in a process control narrative. Include a description of the field elements to be used for each application and preliminary set points for major I&C elements.
- Update/finalize control system block diagram.
- Finalize typical control diagrams/loop diagrams for each type of control scheme to be used.
- Finalize design drawings
- Finalize technical specifications

Engineer's Opinion of Probable Construction Cost

Jacobs will update the engineer's opinion of probable construction cost based on the 95% design drawings and specifications. Modifications per the City's review of the engineer's cost opinion prepared as part of the 50% package will be incorporated into the 95% cost opinion. The engineer's opinion of probable construction cost will be itemized by technical specification section. The City will have the opportunity to review the costs and provide comments.

The cost opinion will be prepared for guidance in project evaluation from the information available at the time of preparation. The final project construction costs will depend on actual labor and material costs, actual site conditions, productivity, competitive market conditions at the time of project bid, final project scope, final schedule and other variable factors. As a result, the final project costs will vary from the engineer's cost opinion. Because of these factors, funding needs must be carefully reviewed prior to making specific financial decisions or establishing final budgets.

95% Design Review

The 95% design documents and supporting information will be reviewed by Jacobs Quality Control reviewers. 95% design will be concurrently submitted to the City for review. These comments will be incorporated into the 100% design documents.

Following review by the City, Jacobs will submit the 95% design documents to the ADEC and City of Kodiak Building Department. The City will coordinate reviews for Building Permit approvals as needed. The City will pay all permit and agency fees.

Deliverables:

The 95% submittal to the City and submittal to permitting agencies will include the following items:

- 95% Design Drawings
- 95% Technical Specifications
- Updated Engineer's Opinion of Probable Construction Cost

Assumptions (in addition to Task 1 and 2 assumptions):

- The City will be responsible for timely acquisition of construction funding during the final design process. 95% design documents should not be submitted to ADEC for plan review approval until the bid and construction schedule has been set.
- The City will need a maximum of 2 weeks to review the Contract Documents submittal.

Task 4 – Bid Documents Development (100% design)

Task 4 develops the final contract drawings, specifications, and schedules for competitive bidding. Key activities during this phase include:

- Contract Document Completion based on comments from permitting agencies and the City
- Finalize specification front-end documents, including General Conditions, General Requirements, bidding documents, bonds, and Instruction to Bidders. Owner input is required at this point to determine construction contract and insurance requirements.
- Coordinate with City on advertising and bidding process.
- Prepare final construction drawings.

- Prepare final technical specifications.
- Prepare final calculations.
- Complete final checking and coordination review.

Incorporation of Final Review Comments:

Jacobs will modify the contract documents to reflect all agreed upon final review comments from the City, applicable regulatory agencies and our quality control review team. The final documents will then be submitted to the City for advertisement for bids by the City.

Deliverables:

- 100% Bid Documents (one electronic, photo-ready PDF that can be utilized by the City for reproduction and distribution to bidders)
- Approval to Construct letter from ADEC (if available by time of bidding)

Assumptions (in addition to Tasks 1-3 assumptions):

- The City will be responsible for establishing and providing to Jacobs all construction document insurance requirements, liquidate damages amounts, and all the City's special provision requirements.

Task 5 – Bidding Phase Services

Jacobs will provide bidding support services including preparing bid packages, providing bidding assistance, attending the pre-bid conference, review of bidders' questions, preparing addenda, and providing a contract award recommendation, with final determination by the City.

It is assumed that Jacobs will provide the complete electronic bid documents to the City as a part of the bid package for distribution to the bidders. It is assumed that the City will be responsible for all bid advertising costs during the bidding process and that the City will be the primary point of contact for bidders during the bid phase.

Jacobs will assist the City in arranging and conducting one mandatory pre-bid conference. Jacobs will assist the City in developing the agenda and content of the pre-bid conference. We will take minutes or make other provision for documenting the pre-bid conference. We will also record all questions and requests for additional information and shall coordinate with the City for issuing responses and additional information.

Jacobs will provide technical interpretation of the contract bid documents and will prepare proposed responses to any bidder questions and requests, which may be in the form of addenda. The City will issue Addenda to the Bid Documents and distribute the addenda to the planholders/bidders. It is assumed that up to two addenda will be prepared and issued by Jacobs as part of bidding services. All Addenda will be approved by the City.

Jacobs will assist the City in review and evaluation of the apparent low bidder. If requested by the City we will prepare a summary memorandum of its bidder review and evaluation and include recommendations for construction contract award, or other action as may be appropriate. The City will make the final decision on the acceptance or rejection of all bids and construction contract award. Jacobs will provide limited technical (but not legal) advice in bid protest situations.

Deliverables:

- Up to 5 hard copies of the Contract Documents (with half-size drawings) and 1 copy of full size drawings
- Pre-bid conference agenda and minutes
- Up to two Addenda to the Bid Documents

Assumptions:

- The City will have adequate construction funds in hand before advertising for construction bids.
- If the City elects to reject all bids, for any reason, and decides to re-bid the project, any subsequent re-bid phase services by Jacobs will be as an additional service.

Task 6 – Project Management

Project management includes time required to set up the tasks, regularly communicate and update City staff, coordinate activities, assure QA/QC of deliverables, direct project personnel, prepare invoices, attend project meetings, close the project, archive records, and address any general project management issues that arise during project execution. Monthly invoices will be prepared along with a brief status report. One City Council project status presentation will be provided by our project manager during the project’s final design or bid phase. Additional City Council presentations can be provided as additional services.

Deliverables:

- Monthly invoices and project status reports.

Construction Phase Services (Not Part of This Proposal)

Jacobs typically provides both office and field services during project construction for our design projects. It is anticipated the City will request a future construction phase services proposal from Jacobs before the design is completed so those services can be approved prior to the start of construction. Engineering fees for construction phase services typically range from 12 to 30 percent of construction cost, depending on the final scope of services. If Jacobs is to provide a Resident Project Representative the costs will be at the high range for this project phase. Typical construction phase tasks are listed below:

Task 7 - Engineering Service During Construction (Office Support with periodic site visits)

Task 8 - Resident Engineering Services (up to full-time field services during active construction)

Task 9 - Startup, Operator Training, and I&C programming Services

Task 10 - Warranty Period Services

Task 11 – Project Closeout Services

Project Team

Our proposed UV disinfection facility final design team:

Project Manager – Floyd Damron, PE

Senior Technology Advisor - Matt Noesen, PE

Design Manager and Civil Engineer – Ian VanBlankenstein, PE

Geotechnical Engineer – Bud Alto, PE

Architect – Mark Sharp, AIA

Structural Engineer – Mark Parent, PE

Electrical Engineer – John Owens, PE

I & C Engineer - Jared Tatro, I&C Specialist

HVAC Engineer - Suzanne Marinello, PE

CAD – Rory Benfield

Cost Estimating – Nick Cavalleri

Schedule

Our Jacobs team is available to begin work upon Notice to Proceed (NTP). The design is assumed to require 11 months from NTP and is expected to be completed by the end of 2019 or early 2020. We propose the following project schedule:

Milestone	Target Completion Date based on time from NTP
Notice to Proceed	To be Determined based on contract execution
UV Equipment Selection Package	12 weeks
50% Submittal Package	24 weeks
95% Submittal Package/Permitting Package	36 weeks
Permit Agency Responses	40 weeks
Bid Document and Advertise for Bid	48 weeks

Lump Sum Engineering Services Fee

Jacobs proposes to perform the UV Disinfection Final Design for a Lump Sum Fee Amount of \$468,000, to be invoiced monthly on a percent complete basis:

Task 1 – Schematic Design/Equipment Preselection	\$ 67,000
Task 2 - Design Development (50% design)	\$ 156,000
Task 3 – Contractor Documents Development (95% design)	\$ 112,000
Task 4 – Bid Documents Development (100% design)	\$ 50,000
Task 5 – Bidding Phase Services	\$ 31,000
Task 6 - Project Management	\$ 52,000
TOTAL LUMP SUM AMOUNT	\$468,000

Requested Change to City's Agreement for Professional Services

For the City's Agreement for Professional Services we request the following change, which is the same request we made and was accepted by the City for the Centrifuge Installation Project PN 17-03/7519:

AGREEMENT SECTION 6.B., please revise to read as follows: "The CITY shall be named as additional insured with respect to the ENGINEER's liabilities hereunder in insurance coverage identified in items 2 and 3 and the ENGINEER's insurer waive subrogation against the City under all policies required by this section, *with the exception of Professional Liability*. The ENGINEER shall provide the City with certificates of insurance.

Please let us know if the requested Agreement change is acceptable.

We appreciate this opportunity to submit our engineering services proposal and look forward to working with you and your staff. This project will provide high value to the City because it will add a new disinfection treatment process to meet your new WWTP's discharge permit requirements.

Please let us know what questions you may have regarding our proposal.

We are available to travel to Kodiak, if needed, to facilitate approval of this final design proposal.

Sincerely,

CH2M HILL Engineers, Inc.




Floyd J. Damron, P.E.
VP & Alaska Manager



Jalmer (Bud) Alto, P.E.
Manager of Projects

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Mike Tvenge, City Manager 

Date: February 28, 2019

Agenda Item: V. b. Authorization of Professional Services Agreement for State Legislative Lobbying Services

SUMMARY: The City is seeking a strong lobbyist with sound knowledge of public policy, clear understanding of the legislative and state administrative processes and effective communication skills. A Request for Proposal (RFP) for State legislative lobbying services was issued on January 17, 2019. The RFP was published in the Kodiak Daily Mirror, Anchorage Daily News, and Juneau Empire. Four proposals were received by the deadline. The Lobbyist Review Committee met on February 15, 2019, and reviewed the proposals and selected two candidates for an interview. The Lobbyist Review Committee met on February 21, 2019 and interviewed the two candidates. The committee recommends Dianne Blumer to be the City's state lobbyist. The professional service agreement recommended would start on March 1, 2019, with a term ending December 31, 2019. The cost of this agreement would be \$36,050 which includes: Lobbying services \$34,000; APOC registration fee \$ 250; Reasonable out of pocket expenses not to exceed \$ 200 per month. Travel or other expenses require advanced approval by the City of Kodiak.

PREVIOUS COUNCIL ACTION:

- On November 6, 2018, during a work session, Council discussed the City's plans for a State Lobbyist and determined a Request for Proposal should be issued.
- On January 8, 2019, during a work session, Council established a Lobbyist Review Committee to review proposals received for the State Lobbyist position. The committee they established included Mayor Branson, Councilmember Terry Haines, and Councilmember Rich Walker. The City Manager and City Clerk should also be involved the process.

DISCUSSION: The City of Kodiak solicited proposals from qualified consultants/firms/individuals to represent the City on state policy and legislative issues. The RFP outlined that the desired consultant must have demonstrated experience in lobbying the Alaska State Legislature, with extensive experience on behalf of municipal clients preferred. At least five years' experience in providing legislative and intergovernmental services before the legislative and executive branches was required. The desired consultant should have demonstrated experience in bipartisan relationships with a network of access to legislators, administrative executives, and staff. Gillespie & Associates was the City's state lobbyist from 2011-2018.

ALTERNATIVES:

- 1) Council may authorize the professional services agreement, which is staff's recommendation, because it is important for the City to have a professional advocate and spokesperson working at the state level to ensure the City's interests are managed.
- 2) Amend or do not authorize the professional services agreement, which is not recommended, as it would severely limit the City's ability to make its needs known in an effective and timely way without Ms. Dianne Blumer's help.

FINANCIAL IMPLICATIONS: The funds to renew this contract were included in the City's FY2019 budget and will be reflected in the FY2020 budget as well.

CITY MANAGER'S RECOMMENDATION AND COMMENTS: I support the recommendation to hire Blumer & Associates as the City's State of Alaska lobbyist. This professional service is supported by KCC 3.12.070 (a) (2) Providers of professional services shall be selected solely on experience and qualifications and price shall not be a factor in the selection process.

ATTACHMENTS:

- Attachment A: Professional Services Agreement with Blumer & Associates
- Attachment B: Dianne Blumer's RFP for State Legislative Lobbying Services

PROPOSED MOTION:

Move to authorize Professional Services Agreement No. 241767 with Dianne Blumer, dba Blumer & Associates from March 1 through December 31, 2019, in the amount of \$36,050 with funds coming from the General Fund Legislative Professional Services account and authorize the City Manager to sign the documents on behalf of the City.

Professional Services Agreement No. 241767
Between
The City of Kodiak
and
Dianne Blumer, d.b.a. Blumer & Associates

THIS CONTRACT is between the City of Kodiak, hereinafter referred to as “City,” an incorporated municipality in the State of Alaska, and Dianne Blumer who will serve as the primary contact for the City of Kodiak with assistance from associates under her direction, d.b.a. Blumer & Associates, hereinafter referred to as “Consultant,” a private consulting firm with its principal place of business in Anchorage, Alaska.

1. TERM AND PAYMENT

- 1.01 This contract shall be effective on March 1, 2019, and continue through December 31, 2019.
- 1.02 The City shall pay the Consultant the sum of dollars (\$36,050) for calendar year 2019, payable in installments monthly.

The cost of this agreement of \$36,050 includes: Lobbying services \$34,000; APOC registration fee \$ 250; Reasonable out of pocket expenses not to exceed \$ 200 per month. Travel or other expenses require advanced approval by the City of Kodiak.

2. CONTRACT SERVICES

- 2.01 The Consultant shall perform those professional services described in Appendix A, Scope of Work, which is attached and incorporated by reference.
- 2.02 The Consultant will be in Juneau for an appropriate amount of time to effectively represent the City in the Legislative session.

3. TERMINATION

Either party may terminate this contract, for cause or convenience, upon thirty (30) days written notice to the other. Notice shall be deemed to have been fully given or made or sent when made in writing and delivered in person or deposited in the United States mail, certified and postage prepaid, and addressed to the respective addresses set forth above the signatures of this agreement. The address to which any notice, demand, or other writing may be given or made or sent to any party may be changed by written notice given by such party as above provided.

4. RELATIONSHIP OF THE PARTIES

It is understood the Consultant will lobby on issues of identified concern to the City.

5. PERMITS, LAWS, AND TAXES

Page 1 of 4

- 5.01. The Consultant shall acquire and maintain in good standing all permits, licenses, and other entitlements necessary to the performance of her duties under this contract. All actions taken by the Consultant under this contract shall comply with all applicable statutes, ordinances, rules, and regulations imposed by the governmental authority.
- 5.02 The Consultant shall pay all taxes pertaining to performance of this agreement. The Consultant expressly agrees to comply with all requirements of AS 24.45.011 through 24.45.181 and any administrative regulations issued by the State of Alaska to implement those provisions of law.

6. INSURANCE

During the term of this contract, the Consultant shall provide and maintain, at the Consultant’s own expense, automobile liability insurance for any vehicle owned and operated by the Consultant in connection with performance of this contract.

7. ASSIGNMENTS

The Consultant may not assign her interest in her contract to another person or delegate any duties under this contract without prior written approval of the City. Any attempt by the Consultant to assign any part of her interest or delegate duties under this agreement shall give the City the right to terminate this contract.

City of Kodiak
710 Mill Bay Road
Kodiak, AK 99615

Dianne Blumer
6058 Azalea Drive
Anchorage, AK 99615

Mike Tvenge, City Manager

Dianne Blumer, Blumer & Associates

ATTEST:

Debra L. Marlar, City Clerk

EXHIBIT "A"
SCOPE OF WORK

The Consultant shall communicate directly or through Consultant's agents with any appropriate public official for the purpose of influencing Legislative or Administrative action as directed or requested by the City, and in the best interests of the City.

In this regard the Consultant shall:

- A.** Receive guidelines for lobbying efforts from the City Council through the Mayor, City Manager, or City Clerk and work within such guidelines to promote, advocate, support, modify, oppose, or delay any appropriate Legislative or Administrative action. Modifications to these guidelines may be made from time to time by the City.
- B.** Communicate with the Mayor, City Manager, and City Clerk for the purpose of acquiring information, statistics, studies, and analyses to use as back-up and support material in support of Consultant's lobbying activities.
- C.** The Consultant will be called upon to arrange meetings and/or conferences, provide information and/or research, and provide such other services as required or convenient to enhance communication between the City and all branches of the State Government.
- D.** The Consultant shall provide reports and professional advice to the City regarding Consultant's lobbying efforts on behalf of the City. The scope of work should include legislators, interim communications, engagement with Commissioners and Division Directors, and the Governor's office. Work may include, but is not limited to:
 - 1. Identify state legislation and legislative proposals that may impact Kodiak;
 - 2. Identify proposed state regulatory changes that may impact Kodiak;
 - 3. Work with the City Council, Clerk, and Manager to develop positions on relevant legislation;
 - 4. Assist the Mayor in arranging municipality lobbying visits to Juneau to help ensure productive meetings;
 - 5. Draft legislation and amendments, as necessary;
 - 6. Lobby for the City's position on legislation and regulatory matters, including:
 - o Direct contact and communication with state legislators and staff;
 - o Direct contact and communication with state agencies;
 - o Direct contact and communication with associations and other interest groups that may

- have similar interests or interests that conflict with those of Kodiak;
7. Draft letters and talking points on legislation as necessary;
 8. Maintain close working relationship with Mayor and Council and designated members of staff;
 9. Provide written monthly reports to the Mayor, City Manager, and City Clerk during the session and as requested or needed during the interim, and such reports shall include, but shall not be limited to, contacts and progress made on behalf of the City, changes in the status of capital project funding requests, legislation of interest to the City, and any anticipated problem areas of which the Consultant becomes aware;
 10. Provide one visit annually to Kodiak for briefings in person to the Council, public and staff on key issues, legislative committees or legislative session status;
 11. Exercise best professional judgment in all matters relating to work for the City and immediately report any position or action taken which involves an area of uncertainty or controversy;
 12. Work in conjunction with the Kodiak Island Borough's state lobbyist on matters of interest or concern to both governments when directed by the City.

Dianne Blumer

BLUMER & ASSOCIATES

6058 Azalea Drive, Anchorage AK 99516

(907) 575-2279

Government Relations | Consulting | Lobbying Services

RESPONSE TO THE CITY OF KODIAK REQUEST FOR PROPOSAL

February 11, 2019

Dianne Blumer

BLUMER & ASSOCIATES

6058 Azalea Drive, Anchorage AK 99516

(907) 575-2279

Government Relations | Consulting | Lobbying Services

February 11, 2019

Debra Marlar
City Clerk
710 Mill Bay Road
Kodiak, Alaska 99615

Subject: Kodiak Lobbying Services Proposal

Dear Ms. Marlar:

Blumer & Associates is pleased to offer this proposal to provide State Legislative Lobbying Services to the City of Kodiak.

As the Principal of Blumer & Associates I personally offer over thirteen years of combined experience with the Alaska State Legislature and the Executive Branch, including recent direct advocacy on behalf of local governmental clients. I maintain a solid relationship with the Governor and his Cabinet, as well as the House and Senate members, including leadership on both sides of the aisle.

You will find I am well versed in the history, legislative goals, priorities, and role of local government. I have provided governmental affairs and lobbying services to the Alaska Municipal League and other cities over the last several years. On several occasions I have presented to various municipals/cities in relation to governmental and legislative matters.

Blumer & Associates possess the bipartisan professional relationships to ensure that Kodiak's priorities and concerns are well represented and advocated for ensuring they will be heard and acted upon. I am fluent in local government priorities and resolutions on key legislative issues. I have had the pleasure of serving the City of Kodiak during the 2018 legislative session as an associate with Mr. Gillespie.

In addition to advocating on various cities independent capital request, I have supported statewide local government matters in the legislature including, but not limited to, the PERS/TRS employer contribution rate, community assistance / revenue sharing, supported maximum local control including multiple pieces of legislation, multiple budget appropriations, and pushback against cost shifting.

I offer integrity, professionalism, familiarity with process, and the bipartisan relationships required to successfully represent the City of Kodiak.

My work history includes, Chief of Staff and Policy Advisor in the Legislature, executive level management positions in the Administration, including a Cabinet- level appointment by the Governor as the Commissioner of Labor and Workforce Development.

I will serve as the prime contractor and will secure administrative assistance when needed. I am committed to devoting all the time, energy, resources and legwork necessary to fulfill the scope and parameters of this proposal.

In addition to the professional experience, recent executive branch and legislative experience, I have strong relationships with bipartisan contacts. My office maintains a manageable workload allowing for personalized service to the City of Kodiak.

This proposal is submitted with much interest and I believe addresses each element of the proposed scope of work, including qualifications, with demonstrated successful outcomes for current and prior clients. Best of luck on a successful review process.

Sincerely,


Dianne Blumer
Blumer & Associates

Dianne Blumer

BLUMER & ASSOCIATES

6058 Azalea Drive, Anchorage AK 99516

(907) 575-2279

Government Relations | Consulting | Lobbying Services

CITY OF KODIAK STATE LOBBYING SERVICES 2019 PROPOSAL SUBMISSION

EXECUTIVE SUMMARY

Blumer & Associates/ Dianne Blumer has been successfully providing professional governmental relations consulting and advocacy for 13 years. Areas of expertise are public policy, municipal government, healthcare, finance, and taxation.

We pride ourselves in providing bipartisan, high quality, dedicated counsel, advice, and advocacy for our clients. We also believe that credibility, good relationships, and hard work are very important elements of successful lobbying.

Dianne Blumer, principal of the company, is a homegrown Alaskan with 26 years of executive and legislative experience. She brings an array of professional experience with the executive and legislative branches of state government. In addition to her recent experience as Chief of Staff and Senior Policy Advisor with the Alaska State Legislature, she served as Commissioner of the Department of Labor and Workforce Development managing issues including Alaska labor laws, Workers Compensation, vocational rehabilitation and workforce development. She is skilled in public policy, regulatory processes, and labor laws, including advocating on behalf of management in collective bargaining issues.

As a lobbyist, she has represented several Alaskan cities and boroughs on capital projects, municipal issues, taxes, local planning, and educational issues. She is skilled in analyzing public policy issues and implications when working with clients to achieve the best outcome.

RELEVANT SKILLS AND EXPERIENCE

Dianne Blumer:

Director of Personnel and Labor Relations

In 2006 Dianne was appointed as the State Director of Personnel and Labor Relations where she was responsible for human resources, employee payroll and benefits, employee classification and negotiating collective bargaining agreements with all State of Alaska unions.

Prior to becoming the Director, Dianne had served as a Labor Relations Analyst for many years, where she was chief negotiator on state labor contracts and chief advocate in arbitrations. This experience requires extensive knowledge in all aspects of the state employee relations, retirement benefits, labor laws, and negotiated agreements.

Commissioner of Department of Labor and Workforce Development

In 2012 Dianne was appointed to serve as Commissioner of the Department of Labor and Workforce Development. During her tenure she was responsible for developing grant funding and educational programs relating workforce development and the post-secondary education. She successfully worked with several communities to develop apprenticeship programs for individuals who had been incarcerated. This program was positive and substantially changed the lives of otherwise misguided individuals.

On the Alaska Workforce Development Board, Dianne worked closely with the members of local governments to ensure the program funding was distributed to best meet the workforce development needs of Alaska.

As Commissioner, an extensive understanding of the legislative and state administrative processes is essential. Lobbying the legislature and testifying on programs and the Department's budget was obligatory on a regular basis.

Chief of Staff and Senior Policy Advisor for the Alaska State Legislature

Dianne has most recently served in the Alaska State Legislature drafting bills/legislation, scheduling and preparing testimony, testifying and negotiating with legislators to ensure successful and desired outcomes.

In all positions it was imperative to have a sound understanding of the Legislature and Executive Branch processes and Alaska State laws, regulations, and budget. Additionally, to be successful one must have the ability to work with all legislators, on both sides of the aisle, as well as a broad range of public and private stakeholders across the state.

SPECIFIC LEGISLATIVE OUTCOMES

- Defended Revenue Sharing/Community Assistance and helped secure an additional \$8M in FY 18, and \$4M in FY 19 as well as an additional \$30M to the PCE to stabilize the annual funding level;
- Successfully secured \$98M funding for City of Kodiak fire hall;
- Helped defend the PERS contribution rate of 22% for municipalities against numerous efforts to cost shift to local governments by increasing the contribution rate;
- Assisted in passage of HB 267 allowing for release of hunting and fishing records to municipalities;
- Passage of HB 176 allowing for Medicaid reimbursements for publicly-owned emergency transport services;
- Lobbied for passage of HB 146 allowing municipalities to offer tax exemptions on deteriorated residential property and newly subdivided property to allow for development.
- Worked closely on SB 91 the omnibus crime bill and subsequent criminal justice reform legislation SB 54 and SB 55;
- Lobbied for local municipal control in matters related to the Transportation Network Companies legislation in both 2017 and 2018 Sessions;
- Advocated and passed legislation related to abandonment of derelict vessels.
- Successfully lobbied against HB 409, imposing an increase in the registration fees for municipally owned vehicles;

Dianne's guiding principles are hard work, integrity, and attention to detail. We are careful to maintain reliable and enduring relationships, based on trust, with elected and appointed officials and staff at all levels of State Government.

We have first-hand extensive understanding of the legislative process from both the Executive and Legislative Branch perspectives. This experience will be invaluable in assisting the City of Kodiak in the legislative process.

Dianne's experience as Commissioner of Labor and Workforce Development and as the Director of Personnel and Labor Relations in the Department of Administration has provided her with invaluable knowledge and insight related to broad public policy experience, the Public Employee Retirement System (PERS), community revenue sharing/community assistance and contracts. This will be an asset in accomplishing legislative objectives.

Additionally, Dianne's experience serving in the State Legislature has provided her with a vast knowledge of public policy issues and the legislative process as well as strong working relationships with legislators, staff, and key stakeholders across the state.

UNDERSTANDING SCOPE OF SERVICES

Blumer & Associates (Contractor) will advise the City of Kodiak (Client) on strategy and tactics throughout the term of this agreement. Contractor will provide all state lobbying services including identifying, prioritizing, engaging on, and monitoring legislation and state regulations related to the Client's interests. Contractor will arrange all necessary meetings, facilitate testimony, track hearing schedules, and legislative activity related to the Client's interests. Contractor will also provide general consulting and advocacy services as appropriate and directed by the Client.

We have extensive experience working for public entities and associations, which requires unique communication and reporting skills. This includes, verbal communication as required, weekly updates during legislative session regarding relevant committee meeting schedules and bill status, monthly written reports related to legislative activity during the session and as required in the interim. Outside the legislative session current events and regulatory concerns and communication with the Governor, his staff and the Administration will continue to be monitored and reported on for matters that relate to the client.

Dianne has had the opportunity to represent the City of Kodiak previously as an Associate of Gillespie and Associates, providing her a good understanding of the key issues and positions.

Our suggested approach to taking on the Client's governmental relations work includes the following:

- Understand, articulate, and marshal public policy, legislative, and regulatory arguments supporting legislative priorities;

- Develop a cohesive legislative strategy working with the Client's leadership;
- Identify a timeline for tasks to be accomplished each week/month of the Session;
- Work with the Client's leadership to identify legislative allies and schedule meetings as directed;
- Prepare written summary of policy positions, legislation, and arguments supporting the Client's positions;
- Seek advice and counsel from supporters and allies;
- Work with the Client's leadership and staff to identify impediments to achieving legislative objectives and strategies to overcome or avoid these obstacles,
- Meet with and educate Legislative and Executive Branch leadership on the Client's priorities;
- Form alliances and strengthen relationships where possible;
- Provide reports on legislative activity and key issues during the Legislative Session;
- Provide written or oral reports during the Interim on an as needed basis;
- Work with leadership to activate and target membership communications with the Legislature to promote the Client's goals and objectives;
- Attend and report on legislative processes and current events at council meetings as requested.

INTERPERSONAL COMPATIBILITY WITH ELECTED OFFICIALS

Dianne has established relationships with elected officials of both parties some of long standing and others of more recent experience. The key to maintaining these relationships is credibility and trust. We also provide an excellent bipartisan range of legislative contacts and working relationships.

Dianne's recent work in the state Senate and House is an important asset as she has worked for Senate Majority and House Minority. Dianne has current experience and relationships with the Alaska State Legislature and has been very successful in working in a bipartisan manner with all members.

Dianne has worked with every administration and held a multitude of high-level management positions, including Cabinet level over the past 26 years.

To work closely across the political spectrum is imperative for reaching success especially in times of bipartisan coalitions. She has a proven track record demonstrating

the ability and skill to work and communicate effectively with Legislators and Administrative Officials on behalf of her clients.

OFFICE LOCATIONS

Physical office location during session (this is not a mailing address):

Session Address:

224 4th Street

Juneau, AK 99801

Mailing address:

6058 Azalea Dr.

Anchorage, Alaska 99516

CURRENT CLIENTS/DECLARATION REGARDING CONFLICT OF INTEREST

A list of current and previous clients worked with the last 12 months is as follows:

City of Unalaska (current)

Associated General Contractors (current)

North Star Behavioral Health Systems (current)

Alaska Municipal League (current)

Matanuska Electric Association (current)

City of Kodiak (last 12 months)

Southern Southeast Regional Aquaculture Assn., Inc. (last 12 months)

Alaska State Employees Association (last 12 months)

POTENTIAL CONFLICT OF INTERESTS

There is no apparent conflict of interests. We understand the need to avoid conflicts of

interest and are sensitive to those issues. We are very willing to discuss potential conflicts of which we may not be aware.

PRIMARY CONTACT

Dianne Blumer, Blumer & Associates

6058 Azalea Dr., Anchorage, Alaska 99516

(907) 575-2279

Blumer and Associates was officially established in 2018. Administrative staff and/or associates will be available on an as needed basis.

COST OF SERVICES AND EXPENSES

The compensation for services based on a March 1, 2019 start date will be \$34,000, paid monthly installments by the 5th day of each month as follows:

1. \$7000.00 per months of March through May
2. \$1857.00 for the months of June through December.

Reasonable out of pocket expenses will be reimbursed by the Client, not to exceed \$200.00 per month. Expenses which exceed this limit and travel expenses must be approved in advance by the Client. Any estimated expenses would primarily include travel required by the Client, outside the travel for the Legislative session.

The Contractor will be reimbursed for the APOC lobbyist registration fee of \$250.00.

Contractor will invoice the Company monthly for fees and expenses.

REFERENCES

John MacKinnon, Executive Director of Associated General Contractors 907-321-2047

Frank Kelty, Mayor of Unalaska (907) 268-8718

Kathie Wasserman, former Executive Director, AML 907-321-4542

Kate Sheehan, Director of Personnel, State of Alaska 907-957-1557

Mike Nizich, former Chief of Staff to Gov. Parnell 907-321-5091

Attached written letter of recommendation from Governor Sean Parnell

TERMS OF AGREEMENT

The term of this agreement will commence March 1, 2019 and will remain in effect through December 31, 2019, unless otherwise negotiated by the parties.

The agreement shall remain in full force and effect, unless terminated or annulled by mutual consent of the parties, with the exception of termination for cause. Potential causes for termination may include, dishonesty, theft or other excessive unbecoming professional behavior.

The agreement may be modified or amended in writing if both parties sign such amendment.

The laws of Alaska shall govern the agreement.

SIGNED:

DIANNE BLUMER, BLUMER & ASSOCIATES

Dianne Blumer

2/11/19

Date

Dianne Blumer
6058 Azalea Drive
Anchorage, Alaska 99516
(907) 575-2279
Email: dianneblumer@gmail.com

Qualifications Summary

Resourceful and successful executive with extensive, varied and valuable leadership, management and policy experience. Commissioner level experience in operational efficiencies and organizational development, government and media relations, regulations and law. Goal oriented, consensus building leader motivated to achieve.

Employment History:

5/15/18- to Present

Principal- Blumer & Associates

Provide strategic guidance, representation and advocacy to clients on policy and political issues before the State of Alaska Executive and Legislative branches of government.

8/16/17- 5/15/18

Partner- Gillespie & Associates

1231 w. Northern Lights Blvd.

Anchorage, Alaska 99503

Provide strategic guidance, representation and advocacy to clients on policy and political issues before the State of Alaska Executive and Legislative branches of government.

1/14/17- 8/15/17

Chief of Staff- Alaska Legislature

Office of Representative Gary Knopp

Anchorage, Alaska

Advise the Representative on regulation, policies and statutory requirements. Research and draft bills for introduction, testify before committees and advise community leaders on the impact of potential legislation. Serve as the office Ambassador for community events and outreach. Manage staff, budget and all office matters.

11/1/15- 1/13/17

Senior Policy Advisor- Alaska Legislature

Office of Senator McGuire

Anchorage, Alaska

Advise the Senator on issues regarding Administrative Regulations and Judiciary Matters. Serve as the office Ambassador for community events and outreach.

5/17/12- 12/1/14

Commissioner- Cabinet Level

Department of Labor & Workforce Development

Anchorage, Alaska

Sole responsibility for the oversight and operation of the State of Alaska

Department of Labor and Workforce Development; manage a 185 million dollar budget and a department of approximately 1100 personnel.

1/7/11- 5/16/12

Senior Policy Advisor for Governor Parnell

Office of the Governor

Anchorage, Alaska

Supervisor: Mike Nizich

Advise the Governor and Chief of Staff on policy issues related to Department of Administration, Department of Commerce and Economic Development and Department of Revenue. Supervise responses to constituent inquiries and complaints on a statewide basis, represent the Governor at community events and organize out reach efforts.

10/9/09- 1/6/11

Deputy Director of Child Support Service Division

Department of Revenue

Anchorage, Alaska

Supervisor: John Mallonee

Responsible for the operation of the Client Services unit and Support Services unit, these two units encompass approximately 80% of the staff in the division, including Intake, Paternity, order establishment, domestic enforcement, modifications, interstate enforcement and special collections.

10/22/07-10/8/09

Deputy Director of Personnel and Labor Relations

Department of Administration

Anchorage, Alaska

Supervisor: Nicki Neal 465-4429

Responsible for the five Human Resource/Employee Relations service centers within the Division of Personnel and managed the Anchorage office.

5/2/2006- 8/16/07

Director of Personnel & Labor Relations

Department of Administration

Juneau, Alaska

Supervisor: Kevin Brooks 465-5668

Under the general direction of the Deputy Commissioner of Administration served as the Director of the Division of Personnel and Labor Relations responsible for the organizational unit established by statute. Responsibilities include, accountability for the planning, budgeting, staffing and general operation of the both the Division of Personnel and Labor Relations. Had substantial responsibility for the determination of policy and for the way in

which policies are carried out.

Exercise authority and instill confidence in managing and decision making subject to potentially high scrutiny by other state agencies, outside agencies and the public; must speak effectively before public groups and legislative committees; supervise and maintain cooperative relationships; successfully fulfill the mission of the division; analyze problems and develop solutions and function independently. Oversee the negotiations of all collective bargaining units covering classified service within the State of Alaska.

Additional Work History and References:

Available on request

Education and other achievements:

University of Alaska Southeast- Business Administration
American Arbitration Association
University of Wisconsin- Business and Management
FMCS -Federal Mediation Certification

Boards served on:

Alaska Cancer Society Food & Wine Gala Chair
Alaska Workforce Investment Board
Alaska Gasline Development Corporation
Alaska Prisoner Re-entry Task Force
Alaska Film Commission
Juneau Chamber of Commerce
Wildflower Court Assisted Living

STATE CAPITOL
PO Box 110001
Juneau, Alaska 99811-0001
907-465-3500
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Governor Sean Parnell
STATE OF ALASKA

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Anchorage, Alaska 99501
907-269-7450
fax: 907-269-7463
www.gov.alaska.gov
Governor@alaska.gov

November 25, 2014

To Whom It May Concern,

I am pleased to offer my recommendation on behalf of Commissioner Dianne Blumer, who has served in my Administration as chief executive of the Department of Labor and Workforce Development. She has filled a critical role in the operation of State government, giving direction to the agency, managing with a high level of expertise, and ensuring that the department answers to Alaskans in fulfilling its responsibilities under statute.

After she served as a Special Assistant in my office, I chose Dianne to serve as a Commissioner in my Administration because of her demonstrated integrity, professionalism, and competence. Throughout her time at the helm of the department, Dianne's commitment to serving the needs of Alaskans has been clearly evident. She has worked tirelessly to protect the interests of our state and her people, and has handled the demands of working in the highest levels of state government with grace and professionalism. Her leadership in the agency has been exemplary and has enabled our Administration to provide essential services and to accomplish much for Alaskans.

Commissioner Blumer has been a talented, valuable member of my Administration, and I am grateful for her years of service to Alaska in partnership with me. I am confident that Dianne has the expertise to provide solid leadership and take any organization to the next level, and I encourage your consideration of her as a qualified candidate for a position commensurate with her many accomplishments.

Best regards,

A handwritten signature in cursive script that reads "Sean Parnell".

Sean Parnell
Governor