

**ASSEMBLY STANDING COMMITTEE
PUBLIC WORKS AND FACILITIES COMMITTEE
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

November 19, 2018 12:00 PM

Assembly Chambers

Regular Meeting

I. CALL TO ORDER

II. APPROVAL OF MINUTES

A. October 22, 2018 - Regular Meeting

III. PUBLIC PARTICIPATION on NON-AGENDA ITEMS

IV. ITEMS FOR ACTION

A. FY2019 CBJ Cruise Passenger Fees Allocation

V. INFORMATION ITEMS

A. Upcoming LID Closeouts at Assembly

VI. CONTRACTS DIVISION ACTIVITY REPORT

A. October 15, 2018 - November 13, 2018

VII. ADJOURNMENT

A. Adjournment - Next Meeting is schedule for: December 10, 2018 - Assembly Chambers

ADA accommodations available upon request: Please contact the Clerk's office 72 hours prior to any meeting so arrangements can be made to have a sign language interpreter present or an audiotape containing the Assembly's agenda made available. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.org

PUBLIC WORKS AND FACILITIES COMMITTEE
October 22, 2018 - REGULAR MEETING
MINUTES

Members Present: Loren Jones, Chair, Rob Edwardson, Carol Triem, Michelle Hale

Staff Present: Mike Vigue, John Bohan, Greg Smith, Michele Elfers, Alan Steffert, Janet Sanbei

I. CALL TO ORDER

Meeting was called to order at 12:01 PM.

II. APPROVAL OF MINUTES

- A. Mr. Edwardson moved the minutes be approved as written.

No objection. Motion passed.

III. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

None.

IV. ITEMS FOR ACTION

- A. Kaiser Force Main Supplemental Agreement

Mr. Vigue gave a short synopsis of the reason for the Supplement Agreement. He stated there is a grant associated with this work. There is a boring company in town working on the Maier Drive Force Main project. Using this boring company to bore for the Kaiser Force Main will save the City in bidding and mobilization costs. Staff is requesting the Committee move the supplemental agreement to the Assembly for approval in order to complete this work.

Mr. Bohan gave a short history of the Kaiser Force Main project. He explained that two pipes along the river were buried when first installed. Over time, the pipes have become exposed and one eventually broke last fall. This was an emergency catastrophic event. While working to get the broken pipe replaced raw sewage has been trucked 6 to 8 hours every day to the Mendenhall plant. The inevitable of the other pipe, is that it too will break. Burying the pipe will help prolong the life of the new pipe. The City would like to bury the pipe at 20 feet under the river. This will require boring. Boring is currently taking place at the location of the fall 2017 pipe break. The City has spoken with the contractor of that project. The contractor feels confident they will also be able to bore for the Kaiser Force Main. They have reviewed the drawings and feel they understand the work required.

Discussion ensued.

Ms. Hale moved the \$500,000 Supplemental Agreement request and Public Interest Finding for Kaiser Force Main HDD Installation be forwarded to the full Assembly for approval.

Motion passed.

B. Juneau Coordinated Transportation Coalition DOT Funding Request

Mr. Vigue gave a short synopsis and explanation of the need for this request.

Discussed ensued.

Mr. Edwardson moved the resolution of support for the grant applications to the full Assembly for approval.

Motion passed.

V. Information Items

A. General CIP Overview

Mr. Jones asked Mr. Vigue to give the new Committee members a short review of the CIP and how the process works.

Mr. Vigue explained the program and the projects which were approved for FY19. He also explained the process for submitting projects for the upcoming fiscal year.

B. Downtown Street Reconstruction, Phase III

Ms. Elfers gave a short presentation of the history of the entire project and the work to be performed during Phase III.

VI. CONTRACTS DIVISION ACTIVITY REPORT

A. August 22, 2018 – September 20, 2018

B. September 20, 108 – October 15, 2018

VII. ADJOURNMENT

A. Next meeting, November 19, 2018 – Assembly Chambers

Meeting adjourned at 1:15 pm.



Port of Juneau

155 S. Seward Street • Juneau, AK 99801
(907) 586-0292 Phone • (907) 586-0295 Fax

MEMORANDUM

To: Loren Jones, Chair
Public Works and Facilities Committee
From: Carl Uchytel, Port Director
Date: November 14, 2018
Re: FY2019 CBJ Cruise Passenger Fees Allocation

In the FY19 Marine Passenger Fee assignment, \$170K was allocated to purchase biometric Transportation Workers Identification Card (TWIC) readers for each of the four cruise ship berths, the Port Field Office lightering float, one spare and maintenance from the Marine Exchange of Alaska. The requirement for TWIC card readers has been proposed for several years under the US Coast Guard TWIC Reader Final Rule which was to go in effect on August 23rd, 2018. The Port of Juneau and several of its SE Alaska partners drafted correspondence to the Coast Guard and to the federal delegation explaining that the Final Ruling would not increase the level of security at cruise ship facilities in SE Alaska.

On September 4th, 2018, we were notified by the Coast Guard that the TWIC Reader Final Rule would be indefinitely delayed. This decision negates the need to purchase TWIC card readers using FY19 MPF.

Docks & Harbors intended to submit a \$200,000 MPF request for improved security facilities at the Cruise Ship Terminal and the Alaska Steamship approach docks for FY19. This request was withheld at the time due to the anticipated TWIC reader program and its immediate implementation requirement.

Completion of the CBJ cruise ship dock facilities have resulted in new security requirements and additional responsibilities by Docks employees to visually screen every passenger/crew returning to the vessels. The existing facilities do not lend itself to proper screening of thousands of returning passengers in a very short period. Docks & Harbors would like to design and construct a “check-point” at each berth which would provide a covered structure for security personnel and controlled access at which passengers/crew can be monitored in an efficient manner.

Docks & Harbors requests that the MPF funds which were originally targeted for TWIC card readers be reprogrammed as a CIP for enhanced security check points at the Cruise Ship Terminal and Alaska Steamship approach docks.

Encl: Draft FY19 MPF Request

Security Checkpoint Shelters

Project Descriptions: In 2017, the Port of Juneau hosted over 1.046M passengers from the large cruise ships. Security protocol requires that CBJ Docks and Harbors staff monitor the flow of passengers to the two cruise ship berths as they leave the ship area and upon return. This check point is required at the top of the ramp to the floating berths thus two separate security locations need to be monitored.

Currently the Docks and Harbors security staff person is staged at the gate to the top of the ramp where passenger identification is checked. There is no structure that offers relief from rain or wind as passengers search for their identification cards and are queued up for arrival or departure.

Marine Passenger Fee Funds Requested (FY19): \$200,000

Benefits: The proposed project benefits both Docks and Harbors security staff and the cruise ship passengers by providing relief from inclement weather. The shelters would be positioned on the seaward end of the approach docks and allow space for passenger queuing as they approach the security check point. The structure would also give clear direction to passengers where they need to line up for security check.

Maintenance and Operation Responsibility: CBJ Docks and Harbors would be responsible for maintenance and operating expenses of these two structures as part of the cruise berths facility.

Project Contact: Gary Gillette, CBJ Port Engineer or Carl Uchytel, CBJ Port Director 586-0292.

**Engineering & Public Works Department**

155 South Seward Street

Juneau, Alaska 99801

Phone: 907-586-0800 | Fax: 907-463-2606

DATE: November 19, 2018

TO: Loren Jones, Chair
Public Works and Facilities Committee

FROM: John Bohan, Chief CIP Engineer

SUBJECT: Upcoming LID Closeouts at the Assembly

The following LIDs will be presented to the Assembly at the December 17 Regular Assembly meeting:

LID 62 – McGinnis Subdivision Paving

This project added pavement, improved the road base and drainage and added sidewalk on the main routes (Wren Drive and Steelhead) from the subdivision to Back Loop Road. This project cost was approximately \$3.68 million with \$472,000 contributed from the 125 properties. The properties within the subdivision were assessed \$4,000 per property except the 28 properties within the Moraines Edge subdivision were charged \$3,000 because the roadway in the newer subdivision was paved by the developer prior to selling homes; however, they still receive the benefits of the improvements to the unpaved roadways within the subdivision. This project has one remaining phase, Heron way improvements, which is currently out to bid and will be constructed during the 2019 construction season.

LID 97 – Eagles Edge Water System Improvements

The purpose of the LID was to install a municipal water system to all of the properties within the Eagles Edge subdivision to replace the outdated private water system that provided water to each of the residents. The entire project improved the roadways, underground utilities and the installation of the municipal water system. The project cost was \$3.61 million with \$290,400 contributed by the 88 properties within the subdivision, with each property being assessed \$3,300. The final phase of the work was completed this summer.

Attached are maps of the respective subdivision LID boundaries and a brief outline of how the full LID process works. We will be happy to answer any questions you may have.

THE LOCAL IMPROVEMENT DISTRICT (LID) PROCESS

Getting Started

This LID process has been initiated by either the City and Borough of Juneau (CBJ) or the impacted property owners. If initiated by the property owners, the residents may submit a petition to the CBJ to create an LID. It must be signed by a majority of the property owners in the proposed area. If the CBJ Assembly's Public Works & Facilities Committee (PWFC) determines that the project warrants continuing the LID process, the CBJ Engineering Department shall prepare a preliminary project cost estimate and recommend an apportionment method. The CBJ may then send the property owners a "ballot" with a preliminary cost estimate to conduct an informal poll and determine the level of support for the project.

Neighborhood Meeting

CBJ staff conducts a publicly advertised Neighborhood Meeting with affected local residents and the general public. Local residents are contacted individually by mail and through advertisement in the local newspaper. The purpose of the Neighborhood Meeting is to explain the scope of the proposed project, the LID process, and the proposed method of assessment for the benefited properties.

Informal Poll of Property Owners

The informal poll of property owners is used by the PW&FC to determine whether to proceed with the formal LID process. Poll ballots are mailed to affected property owners for their vote on forming the LID. The CBJ Engineering staff will receive the ballots and prepare a summary for the PW&FC to review and approve or reject proceeding with the LID.

LID is Formed

Once an LID is recommended by the PW&FC, an ordinance creating the LID is introduced to the Assembly, and the date is set for the Public Hearing on the proposed LID. Notice of the hearing is published in the Juneau Empire and sent by certified mail to all involved property owners at least 30 days in advance of the Public Hearing. **During this 30 day period, property owners may file written objections to the formation of the LID.** If property owners who would contribute 50% or more of the total amount of assessments file such written objections, the LID must be canceled, unless at least eight Assembly members vote to proceed. If the ordinance is passed by the Assembly, the LID is formed. CBJ contracts with a construction contractor for the improvements (through a competitive bid process), and construction proceeds.

LID Certification

The final LID hearing is scheduled and, at least 15 days in advance of the hearing, notice is sent by certified mail and published locally. The assessment roll is certified and adopted by the Assembly, and LID assessments are recorded as liens against the property assessed.

Payment of Assessments

Each property owner can elect to pay the LID assessment either all at one time or in ten annual installments along with the regular property tax payment. If the 10 year installment plan is chosen, the interest rate for this option is set by the CBJ Finance Department and is based on the cost to the City and Borough to finance the LID local contribution.

**LID 97
BOUNDARY**

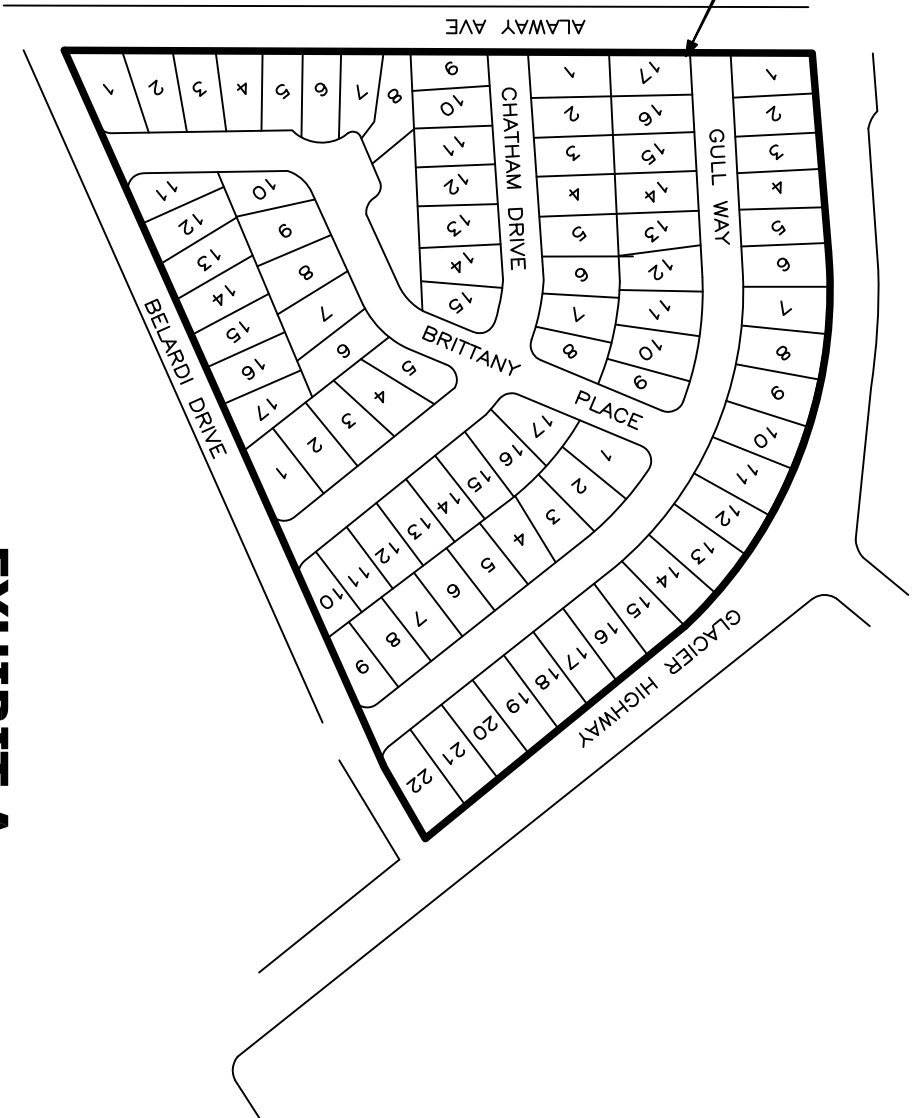
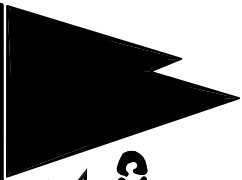


EXHIBIT A

**EAGLES EDGE SUBDIVISION WATER
SYSTEM REPLACEMENT**

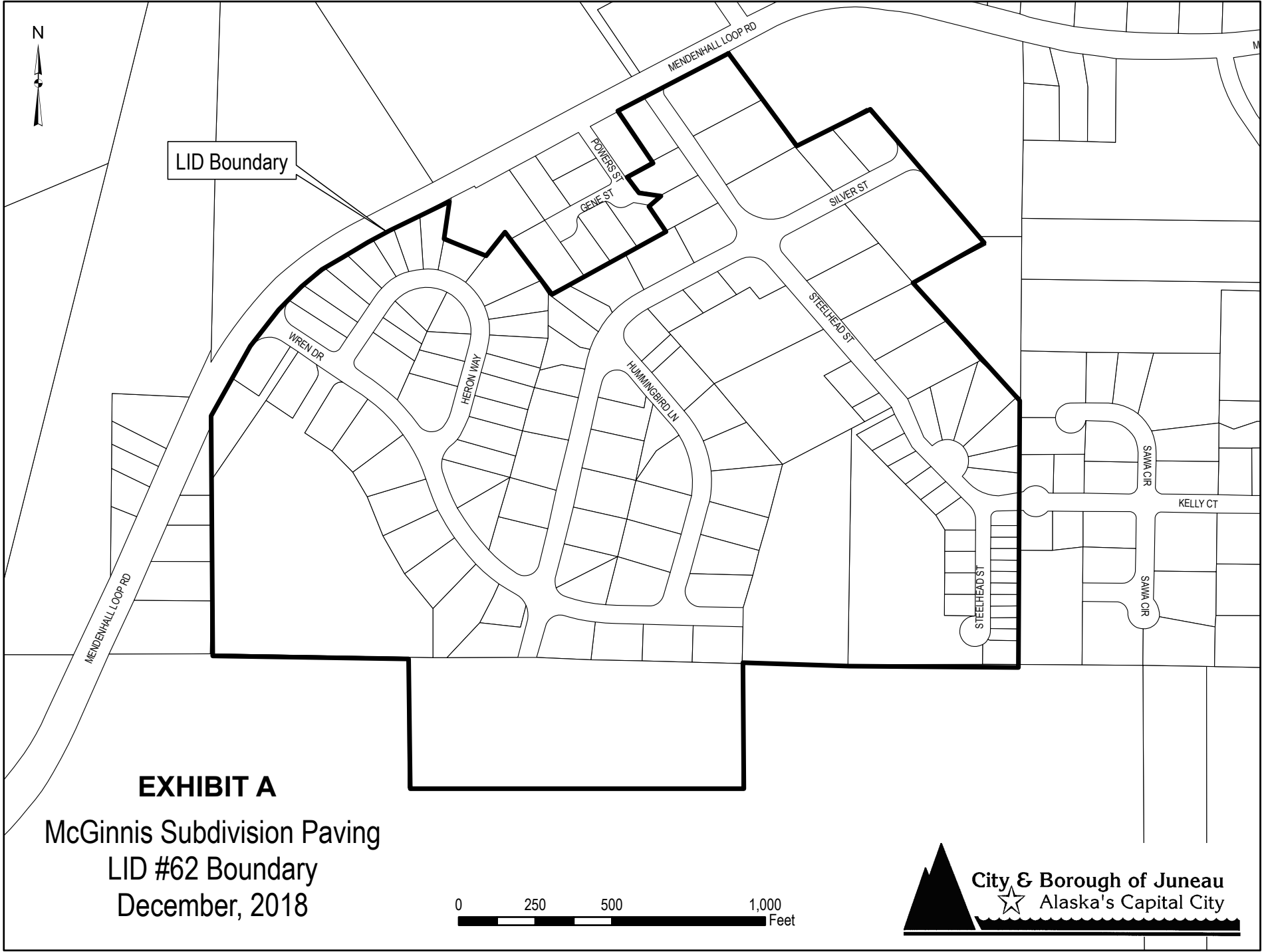
LID 97



CITY/BOROUGH OF JUNEAU
★ **ALASKA'S CAPITAL CITY**

DEPARTMENT OF ENGINEERING

BOUNDARY MAP - DECEMBER, 2018

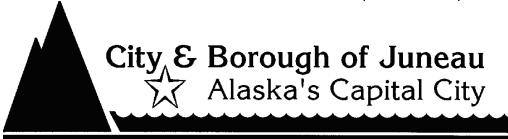


LID Boundary

EXHIBIT A

McGinnis Subdivision Paving
LID #62 Boundary
December, 2018

0 250 500 1,000 Feet





MEMORANDUM

TO: Mike Vigue
Engineering & Public Works Director

FROM: Greg Smith
Contract Administrator

SUBJECT: Contracts Division Activity
October 15, 2018 to November 13, 2018

Date: November 13, 2018

Current Bids – Construction Projects >\$50,000

BE19-037	JNU Sand/Chem Building & Fuel Station	Low bidder is Dawson Construction, \$9,255,000. Award in progress.
BE18-053	JNU Float Pond Improvements	Southeast Earthmovers low bid \$473,720. Award in progress
BE18-266	Salmon Creek Filtration Improvements	NTP sent 10/25/18 Chatham Electric, \$873,000.
BE19-116	Public Works Demuck & Wash Bay Addition	Low bidder is Dawson Construction, \$1,932,000. Award in progress
BE19-113	JD Snow Storage Site Facility Berm Repair	Low bidder is G.R. Cheeseman, \$73,665. Award in progress
BE19-092	Heron Way Reconstruction & Paving	Estimate \$431,935. Bid Opening 11/29/18

Current RFP's – Services

RFP E19-076	Wastewater Utilities Permitting Document Preparation Assistance	NTP sent on 11/2 to TetraTech - \$44,000
RFP E19-083	Birch Lane Reconstruction Design	NTP sent on 11/5 to PDC Engineers - \$54,496
RFP E19-084	Columbia Blvd Reconstruction Design	NTP sent on 11/5 to PDC Engineers - \$85,281 w/ A1
RFP E19-068	MWWTP SBR Building Roof Design, CA, & Insp	Begin negotiations letter sent to NWA on 10/22
RFP E19-122	Term Contract for General Construction	8 proposals received, under evaluation
RFP E19-120	Lee St Pump Station Replacement	2 proposals received, under evaluation
RFP E19-119	Juneau Park & Trail Signage Design	3 proposals received, under evaluation

Term Contracts for Plumbing Services (>\$20,000)

PA 4	DPAC Ground Source Leak Repair	NTP 10/2/18, \$25,470
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Construction Change Orders (>\$20,000)

BE18-098	CO 2 - DT Street Improvements Ph 2	CBC Construction \$42,808
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MR E17-166 – Term Contract for Professional Services. This solicitation is open for a three-year period. Consultants continue to submit proposals. Contracts are in progress and underway.

Key for Abbreviations and Acronyms

A Amendment to PA or Professional Services Contract
CA Contract Administration
CO Change Order to construction contract or RFQ

Contracts Division Activity
October 15, 2018 to November 13, 2018

- MR** Modification Request – for exceptions to competitive procurement procedures
- NTE** Not-to-exceed
- NTP** Notice to Proceed
- PA** Project Agreement - to either term contracts or utility agreements
- RFP** Request for Proposals, solicitation for professional services
- RFQ** Request for Quotes (for construction projects <\$50,000)
- RSA** Reimbursable Services Agreement
- SA** Supplemental Agreement