

KODIAK CITY COUNCIL

WORK SESSION AGENDA

Tuesday, June 23, 2020, 7:30 p.m.

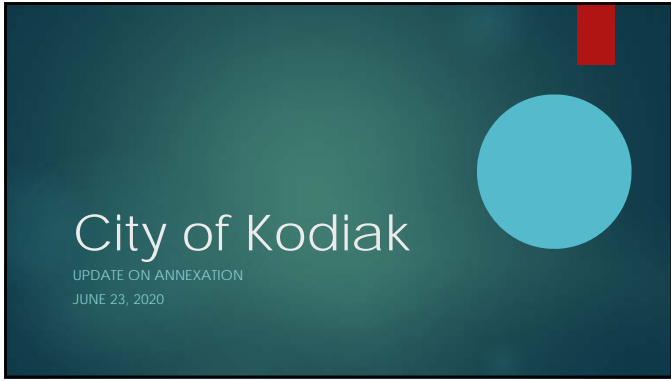
Elected Officials will be participating via Audio/Video Conferencing and/or some in person. Public members are encouraged to tune in to KMXT 100.1 FM. For everyone’s protection, there will be no in-person attendance for this work session in compliance with the Centers for Disease Control and Prevention’s guidance on social distancing. Work session agendas and packets are available online at <https://www.city.kodiak.ak.us/meetings>.

Work sessions are informal meetings of the City Council where Councilmembers review the upcoming regular meeting agenda packet and seek or receive information from staff. Although additional items not listed on the work session agenda are sometimes discussed when introduced by the Mayor, Council, or staff, no formal action is taken at work sessions and items that require formal Council action are placed on a regular Council meeting agenda. Public comments at work sessions are NOT considered part of the official record. Public comments intended for the “official record” should be made at a regular City Council meeting.

Discussion Items

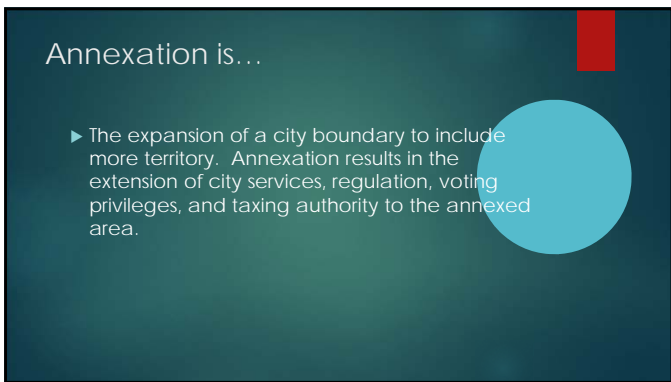
1. Public Comments (limited to 3 minutes; call-in number: 486-8610)
2. Annexation Discussion1
3. Review Nonprofit Grant Funding Applications..... Attached separately
4. Discussion of Bristol Engineering Proposal7
5. Update on the Renovations at the City-Owned Property on Hillside Drive
6. Barn Stabilization Update26
7. Cares Act Funding and Expenses Update
8. Kodiak Economic Development Corporation (KEDC) Update
9. Manager’s Report and Clerk’s Report
10. June 25, 2020, Agenda Packet Review

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City of Kodiak
UPDATE ON ANNEXATION
JUNE 23, 2020

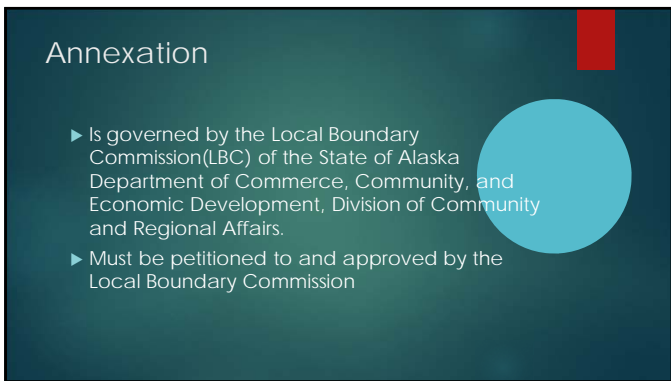
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Annexation is...

- ▶ The expansion of a city boundary to include more territory. Annexation results in the extension of city services, regulation, voting privileges, and taxing authority to the annexed area.

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Annexation

- ▶ Is governed by the Local Boundary Commission(LBC) of the State of Alaska Department of Commerce, Community, and Economic Development, Division of Community and Regional Affairs.
- ▶ Must be petitioned to and approved by the Local Boundary Commission

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Annexation

- ▶ Alaska law requires many elements be met for an annexation proposal to be approved. Extensive research and planning is required for a successful proposal.

Legal Standards

- ▶ Need
- ▶ Character
- ▶ Resources
- ▶ Boundaries

Pre-Planning

- ▶ Why do we want to annex?
- ▶ What do we hope to achieve? What are our goals?
- ▶ Does this fit with our long-term plans?
- ▶ What geographic areas should be considered?

Planning

- ▶ Research the ability of the City to serve the new area
- ▶ Consult with the public, local officials, and other interested parties
- ▶ Identify and meet the standards for annexation
- ▶ Evaluate the reasons that favor & disfavor annexation
- ▶ Be able to clearly state why annexation is appropriate or not
- ▶ Create a transition plan
- ▶ Adopt an ordinance authorizing the petition for annexation

Annexation Approach & Scope of Work

- ▶ Preplanning for Community & Economic Analysis
 - ▶ August-September
- ▶ Public Meetings and Public Outreach
 - ▶ August - January
- ▶ Economic Analysis Development
 - ▶ August - January
- ▶ Transition Plan -
 - ▶ October - January
 - ▶ Presentation of Final Plan
 - ▶ January - March

Petition

- ▶ Once the method, standards, planning & adoption of an ordinance are complete, the petition is prepared for filing with the Local Boundary Commission.
- ▶ May take one year or more.

Implementation

- ▶ If the petition is approved by the LBC, then voters inside city limits and the proposed area to be annexed will cast a ballot in favor or opposition to annexation.
- ▶ Transition plan is implemented.

City Annexation History

- ▶ Kodiak incorporated as a 1st class city in 1940 with 864 residents and an area of 5.4 square miles.
- ▶ Today, the population estimate is 5,818 in City limits and combined on the road system is 12,000.
- ▶ 1960 – Annexation of Kodiak Island Reserve, Near, Uski, Gull, Crooked, and Popof Islands
- ▶ 1964 – City agrees to make emergency repairs at Spruce Cape following earthquake. City and Borough both support future annexation of this area.
- ▶ 1968 – Island Lake and Spruce Cape for fire protection – voters defeated
- ▶ 1970 – Borough petitions LBC for step annexation. LBC recommended larger area and services to be provided in one year. Legislature disapproves

Annexation History

- ▶ 1972 – 1976 - Petitions received from residents of Island Lake requesting annexation. LBC regulations changed. City and Borough received funds for planning and conducting study. Decided jointly to create service areas instead.
- ▶ 1975-1977 – Annexation south for Municipal Cargo Dock and Gibson Cove
- ▶ 1978 – the LBC approved a petition for Spruce Cape, Mill Bay, Monashka Bay but rejected USCG Station for Legislative Review. Legislature voted to reject annexation proposal.
- ▶ 1984 – Annexation of Municipal Airport
- ▶ 1988 – Annexation of Safeway/Walmart tract
- ▶ 1999 – Residents petition annexation and approved by LBC for Fire Protection Area 1 (Service District 1 & 2). Voters rejected.

Common Reasons to Annex

- ▶ Fairness & Equity
- ▶ To eliminate gaps in service delivery
- ▶ To provide areas for future growth & expansion
- ▶ To manage growth
- ▶ To secure tax base and revenue sources
- ▶ To adjust or clarify boundaries




Fairness & Equity

- ▶ Currently, there are two classes of Kodiak citizens.
- ▶ Annexation would bring both groups into parity, affording all residents:
 - ▶ Equal Voting Rights
 - ▶ Services at Equivalent Costs
- ▶ Create a Greater Sense of Community



Next Steps

- ▶ Under the FY 2021 City Council & Manager Strategic Priorities includes a goal to explore annexation to promote cost-effective extension of public services.
- ▶ Resolution to support Annexation Study
- ▶ Appropriate resources for professional services to complete an Annexation Study
 - ▶ Conduct feasibility analysis
 - ▶ Public engagement and outreach process



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Submitted to:



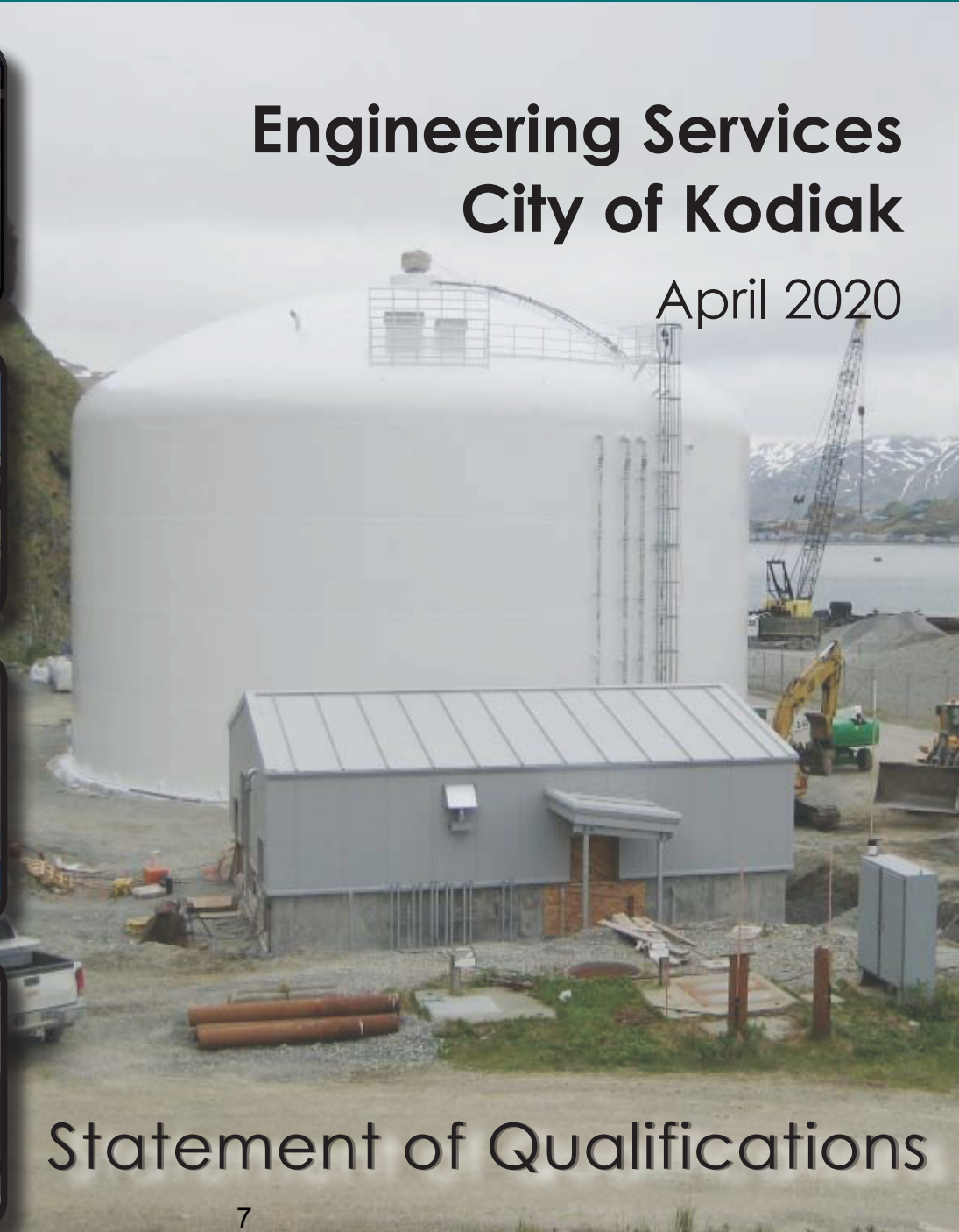
City of Kodiak
Attention: Mike Tvenge
City Manager
710 Mill Bay Road
Kodiak, AK 99615

Submitted by:



111 W. 16th Avenue, Third Floor
Anchorage, AK 99501
907-743-9356 (phone)
907-563-6713 (fax)

Contact: John Blee, PE | jblees@bristol-companies.com



Engineering Services City of Kodiak

April 2020

Statement of Qualifications

Statement of Qualifications for Engineering Services

City of Kodiak

April 2020



Prepared for:

City of Kodiak

Attn: Mike Tvenge
City Manager
2410 Mill Bay Road
Kodiak, Alaska 99615
Phone: (907) 486-8065
Fax: (907) -486-8066

Submitted by:

Bristol



Corporate Office

111 W. 16th Avenue, Third Floor
Anchorage, AK 99501
T: 907-563-0013
F: 907-563-6713

Contact: John Blee, General Manager
(907) 743-9356

jblees@bristol-companies.com



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APPENDICES

- Appendix A - Key Personnel Resumes
- Appendix B - Bristol Alliance Company Information
- Appendix C - Alaska Native Ownership Documentation



April 23, 2020

City of Kodiak
Attn: Mike Tvenge, City Manager
710 Mill Bay Road
Kodiak, Alaska 99615

Re: Statement of Qualifications for the City of Kodiak Engineering and Related Services

Dear Mr. Tvenge,

Bristol Engineering Services Company, LLC (Bristol) recognizes the City has an immediate need for a firm to assist with a number of large capital improvement projects. Services will include 'Acting' as City Engineer, working closely with the City Engineer to focus primarily on civil engineering functions, in addition to bidding assistance, construction contract management, and consulting work. Anticipated projects may include but may not be limited to, annual pavement repairs, Mill Bay Road Rebuild, Fire Station deferred maintenance and improvements, CT Tank coatings, Aleutian Homes Phase 7-Hemlock Street and Utility upgrade, and Saint Herman Harbor Improvements.

We appreciate the opportunity to submit our statement of qualifications and this letter expressing our interest to provide professional engineering and related services for the City of Kodiak (City). Bristol, established in 1994, became a Certified Registered Professional Engineering Firm in 1995. Our company is 100% Alaska native-owned and 100% Alaska-based, providing a full range of planning, engineering, project management, construction management, on-site inspection, environmental permitting, and administrative services.

Bristol has reviewed the various service needs and specific scope types involved in the long-term capital improvement plan for the coming years. Our team has a wide array of engineering specialties that will meet these needs. Our staff specialize in transportation systems, solid waste facilities, drinking water systems, wastewater systems, municipal infrastructure, site design for hospitals, health clinics, schools, and other public facilities, fuel systems, bridges, and harbor infrastructure (docks, floats, ramps, shipyard), etc.

Bristol is also part of the Bristol Alliance of Companies that provide a range of services including but not limited to, civil and structural engineering, surveying, heavy civil and vertical construction, environmental sampling and remediation, and fuel systems. Each company is 100 percent Alaska Native-owned through Bristol Industries, LLC which is jointly owned by Village Corporation Choggiung, Limited in Dillingham, and the Bristol Bay Native Corporation (regional corporation).

As the General Manager of Bristol Engineering Services Company, LLC, I have the authority to bind the firm. In my tenure as City Engineer for the City of Nome, I have gained pertinent knowledge and institutional experience to successfully manage anticipated City Engineer tasks with a council-manager form of government. These tasks have included soliciting design consultants through the RFP process, managing design progress and budget, QA/QC review of design documents, generation of Invitation to Bid documents for construction, bid phase services,

Bristol



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contractor selection, construction administration and contract management through project close out. Additional tasks include leading design teams and preparing engineered design documents for capital projects, maintaining necessary permits for water, wastewater and solid waste facilities, review of excavation/fill permits, ROW permits, and flood plain permits. Our proposed team is highly qualified and experienced in moving capital improvement and deferred maintenance projects forward to a successful end result.

This experience paired with Bristol's prior relationship working with you, your deputy Josie Bahnke, and several of the firms currently contracted for City projects (ECI, RSA, BBFM, etc.), leads us to believe this is the perfect match for success.

With the City Engineer, Glenn Melvin, retiring in May, we understand time is of the essence. We will provide a team with established relationships with firms contracted by the City, as well as our familiarity working with the City's attorney, Boyd, Chandler, Falconer & Munson, LLP, and with you and Josie in your roles in Delta Junction and Nome respectively. All of these factors will help to limit the learning curve for Bristol allowing us to hit the ground running on day one.

We look forward to continuing our working relationship with you and the City of Kodiak. Thank you for the opportunity to submit this statement of qualifications. We are honored to be considered.

Sincerely,
BRISTOL ENGINEERING SERVICES COMPANY, LLC

A handwritten signature in blue ink that reads "John G. Blees".

John Blees, P.E.
Senior Engineer and Project Manager



INTRODUCTION TO FIRM

The City of Kodiak (City) is seeking a Statement of Qualifications (SOQ) for Engineering Services from Bristol Engineering Services Company, LLC (Bristol) to serve as Acting City Engineer to focus primarily on civil engineering functions in addition to bidding assistance, construction contract management, and consulting work.

Bristol recognizes that the City has an immediate need for a firm to assist with a number of large capital improvement projects for several areas of City infrastructure (buildings, streets, water & wastewater, harbor, shipyard, parks & rec).

Bristol is honored to provide information about our services and how we will help fulfill the City of Kodiak's ongoing engineering and associated service needs.

Bristol, established in 1994, and becoming a Certified Registered Professional Engineering Firm in 1995, has 25 years of experience providing comprehensive engineering services. These services include civil and structural engineering, construction, construction management, permitting and planning services. Throughout the last two decades Bristol has acquired the resources and experience to oversee the development of complex, multi-faceted projects, from logistically challenging rural sanitation and roadway design projects for Alaska Native organizations, to comprehensive site design for military, municipal, and private clientele nationwide. Bristol has provided services for over 200 clients and over 750 projects. It's this experience and professionalism that the City of Kodiak will receive in partnering with Bristol.

BRISTOL ALLIANCE

Bristol Engineering Services Company, LLC is a member of the Bristol Alliance of Companies (Bristol Alliance). The Bristol Alliance is an organization of 10 companies providing engineering; civil and vertical construction; environmental remediation; fuel systems; survey (both ground based GPS and drone

Key Services:

- Civil Design
- Construction Project Management
- Construction Engineering
- Inspection Services
- Design Build
- Tribal Transportation Program

Our team provides engineering design for many different types of projects including:

- Transportation systems
- Solid waste facilities
- Drinking water systems
- Waste water systems
- Municipal infrastructure
- Military infrastructure
- Site design for hospitals, health clinics, schools, and other public buildings
- Fuel systems
- Rail systems
- Bridges

capabilities), range and unexploded ordinance response services; electrical and telecommunications services; and demolition and site preparation services. Each company is 100 percent Alaska Native-owned through Bristol Industries, LLC which is jointly owned by Choggiung, Limited (village corporation in Dillingham, AK) and the Bristol Bay Native Corporation (regional corporation).

Our plan is to work with local professionals who have capacity to address the City's needs whenever possible. If those resources are not available, Bristol has access to our sister companies under the Bristol Alliance which can provide additional resources and expertise dependent on the scope of work and needs of the City of Kodiak. For instance, sister



companies are experienced in civil and vertical construction, allowing Bristol the ability to collaborate with seasoned construction managers to gain additional input during the design and estimating process to ensure the City has accurate data for funding applications.

Bristol has identified projects under the current long-term capital improvements plan that may require specialty services including environmental workplans and sampling, environmental site investigations, underground and above ground storage tank closures/remediation. These services could be fulfilled by our sister company Bristol Environmental Remediation Services, LLC (BERS). BERS has built a strong reputation for environmental consulting, remediation, waste characterization and disposal, hazardous toxic waste removal, and services for the deactivation of fuel systems.

In addition, we can provide supplemental services to include ground based and drone survey capabilities paired with Civil3D AutoCAD to assist with volume and area calculations needed for borrow pit permitting and management.

The City can take advantage of our ability to pull these and additional resources from our sister companies allowing Bristol to provide the City with integrated services and a collaborative approach to successfully complete projects. Additional information about services the Bristol Alliance can provide is listed in **Appendix B**, Rack Card.

ORGANIZATION AND PROCESS

Working in conjunction with the City of Kodiak to understand their needs and future projects, Bristol will act much as an extension of your own City staff, ready to perform duties as assigned. We have reviewed the Long-Term Capital Improvements Plan for years 2019-2023 and see several consistencies with tasks we currently perform for other clients. We look forward to the opportunity to assist with moving these projects toward a successful completion.

John Blees will be the primary point of contact and will report to the City Manager. This is very similar to the role he has as acting city engineer for the City of Nome.

We propose to provide services on a task order basis which defines scope and budget expectations for each project. These services are performed on a time and expense basis that will not be exceeded without prior written authorization by the City Manager. For common tasks with an undefined scope such as excavation or fill permit reviews, or general engineering advice, we would propose to have a general engineering task order so that you have access to on-call or at-the-ready engineering services. A task order method simplifies the tracking of project work that can be reimbursed by grant funds.

John is able to respond rapidly to the City's needs because he is backed by a talented staff of seven licensed engineers, three engineers-in-training, and a senior design drafter. Our staff brings prior experience within the region and will pool their institutional knowledge gained through similar services performed across Alaska for this contract.

Bristol's staff members include civil, structural, and environmental engineers specializing in road and street design, parking and traffic circulation, water, sewer and storm drain utilities, solid waste, site layout and grading plans for municipal facilities, industrial building structures, bridges and fuel systems. In addition, with access to sister companies under the Bristol Alliance, we propose a team that will allow us to provide expanded services in a cost-effective and efficient manner .

Regardless of project size, senior level staff will always be involved to ensure Bristol's standards for quality assurance are always achieved. Project teams are assembled to meet client needs, based on skills, experience, and availability of staff. Each team member's level of involvement will depend on project scope, budget, and schedule.

To achieve the needed results and to be responsive to the full array of potential services



listed, we will commit to provide the management team and personnel described below.

We have provided a summary of our core project team personnel and qualifications as well as an organizational chart defining the structure of our Team. This organizational chart indicates key staff that may be accessed under this contract, **Exhibit 1**.

John has prepared comprehensive City drainage studies, inspected storm damage and provided repair estimates for FEMA reimbursement, developed snow storage facilities and assisted with port, road, school, and utility construction projects funded by FEMA, USDA Rural Development, Department of Education & Early Development, and the U.S. Economic Development Administration to name a few.

STAFF BIOGRAPHIES

John Blees, PE | (CE-10263)



Proposed Role: Program Manager. John Blees will be the primary point of contact for the day-to-day activities.

Experience: John has directly transferable experience in managing capital improvement projects as the acting city engineer for the City of Nome since January 2011. John is a results-driven civil engineer who has provided proven, innovative, cost-efficient designs for road, civil site, and water and wastewater facilities for municipal, state, federal, and private entities since 1996. His background also includes construction and construction inspection. He has coordinated reviews by multiple agencies and is familiar with the permitting requirements of the agencies having jurisdiction in Alaska. One of his strongest qualities is his responsiveness to client's needs. His engineering experience includes work in the high arctic of Alaska and remote coastal regions accessible only by air or sea transport.

In his role as the acting city engineer for Nome he is responsible for coordinating multi-disciplined teams including mechanical, electrical, architectural and structural designers. In the role of city engineer, John has prepared numerous invitations to bid using the contract documents generated by Boyd Chandler Falconer & Munson. He is experienced with the bid process and is well-versed in managing the resultant construction of various community projects.

TEAM ORGANIZATION CHART

Exhibit 1. Organizational structure of our proposed team including lines of authority.





Isaac Pearson, PE | (CE-12152)



Proposed Role: Senior civil engineer, specializing in transportation programs/services as well as helping communities secure grant funding for projects.

Experience: Mr. Isaac Pearson will provide civil engineering support services under this contract. He will work closely with John on transportation related design issues. Mr. Pearson is Bristol's in-house Project Management and Quality Assurance Manager for all current planning, road design, and construction projects funded by the Bureau of Indian Affairs, Federal Highway Administration, or other Agencies. He has been involved in all aspects of state / federally funded projects from the planning level all the way through construction and into maintenance activities, for over a decade.

Mr. Pearson's responsibilities have included all aspects of planning, design and engineering of rural roads, public involvement, studies, design packages, and full construction management. Isaac is a seasoned project manager, construction manager, design engineer, field engineer, and planner. He has been involved in rural projects from \$1,000 to \$10M in contract value. As a lifelong Alaskan resident, with a M.S. in Engineering Management, and a B.S. in Civil Engineering from UAA he has over 20 years of planning, design, and construction experience.

David Squier, PE | (CE-12812)



Proposed Role: Senior civil engineer, specializing in solid waste, and sanitary engineering, road design, civil site design, and project management.

Experience: Mr. Squier's design experience spans over 15 years and includes road projects, civil site design, landfill projects and water, sewer, and storm drain utility projects. This experience includes work from the high arctic to the extreme rainfall and wind conditions of the Aleutian Islands. David has worked on several engineering designs for

community facilities including clinics, hospitals, landfill expansions, a museum, library, public safety building, and heavy equipment storage facilities.

Kraig Hughes, PE, SE | (CE-8997) (SE-14741)



Proposed Role: Senior civil engineer and structural engineer.

Experience: Mr. Hughes has over 30 years of experience in civil and structural design. He is also a registered professional land surveyor. His work experience includes project/construction management, project engineering, design and surveying for structural systems, including docks, bridges, tunnels, roads, and railroad facilities.

Mr. Hughes' career prospectus encompasses working effectively with contractors, owners and consultants and is sensitive to the importance of the budget/schedule, as well as quality field performance. Project experience includes structural engineer for the following: Unalaska Leachate Building, CIRI Living and Learning Center, Senior Living Complex, Ekwok Landfill Road, Unalaska Wastewater Treatment Building, and Eielson AFB Water Treatment Plant.

David Beiswenger, PE | CE 13328



Proposed Role: Senior civil engineer specializing in transportation, civil/site, and sanitary engineering.

Experience: Mr. Beiswenger has managed large municipal and military projects throughout Alaska. He has provided engineering services for water, sewer, and solid waste projects in all areas of the state. He has design experience in most facets of engineering including site planning, transportation facilities, roads and subdivisions, rural water and sewer utilities, storm water management, solid waste facilities, environmental documentation, and construction permitting. He is also familiar with



the particular challenges that are present in remote communities. Mr. Beiswenger is currently providing engineering services for the Ouzinkie Penstock Replacement project.

Kyle Petersen, PE | (CE-11250)



Proposed Role: Senior civil engineer, specializing in water, wastewater, and solid waste engineering, sanitation and transportation facilities planning, SPCC plans, environmental sampling, monitoring, and,

remediation

Experience: Since 1999, Mr. Petersen has provided design, planning, and permitting documents for numerous water, sewer, and solid waste facilities in the State of Alaska. He applies his background in chemistry as Project Manager for the development of sanitation facilities. Mr. Petersen is proficient in many software applications and provides hydraulic computer modeling to facilitate design and planning projects. He is well versed in the development of spill prevention, control, and countermeasure (SPCC) plans for fuel facilities and business plans and rate studies for community water and wastewater utilities. Kyle has provided whole-city water system modeling for Homer and Adak and has helped to right-size the existing military infrastructure in Adak to fit the needs of the population that now resides there.

Vanessa Wike, PE | (CE-9471) (V-14607)



Proposed Role: Senior civil engineer and environmental engineer, specializing in engineering design and inspection, wastewater and drinking water treatment

assessment, permitting and plan review, and regulation development.

Experience: Ms. Vanessa Wike is a Senior Civil / Environmental Engineer who has provided engineering solutions, technical evaluations, and professional guidance for communities throughout Alaska.

Ms. Wike has primarily focused on drinking water and wastewater engineering since she began her career in 1990. Her experience includes providing engineering services for the largest communities in Alaska, mobile camps on the North Slope, as well as systems serving some of the Alaska’s most remote communities.

Ms. Wike has worked with nationally recognized drinking water treatment experts, providing system optimization guidance and training in Oregon, Washington, Utah, and Idaho. As the lead drinking water engineer for the State of Alaska, Ms. Wike authored needed updates to regulations, streamlined regulatory review processes, and provided technical guidance documents to mitigate the impact of new federal requirements.

As a Senior Engineer for Bristol, Ms. Wike provides project management, system evaluations, system design, construction administration, and operational support. Her engineering projects have included treatment to address well established water system challenges, as well as advanced treatment techniques to address emerging contaminants. These projects include surface water treatment systems, disinfection by product management, and corrosion control processes. Throughout her career, Ms. Wike has focused on identifying simple, sustainable solutions that meet engineering standards, regulatory requirements, and that address the concerns and goals of the communities.

BRISTOL’S RELEVANT EXPERIENCE

Bristol’s extensive history providing similar engineering services under term contract for Cities and other agencies throughout Alaska will give the City of Kodiak confidence that Bristol will fulfill the needs as Acting City Engineer and provide additional professional services, as needed. Bristol has provided, or is currently providing similar services to the Cities of Nome, Homer, Dillingham, Adak and Unalaska. Our ability to establish long-standing relationships with City Managers, Public Works Directors, and Tribal entities and help them



meet their infrastructure needs has been an integral part of our success.

**ACTING CITY ENGINEER EXPERIENCE:
CITY OF NOME**

As the Acting City Engineer for the City of Nome, John has provided assistance with enforcement of wellhead protection permits, excavation and fill permits, administration of the USACE General Permit for Nome, management of the regulatory requirements of the landfill and inert waste monofill, plat reviews, bidding and procurement projects. Bristol also provided design, permitting, bidding assistance and construction administration for the new museum which was built on a site previously occupied by military fuel storage tanks and helped to negotiate the regulatory hurdles of construction on ground previously contaminated by diesel fuel. John managed a phased design of a new fire suppression system for the Nome–Beltz high school and prepared a site layout of an addition to the cemetery and a system to document those interned there. Additional projects include construction administration and bidding assistance for numerous Port of Nome harbor improvement projects including high mast lighting, small boat harbor floats, high barge ramp, replacement fenders and harbor lighting, a new dock in the outer harbor, and permitting assistance for associated projects and road improvements.

The following project descriptions highlight projects Bristol has been involved with that share similarities in scope or complexity to the critical projects listed in the City’s Long-term Capital Improvement Plan.

REPRESENTATIVE PROJECTS

PORT AND HARBOR PROJECTS

Bristol’s experience with Harbor projects include construction administration, bidding assistance, project management, inspection, and acting as Owner’s Representative for numerous Port of Nome harbor improvement projects. Scopes of work include high mast



Dock repairs including lighting, ladders, and installation of fender camels.

causeway lighting, small boat harbor float anchoring, RORO high ramp for lighterage craft, replacement fenders and harbor lighting, a new dock in the outer harbor, an expansion of the port pad to provide additional storage, and permitting assistance for associated projects. Representative projects are detailed as follows:

◆ **Port of Nome Inner Harbor High Ramp & Float Phasing, Nome, Alaska**



Inner Harbor High Ramp

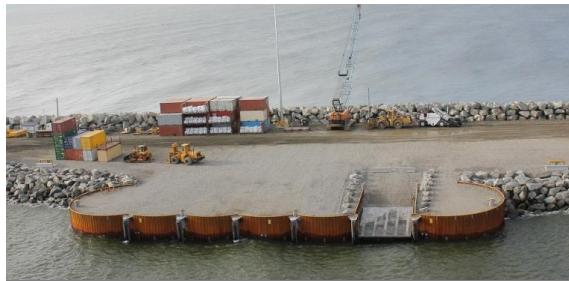
Under a city engineering contract task order, Bristol provided design QC review, bidding assistance, and construction administration and inspection for this Inner Harbor High Ramp project.

The Port of Nome needed additional barge moorage space in their inner harbor for regional cargo deliveries and transfers, preferably with a roll-on, roll-off configuration to improve the ease of transferring equipment and containers. This additional ramp made it possible for other vessels to launch or haul out even if a cargo barge was moored. The project also included basin dredging to provide



moorage area for small craft in the Snake River. Bristol assisted the Port with plan review during the design development, preparation of the City’s invitation to bid documents, and selection of a construction contractor. During the construction phase of the project Bristol provided on-site inspectors for the duration of the project. In the Owner’s representative role, John Blees maintained steady contact with the Port Director, conducted the pre-construction conference and weekly project team meetings, coordinated the DoR review of submittals, DCVRs, RFIs, reviewed and logged daily inspection records and material quantities, facilitated Contractor’s change directives and change orders, and reviewed applications for payment.

◆ **Nome Harbor Improvements: Port of Nome Middle Dock, Nome, Alaska**



Aerial view of the Middle Dock, Port of Nome.

Increased shipping, cruise ship, and research vessel traffic in the region justified the additional design and build out of a third dock in the Port of Nome’s outer harbor on the causeway between the West Gold Dock and City Dock. In addition to providing much needed moorage space, the Middle Dock design included a roll-on, roll-off (RORO) concrete ramp to improve the ease of transferring equipment and containers from the larger vessels in the outer harbor.

Bristol was contracted under task order to provide quality control reviews of the design documents prepared by the project designer of record, bidding assistance, and construction administration for this Port of Nome Middle Dock project. John Blees assisted the Port with a two-stage contractor selection process that

consisted of pre-qualifying contractors based on a written proposal, and then competing the qualified contractors based on low bid price using the City’s standard bid documents. During the construction phase of the project Bristol provided on-site inspectors for a large portion of the construction. In the Owner’s representative role, John maintained steady contact with the Port Director, conducted the pre-construction conference and weekly project team meetings, coordinated the DoR review of submittals, DCVRs, RFIs, reviewed and logged daily inspection records and material quantities, facilitated Contractor’s change directives and change orders, and reviewed applications for payment. At the end of construction, comprehensive project binders of record documents are compiled, and electronic copies are provided for storage on the City’s server.

Additional Harbor projects include:

- Port of Nome High Mast Causeway Lights
- Port of Nome-Float Anchor System Project
- Snake River Moorage Permitting
- Port of Nome – Lulu Barge Removal Project
- Snake River Moorage Area Sediment Sampling
- Port of Nome – Seawall Maintenance
- Port of Nome – Thornbush Site Development & Snake River Dredging Phase II

UTILITY INFRASTRUCTURE PROJECTS

Our staff have provided water and sewer infrastructure engineering services and administration for a wide array of clients from municipalities, boroughs, and Native Villages to Cities and private entities.

Our utility experience includes the design and evaluation of many wastewater handling facilities. Our resume includes replacement and extensions of piped systems, lift stations, low pressure sewage force mains, septic systems, lagoons, packaged treatment plants, sewage haul systems, and outfall mixing zone analysis. We’ve provided design analysis reports, feasibility studies, master plans, permitting, regulatory approvals, system inspection and assessments for these types of projects.



Bristol has hands-on experience in water systems throughout Alaska, working with operators and communities to identify and prioritize cost effective options to provide healthy, safe drinking water for growing communities. Our staff provide water system alternatives and the ability to navigate complex permitting and regulatory requirements. Bristol provides the full spectrum of water system services including system inspections and treatment assessments, corrosion control studies, the development of new water sources, the optimization and rehabilitation of aging water systems, and the design and installation of new, sustainable water systems. Projects have included corrosion control treatment, water distribution rehabilitation, water storage tanks and haul systems, disinfection evaluations, sanitary survey inspections, feasibility studies, design analysis reports, and master plans. Representative projects include the following:

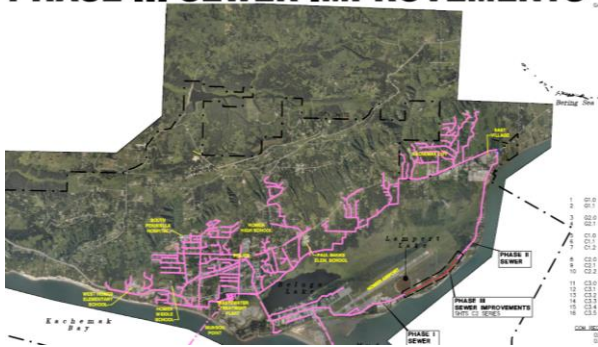
◆ **City of Homer Term Contract for Water, Sewer, and Sanitary Engineering Services, Homer, Alaska**

The City of Homer contracted Bristol to provide engineering services under several renewed term contracts to assist with the City’s water and sewer infrastructure. Similar to the projects anticipated in Kodiak’s Capital Improvements Plan, Bristol has provided upgraded utility infrastructure design and permitting for residential water and wastewater systems, water tank repairs/upgrades, water and sewer master planning, designs of water booster

system, PRV station design to include implementation of hydroelectric turbines, and slip-lining aged piping. Details of several representative projects are outlined as follows:

- Homer Spit Water Tank Repairs and Upgrades – Work included locating a major leak in the existing tank, repairs and new interior paint system
- Kachemak Drive Water Transmission Line and Sewer Collection System, Phase II – Work included 8,000 LF of new, large diameter water transmission line; 8,000 LF of either gravity or low-pressure sewer collection main, a new sewer lift station, and a water PRV station.
- Design of five new water PRV stations – The PRVs serve East Hill and West Hill water transmission line systems.
- Water and Sewer Master Plan – A new Water and Sewer Master Plan was created for the City systems to prioritize utility infrastructure projects and plan capital improvements.
- Sewer System Slip-line Project – Work included several thousand feet of remedial slip-line design in areas with high infiltration and leakage
- Design of a partially buried 1 MG precast/post-tensioned concrete water storage tank Demolition of an existing wood stave water tank
- A small-head hydro-electric feasibility study, and Miscellaneous water transmission mains
- Civil site infrastructure, backwash pond rehabilitation, and yard piping for the advanced membrane water treatment plant.

KACHEMAK DRIVE PHASE III SEWER IMPROVEMENTS



Kachemak Drive Sewer Improvements Project.

Additional water treatment plants Bristol has provided similar services for include the following cities:

- Shaktoolik
- Nondalton
- Togiak
- Teller
- Adak



Surface Water Treatment Plant Upgrades in Nondalton, AK.

PUBLIC FACILITY PROJECTS

Bristol has provided civil site design and structural solutions, integrated into the overall design of specific facilities to comply with applicable regulatory requirements while maximizing a facilities operational flexibility. Our designs are focused on reducing overall construction costs while ensuring that the final facility is safe and easy to operate. Bristol has decades of experience in the design of civil features at institutional, commercial, and industrial facilities. Bristol provides expert site, structural, and civil designs that will meet the City of Kodiak’s objectives. Representative projects include:

◆ **Nome Museum and Library – Richard Foster Building, City of Nome, Alaska,**



Nome Museum and Library Project

The City of Nome Richard Foster Building houses the Carrie M. McLain Memorial Museum, Kegoayah Kozga Library, and the Kawerak, Inc. Center of Culture and Science. The new building, approximately 18,500 SF, replaces the 3,600 SF space in the existing Centennial Building that houses both the Museum and Library. Functional areas of the facility include library stacks and reading areas, museum gallery, lobby, multi-purpose and office space and overall accessible layout. For this project, Bristol provided civil engineering site design and utility services in collaboration with the ECI architectural team.

◆ **Norton Sound Regional Hospital, Norton Sound Regional Health Corporation, City of Nome, Alaska**



Bristol provided civil engineering services for the Nome Hospital

Bristol was the project civil engineer for a \$95 million replacement hospital in the Norton Sound Region. This 150,000-square-foot hospital facility provides state-of-the-art medical care for residents in Nome and the outlying communities of the Norton Sound Region. The hospital includes a full range of inpatient, outpatient and support services in a comprehensive new facility serving an estimated 10,000 users. Site work engineering and adaptations included: a drainage solution that reduced potential for ponding and permafrost degradation; development of a grade-separated pile foundation for most of the building to prevent degradation of thaw-unstable permafrost soil; a long, gently sloped, 15-foot-high gravel access ramp—similar to those used at airport departure gates—



providing emergency and service-vehicle access to the pile-elevated first floor; incorporation of flexible utility connections and pivoting or sliding access ramps to accommodate differential movement between the building; parking area and road layouts designed for efficient snow removal and storage, with minimal impediments and an adjacent snow storage area.

◆ **Ekwok Fire Station Inspection and Worthiness Determination of Warm Storage Building, Ekwok, Alaska**



Warm Storage Building, slated for potential fire station.

Bristol completed an initial structural review of the proposed butler building located in the Village of Ekwok to determine worthiness for further investigation and design to convert to a Fire Station. Measurements were made to provide a full structural analysis of the facility.

Bristol’s team provided preliminary and final design package submittals that included: an inspection of the existing Pre-Engineered Metal Building (PEMB), sharing the site inspection notes and photos with all subconsultants, development of the design documents that involved turning a 1970’s vintage, unheated, uninsulated PEMB in poor shape into a usable, warm building to house equipment and the town fire truck. Design required removal and replacement of all doors (garage doors and man doors, removal of existing and non-operative electrical and lighting systems, resurfacing the floor system, providing new doors, interior insulation, thermostatically controlled unit heaters, with structural and site layout improvements.

◆ **Aleknagik, Alaska Multi-Purpose Building**



Aleknagik Multi-Purpose Building

Bristol was hired by the City of Aleknagik for the Design of a Public Safety and Heavy Equipment Building in Aleknagik, AK.

Prior to design, a site survey was conducted to document existing conditions, and provide data for the engineer’s basis for the design. Features such as existing roadways, underground and aboveground utilities, utility structures, drainage ditches, significant trees, and any other relevant site feature were documented. Bristol performed the site investigation, including trench excavation to determine ground water elevation and percolation testing for the septic tank and absorption field design for this facility. Proper ADEC permitting was obtained for the system.

During this initial phase of design, Bristol’s Architectural and Engineering (A/E) design team consulted with the City of Aleknagik to establish the project goals and scope. This phase was used to determine the required functions of the building; including the estimated square footage of each usage type and any elements required to meet the project goals. During the schematic design phase, the A/E team developed drawings to illustrate the proposed concept design, emphasizing special relationships and size for the owner’s review and comment. A construction cost estimate was created using the schematic design documents as the project design moved into the design developments phase.

The Bristol team provided design at 65% and 100% once all owner comments had been satisfactorily addressed and it was confirmed that the cost estimate is within budget. The 100% complete documents were presented to the owner and are ready for bidding.



PAVING AND CITY ROAD PROJECTS



The Shtax'heen Roadways Improvement Project in Wrangell, AK, addressed local concerns about the high number of pedestrians using the route, including children going to and from school.

City, municipal, and village road projects are a staple in Bristol's engineering capabilities. Our staff have been providing civil engineering services for road projects all over the State of Alaska from the high Arctic to the Aleutians. Isaac Pearson is our in-house Project Management and Quality Assurance Manager for all current planning, road design, and construction projects. He and the engineering staff have extensive knowledge when it comes to grant writing and projects funded by the BIA, Federal Highway Administration, and other Agencies. The transportation team has planned, designed, and permitted many roads and managed a number of construction projects funded by the BIA and FHWA. Representative projects include:

◆ **Tower Roads Design and Construction Management, Dillingham, Alaska**

Curyung Tribal Council contracted with Bristol for engineering and planning services including plans, specifications, permits and an estimate for the Tower Road Project. The project consisted of realigning a 575-foot section of road and rehabilitating the remaining 2,925-feet. Bristol assisted the Tribe in obtaining ROW for the road project

that involved both private and native allotments. A noise barrier wall and guardrail were also part of the design project. The final surface treatment was asphalt pavement. Bristol was responsible for tracking budget and schedule, design oversight for the road reconnaissance study, plans, engineer's estimate, and permits. The deliverables consisted of three interim design submittals that included a plan-in-hand site visit prior to issuing sealed engineering plans. Additional submittals included utility memo and hydrology memo. All reports were submitted draft and final.

Bristol continued to provide support during the construction phase by providing assistance to the City and Tribe in producing bid documents, contractor selection, providing on-site QC, design clarifications and reviewing/approving submittals. Bristol finished under budget on both the design and construction support. No change orders based on design issues/errors were issued to the contractor during the construction phase.



Bristol provided engineering and planning services for the Toward Road Project located in Dillingham Alaska. Collaboration between the Curyung tribe, the City of Dillingham, to ensure all stakeholders were involved in the process.

REGIONAL EXPERIENCE

Bristol has provided engineering services within the City of Kodiak as well as other clients in the region. Projects have included a trail and boardwalk rehabilitation project, determining the structural condition of the



Mill Bay Health Center, replacement of a penstock and raw water transmission line in Ouzinkie and a health clinic and multi-purpose facility in Old Harbor. Representative projects within the region are detailed below:

◆ **Mill Bay Mill Bay Health Center Structural Condition, Kodiak, Alaska**



The Kodiak Area Native Association (KANA) requested engineering services at two sites to determine causes and recommendation for the best course of action to address deficiencies associated with settlement in the Mill Bay Health Clinic and the CAC Building. The scope of the work included site and foundation investigations to determine the cause of the problems. Bristol then worked with the geotechnical engineer to discuss and make recommendations for mitigating future damage/settling and recommendation for necessary repairs.

◆ **Afognak Trail and Boardwalk Rehabilitation Project, Alaska**



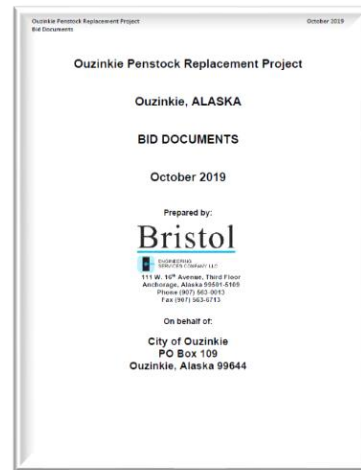
Location of the Trail and dock improvements.

The Native Village of Afognak (NVA) contracted Bristol Engineering Services Corporation (Bristol) to develop plans to improve existing trails and boardwalk on Afognak Island, AK. The proposed project will upgrade the current trail and boardwalk system surrounding the Muskomee Bay Wilderness Lodge on Afognak Island, Alaska. The project design improved existing trails, added new trails, and a new boardwalk designated for pedestrian traffic. All in compliance with the American with Disabilities Act (ADA) (Figures 1 & 2).

◆ **Ouzinkie Penstock Replacement Project, Ouzinkie, Alaska**

Under a term contract with ANTHC, Bristol managed and prepared the design of a new 28-inch diameter, 1-mile long penstock and raw water transmission line between the dam at the Mahoona Lake Reservoir and the turbine building near the community’s water treatment plant. Design consisted of conceptual design, draft design, final design, and Issued for Construction plans and specifications set. Bristol prepared and obtained project permits and approvals from ADNR Dam Safety and ADEC Water Quality.

Bristol assisted the City of Ouzinkie with the bid process by preparing bid documents, managing the bid process, contractor selection, and project contract preparation. Bristol is currently managing the construction phase for the City. The penstock serves as the City’s main source of drinking water and power.





ALASKA NATIVE/AMERICAN INDIAN OWNED FIRM

Bristol is one of 11 companies that form the Bristol Alliance of Companies (The Alliance) which are subsidiaries of Bristol Industries, LLC which is jointly owned by parent companies Choggiung Ltd. (Choggiung) and Bristol Bay Native Corporation (BBNC) (Choggiung 51% ownership; BBNC 49% ownership). Choggiung is the largest village corporation in the Bristol Bay region and is headquartered in Dillingham, Alaska. BBNC is an Alaska Native Regional Corporation formed pursuant to the Alaska Native Claims Settlement Act (ANCSA) of 1971. As such, we are one of the few engineering consulting firms in Alaska that is 100-percent Alaska Native-owned. See proof of Native-Ownership certificate on the following page.

Bristol provides a unique financial benefit over other companies.

Bristol, its team members, and sister companies strongly believe in employing Alaskans and Alaska Natives. Parent companies Choggiung and BBNC have shareholder programs that offer employment and education opportunities to shareholders, shareholder spouses and descendants. Choggiung, BBNC, and their subsidiaries are dedicated to providing opportunities that allow for personal and professional growth and success for their shareholders. Career development includes: career advancement planning; employment support program; targeted industry training; job search and employment placement assistance; internship placements and leadership development training. In addition to having in-house staff members, the companies under The Alliance seek to identify and hire Alaska Natives who can demonstrate good work ethics, competency, skill, and the ability to follow safe work practices. Residents of rural communities have praised Bristol for the manner in which we conduct project work and community outreach and specifically cited our successful use of local hire and development of employable skills among the Cities and Native communities we serve.

We are 100% Alaska Native-Owned by Choggiung Ltd. and BBNC



2020-2021 Schedule of Charges

<u>Labor Category</u>	<u>Hourly Rate</u>
Senior Civil Engineer/Structural Engineer	\$135 - \$195
Senior Environmental Engineer	\$150 - \$170
Civil Engineer III/ Project Engineer	\$115 - \$145
Civil Engineer II/GIS Operator	\$75 - \$110
Civil Engineer I/Staff Env. Specialist	\$70 - \$90
Civil Engineering Intern	\$60 - \$75
Clerical/Technical Editor	\$55 - \$75

Update	Schedule of Charges and employee bill out rates will be updated at the end of June on an annual basis.
Travel time	Travel time will be charged as regular hourly rates for actual time involved. For fieldwork other than Anchorage sites, standby time for labor (up to eight hours per day per employee) will be charged when work is delayed or prevented, due to conditions beyond Bristol Engineering Services Company, LLC's control.
Outside Services	Travel expenses, printing, photographic work, rentals, mileage, subsistence, subcontractors, special delivery, and similar services will be billed at cost plus 10%.
Equipment Rentals	Equipment owned by Bristol Engineering Services Company, LLC will be rented according to a standard rate schedule, available on request.
Litigation Support	Expert testimony and preparation for testimony, depositions, hearings, mediation, and trials are at 200% of the above rates.
Contract Employees	Contract employees may be used from time-to-time, and will be billed at the regular schedule rates.
Terms	Bills are payable upon presentation, and are past due 30 days from the invoice date.

Josie Bahnke, Deputy City Manager
City of Kodiak
710 Mill Bay Road

June 5, 2020 (replaces letter from May 6)

**RE: Kodiak Historic Barn
Schematic Design for Stabilization/Upgrades**

Dear Josie and City of Kodiak Representatives:

Thank you for this opportunity to provide services to support the City with planning for the Historic Barn adjacent to the City Library.

Schedule and Approach

We have confirmed that the historic barn is listed on the National Register of Historic Places (AHR Site KOD-00459 "Agricultural Experiment Station Barn"). With this in mind we are proposing to approach this project as we would any similar project that has assets of historic significance. We will start by reviewing the nomination materials that led to its inclusion on the Historic Register, then perform a site visit and condition assessment to determine which contributing portions of the building have been changed since the building's "Period of Significance", which in this case is 1925-1949. This will help us determine which elements should be kept intact, which features could be brought back to their original character and which components can be updated to meet new program needs. As part of this process, we would also generate basic Historic As-built Drawings since those don't appear to exist, along with annotated drawings that identify deterioration or previous modifications to the structure.

We would then work with City Staff to identify necessary repairs to stabilize the building, desired improvements and possible future uses for the building. The results of this discussion will be documented in annotated drawings and a Summary Report. The Summary Report will become a tool for the City to continue the design process to bid-ready documents, proceed with a design/build procurement or start performing work with City staff. At this point we are not proposing evaluation by structural, environmental, nor other engineers; one or more engineering studies may be recommended as a result of this process.

We proposed to conduct this work in July through September of this year but could start in June if desired. Because travel will likely be restricted through the summer due to COVID-19, we propose to enlist City Staff (or hire a Kodiak local person) to gather initial data on the existing building. We've been doing this successfully in Sand Point and elsewhere during the current pandemic. Our proposal includes a trip that may or may not be necessary.

Deliverables

- Condition summary report, including narrative regarding historic aspects of the building
- As-built Drawings: Floor Plan, Site Plan, Building Elevations

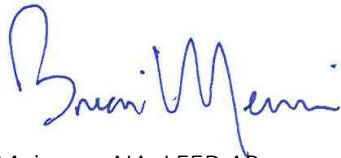
- o Annotated Schematic Floor Plans, Building Elevations and Photos as part of a Summary Report that identifies recommendations for stabilization and upgrades to the structure

Proposed Services

\$26,748 to be billed on a Time and Expense basis

Please reach out to me if you would like to review the fee proposal in more detail or modify any assumptions. Thank you again for this opportunity.

Sincerely,



Brian Meissner AIA, LEED AP
Principal
ECI

Attachments:

Detailed breakdown of proposed services

Client City of Kodiak
 Project Kodiak Historic Barn -- Evaluation and Schematic Design for Stabilization/Upgrades
 ECI # 20-0003.01
 Terms: Time and Expense
 Date:



	ECI Principal / Arch V \$180.00	ECI Interior Designer \$150.00	ECI Architect III \$138.00	ECI Architect I \$110.00	ECI Subtotal	Civil (blended rate) \$192.50	Cost Estimator (blended rate) \$150.00	Subconsultant	Admin Markup	10%
Evaluate Existing Building										
	4		8		\$ 1,824			\$ -	\$ -	
Develop task list for City staff to gather data								\$ -	\$ -	
Review/research historic documents	4		12		\$ 2,376			\$ -	\$ -	
2 night stay to gather data and attend meeting(s)			12		\$ 1,656			\$ -	\$ -	
Generate Historic As-built Drawings (HABS)	2		8	60	\$ 8,064			\$ -	\$ -	
Compile Conditions Summary Report	4		12							
Meeting to review findings	2		2		\$ 636			\$ -	\$ -	
Generate Recommendations for Building Repair										
Schematic drawings showing repairs	4		12	28	\$ 5,456			\$ -	\$ -	
Outline specifications for repairs	2		6	10	\$ 2,288			\$ -	\$ -	
Review meetings	2		4		\$ 912			\$ -	\$ -	
Issue drawings and report	6		12		\$ 2,736			\$ -	\$ -	
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	5,400	-	12,144	10,780	\$ 25,948			\$ -	\$ -	
EXP										
	1	0	0	0		0	0			
Labor Subtotal										
Expense Subtotal										
										800
TOTAL ESTIMATED SERVICES										
										\$ 26,748