



April 22, 2011
W.O. D01100

Mr. Jon Clark, Manager
Public Works
Municipality of Anchorage
P.O. Box 196650
Anchorage, Alaska 99519-6650

Subject: Fire Stations 3 and 9
Proposal for Planning Services

Dear Mr. Clark:

DOWL HKM appreciates this opportunity to submit a proposal to provide land use planning services for the Site Selection Study projects for Fire Stations 3 and 9. We understand that your goals are to evaluate possible sites for two Municipality of Anchorage (MOA) Anchorage Fire Department (AFD) fire stations and bring the recommendations forward for Planning and Zoning Commission (PZC) action. We propose these services for the service areas for Fire Station 3 (Airport Heights) and Fire Station 9 (Old Seward/Oceanview and Huffman/O'Malley).

DOWL HKM prepared the site selection studies for several Municipal fire stations in the recent past, Fire Stations 7, 10, 14, 15, and assisted with the early acquisition for Station No. 4's redevelopment. DOWL HKM is also the civil engineer of record for Stations 1, 7, 10, 14, and 15. DOWL HKM's Planning Department is very familiar with the needs and site requirements of fire station facilities and has performed numerous other site selections for a variety of other public facilities. We are very knowledgeable about the available developable lands within the Municipality, which makes it relatively easy to expedite the selection and analysis of sites.

Critical project assumptions are listed later in the proposal. Please review them to confirm that we understand the scope of the project.

FEE PROPOSAL

We propose to perform the below-described services for a lump sum fee of \$53,920 under DOWL HKM's MOA Survey Term Contract. This total fee consists of the following components that are covered in detail on the attached estimates:

Phase Description

Public Facility Site Selection Study – Fire Station 3	\$26,960
Public Facility Site Selection Study – Fire Station 9	<u>\$26,960</u>
TOTAL	\$53,920*

*This fee total does not include MOA application or review fees which must be paid by the client. We estimate these fees to be \$9,600. Additionally, the total does not include costs for any special studies (i.e. drainage, traffic impact, etc.) or landscaping plans which may be required by the MOA.

A monthly statement will be provided showing the approximate percentage completion of each of these phases. Payment will be expected within 30 days. Any portion of a billing not paid within 30 days of the billing date shall be considered delinquent and shall bear a delinquency charge of one percent per month of the unpaid invoice amount.

SCOPE OF SERVICES

Based on our understanding of your goals for this project and the assumptions provided, we propose to perform these services:

- **Communications.** Tanya S. Hickok, P.E., LEED® AP will be DOWL HKM's Project Manager and your primary point of contact on all matters within the scope of this proposal. We will provide you with verbal and/or written (e-mail) project status reports to inform you of our progress and notify you of any anticipated changes in the project scope, fees or schedules, and foreseeable problems associated with the design and/or construction of the project. If you have any questions or concerns at any time, please call us.
- **Public Facility Site Selection Studies.** DOWL HKM will work with the project team to prepare and process Public Facility Site Selection Studies for Fire Station Nos. 3 and 9 (AMC 21.15.015). The Site Selection Studies will identify and evaluate alternative sites for each fire station's replacement site. The studies will document the reasons for selection of the proposed sites, as well as the site's consistency with the comprehensive plan and other plans and the potential effects of the site on the surrounding area. The first phase of the site selection studies will include a primary evaluation of 5 to 6 sites using readily available public data (no field information). The sites selected will be evaluated against the following criteria:
 - Minimum size
 - Evaluate response time/location/service area (based upon simulations from AFD)
 - Evaluate Utility Availability:
 - Water
 - Sewer
 - Storm Drain
 - Electric/Telecommunication
 - Gas
 - Evaluate Access (ingress/egress)
 - Zoning
 - Soils
 - Drainage
 - Geotechnical Hazards

- Floodplain
- Wetlands
- Topography
- Adjacent Uses
- State DEC Hazardous sites

The second phase of the site selection studies will include a more detailed review of 2 to 3 sites, including the following:

- Concept Site Plan of a Fire Station prototype on site
- Concept cost estimates for site development
- Estimated cost of site acquisition
- Evaluate title reports on each
- Final Recommendation

Draft Site Selection Studies will be prepared for review by Project Management and Engineering (PM&E). Once PM&E comments are incorporated, DOWL HKM will present the selected sites to the local community councils. The Fire Station 3 community council is the Airport Heights Community Council and Fire Station 9 is located within two community council areas: Old Seward/Oceanview and Huffman/O'Malley Community Councils. After incorporating any changes based on public input, we will compile and submit the Site Selection Studies to MOA Community Development Planning Division for their review and comment. DOWL HKM will post the proposed sites (one for each fire station) 21 days in advance of the scheduled public hearing as required by Municipal Code. DOWL HKM will represent PM&E at the PZC public hearing. Our planning staff will work with the project team to resolve the conditions of approval placed on the sites. Any Conditions requiring resolution of items not addressed in the Assumptions listed below will be negotiated prior to completion of the required task. The application fee for the Site Selection Studies review will be paid by PM&E.

ASSUMPTIONS

This proposal is based on the following assumptions and qualifications. If further investigation into the project discloses conditions other than those assumed, we will advise you and assist in making appropriate adjustments to the scope of work and budget.

- We will utilize site boundary and topography from readily available MOA GIS files; we will perform no additional survey.
- We will utilize soils information from readily available public data.
- Platting services are not required.
- Easement vacations are not required.

- Current title reports will be purchased for use in reviewing 2 to 3 sites (for each Fire Station).
- The Owner will provide DOWL HKM with a Letter of Authorization allowing DOWL HKM to pursue this land use action on the Owner's behalf.
- Public presentations before the Planning and Zoning Commission and the local Community Councils will be required.
- This proposal does not include fees for drafting any document easements that may be required.
- You will pay all application and review fees.
- We have not included Phase I, II, or III environmental work in this proposal.
- A Traffic Impact Analysis (TIA) is not required.
- A drainage study is not required.
- Building cost estimating will be done by others.
- The Owner will provide electronic building plans for the Fire Station prototype.
- This proposal does not include any survey, geotechnical, wetland, floodplain, environmental, landscape design, engineering design, or permitting services

DELIVERABLE PRODUCTS

- Draft Site Selection Studies
- Site Selection Study Applications

SCHEDULE

We will make every effort to meet a reasonable schedule, and will coordinate with you to collect the necessary components for this submittal. Once Notice-to-Proceed is received, we will coordinate with you on a schedule for submittals and public hearings.

TERMS

The fee and timing quoted above is valid for a period of 30 days from the date of this contract. We propose to perform the above-described services under DOWL HKM's MOA Survey Term Contract.

Services performed by DOWL HKM under this agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, express or implied, and no warranty or guarantee is included or intended in this agreement, or in any report, opinion, document, or otherwise.

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We trust this provides adequate information for evaluating our proposal. We look forward to working with you on this project and will be pleased to answer any additional questions you may have.

Sincerely,
DOWL HKM



Timothy C. Potter
Senior Planner

Attachments: As stated

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