

CITY OF UNALASKA  
UNALASKA, ALASKA

RESOLUTION 2023-44

A RESOLUTION OF THE UNALASKA CITY COUNCIL AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH BERRY DUNN TO PROVIDE A PARKS AND RECREATION MASTER PLAN (PR23A)

WHEREAS, the City of Unalaska needs a Master Plan for the Parks and Recreation Department; and

WHEREAS, this planning process will provide the City with another section of the overall City's Comprehensive Plan; and

WHEREAS, this has been part of the approved CMMP Plan for the last several years; and

WHEREAS, Berry Dunn is the most qualified and capable vendor to provide this service to the Parks and Recreation Department; and

WHEREAS, the FY 23 and 24 CMMP has been adopted for the project and came in at \$6,992 over the budget, needed to fund the entire amount; and

WHEREAS a budget amendment for the project cost of \$156,992 is in progress; and

WHEREAS, it is in the City's best interest to award this contract to Berry Dunn.

NOW THEREFORE BE IT RESOLVED that that the Unalaska City Council authorizes the City Manager to enter into a contract with Berry Dunn to provide Master Planning services for the Parks and Recreation Department Master Planning project (PR23A)

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on November 28, 2023.

---

Vincent M. Tutiakoff, Sr.  
Mayor

ATTEST:

---

Estkarlen P. Magdaong  
City Clerk

---

---

## MEMORANDUM TO COUNCIL

---

---

To: Mayor and City Council Members  
From: Roger Blakeley, PCR Director  
Through: William Homka, City Manager  
Date: November 14, 2023  
Re: Resolution 2023-44: Authorizing the City Manager to enter into a contract with Berry Dunn to provide a Parks and Recreation Master Plan (PR23A)

---

---

**SUMMARY:** The project has been included in the Capital Maintenance and Management Plan (CMMP) for the past few years with the intent of commencing it in 2024. The Parks and Recreation Advisory board has thoroughly assessed the project, and our staff has meticulously prepared all the bid documents, guiding this project to its current stage. A scoring committee was established to evaluate the submitted bids, using a predetermined scoring matrix that had been made available to all bidding firms before the bids were publicly submitted. Staff recommends that the City enter into a contract with Berry Dunn for Master Planning services for the Parks, Culture and Recreation Department that will become part of the City overall Comprehensive planning process.

**PREVIOUS COUNCIL ACTION:** On April 26, 2022, the City Council adopted the FY 2023 -2024 CMMP, which included the Parks Culture and Recreation Master Plan project, (PR23A), funded for \$150,000.

**BACKGROUND:** During the CMMP process it was identified that a Parks Culture and Recreation Master Plan was necessary to guide the development of recreational needs in Unalaska for the next 20 years.

**DISCUSSION:** A RFP was issued and Berry Dunn was selected as the vendor for the work. Berry Dunn was found to be the most qualified vendor, the price came in at \$156,992.

**ALTERNATIVES:** Alternatives include 1) award the contract to Berry Dunn and approve the City Manager to sign the contract 2) do not approve the work being done.

**FINANCIAL IMPLICATIONS:** The project budget was \$150,000, and the bid came in at \$156,992 A budget amendment is necessary for an additional \$6,992 to cover the costs of project. Staff intends to present a budget amendment in November.

**LEGAL:** Not applicable.

**STAFF RECOMMENDATION:** Staff recommends adoption of Resolution 2023-44.

**PROPOSED MOTION:** I move to adopt Resolution 2023-44.

**CITY MANAGER COMMENTS:** I agree with the staff recommendations.

**ATTACHMENTS:**

- Request for Proposals
- Scoring Matrix



REQUEST FOR PROPOSAL

Qualified Professional Consulting Services  
for the City of Unalaska Parks and Recreation  
Study Project PR23A

Issue Date: \_\_\_\_\_

Proposal Due Date: \_\_\_\_\_

## Table of Contents

|  |    |
|--|----|
| I. PURPOSE OF THE PROJECT.....                       | 6  |
| II. DESCRIPTION OF THE FACILITY CONDITIONS.....      | 6  |
| III. SCOPE OF SERVICES.....                          | 10 |
| IV. TIMELINES AND PRESENTATION OF WORK PRODUCT ..... | 10 |
| V. PROPOSAL REQUIREMENTS .....                       | 11 |
| VI. PROPOSAL SUBMISSION REQUIREMENTS .....           | 12 |
| VII. PROPOSAL EVALUATIONS AND SELECTION PROCESS..... | 13 |
| VIII. OTHER ITEMS .....                              | 13 |

## List of Attachments

Attachment A – References

Attachment B – DRAFT Consulting Services Agreement

Attachment C – Evaluation Score Sheet

Attachment D – Map of Parks

## I. PURPOSE OF THE PROJECT

The City of Unalaska is soliciting Requests for Proposals from professional qualified firms to conduct a Comprehensive Master Plan of the City of Unalaska's Department of Parks, Culture and Recreation (PCR) Facilities.

The City of Unalaska has approximately 4,500 permanent residents and supports the largest seafood industry in the U.S. During various seafood processing seasons, the total population may swell to more than 10,000 due to the influx of transient employees hired to work for the local industries. The construction environment in Unalaska is challenging. There are special physics in Unalaska that include frequent hurricane force winds, strong seismic forces, high ground snow loads, wind driven precipitation, corrosive marine conditions and geographical remoteness.

### DEPARTMENT OF PARKS, CULTURE AND RECREATION 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.

## II. DESCRIPTION OF PARKS AND FACILITIES

The City of Unalaska's Department of Parks, Culture and Recreation (PCR) was created in 1980. Its greatest growth came during the 1990s when it built the Community Center (1995), took over the Aquatics Center from the school (1998), and built Unalaska's Public Library (1999) and the new expansion was completed in April 2023. Through the years Unalaska has witnessed PCR change and expand to what it is today. Today, PCR, under the leadership of our PCR Director, Roger Blakely. Roger oversees the Community Center, the Unalaska Public Library, the Aquatics Center, and eight (8) parks.

The Community Center opened 1995 and provides Unalaska residents with a large variety of recreational opportunities. For the person wanting to stay in shape the Community Center offers a variety of options:

- Full Size Gymnasium
- Cardio Room
- Weight Room
- Stretching Room
- Small Track
- Racquetball Courts
- Multipurpose Room

**Aquatics Center:** The City of Unalaska Parks, Culture and Recreation Department took over management of the Aquatic Center from the Unalaska City School District in 1999. Since then the City of Unalaska has

continued hosting the Unalaska City School Districts swim team and swim lessons as well as opening it up to community and offering programs such as Youth Swim League, Tot-Time Swims and fun events like the Pumpkin Plunge and Girls Night Out.

- 36x75 feet/141,000 gallon pool
- Sauna
- Workout Room
- Mezzanine
- Locker Rooms
- Laundry Room
- Pump Room

### **Library:**

In FY18, the Library Building Improvement Project underwent a Pre-Development phase, during which the public outlined community library needs and gave feedback on various design options. Based on public input and the Pre-Development Architect's assessment of the library building and its patterns of use, City Council decided to move forward with full design for the project in FY19 and completed in April 2023.

ECI Alaska Architects worked closely with the City Librarian and design team to incorporate input from the general public, library advisory committee, focus groups, and library staff during the early stages of design. Based on input from these groups, the building footprint has evolved so that it includes one 3,300 sq. ft. expansion on the front of the building. In addition to the expansion, the plan includes a substantial remodel 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 has improved children's and teen spaces, added quiet seating areas and study rooms, and provide a community gathering space for large events and programs.

### Ounalashka Community Park

Ounalashka Park, built in 1999, is located in the Unalaska valley. At 11.5 acres, this is the department's largest park. Several sports playing areas including a softball field, outdoor basketball/tennis court, and a paved trail with permanent exercise stations are located here. Ounalashka Park is also home of the city's largest playground apparatus.

### Kelty Field at Ounalashka Community Park

Kelty Field is named after former mayor Frank Kelty. The PCR ships in clay for the upkeep of the field. The field has two enclosed dugouts, a backstop, and is lined seasonally.

The Alaska Softball Association uses the fields for their annual softball league and two annual charity tournaments. PCR programs that take place at this location include summer baseball camp, kickball

activities, and the annual Heart of Aleutians Festival. The field is also utilized by local businesses during the summer months for company ball games.

The Ounalashka Park has a playground with many play elements to keep children active and healthy. There are swinging, climbing, crawling, balancing, sliding, and jumping elements. The playground is fenced in and has a rubberized play surface to provide additional safety.

#### Walking Trail at Ounalashka Community Park

The exercise trail circles the perimeter of the park which makes it a great place to get in a workout while watching a softball game or letting your children enjoy the playground.

#### Ounalashka Community Park

The park trail also includes six permanent exercise stations. Each station has illustrated instructions on how to use the element to challenge a different muscle group for a full body workout. PCR activities that take place in this area include Summercise (youth summer fitness) and Hersey Track and Field program.

#### Pavilion at Ounalashka Community Park

Ounalashka Park includes a covered pavilion for community use that makes a great place to celebrate birthdays or simply have a picnic to enjoy a nice day. No reservations are needed for the pavilion, its use is on a first come, first served basis.

The park's snack shack is a great place to grab a burger during a softball game. Restrooms and water fountain are conveniently located behind the building.

#### Sitka Spruce Park

Sitka Spruce Park, also known as "Pirate Park", opened in 1979. The park is a National Historic Landmark and is one of few areas in Unalaska that has a wide area of trees. Also known as "Pirate Park" for its pirate ship piece of playground equipment is a very popular destination for the PCR's Parks Program because of its trails and trees. In fact, this park is a National Historic Landmark because it is one of the few places on the island that has trees. In addition, the park also has a grill, picnic tables, and men's and women's restrooms. During the summer of FY22 the park was renovated and all new playground equipment was installed, and a half basketball court and larger parking lot were added.

#### Memorial Park

The Memorial Park is a place of historical remembrance. The park features walkways that leads visitors through monuments dedicated to the history of Unalaska and its people. The military flags flown over Unalaska Memorial Park represent the United States Coast Guard, Prisoners of War, Navy, United States Marine Corps, United States Army, and the United States Air Force.



### Town Park

Town Park, located in downtown Unalaska, was opened by the city in 1988. The park has a beautiful wooden gazebo, two picnic tables, a small playground, and is bordered by spruce trees (a rarity on the island!). The park serves as the awards ceremony and picnic location following the Bobby Johnson Summer Bay Classic Half Marathon held annually in August.

### Skate Park

The Skate Park opened in 1998 and has several elements for skate enthusiasts. The PCR annual Skate Jam takes place here and brings out all the local skaters, friends, and families. Skate Club, offered through PCR, also regularly frequents the park for practice and safety development.

### Tutiakoff Field

Tutiakoff Field is used and maintained by the City of Unalaska, but is owned by Unalaska Methodist Church. This property is under a long-time lease that has been in place since 1984. Tutiakoff Field is used for programs such as soccer, flag football, youth archery, and ultimate frisbee. Pet owners often meet here as this park is also the unofficial dog play area.

### Expedition Park

Expedition Park, located on Amaknak Island, opened in 1997 and has the best view of all Unalaska's parks. This park is a perfect gathering place for small groups who want to enjoy the beautiful natural scenery and take advantage of the park's pavilion, fire pit, and grills.

### Tanaadakuchax Park

Tanaadakuchax meaning "small land" is the name of the City's smallest park. Tanaadakuchax Park is nestled in Unalaska near the intersection of Ptarmigan and Loop Road. Although the park is small, it is highly enjoyed by the neighborhood children.

### Unalaska City School District Playground

The Unalaska City School District Playground (known as the UCSD Park) is not technically a city park. However, we were extremely involved in replacing and improving some key factors during our CMMP process. While working with the superintendent of schools, we tore down the old equipment, improved the drainage of their grass field, provided a walking/running trail, and added four key features: a climbing rock, rope climber, swing set, and a full basketball/volleyball court.

### III. SCOPE OF SERVICES

Respondents shall provide a narrative description of the methods proposed to accomplish a PCR Comprehensive Master Plan pertaining to the areas of assessment and the Firm's qualifications to perform the requested services as outlined below:

Scope includes a Comprehensive Master Plan for Parks and Recreation with the goals of the plan are to guide future (CMMP) Project Initiation and Development; Prioritization of Projects; Daily Programing; PCR Operations; Park Maintenance.

The City of Unalaska's Department of Parks, Culture and Recreation Comprehensive Master Plan for the purpose of ensuring that PCR facilities meet the needs of Unalaska residents and visitors; Ensure that PCR Parks offer families the opportunity to enjoy well maintained playground equipment while appreciating the outdoors; Look at the use patterns; Understanding that most of our outdoor areas are not owned by the city.

The intent is for the City of Unalaska to have an evaluation of the PRC Facilities and future needs in order to have a long-term plan for future growth and development. At a minimum, the PCR Comprehensive Master Plan should contain the following:

- Provide a description and functionality assessment of the existing Recreational opportunities.
- Describe existing, new, and pending regulations and their impacts to the Department.
- Evaluate future requirements and capabilities.
- Provide recommendations for PCR, both regulatory required and non-regulatory necessary. 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.
- 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.

The analysis will be conducted in accordance with industry standards.

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

The project is expected to be complete by January 2025.

### IV. TIMELINES AND PRESENTATION OF WORK PRODUCT

The Evaluation Team will be appointed by the Director of PCR from among City of Unalaska staff. The entire scoring procedure, including Evaluation Team meetings and scoring materials, will be held strictly 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.

- 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. The purchase order serves as notice to proceed.

#### Timeline

- A. Submittal of proposals due: August 1, 2023.
- B. Interview selected finalists: August 15, 2023 (if required).
- C. Award of Contract: August 31, 2023.
- D. Anticipated performance period: 180 days.

The final report should be presented in Unalaska, Alaska by February 15, 2024. The City may, in its sole discretion, extend any or all timelines set forth herein.

#### V. 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/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.

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.
- 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 lengths 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. Give specific examples of only related past projects, annotating those projects that parallel this proposal. Identify and include the resumes for the partners, managers, and supervisors who will work on the 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 subcontractor(s).

### 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 Respondents 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 these Projects.

Provide a list of at least (3) references from the above 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.

### NARRATIVE

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

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>

## VI. PROPOSAL SUBMISSION REQUIREMENTS

A complete copy of qualifications and proposals must be submitted to the Office of the City Clerk at [mveeder@ci.unalaska.ak.us](mailto:mveeder@ci.unalaska.ak.us); [purchase@ci.unalaska.ak.us](mailto:purchase@ci.unalaska.ak.us) by 5:00P.M., 1<sup>st</sup> day, August. Proposals should be submitted via email. It is the respondent's sole and independent responsibility to timely submit their proposals and respondents assume the risk of delays in delivery of mail or delay or interruption of facsimile transmissions. Note that mail service to Unalaska is regularly delayed due to bad weather. The City may, in its sole discretion, relax or extend the submission deadline if reasonably deemed necessary. All questions or inquiries should be directed to:

Roger Blakely,  
Director of Parks, Culture and Recreation  
City of Unalaska  
P.O. Box 610  
Unalaska, AK 99685  
[rblakely@ci.unalaska.ak.us](mailto:rblakely@ci.unalaska.ak.us)

Jolene Longo  
Operations Manager  
City of Unalaska  
P.O. Box 610  
Unalaska, AK 99685  
[jlongo@ci.unalaska.ak.us](mailto:jlongo@ci.unalaska.ak.us)

## VII. PROPOSAL EVALUATIONS 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 | 40     |
| 2. Experience & References     | 30     |
| 3. Narrative                   | 30     |
| TOTAL                          | 100    |

The Evaluation Team will rank each Respondent using a successive integer ranking system for each major factor. An Evaluator Score for each respondent will be calculated.

$100 - ((\text{Ranking1} \times \% \text{Weight1} + \text{Ranking2} \times \% \text{Weight2} + \text{Ranking3} \times \% \text{Weight3}) - 1) \times 5$

The Total Score for each Respondent is an average of all of the Evaluator Scores.

The Proposal Evaluation Score Sheet will be used by the Evaluation Team to score each Proposal  
**Attachment C.**

## VIII. OTHER ITEMS

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 shall be at the sole discretion of the City of Unalaska. No proposed agreement between the City and any proposer shall be effective until approved by the City Council of the City of Unalaska and signed by the City Manager or authorized City official.

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 architect firm's compliance with its obligations hereunder. The City shall not supervise or direct the architect 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.

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

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.

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

Liability, Contractual Liability, Broad Form Property Damage Liability, and Personal Injury Liability.

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.

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.

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.

If work involves use of watercraft, Protection and Indemnity insurance with limits not less than \$1,000,000 per occurrence.

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.

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.

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.

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.

Attachment A – References

Please attach your references labeled as “Attachment A” here



Attachment B - DRAFT Consulting Services Agreement

(we need to attach the draft)

### Attachment C - Evaluation Score Sheet

|  |               |          |  |          |          |          |  |  |  |  |
|--|---------------|----------|--|----------|----------|----------|--|--|--|--|
| <b>Proposal Evaluation</b>   |               |          |  |          |          |          |  |  |  |  |
| <b>[PROJECT NAME]</b>  |               |          |  |          |          |          |  |  |  |  |
|  |               |          | For each Technical Attribute rank each Respondent starting with 1,2,3,4,5 and 6 and so forth. 1 is best, 2 is next best, 3 is third best, etc.. Do not skip or repeat numbers. |          |          |          |  |  |  |  |
| <b>Attributes</b>  | <b>Weight</b> | <b>%</b> | <b>A</b>   | <b>B</b> | <b>C</b> | <b>D</b> |  |  |  |  |
| Professional Qualifications  | 40            | 40.0%    |  |          |          |          |  |  |  |  |
| Experiences and References   | 30            | 30.0%    |  |          |          |          |  |  |  |  |
| Narrative  | 30            | 30.0%    |  |          |          |          |  |  |  |  |
|  |               |          | Do not edit. The below calculates the rankings you entered above as a percentage. Each successive rank is a difference of 5%.  |          |          |          |  |  |  |  |
| <b>Attributes</b>  | <b>Weight</b> | <b>%</b> | <b>A</b>   | <b>B</b> | <b>C</b> | <b>D</b> |  |  |  |  |
| Professional Qualifications  | 40            | 40.0%    |  |          |          |          |  |  |  |  |
| Experiences and References   | 30            | 30.0%    |  |          |          |          |  |  |  |  |
| Narrative  | 30            | 30.0%    |  |          |          |          |  |  |  |  |
| Total Weight   | 100           | 100.0%   |  |          |          |          |  |  |  |  |
| Ranking  |               |          |  |          |          |          |  |  |  |  |
| I certify that I have no conflicts of interest and that I have strictly adhered to the procedures described in the Request for Qualifications. |               |          |  |          |          |          |  |  |  |  |
| <b>Evaluator Signature:</b>  |               |          |  |          |          |          |  |  |  |  |
|  |               |          |  |          |          |          |  |  |  |  |
| <b>Date:</b>   |               |          |  |          |          |          |  |  |  |  |
|  |               |          |  |          |          |          |  |  |  |  |

Attachment – D



