



## **REQUEST FOR PROPOSALS**

For Professional Consulting Services  
Park & Recreation Comprehensive Master Plan  
Study Project PR23A

City of Unalaska  
Department of Parks, Culture & Recreation

Issue Date: July 17, 2023

Proposal Due Date: August 21, 2023

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Attachment B – Evaluation Score Sheet

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## I. UNALASKA COMMUNITY PROFILE

Whether the sun is setting behind snow-covered mountains, shining on the rich green of our summertime valleys or trying to break through the chaos of a hurricane force storm, Unalaska is breathtaking in all of its natural beauty and inherent charm.

Located just 50 miles from the Great Circle route, Unalaska, the 12th largest incorporated city in Alaska, is 800 miles southwest of Anchorage in the heart of the healthy and robust North Pacific/Bering Sea fisheries. Our community is a vibrant mix of industry and history connected by 44 miles of roads linking our port, harbors and private docks with local businesses and our thriving residential community of 4,113. We work hard to provide steady support to one of the busiest and most prosperous stretches of coastline in Alaska.



*Figure 1: Carl E. Moses Boat Harbor, Unalaska AK.*

For more than 30 years, Unalaska’s economy has been based primarily on commercial fishing, seafood processing, fleet services and marine transportation. The Port of Dutch Harbor is the only deep draft, ice-free port from Unimak Pass west to Adak and north to the headwaters of the Bering Straits. Our port has been designated a “Port of Refuge” and provides year-round protection for disabled or distressed vessels as well as ground & warehouse storage and transshipment opportunities for the thousands of vessels that fish or transit the waters surrounding the Aleutian Islands. Annually, more than 1.7 billion pounds of frozen seafood is shipped to domestic and export markets in North America, Europe and Asia, making the Port of Dutch Harbor first in the nation in the quantity of catch landed and first or second in the nation in value of the catch for more than 25 years.

Life is good on our island. We are the home of a creative, friendly, industrious and positive community, and a Blue Ribbon of Excellence Award school system. No wonder many who first come here to work choose to make Undiscovered-Unforgettable-Unalaska their home.

There are unique challenges to construction in Unalaska that include frequent hurricane force winds, strong seismic forces, high ground snow loads, wind driven precipitation, corrosive marine conditions and geographical remoteness. Additionally, most of the outdoor space that may be utilized in the development of future park and facility projects is not owned by the City of Unalaska.

## II. PURPOSE OF THE PROJECT

The City of Unalaska is soliciting proposals to create a Park & Recreation Master Plan for the City of Unalaska Department of Parks, Culture and Recreation (PCR).

## III. DEMOGRAPHICS

**Population:** The City of Unalaska has approximately 4,113 permanent residents and supports the largest commercial seafood industry in the United States. Our community is wonderfully multicultural and diverse. According to U.S. Census data (see Attachment A), many ethnicities and cultures are represented in

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Unalaska. During fishing and seafood processing seasons, Unalaska’s population swells to more than 10,000 due to the influx of transient employees hired to work for the local industries.

**Housing:** The 2020 Census indicates Unalaska had 811 households and an average household size of 4.7 people. The census also reports there were 458 families with an average size of 5.9 people. Home ownership is a rate of 24.8% while 75.2% of the households are rented.

**Income:** Unalaska’s mean household income was \$116,510 in 2020 and its mean family income was \$128,541. By comparison, mean family income by number of workers in the family was \$213,187 (for homes with 3 or more workers and both spouses were employed).

Unalaska has seen a population decrease over the last two fiscal years after an increase during FY20 & 21. In addition to there being fewer residents there has also been a significant reduction of the number of children enrolled in the Unalaska City School District. The 2019-2020 school year had 430 enrolled students whereas the 2022-2023 enrollment was about 350. Reasons for the population reduction include the high cost of living, increasing travel cost between Unalaska and Anchorage, and the low availability of housing. Alaska overall is competing with higher paying job opportunities in the lower 48.

Regardless of the reasons for a decline in population, it means that there are fewer residents to attract and to participate in PCR’s programs. Additionally, local processors have reduced the number of seasonal hires they bring to the island and they reportedly are working more hours each week.

These population trends reinforce PCR’s need to collect information so that we can evaluate what types and frequency of programs to offer the community. PCR desires to provide exemplary recreational opportunities for the community to enjoy.

### IV. DESCRIPTION OF FACILITIES AND PARKS

PCR was established in 1980. The 1990s saw the greatest period of growth in recreation and is when the City built the Community Center (1995), assumed operations for the Aquatics Center from the school district (1998), and built the Unalaska Public Library (1999). The City recently completed a project to expand and renovate the library, which reopened in April 2023. Today PCR manages the Community Center, the Unalaska Public Library, the Aquatics Center, and eight (8) public parks.

**Community Center:** 35 E Broadway Ave, Unalaska AK 99685



Figure 2: Unalaska Community Center Front View

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The Community Center opened 1995 and provides Unalaska residents with a wide variety of recreational opportunities. The building is approximately 30,000 square feet and is located across from Unalaska High School. Together the facilities serve as the heart of our community.

**Gymnasium:** The gymnasium includes a full-size wood basketball court that also services volleyball, pickle ball, badminton, and indoor soccer. The gymnasium space also includes 2 racquet ball courts, one of which is being used for storing equipment. The facility also has a walking track on the second level that measures 1/9<sup>th</sup> of a mile.



*Figure 3 Community Center Gymnasium*

**Multipurpose Room:** This room has large wall mirrors and a stretching bar and serves as a dance studio. The space is also used for a virtual fitness program system and can be rented out for parties and small gatherings.

**Commercial Kitchen:** Located adjacent to the Multipurpose Room is a commercial kitchen that is integral to programming in the Multipurpose Room. The kitchen can be rented individually and is used for PCR programs that require food preparation or storage.

**Kid's Room:** PCR offers programming for children of the community. The Kid's Room is used primarily by PCR 360, our afterschool program. It is also an excellent resource for larger events, such as Christmas and Easter holidays.

**Teen Room:** The Teen Room is a safe space where teenagers can spend time with friends after school, and play on the pool table or Ping Pong table. There are two televisions the teens use to watch TV or play video games.

**Art Studio and Music Room:** Arts and culture programs are very important to PCR and our music and art rooms allow PCR to offer a wide variety of opportunities. The Art Room provides space for painting, drawing, and other arts and crafts and also has a pottery studio with a kiln and pottery wheels. The Music Room has two sound studios for practice and recording and a large open space with baby grand piano that is often used by local contractors to teach piano lessons.

### **Summary of Community Center Fitness Amenities:**

- Full Size Gymnasium
- Cardio Room
- Weight Room
- Stretching Room
- Indoor Track
- 2 Racquetball Courts
- Multipurpose Room
- Music Room
- Art Room
- Conference room
- Kids Room
- Teen Room
- 2 Locker rooms

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**Aquatics Center:** 53 E Broadway Ave. Unalaska, AK 99685

In 1999 PCR took over management and operation of the Aquatic Center from the Unalaska City School District. Since then the City has continued hosting the School District's swim team and offers swim lessons and Youth Swim League. The facility is also open to the community for open swim time, lap swimming and birthday parties.



Figure 4: Aquatics Center Natatorium

**Pool:** The pool is 36 x 75 feet and holds 141,000 gallons. There are six 25 yard lanes with new starting blocks. There is also a warming pool with jets, and a twirl slide. The pool temperature stays between 82 and 84 degrees Fahrenheit.

**Sauna:** During the 2016 remodel of the Aquatic Center, the sauna was doubled in size. It is now handicap accessible, the bench next to the heater folds up which allows more room for a wheelchair. A shower was installed next to the sauna on the pool deck so patrons are able to conveniently shower after they leave the sauna before entering the pool. The sauna is a healthy alternative for individuals who have joint, bone and muscle pain and cannot withstand the hard impact of other cardiovascular exercises.

**Laundry Room:** The laundry room consists of an industrial washer and dryer along with an extra smaller washing machine. There is an ice machine that is used only for injuries and not for consumption. All cleaning supplies and towels are stored here along with extra pool equipment and toys.



Figure 5: Aquatics Center Sauna

**Workout Facility:** The workout facility looks over the Aquatics Center pool through large windows. The facility consists of Kettle Bells, elliptical machines, treadmills, rowing machines, stationary bikes, stair-masters, free weights, barbell weights, medicine balls, yoga mats and balls, a speed bag and a large punching bag.

**Mezzanine:** This area serves as the Aquatics Center's multi-purpose room. It is rented out for parties and classes. It is also used for Aquatics Center programs such as Pumpkin Plunge decorating, Girl's Day Out, parties and more. The Mezzanine has rubber Tuff lock flooring that is great for both working out as well as hosting events. There is a studio barbell set and steps for aerobic classes. A 65 inch TV is available for classes and entertainment.

**Locker Rooms:** These areas were upgraded in the 2016 remodel including new flooring, wall tiles, lockers and restrooms. The showers were updated with an automatic shut-off system to conserve water. A separate Family Room was also installed and has a shower, toilet, changing station and a sink.

**Pump Room:** The aquatics center uses a three-step sanitation process. The pool is a salt water pool which means we use a chlorine generator that uses salt water to generate chlorine. That is the first step in

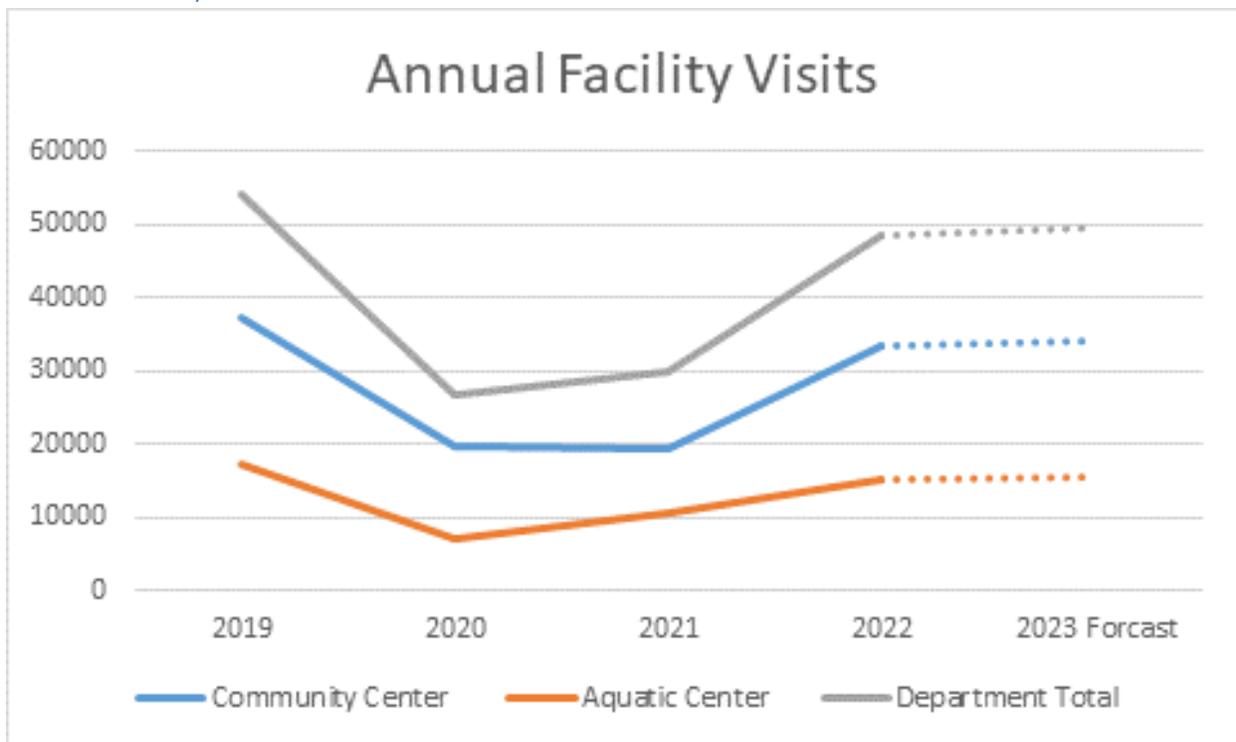
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sanitizing the pool water. Then the water runs through two large filters to separate out larger particles and oils from the pool. The water then runs through a UV light system to kill microscopic bacteria.

### Aquatics Center Structural and Mechanical Issues:

The locker rooms, pool deck, office and sauna were renovated in 2016, however the rest of the Aquatic Center has remained the same since the late 90's. The Mezzanine is not of adequate size for the events that we offer and the office space cannot accommodate the larger staff. The pool flooring needs replacement due to age and electrolysis throughout the facility. Much of the equipment in the pump room is outdated and is no longer manufactured so with each passing year it becomes more difficult to find replacement parts, among other issues. Included as an addendum is a report provided to us from an inspection done by TMI Salt Pure, Inc. evaluating the severity of the corrosion and pool/pump room

### Annual Facility Use:



The graph above shows the yearly visit counts for the Aquatic Center and Community Center. These are visits utilizing purchased passes and do not reflect general admission for large events and programs or participants entering the facilities to participate in a registered class or program. PCR was not unique in seeing a drastic reduction in visits during the COVID-19 pandemic as the graph illustrates. Facility use, while improving, is only slowly returning to pre-COVID levels. Based on the current data for 2023 (through June) we predict an approximate 2% increase in usage for 2023. See Attachment F for more information regarding 2022 facility use.

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Figure 6: Unalaska Public Library Grand Reopening

**Unalaska Public Library:** 64 Eleanor Dr.  
Unalaska, AK 99685

The Unalaska Public Library was founded in 1995 in order to support Unalaska's growing community and the vibrant fishing and seafood processing industry. Growing from humble beginnings using donated materials in the WWII-era Burma Road Chapel, the Unalaska Public Library now occupies a 9,400 square foot facility built in 1999 and renovated in 2022-2023. Today, patrons have access to over 30,000 circulating items, 15 public internet access workstations, public laptops, free

wireless internet access, the Ray Hudson Room with local historical information, and the Dan Masoni Conference Room.

The library and its materials provide the community with access to information and resources but also offers community spaces and a variety of services. Library staff offer exam proctoring, voter registration, notary services, faxing and printing. The library serves as a United States Passport Acceptance Facility and offers passport photo services. Library staff also offer a wide variety of programming for all ages, encouraging literacy, lifelong learning, and community connections.

The library has developed partnerships with local organizations and other libraries to improve its services and offerings. The library has partnered with local organizations such as Unalaska Community Broadcasting, Head Start, Museum of the Aleutians, and the Ounalashka Corporation for programs and grant opportunities. Unalaska Public Library is a member of OCLC WorldCat, which provides Unalaska patrons with access to books and movies worldwide and allows library users across the state access to Unalaska's library collection via interlibrary loan. Unalaska is also a member of Alaska Library Network, providing access to eBooks and audiobook downloads for community members.



Figure 7: Library Patrons

In FY24 a long-awaited improvement and expansion project was completed at the Library. This project included a 3,300 sq. ft. expansion on the front of the building. In addition to the expansion, there was also significant remodeling of another 1,375 sq. ft. of the existing space, and a finishes and furnishings refresh for the remaining 7,100 sq. ft. The expansion and renovation have improved children's and teen spaces, added quiet seating areas and study rooms, and provide a community gathering space for large events and programs.

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Looking ahead, the library must continue to adapt in order to keep up with the changing and growing needs of the community.



Figure 8: Burma Road Chapel

**Burma Road Chapel:** 28 E Broadway Ave. Unalaska, AK 99685

Burma Road Chapel is owned by the City and operated by PCR. The building is eligible for the National Registry of Historic Places due to its WWII era construction. Constructed in 1940, the two story building is 2,000 square feet and is used for meeting space. It has a wooden dance floor, a kitchen facility, bathrooms and capacity for 85 people. The City leases space in the rear of the building to the local radio and television station, KUCB.

**Henry Swanson House:** West Broadway Ave. Unalaska, AK 99685

At around 80 years old, the Henry Swanson House serves as a monument to Unalaska’s post WWII past. The structure is constructed from two WWII cabanas and was most famously the home of Henry Swanson, who was born in 1895 and lived in Unalaska for many years and was well known as a local story teller. This small structure was renovated in 2019 and has primarily been used for storage in recent years. The Department is currently in the early stages of planning to utilize this facility and its “down town” location as a summer rental shop for bikes, kayaks, and paddleboards.

**Parks:** PCR manages 8 small community parks interspersed across both the Unalaska and Dutch Harbor sides of the community. *A map of local parks is included as attachment D.*

**Ounalashka Community Park:** Constructed in 1999, this park is located in the Unalaska valley. This is the largest city park. It measures 11.5 acres and has a softball field, outdoor basketball and tennis court, paved trail with permanent exercise stations, playground, covered pavilion and snack shack. This park contains the City's largest playground apparatus. The playground has many play elements that keep children active and healthy. There are swinging, climbing, crawling, balancing, sliding, and jumping elements available within a fenced area that has a rubberized play surface to provide additional safety.



Figure 9: Community Park Playground

The exercise trail circles the perimeter of the park and is a great place to get in a workout while watching a softball game or your children at the playground. The park trail includes six permanent exercise stations, each with illustrated instructions. The elements each challenge a different muscle group for a full body workout.

Ounalashka Park includes a covered pavilion for community use and is a great place to celebrate birthdays or enjoy a picnic. The pavilion requires reservations which are issued on a first come, first served basis.

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The snack shack is available for use during softball games or other events hosted at the park. The City does not offer food service but it can be operated by groups approved by PCR. Restrooms and drinking fountains are conveniently located behind the building. A maintenance building is also on-site.

**Kelty Field at Ounalashka Community Park:** Kelty Field is the City’s softball field and is named in honor of former mayor Frank Kelty. The field offers two enclosed dugouts, a set of viewing bleachers and a backstop. It is lined seasonally. This field is currently undergoing reconstruction. Once completed it will have a repaired turf drainage system and new grass on gravel turf. PCR plans to place soccer nets on the field to increase usage of the facility’s new playing surface. PCR operated a summer softball league at this field prior to the construction project.

**Sitka Spruce Park:** Opened in 1979, the park has 4.52 acres and is a National Historic Landmark. It recently underwent improvements and now has pirate ship themed playground equipment and has come to be referred to as “Pirate Park”. It is a very popular destination for PCR’s Parks Program because of its trails and trees. The park offers a grill, picnic tables, and restrooms. During the summer of 2021 the park was renovated and all new playground equipment was installed, along with a half basketball court and larger parking lot.



Figure 10: Sitka Spruce Park Grand Reopening

**Memorial Park:** Located on Summer Bay Road, Memorial Park is a place of historical remembrance. At just over an acre in size, the park features walkways that lead visitors through monuments dedicated to fisherman, the history of Unalaska and its people. The military flags flown over Memorial Park represent the United States Coast Guard, Navy, Marine Corps, Army, and Air Force. This park is the location of Unalaska’s annual Memorial Day Service.

**Town Park:** Located in downtown Unalaska, Town Park was opened in 1988 and updated in 2020. The park has a beautiful wooden gazebo, two picnic tables, a small playground, and is bordered by spruce trees (a rarity on the island!).

**Skate Park:** Located across from City Hall, the Skate Park was opened in 1998 and has several elements for skate enthusiasts.

**Tutiakoff Field:** This field is used and maintained by the City of Unalaska, but is owned by Unalaska Methodist Church. The City has held a long-time lease with the church since 1984. Tutiakoff Field is used for soccer, flag football, youth archery, and ultimate Frisbee programs. Pet owners often meet here as the unofficial dog play area.



Figure 11: Expedition Park

**Expedition Park:** This 1.38 acre park is located on Amaknak Island and opened in 1997. This park is a

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perfect gathering place for small groups who want to enjoy the beautiful, natural scenery around this spot above the Storrs Boat Harbor. Patrons can use the park's pavilion, fire pit, and grills.

**Tanaadakuchax Park:** Tanaadakuchax means "small land" and is the name of the City's smallest park. Tanaadakuchax Park is near the intersection of Ptarmigan and Loop Roads in a residential neighborhood, next to two City-owned housing facilities. Although the park is small, it is highly enjoyed by the neighborhood children. It was updated with play equipment relocated from Town Park in 2020.

**Unalaska City School District Playground:** This playground, known as the UCSD Park, is not technically a city park, but the City is in charge of major renovations to school facilities and worked together with the school district to design and carry out for the improvements. The project commenced with removing the old equipment and making earthwork modifications that expanded the play area and improved the surface drainage for a new grass field. New elements and equipment include a walking and running trail, a climbing rock, rope climber, swing set, and a full basketball and volleyball court. The park is open to the public during non-school hours.

## V. PROGRAMMING DIVISION OVERVIEW

### PCR MISSION STATEMENT

To enrich our diverse community by providing exemplary, accessible, and safe cultural, leisure, and recreation facilities and services that nurture youth development and inspire people to learn, play, and engage with our unique and welcoming environment.

PCR seeks to deliver comprehensive recreation programming opportunities to the community of Unalaska. Programming is divided into 6 main sections:

- Aquatics Programming
- Arts & Culture Programming
- Library Programming
- Sport, Fitness & Wellness Programming
- Special Event Programming
- Youth, Teen, & Leisure Programming

PCR maintains a team of five Recreation Program Coordinators who are responsible for these areas. A Recreation Manager leads the team's programming side, except for programming that is planned and implemented by Library staff.

The programming division is also responsible for marketing and promoting all department programs and services. PCR uses a multimedia approach of physical and digital resources including flyers, radio messaging, Facebook, Instagram and our new website ([www.UnalaskaPCR.com](http://www.UnalaskaPCR.com)) and mobile app, PCR Unalaska, available in the iTunes App store and Google Play Store. The Special Events and Community



Figure 12: Summer Solstice Race Participants

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Relations Program Coordinator works with the Recreation Manager and other PCR staff to effectively deploy these resources. In 2022 the programming division provided over 1,200 individual program session occurrences to the community and recorded over 1,600 individual program registrations. Programs delivered included:

### **Aquatics Programming:**

- Youth Swim League
- Youth Swim Lessons
- Youth Swimmers Practice
- Eagles View Elementary Swim Lessons
- Yoga Class
- Aqua Fit
- Pumpkin Plunge
- Winter Wonder Whirl
- Girl's Day Out
- Bro's Night
- Women's Weight Lifting
- Lifeguard & Jr. Lifeguard Classes
- Tot Time Swim
- CPR Classes
- St. Paddy's Day Dive
- Swim Instructor Classes
- Summer Lap Program
- Community Swim Meets
- Summer Swim Club



Figure 13: PCR's Youth Swim League

### **Arts & Culture Programming:**

- Missoula Children's Theater
- Photography Club
- Pottery Classes
- Camp Adgayux
- Sewing Classes
- Archeology Camp
- Martin Luther King Remembrance
- Art Afterschool
- Adult Cooking Classes
- Youth Cooking Classes



Figure 14: Art Class

### **Sport, Fitness, & Wellness Programming:**

- Runs from 2 Miles to a Marathon
  - Polar Bear Run 5K
  - Summer Solstice Run 2 Mile
  - Ballyhoo Mountain Run

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- Bobby Johnson Summer Bay Classic Half Marathon
- Bunker Hill Endurance Classic & Marathon
- St. Jude Santa Fun Run 5K
- Youth Sports Leagues (Basketball & Soccer)
- Volleyball Camp
- Wrestling Camp
- Adult Sports Leagues (Soccer, Volleyball, & Basketball)
- Youth Archery Camp & Tournament
- Go 4 Life Senior Exercise
- Fitness on Demand Virtual Fitness Classes
- Yoga Class
- Jr. Native Youth Olympics

### Special Events:

- 4<sup>th</sup> of July Parade
- Heart of the Aleutians Festival
- Artisans Markets
- Unalaska Salmon Derby
- Halloween Event
- Holiday Event and Bazaar
- Gingerbread House Contest
- Father Daughter Dance
- Egg Hunt
- Spring Festival
- Community Cleanup
- Community BBQs

### Youth Teen, & Leisure Programming:

- PCR 360 Afterschool Program
- YOUth RECreation
- Unalaska Teen Council
  - Mini Madness
  - Midnight Madness
  - Youth Leadership Seminar
- Tot Time
- Spring Break and Schools Out Day Camps
- Summer Playground Program
- Triple Bounce Day
- Summer Hiking Challenge

### Library Programming:

- Summer Reading Program
- 1000 Books Before Kindergarten



Figure 15: Youth Soccer League



Figure 16: Heart of the Aleutians Festival Dancer



Figure 17: PCR 360 Kids in the Gym

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- Author Events
- Family Story Time
- 360 Story Time
- Book Club
- Spa Recipes Class
- Free Comic Book Day
- Library Mini Golf
- Lego Club
- Kids' Toy and Book Swap
- Assorted Special interest & Craft Classes

The program division meets once per year to do a comprehensive review of all past programming and to discuss the plans for the coming year. This provides an opportunity to collectively brainstorm about new ideas and ways to adjust and adapt the programming we offer to our dynamic and diverse community.

The Programming Team's goal to delivering service is built on four programming objectives contained in PCR's mission statement and are used to plan events and programs:

- Create inspiring programming
- Engage our community
- Ensure accessibility to all community members and
- Provide exemplary service to deliver our programs and services.

### **Programming Challenges:**

Programming in Unalaska is not without its challenges. The population experiences many changes and influences the popularity and use of programs and facilities. Teachers change, families come and go, and processing companies hire workers from various foreign countries around the world. School enrollment is impacted and friendships are always developing, often times through our recreation programs. So we embrace new faces and ideas for PCR's program development work.

Recent inflation increases have caused the costs of goods and services to increase significantly. At the same time Unalaska's budgetary goals for departments include reducing costs as much as possible. As a result, PCR has been thinking more creatively while planning programs.

The Programing Division has experienced historically high staff turnover since 2020. The increased turnover could be due to the high cost of living in Unalaska and the island's remote location, and the high travel costs to and from the island. Turnover strains staff and management because we spend a lot of time training new hires and staff works extra hard when the division is shorthanded. This results in other programs needing staff coverage, often by people who are less familiar with the program or service. Turnover causes variations in programs that might affect quality or durability. PCR aims for quality, well-developed programs, but staffing changes can prohibit experienced programmers to train their replacements. When that happens it can be difficult to confidently provide consistent program delivery.

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PCR also faces a space shortage as there is little available for the amount of equipment to produce programs. A few years ago, Community Center staff began using one of the two racquet ball courts as an equipment storage room. This solution works, but it comes at the expense of one of the racquetball courts. Many of the programming spaces in the Community Center are also of limited size preventing class offerings from growing with demand.

Being located on a remote island also challenges PCR to maintain a consistent stream of qualified instructors to teach various classes.

Looking ahead, the Programming Department has identified the arrival of high speed internet as a major challenge for the continued delivery of successful programs. PCR programs now have to compete for community member's time with the nearly innumerable number of online opportunities.

### VI. SCOPE OF SERVICES FOR COMPREHENSIVE MASTER PLAN

Respondents are requested to provide a narrative description of the methods proposed to accomplish a PCR Comprehensive Master Plan including: project management and coordination; public input and community engagement; data collection and analysis pertaining to the areas of assessment; and the respondent's qualifications to perform the requested scope of services outlined below.



Figure 18: Special Origami Program During JMSDF Visit

The City of Unalaska's Parks & Recreation Master Plan will position PCR facilities to meet the needs of Unalaska residents and visitors for the next 10 years; ensure PCR Parks offer opportunities for families and guests to enjoy well placed and maintained playground equipment; maximize outdoor recreation opportunities; and examine our program, facility and park usage.

The Scope of Services includes a Parks & Recreation Master Plan with goals to guide future Capital Project Initiation and Development; Prioritization of Projects; Daily Programming; PCR Operations; Park System Development; and Park Maintenance. The Plan will become part of the City's Comprehensive Master Plan.

At a minimum, the PCR Comprehensive Master Plan should contain the following:

- Description and functionality assessment of existing recreational opportunities.
- Describe existing, new and pending regulations and their impacts to PCR.
  - Evaluate future requirements and capabilities.
  - Provide recommendations about regulatory required and non-regulatory changes and improvements. Clearly distinguish which recommendations are regulatory required and which are to meet industry standards. Explain the reasoning for these requirements, especially where the recommendation is to meet industry standards.

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- Provide preliminary design level of effort with drawings and cost estimate, including O&M, for recommended regulatory required improvements.
- Provide preliminary design level of effort with drawings and cost estimate, including O&M, for non-regulatory driven recommended improvements.
- Provide short, medium, and long-term Capital Improvements Program for new recommended systems or processes, as well as current and future rehabilitation and replacement needs.
- Assess employee training and O&M needs.
- Data collection and analysis for all park and recreation facilities including the Unalaska Public Library.
- Evaluate current levels of service
- Recreation program assessment
- Budget, Operations and staff assessment
- Demand and Needs Assessment
- Market Analysis and Trends
- Benchmarking PCR with at least three similar communities. Ideally at least 2 of these communities would be Class V NRPA Gold Medal Winners and Finalist and / or CAPRA accredited departments of similar size.

### **Optional Deliverables:**

- Organization Assessment
- Cost recovery model

The analysis will be conducted in accordance with industry standards.

This evaluation of PCR facilities and future needs will create a long-term plan for future growth and development.

Note: Drawings shall be provided in CAD, ARC-GIS, and PDF formats.

## VII. TIMELINES AND PRESENTATION OF WORK PRODUCT

The Evaluation Team will be appointed by the PCR Director from among City staff. The scoring procedure, including Evaluation Team meetings and scoring materials, will be confidential until after negotiations are concluded. All Evaluation Team members will be required to certify that they have no conflicts of interest and that they will strictly adhere to the procedures herein described.

- The City of Unalaska receives the Proposal.
- Evaluation Team evaluates the Proposals according to established criteria.

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- Negotiation with the Respondent with the highest scored Proposal or if necessary the next lower scored responsive Respondent and so on. The Contract will be the Engineering and Related Services Agreement, Attachment B. The City of Unalaska will be inflexible with regards to the Contract language. The Scope of Services, Schedule, and Fee for Services are negotiable.
- Director of PCR forwards evaluation results and the Contract to the City Manager.
- City Manager makes their recommendation to the City Council for Contract award.
- The City of Unalaska and the successful Respondent execute the Contract, and a purchase order is issued, which serves as notice to proceed.

### Anticipated Timeline:

- A. Proposals due: August 21, 2023.
- B. Interview selected finalists: August 28, 2023 (if required).
- C. Award of Contract: September 13, 2023.
- D. Anticipated performance period: 180 days.
- E. The project is expected to be complete by July 2024.

The final report should be presented in Unalaska, Alaska by March 13, 2024. The City may, in its sole discretion, extend any or all timelines set forth herein.

## VIII. PROPOSAL REQUIREMENTS

It is expected that each respondent will undertake all inspections or investigations reasonably deemed necessary to become thoroughly acquainted with the project prior to preparation of a proposal. Consultants should demonstrate the professional and technical expertise necessary to accomplish the project. Unique solutions are encouraged which would result in a marked advance in scheduling, cost savings, or would use a state-of-the-art technique. For purposes of comparison, any unique solutions proposed should be made supplemental to, and not instead of, the Scope of Work as outlined.

Proposals are limited to 20 pages excluding required statements, addendums, and appendices. To achieve a uniform review process and obtain the maximum degree of comparability, it is required that proposals be organized in the manner specified below.

- A. Title Page: Show the Request for Proposal subject, the name of the firm, address, telephone number, name of contact person, and the date.
- B. Table of Contents: Identify the material clearly by section and page number.
- C. Letter of Transmittal: Limit to no more than two printed pages. Briefly state the firm's understanding of the services to be provided and include the names of persons who will be authorized to make representations for the firm, their titles, addresses, and telephone numbers. This letter must be signed by an individual who has the authority to bind the firm.

## REQUEST FOR PROPOSAL – UNALASKA PARKS, CULTURE & RECREATION

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- D. Qualifications/Proposal for Work as outlined in the rating criteria below. Proposals should be organized to address the following rating criteria in a clear and concise manner. Proposal length should be as short as practical and all material included should be germane to the project. All drawings or documentation in support of the proposal must be complete at the time of submittal.
1. **Methodology:** Briefly describe the proposed methodology used to complete the Proposal. The descriptions should be clearly expressed and should reflect the major, individual elements of the overall effort set out as tasks to be accomplished. The proposal should be logical, reasonable, and should indicate an understanding of the project.
  2. **Schedule and Deliverable Products:** A schedule should be included, which represents the consultant's reasoned estimate of the time required for completion of each task. The schedule should be related to the Scope of Work. Deliverable products should be discussed and approximate submission dates included on the schedule.
  3. **Team Experience:** Describe briefly the type of firm or firms comprising the project team and briefly explain areas of technical competence. Identify and include the resumes for the partners, managers, and supervisors who will work on the project. Give specific examples of related past projects, annotating those projects that parallel this project. The satisfactory completion of similar projects of equal size and complexity will be an important element in the proposal's evaluation. Include information on all subcontractors that will be used. The City reserves the right to approve or disapprove the use of any or all subcontractors.

### **Professional Qualifications**

The Professional Qualifications section should include:

- A brief description of the number, qualifications and types of key personnel who would serve on this Project including employees and subcontractors.
- Identify and furnish resumes of personnel and subcontractors who will serve in key positions for this project. Include specific experience for each person on similar or related projects.
- Billing rates of key personnel in tabular format.
- The location of the home office and the scope of services offered there.
- Any additional information reflecting on the Respondent's ability to perform on this Project.

### **Experience and References**

The satisfactory completion of similar projects of equal size and complexity will be an important element in the evaluation. Provide information for 3 projects for which the Respondent has provided services most related to this project. Provide a list of at least 3 references from these projects that can comment on the firm's professional capabilities and experience. Names, email addresses, and phone numbers of individuals to contact must be included.

# REQUEST FOR PROPOSAL – UNALASKA PARKS, CULTURE & RECREATION

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## Narrative

Briefly describe the methodology the Respondent would use to complete the PCR Project for the City of Unalaska.

## IX. PROPOSAL SUBMISSION REQUIREMENTS

Proposals must be submitted to the City Clerk at [emagdaong@ci.unalaska.ak.us](mailto:emagdaong@ci.unalaska.ak.us) and [aaguilar@ci.unalaska.ak.us](mailto:aaguilar@ci.unalaska.ak.us) by 5:00pm on August 21, 2023. Proposals should be submitted via email. It is the respondent's sole and independent responsibility to timely submit proposals.

All questions or inquiries should be directed to:

**Roger Blakeley**  
PCR Director  
[rblakeley@ci.unalaska.ak.us](mailto:rblakeley@ci.unalaska.ak.us)  
(907) 581-1297

**Jolene Longo**  
PCR Operations Manager  
[jlongo@ci.unalaska.ak.us](mailto:jlongo@ci.unalaska.ak.us)  
(907) 581-1297

**Marc Kielmeyer**  
Acting City Engineer  
[mkielmeyer@ci.unalaska.ak.us](mailto:mkielmeyer@ci.unalaska.ak.us)  
(907) 581-12600

## X. PROPOSAL EVALUATION AND SELECTION PROCESS

The purpose of the Statement of Qualifications is to evaluate each Respondent's capabilities for execution of the Project. Evaluation criteria and weight are as follows:

Major Factor	Weight
1. Professional Qualifications	15
2. Experience & References	15
3. Narrative	20
4. Deliverables/Creativity	40
5. Price	10
<b>TOTAL</b>	<b>100</b>

The Evaluation Team will rank each Respondent using a successive integer ranking system for each major factor. Evaluators will be assessing the creativity of the proposed solutions as they are applied to the unique circumstances and location of Unalaska. An Evaluator Score for each respondent will be calculated. The Total Score for each Respondent is an average of all of the Evaluator Scores. The Proposal Evaluation Score Sheet (Attachment C) will be used by the Evaluation Team to score each Proposal.

## XI. OTHER ITEMS

Interpretations or clarifications considered necessary by the City of Unalaska in response to such questions will be issued by Addenda. Addenda will be emailed to all registered potential Respondents and also posted on the City of Unalaska website: <http://www.ci.unalaska.ak.us/rfps>

## REQUEST FOR PROPOSAL – UNALASKA PARKS, CULTURE & RECREATION

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The City reserves the right to reject any or all proposals received, or to negotiate for terms and conditions that may end up substantially different from the initial proposal received.

The selection of a successful proposal is the sole discretion of the City of Unalaska. No proposed agreement is effective until approved by the Unalaska City Council and signed by the City Manager.

The City is not liable for any costs incurred by proposers in preparing or submitting proposals. In submitting a proposal, each proposer acknowledges that the City shall not be liable to any person for any costs incurred therewith or in connection with costs incurred by any proposer in anticipation of City Council action approving or disapproving any agreement without limitation.

Nothing in this request for proposal or in subsequent negotiations creates any vested rights in any person.

Payment will be made upon receipt of detailed invoices listing specific activities for which the charge is being made.

**Relationship of Parties:** The contractor shall perform its obligations hereunder as an independent contractor of the City. The City may administer the contract and monitor the firm's compliance with its obligations hereunder. The City shall not supervise or direct the firm other than as provided in this section; provided, however, that nothing in this paragraph shall preclude the City from insisting on complete and timely performance of obligations under the contract.

**Nondiscrimination:** The contractor will not unlawfully discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, marital status, or mental or physical handicap. The contractor shall state, in all solicitations for employees to work on contract jobs, that all qualified applicants will receive consideration for employment without unlawful discrimination based upon race, color, religion, national origin, ancestry, age, sex, marital status, or mental or physical handicap.

**Permits, Laws and Taxes:** The contractor shall acquire and maintain in good standing all permits, licenses, and other entitlements necessary to its performance under this contract. All actions taken by the contractor under this contract shall comply with all applicable statutes, ordinances, rules, and regulations. The contractor shall pay all taxes pertaining to its performance under this contract.

**Required Insurance:** The contractor shall carry and maintain throughout the life of this contract, at its own expense, insurance not less than the amounts and coverage herein specified, and the City, its employees, agents, and officials, both elected and appointed, shall be named as additional insured under the insurance coverage so specified and where allowed with respect to the performance of the work. There shall be no right of subrogation against the City or its agents performing work in connection with the work, and this waiver of subrogation shall be endorsed upon the policies. Insurance shall be placed with companies acceptable to the City; and these policies providing coverage thereunder shall contain provisions that no cancellation or material changes in the policy relative to this project shall become effective except upon 30 days prior written notice thereof to the City.

Prior to commencement of the work, the contractor shall furnish certificates to the City, in duplicate, evidencing that the Insurance policy provisions required hereunder are in force. Acceptance by the City of deficient evidence does not constitute a waiver of contract requirements.

## REQUEST FOR PROPOSAL – UNALASKA PARKS, CULTURE & RECREATION

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The contractor shall furnish the City with certified copies of policies upon request. The minimum coverages and limits required are as follows:

1. Workers' Compensation insurance in accordance with the statutory coverages required by the State of Alaska and Employers Liability insurance with limits not less than \$1,000,000 and, where applicable, insurance in compliance with any other statutory obligations, whether State or Federal, pertaining to the compensation of injured employees assigned to the work, including but not limited to Voluntary Compensation, Federal Longshoremen and Harbor Workers Act, Maritime and the Outer Continental Shelf's Land Act.
2. Commercial General Liability with limits not less than \$1,000,000 per Occurrence and \$2,000,000 Aggregate for Bodily Injury and Property Damage, including coverage for Premises and Operations Liability, Products and Completed Operations
3. Liability, Contractual Liability, Broad Form Property Damage Liability, and Personal Injury Liability.
4. Commercial Automobile Liability on all owned, non-owned, hired, and rented vehicles with limits of liability of not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage per each accident or loss.
5. Umbrella/Excess Liability insurance coverage of not less than \$1,000,000 per occurrence and annual aggregate providing coverage in excess of General Liability, Auto Liability, and Employers Liability.
6. If work involves use of aircraft, Aircraft Liability insurance covering all owned and non-owned aircraft with a per occurrence limit of not less than \$1,000,000.
7. If work involves use of watercraft, Protection and Indemnity insurance with limits not less than \$1,000,000 per occurrence.
8. Professional Liability insurance with limits of not less than \$1,000,000 per claim and \$1,000,000 aggregate, subject to a maximum deductible \$10,000 per claim. The City has the right to negotiate increases of deductibles subject to acceptable financial information of the policyholder.
9. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees, and volunteers; or the contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration, and defense expense.
10. All insurance policies as described above are required to be written on an "occurrence" basis. In the event occurrence coverage is not available, the contractor agrees to maintain "claims made" coverage for a minimum of two years after project completion.
11. If the contractor employs subcontractors to perform any work hereunder, the contractor agrees to require such subcontractors to obtain, carry, maintain, and keep in force during the time in which they are engaged in performing any work hereunder, policies of insurance which comply with the requirements as set forth in this section and to furnish copies thereof to the City. This requirement is applicable to subcontractors of any tier.

# REQUEST FOR PROPOSAL – UNALASKA PARKS, CULTURE & RECREATION

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## ATTACHMENT A: U.S. Census Data

### 2020 Census Demographics

#### SEX AND AGE

Total population	4,339
Male	2,368
Female	1,971

#### AGE GROUPS

Under 5 years	127
5 to 9 years	179
10 to 14 years	110
15 to 19 years	213
20 to 24 years	531
25 to 34 years	738
35 to 44 years	674
45 to 54 years	941
55 to 59 years	342
60 to 64 years	226
65 to 74 years	207
75 to 84 years	50
85 years and over	1

Median age (years)	39.1
Under 18 years	503
16 years and over	3,885
18 years and over	3,836
21 years and over	3,677
62 years and over	345
65 years and over	258

### 2020 Census Population & Race

#### RACE

Total population	4,339
One race	3,969
Two or more races	370
One race	3,969
White	1,006
Black or African American	144
American Indian and Alaska Native	101
Cherokee tribal grouping	2
Asian	2,353
Chinese	5

## REQUEST FOR PROPOSAL – UNALASKA PARKS, CULTURE & RECREATION

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Filipino	2,096
Japanese	13
Korean	67
Vietnamese	112
Other Asian	60
Native Hawaiian and Other Pacific Islander	87
Native Hawaiian	1
Chamorro	0
Samoan	81
Other Pacific Islander	5
Some other race	278
Two or more races	370
White & Black or African American	1
White & American Indian & Alaska Native	66
White & Asian	56
Black or African American & American Indian & Alaska Native	7
<b>Race alone or in combination with one or more other races</b>	
Total population	4,339
White	1,181
Black or African American	238
American Indian and Alaska Native	192
Asian	2,572
Native Hawaiian & Other Pacific Islander	173
Some other race	377
<b>HISPANIC OR LATINO AND RACE</b>	
Total population	4,339
Hispanic or Latino (of any race)	465
Mexican	316
Puerto Rican	5
Cuban	60
Other Hispanic or Latino	84
Not Hispanic or Latino	3,874
White alone	920
Black or African American alone	144
American Indian and Alaska Native alone	86

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Asian alone	2,351
Native Hawaiian and Other Pacific Islander alone	87
Some other race alone	0
Two or more races	286
Two races including Some other race	19
Two races excluding Some other race, and Three or more races	267

**2020 Census Housing & Family Characteristics**

	<b>Total</b>	<b>Married-couple family household</b>	<b>Male householder, no spouse present, family household</b>	<b>Female householder, no spouse present, family household</b>	<b>Nonfamily household</b>
<b>Label</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>
<b>HOUSEHOLDS</b>					
Total households	811	382	30	46	353
Average household size	4.27	5.77	8.37	5.57	2.13
<b>FAMILIES</b>					
Total families	458	382	30	46	(X)
Average family size	5.69	5.64	6.77	5.43	(X)
<b>AGE OF OWN CHILDREN</b>					
Households with own children of the householder					
under 18 years	260	199	24	37	(X)
Under 6 years only	17.7%	18.1%	29.2%	8.1%	(X)
Under 6 years and 6 to 17 years	29.6%	33.7%	8.3%	21.6%	(X)
6 to 17 years only	52.7%	48.2%	62.5%	70.3%	(X)
Total households	811	382	30	46	353
<b>SELECTED HOUSEHOLDS BY TYPE</b>					
Households with one or more people under 18 years	32.9%	52.6%	90.0%	82.6%	0.3%
Households with one or more people 60 years and over	23.6%	24.6%	6.7%	17.4%	24.6%
Households with one or more people 65 year and over	14.8%	(X)	(X)	(X)	12.5%

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Householder living alone	31.6%	(X)	(X)	(X)	72.5%
65 years and over	4.7%	(X)	(X)	(X)	10.8%
<b>UNITS IN STRUCTURE</b>					
1-unit structures	25.4%	30.9%	6.7%	15.2%	22.4%
2-or-more-unit structures	72.1%	67.8%	90.0%	84.8%	73.7%
Mobile homes and all other types of units	2.5%	1.3%	3.3%	0.0%	4.0%
<b>HOUSING TENURE</b>					
Owner-occupied housing units	24.8%	35.1%	10.0%	21.7%	15.3%
Renter-occupied housing units	75.2%	64.9%	90.0%	78.3%	84.7%

	<b>Number</b>	<b>Percent Distribution</b>	<b>Mean income (dollars)</b>
<b>HOUSEHOLD INCOME</b>			
All households	811	811	116,510
With earnings	742	91.5%	114,995
With wages or salary income	707	87.2%	116,923
With self-employment income	77	9.5%	34,568
With interest, dividends, or net rental income	573	70.7%	5,636
With Social Security income	105	12.9%	26,999
With Supplemental Security Income (SSI)	6	0.7%	5,200
With cash public assistance income or Food Stamps/SNAP	39	4.8%	(X)
With cash public assistance	0	0.0%	-
With retirement income	93	11.5%	23,138
With other types of income	200	24.7%	4,579
<b>FAMILY INCOME BY NUMBER OF WORKERS IN FAMILY</b>			
All families	458	458	128,541
No workers	43	9.4%	62,007
1 worker	111	24.2%	90,595
2 workers, both spouses worked	225	49.1%	142,912
2 workers, other	15	3.3%	87,520
3 or more workers, both spouses worked	52	11.4%	213,187
3 or more workers, other	12	2.6%	132,975

**REQUEST FOR PROPOSAL – UNALASKA PARKS, CULTURE & RECREATION**

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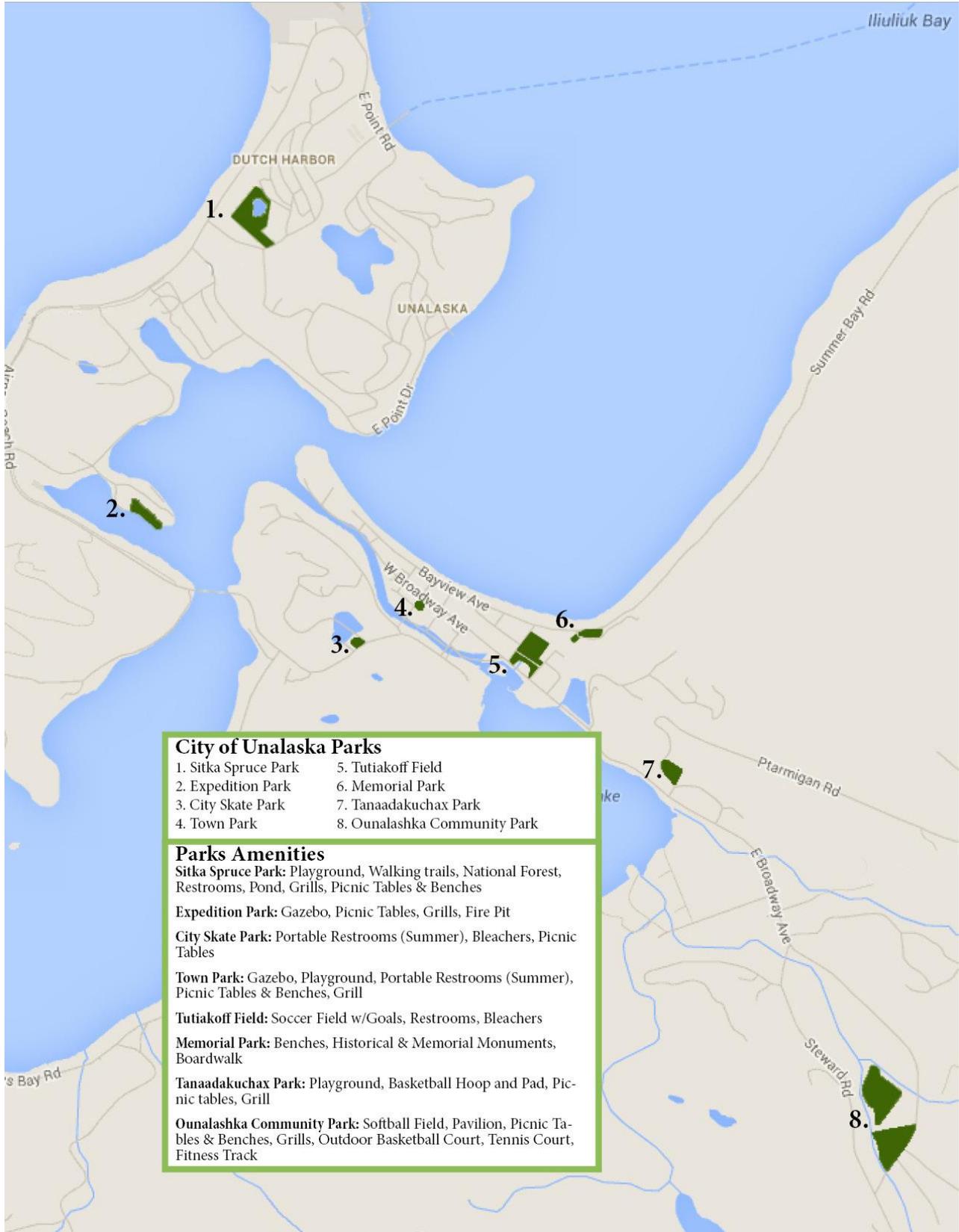
PER CAPITA INCOME BY RACE AND  
HISPANIC OR LATINO ORIGIN

Total population	4,339	4,339	42,966
One race--			
White	1,006	23.2%	67,619
Black or African American	144	3.3%	18,534
American Indian and Alaska Native	101	2.3%	43,608
Asian	2,353	54.2%	33,808
Native Hawaiian and Other Pacific Islander	87	2.0%	49,483
Some other race	278	6.4%	61,492
Two or more races	370	8.5%	28,054
Hispanic or Latino origin (of any race)	465	10.7%	51,265
White alone, not Hispanic or Latino	920	21.2%	69,257



# REQUEST FOR PROPOSAL – UNALASKA PARKS, CULTURE & RECREATION

## ATTACHMENT C – Map of Parks



ATTACHMENT D – TMI Aquatics Center Report

## Inspection Report

TMI Sustainable Aquatics

City of Unalaska Swimming Pool

Inspected By: David Jerkins

### **Pool shows signs of heavy corrosion.**

Rebar buried in pool surface has clearly caused many rust spots and stains throughout the pool. Customer said this was probably related to when they originally put that surface in, they had the rebar too close to the surface and had to redo it. Commonly referred to as “rebar spots” in the industry. Normally I’d only see maybe one spot on a pool like this, but there were spots throughout. Chiseling out and patching is a stopgap and will not solve the issue as it’s clear that the issue will continue to occur until entire pool is resurfaced. Even the pool deck has a few rebar spots, indicating deck needs to be repaired as well. Signs of previous attempts at repair are clear, and last less than 6 months says customer. Painting over it is a stopgap at best and only delays the inevitable. See attached photos of rebar spots: 1a and 1b and 1c (1b is a clear example of rebar going more than 2’ is corroding meaning that repair is probably not possible).

Conclusion: The gunnite/concrete around all rebar throughout surface and deck is either insufficient or has become damaged over the rebar framework.

Recommendation: Resurface pool and replace deck. Customer expressed a desire to separate the small wading area from the pool and I think it’s a good idea. Areas like that one never circulate well and would do better as its own body of water.

The stairs have also corroded. Could be from the rebar corrosion affecting other metals in the pool or other source. See attached photo of stair corrosion: 2a

Conclusion: Stair corrosion is corroding from behind the pool surface indicating moisture has made it past the surface.

Recommendation: Replace stairs as part of the resurface OR service and re-passivate the metal to return the stainless properties. If repaired, it needs to be chiseled out all the way until un-rusted metal is found.

Water feature (slide) constructed of nearly all metal is also heavily corroded. Cause is probably the off-gassing of chloramines from combined chlorine over years. It’s been clearly sanded at some point and was not sealed after, which made things much worse. See attached photos 3a and 3b.

Conclusion: Corrosion on water feature is bad. Not sure it’s worth repairing, but it’s doable.

Recommendation: Either replace entire water feature, or repair. If repaired, a protective epoxy coating on the stainless is strongly recommended. Something like ProtectaClear (EverBrite Coatings) would protect it in the future.

Mechanical Room is outdated and is not up to code. Specifically, the bonding loop is not complete and terminates randomly around the room. It appears whoever did the bonding mistook it for grounding and they have some of the bonding lines NOT going to the equipotential grid but instead just to the building’s

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metal beams to earth ground. All the pumps were NOT on the bonding loop, which is very serious and should be corrected immediately. So much of the equipment needs some repair work. See photos 4a and 4b

Conclusion: the bonding throughout the mechanical room is woefully insufficient. The pumps not being bonded cause pump failure, usually the impellers first. Bonding is very important not just for the safety of the equipment but can cause corrosion on any metal in contact with the water. Stray current can affect other metals when all equipment is not on the bonding loop. Bonding loop is incomplete in places, wrong in others. Please refer to National Electrical Code 680 for details on bonding.

Recommendation: Immediately get the pumps bonded. If this is to be a capital improvements project, I recommend that include an overhaul of mechanical room. Much of the equipment is obsolete and technology has progressed greatly. Examples: The filters there take up a lot of real estate and are obsolete. New filters sound only take up about 4 foot square of space compared to the massive amount currently taken up. Also would offer savings in water, energy and labor. The chlorine generator is obsolete and no longer manufactured. In the coming years, that one will be unable to be repaired. At the same time, the bonding can be corrected and ensured that all equipment is on the binding grid under the pool.

Note: Abrasive material has been used on most if not all stainless steel in the facility, which will over time remove the stainless properties of the metal and make it more susceptible to corrosion. Strongly recommend not using any abrasives on stainless. That means don't sand it, don't use scotchbrite, don't scuff it, etc. Clean using primarily chemical methods and soft clothes in future. Maintenance should be done in the form of passivation every few years.

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ATTACHMENT E – Infographic showing the 2022 yearly totals for facility use visits and program delivery for the Aquatics Center and Community Center

**AQUATIC CENTER & COMMUNITY CENTER  
2022 YEAR IN REVIEW**



**Community Center  
Active Use Visits**

\*These numbers reflect pass visit use and not facility use for drop in programming or general community use.



**Aquatic Center  
Active Use Visits**



**Program Sessions  
Delivered**

\*Programs delivered is based off of the number of individual sessions of all programs delivered through the Aquatic & Community Centers. Program registrations do not include participants in daily drop in programming.



**Individual Program  
Registrations**



**20 Corporate Pass  
Holders**

**7,441 Corporate  
Pass Visits**

**20 Visits per Day**