

Mayor Steven J. Carrington  
Deputy Mayor Pamela Melin  
Council Member Carolina Anzilotti  
Council Member John Alcantra  
Council Member Richard W. Best  
Council Member Thomas Ojala IV  
Council Member Joshua Tudor

City Manager John Moosey  
City Clerk Shelly M. Acteson, CMC  
City Attorney Sarah Heath, Esq.

**City of Palmer, Alaska**  
**Regular City Council Meeting**  
**August 22, 2023, at 6:00 PM**  
City Council Chambers  
231 W. Evergreen Avenue, Palmer  
[www.palmerak.org](http://www.palmerak.org)

## AGENDA

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### A. CALL TO ORDER

### B. ROLL CALL

### C. PLEDGE OF ALLEGIANCE

### D. APPROVAL OF AGENDA

1. Approval of Consent Agenda
2. Approval of Minutes of Previous Meetings
  - A. August 7, 2023, Regular Meeting

### E. COMMUNICATIONS AND APPEARANCE REQUESTS

### F. REPORTS

1. City Manager's Report
2. Mayor's Report
3. City Clerk's Report
4. City Attorney's Report

### G. AUDIENCE PARTICIPATION

### H. PUBLIC HEARINGS

1. **Resolution No. 23-002-A:** Amending the City of Palmer 2023 Fee Schedule to Include Advertising Rates for Dasher Boards and Hanging Banners and to Amend the Hourly Rental Rates at the MTA Events Center
2. **Resolution No. 23-005-A:** Amending the 2023 City of Palmer Budget for the Fiscal Year Ending December 31, 2023

### I. ACTION MEMORANDA

1. **Action Memorandum No. 23-045:** Approving a Council Community Grant to Matsu Valley Rebuild in the Staff Recommended Amount of \$1,500 for the MVR Forever Home Project
2. **Action Memorandum No. 23-047:** Authorizing the City Manager to Negotiate and Enter into a Contract with Northern Gravel & Trucking, LLC for the Purchase and Delivery of 180 Tons of Road Salt in the Amount of \$30,600
3. **Action Memorandum No. 23-048:** Authorizing the City Manager to Negotiate and Execute a Three (3) Year Contract with Two (2), One (1) Year Extensions with HDL Engineering Consultants, LLC the Selected Consulting Engineering Firm for the Engineering Services for Ongoing Planning and Capital Improvement Projects at the Warren "Bud" Woods Palmer Municipal Airport from the Request for Proposal #PAQ 23-001 ES
4. **Action Memorandum No. 23-049:** Authorizing the City Manager to Negotiate and Execute a Contract with Alaska Demolition for Removal of Debris From the Palmer Public Library Roof Collapse In an Amount Not To Exceed \$45,705

**J. UNFINISHED BUSINESS**

1. **Resolution No. 23-013-A:** Support of The Designation of The Mat-Su Valley Planning for Transportation (MVP For Transportation) as the Metropolitan Planning Organization (MPO) of the Mat-Su Area

**K. NEW BUSINESS**

**L. RECORD OF ITEMS PLACED ON THE TABLE**

**M. AUDIENCE PARTICIPATION**

**N. EXECUTIVE SESSION**

**O. COUNCIL MEMBER COMMENTS**

**P. ADJOURNMENT**

**Tentative Future Palmer City Council Meetings**

<b>Meeting Date</b>	<b>Meeting Type</b>	<b>Time</b>	<b>Notes</b>
<b>September 12</b>	Regular	6 pm	
<b>September 26</b>	Regular	6 pm	
<b>October 10</b>	Regular	6 pm	Certify election
<b>October 24</b>	Regular	6 pm	

**A. CALL TO ORDER**

A regular meeting of the Palmer City Council was held on August 7, 2023, at 6:00 p.m. in the Council Chambers, Palmer, Alaska. Mayor Carrington called the meeting to order at 6:00 p.m.

**B. ROLL CALL**

Comprising a quorum of the Council, the following were present:

Mayor Steve Carrington, Joshua Tudor, Thomas Ojala IV, John Alcantra, Deputy Mayor Pam Melin, and Richard W. Best

Council Member Carolina Anzilotti requested an excused absence. There were no objections from Council.

Staff in attendance:

- Shelly M. Acteson, CMC, City Clerk
- Holly Dubose, Deputy City Clerk
- Sarah Heath, City Attorney (via zoom)
- Brad Hanson, Acting City Manager
- Dwayne Shelton, Police Chief

**C. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was performed.

**D. APPROVAL OF AGENDA**

**Main Motion: To Approve the Agenda as presented**

Moved by:	Alcantra
Seconded by:	Ojala IV
Vote:	Unanimous
Action:	Motion Carried

**E. COMMUNICATIONS AND APPEARANCE REQUESTS**

1. Presentation – Tim Zalinger, Mat-Su Valley Rebuild

Tim Zalinger with Mat-Su Valley Rebuild gave an overview of their business and current fundraising efforts underway to purchase a new building.

Council Members agreed without any objections to suspend the rules and allow for a questions and answers session with Mr. Zalinger.

**F. REPORTS**

1. City Manager’s Report

- The first police bike has arrived and the second one is anticipated to arrive before the State Fair.

- Wolf Architecture will begin to gather community input at Friday Fling regarding the reconstruction or rebuilding of the Palmer Library.
- Demolition Action Memoranda for the library will be coming forward to Council at the next meeting.

2. Mayor’s Report

- Written report in the packet.

3. City Clerk’s Report

- Reminder of the October 3<sup>rd</sup> election.

4. City Attorney’s Report

- Written report in the packet.
- Discussed revised MPO Resolution.

**G. AUDIENCE PARTICIPATION**

Mike Chmielewski:

- Commented positively on a prior presentation by Tim Zalinger.
- Noted the Bike with the Cops taking place on August 12<sup>th</sup>.

Dwayne Shelton city resident:

- 1<sup>st</sup> annual bike with the cop Saturday, August 12.

**H. PUBLIC HEARINGS**

1. **Resolution 23-024:** A Resolution of the Palmer City Council Appointing Election Officials for the City of Palmer Regular Election on Tuesday, October 3, 2023

Manager Moosey provided a staff report.

Mayor Carrington opened the public hearing.

Seeing no one else come forward, Mayor Carrington closed the public hearing.

**Main Motion: To Approve Resolution No. 23-024**

Moved by:	Melin
Seconded by:	Alcantra
Vote:	Unanimous
Action:	Motion Carried

1. **Resolution No. 23-025:** Authorizing the City Manager to Appropriate \$77,529 for Repairs to Lift Station #6 Which was Damaged during a December 2022 Winter Storm

Mayor Carrington opened the public hearing.

Seeing no one else come forward, Mayor Carrington closed the public hearing.

**Main Motion: To Approve Resolution No. 23-025**

Moved by:	Alcantra
Seconded by:	Tudor
Vote:	Unanimous
Action:	Motion Carried

- Resolution No. 23-026:** Accepting and Appropriating \$5,000 from the MEA Charitable Foundation to Support the Palmer Police Department Bicycle Patrol Unit

Mayor Carrington opened the public hearing.

Seeing no one else come forward, Mayor Carrington closed the public hearing.

**Main Motion: To Approve Ordinance No. 23-026**

Moved by:	Melin
Seconded by:	Alcantra
Vote:	Unanimous
Action:	Motion Carried

**I. ACTION MEMORANDA**

- Action Memorandum No. 23-042:** Authorizing the City Manager to Enter into an Agreement with Togiak Police Department to Provide Field Training to Their New Police Officers

**Main Motion: To Approve Action Memorandum No. 23-042**

Moved by:	Best
Seconded by:	Melin
Vote:	Unanimous
Action:	Motion Carried

- Action Memorandum No. 23-043:** Authorizing the City Manager to Accept Donations to the Palmer Police Bike Patrol Program by Denise Statz and Kelly Dolfi in the Amount of \$1000

**Main Motion: To Approve Action Memorandum No. 23-043**

Moved by:	Melin
Seconded by:	Ojala IV
Vote:	Unanimous
Action:	Motion Carried

Council members commented on the generosity of the Palmer business owners for their donation.

- Action Memorandum No. 23-044:** Directing the City Manager to Notify the State of Alaska of the City Council's Statement of Non-Objection of the license renewal of La Fiesta Mexicana #3696

**Main Motion: To Approve Action Memorandum No. 23-044**

Moved by:	Best
Seconded by:	Tudor
Vote:	Unanimous
Action:	Motion Carried

- Action Memorandum No. 23-046:** Directing the City Manager to Notify the State of Alaska of the

**Main Motion: To Approve Resolution No. 23-046**

Moved by:	Best
Seconded by:	Melin
Vote:	Unanimous
Action:	Motion Carried

**J. UNFINISHED BUSINESS**

2. **Resolution No. 23-013-A:** Support of The Designation of The Mat-Su Valley Planning for Transportation (MVP For Transportation) as the Metropolitan Planning Organization (MPO) of the Mat-Su Area

**Main Motion: To Approve Resolution No. 23-013-A**

Moved by:	Anzilotti
Seconded by:	Alcantra
Vote:	3 Yes / No (Melin, Best, Ojala IV)
Action:	Failed

Council discussion ensued regarding the MPO.

Mayor Carrington called for a recess at 7:02 p.m., the meeting reconvened at 7:10 p.m.

**Primary #1: To reconsider Resolution No. 23-013-A**

Moved by:	Best
Seconded by:	Carrington
Vote:	4 Yes / 2 No (Melin, Tudor)
Action:	Motion Carried

**Primary #1: To postpone until the 8/22/23 meeting and directing the City Manager to have a subject matter expert from the State come and provide additional information and options regarding the MPO**

Moved by:	Best
Seconded by:	Alcantra
Vote:	Unanimous
Action:	Motion Carried

**K. NEW BUSINESS**

**L. RECORD OF ITEMS PLACED ON THE TABLE**

**M. AUDIENCE PARTICIPATION**

Mike Chmielewski:

- Commented on the MPO legislation.

**N. EXECUTIVE SESSION**

**O. COUNCIL MEMBER COMMENTS**

Council Member Ojala IV:

- Commented on the MPO legislation.

Council Member Tudor:

- Commented on the MPO legislation and the best interest for the people in Palmer.

Council Member Best:

- Thanked Council for postponing the MPO legislation due to lack of information.
- Congratulated his daughter for her new job at Career Tech as the Culinary Arts teacher.

Deputy Mayor Melin:

- Thanked the Council members for their participation this evening regarding the MPO legislation.
- Excited for the upcoming Ride with the cops event.

Council Member Alcantra:

- Thanked Denise Statz and Kelli Dolfi for their charitable contribution for Police bikes.

Mayor Carrington:

- Commented positively on the Police bike program.

## **P. ADJOURNMENT**

With no further business before the Council, the meeting adjourned at 7:27 p.m.

**Approved this 22nd day of August, 2023.**

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Shelly M. Acteson, CMC, City Clerk

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Steve Carrington, Mayor

# Palmer Mayor's Report

## Monday, August 22, 2023, Council Meeting

### Library Update

The last week Architect Gary Wolf and his team of architects have continued their quest to learn what people like about the Palmer Library and what they would like to see in a new library. They had a booth at the August 11 Friday Fling with their "Library Question Boards" collecting people's ideas and comments.

Gary and his staff will give an update at the Sept. 12 Palmer City Council meeting, and we are planning a public forum later in September.

### New Parks

#### Palmer Family Park

The New **Palmer Family Park** is now open. It's a playground that is inclusive and accessible for ALL. It's open to the public and the first park of its kind. Some of its features are:

- Entire playground has rubber safety surface
- Park is fenced in
- Ramp access to the "coolest thing" on the playground
- Pavilion is available for groups and parties
- Current hours are 9 am to 9 pm

The safety surface in this playground is cool – at the very least adults should go walk on this spongy surface even if they don't play on any of the equipment!



Now this playground isn't in the city limits of Palmer, so why am I highlighting it?



# Palmer Mayor's Report

For starters this is one of those projects that seems easier to do in Palmer than other places. What I mean is that if you zoom in on the photo you can see many of the people and groups recognized as giving and supporting this project. Yes, the City of Palmer gave some money to the project, but we were a small player in it. At the grand opening I chatted with a Palmer council person, a state senator and sat down and had a hot dog with Janet Kincaid. Another cool thing is that when they cranked up the microphone, they gave applause and thanks to many of the hard working people that made this happen – and they didn't give the mic to any of us elected officials. That impresses me and tells me this is truly a community park!

We learned of this project from a rather persistent Mr. Joe Parreira. He was quite determined and attended quite a few city council meetings and described the park concept and pestered us particularly well to the point we felt we needed to participate. For updated information, check out <https://palmernaz.org/palmer-family-park>

## Hagen Park

But speaking of parks, we are nearing completion of equipment installations at **Hagen Park off Eagle Street**. Hagen Parks runs between Eagle and Dolphin. This is equipment donated by United Way some years ago and we had struggles with putting it all together and planting it properly in our park. But as you can see by the pictures, it's getting very close and should be open in about a week!



# Palmer Mayor's Report



## **P&Z opening**

We still have one seat open on the Planning and Zoning Commission. For more information visit [Planning & Zoning Commission | Palmer, AK \(palmerak.org\)](http://palmerak.org) to read minutes from previous meetings and even apply for the Planning & Zoning Commission (must be a City of Palmer resident).


## **Meeting Agenda Highlights:**

### **Public Hearings**

We have two public hearings for this meeting.

The first is a resolution that amends Palmer's Fee Schedule to Include Advertising Rates for Dasher Boards and Hanging Banners as well as changing hourly rental rates at the MTA Events Center. These are some options that are possible now that our bond has been paid off for the MTA Events Center. These changes will allow Palmer more options with our MTA Events Center.

The second is a resolution which adjusts our 2023 budget. It makes increases and decreases to different budgeted items and keeps our books more up to date.



# Palmer Mayor's Report

## **Action Memoranda**

We have four action memorandums. The first is a request for a Council Community Grant to Matsu Valley Rebuild. They came to our last meeting and talked about their nonprofit. The second is authorizing the City Manager to buy 180 tons of road salt. The third is for the City Manager to work out a 3-year contract with HDL Engineering Consultants, LLC for projects at our Palmer Airport. The fourth is for a contract with Alaska Demolition for Debris Removal from the Palmer Library roof collapse.

## **Unfinished Business**

Again, once again, under Unfinished Business we have the resolution supporting the designation of the MPO. The Borough modified their resolution the night they passed it, and the City Council is considered changing language as well. I think that with all the moving parts with different agencies involved to understand the MVP for the Mat-Su is to be a voting member and help direct it as it develops. Hopefully the council will agree with my view.

*Mayor Steve Carrington*

**City of Palmer  
Resolution No. 23-002 A**

**Subject:** Amending the City of Palmer 2023 Fee Schedule to Include Advertising Rates for Dasher Boards and Hanging Banners and to Amend the Hourly Rental Rates at the MTA Events Center


**Agenda of:** August 22, 2023

**Council Action:**     **Approved**                       **Amended:** \_\_\_\_\_  
                                  **Defeated**

**Originator Information:**

**Originator:**    John Moosey, City Manager

**Department Review:**

<b>Route to:</b>	<b>Department Director:</b>	<b>Signature:</b>	<b>Date:</b>
<u>  ✓  </u>	Community Development		<u>08/08/23</u>
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

**Certification of Funds:**

Total amount of funds listed in this legislation:    \$ **Unknown at this time**

This legislation (✓):

- Creates revenue in the amount of:                      \$ Unknown at this time
- Creates expenditure in the amount of:                      \$ \_\_\_\_\_
- Creates a saving in the amount of:                      \$ \_\_\_\_\_
- Has no fiscal impact

Funds are (✓):

- Budgeted                      Line item(s): \_\_\_\_\_
- Not budgeted                      \_\_\_\_\_

Director of Finance Signature: 

**Approved for Presentation By:**

	<b>Signature:</b>	<b>Remarks:</b>
City Manager	_____	_____
City Attorney	<u>Sarah Heath</u>	_____
City Clerk	_____	_____

**Attachment(s):**

1. Resolution No. 23-002 A

**Summary Statement:**

In December 2022, the City of Palmer paid off the MTA Events Center tax exempt bond two years early releasing the restrictions on the revenue generation at the MTA Events Center. Resolution 23-002-A amends the 2023 Fee Schedule to include advertising rates for dasher boards and hanging banners at the MTA Events Center. It also amends the hourly rental rates at the MTA Events Center prior to the start of the season that runs September 2023 to April 2024.

The rate increase amounts to approximately 9%. This increase is necessary to keep up with rising costs to operate and to replace aging infrastructure.

**Administration's Recommendation:**

Approve Resolution No. 23-002-A.

**LEGISLATIVE HISTORY**

Introduced by:

Date:

Public Hearing:

Action:

Vote:

Yes:

No:

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CITY OF PALMER, ALASKA

**Resolution No. 23-002 A**

**A Resolution of the Palmer City Council Amending the 2023 Fee Schedule to Include Advertising Rates for Dasher Boards and Hanging Banners and to Amend the Hourly Rental Rates at the MTA Events Center**

WHEREAS, the 2023 Fee Schedule was adopted as part of the 2023 budget process; and

WHEREAS, the City paid off the MTA Events Center tax exempt bond two years early releasing the restrictions on revenue generation after the 2023 Fee Schedule was adopted; and

WHEREAS, the start of the MTA Events Center ice season begins on September 5, 2023, and the increase hourly rental rate and the revenue generated from advertising with dasher boards and hanging banners will benefit the rising costs to operate and maintain aging infrastructure at the MTA Events Center.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council hereby amends the 2023 Fee Schedule for the remaining calendar year of 2023.

**Approved** by the Palmer City Council this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Steve Carrington, Mayor

\_\_\_\_\_  
Shelly M. Acteson, CMC, City Clerk

**City of Palmer  
Resolution No. 23-005-A**

**Subject:** Amending the 2023 City of Palmer Budget for the Fiscal Year Ending December 31, 2023

**Agenda of:** August 22, 2023

**Council Action:**     **Approved**                       **Amended:** \_\_\_\_\_  
                                   **Defeated**

**Originator Information:**

**Originator:**    Gina Davis, Finance Director

**Department Review:**

<b>Route to:</b>	<b>Department Director:</b>	<b>Signature:</b>	<b>Date:</b>
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

**Certification of Funds:**

Total amount of funds listed in this legislation:    \$ **Net Decrease of \$54,101 (GF -60,440; WS 6,339)**

This legislation (√):

- Creates revenue in the amount of:                      \$ 386,295
- Creates expenditure in the amount of:                      \$ 440,396
- Creates a saving in the amount of:                      \$ \_\_\_\_\_
- Has no fiscal impact

Funds are (√):

- Budgeted                      Line item(s): Various Accounts see Resolution
- Not budgeted

Director of Finance Signature: 

**Approved for Presentation By:**

	<b>Signature:</b>	<b>Remarks:</b>
City Manager	_____	_____
City Attorney	<u>Sarah Heath</u>	_____
City Clerk	_____	_____

**Attachment(s):**

1. Resolution No. 23-005-A

**Summary Statement:**

The mid-year budget amendment adjusts revenues and expenditures/expenses for additional revenue received, grants, reimbursed expenditures, and budget adjustments.

The General Fund (01) revenue adjustments include the following:

- Increase to library grants for continuing education grant.
- Increase to library grants from American Library Association's Disaster Relief Fund.
- Increase in Public Safety Miscellaneous Revenue for safety grants.
- Increase in Public Safety Miscellaneous Revenue for Dispatch training reimbursement from Matanuska Susitna Borough.

The General Fund (01) expenditures adjustments include the following:

- Increase in Community Development for Community Planning for the remainder of the 2022 appropriation for AM 22-038 regarding the community discussion related to improvements in the downtown railroad right-of-way.
- Increase in Police Small Tools & Equipment for safety grant reimbursement.
- Increase in Dispatch Travel and Training for reimbursement from Matanuska Susitna Borough
- Increase in Dispatch Services line item for maintenance agreement with Motorola for the Dispatch equipment that was omitted from the annual 2023 budget appropriation.
- Increase in Fire Small Tools & Equipment for safety grant reimbursement.
- Increase in library expenses due to grants received for disaster relief and continuing education.

The Water-Sewer Fund (02) has an increase of \$6,339 for the additional revenue received for an insurance claim.

The General CIP Projects Fund (08) has an increase in revenue of \$362,278 for insurance reimbursement for the water damage to the Fire Department shop and the corresponding expenditures for the repairs and equipment replacement.

The General CIP Equipment Fund (09) has an increase in revenue of \$1,000 for donations and corresponding expenditures for Police Bicycle program from two citizens as approved by City Council with AM 23-043.

**Administration's Recommendation:**

Approve Resolution No. 22-005-A.



**LEGISLATIVE HISTORY**

Introduced by: City Manager, Moosey  
Date: August 22, 2023  
Public Hearing: August 22, 2023  
Action:  
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

**Resolution No. 23-005-A**

**A Resolution of the Palmer City Council Amending the Budget for the City of Palmer, Alaska for the Fiscal Year Ending December 31, 2023**

WHEREAS, at the August 22, 2023, council meeting the manager presented budget amendments and the City Council approved increasing the General Fund (01) revenues by \$16,678 and increasing General Fund (01) expenditures by \$77,118, for a net decrease of \$60,440; and

WHEREAS, at the August 22, 2023, council meeting the manager presented budget amendments and the City Council approved increasing the Water-Sewer Fund (02) revenues by \$6,339 for a net increase of \$6,339; and

WHEREAS, at the August 22, 2023, council meeting the manager presented budget amendments and the City Council approved increasing the General CIP Projects Fund (08) revenues by \$362,278 and increasing the General CIP Projects Fund (08) expenditures by \$362,278; and

WHEREAS, at the August 22, 2023, council meeting the manager presented budget amendments and the City Council approved increasing the General CIP Equipment Fund (09) revenue by \$1,000 and increasing General CIP Equipment Fund (09) expenses by \$1,000.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council hereby amends the 2023 budget as follows:

Line item description	Current 2023 Budget	Proposed Amendment	Amended 2023 Budget
<b>GENERAL FUND (01)</b>			
<b>General Fund (01) Revenues:</b>			
01-00-00-3343 Library Grants	\$ 7,000	\$ 6,250	\$ 13,250
01-00-00-3689 Misc Income – Public Safety	\$ 0	\$ 10,428	\$ 10,428
<b>TOTAL GENERAL FUND REVENUE AMENDMENTS</b>		<b>\$ 16,678</b>	
<b>General Fund (01) Expenditures:</b>			
<b>Community Development Department:</b>			
01-01-12-6071 Community Planning	\$ 15,000	\$ 12,226	\$ 27,226
<b>Total Fire Department Amendments</b>		<b>\$ 12,226</b>	
<b>Police Department:</b>			
01-12-10-6046 Small Tools & Equipment	\$ 37,500	\$ 1,650	\$ 39,150
01-12-70-6024 Dispatch Travel	\$ 11,000	\$ 4,000	\$ 15,000

Line item description	Current 2023 Budget	Proposed Amendment	Amended 2023 Budget
01-12-70-6026 Dispatch Training	\$ 4,000	\$ 1,430	\$ 5,430
01-12-70-6029 Dispatch Services	\$ 0	\$ 50,000	\$ 50,000
<b>Total Police Department Amendments</b>		<b>\$ 57,080</b>	
<b>Fire Department:</b>			
01-13-10-6046 Small Tools & Equipment	\$ 35,759	\$ 1,562	\$ 37,321
<b>Total Fire Department Amendments</b>		<b>\$ 1,562</b>	
<b>Library:</b>			
01-19-23-6055 ALA Disaster Expense	\$ 0	\$ 5,000	\$ 5,000
01-19-27-6026 Travel (grant funded)	\$ 0	\$ 1,018	\$ 1,018
01-19-27-6026 Training (grant funded)	\$ 0	\$ 232	\$ 232
<b>Total Library Amendments</b>		<b>\$ 6,250</b>	
<b>TOTAL GENERAL FUND EXPENDITURES AMENDMENTS</b>		<b>\$ 77,118</b>	
<b>WATER-SEWER FUND (02)</b>			
<b>Expenses:</b>			
02-00-00-3615 Insurance Reimbursement	\$ 0	\$ 6,339	\$ 6,339
<b>TOTAL WATER-SEWER FUND EXPENSES AMENDMENTS</b>		<b>\$ 6,339</b>	
<b>GENERAL CIP PROJECTS FUND (08)</b>			
<b>Revenues:</b>			
08-00-00-3693 Insurance Reimbursement	\$ 0	\$ 362,278	\$ 362,278
<b>TOTAL GENERAL CIP PROJECTS FUND REVENUE AMENDMENTS</b>		<b>\$ 362,278</b>	
<b>Expenditures:</b>			
08-01-13-6225 Restoration/Construction	\$ 0	\$ 56,258	\$ 56,258
08-01-13-6253 Equipment Replacement	# 0	\$ 306,020	
<b>TOTAL GENERAL CIP PROJECTS FUND EXPENDITURES AMENDMENTS</b>		<b>\$ 362,278</b>	
<b>GENERAL CIP EQUIPMENT FUND (09)</b>			
<b>Revenues:</b>			
09-00-00-3689 Misc Revenue – Public Safety	\$ 0	\$ 1,000	\$ 1,000
<b>TOTAL GENERAL CIP EQUIPMENT FUND REVENUE AMENDMENTS</b>		<b>\$ 1,000</b>	
<b>Expenditures</b>			
09-01-10-6055 PD Equipment	\$ 10,000	\$ 1,000	\$ 11,000
<b>TOTAL GENERAL CIP EQUIPMENT FUND EXPENDITURE AMENDMENTS</b>		<b>\$ 1,000</b>	

**Approved** by the Palmer City Council this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Steve Carrington, Mayor

\_\_\_\_\_  
Shelly M. Acteson, CMC, City Clerk

**City of Palmer**  
**Action Memorandum No. 23-045**

**Subject:** Approving a Council Community Grant to Matsu Valley Rebuild in the Staff Recommended Amount of \$1,500 for the MVR Forever Home Project

**Agenda of:** August 22, 2023

**Council Action:**     **Approved**                       **Amended:** \_\_\_\_\_  
                                  **Defeated**

**Originator Information:**

**Originator:**    Mr. John Moosey, City Manager

**Department Review:**

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

**Certification of Funds:**

Total amount of funds listed in this legislation:    \$ **1,500.00**

This legislation (√):


<input type="checkbox"/>	Creates revenue in the amount of:	\$ _____
<input checked="" type="checkbox"/>	Creates expenditure in the amount of:	\$ <u>1,500.00</u>
<input type="checkbox"/>	Creates a saving in the amount of:	\$ _____
<input type="checkbox"/>	Has no fiscal impact	

Funds are (√):

<input checked="" type="checkbox"/>	Budgeted	Line item(s): <u>01-02-10-6068 Community Council Grants</u>
<input type="checkbox"/>	Not budgeted	_____

Director of Finance Signature: 

**Approved for Presentation By:**

	Signature:	Remarks:
City Manager	<u></u>	_____
City Attorney	<u>Sarah Heath</u>	_____
City Clerk	_____	_____

**Attachment(s):**

- 1. Council Community Grant Scoring Rubric and Application

**Summary Statement/Background:**

Matsu Valley Rebuild is a community business. The storefront saves people money and keeps useful building materials out of the landfill. The various programs and services will save people money, inject confidence and creativity and bring people together. They will provide a resource to help strengthen the environmental, economic and community fabric of the Mat-Su Valley while promoting the benefits of sustainability.

It is difficult to estimate how many people can benefit from Matsu Valley Rebuild. Just the storefront has the ability to benefit most of the people in the Valley and surrounding communities. While they will be able to count people registered in classes, workshops, fix-it clinics, community garden program, artists and cooks utilizing available space, groups that congregate in the space and those benefitting from job training, the real success of the vision is not quantifiable.

In February 2014, the City Council adopted Ordinance NO. 14-043, which established the Council Community Grant Program. The City Council approved \$12,000.00 in the Community Council Grants line item for 2022.

Legislation #	Organization	Amount Requested	Remaining	Date Approved
Res 23-005	Beginning Balance-2023 Budget		\$12,000.00	
AM 23-010	Hatcher Pass Avalanche Center	\$1,500	\$10,500.00	2/14/23
AM 23-011	AKBBQ Association	\$1,500	\$ 9,000.00	2/14/23
AM 23-013	Radio Free Palmer	\$1,500	\$ 7,500.00	3/14/23
AM 23-017	Who Let The Girls Out	\$1,500	\$ 6,000.00	3/28/23
AM 23-018	Palmer Family Park	\$1,500	\$ 4,500.00	3/28/23
AM 23-021	Rodeo Alaska	\$1,500	\$ 3,000.00	4/25/23

**Administration’s Recommendation:**

Approve Action Memorandum No. 23-045.

Project Name: MVR FOREVER HOME

Date Received: 7.6.23

Reviewer Name: John Moosey

Date Reviewed: 7.25.23

Has the event previously received City funding? Y  N  List Years/Amounts:

- If yes, was the Post Event Report completed? Y  N  **N/A**
- Accessible to all members of the community
- Takes place in/within one mile of Palmer City Limits

Required Elements:

Expectations				Points
	10 pts	7 pts.	3-0 pts	
Accessibility & Strategic Priorities	The application clearly states the economic benefits, and the reader/evaluator easily understands the benefits to the community and residents of the city.	The application states the benefits; however, it is not clear and/or the reviewer/evaluator must assume or use reason to determine the benefits to the community and residents of the city.	The application does not clearly demonstrate the benefits and/or the reader/evaluator cannot determine through reasoning the benefits to the community or residents of the city.	7
	The application clearly addresses how the project meets one or more of the City's Economic Development Strategic Priorities.	The application attempts to address how the project meets one or more of the City's Economic Development Strategic Priorities; however, the reviewer/evaluator must assume or use reason to determine how the project is addressing a strategic priority(s).	The application does not clearly demonstrate how the project is addressing a strategic priority and/or the reader/evaluator cannot determine through reasoning how the project is addressing a strategic priority.	7
Fiscal	The application clearly states how much financial or in-kind services are being requested for the project.	The application contains information regarding financial and/or in-kind services as part of the project; however, it is not clear, and the reviewer/evaluator must assume or use reason to determine what is being requested.	The application does not clearly state what is being requested and/or the reviewer/evaluator cannot determine through reasoning.	10
	The application includes a project budget which demonstrates sound fiscal practices and reviewer/evaluator can easily understand.	The application includes a project budget; however, the reviewer/evaluator has questions or must use reason to understand the overall budget for the project.	The application does not include a project budget, or the reviewer/evaluator cannot understand and/or has significant concerns about the budget as presented.	10
Benefit	The application clearly states how the community will benefit because of the event.	The application states the degree of benefits; however, it is not clear, and the reviewer/evaluator must assume or use reason to determine the how the community will benefit because of this grant.	The application does not clearly demonstrate the degree of benefits and/or the reviewer/evaluator cannot determine the how the community will benefit because of this grant.	10
Reporting	The application clearly states how and when the city will receive a post event report on this project.	The application attempts to address how a post event report will be given to the city; however, it is unclear, and the reviewer/evaluator must assume or use reason to determine how and when the report will be presented.	The application does not attempt to address how a post event report will be given to the city or the reviewer/evaluator cannot determine how the report will be presented.	10
<b>Total:</b>				<b>54</b>

Staff Recommendation: \$ 1500 < 8/22/23 meeting >



**City of Palmer • City Clerk's Office**  
231 W. Evergreen Avenue • Palmer, AK 99645  
Phone: (907) 761-1301 • Fax: (907) 761-1340

## Council Community Grant Application

### Program Information

Program, service, project, or event title: MVR Forever Home  
Date(s) of program, service, project, or event: June-September 2023

### Applicant Information

Name: Tim Zalinger  
Address: P.O. Box 511  
City: Palmer State: AK Zip: 99645  
Phone: 907 373-1122 Email: valleyrebuild@gmail.com

### Organization Information

Name of organization/group: MVR  
Type of organization/group:  Non-profit  Volunteer group  Other: \_\_\_\_\_

### Funding Request

Amount of Request: \$ 10,000  
Matching funds provided by applicant: \$ 10,000  
Type of funds requesting:  Cash  In-Kind In-Kind Type: \_\_\_\_\_

### Remittance Information

Remit Payment to: Matsu Valley Rebuild  
Address mail check to: P.O. Box 511  
City: Palmer State: AK Zip: 99645  
Phone: 907 373-1122 Email: valleyrebuild@gmail.com

## **Eligibility**

Describe how your program, service, project or event meets the eligibility guidelines.

We are raising money to purchase the property and buildings at 12151 East Palmer-Wasilla Highway near Palmer, to be the forever home for Matsu Valley Rebuild.

We currently lease a 5000 square foot building in Wasilla. The space is full, our lease (and extension) have expired, the building is for sale and has several issues which make it an unfit long-term home for us.

A bigger and better space will allow us to expand our community-minded programs and services. We will offer job training, workshops, classes, a tool library, educational tours for kids and adults, a pickup service, a bicycle department, a community garden space and a deconstruction crew. With more room we will also provide a public gathering space for small groups and organizations; something that is hard to find in the Mat-Su Valley. We would also work to provide artist studio space and a small commercial kitchen for aspiring food business entrepreneurs.

In addition to expanding our donation collection and programming this move will give us more revenue streams. We will have more small donation and registration fee income as well as a the ability to collaborate and host/co-host fundraisers and events with other local businesses and individuals. We are excited at the prospect of being involved with the great events that take place in Palmer throughout the year.

## **Project Summary Information**

In the space below, provide a concise, one paragraph summary of your proposed program, service, project or event and how it benefits the community as well as how this supports the Council's strategic priorities.

Matsu Valley Rebuild is a community business. Our storefront saves people money and keeps useful building materials out of the landfill. Our various programs and services will save people money, inject confidence and creativity and bring people together. We will provide a resource to help strengthen the environmental, economic and community fabric of the Mat-Su Valley while promoting the benefits of sustainability.

### **Project Scope of Work**

Please list the steps to be taken to conduct the program, service, project or event. Be sure to address issues such as: beginning and ending date, who will work to conduct the event/project, clean-up team, where is the project going to occur (location).

MVR Forever Home is a months-long effort to raise awareness and funds for a permanent location.

We began raising money in mid-June and had September as a targeted end date, then we unexpectedly found a building/property purchase opportunity early in our fundraising efforts. Through large grant requests, local business and resident solicitation we hope to raise money in our purchase of this property. Now that we have found one our urgency has increased and the project goal has solidified numbers. Our President and Manager is conducting most of the work with the assistance of our board members and some volunteer help.

We want to purchase the buildings and property at 12151 East Palmer-Wasilla Highway.

### **Community Benefit**

Please indicate how the results of your program, service, project or event will enhance economic development or generally benefit the city of Palmer. Describe the expected number of participants to be attracted by the event or project. Please explain how your organization will evaluate the community benefit of your event. Examples might include surveys, registrations, sign-in sheets, number of people served, etc.

Our model begins with saving building materials from the landfill but it gains longevity and true impact by reaching and inspiring our community. The real objective is to bring people together, to raise people up and to increase the sustainability of the building industry in the Mat-Su Valley.

It is difficult to estimate how many people can benefit from Matsu Valley Rebuild. Just our storefront has the ability to benefit most of the people in the Valley and surrounding communities. While we will be able to count people registered in our classes, workshops, fix-it clinics, community garden program, artists and cooks utilizing available space, groups that congregate in our space and those benefitting from job training, the real success of our vision is not quantifiable.

When local businesses, contractors, builders and suppliers get on board and begin saving useful materials from the landfill, whether it be through us or some other avenue...that is a success.

When our programs and services change peoples' lives and we hear that feedback and see them working on projects, getting excited, learning in our workshops and feeling good about it, when people gain confidence and tackle projects they wouldn't have before and when people are sharing and understanding what others need and can benefit from...that is a success.

A stronger, healthier and more empathetic Mat-Su Valley, while creating a more sustainable building community...that is a success.



### Detailed Budget

**Revenue:**

Source:	Cash	In-Kind	Total
Large grants	\$ 180,000	\$ _____	\$ _____
Councils	\$ 30,000	\$ _____	\$ _____
Businesses	\$ 20,000	\$ _____	\$ _____
Residents	\$ 5,000	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
Totals	\$ 235,000	\$ _____	\$ 235,000

**Expenditures:**

Item/Service:	Cash	In-Kind	Total
Earnest \$	\$ 10,000	\$ _____	\$ _____
Down payment	\$ 215,000	\$ _____	\$ _____
Moving exp.	\$ 7,000	\$ _____	\$ _____
Fundraising exp.	\$ 3,000	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
Totals	\$ 235,000	\$ _____	\$ 235,000

### Matching Funding Source

Describe source of matching funding. Have alternate sources of funding been explored?

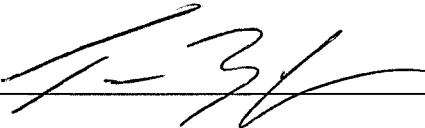
We are soliciting larger grants, we are approaching local businesses and sources for contributions as well as asking community councils and residents for donations. This is a community bussiness, it is important to have community support, not just big money to come and "save the day".

**Post Event Report**

Describe how you propose to provide a post-event report with details on the economic impact, how funding was spent on the sole purpose for which it was awarded, and if any unspent money is to be returned to the city (provide an expected date).

We will host a grand-reopening when we are resettled in our new space. Public notification through various media outlets and online sources will provide the community with our progress and success. Then the real work begins with program development and expansion.

Applications may be submitted at any time to the address listed above. Please allow at least six weeks lead time for application review and City Council agenda scheduling.

Applicant signature: 

Date: 7/5/2023

---

For Office Use Only

Date received by City Clerk's Office: \_\_\_\_\_

City Council agenda date: \_\_\_\_\_

Action Memorandum No.: \_\_\_\_\_

City Council:  Approved  Denied

Amount Approved: \$ \_\_\_\_\_

Date applicant notified of request outcome: \_\_\_\_\_

I-9 Form Submitted (for taxable organizations only): \_\_\_\_\_

**City of Palmer  
Action Memorandum No. 23-047**

**Subject:** Authorize the City Manager to Negotiate and Enter into a Contract with Northern Gravel & Trucking, LLC for the Purchase and Delivery of 180 Tons of Road Salt in the Amount of \$30,600

**Agenda of:** August 22, 2023

**Council Action:**     **Approved**                       **Amended:** \_\_\_\_\_  
                                   **Defeated**

**Originator Information:**

**Originator:**    Greg Wickham, Superintendent of Public Works

**Department Review:**

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
√	Finance	<i>[Signature]</i>	07/25/2023
_____	Fire	_____	_____
_____	Police	_____	_____
√	Public Works	<i>[Signature]</i>	7/25/2023

**Certification of Funds:**

Total amount of funds listed in this legislation:    \$ **30,600.00**

This legislation (√):

- Creates revenue in the amount of:                      \$ \_\_\_\_\_
- Creates expenditure in the amount of:                      \$ **30,600.00**
- Creates a saving in the amount of:                      \$ \_\_\_\_\_
- Has no fiscal impact

Funds are (√):

- Budgeted                      Line item(s): 01-17-40-6066
- Not budgeted

Director of Finance Signature: *[Signature]*

**Approved for Presentation By:**

	Signature:	Remarks:
City Manager	_____	_____
City Attorney	<u>Sarah Heath</u>	_____
City Clerk	_____	_____

**Attachment(s):**

1. Northern Gravel & Trucking, LLC Quote
2. State of Alaska Bid
3. State of Alaska Notice of Intent to Award

**Summary Statement/Background:**

This Action Memorandum authorizes the City's annual purchase of salt that is mixed with sand for winter street maintenance and ice control.

This purchase will utilize the governmental procurement provision of City code (PMC 3.21.230). This allows the city, without the use of the competitive bidding procedure, to use another governmental bid process through bid extension.

In this case, the State of Alaska solicited bids for the supply of Type 1 sodium chloride in bulk. Northern Gravel & Trucking, LLC was awarded the contract. Under that contract, the City will purchase 180 tons of road salt at a per ton cost of \$170.00 delivered to Palmer, for a total cost of \$30,600.00.

**Administration's Recommendation:**

To approve Action Memorandum No. 23-047 to purchase Bulk Road Salt for 2023-2024 Winter Season.

Northern Gravel & Trucking, LLC

6940 Rosewood Street  
Anchorage, Alaska 99518

# Estimate

Date	Estimate #
7/19/23	107

Name / Address
City of Palmer, Public Works Attn: Greg Wickham 316 S. Bonanza Palmer AK 99645

Project

Description	Qty	Cost	Total
Salt delivered	180	170.00	30,600.00
<b>Total</b>			\$30,600.00

# STATE OF ALASKA INVITATION TO BID (ITB)



TITLE: BULK SODIUM CHLORIDE

ITB #2523H065

DATE ITB ISSUED: MARCH 9, 2023


This Invitation to Bid (ITB) is intended to result in a mandatory, multi-term contract for the purchase and delivery of highway deicer, sodium chloride in bulk form, to various locations within Alaska for the Department of Transportation & Public Facilities. The resultant contract will provide a firm quantity purchase price with an as-needed price for deliveries made after September 30 of each year.

**IMPORTANT NOTICE:** If you received this solicitation from the State of Alaska's "Online Public Notice" web site, you must register with the procurement officer listed below in order to receive notification of subsequent amendments to the solicitation. Failure to register with the procurement officer may result in the rejection of your offer.

**BIDDER'S NOTICE:** By signature on this form, the bidder certifies that they comply with the following:

- (1) the bidder has a valid Alaska business license or will obtain one prior to award of any contract resulting from this ITB. If the bidder possesses a valid Alaska business license, the license number must be written below or one the following forms of evidence submitted with the bid:
  - a canceled check for the business license fee;
  - a copy of the business license application with a receipt date stamp from the State's business license office;
  - a receipt from the State's business license office for the license fee;
  - a copy of the bidder's valid business license;
  - a sworn notarized affidavit that the bidder has applied and paid for a business license;
- (2) the price(s) submitted was arrived at independently and without collusion, under penalty of perjury, and that the bidder is complying with:
  - the laws of the State of Alaska;
  - the applicable portion of the Federal Civil Rights Act of 1964;
  - the Equal Employment Opportunity Act and the regulations issued thereunder by the state and federal Government;
  - the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the state and federal government;
  - the bid will remain open and valid for at least 90 days;
  - all terms and conditions set out in this Invitation to Bid (ITB).

If a bidder does not hold an Alaska Business License (1) at the time designated in the ITB for opening the state will disallow the Alaska Bidder Preference. Bids must also be submitted under the name as appearing on the bidder's current Alaska business license in order to receive the Alaska Bidder Preference. If a bidder fails to comply with (2) of this paragraph, the state may reject the bid, terminate the contract, or consider the contractor in default.

Chris Hunt Procurement Officer 	1) _____ COMPANY SUBMITTING BID	5) _____ TELEPHONE NUMBER
Phone: (907) 465-8448 TDD: (907) 465-3124 Email: <a href="mailto:chris.hunt@alaska.gov">chris.hunt@alaska.gov</a>	2) _____ AUTHORIZED SIGNATURE	6) _____ ALASKA BUSINESS LICENSE NUMBER (Is name on license the same as Item 1?)
3) _____ PRINTED NAME	7) _____ FEDERAL TAX ID NUMBER	8) _____ E-MAIL ADDRESS
4) _____ DATE		

**This procurement is being processed and administered under the DOT&PF delegation of procurement authority in accordance with AS 36.30.270 and COB #03-006.**

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## SECTION 1. INTRODUCTION & INSTRUCTIONS

### SEC. 1.01 PURPOSE OF THE ITB

This Invitation to Bid (ITB) is intended to result in a mandatory, multi-term contract for the purchase and delivery of highway deicer, sodium chloride in bulk form, to various locations within Alaska for the Department of Transportation & Public Facilities. The resultant contract will provide a firm quantity purchase price with an as-needed price for deliveries made after September 30 of each year.

### SEC. 1.02 DEADLINE FOR RECEIPT OF BIDS & BID OPENING

Bids must be received no later than 2:00 PM Alaska Time on April 3, 2023, at which time they will be publicly opened. Late bids or amendments will be disqualified and not opened or accepted for evaluation.

### SEC. 1.03 PRIOR EXPERIENCE

No specific minimums have been set for this ITB.

### SEC. 1.04 INVITATION TO BID (ITB) REVIEW

Bidders shall carefully review this ITB for defects and questionable or objectionable material. Comments concerning defects and questionable or objectionable material in the ITB should be made in writing and received by the procurement officer at least ten days before the bid opening date. This will allow time for an amendment to be issued if one is required. It will also help prevent the opening of a defective bid, upon which award cannot be made, and the resultant exposure of bidders' prices.

### SEC. 1.05 QUESTIONS PRIOR TO DEADLINE FOR RECEIPT OF BIDS

All questions must be submitted in writing and directed to the procurement officer. The interested party must confirm telephone conversations in writing. Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the ITB. These questions may be answered over the telephone. Other questions may be more complex and may require a written amendment to the ITB. The procurement officer will make that decision.

PROCUREMENT OFFICER:	Chris Hunt	PHONE:	907-465-8448
EMAIL:	chris.hunt@alaska.gov	FAX:	907-465-3124

### SEC. 1.06 SUBMITTING BIDS

Bidders must submit one hard copy of their bid, in writing, to the procurement officer in a sealed package. The sealed bid package must be addressed as follows:

Emailed, Faxed or oral bids **will not be accepted.**

The sealed bids package(s) must be addressed and mailed as follows:

Department of Transportation & Public Facilities  
Statewide Contracting and Procurement  
Attention: Chris Hunt  
Invitation to Bid (ITB) Number: 2523H065  
ITB Title: Bulk Sodium Chloride  
  
PO Box 112500  
3132 Channel Drive, Room 350  
Juneau, Alaska 99811-2500

If using a **delivery service**, please use the following address:

Department of Transportation & Public Facilities  
Attention: Chris Hunt  
3132 Channel Drive, Room 350  
Juneau, Alaska 99801

An offeror's failure to submit its bid prior to the deadline will cause the bid to be disqualified. Late bids or amendments will not be opened or accepted for evaluation.

**Please take into consideration that due to weather, scheduling, and location there is no overnight delivery service to Juneau, Alaska.**

## **SEC. 1.07 BID FORMS**

Bidders shall use the front page of this ITB and any other forms identified in this ITB for submitting bids. All bids must be signed by an individual authorized to bind the bidder to the provisions of the ITB.

### **BIDDER'S CERTIFICATION**

By signature on the bid, ITB page 1. The bidder certifies that they comply with the following:

- A. the laws of the State of Alaska;
- B. the applicable portion of the Federal Civil Rights Act of 1964;
- C. the Equal Employment Opportunity Act and the regulations issued thereunder by the state and federal government;
- D. the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the state and federal government;
- E. all terms and conditions set out in this ITB;
- F. the price(s) submitted was arrived at independently arrived and without collusion, under penalty of perjury; and
- G. that the bid will remain open and valid for at least 90 days.

If any bidder fails to comply with [a] through [g] of this paragraph, the state reserves the right to disregard the bid, terminate the contract, or consider the contractor in default.

### **CONFLICT OF INTEREST**

Each bid shall include a statement indicating whether or not the company or any individuals working on the contract has a possible conflict of interest (e.g., currently employed by the State of Alaska or formerly employed by the State of Alaska within the past two years) and, if so, the nature of that conflict. The procurement officer reserves the right to **consider a bid non-responsive and reject it** or cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the contract to be performed by the bidder.

## **SEC. 1.08 PRICES**

The bidder shall state prices in the units of issue on this ITB. Prices quoted for commodities must be in U.S. funds and include applicable federal duty, brokerage fees, packaging, and transportation cost to the FOB point so that upon transfer of title the commodity can be utilized without further cost. Prices quoted for services must be quoted in U.S. funds and include applicable federal duty, brokerage fee, packaging, and transportation cost so that the services can be provided without further cost. Prices quoted in bids must be exclusive of federal, state, and local taxes. If the bidder believes that certain taxes are payable by the State, the bidder may list such taxes

separately, directly below the bid price for the affected item. The State is exempt from Federal Excise Tax except the following:

- Coal - Internal Revenue Code of 1986 (IRC), Section 4121 - on the purchase of coal;
- “Gas Guzzler” - IRC, Section 4064 - on the purchase of low m.p.g. automobiles, except that police and other emergency type vehicles are not subject to the tax;
- Air Cargo - IRC, Section 4271 - on the purchase of property transportation services by air;
- Air Passenger - IRC, Section 4261 - on the purchase of passenger transportation services by air carriers.
- Leaking Underground Storage Tank Trust Fund Tax (LUST) - IRC, Section 4081 - on the purchase of Aviation gasoline, Diesel Fuel, Gasoline, and Kerosene.

The State of Alaska is also exempt from State Motor Fuel Taxes. The appropriate exemption forms will accompany a contract(s) resulting from this ITB. The state is not exempt from the Federal Superfund Tax.

**SEC. 1.09 VENDOR TAX ID NUMBER**

If goods or services procured through this ITB are of a type that is required to be included on a Miscellaneous Tax Statement, as described in the Internal Revenue Code, a valid tax identification number must be provided to the State of Alaska before payment will be made.

**SEC. 1.10 PRE-BID CONFERENCE**

No pre-bid conference will be held for this solicitation.

**SEC. 1.11 ASSISTANCE TO BIDDERS WITH A DISABILITY**

Bidders with a disability may receive accommodation regarding the means of communicating this ITB or participating in the procurement process. For more information, contact the procurement officer no later than ten days prior to the deadline for receipt of bids.

**SEC. 1.12 AMENDMENTS TO BIDS**

Amendments to or withdrawals of bids will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of bids, in accordance with 2 AAC 12.140. No amendments or withdrawals will be accepted after the deadline unless the delay is due to an error of the contracting agency, in accordance with 2 AAC 12.160.

**SEC. 1.13 AMENDMENTS TO THE ITB**

If an amendment is issued, it will be provided to all who were notified of the ITB and to those who have registered with the procurement officer after receiving the ITB from the State of Alaska Online Public Notice website.

**SEC. 1.14 ITB SCHEDULE**

The ITB schedule set out herein represents the State of Alaska’s best estimate of the schedule that will be followed. If a component of this schedule, such as the deadline for receipt of bids, is delayed, the rest of the schedule may be shifted accordingly. All times are Alaska Time.

ACTIVITY	TIME	DATE
Issue Date / ITB Released		March 9, 2023
Deadline for Receipt of Bids / Bid Opening	2:00 PM Alaska Time	April 3, 2023
Bid Evaluations Complete		April 5, 2023
Notice of Intent to Award		April 7, 2023
Contract Issued		April 17, 2023

This ITB does not, by itself, obligate the state. The state's obligation will commence when the contract is approved by the Commissioner of the Department of Transportation & Public Facilities (DOT&PF), or the Commissioner's

designee. Upon written notice to the contractor, the state may set a different starting date for the contract. The state will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the contract start date set by the state.

### **SEC. 1.15 ALTERNATE BIDS**

Bidders may only submit one bid for evaluation. In accordance with 2 AAC 12.830 alternate bids (bids that offer something different than what is asked for) will be rejected.

### **SEC. 1.16 ANNOTATED LITERATURE**

Bidders must annotate their product literature to identify for the state the location of the supporting information regarding each product specification set out in this ITB. A bidder's failure to comply with this clause, within the time set by the state, will cause the state to consider the offer non-responsive and reject the bid.

### **SEC. 1.17 SUPPORTING INFORMATION**

Bidders shall submit all required technical, specification, and other supporting information with their bid, so that a detailed analysis and determination can be made by the procurement officer that the product offered meets the ITB specifications and that other requirements of the ITB have been met. However, provided a bid meets the requirements for a definite, firm, unqualified, and unconditional offer, the state reserves the right to request supplemental information from the bidder, after the bids have been opened, to ensure that the products or services offered completely meet the ITB requirements. The requirement for such supplemental information will be at the reasonable discretion of the state and may include the requirement that a bidder will provide a sample product(s) so that the state can make a first-hand examination and determination.

A bidder's failure to provide this supplemental information or the product sample(s), within the time set by the state, will cause the state to consider the offer non-responsive and reject the bid.

### **SEC. 1.18 FIRM, UNQUALIFIED, AND UNCONDITIONAL OFFER**

Bidders must provide enough information with their bid to constitute a definite, firm, unqualified and unconditional offer. To be responsive a bid must constitute a definite, firm, unqualified and unconditional offer to meet all the material terms of the ITB. Material terms are those that could affect the price, quantity, quality, or delivery. Also included as material terms are those which are clearly identified in the ITB and which, for reasons of policy, must be complied with at risk of bid rejection for non-responsiveness.

## SECTION 2. CONTRACT INFORMATION

### SEC. 2.01 CONTRACT PERIOD

The length of the contract will be from the date of award, approximately April 17, 2023 through February 28, 2024, with the option to renew for four (4) additional one-year terms under the same terms and conditions as the original contract. Renewals to be exercised solely by the State.

### SEC. 2.02 CONTRACT PRICES

Prices are to remain firm through December 15, 2024.

- A.) Bid prices for “Annual Firm Quantities” in Lots 1(A) through 1(D) must include delivery and off-loading at the final destination.
- B.) Bid prices for “Future Years Estimated Quantities” for Northern Region in Lot 1(E) must include delivery and off-loading at the final destination.
- C.) Bid prices for “As-Needed Quantities” items in Lot 1(F) will only apply to orders received by the Contractor after September 30 of each contract year. Orders received prior to September 30 of each year shall be priced at the fixed price for Lots 1(A) through 1(E). Prices in Lot 1(F) must include delivery to the Contract Designated Pricing Points (CDPP): Anchorage, Fairbanks, Valdez and dockside Seattle and off-loading at the final destination identified in the State’s Purchase Order.

The CDPP’s are further defined as:

1. The CDPP of Anchorage, Alaska is defined as prepared for further shipment or short-term outside storage and delivered at the DOT/PF facility (5300 Tudor Road), or the receiving yard of the State’s specified carrier (water, surface or air carrier) in Anchorage, Alaska.
2. The CDPP of Fairbanks, Alaska is defined as prepared for further shipment or short-term outside storage and delivered at the DOT/PF maintenance station yard at 2301 Peger Road, Fairbanks, Alaska, or the receiving yard of the State’s specified carrier (water, surface or air carrier) in Fairbanks, Alaska.
3. The CDPP of Valdez is defined as prepared for further shipment or short-term outside storage and delivered at the DOT/PF maintenance station yard at 1/2 Mile Richardson Highway, Valdez, Alaska, or the receiving yard of the State’s specified carrier (water, surface or air carrier) in Valdez, Alaska.<sup>65</sup>
4. The CDPP of dockside Seattle, Washington is defined as prepared for further shipment or short-term outside storage and delivered to the receiving yard of the State’s specified water carrier in Seattle, Washington.
5. Some “As-Needed Quantity” orders may require additional shipping by the Contractor, from the CDPP’s to other locations within the State of Alaska. In such cases, the Contractor will ship to the final destination and prepay any additional shipping from the designated CDPP. **The Contractor will invoice the State for any additional shipping costs from the CDPP as a separate line item. Actual cost receipts must be provided with the invoice.** In all instances where additional

shipping occurs, the State reserves the right to determine the method of shipment based on need. Following are examples of shipping and delivery to the final destination beyond the CDPP's:

- a) For an order with a final destination of Palmer, Alaska, the Contractor will ship to the CDPP of Anchorage, Alaska and then provide further delivery transportation and off-loading of the product to the Palmer DOT/PF facility noted on the order. The State will be invoiced the price of the items listed for the CDPP of Anchorage, Alaska, plus the additional shipping from Anchorage to the Palmer DOT/PF facility as a separate item. **The Contractor must provide with their invoice, actual cost receipts for any additional shipping charges beyond the CDPP.**
  
- b) For an order with a final destination of Tok, Alaska, the Contractor will ship to the CDPP of Fairbanks, Alaska and then provide further delivery transportation and off-loading of the product to the Tok DOT/PF facility noted on the order. The State will be invoiced the price of the items listed for the CDPP of Fairbanks, Alaska, plus the shipping from Fairbanks to the Tok DOT/PF facility as a separate item. **The Contractor must provide with their invoice, actual cost receipts for any additional shipping charges beyond the CDPP.**
  
- c) For an order with a final destination of Nome, Alaska, the Contractor will ship to the CDPP of Dockside Seattle Washington and then provide further delivery transportation and off-loading of product to the Nome DOT/PF facility noted on the order. The State will be invoiced for the price of the items listed for the CDPP of Dockside Seattle, Washington, plus the shipping from Dockside Seattle to the Nome DOT/PF facility as a separate item. **The Contractor must provide with their invoice, actual cost receipts for any additional shipping charges beyond the CDPP.**
  
- d) For an order with a final destination of Kodiak, Alaska shall indicate from which CDPP, Anchorage OR Dockside Seattle that the State wishes. The Contractor will deliver the items to the final destination (Kodiak DOT/PF facility) noted on the order and invoice for the price of the items listed for that CDPP location. **The additional shipping costs from the designated CDPP to the final destination shall be invoiced as a separate item. The Contractor must provide with their invoice, actual cost receipts for any additional shipping charges beyond the CDPP.**

### SEC. 2.03 CONTRACT PRICE ADJUSTMENTS

Effective December 15, 2024, the contractor may request an annual price adjustment in writing. For budget and ordering purposes, requests for a price adjustment must be received no later than January 15 of the contract renewal year. If a contractor fails to request a price increase adjustment within the time allowed, the adjustment becomes effective thirty (30) days after the State receives their written request.

The contractor may request an adjustment by one or both of the following methods:

**Method 1:** The contractor may request an adjustment solely for the cost of the commodity, sodium chloride. With proof of the increase in the form of a current invoice from the supplier, a price adjustment may be requested to offset the cost of sodium chloride.

In order to request the adjustment, the contractor must submit evidence of their cost at the time of bid, in the form of the supplier's certified invoice, within ten (10) business days following the State's request. **The bidder's failure to submit the requested information within the time allotted shall result in denial of any adjustments for the supply of sodium chloride.**

**Method 2:** A price adjustment may be requested as a result of other increased costs related to the shipping, transportation and distribution of the commodity. The price adjustment may not, under any circumstances, exceed 10 percent of the contract price per ton for the preceding 12 months. No retroactive contract price adjustments will be allowed.

In order to receive a price adjustment, the contractor must provide the procurement officer with a statement of the percentage of increase requested, a brief comparison outlining the specific cost as it applies to both the current and previous year and clear and convincing evidence of the increase, satisfactory to the state, that all of the following conditions exist:

1. the increase is the result of increased costs at the supplier's level and not costs under the contractor's control, and that;
2. the increase will not produce a higher overhead and profit margin for the contractor than that on the original contract, and that;
3. the increase affects only certain items that are clearly identified by the contractor.

Some acceptable forms of the evidence referred to above may take the form of a certified invoice from the supplier. The price increase evidence provided by the contractor shall be independently verified and approved by the procurement officer or contract administrator prior to the effective date of the price increase.

#### **SEC. 2.04 CONTRACT ADMINISTRATION**

The administration of this contract is the responsibility of the procurement officer of record within the Department of Transportation & Public Facilities, Statewide Contracting & Procurement.

#### **SEC. 2.05 CONTRACT FUNDING**

Approval or continuation of a contract resulting from this ITB is contingent upon legislative appropriation.

#### **SEC. 2.06 CONTRACT EXTENSION**

Unless otherwise provided in this ITB, the state and the successful bidder/contractor agree: (1) that any extension of the contract excluding any exercised renewal options, will be considered as a month-to-month extension, and all other terms and conditions shall remain in full force and effect and (2) the procurement officer will provide written notice to the contractor of the intent to cancel the month-to-month extension at least thirty (30) days before the date of cancellation. A month-to-month extension may only be executed by the procurement officer via a written contract amendment.

#### **SEC. 2.07 CONTRACT CHANGES – UNANTICIPATED AMENDMENTS**

During the course of this contract, the contractor may be required to perform additional work. That work will be within the general scope of the initial contract. When additional work is required, the state will provide the contractor a written description of the additional work and request the contractor to submit a firm time schedule for accomplishing the additional work and a firm price for the additional work. Cost and pricing data must be provided to justify the cost of such amendments per AS 36.30.400.

The contractor will not commence additional work until the procurement officer has secured required state approvals necessary for the amendment and issued a written contract amendment.



## **SEC. 2.08 SUBCONTRACTORS**

Subcontractors may be used to perform work under this contract. If a bidder intends to use subcontractors, the bidder must identify in the bids the names of the subcontractors and the portions of the work the subcontractors will perform.

If a bid with subcontractors is selected, the bidder must provide the following information concerning each prospective subcontractor within five working days from the date of the state's request:

- complete name of the subcontractor;
- complete address of the subcontractor;
- type of work the subcontractor will be performing;
- percentage of work the subcontractor will be providing;
- evidence that the subcontractor holds a valid Alaska business license; and
- a written statement signed by each proposed subcontractor that clearly verifies that the subcontractor is committed to render the services required by the contract.

A bidder's failure to provide this information, within the time set, may cause the state to consider their bid non-responsive and reject it.

Note that if the subcontractor will not be performing work within Alaska, they will not be required to hold an Alaska business license.

## **SEC. 2.09 JOINT VENTURES**

Joint ventures will not be allowed.

## **SEC. 2.10 CONTRACT PERFORMANCE LOCATION**

The location(s) the work is to be performed, completed and managed is the contractor's place of business.

The state will not provide workspace for the contractor. The contractor must provide its own workspace.

By signature on their bid, the bidder certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States.

If the bidder cannot certify that all work will be performed in the United States, the bidder must contact the procurement officer in writing to request a waiver at least 10 days prior to the deadline for receipt of bids.

The request must include a detailed description of the portion of work that will be performed outside the United States, where, by whom, and the reason the waiver is necessary.

Failure to comply with these requirements may cause the state to reject the bid as non-responsive, or cancel the contract.

## **SEC. 2.11 PRODUCT AND PACKAGING SPECIFICATIONS**

### **Specification 1:**

#### **SODIUM CHLORIDE; TYPE 1, GRADE 1**

Must meet the requirements of the most current revision of ASTM D632 Type 1, Grade 1 and shall be obtained from **natural deposits or man produced**. Minimum 95% NaCl chemical composition. Maximum water content at delivery to the F.O.B. Point shall not exceed 3% based on dry weight. **Delivered in "bulk" form. No deviation if specified.**

<u>Sieve Size</u>	<u>Percent Passing (by weight)</u>
12.5mm (1/2")	100
9.5mm (3/8")	95 to 100
4.75mm (No. 4)	20 to 90
2.36mm (No. 8)	10 to 60
0.600mm (No. 30)	0 to 15

## **SEC. 2.12 EVIDENCE OF COMPLIANCE**

### **EVIDENCE OF COMPLIANCE FOR:**

- **SPECIFICATION 1 SODIUM CHLORIDE; TYPE 1, GRADE 1;**

Bidders must submit written confirmation with their bid that the product offered meets the specifications set forth in this ITB. Bidders must submit the following with their bid:

1. Safety Data Sheets (SDS);
2. The most recent certified independent laboratory test results. Test results must demonstrate clear indication that the offered chemical conforms to each specification set forth in this ITB; and
3. Acceptance test from your most recent lot produced

The State reserves the right to verify and approve evidence of compliance.

The bidder's failure to submit the above evidence with their bid may cause the State to determine the bid non-responsive and reject the bid.

Throughout the contract term, the Contractor must submit proof of certified lab results within thirty (30) days of the State's written request.

## **SEC. 2.13 SAMPLING AND TESTING**

The State may require sampling and testing of product throughout the contract period. Samples shall be collected by the State or independent lab. Testing will be at the State's expense using test methods required by the most current version of ASTM D632 for Type 1, Grade 1. The contractor will be allowed to observe the sampling if requested in writing. The State shall provide 48-hour advance notice to the contractor of the name, location and contact information of the independent lab performing the tests.

Sample containers will clearly be labeled and indicate the following:

- Contractor name and address,
- ITB number
- Lot number, F.O.B. Point and "Mark For"
- Contents of the container

Sample sizes:

Sodium Chloride; Type 1: 3-lb. minimum, sampled in accordance with the requirements of the most current version of ASTM D632 and collected in air-tight container.

## **SEC. 2.14 PRODUCT REJECTION OR PAYMENT ADJUSTMENT**

A Product may be rejected if it fails to conform to specifications. If at any time the product fails to meet specifications, the State will, at its option, cancel the contract or allow the contractor to replace the defective product. In no instance will the State pay any cost associated with the remedy of defective product received. The return shipment of refused product will be solely at the Contractor's expense with no additional cost to the State.

The State also reserves the option to consider a cost adjustment in lieu of replacement product. The cost reduction shall be based on the State’s assessment of damages as a result from sampling and testing. If the product’s sodium chloride content purity level fails to meet specifications and falls below 95 percent, the State may adjust payment in accordance with the following table:

Percent of Sodium Chloride	Percent Payment of Unit Bid Price
95.0% to 100%	100%
93.0% to 94.9%	95%
91.0% to 92.9%	90%
90.9% and Below	75%

### **SEC. 2.15 F.O.B. POINT**

The F.O.B. points are various locations within the State of Alaska as specified on the “Bid Schedule”. Specific address, contact name and phone number for each DOT/PF Maintenance Station are identified by Region and attached. The contractor will be required to prepare the items for shipping and to ship them to the ultimate destination specified in the State’s order. Ownership of and title to the ordered items remains with the contractor until the items have been delivered to their final destination and are accepted by the State. **The cost of all shipping and delivery must be included in the bid price.**

### **SEC. 2.16 WARRANTY**

This section does not apply to this ITB.

### **SEC. 2.17 WORKMANSHIP & MATERIALS**

All work must be performed in a thorough and workmanlike manner and in accordance with current industry practices. The contractor will be held responsible for the quality of the finished item. The State will reject any item that does not meet the specifications of the ITB. Rejected items will be returned to the contractor at the contractor’s risk and expense.

### **SEC. 2.18 ALTERATIONS**

The contractor must obtain the written approval from the procurement officer prior to making any alterations to the specifications contained in this ITB. The state will not pay for alterations that are not approved in advance and in writing by the procurement officer.

### **SEC. 2.19 DELIVERY**

Due to brining equipment used in various locations White Sodium Chloride is required for Lot 1A locations. For all other Lots, there are no color requirements.

All bulk deliveries must be protected from weather and securely covered during shipment. Uncovered or unprotected deliveries exposed to the elements may be rejected at the contractor’s expense. Exception: Shipments to the Anchorage F.O.B. Point (Lot 1A & Lot 1B) may be delivered uncovered only following prior approval from the destination’s designated contact.

All maintenance stations will be available to receive product during normal State business hours; 8am – 4:30pm, Monday through Friday, excluding State holidays. Outside normal business hours, most State maintenance yards are unattended, yet secured and inaccessible. Deliveries outside normal business hours will not be accepted unless other prior arrangements are made with the destination’s designated contact. However, prior approval to deliver outside normal business hours is not guaranteed due to lack of available personnel or other

scheduling conflicts. Any additional costs (personnel and equipment) incurred by the State to accommodate approved deliveries made outside normal business hours will be solely at the contractor's expense. Note: Overtime wages and minimum call out requirements are subject to the State Office of Personnel and union bargaining agreements. The approximate amount of additional cost may be acquired from the station's designated contact at the time the arrangement is made. Upon the State's request, the contractor shall submit written acceptance of responsibility for all additional costs and their intended delivery schedule.

- A.) Delivery of the "Firm Quantity" orders must be made within the timeframe specified in the "Bid Schedule" with no exceptions. The Bid Schedule identifies two dates for each location. These dates represent a "no sooner than" and "no later than" delivery requirements. By signature on page one of the ITB, the bidder guarantees delivery to each location within the timeframe set forth in the "Bid Schedule".
- B.) Delivery of as-needed quantity orders in Lot 1(F) is required no later than thirty (30) days after receipt of order. Orders for "as-needed" deliveries shall be placed by Purchase Order from the Regional Procurement Office.

### **SEC. 2.20 PROOF OF DELIVERY OR WEIGHT TICKETS**

For all bulk product deliveries, weight tickets are required and must be presented to the receiving on-site DOT/PF representative for signature at the time of delivery. Only computer generated weight tickets from State certified weigh scales will be accepted. For each delivery, the weight ticket must clearly identify the destination, the truck and driver, the gross weight, tare weight and net weight of each vehicle utilized in the delivery. Handwritten tickets will not be accepted. Double-draft weighing of vehicles is illegal per AS 45.75.050(d) and will not be accepted. Reference: <http://www.dot.alaska.gov/mscve/>.

For all bagged product deliveries, a Proof of Delivery (POD) must be presented to the receiving on-site DOT/PF representative at the time of delivery. Weight tickets and POD are required to identify the receiver's signature and printed name. The contractor's delivering agent is responsible to insure the printed name is legible. Shipments will be refused if POD or weight tickets are not presented at time of delivery.

### **SEC. 2.21 DELIVERY TIME**

The elapsed time between the time the state places an order and the time that order is actually shipped from the contractor's place of business must be entered in space provided under "BID SCHEDULE". This processing time is to remain constant throughout the life of the contract(s).

### **SEC. 2.22 DELIVERY CONFIRMATION**

Bidders must obtain a written confirmation from both the supplier and the shipper that the items offered are scheduled for production and transport in sufficient time to meet scheduled delivery dates. A copy of the supplier's and shipper's confirmation may be included with the bid or submitted within 30 calendar days of State's request. The bidder's failure to provide these confirmation documents as required will cause the State to consider the bid non-responsive and reject the bid.

### **SEC. 2.23 ADVANCED NOTICE OF DELIVERY**

The contractor must provide the State 48 hours advance notice of each delivery. Failure to provide advance notice may delay the State's ability to accept the shipment. The contact information for each destination may be found in the Attachment A that will be attached to Delivery order and contract.

After normal business hours, most State maintenance yards are unattended, yet secured and therefore inaccessible. Therefore, deliveries will only be accepted at the final destination during normal State business hours; Monday through Friday, excluding State holidays, 8am to 4:30pm unless other prior arrangements are made with the State's designated contact as instructed above. All stations must be available for deliveries with no penalty to the contractor during those designated normal business hours. All after normal business hour

deliveries must be pre-approved by the State’s designated contact for that destination. However, prior approval to deliver outside normal business hours is not guaranteed due to lack of available personnel or other scheduling conflicts. Any additional costs (personnel and equipment) incurred by the State to accommodate deliveries made outside normal business hours will be solely at the contractor’s expense. Note: Overtime wages and minimum call out requirements are subject to the State Office of Personnel and union bargaining agreements. Disclosure of the approximate amount of additional costs may be acquired upon request from the State’s designated contact at the time the arrangement is made. Upon the State’s request, the contractor shall submit in writing, their acceptance of responsibility for any additional costs and their intended delivery schedule.

### **SEC. 2.24 WEIGHT TICKETS AND PROOF OF DELIVERY (POD)**

Weight tickets or PODs must be presented to the receiving on-site personnel for signature at the time of the delivery. A DOT/PF signature is required on all weight ticket submitted for payment. Only computer generated weight tickets from State certified weigh scales will be accepted. For each delivery made, the weight ticket must clearly identify the destination, the truck and driver, the gross weight, tare weight and net weight of each vehicle used in the delivery. Handwritten tickets will not be accepted. Double-draft weighing of vehicles is illegal per AS 45.75.050(d) and unacceptable. Reference: <http://www.dot.state.ak.us/mscve/>

### **SEC. 2.25 LIQUIDATED DAMAGES FOR LATE DELIVERY**

Late delivery will cause the State to suffer damages. Actual damages will be difficult to assess; therefore, it is mutually agreed that the contractor will pay the state damages at the rate of \$100 dollars per occurrence for each calendar day beyond the delivery date called for in the ITB.

### **SEC. 2.26 BID GUARANTEE**

Bids must be accompanied by a bid guarantee in the form of a Certified or Cashier's check in the amount of **\$5,000.00** made payable to the State of Alaska. Bid Bonds will not be accepted. The bid guarantee of each successful bidder will be retained until that bidder has furnished a satisfactory Performance Bond or Individual Surety. If the successful bidder fails to deliver the required Performance Bond or Individual Surety within the time required, the bid guarantee will be forfeited to the State of Alaska. The bid guarantee of each unsuccessful bidder will be returned as soon as practical after award has been made. The Bid Guarantee shall be submitted under the name appearing on the bidder’s current Alaska business license.

Failure to submit a bid guarantee in the proper form and amount, by the time set for opening of bids, will cause the State to determine the bid non-responsive and reject the bid.

### **SEC. 2.27 PERFORMANCE BOND**

Any posted performance bond will ensure performance over the entire term of the contract. In the event it becomes necessary for the State to cancel the contract issued as a result of this ITB due to non-compliance during the term of the contract, regardless of the circumstances or time remaining on the contract, the bonding company shall well and truly perform and complete all obligations and work under said contract in accordance with the terms of the performance bond. The performance bond is to be in the amount of the total contract value Performance Bonds shall be submitted under the name appearing on the bidder’s current Alaska business license.

### **SEC. 2.28 PAYMENT BOND**

In accordance with AS 36.30.01, a posted payment bond guarantees the successful payment to all subcontractors and suppliers during the performance of this contract over the entire term of the contract. If the contractor fails to provide payment for labor performed and materials and supplies furnished during the performance of this contract, regardless of the circumstances or time remaining on the contract, the bonding company shall well and truly complete all payment obligations under said contract in accordance with the terms

of the payment bond. A payment bond is also required and shall be in the amount of the total contract value. Payment Bonds shall be submitted under the name appearing on the bidder's current Alaska business license.

### **SEC. 2.29 INDIVIDUAL SURETY**

In lieu of a performance and payment bond, a successful bidder may post an individual surety to ensure performance over the entire term of the contract. In the event it becomes necessary for the State to cancel the contract issued as a result of this ITB due to non-compliance during the term of the contract, regardless of the circumstances or time remaining on the contract, the individual surety will be declared as liquidated damages and become due and payable to the State. By signature on this ITB, the bidder acknowledges this condition and voluntarily relinquishes any and all claims to the entire individual surety. The individual surety shall be submitted under the name appearing on the bidder's current Alaska business license. The individual surety may be in any of the following forms:

- \* CERTIFIED OR CASHIER'S CHECK: A certified or cashier's check, made payable to the State of Alaska in the amount of the total contract value.

**OR**

- \* SPECIAL NOTICE ACCOUNT OR CERTIFICATE OF DEPOSIT: A special notice account book or certificate of deposit, made payable to the State of Alaska in the amount of the total contract value.

Failure to supply this document within the time required will cause the State to declare the bidder non-responsible and to reject the bid.

### **SEC. 2.30 ORDERS**

The State intends to issue the initial order no later than April 21, 2023 and each February 28 following renewal of the contract term. All orders will be placed by the regional procurement offices using the State of Alaska's.

Due to bringing equipment used in various locations White Sodium Chloride is required for Lot 1A locations. For all other Lots, there are no color requirements

### **SEC. 2.31 FIRM QUANTITIES**

The firm quantities referenced in this ITB represent the State's firm quantity purchase.

### **SEC. 2.32 AS-NEEDED QUANTITIES**

The as-needed quantities referenced in this ITB are sample representative and are only for the purpose of evaluation. The state does not guarantee any minimum purchase. Orders will be issued throughout the contract period on an as-needed basis. The State guarantees no minimum or maximum orders.

### **SEC. 2.33 SHIPPING DAMAGE**

The state will not accept or pay for damaged goods. The contractor must file all claims against the carrier(s) for damages incurred to items in transit from the point of origin to the ultimate destination. The state will provide the contractor with written notice when damaged goods are received. The state will deduct the cost of the damaged goods from the invoice prior to payment. The contractor must file all claims against the carrier(s) for reimbursement of the loss.

### **SEC. 2.34 INSPECTION & MODIFICATION - REIMBURSEMENT FOR UNACCEPTABLE DELIVERABLES**

The contractor is responsible for proving all products or the completion of all work set out in the contract. All products or work is subject to inspection, evaluation, and approval by the state. The state may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. The state may instruct the contractor to make corrections or modifications if needed in order to accomplish the contract's intent. The contractor will not unreasonably withhold such changes.

Substantial failure of the contractor to perform the contract may cause the state to terminate the contract. In this event, the state may require the contractor to reimburse monies paid (based on the identified portion of unacceptable products or work received) and may seek associated damages.

### **SEC. 2.35 CONTINUING OBLIGATION OF CONTRACTOR**

Notwithstanding the expiration date of a contract resulting from this ITB, the contractor is obligated to fulfill its responsibilities until warranty, guarantee, maintenance, and parts availability requirements have completely expired.

### **SEC. 2.36 PRICE DECREASES**

During the period of the contract all price decreases experienced by the contractor must be passed on to the state. A contractor's failure to strictly and faithfully adhere to this clause, within the time required, will be considered in breach of contract.

### **SEC. 2.37 INFORMAL DEBRIEFING**

When the contract is completed, an informal debriefing may be performed at the discretion of the procurement officer. If performed, the scope of the debriefing will be limited to the products provided or work performed by the contractor.

### **SEC. 2.38 INDEMNIFICATION**

The contractor shall indemnify, hold harmless, and defend the contracting agency from and against any claim of, or liability for error, omission or negligent act of the contractor under this agreement. The contractor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the contractor and the independent negligence of the contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis.

"Contractor" and "contracting agency", as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the contracting agency's selection, administration, monitoring, or controlling of the contractor and in approving or accepting the contractor's work.

### **SEC. 2.39 INSURANCE**

Without limiting the contractor's indemnification, it is agreed that the contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the contractor's policy contains higher limits, the state shall be entitled to coverage to the extent of such higher limits.

Certificates of Insurance must be furnished to the procurement officer prior to contract approval and must provide for a notice of cancellation, non-renewal, or material change of conditions in accordance with policy provisions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this contract and shall be grounds for termination of the contractor's services. All insurance policies shall comply with and be issued by insurers licensed to transact the business of insurance under AS 21.

**Proof of insurance is required for the following:**

- Workers' Compensation Insurance: The contractor shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. The policy must waive subrogation against the state.
- Commercial General Liability Insurance: covering all business premises and operations used by the contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per occurrence.
- Commercial Automobile Liability Insurance: covering all vehicles used by the contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per occurrence.

**SEC. 2.40 MANDATORY VOLUME REPORTING**

Within thirty (30) calendar days prior to the expiration date of each one-year term of the contract, the Contractor must furnish a volume report of the past year's use by F.O.B. destination. The report must identify each item found on the Bid Schedule and accurately state the number of each item purchased by F.O.B. destination. The report must be submitted electronically in MS Excel format and emailed to the procurement Officer of record. The Contractor's failure to provide this information in a timely manner may cause the State to cancel the contract.



## **SECTION 3. CONTRACT INVOICING AND PAYMENTS**

### **SEC. 3.01 BILLING INSTRUCTIONS - INVOICES**

Invoices shall be sent directly to the ordering Regional Office as identified below. Questions concerning payment must be addressed to the ordering agency. Invoices for partial deliveries will not be accepted. Partial payments will not be made. The ordering agency will only make payment after receipt of product and the itemized invoice with corresponding weight tickets.

Invoices must be submitted as follows:

1. One invoice per “Marked For” location
2. Invoice must clearly identify the Contract No. 2523H065, quantity, unit price, and extended price
3. Certified weight tickets authorized with DOT receiving signatures must accompany invoices –
  - Delivery agents for the Contractor must insure identification of the DOT personnel accepting the shipment is legible
  - Certified weight tickets must clearly identify the truck and driver, the gross weight, tare weight and net weight of each vehicle used in each delivery, date delivered, quantity, and “Marked For” destination

Invoices for partial deliveries will not be accepted. Partial payments will not be made. Invoices must be submitted to the appropriate regional office as follows:

- A. Central Region: DOT/PF  
Central Region Procurement Office  
P.O. Box 196900  
Anchorage AK 99519  
Phone: (907) 269-0858  
Or by email to: [dot.cr.accountspayable@alaska.gov](mailto:dot.cr.accountspayable@alaska.gov)
- B. Northern Region: DOT/PF  
Northern Region Procurement Office  
2301 Peger Rd  
Fairbanks AK 99709-5316  
Phone: (907) 451-5102  
Or by email to: [dot.nr.accountspayable@alaska.gov](mailto:dot.nr.accountspayable@alaska.gov)
- C. Southcoast Region: DOT/PF  
Southcoast Region Finance Office  
P.O. Box 112506  
Juneau AK 99811-2506  
Phone: (907) 465-4484  
Or by email to: [dot.sr.accounting@alaska.gov](mailto:dot.sr.accounting@alaska.gov)

### **SEC. 3.02 PAYMENT FOR STATE PURCHASES**

Payment for agreements under \$500,000 for the undisputed purchase of goods or services provided to a state agency, will be made within 30 days of the receipt of a proper billing or the delivery of the goods or services to the location(s) specified in the agreement, whichever is later. A late payment is subject to 1.5% interest per month on the unpaid balance. Interest will not be paid if there is a dispute or if there is an agreement that establishes a lower interest rate or precludes the charging of interest.

Any single contract payments of \$1 million or higher must be accepted by the contractor via Electronic Funds Transfer (EFT).

**SEC. 3.03 THIRD-PARTY FINANCING AGREEMENTS NOT ALLOWED**

Because of the additional administrative and accounting time required of the state when third party financing agreements are permitted, they will not be allowed under this contract.

## SECTION 4. EVALUATION AND CONTRACTOR SELECTION

### SEC. 4.01 EVALUATION OF BIDS

After bid opening, the procurement officer will evaluate the bids for responsiveness. Bids deemed non-responsive will be eliminated from further consideration. An evaluation may not be based on discrimination due to the race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, disability, or political affiliation of the bidder.

### SEC. 4.02 APPLICATION OF PREFERENCES

Certain preferences apply to all state contracts, regardless of their dollar value. The Alaska Bidder and Alaska Veteran preferences are the most common preferences involved in the ITB process. Additional preferences that may apply to this procurement are listed below. Guides that contain excerpts from the relevant statutes and codes, explain when the preferences apply and provide examples of how to calculate the preferences are available at the following website:

<http://doa.alaska.gov/dgs/pdf/pref1.pdf>

- Alaska Products Preference - AS 36.30.332
- Recycled Products Preference - AS 36.30.337
- Local Agriculture and Fisheries Products Preference - AS 36.15.050
- Employment Program Preference - AS 36.30.321(b)
- Alaskans with Disabilities Preference - AS 36.30.321(d)

The Division of Vocational Rehabilitation in the Department of Labor and Workforce Development keeps a list of qualified employment programs and individuals who qualify as persons with a disability. As evidence of a business' or an individual's right to the Employment Program or Alaskans with Disabilities preferences, the Division of Vocational Rehabilitation will issue a certification letter. To take advantage of these preferences, a business or individual must be on the appropriate Division of Vocational Rehabilitation list prior to the time designated for receipt of bids. Bidders must attach a copy of their certification letter to the bid. **A bidder's failure to provide this certification letter with their bid will cause the state to disallow the preference.**

### SEC. 4.03 ALASKA BIDDER PREFERENCE

An Alaska Bidder Preference of 5% will be applied to the total bid price. The preference will be given to a bidder who:

- 1) holds a current Alaska business license prior to the deadline for receipt of bids;
- 2) submits a bid for goods or services under the name appearing on the bidder's current Alaska business license;
- 3) has maintained a place of business within the state staffed by the bidder, or an employee of the bidder, for a period of six months immediately preceding the date of the bid;
- 4) is incorporated or qualified to do business under the laws of the state, is a sole proprietorship and the proprietor is a resident of the state, is a limited liability company (LLC) organized under AS 10.50 and all members are residents of the state, or is a partnership under AS 32.06 or AS 32.11 and all partners are residents of the state; and
- 5) if a joint venture, is composed entirely of ventures that qualify under (1)-(4) of this subsection.

**Alaska Bidder Preference Certification Form**

In order to receive the Alaska Bidder Preference, the bid must include the Alaska Bidder Preference Certification Form attached to this ITB. A bidder does not need to complete the Alaska Veteran Preference questions on the form if not claiming the Alaska Veteran Preference. A bidder’s failure to provide this completed form with their bid will cause the state to disallow the preference.

**SEC. 4.04 ALASKA VETERAN PREFERENCE**

An Alaska Veteran Preference of 5%, not to exceed \$5,000, will be applied to the total bid price. The preference will be given to a bidder who qualifies under AS 36.30.990(2) as an Alaska Bidder and is a:

- a) sole proprietorship owned by an Alaska veteran;
- b) partnership under AS 32.06 or AS 32.11 if a majority of the partners are Alaska veterans;
- c) limited liability company organized under AS 10.50 if a majority of the members are Alaska veterans; or
- d) corporation that is wholly owned by individuals, and a majority of the individuals are Alaska veterans.

In accordance with AS 36.30.321(i), the bidder must also add value by actually performing, controlling, managing, and supervising the services provided, or for supplies, the bidder must have sold supplies of the general nature solicited to other state agencies, other government, or the general public.

**Alaska Veteran Preference Certification**

In order to receive the Alaska Veteran Preference, the bid must include the Alaska Bidder Preference Certification Form attached to this ITB. A bidder’s failure to provide this completed form with their bid will cause the state to disallow the preference.

**SEC. 4.05 USE OF LOCAL FOREST PRODUCTS**

In a project financed by state money in which the use of timber, lumber and manufactured lumber is required, only timber, lumber and manufactured lumber products originating in this state from Alaska forests shall be used unless the use of those products has been determined to be impractical, in accordance with AS 36.15.010 and AS 36.30.322.

**SEC. 4.06 ALASKA PRODUCT PREFERENCE**

A bidder that designates the use of an Alaska Product which meets the requirements of the ITB specifications and is designated as a Class I, Class II or Class III Alaska Product by the Department of Community & Economic Development (DCCED) may receive a preference in the bid evaluation in accordance with AS 36.30.332 and 3 AAC 92.010.

To qualify for the preference, the product must have received certification from DCCED, be listed in the current published edition of the Alaska Products Preference List, and the bidder must provide the qualified product on a 100% basis. There are no provisions under Alaska Statutes or Regulations that allow for a product exchanges/substitutions or permit the product to be co-mingled with other products. Rather, AS 36.30.330 provides for a penalty for failing to use the designated Alaska products.

Products are classified in one of three categories:

- Class I products receive a 3% preference.
- Class II products receive a 5% preference.
- Class III products receive a 7% preference.

When the bids are evaluated, the preference percentage will be deducted from the product price. If a bidder fails to specify the brand being offered, no preference will be given. For more information on the Alaska Product Preference and to see the list of products currently on the Alaska Product Preference List, use the following web link:

<https://www.commerce.alaska.gov/web/dcra/AlaskaProductPreferenceProgram.aspx>

**Brand Offered**

If offering a product that qualifies for the Alaska Product Preference, the bidder must indicate the brand of product they intent to provide. If a bidder is not offering a product that qualifies for the Alaska Product Preference, the bidder does not need to indicate a product brand.

**Brand of Product Changes**

During the course of the contract including all renewal options, a contractor that offered a product that qualified for the Alaska Product Preference wishes to change the product brand, the contractor must first provide a written request, along with evidence that the replacement brand also qualifies for the Alaska Product Preference, for approval by the procurement officer. A contract amendment must be issued by the procurement officer to authorize the change.

If a bidder offers a product brand in the original bid that does not qualify for the Alaska Product Preference, a change in the product brand may be made at any time during the course of the contract, including all renewals, as long as the product brand continues to meet the required specifications. A contract amendment is not required if the product brand originally offered did not qualify for the Alaska Product Preference.

**SEC. 4.07 LOCAL AGRICULTURE AND FISHERIES PRODUCT PREFERENCE**

When agricultural, dairy, timber, lumber, or fisheries products are purchased using state money, a seven percent (7%) preference shall be applied to the price of the products harvested in Alaska, or in the case of fisheries products, the products harvested or processed within the jurisdiction of Alaska, in accordance with AS 36.15.050.

**SEC. 4.08 EMPLOYMENT PROGRAM PREFERENCE**

If a bidder qualifies for the Alaska Bidder Preference and is offering goods or services through an employment program as defined under AS 36.30.990(12), an Employment Program Preference of 15% will be applied to the total bid price.

In accordance with AS 36.30.321(i), the bidder must also add value by actually performing, controlling, managing, and supervising the services provided, or for supplies, the bidder must have sold supplies of the general nature solicited to other state agencies, other government, or the general public.

**SEC. 4.09 ALASKANS WITH DISABILITIES PREFERENCE**

If a bidder qualifies for the Alaska Bidder Preference and is a qualifying entity as defined in AS 36.30.321(d), an Alaskans with Disabilities Preference of 10% will be applied to the total bid price.

In accordance with AS 36.30.321(i), the bidder must also add value by actually performing, controlling, managing, and supervising the services provided, or for supplies, the bidder must have sold supplies of the general nature solicited to other state agencies, other government, or the general public.

**SEC. 4.10 PREFERENCE QUALIFICATION LETTER**

Regarding the Employment Program Preference and the Alaskans with Disabilities Preference, the Division of Vocational Rehabilitation in the Department of Labor and Workforce Development maintains lists companies who qualify for those preferences. As evidence of a company's right to the preferences, the Division of Vocational Rehabilitation will issue a certification letter. To take advantage of the preferences, a bidder must be on the appropriate Division of Vocational Rehabilitation list at the time the bid is opened and must attach a copy of their certification letter to their bid. The bidder's failure to provide this certification letter with their bid will cause the state to disallow the preference.

**SEC. 4.11 EXTENSION OF PRICES**

In case of error in the extension of prices in the bid, the unit prices will govern; in a lot bid, the lot prices will govern.

**SEC. 4.12 METHOD OF AWARD**

Award will be made to the lowest responsive and responsible bidder. In order to be considered responsive, bidders must bid on all items within all lots. There are 6 lots.

**SEC. 4.13 NOTICE OF INTENT TO AWARD**

After the responses to this ITB have been opened and evaluated, a tabulation of the bids will be prepared. This tabulation, called a Notice of Intent to Award, serves two purposes. It lists the name of each company or person that offered a bid and the price they bid. It also provides notice of the state's intent to award a contract(s) to the bidder(s) indicated. A copy of the Notice of Intent will be mailed to each company or person who responded to the ITB. Bidders identified as the apparent low responsive bidders are instructed not to proceed until a Purchase Order, Contract Award, Lease, or some other form of written notice is given by the procurement officer. A company or person who proceeds prior to receiving a Purchase Order, Contract Award, Lease, or some other form of written notice from the procurement officer does so without a contract and at their own risk.

## **SECTION 5. GENERAL PROCESS AND LEGAL INFORMATION**

### **SEC. 5.01 ALASKA BUSINESS LICENSE AND OTHER REQUIRED LICENSES**

Prior to the award of a contract, a bidder must hold a valid Alaska business license. However, in order to receive the Alaska Bidder Preference and other related preferences, such as the Alaska Veteran Preference and Alaskans with Disabilities Preference, a bidder must hold a valid Alaska business license prior to the deadline for receipt of bids. Bidders should contact the **Department of Commerce, Community and Economic Development, Division of Corporations, Business, and Professional Licensing, PO Box 110806, Juneau, Alaska 99811-0806**, for information on these licenses. Acceptable evidence that the bidder possesses a valid Alaska business license may consist of any one of the following:

- copy of an Alaska business license;
- certification on the bid that the bidder has a valid Alaska business license and has included the license number in the bid;
- a canceled check for the Alaska business license fee;
- a copy of the Alaska business license application with a receipt stamp from the state's occupational licensing office; or
- a sworn and notarized statement that the bidder has applied and paid for the Alaska business license.

You are not required to hold a valid Alaska business license at the time bids are opened if you possess one of the following licenses and are offering services or supplies under that specific line of business:

- fisheries business licenses issued by Alaska Department of Revenue or Alaska Department of Fish and Game,
- liquor licenses issued by Alaska Department of Revenue for alcohol sales only,
- insurance licenses issued by Alaska Department of Commerce, Community and Economic Development, Division of Insurance, or
- Mining licenses issued by Alaska Department of Revenue.

Prior the deadline for receipt of bids, all bidders must hold any other necessary applicable professional licenses required by Alaska Statute.

### **SEC. 5.02 AUTHORITY**

This ITB is written in accordance with AS 36.30 and 2 AAC 12.

### **SEC. 5.03 COMPLIANCE**

In the performance of a contract that results from this ITB, the contractor must comply with all applicable federal, state, and borough regulations, codes, and laws; be liable for all required insurance, licenses, permits and bonds; and pay all applicable federal, state, and borough taxes.

### **SEC. 5.04 SUITABLE MATERIALS, ETC.**

Unless otherwise specified in this ITB, all materials, supplies or equipment offered by a bidder shall be new, unused, and of the latest edition, version, model or crop and of recent manufacture.

### **SEC. 5.05 SPECIFICATIONS**

Unless otherwise specified in this ITB, product brand names or model numbers specified in this ITB are examples of the type and quality of product required, and are not statements of preference. If the specifications describing an item conflict with a brand name or model number describing the item, the specifications govern. Reference to brand name or number does not preclude an offer of a comparable or better product, if full specifications and descriptive literature are provided for the product. Failure to provide such specifications and descriptive literature may be cause for rejection of the offer.

### **SEC. 5.06 BRAND AND MODEL OFFERED**

When brand names and model numbers are used to specify the type and quality of the goods desired (“or equivalent”), bidders must clearly indicate the brand names and model numbers they intend to provide. The bidder's failure to identify the brand and model offered may cause the state to consider the offer non-responsive and reject the bid.

### **SEC. 5.07 CONTRACTOR SITE INSPECTION**

The state may conduct on-site visits to evaluate the bidder's capacity to perform the contract. A bidder must agree, at risk of being found non-responsive and having its bid rejected, to provide the state reasonable access to relevant portions of its work sites. Individuals designated by the procurement officer at the state's expense will make site inspection.

### **SEC. 5.08 ORDER DOCUMENTS**

Except as specifically allowed under this ITB, an ordering agency will not sign any vendor contract. The state is not bound by a vendor contract signed by a person who is not specifically authorized to sign for the state under this ITB. Unless otherwise specified in this ITB, the State of Alaska Purchase Order, Contract Award and Delivery Order are the only order documents that may be used to place orders against the contract(s) resulting from this ITB.

### **SEC. 5.09 HUMAN TRAFFICKING**

By signature on their bid, the bidder certifies that the bidder is not established and headquartered or incorporated and headquartered in a country recognized as Tier 3 in the most recent United States Department of State's Trafficking in Persons Report.

The most recent United States Department of State's Trafficking in Persons Report can be found at the following website: <http://www.state.gov/j/tip/>

Failure to comply with this requirement will cause the state to reject the bid as non-responsive, or cancel the contract.

### **SEC. 5.10 RIGHT OF REJECTION**

Bidders must comply with all of the terms of the ITB, the State Procurement Code (AS 36.30), and all applicable local, state, and federal laws, codes, and regulations. The procurement officer may reject any bid that does not comply with all of the material and substantial terms, conditions, and performance requirements of the ITB.

Bidders may not qualify the bid nor restrict the rights of the state. If a bidder does so, the procurement officer may determine the bid to be a non-responsive counter-offer and the bid may be rejected.

Minor informalities that:

- do not affect responsiveness;
- are merely a matter of form or format;
- do not change the relative standing or otherwise prejudice other offers;



- do not change the meaning or scope of the ITB;
- are trivial, negligible, or immaterial in nature;
- do not reflect a material change in the work; or
- do not constitute a substantial reservation against a requirement or provision;

may be waived by the procurement officer.

The state reserves the right to refrain from making an award if it determines that to be in its best interest.

**A bid from a debarred or suspended bidder shall be rejected.**

### **SEC. 5.11 STATE NOT RESPONSIBLE FOR PREPARATION COSTS**

The state will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any bid.

### **SEC. 5.12 DISCLOSURE OF BID CONTENTS**

All bid prices become public information at the bid opening. After the deadline for receipt of bids, all other bid material submitted become the property of the State of Alaska and may be returned only at the state's option. AS 40.25.110 requires public records to be open to reasonable inspection. All other bid information will be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Thereafter, bids will become public information.

Trade secrets and other proprietary data contained in bids may be held confidential if the bidder requests, in writing, that the procurement officer does so, and if the procurement officer agrees, in writing, to do so. The bidder's request must be included with the bid, must clearly identify the information they wish to be held confidential, and include a statement that sets out the reasons for confidentiality. Unless the procurement officer agrees in writing to hold the requested information confidential, that information will also become public after the Notice of Intent to Award is issued.

### **SEC. 5.13 ASSIGNMENTS**

Per 2 AAC 12.480, the contractor may not transfer or assign any portion of the contract without prior written approval from the procurement officer. Bids that are conditioned upon the state's approval of an assignment will be rejected as non-responsive.

### **SEC. 5.14 FORCE MAJEURE (IMPOSSIBILITY TO PERFORM)**

The parties to a contract resulting from this ITB are not liable for the consequences of any failure to perform, or default in performing, any of its obligations under the contract, if that failure or default is caused by any unforeseeable Force Majeure, beyond the control of, and without the fault or negligence of, the respective party.

For the purposes of this ITB, Force Majeure will mean war (whether declared or not); revolution; invasion; insurrection; riot; civil commotion; sabotage; military or usurped power; lightning; explosion; fire; storm; drought; flood; earthquake; epidemic; quarantine; strikes; acts or restraints of governmental authorities affecting the project or directly or indirectly prohibiting or restricting the furnishing or use of materials or labor required; inability to secure materials, machinery, equipment or labor because of priority, allocation or other regulations of any governmental authorities.

### **SEC. 5.15 DEFAULT**

In case of default by the contractor, for any reason whatsoever, the state may procure the goods or services from another source and hold the contractor responsible for any resulting excess cost and may seek other remedies under law or equity.

**SEC. 5.16 DISPUTES**

If the contractor has a claim arising in connection with the contract that it cannot resolve with the state by mutual agreement, it shall pursue the claim, if at all, in accordance with the provisions of AS 36.30.620 – AS 36.30.632.

**SEC. 5.17 SEVERABILITY**

If any provision of the contract or agreement is found to be invalid or declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.

**SEC. 5.18 CONTRACT CANCELLATION**

The state reserves the right to cancel the contract at its convenience upon thirty (30) calendar days written notice to the contractor. The state is only liable for payment in accordance with the payment provisions of this contract for supplies or services provide before the effective date termination.

**SEC. 5.19 GOVERNING LAW; FORUM SELECTION**

A contract resulting from this ITB is governed by the laws of the State of Alaska. To the extent not otherwise governed by Section 5.15 of this ITB, any claim concerning the contract shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

**SEC. 5.20 SOLICITATION ADVERTISING**

Public notice has been provided in accordance with 2 AAC 12.220.

**SEC. 5.21 QUALIFIED BIDDERS**

Per 2 AAC 12.875, unless provided for otherwise in the ITB, to qualify as a bidder for award of a contract issued under AS 36.30, the bidder must:

- 1) Add value in the contract by actually performing, controlling, managing, or supervising the services to be provided; or
- 2) Be in the business of selling and have actually sold on a regular basis the supplies that are the subject of the ITB.

If the bidder leases services or supplies or acts as a broker or agency in providing the services or supplies in order to meet these requirements, the procurement officer may not accept the bidder as a qualified bidder under AS 36.30.

**SEC. 5.22 PROTEST**

AS 36.30.560 provides that an interested party may protest the content of the ITB.

An interested party is defined in 2 AAC 12.990(a) (7) as "an actual or prospective bidder or offeror whose economic interest might be affected substantially and directly by the issuance of a contract solicitation, the award of a contract, or the failure to award a contract."

If an interested party wishes to protest the content of a solicitation, the protest must be received, in writing, by the procurement officer at least ten days prior to the deadline for receipt of bids.

AS 36.30.560 also provides that an interested party may protest the award of a contract or the proposed award of a contract.

If a bidder wishes to protest the award of a contract or the proposed award of a contract, the protest must be received, in writing, by the procurement officer within ten days after the date the Notice of Intent to Award the contract is issued.

A protester must have submitted a bid in order to have sufficient standing to protest the proposed award of a contract. Protests must include the following information:

- the name, address, and telephone number of the protester;
- the signature of the protester or the protester's representative;
- identification of the contracting agency and the solicitation or contract at issue;
- a detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and the form of relief requested.

Protests filed by telex or telegram are not acceptable because they do not contain a signature. Fax copies containing a signature are acceptable.

The procurement officer will issue a written response to the protest. The response will set out the procurement officer's decision and contain the basis of the decision within the statutory time limit in AS 36.30.580. A copy of the decision will be furnished to the protester by certified mail, fax or another method that provides evidence of receipt.

All bidders will be notified of any protest. The review of protests, decisions of the procurement officer, appeals, and hearings, will be conducted in accordance with the State Procurement Code (AS 36.30), Article 8 "Legal and Contractual Remedies."

## **SECTION 6. ATTACHMENTS**

### **SEC. 6.01 ATTACHMENTS**

**Attachments:**

- 1) Bid Schedule
- 2) Preference Certifications Form
- 3) Bid Response Deliverables Checklist
- 4) DOT/PF Maintenance Station Locations

<b>Lot No. 1: Sodium Chloride, Type 1 (Bulk)</b>						
<b>Lot 1(A): Central Region</b>		<b>Quantity</b>	<b>White Sodium Chloride Only for LOT 1(A)</b>		<b>Deliver Not</b>	<b>Deliver No</b>
<b>F.O.B. Point</b>	<b>Mark For</b>	<b>(Tons)</b>	<b>Price/Tn</b>	<b>Price</b>	<b>Before</b>	<b>Later Than</b>
Anchorage	Anchorage M&O	3200	\$	\$	<u>July 6, 2023</u>	<u>August 12, 2023</u>
Birchwood	Birchwood M&O	400	\$	\$	<u>July 6, 2023</u>	<u>August 19, 2023</u>
Girdwood	Girdwood M&O	800	\$	\$	<u>July 6, 2023</u>	<u>August 19, 2023</u>
Homer Shop / MP 169	Homer Hwys	500	\$	\$	<u>July 5, 2023</u>	<u>September 18, 2023</u>
Ninilchik	Ninilchik	600	\$	\$	<u>July 5, 2023</u>	<u>September 18, 2023</u>
Quartz Creek	Quartz Creek	600	\$	\$	<u>July 5, 2023</u>	<u>August 24, 2023</u>
Seward Crown Point	Seward Crown Pt.	600	\$	\$	<u>July 5, 2023</u>	<u>September 18, 2023</u>
Soldotna	Soldotna	1500	\$	\$	<u>July 5, 2023</u>	<u>September 18, 2023</u>
<b>Lot 1(A) Totals:</b>	<b>Total Tonnage:</b>	<b>8200</b>				
<b>Total Extended Price Lot 1(A): \$</b>						
<b>Lot 1(B): Central Region</b>						
<b>F.O.B. Point</b>	<b>Mark For</b>	<b>Quantity</b>	<b>Total Extended</b>		<b>Deliver Not</b>	<b>Deliver No</b>
<b>(Tons)</b>			<b>Price/Tn</b>	<b>Price</b>	<b>Before</b>	<b>Later Than</b>
Anchorage Int'l Airport	AIA	300	\$	\$	<u>July 1, 2023</u>	<u>September 4, 2023</u>
Cascade	Cascade	600	\$	\$	<u>July 1, 2023</u>	<u>August 3, 2023</u>
Chulitna	Chulitna	900	\$	\$	<u>July 1, 2023</u>	<u>August 31, 2023</u>
Homer Shop / MP 169	Homer Hwys	650	\$	\$	<u>July 5, 2023</u>	<u>September 18, 2023</u>
Homer Pit #3 / MP #160	Homer Hwys	100	\$	\$	<u>July 5, 2023</u>	<u>September 18, 2023</u>
Kasilof	Kasilof	100	\$	\$	<u>July 5, 2023</u>	<u>September 18, 2023</u>
King River	King River	400	\$	\$	<u>July 1, 2023</u>	<u>August 3, 2023</u>
Ninilchik	Ninilchik	200	\$	\$	<u>July 5, 2023</u>	<u>September 18, 2023</u>
North Kenai	North Kenai	600	\$	\$	<u>July 5, 2023</u>	<u>September 18, 2023</u>
Palmer	Palmer	3138	\$	\$	<u>July 1, 2023</u>	<u>July 27, 2023</u>
Quartz Creek	Quartz Creek	650	\$	\$	<u>July 5, 2023</u>	<u>August 24, 2023</u>
Seward	Seward	150	\$	\$	<u>July 5, 2023</u>	<u>September 18, 2023</u>
Seward Crown Point	Seward Crown Pt.	400	\$	\$	<u>July 5, 2023</u>	<u>September 18, 2023</u>
Silvertip	Silvertip	600	\$	\$	<u>July 5, 2023</u>	<u>September 18, 2023</u>
Soldotna	Soldotna	550	\$	\$	<u>July 5, 2023</u>	<u>September 18, 2023</u>
Soldotna Sterling Remote / MP 77	Sterling Remote	150	\$	\$	<u>July 5, 2023</u>	<u>August 24, 2023</u>
Talkeetna	Talkeetna	250	\$	\$	<u>July 1, 2023</u>	<u>August 17, 2023</u>
Wasilla	Wasilla	600	\$	\$	<u>July 1, 2023</u>	<u>July 27, 2023</u>
Willow	Willow	1200	\$	\$	<u>July 1, 2023</u>	<u>August 17, 2023</u>
<b>Lot 1(B) Totals:</b>	<b>Total Tonnage:</b>	<b>11538</b>				
<b>Total Extended Price Lot 1(B): \$</b>						

**Lot No. 1: Sodium Chloride; Type 1 (Bulk) (Continued)**

**Lot 1(C): Southcoast Region**

<u>F.O.B. Point</u>	<u>Mark For</u>	<u>(Tons)</u>	<u>Price/Tn</u>	<u>Price</u>	<u>Before</u>	<u>Later Than</u>
Juneau	Juneau	700	\$	\$	<u>July 2, 2023</u>	<u>September 17, 2023</u>
Sitka	Sitka	25	\$	\$	<u>July 5, 2023</u>	<u>October 31, 2023</u>
Ketchikan	Ketchikan	160	\$	\$	<u>July 5, 2023</u>	<u>October 31, 2023</u>
Klawock	Klawock	80	\$	\$	<u>July 5, 2023</u>	<u>October 31, 2023</u>
<b>Lot 1(C) Totals:</b>	<b>Total Tonnage:</b>	<b>965</b>				
			<b>Total Extended Price Lot 1(C): \$</b> _____			

**Lot No. 1: Sodium Chloride; Type 1 (Bulk) (Continued)**

**Lot 1(D): Northern Region:**

<u>F.O.B. Point</u>	<u>Mark For</u>	<u>(Tons)</u>	<u>Quantity Price/Tn</u>	<u>Price</u>	<u>Total Extended Before</u>	<u>Deliver Not Later Than</u>
Birch Lake	Birch Lake	100	\$	\$	<u>July 5, 2023</u>	<u>September 15, 2023</u>
5 Mile Edgerton Pit	Chitina	30	\$	\$	<u>July 5, 2023</u>	<u>September 1, 2023</u>
Cantwell	Cantwell	400	\$	\$	<u>July 5, 2023</u>	<u>September 15, 2023</u>
Cordova	Cordova	75	\$	\$	<u>July 5, 2023</u>	<u>September 14, 2023</u>
Delta	Delta	100	\$	\$	<u>July 5, 2023</u>	<u>August 31, 2023</u>
Ernestine	Ernestine	90	\$	\$	<u>July 5, 2023</u>	<u>September 1, 2023</u>
Fairbanks	Fairbanks	1230	\$	\$	<u>July 5, 2023</u>	<u>September 14, 2023</u>
Healy	Healy	400	\$	\$	<u>July 5, 2023</u>	<u>September 14, 2023</u>
Nelchina	Nelchina	30	\$	\$	<u>July 5, 2023</u>	<u>September 1, 2023</u>
Nenana	Nenana	100	\$	\$	<u>July 5, 2023</u>	<u>September 14, 2023</u>
Northway	Northway	60	\$	\$	<u>July 5, 2023</u>	<u>August 31, 2023</u>
MP 184 Richardson	Paxson	90	\$	\$	<u>July 5, 2023</u>	<u>September 1, 2023</u>
Slana	Slana	30	\$	\$	<u>July 5, 2023</u>	<u>September 1, 2023</u>
Tazlina	Tazlina	120	\$	\$	<u>July 5, 2023</u>	<u>September 1, 2023</u>
Thompson Pass	Thompson Pass	100	\$	\$	<u>July 5, 2023</u>	<u>September 14, 2023</u>
Tok	Tok	100	\$	\$	<u>July 5, 2023</u>	<u>August 31, 2023</u>
Trims	Trims	120	\$	\$	<u>July 5, 2023</u>	<u>August 31, 2023</u>
Valdez	Valdez	250	\$	\$	<u>July 5, 2023</u>	<u>September 14, 2023</u>
<b>Lot 1(D) Totals:</b>	<b>Total Tonnage:</b>	<b>3425</b>				
			<b>Total Extended Price Lot 1(D): \$</b> _____			

**Lot No. 1: Sodium Chloride; Type 1 (Bulk) (Continued)**

**Lot 1(E): Northern Region - Future Years Estimated Quantities:**

<u>F.O.B. Point</u>	<u>Mark For</u>	<u>Estimated Quantity (Tons)</u>	<u>Price/Tn</u>	<u>Total Extended Price</u>
Birch Lake	Birch Lake	100	\$ _____	\$ _____
Chitina	Chitina	100	\$ _____	\$ _____
<b>Lot 1(E) Totals:</b>	<b>Total Tonnage:</b>	<b>200</b>		
				<b>Total Extended Price Lot 1(E):</b> \$ _____

**Lot No. 1: Sodium Chloride; Type 1 (Bulk) (Continued)**

**Lot 1(F) As-Needed Quantities:**

<u>*CDPP</u>	<u>Minimum Orde</u>	<u>Total Extended Price/Tn</u>	<u>Price</u>	<u>Deliver:</u>
Anchorage:	30 tons	\$ _____	\$ _____	30 days ARO
Fairbanks:	30 tons	\$ _____	\$ _____	30 days ARO
Valdez:	30 tons	\$ _____	\$ _____	30 days ARO
Seattle:	30 tons	\$ _____	\$ _____	30 days ARO
				<b>Total Extended Price Lot 1(F):</b> \$ _____

\* CDPP = the Contract Designated Pricing Point as defined in Section 2.02 Contract Prices of the ITB  
 Delivery of "as-needed quantity" orders is required no later than thirty (30) days after receipt of order. By signature on page one of the ITB, the bidder guarantees delivery of these auxiliary orders within 30 days after receipt of order.

**GRAND TOTAL EXTENDED PRICE- LOT NO. 1 (A+B+C+D+E+F):**

\$
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**Manufacturer/ Supplier:** \_\_\_\_\_

**Product/Brand Name:** \_\_\_\_\_

*Failure to provide the above information may cause the bid to be rejected as non-responsive.*



## ALASKA BIDDER PREFERENCE CERTIFICATION

### AS 36.30.321(A) / AS 36.30.990(2)

**BUSINESS NAME:** \_\_\_\_\_

<b>Alaska Bidder Preference:</b> Do you believe that your firm qualifies for the Alaska Bidder Preference?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Alaska Veteran Preference:</b> Do you believe that your firm qualifies for the Alaska Veteran Preference?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please list any additional Alaska Preferences below that you believe your firm qualifies for.	
1. _____	2. _____
3. _____	4. _____
5. _____	6. _____

To qualify for and claim the Alaska Bidder Preference you must answer **YES** to all questions below in the Alaska Bidder Preference Questions section. To qualify for and claim the Alaska Veteran Preference, you must answer **YES** to these questions as well as answer **YES** to all the questions in the Alaska Veteran Preference section. A signed copy of this form must be included with your bid no later than the deadline set for receipt of bids.

If you are submitting a bid as a **JOINT VENTURE**, all members of the joint venture must complete and submit this form before the deadline set for receipt of bids. [AS 36.30.990\(2\)\(E\)](#)

**If the procuring agency is unable to verify a response, the preference may not be applied.** Knowingly or intentionally making false or misleading statements on this form, whether it succeeds in deceiving or misleading, constitutes misrepresentation per [AS 36.30.687](#) and may result in criminal penalties.

**Alaska Bidder Preference Questions:**

- 1) Does your business hold a current Alaska business license per [AS 36.30.990\(2\)\(A\)](#)?  
 YES       NO  
 If YES, enter your current **Alaska business license number**: Click or tap here to enter text.
- 2) Is your business submitting a bid under the name appearing on the Alaska business license noted in **Question 1** per [AS 36.30.990\(2\)\(B\)](#)?  
 YES       NO
- 3) Has your business maintained a **place of business** within the state **staffed by the bidder or offeror** or an employee of the bidder or offeror for a period of six months immediately preceding the date of the bid per [AS 36.30.990\(2\)\(C\)](#)?  
 YES       NO  
 If YES, please complete the following information:



A. Place of Business

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

ZIP: \_\_\_\_\_

“Place of business” is defined as a location at which normal business activities are conducted, services are rendered, or goods are made, stored, or processed; a post office box, mail drop, telephone, or answering service does not, by itself, constitute a place of business per 2 AAC 12.990(b)(3).

Do you certify that the Place of Business described in Question 3A meets this definition?

YES  NO

B. The bidder or offeror, or at least one employee of the bidder or offeror, must be a resident of the state under AS 16.05.415(a) per 2 AAC 12.990(b)(7).

1) Do you certify that the bidder or offeror OR at least one employee of the bidder or offeror is physically present in the state with the intent to remain in Alaska indefinitely and to make a home in the state per AS 16.05.415(a)(1)?

YES  NO

2) Do you certify that that the resident(s) used to meet this requirement has maintained their domicile in Alaska for the 12 consecutive months immediately preceding the deadline set for receipt of bids per AS 16.05.415(a)(2)?

YES  NO

3) Do you certify that the resident(s) used to meet this requirement is claiming residency ONLY in the state of Alaska per AS 16.05.415(a)(3)?

YES  NO

4) Do you certify that the resident(s) used to meet this requirement is NOT obtaining benefits under a claim of residency in another state, territory, or country per AS 16.05.415(a)(4)?

YES  NO

4) Per AS 36.30.990(2)(D), is your business (CHOOSE ONE):

A. Incorporated or qualified to do business under the laws of the state?

YES  NO

If YES, enter your current Alaska corporate entity number: \_\_\_\_\_

B. A sole proprietorship AND the proprietor is a resident of the state?

YES  NO

C. A limited liability company organized under AS 10.50 AND all members are residents of the state?

YES  NO

Please identify each member by name: \_\_\_\_\_

D. A partnership under former AS 32.05, AS 32.06, or AS 32.11 AND all partners are residents of the state?

YES  NO

Please identify each partner by name: \_\_\_\_\_

\_\_\_\_\_

**Alaska Veteran Preference Questions:**

1) Per [AS 36.30.321\(F\)](#), is your business (**CHOOSE ONE**):

- A. A **sole proprietorship** owned by an Alaska veteran?  
 YES       NO
- B. A **partnership** under AS 32.06 or AS 32.11 **AND** a majority of the partners are Alaska veterans?  
 YES       NO
- C. A **limited liability company** organized under AS 10.50 **AND** a majority of the members are Alaska veterans?  
 YES       NO
- D. A **corporation** that is wholly owned by individuals, **AND** a majority of the individuals are Alaska veterans?  
 YES       NO

Per [AS 36.30.321\(F\)\(3\)](#) "Alaska veteran" is defined as an individual who:

- (A) Served in the
  - (i) Armed forces of the United States, including a reserve unit of the United States armed forces; or
  - (ii) Alaska Territorial Guard, the Alaska Army National Guard, the Alaska Air National Guard, or the Alaska Naval Militia; and

(B) Was separated from service under a condition that was not dishonorable.

Do you certify that the individual(s) indicated in **Question 1A, 1B, 1C, or 1D** meet this definition and can provide documentation of their service and discharge if necessary?

YES       NO

**SIGNATURE**

By signature below, I certify under penalty of law that I am an authorized representative of \_\_\_\_\_ and all information on this form is true and correct to the best of my knowledge. (Business Name)

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

**BID RESPONSE DELIVERABLES CHECKLIST:**

This checklist is not intended to be an all-inclusive list for all requirements of the ITB. It is the offerors responsibility to ensure all required items and information are addressed in their Bid.

**BID RESPONSE CHECKLIST ITEMS:**

- Completed ITB -Page 1
- Bid Guarantee -Page 16
- Conflict of Interest Statement –Page 6 & 38
- Evidence of Compliance – Page 13
- Completed Bid Schedule Pages 32 – 34
- Alaska Preference Certification Form (if applicable) –Pages 35-37
- All mandatory return Amendments

**\*Note:** Award will be made to the lowest responsive and responsible bidder. In order to be considered responsive, bidders must bid on all items within all lots. There are 6 lots.

**Conflict of Interest Statement:**

Does the company or any individual working on the contract have a possible conflict of interest No  Yes

If yes, please explain the nature of that conflict.

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SOUTHCOAST REGION	* Denotes remote location serviced by limited barge		
	** Denotes remote location serviced by air freight only		
F.O.B. POINT	Contact Name:	Contact Phone:	Cell:
*Adak: #101 Airport Way, Adak, AK. 99546	Innocent Dushkin	592-8026	572-9900
**Akutan Airport on Akun Island: (In the vicinity of Zip Code 99692)	Dale Ruckman	581-1786	359-1786
Atka Airport: Atka, AK 99547	Dale Ruckman	581-1786	359-1786
Chignik Bay: #101 Airport Way, Chignik, AK. 99565	Paul Hansen	246-3325	439-1129
Cold Bay: 97 St Louis Ave., Cold Bay, AK 99571	Hap Kremer	532-5000	532-7071
Gustavus: Gustavus Airport, Gustavus, AK 99826	Jeff Jarvis	697-2251	723-8954
Haines: 720 Main St., Haines, AK 99827	Matt Boron	766-2340	314-0642
Hoonah: 700 Airport Way, Hoonah, AK 99829	Ken Meserve	945-3426	723-2375
*Iliamna: #1 Airport Road, Iliamna, AK 99606	Clint Anelon	571-1261	571-7171
Juneau: 6860 Glacier Hwy., Juneau, AK 99801	Isaiah Campos	465-1787	723-7028
Kalsin Bay: 1500 Anton Larson RD Kodiak, AK 99615	Phillip Smith	487-4952	539-7072
Ketchikan: 5148 N. Tongass Hwy. Ketchikan, AK 99901	James Stickel	225-2513	617-7400
*King Salmon: 123 Main St., King Salmon, AK 99613	Paul Hansen	246-3325	439-1129
Klawock: 1/4 Mile Airport Rd., Klawock, AK 99921	Tim Lacour	755-2229	401-0240
Kodiak: 1500 Anton Larson Rd., Kodiak, AK 99615	Phillip Smith	487-4952	539-7072
Kodiak Airport: 1427 Airport Way, Kodiak, AK 99615	Phillip Smith	487-4952	539-7072
Levelock: #101 Airport Way, Levelock, AK 99625	Paul Hansen	246-3325	439-1129
Petersburg: 288 Mitkof Hwy., Petersburg, AK 99833	Barry Youngberg	772-4624	518-9013
Port Heiden: #101 Airport Way, Port Heiden, AK 99549	Paul Hansen	246-3325	439-1129
Sitka: 605 Airport Rd., Sitka, AK 99835	Steve Bell	966-2960	752-0033
Skagway: 2.5 Mile Klondike Hwy., Skagway, AK 99840	Shaun McKnight	983-2323	612-0201
*Sand Point: 101 Airport Road, Sandpoint, AK 99661	Hap Kremer	532-5000	532-7071
Naknek: Mile 1 Alaska Peninsula Hwy., Naknek, AK 99633	Paul Hansen	246-3325	439-1129
South Naknek Airport, NHN Airport Rd, South Naknek AK 99670	Jeff Elbie	246-6556	439-6554
Unalaska: Unalaska Airport, Dutch Harbor, AK 99692	Dale Ruckman	581-1786	359-1786
Wrangell: Airport Rd., Wrangell, AK 99929	William Bloom	874-3107	305-0450
Yakutat: Yakutat Airport, Yakutat, AK 99689	Robert Lekanof	784-3476	410-7359

<b>NORTHERN REGION</b>	<b>F.O.B. POINT</b>	<b>Contact Name:</b>	<b>Contact Phone:</b>	<b>Cell:</b>
	Alakanuk Airport: 99554	Tyler Connell	451-5205	687-8628
	Allakaket Airport: 99720	Fred Ned, Sr.	968-2206	n/a
	Ambler Airport: 99785	Alvin Williams	445-5053	n/a
	Anvik Airport: 99558	Floyd Huntington	538-4473	n/a
	Barrow: 1733 Ahhovak, Barrow, AK 99723	John Olsen	852-6199	n/a
	Beaver Airport: 99724	Tyler Connell	451-5205	687-8628
	Bettles Airport: 99726	Tyler Connell	451-5205	687-8628
	Birch Creek: Birch Creek Village, VIA Ft. Yukon, AK 99740	Tyler Connell	451-5205	687-8628
	Brevig Mission Airport: 99785	Terrence Southall Jr.	643/2430	n/a
	Buckland Airport: 99727	Ernest Thomas	494-2604	n/a
	Chalkyitsik Airport: 99788	Tyler Connell	451-5205	687-8628
	Cantwell: MP 135 Denali Hwy., Cantwell, AK	Rick Lee	768-2355	388-5411
	Central Airport: Central, AK 99730	Tyler Connell	451-5205	687-8628
	Chandalar: MP 239.4 Dalton Hwy	Matt Ellingson	328-7120	328-7120
	Chitina: MP 28.5 Edgerton Hwy.	Jason Breivogel	822-3212	295-3312
	Clear Airport: Anderson, AK 99744	Tyler Connell	451-5205	687-8628
	Coldfoot: MP 175 Dalton Hwy	Jason Carson	328-7115	n/a
	*Cordova: MP 13 Copper River Hwy.	Robert Mattson	424-3202	429-3202
	Deadhorse: MP 419.1 Dalton Hwy.	Tim Parault	328-7130	590-3274
	Delta: MP 266 Richardson Hwy.	Robert Hanson	895-4893	388-8153
	Deering Airport: 99736	Alvin Iyatunguk Sr.	948-2215	n/a
	Eagle: MP 161 Taylor Hwy	Charlie House	547-2215	547-2254
	Elim Airport: 99739	City of Elim	890-3441	880-1092
	Emmonak Airport: 99581	Ronald Trader	949-6270	n/a
	***Ernestine: MP 62 Richardson Highway	Jason Breivogel	822-3312	259-3312
	Fairbanks Int'l Airport: 6450 Airport Way, Fairbanks AK 99709	Clark Klimaschesky	474-2506	347-6554
	Fairbanks: 2301 Peger Road, Fairbanks, AK	Ron Davis	451-2359	388-8206
	Fort Yukon Airport	Tyler Connell	451-5205	687-8628
	Galena Airport: 99741	Marvin Thurmond	656-1236	656-7126
	Gamble Airport: 99782	Richard Koozaata	985-2000	n/a
	Golovin Airport: 99762	Curt Oliver	360-5433	n/a

<b>NORTHERN REGION (Continued)</b>			
<b>F.O.B. POINT</b>	<b>Contact Name:</b>	<b>Contact Phone:</b>	<b>Cell:</b>
Grayling Airport: 99590	David Maillele	453-5260	n/a
Healy: 1/8 mile Healy Spur Road, Healy, Alaska	David Talerico	683-2257	388-0526
Holy Cross Airport: 99602	John Aloysius Jr.	312-9737	312-9737
Hughes Airport: Hughes, AK 99745	Tyler Connell	451-5205	687-8628
Huslia Airport: 99746	Tyler Connell	451-5205	687-8628
Jim River: MP 138.1 Dalton Hwy	Jeremy Grube	328-7110	n/a
Kaltag Airport: 99748	Tyler Connell	451-5205	687-8628
Kiana Airport: 99749	Larry Westlake Sr.	475-2108	n/a
Kivalina Airport: 99750	Caleb Wesley	645-2150	n/a
Kobuk Airport: 99751	Elmer Ward	948-2214	n/a
Kotlik Airport: 99620	Marvin Okitkun	899-2233	n/a
Kotzebue Airport: 99752	Alvin Werneke Jr.	442-3147	n/a
Koyukuk Airport: 99753	Tyler Connell	451-5205	687-8628
Lake Minchumina Airport: 99757	Tyler Connell	451-5205	687-8628
Livengood: MP 71 Elliot Hwy.	Andrew Ault	328-7100	328-7100
Manley: MP 149.5 Elliott Hwy.	Tyler Connell	451-5205	687-8628
Marshall Airport: 99585	Donald Hunter	679-6527	n/a
Mountain Village Airport: 99632	Anthony Sheppard	591-6360	n/a
***Nelchina: MP 141 Glenn Highway	Jim Sparks	822-3714	259-3714
Nenana: 6th and D Street, Nenana, AK 99760	Eric Nelson	832-5463	388-0522
Noatak Airport: 99761	Joseph Johnson	485-2126	485-5005
Nome: MP 4 Nome-Teller Hwy, Nome, AK 99762	Calvin Schaefer	443-3411	304-1297
Northway: MP 1256.3 Alaska Hwy.	Glen Marunde	778-2206	338-8720
Noorvik Airport: 99763	Gary Gallahorn	412-2225	n/a
Nulato Airport: 99765	Rick Kruger	347-1998	898-2355
Numan Iqua Airport: 99666	Daryl Manumik	498-2128	n/a
***Paxson: gravel pit at MP 185 Richardson Highway	Gary Alcott	822-3357	259-3357
Pilot Station Airport: 99650	Erik Weingarth*	438-2416	
Point Hope Airport: 99766	Gordon Ornik	864-6150	n/a
Rampart Airport 99767	Village Council	358-3312	460-2520
Ruby Airport 99768	Tyler Connell	451-5205	687-8628

<b>NORTHERN REGION (Continued)</b>			
<b>F.O.B. POINT</b>	<b>Contact Name:</b>	<b>Contact Phone:</b>	<b>Cell:</b>
Russion Mission Airport: 99657	Tyler Connell	451-5205	687-8628
Sag River: MP 305.7 Dalton Hwy	Cliff Ford	328-7125	n/a
St. Mary Airport: 99658	Erik Weingarth	438-2416	n/a
St. Michael Airport: 99659	Glen Shipton	933-1053	n/a
***Slana: Mile 0.25 Nebesna Road	Bill Walsh	822-3301	259-3301
Savoonga Airport: 99769	Bryan Rookok, Jr.	984-2151	n/a
Selawik Airport: 99770	Kimberly Mitchell	484-2387	n/a
Seven Mile: MP 61.5 Dalton Hwy.	Corey Williamson	328-7105	n/a
Shaktolik Airport: 99771	Dale Sookiayak Sr.	955-2437	n/a
Shishmaref Airport: 99772	Curtis Nayokpuk	649-3651	n/a
Shungnak Airport: 99773	Grover Cleveland	437-2181	n/a
South Fork: MP 74 Taylor Hwy	Jeffery Summar	940-0003	883-5128
Stebbins Airport: 99671	James Pete	944-1224	n/a
Stevens Village: 99774	Tyler Connell	451-5205	687-8628
Tanana Airport 99777	Tyler Connell	451-5205	687-8628
***Tazlina: MP 110 Richardson Hwy.	Jason Ludington	822-3223	259-3223
Teller Airport: 99778	Calvin Schaefer	443-3411	304-1297
Thompson Pass: MP 27 Richardson Hwy.	Mark Hanson	835-5377	200-2103
Tok: MP 123.5 Tok Cutoff Road	Robert Brooks	883-4351	505-0116
Trims: MP 218 Richardson Hwy	Will Chase	895-6275	347-5964
Unalakleet Airport: 99684	John Wilson	624-3261	625-1025
Valdez Airport: 300 Valdez Airport Road	Steve Searles	835-5658	200-2102
Valdez: 351 East Egan Drive	Darren Reese	834-1040	308-214-0812
Wales Airport: 99783	Daniel Richard Sr.	634-1005	n/a
White Mountain Airport: 99784	Davis Lincoln	683-2018	n/a
*** Alternate phone contact John Hoffman or Christina Weimer 822-3222			

CENTRAL REGION			
F.O.B. POINT	Contact Name:	Contact Phone:	Cell:
Anch. Int'l Airport: Field Maint. 5740 Dehavilland Dr, Anch AK 99502	Nick Ebell	266-2425	223-9465
Anchorage: 5300 Tudor Rd., Anchorage, AK 99507	Kurt Koehler	338-1466	440-8452
Aniak: Aniak Airport, Airport Blvd., Aniak, AK 99557	Ricky Ciletti	675-4345	676-0505
Bethel: 3517 Eddie Hoffman Dr., Bethel AK 99559	Lawrence Davis	543-2498	545-4617
Birchwood Airport: 20651 Birchwood Loop Chugiak, AK	Kurt Koehler	338-1466	440-8452
Cascade: MP 93.5 Glenn Hwy., Palmer AK 99645	Andy Weiland	745-2159	355-5116
Chenega Bay: PO Box 8051 Chenega Bay, AK 99574	Timothy Gall	830-0290	n/a
Chulitna: Mile 121.1 Parks Hwy., Trapper Creek, AK 99683	JP Glenka	733-2246	355-2350
Dillingham: Dillingham City Dock., Dillingham, AK 99576	Norman Heyano	842-5511	843-1186
Girdwood: Mile 90 Seward Hwy., Girdwood, AK 99587	Paul Bertholl	783-2232	440-8456
Homer Airport: 2336 Kachemak Bay Dr., Homer, AK 99603	Kevin Jones	235-5217	399-4069
Homer Hwys (Shop): MP 169 Sterling Highway, Homer, AK 99603	Gordon Lange	235-5218	399-6101
Homer Hwys (Pit): MP 160 Sterling Highway, Homer, AK 99603	Gordon Lange	235-5218	399-6101
Hope: MP 57 Seward Hwy, Hope, AK 99605	John Freeman	269-5672	440-8458
Kenai: 46445 Sterling Hwy., Soldotna, AK 99666	Brian Gabriel	262-1185	398-7988
King River: MP 66, King River, AK 99645	Galen McIver	745-5116	355-6536
McGrath: 21 DNR Drive, McGrath, AK 99627	Steffen Strick	524-3241	574-0391
Ninilchik: Mile 134.5 Sterling Hwy., Ninilchik, AK 99639	Matthew Blaine	567-3463	299-1025
North Kenai: 51150 Mile 3.2 Island Lake Rd., Nikiski, AK 99635	Lance McCaughey	776-8757	398-8738
Palmer: 289 Inner Springs Loop, Palmer, AK 99645	Galen McIver	745-2159	355-6536
Quartz Creek: 35340 Quartz Creek Rd., Cooper Landing, AK 99572	Ken Bartlett	595-1262	398-6865
Seldovia: 331 Water Supply Rd., Seldovia, AK 99663	George Oliveria	234-7818	399-0135
Seward: 5th & B Streets, Seward, AK 99664	Kevin Knotek	288-2428	769-1001
Seward Crown Point: 30049 Seward Hwy, MP 23.9, Seward, AK 99664	Kevin Knotek	288-2428	769-1001
Silvertip: 57 Seward Hwy., Hope, AK 99605	Drew Motsinger	269-5672	440-8458
Soldotna 46445 Sterling Hwy., Soldotna, AK 99666	Brian Gabriel	262-1185	398-7988
Sterling: MP 76.3 Sterling Hwy., Sterling, AK 99	Brian Gabriel	262-1185	398-7988
Talkeetna: Mile 14.2 Talkeetna Spur Rd., Talkeetna, AK 99676	Peter McCullough	733-2278	355-2868
Wasilla: MP 2.4 Knik Goose Bay Rd., Wasilla, AK 99654	Galen McIver	745-2159	355-6536
Willow: Mile 71.1 Parks Hwy., Willow, AK 99688	Ray Adams	495-6286	355-6286





**THIS IS NOT AN ORDER**

**DATE ISSUED: April 18, 2023**

**ITB NO.: 2523H065**

**ITB OPENING DATE: April 3, 2023**

**ITB SUBJECT: Bulk Sodium Chloride**

**CONTRACTING OFFICER: Chris Hunt**

**SIGNATURE:**

This is notice of the state's intent to award a contract. The figures shown here are a tabulation of the apparent low bidder(s). A bidder who wishes to protest this Notice of Intent must file the protest within ten calendar days following the date this notice is issued. If the tenth day falls on a weekend or holiday, the last day of the protest period is the first working day following the tenth day. **Bidders, identified here as the apparent low responsive bidders, are instructed not to proceed until a Purchase Order, Contract Award, or other form of notice is given by the Contracting Officer.** A company or person who proceeds prior to receiving a Purchase Order, Contract Award, or other form of notice of Award does so without a contract and at their own risk. AS 36.30.365.

LOT NO.	PRICE	AWARD	COMMENTS	RESPONSIVE YES / NO / ?	BIDDER
1	\$3,861,950.00	@		Yes	Northern Gravel & Trucking LLC
1	\$4,446,180.95			?	Bering Marine Corporation
1	\$5,256,137.25			?	AEY, LLC.

LEGEND: @ - AWARD TO BIDDER ? - BID NOT EVALUATED BECAUSE THERE WAS A LOWER RESPONSIVE BID

**SUMMARY**

This is the State's Notice of Intent to Award a Contract to:


Northern Gravel & Trucking LLC  
6940 Rosewood Street  
Anchorage, AK 99518

- Award of Contract is contingent on the receipt of the following within ten (10) days:
- Proof of insurance coverage (ITB page 18 & 19)
  - Performance Bond in the amount of the total contract value. (ITB page 16)
  - Payment Bond in the amount of the total contract value. (ITB page 16 & 17)

Bid Guarantees will be returned as soon as possible.

Bid Abstract for ITB 2523H065 Bulk Sodium Chloride –See next page.

**BID ABSTRACT  
ITB 2523H065**

			VENDOR/CONTACT		VENDOR/CONTACT		VENDOR/CONTACT		VENDOR/CONTACT
			Northern Gravel & Trucking, LLC 907-727-0997 James Baxter		Bering Marine Corporation 907-375-2066 Steve Isaacs		AEY, LLC 907-350-5005 William Serra		<b>No further bidders</b>
DESCRIPTION	QTY	UNIT	UNIT COST	EXTENDED COST	UNIT COST	EXTENDED COST	UNIT COST	EXTENDED COST	
Lot 1A - Sodium Chloride (Bulk)	1	Lot	\$1,255,000.00	\$1,255,000.00	\$1,471,900.00	\$1,471,900.00	\$1,739,700.00	\$1,739,700.00	
<b>Total Lot 1(A)</b>				\$1,255,000.00		\$1,471,900.00		\$1,739,700.00	
Lot 1B - Sodium Chloride (Bulk)	1	Lot	\$1,763,700.00	\$1,763,700.00	\$2,071,071.00	\$2,071,071.00	\$2,435,349.00	\$2,435,349.00	
<b>Total Lot 1(B)</b>				\$1,763,700.00		\$2,071,071.00		\$2,435,349.00	
Lot 1C - Sodium Chloride (Bulk)	1	Lot	\$241,250.00	\$241,250.00	\$214,918.05	\$214,918.05	\$261,554.75	\$261,554.75	
<b>Total Lot 1(C)</b>				\$241,250.00		\$214,918.05		\$261,554.75	
Lot 1D - Sodium Chloride (Bulk)	1	Lot	\$538,000.00	\$538,000.00	\$614,787.50	\$614,787.50	\$730,912.50	\$730,912.50	
<b>Total Lot 1(D)</b>				\$538,000.00		\$614,787.50		\$730,912.50	
Lot 1E - Sodium Chloride (Bulk)	1	Lot	\$31,000.00	\$31,000.00	\$35,900.00	\$35,900.00	\$43,000.00	\$43,000.00	
<b>Total Lot 1(E)</b>				\$31,000.00		\$35,900.00		\$43,000.00	
Lot 1F - Sodium Chloride (Bulk)	1	Lot	\$33,000.00	\$33,000.00	\$37,604.40	\$37,604.40	\$45,801.00	\$45,801.00	
<b>Total Lot 1(F)</b>				\$33,000.00		\$37,604.40		\$45,801.00	
<b>SUBTOTAL ALL LOTS</b>				\$3,861,950.00		\$4,446,180.95		\$5,256,317.25	
<b>5% AK Bidder's Preference</b>						\$193,097.50		\$222,309.05	
<b>Employment Program Preference (15%)</b>						N/A		\$788,447.59	
<b>Alaskan Veterans Preference (5% / Max \$5,000.00)</b>						N/A		\$5,000.00	
<b>Evaluated Total All Lots</b>				\$3,668,852.50		\$4,223,871.90		\$4,200,053.80	
<b>COMMENTS:</b>									
ITB 2523H065 Bulk Sodium Chloride									
Northern Gravel & Trucking LLC, Bering Marine Corporation & AEY, LLC. requested, qualified for and received the 5% Alaska Bidders Preference.									
AEY, LLC. requested, qualified for and received the 15% Employment Program Preference.									
AEY, LLC. requested, qualified for and received (5% / Max \$5,000.00) Alaskan Veterans Preference.									
<b>AWARDED TO:</b>					<b>PREPARED BY:</b> Chris Hunt				
Northern Gravel & Trucking LLC					 Date 4/18/2023				

**City of Palmer  
Action Memorandum No. 23-048**

**Subject:** Authorizing the City Manager to Negotiate and Execute a Three (3) Year Contract with Two (2), One (1) Year Extensions with HDL Engineering Consultants, LLC the Selected Consulting Engineering Firm for the Engineering Services for Ongoing Planning and Capital Improvement Projects at the Warren "Bud" Woods Palmer Municipal Airport from the Request for Proposal #PAQ 23-001 ES

**Agenda of:** August 22, 2023

**Council Action:**     **Approved**                       **Amended:** \_\_\_\_\_  
                                   **Defeated**

**Originator Information:**

**Originator:**    Rosalie Kelly, Airport Superintendent

**Department Review:**

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
X	Finance		08/02/2023
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

**Certification of Funds:**

Total amount of funds listed in this legislation:    \$ \_\_\_\_\_

- This legislation (√):
- Creates revenue in the amount of:                      \$ \_\_\_\_\_
  - Creates expenditure in the amount of:                      \$ \_\_\_\_\_
  - Creates a saving in the amount of:                      \$ \_\_\_\_\_
  - Has no fiscal impact

Funds are (√):

- Budgeted                      Line item(s): \_\_\_\_\_
- Not budgeted                      \_\_\_\_\_

Director of Finance Signature: 

**Approved for Presentation By:**

	Signature:	Remarks:
City Manager	_____	_____
City Attorney	<u>Sarah Heath</u>	_____
City Clerk	_____	_____

## **Attachment(s):**

1. HDL 5 year Proposal

## **Summary Statement/Background:**

A Request for Proposal (RFP) was issued by the City of Palmer to provide for the anticipated planning and engineering services needed over the next 5 years at the Airport. The City received two final proposal's, both meeting the RFP qualifications. They are HDL Consultants, LLC and RESPEC Company, LLC.

After review by the Airport Superintendent and Evaluation Team; HDL Engineering Consultants, LLC has been selected for the Engineering Services needed for future Ongoing Planning and Capital Improvement Projects at the Warren "Bud" Woods Palmer Municipal Airport.

The anticipated scope of possible project(s) for this Request for Proposal includes but is not limited to the following:

- Avigation Easement, Construction Mitigation, & Relocate RW 16 Threshold
- Rehabilitate Aprons 2024 and Beyond
- Construct Sand Storage Building
- Construct ARFF Building
- Upgrade Airport Lighting and NavAids
- Aviation, Civil, Electrical, Structural and Mechanical Related "On Call" Engineering Services – Ongoing
- Attending Airport Advisory Commission Meetings on an "As Needed" basis.

HDL will assist the City of Palmer in all aspects of acquiring and administrating all Federal Aviation Administration (FAA) grants associated with these projects. HDL will prepare complete FAA AIP planning grant application packages including all forms, attachments, supporting documents, designs, plans and specifications in accordance with FAA Advisory Circulars to provide complete packages that will be accepted by the FAA. HDL will coordinate with the FAA and track the grant applications and assist with providing any follow-up information requested by the FAA. Many of the above projects are AIP grant eligible and each project will require separate City Council approval and appropriate FAA funding with match if applicable.

An Independent Fee Estimate will be required by the FAA on all projects funded by the FAA over a certain threshold.

This RFP and PSA contract will eliminate the need for separate RFP's year after year for the next five years saving time and money and will provide the City with constancy and stable engineering services.

## **Administration's Recommendation:**

Approve Action Memorandum No. 23-048 for the execution of a Professional Services Agreement (PSA) Contract with HDL Engineering Consultants, LLC.

# Engineering Services for Ongoing Planning and Capital Improvement Projects

**RFP# PAQ 23-001 ES**

JULY 27, 2023

## **SUBMITTED TO:**

CITY OF PALMER  
231 W. EVERGREEN AVENUE  
PALMER, ALASKA 99645  
ROSALIE KELLY, AIRPORT SUPERINTENDENT  
907.761.1334  
RKELLY@PALMERA.K.A.S.K.A.O.R.G

## **SUBMITTED BY:**

HDL ENGINEERING CONSULTANTS, LLC  
1617 S INDUSTRIAL WAY, SUITE 3  
PALMER, ALASKA 99645  
DAVID LUNDIN, PE, PRINCIPAL ENGINEER  
907.746.5230  
DLUNDIN@HDLALASKA.COM



July 27, 2023

Rosalie Kelly, Airport Superintendent  
City of Palmer  
231 West Evergreen Avenue  
Palmer, AK 99645

**Subject:** RFP# PAQ 23-001 ES: Engineering Services For Ongoing Planning and Capital Improvement Projects at the Warren "Bud" Woods Palmer Municipal Airport

Civil  
Engineering

Geotechnical  
Engineering

Transportation  
Engineering

Aviation  
Engineering

W/WW  
Engineering

Environmental  
Services

Surveying &  
Mapping

Construction  
Administration

Material  
Testing

Dear Ms. Kelly and the Evaluation Committee:

We are pleased to submit our proposal for the term contract of professional engineering services at the Warren "Bud" Woods Palmer Municipal Airport. With over 20 years of successful collaboration with the City of Palmer (COP) and the Palmer Airport, HDL Engineering Consultants, LLC (HDL) is uniquely positioned to collaborate with COP staff to deliver outstanding results for this contract.


Since 2001, we have been deeply immersed in planning, designing, and providing construction administration of projects at the Palmer Airport. Our extensive experience within Palmer and at the airport has given us a deep understanding of the community's needs, goals, and values.

Further, our proposed team members have established strong relationships with COP staff and clearly understand the unique challenges at the Palmer Airport through their work on previous projects at the airport.

This proposal outlines our comprehensive responses to the Evaluation Criteria specified in the Request for Proposal, **including Addenda 1 and 2**. We highlight our qualifications and commitment to working with the COP and Palmer Airport staff. Our approach demonstrates our understanding of the unique and critical details necessary to plan, design, and execute the projects listed in the RFP while maximizing the utilization of funding. With our knowledge and established relationships with the Federal Aviation Administration, COP, and airport stakeholders, we are well-positioned to efficiently move each project forward.

We appreciate your time and consideration of our proposal. We look forward to continuing our partnership with COP and the Palmer Airport.

Sincerely,  
HDL Engineering Consultants, LLC



David Lundin, PE

President / Principal Civil Engineer  
e: DLundin@HDLalaska.com | o: 907.746.5230

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## Appendices:

- **Resumes for Key Staff and Discipline Leads**
- **Licenses for Key Staff and Discipline Leads**

# Introduction

HDL Engineering Consultants, LLC (HDL) is grateful for the opportunity to continue assisting Rosalie Kelly, Jude Bilafer, Greg Wickham, and John Moosey at Palmer's Warren "Bud" Woods Palmer Municipal Airport (PAQ). We take pride in being part of the Palmer community and in having provided planning, design, and construction administration (CA) services at PAQ for over 22 years.

As shown in the organizational chart on page 12, HDL has assembled a top-notch subconsultant team in addition to our own engineers, aviation planners, surveyors, environmental analysts, real estate specialists, public involvement (PI) specialists, and construction staff. This team comprises mechanical and electrical engineers from MBA Consulting Engineers, Inc. (MBA), architects from UMIAQ Design, LLC (UMIAQ), structural engineers from BBFM Engineers, Inc. (BBFM), and landscape architects from Earthscape, LLC.

The HDL team possesses the ideal experience and commitment to assist the City of Palmer (COP) with the projects outlined in Request for Proposals PAQ 23-001ES (RFP) and any other studies or improvements that you may choose to pursue, such as a Master Plan update.

HDL's strong working relationship with the Federal Aviation Administration (FAA) staff is unique due to our extensive work at municipal airports, which allows us to work directly with the FAA. Since 2001, we have held term and other multi-year agreements with PAQ, Wasilla Airport, Merrill Field Airport,

## CONTRACT LEADERSHIP

HDL Contract/Project Manager (CM/PM) David Lundin, PE, will continue leading HDL's team of highly qualified professionals to support COP staff in developing and maintaining the largest airport in the Mat-Su region. David began his airport design journey in 2001 with PAQ's TW A construction project and has since completed over 38 studies and improvement projects at PAQ. He has also played a crucial role in helping airport superintendents and public works directors familiarize themselves with FAA's Airport Improvement Program (AIP) requirements and FAA's Disadvantaged Business Enterprise (DBE) reporting. With David's guidance, the project stands to benefit significantly from his decades of practical experience and a thorough understanding of the complexities involved in airport infrastructure development and management.

Now, as President and Principal Civil Engineer, David is dedicated to sharing his 22 years of experience with HDL's younger engineers, such as Erik Jordt, PE (Lead Aviation Engineer), David Darrington, PE (Lead Civil Engineer), and Steve Reed, PE (Construction Engineer). They will carry on HDL's legacy of delivering personalized service, attentive listening to client needs, and consistently exceeding expectations.

Kenai Municipal Airport (Kenai Airport), and the six North Slope Borough airports. Through these contracts, we collaborate directly with the FAA on behalf of local airports, ensuring seamless coordination for successful project outcomes.

Furthermore, we also offer similar aviation planning and design services for airports owned by the Alaska Department of Transportation and Public Facilities (DOT&PF).

We are the clear choice for this term contract because of our:

- **Unmatched knowledge of PAQ:** Having participated in every PAQ capital project since 2001, we have a thorough understanding of the airport.
- **Unmatched recent experience at PAQ:** Our most recent PAQ experience includes:
  - TW N and Drainage Improvements project, in which our knowledge of previous projects resulted in the reuse of previously imported gravel, thereby reducing project costs. We also suggested an innovative approach to address the issue of runoff from the airport impacting downstream neighbors. Our proposal includes the installation of underground infiltration basins to dispose of stormwater and snowmelt without an expensive piped conveyance system and without creating standing water that attracts birds to the airport. This disposal solution, to the best of our knowledge, has not been implemented on an Alaskan airport and showcases our commitment to responsible and forward-thinking solutions.
  - Apron E, where our expertise in navigating the environmental process facilitated accelerated permitting and timely receipt of grant funds.
  - Environmental clearance for Master Plan Update, where our document accuracy and early coordination with FAA resulted in an approved Categorical Exclusion in just two hours. HDL completed the most recent Master Plan update and is poised to begin another.
- **Unmatched relevant experience from current/ongoing projects:** Our recent, relative local experience will be directly beneficial to this contract:
  - Kenai Airport Sand Storage Building design and CA (50% constructed)
  - Wasilla Airport Master Plan (75% complete with Phase 1)
  - Birchwood Airport Master Plan (95% complete)
  - Utqjaġvik's Wiley Post-Will Rogers Memorial Airport Combined Maintenance and Operations Facility, including sand storage and aircraft rescue and firefighting (ARFF) spaces

In addition, our team has strong relationships with COP staff, understanding the priorities of our city, airport, and community. Over the past 22 years, our expertise and integrity have earned the trust of city and public works leaders. With an





impressive portfolio of more than 150 successfully completed projects all over the city, it's hard to turn around in Palmer without seeing an HDL project.

We also maintain exceptional relationships with FAA staff, leading to efficient coordination and positive outcomes. A recent example of our impact includes the FAA reversing its stance on the eligibility of headbolt heater outlets for grant funding after we advocated on behalf of several clients.

## Approach

The RFP identifies several potential projects to be undertaken. HDL possesses a unique understanding of the project details, as we collaborated with COP to prepare the current Airport Master Plan. This involved evaluating the necessity and creating initial cost estimates for many of these projects. Additionally, we assembled these projects into an Airport Capital Improvement Plan (ACIP) and provided updates as priorities and requirements evolved. While the RFP does not include a Master Plan update, the FAA has already

programmed it for FY23 AIP funding, and we anticipate it will be included in this term contract.

Given the limited local funds and uncertainty surrounding continued federal funding, our approach will be to leverage our expertise in airport development and extensive knowledge at PAQ. Our focus will go beyond each individual project to consider a broader perspective and encompass the long-term goals and sustainability of the airport, including:

- Minimizing maintenance costs by utilizing resilient and readily-available materials and equipment.
- Reducing COP's project development expenses by maximizing the utilization of federal funding, onsite materials, and economies of scale.
- Maximizing potential revenue opportunities.
- Ensuring compliance with FAA standards and grant assurances.
- Prioritizing airport safety throughout the project.



## AVIGATION EASEMENT, CONSTRUCT MITIGATION, & RELOCATE RW 16 THRESHOLD

This ACIP project is the third phase of an effort to address obstructions in the Runway (RW) 16 approach. The development of this project was based on the anticipated outcomes of the first two phases, namely, the Avigation Easement Study and the Avigation Easement Environmental Assessment. For the FAA to program future funding, it was assumed that this third phase would involve acquiring an avigation easement from the Matanuska-Susitna Borough (MSB) within the Matanuska River Park, situated in the approach to RW 16.

The key components of this phase will include clearing tall trees within the easement, implementing mitigation measures to offset any adverse impacts of tree clearing, and relocating the RW 16 threshold to the end of the runway pavement. By addressing these aspects, the project will enhance the safety and efficiency of the runway approach while complying with FAA requirements.

David and Heather Campfield, IAP<sup>2</sup> (Lead Environmental/PI and Aviation Planning Support), led HDL's effort to assist COP with the Avigation Easement Study. They updated the aviation activity forecast, determined the required runway length for the critical aircraft, and collaborated with stakeholders to identify alternatives that meet airport safety requirements, utilize existing infrastructure to the fullest extent possible, and preserve the value of surrounding public and environmental resources.

During the Environmental Assessment phase, David and Heather drafted the study report and developed graphics and cost estimates for the proposed alternatives. However, due to a switch in the type of aircraft used by the Division of Forestry and a change in COP staff, the city has decided the existing runway length with the displaced threshold is adequate and not to pursue relocating the threshold. Currently, COP is exploring other alternatives to address the trees in the RW 16 approach, and HDL is providing support as requested.

If COP decides to proceed with acquiring an easement, clearing, and mitigation utilizing federal funds, HDL is well-prepared to provide assistance in acquisition and mitigation design. Our Real Estate Services Group, headed by Dave Heier, will be instrumental in negotiating with MSB. As the former MSB Land and Resource Management Chief and Real Estate Acquisition Officer, Dave possesses unmatched familiarity with the history and property holdings of parcels within MSB.

Additionally, HDL's Site Development Group—led by David Lundin—with support from Landscape Architect Elise Huggins with Earthscape, will deliver environmentally sensitive design solutions. These solutions may encompass revegetation, trails, kiosks, parking areas, or other necessary mitigation measures. Our team's expertise enables us to devise thoughtful and effective design approaches to align with the project's objectives while considering environmental preservation.

## REHABILITATE APRONS 2024 AND BEYOND

The eastern portion of Apron A and Aprons B, C, and D were initially constructed in 1977 with the original north-south runway. These pavements underwent an overlay with new pavement in 1994, and periodic crack-sealing efforts were made to extend their life.

### HELPFUL DEFINITIONS

- ▶ **PCI<55 = Reconstruction:** Full removal and replacement of the pavement structural section, including subbase, base, and pavement layers.
- ▶ **PCI>55 and <70 = Rehabilitation:** Removal and replacement of the base and pavement layers.

**Challenge:** With the Pavement Condition Index (PCI) averaging 50, these pavements have now surpassed their useful life.

**Solution/Proposed Action:** While the PCI suggests that reconstruction is necessary, HDL will initiate an investigative approach for this project. Our first step will involve conducting a geotechnical investigation to determine whether reconstruction is indeed required or if rehabilitation will suffice. Given the pavement's remarkable endurance beyond its typical 20-year useful life and our experience in rehabilitating RW 16/34, we have reason to believe that the subbase layer is in good condition. As a result, we expect that rehabilitation will be sufficient to restore the aprons to their optimal condition.

Consistent with our history of coordinating projects to reduce project development costs, maximize the use of federal funding, and maximize potential revenue opportunities, we recommend capitalizing on the FAA's recent decision to consider headbolt heater outlets as a grant-eligible cost. By installing outlets at most tie-down spaces, COP can enhance the appeal of these spaces and facilitate increased rental income.

## CONSTRUCT SAND STORAGE BUILDING

**Challenge:** At PAQ, snow and ice control on runways, taxiways, and aprons is primarily achieved through removal. However, in cases where the remaining snow transforms into an ice crust, sand may be utilized to enhance traction and friction. Unfortunately, the current sand storage situation poses challenges to effective airport sanding. The sand is stored in the open at the Palmer Public Works yard, located a few blocks from the airport. However, there is no heated storage facility, and salt cannot be added to airfield sand to prevent clumping during freezing temperatures. As a result, sanding the airport surfaces is challenging.

**Solution:** To address this issue, COP intends to construct a heated storage facility. However, HDL recommends assessing the feasibility of a liquid deicing agent before finalizing the design. Evaluating the cost and benefits of all options ensures an informed decision while addressing winter snow and ice control effectively.

**Proposed Action:** The planning and design of a sand (or alternative) storage building depends on factors like volume of

material needed for the amount of airport paving, design storm severity, and available land. The PAQ Snow Removal Equipment Building’s (SREB’s) central location and adjacent land offer a suitable site.

Once a long-term deicing/traction product is selected, HDL will collaborate with Jessica Cederberg, AIA, from UMIAQ, to size and design a resilient and efficient building that caters to the airport’s requirements. Jessica recently spearheaded the design of a combined facility at the Wiley Post–Will Rogers Memorial Airport (Post/Rogers Memorial) in Utqiagvik, which encompassed sand storage. Additionally, David and Erik (Aviation Engineer) were part of the design team for Kenai Airport’s Sand Storage Building. By drawing from the insights gained through those experiences, we aim to streamline the design process, minimize iterations, and present COP with a functional, efficient, no-frills building. This approach ensures that the final product meets all necessary specifications while effectively addressing the airport’s needs.



### CONSTRUCT ARFF BUILDING

**Challenge:** Palmer Fire & Rescue (PFR) has recently acquired and placed into service an ARFF vehicle. However, the vehicle’s size exceeds the capacity of the fire station facility at the Flight Service Center (FSC). Currently, the ARFF vehicle is stored at the PFR training facility on the southwest corner of the airport.



**Solution:** To address this, PFR aims to have a dedicated facility that can house the ARFF vehicle, associated supplies, and equipment. Additionally, they seek to include living quarters for future staffing. By having a separate facility, PFR can efficiently manage their firefighting resources and accommodate their personnel, ensuring the airport’s safety and emergency response capabilities are well-supported.

**Proposed Action:** While PAQ is presently not obligated to provide ARFF capability under FAR Part 139, it is essential that any potential ARFF facility adheres to FAA and National Fire Protection Association (NFPA) standards for apparatus size,

number, and staffing. An optimal location for the ARFF facility would be in a central area with unobstructed views of the runways, taxiways, aprons, and hangar areas. The existing FSC is such a location, but as stated previously, the current station is inadequate.

Jessica (Lead Architect) recently led the design of combined ARFF and SREB buildings at Post/Rogers Memorial and Cordova Airport. These facilities utilized pre-engineered metal buildings (PEMBs), resulting in efficient design and construction. Following the same approach, we anticipate employing PEMB’s for PAQ as well, streamlining the process and optimizing the facility’s functionality.

The HDL team is fully prepared to design a functional and efficient ARFF facility for COP. However, it’s essential to address a potential conflict of interest, as David (CM/PM) also serves as PFR’s Deputy Chief. To avoid any appearance of conflict, HDL Principal Mark Swenson, PE (Peer Review/Aviation Planning Lead), will oversee this project for HDL. Alternatively, if desired, COP may opt to seek ARFF facility design services from another source. By ensuring transparency and taking appropriate steps, we aim to maintain the project’s integrity and uphold the highest standards in our work with the city.

### UPGRADE AIRPORT LIGHTING AND NAVAIDS

**Challenge:** The existing airfield lighting system and navigational aids (NavAids) were installed through various projects and vary in age, as shown in the following table.

	YEAR INSTALLED	AGE (YEARS)
RW 16/34 Edge Lights	2006	17
RW 9/27 Edge Lights	2007	16
TW A	2002	21
TW B	2006	17
TW J*	2023	0
TW N*	2023	0
Interlink TWs (C, D, E, F, G, M)	2002	21
RW 16/34 PAPI s& REILs	2006	17
RW 10/28 PAPI s& REILs	2007	16

\*currently under construction

The current lighting system relies on incandescent bulbs, which are no longer manufactured, in short supply, and prone to failure. In contrast, LED lights have emerged as the standard for airports, offering significant reductions in maintenance and operation costs. Moreover, the precision approach path indicators (PAPIs) and runway end identifier lights (REILs) are experiencing frequent maintenance issues, posing aviation safety risks. Hence, these NavAids require updates as well. With the exception of the two taxiways under construction, all airfield lighting and NavAids meet the minimum age requirements for AIP eligibility (10 years and 15 years, respectively).

**Solution:** Due to FAA regulations requiring uniformity in runway lights, all lights on a runway must be replaced simultaneously. Consequently, this project aims to upgrade the entire edge lighting system on both runways and all taxiways

with modern LED lights similar to those currently being installed on TW N and TW J.

**Proposed Action:** For the efficient design of the replacement system, HDL and MBA have formed a collaborative team. With our combined expertise in designing all of the existing airfield lights and NavAids, we are well-positioned to ensure a seamless and effective transition to the new lighting system, promoting enhanced safety and reduced operational costs for the airport.

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## AVIATION, CIVIL, ELECTRICAL, STRUCTURAL, AND MECHANICAL-RELATED ON-CALL SERVICES

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HDL's team comprises professional civil, electrical, structural, mechanical, and geotechnical engineers, architects, professional land surveyors, environmental analysts, landscape architects, and real estate and public involvement professionals. We are well-prepared and eager to offer on-call services to support PAQ.

Over the past seven years, HDL has provided on-call services for PAQ through previous contracts. This experience has allowed us to effectively assist COP with a diverse range of small tasks, spanning from brief one-hour assignments to projects lasting a few days. Working as an extension of COP staff in this capacity has been a truly rewarding experience for HDL. We look forward to continuing our collaborative efforts to meet COP's needs promptly and efficiently.

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## ATTENDING AAC MEETINGS

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Upon COP's request, HDL will actively participate in Airport Advisory Commission (AAC) meetings. Both David and Erik will be readily available to support the AAC and staff in addressing FAA's engineering or planning requirements and recommendations. Our presence at these meetings will ensure that relevant expertise and insights are readily accessible.

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## AIRPORT MASTER PLAN UPDATE, PHASE 1

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Although not identified in the RFP, phase 1 of an Airport Master Plan update is programmed for FY23 AIP funding. HDL has already prepared the environmental document for this project and obtained environmental clearance. Upon selection for this contract, we will promptly draft a grant application and submit a scope and fee proposal to meet FAA grant deadlines.

**Proposed Action:** Mark and Heather, with support from Erik, will leverage their extensive knowledge of local airports, especially PAQ, to rapidly gather and analyze the necessary information and data for the first phase of the master plan. This phase focuses on assessing the existing airport condition, usage, and resources, taking into account local population and economic trends and incorporating input from users to develop a comprehensive Conditions and Needs Assessment. Following this, the second phase will involve the development and evaluation of alternatives, culminating in the preparation of an Airport Layout Plan and ACIP to guide future development.

Our team has been actively involved in other master plan projects, such as the Birchwood Airport Master Plan, which is

near completion, and Phase 1 of the Wasilla Airport Master Plan update, which is currently about 75% complete. These experiences have honed our planning skills and provided valuable insights into meeting FAA expectations for local airports. We are well-equipped to execute the Master Plan update for PAQ effectively and efficiently.

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## UPDATE PAVEMENT MANAGEMENT PLAN

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In 2013, HDL prepared the Pavement Management Plan (PMP) for PAQ, as required by the FAA. This comprehensive plan outlined maintenance and rehabilitation recommendations for all airfield pavements. Following the plan, we successfully completed the rehabilitation of RW 16/34 in 2017, and in 2018, Erik led crack repair and sealing for taxiway pavements.

**Proposed Action:** We recommend updating the PMP to reflect the current pavement condition and devising a revised plan for repair and maintenance activities. Once the general aviation aprons are replaced, we recommend focusing future pavement management projects on the south end of the Large Aircraft apron. Additionally, to ensure the longevity of all paved surfaces, we suggest continuing annual crack sealing as cracks develop and appear and programming periodic surface sealing. By adopting this proactive approach, COP can uphold the optimal condition and safety of the airfield pavements at PAQ.

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## Work Plan

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HDL will continue to be COP's "extended staff" for each project, maintaining regular meetings and email exchanges with Rosalie and Jude when appropriate. With our experienced team, we can anticipate and resolve most potential problems promptly, avoiding delays. Our general approach aligns with FAA guidelines (AC 150/5100-14E), as detailed in the RFP and further clarified below, with necessary modifications for specific project needs. This flexibility ensures efficient execution and successful outcomes.

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## PRELIMINARY DESIGN PHASE SERVICES

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**Project Planning:** HDL will assist COP to annually review the ACIP and make modifications to align with current priorities. Our team will support COP staff in determining the most suitable timing and project combination, providing schematic designs and cost estimates to support project goals.

We will submit the updated ACIP to FAA along with CIP Data Sheets for near-term projects to facilitate the programming of funds. As projects near the top of the list, we will collaborate with COP to refine the project scope. Leveraging our experience at PAQ and other municipal airports, we will identify operational, safety, and phasing considerations to minimize potential impacts on operations. Our comprehensive approach ensures effective planning and successful execution of projects within the ACIP.

**Grant Application:** In most construction projects, the grant application is typically submitted after the bidding process and contractor selection. However, for specific design and planning projects, it is possible to submit the grant application before commencing the work.



HDL has successfully drafted and submitted nine grant applications in the past seven years for PAQ, leading to over \$19 million in grants. Our expertise in navigating the grant application process has proven instrumental in securing vital funding for various projects, benefitting the airport and its ongoing development.

**NEPA Clearance:** HDL has extensive experience in complying with the FAA's NEPA guidance for projects funded by AIP. We understand the importance of having completed NEPA documentation well in advance of the federal fiscal year for grant issuance. Our environmental professionals are well-versed in identifying potential environmental issues that could impact NEPA documentation approval. In 2017, we conducted an airport-wide inventory of existing environmental resources at PAQ.

Our dedicated environmental team is fully prepared to assist COP in developing NEPA-compliant documentation in accordance with FAA Order 1050.1F and FAA Order 5050.4B. We will support COP in conducting public and agency outreach, as well as fieldwork and analyses necessary for completing future NEPA documentation. Our analysis will thoroughly examine potential direct and indirect impacts on the natural and human environment.

To ensure an efficient process, we will proactively coordinate with FAA Environmental staff to determine the appropriate NEPA Class of Action (COA) before initiating formal environmental analysis. If required, we will conduct public and agency scoping to identify relevant issues and concerns, followed by any necessary supporting studies and agency consultations. Ultimately, we will prepare a comprehensive NEPA document based on the approved FAA COA determination, ensuring that the project adheres to all necessary environmental regulations and guidelines.

**DBE Program:** An airport grant recipient expecting \$250,000 or more in FAA grant funding must possess a current, approved Disadvantaged Business Enterprise (DBE) Program. Additionally, an annual review of program participation goals and reporting on actual accomplishments is required. As a firm extensively engaged with municipal airports, HDL possesses unique expertise and qualifications to continue supporting COP with their DBE compliance, a role we have fulfilled for the past 22 years. Our proven experience in this domain ensures seamless adherence to DBE requirements and successful grant funding for PAQ projects.

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## DESIGN PHASE SERVICES

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**Project Initiation:** Upon receiving the Notice to Proceed for a project under the term contract, HDL will promptly organize a kick-off meeting. This meeting will involve Airport Superintendent Rosalie Kelly, Public Works Director Jude Bilafer, and our project team, led by David (CM/PM). The primary objectives of this meeting will be to establish formal lines of communication, clarify the project's scope and objectives, set milestones, and confirm COP's expectations for the project.

**Collection of Engineering Data:** Our team will efficiently collect available data, including roadway, airport, and utility as-builts, right-of-way (ROW) plans, plats, recent surveys, subsurface soil logs, testing data, Engineer's Design Reports (EDRs), and drainage studies. A significant portion of this information is already accessible, as it comprises HDL work products from past projects stored on our servers.

We will thoroughly review existing documentation and devise a plan to obtain any additional information required to complement the existing data. This gap-analysis approach ensures that project funds are utilized prudently and minimizes any redundant data collection efforts. By leveraging our comprehensive database and strategic planning, execution of the project is effective and cost-efficient.

**Field Investigations:** Our in-house surveying and geotechnical staff will assist the design team with field investigations necessary for the design of each project.

Surveying. Surveying tasks will be led by Joe Zych, PLS (Lead Surveyor), with support from Jeremy Kuipers, PLS (Surveyor/GIS). Tuck Maakestad, PLS (Survey Quality Reviewer), will provide quality control reviews to ensure our team's work adheres to the ASPLS Standards of Practice.

Our survey team has previously conducted an aeronautical survey for PAQ as well as design surveys for recent construction projects. We prioritize accurate and efficient data collection and reduction for each survey.

Geotechnical Study. Doug Simon, PE (Lead Geotechnical Engineer), will manage geotechnical studies as needed, based on the project requirements. Our geotechnical team will evaluate subsurface conditions, collect samples, and conduct field tests, observing drill rig operations. Samples will be tested in HDL's material testing laboratory, and the results, soil properties, and foundation and paving recommendations will be documented in a geotechnical report. Our familiarity with the soil conditions at PAQ enables streamlined fieldwork, analysis, and reporting processes, ensuring optimal efficiency.

**Engineer's Design Report:** Following FAA Order 5100-38D, the EDR will comprehensively document the existing conditions, identify design criteria, summarize the geotechnical evaluation and pavement recommendations, evaluate project alternatives and costs, and propose a recommended alternative, accompanied by approximately 35% complete drawings and a cost estimate.

We will submit the draft EDR, preliminary plans, cost estimate, computations, and erosion and sediment control plan (ESCP) to COP for review. All written EDR review comments will be addressed, and a record of adjudication will be provided alongside the final EDR.

**Plans, Specifications, and Cost Estimates (PS&E):** Upon acceptance of the preliminary design by COP and selection of the preferred alternative, HDL will proceed with final design and developing construction documents.

**Plans.** Our drafting standards, tailored for COP and extensively used in many FAA-funded projects, will guide the plan set development. The plan set will encompass various sheets, including overall project layout, survey control, typical sections, plans and profiles, marking plans, details, cross-sections, and relevant supplementary information.

**Specifications.** The specifications will utilize COP's standard bidding and general contract provisions, along with FAA-approved DOT&PF Standard Specifications for Airport Construction. We will include a "Modifications to Standards" memorandum summarizing any deviations from FAA-approved specifications or design criteria.

**Estimate.** The construction cost estimate will be diligently refined and updated at each submittal phase, accounting for changes in bid items, quantities, and unit prices. Unit prices will be based on historical bids for similar work at PAQ, in Palmer, and for other local airport and highway projects.

**Quality Review.** As PM, David will conduct comprehensive quality control reviews of all documents for completeness and accuracy. As Peer Reviewer, Mark will provide a quality assurance peer review before finalizing bidding and construction documents. This meticulous process guarantees reliable and precise project documentation to support the successful implementation of PAQ initiatives.

**CSPP:** For projects involving construction within airport operational areas, Erik will be responsible for preparing a comprehensive Construction Safety and Phasing Plan (CSPP) in compliance with AC 150/5370-2. The CSPP will establish contractor requirements to ensure the safe operation of airport areas during construction, outline construction timelines and phasing, address safe and secure contractor access, and minimize disruptions to airport operations.

The draft CSPP, along with the draft EDR, will be submitted to COP for review. Based on the feedback, we will incorporate and document necessary changes. Subsequently, the CSPP will be submitted to the FAA for approval. The FAA review process for the CSPP may take up to 45 days, involving various functional groups. HDL will diligently integrate any FAA comments into the final CSPP to detail requirements so that construction activities are executed safely, without jeopardizing airport operations, and in full adherence to regulatory guidelines.

## CONSTRUCTION PHASE SERVICES

**Bidding Assistance:** HDL will assist COP with the project bidding process, including preparing bid invitations, addressing bidder inquiries, conducting pre-bid conferences, reviewing proposals, and recommending the lowest responsive bid for contract award. With a proven track record of supporting COP with bidding on over 60 projects, HDL will help ensure a well-managed and efficient bidding process.

**CA:** With our vast experience in providing CA for all significant airfield capital projects since 2001, HDL is fully equipped to offer exceptional CA services for projects under this agreement. Our services include project management, agency

coordination, submittal reviews, pay request processing, design clarification responses, and regular briefings to COP and FAA. We meticulously observe, test, and document the work throughout the construction process, ensuring quality and compliance. Our commitment to excellence makes certain that the project will serve the airport well for its intended life.

## HDL CA PHILOSOPHY

Our construction philosophy centers on achieving a win-win: A win for the owner with a quality project at a fair price and a win for the contractor with fair payment for work performed. This approach fosters a collaborative and mutually beneficial construction process for all parties involved.

**Project Closeout:** HDL will assist with final inspections, bond and lien releases, and project completion certificates. We will prepare record drawings and a bound Closeout Report for FAA grant closeout.

## Firm Experience

Since 2000, HDL has emerged as the preferred firm for government and private entities. With over 85 dedicated professionals, we offer a wide range of services, including civil, aviation, transportation, and geotechnical engineering, surveying and mapping, environmental expertise, real estate services, CA, and material testing. Our team operates from offices in Mat-Su, Anchorage, and Kenai and is the largest engineering firm of its kind in the MSB.

Over the past 22 years, HDL has been a trusted provider of airport planning, design, and CA services for various airports, including PAQ, Wasilla Airport, Merrill Field, Kenai Airport, and the six airports of the North Slope Borough. Our team adheres to FAA guidelines, such as AC 150/5300-13A *Airport Design*, AC 150/5370-2 *Operational Safety During Construction*, and AC 150/5340-1 *Standards for Airport Markings*, to ensure our studies, plans, and designs meet FAA requirements.

Our specialization in municipal airports has allowed us to establish direct coordination with FAA. This experience has fostered strong working relationships with FAA planners, project managers, and environmental specialists, including Lawson Bordley, Carley Wallace, Jonathan Linqvist, Ryan Feil, Pat Zettler, Kristi Ponozzo, Molly Lamrouex, Brad Garland, Jack Gilbertsen, Kristi Warden, and others.

Apart from traditional services, our expertise extends to specialized offerings for airport clients, including CIP Data Sheets, Sponsor Certifications, grant applications, and DBE program development and reporting. Drawing on this experience, our understanding of the anticipated work and FAA requirements, and our strong relationships with FAA staff, HDL will ensure successful project completion within budget and on schedule.

HDL's recent AIP-funded experience speaks for itself: Over the past eight years, we have completed more than 130 work orders for airport capital improvement projects at various

municipal airports in Alaska. Our term or multi-year airport contracts include:

- **PAQ Engineering Services for Planning & Capital Improvement Projects (2001-present)**
  - *Reference:* Rosalie Kelly, Airport Superintendent, 907.761.1334 | 231 West Evergreen Avenue, Palmer
- **Wasilla Airport Engineering Services (2001-2009, 2013-Present)**
  - *Reference:* Erich Schaal, PE, Public Works Director, 907.373.9018 | 290 East Herning Avenue, Wasilla
- **Merrill Field Airport Design and Construction Management Services (2007-present)**
  - *Reference:* Richard Sewell, Merrill Field Airport, 907.343.6311 | 800 Merrill Field Drive, Anchorage
- **Kenai Airport Architectural/Engineering & Construction Management Services (2020-Present)**
  - *Reference:* Scott Curtin, PE, Public Works Director, 907.283.8240 | 210 Fidalgo Avenue, Kenai
- **North Slope Borough Airport Design and Construction Management Services (2005-present)**
  - *Reference:* Ken Green, CIPM PM, 907.646.8274 | Post Office Box 69, Utqiagvik

HDL collaborates with a team of skilled subconsultants to enhance our services. With mechanical and electrical engineers from MBA, architects from UMIAQ, structural engineers from BBFM, and landscape architects from Earthscape, our projects benefit from a diverse range of expertise. Together, HDL and our subconsultants deliver high-quality airport planning, design, and CA services for airport infrastructure projects.

## SUBCONSULTANTS

### MBA

**Address:** 3812 Spenard Road, Ste 200, Anchorage 99517  
**Anticipated portion of contract:** 10%

MBA is an experienced engineering firm based in Anchorage with significant expertise in providing design services for various airport building projects, including those in large, rural, remote, and municipal areas. Their specialization encompasses airport SRE buildings, ARFF facilities, sand & chemical storage buildings, and electrical equipment buildings, along with offering mechanical and electrical design services for Alaska's prototypical SREBs. Additionally, MBA is known for their proficiency in developing safe and efficient airport systems, such as airfield lighting, NavAids, and apron flood lighting. With a dedicated team, they offer a comprehensive range of engineering services, from conceptual planning to construction administration, and bring valuable expertise, FAA knowledge, and a commitment to problem-solving to their projects.

### UMIAQ

**Address:** 6700 Arctic Spur Rd, Anchorage, AK 99518  
**Anticipated portion of contract:** 5%

UMIAQ is an Alaska-based architectural firm with over 35 years of experience. They specialize in airport facilities and have a track record of completing successful projects, including

Cordova Airport ARFF & SREB Replacement and Post/Rogers Memorial Combined Maintenance and Operations Facility – Stage II. Their expertise in permitting processes and recent experience in sand storage and ARFF facilities design enhances the HDL team's capabilities for this contract.

### BBFM

**Address:** 845 K Street, Anchorage 99501

**Anticipated portion of contract:** 5%

BBFM is a structural engineering design firm based in Anchorage with over 25 years of experience. They have handled diverse building structures across Alaska, including significant airport projects like the Fairbanks International Airport Terminal and structural assessments for buildings at Merrill Field Airport. Their portfolio also includes successful foundation designs for SREBs in remote villages throughout the state. With a team of seven licensed Professional Structural Engineers, BBFM brings a distinctive and seasoned perspective to our team for this contract.

### EARTHSCAPE

**Address:** 329 F Street, Suite 222, Anchorage 99501

**Anticipated portion of contract:** <5%

Earthscape, a landscape design firm since 1989, brings over 30 years of experience in designing landscapes for various projects, including airport, industrial, and roadway. Having previously worked with HDL on airport-related projects, Earthscape offers valuable insights and solutions to support landscaping and revegetation needs at PAQ.

## PROJECT EXPERIENCE

Our team's extensive experience with PAQ, Wasilla Airport, Kenai Airport, and Merrill Field Airport speaks volumes about our capabilities and dedication to delivering successful projects. Over the years, we have provided a range of services for these clients, including airport planning, design, and CA. Our involvement in recent AIP-funded projects further showcases our expertise and commitment to excellence.

With a strong track record of delivering results and a team of highly qualified professionals, we are well-equipped to handle all aspects of the projects outlined in the RFP. Our team's history of successful collaborations with these clients, combined with the qualifications of our key personnel, positions us as the ideal choice to meet and exceed the expectations of this contract.

### PAQ ENGINEERING SERVICES

HDL – including CM/PM David Lundin – has been actively involved in providing airport planning and engineering services at PAQ since 2001. Our team has worked on numerous separate agreements over the years, offering a wide range of services such as airport design, surveying and mapping, environmental assistance and permitting, FAA coordination, and construction assistance. Our longstanding collaboration with COP reflects our commitment to delivering high-quality solutions and our dedication to supporting the airport's growth and development.



Below are descriptions and details of a select few projects that highlight the comprehensive range of services we have provided at PAQ over the years. Our involvement typically included grant preparation, surveying, geotechnical investigations, design study reports, coordination with stakeholders, PS&E packages, CA, inspection, testing, and FAA close-out.

#### **PAQ TERM AGREEMENT 2018-PRESENT**

**HDL Key Staff:** Lundin, Jordt, Reed, Campfield, Means, Swenson, Simon, Maakestad **MBA Key Staff:** Carlson, Hanke **Reference:** Rosalie Kelly, COP, 907.761.1334

Throughout this term agreement, HDL successfully executed 25 task orders amounting to approximately \$2.3 million. Noteworthy projects encompassed essential enhancements such as 2018 Pavement Maintenance, 2019 Airfield Safety Improvements, Blast Pad Paving, and Taxiway N, Drainage Improvements, and Apron E. Our contributions extended to planning and environmental services for the RW 16 Avigation Easement project. Additionally, we supported COP with 28 miscellaneous small tasks through an annual on-call services task order.

Our extensive experience working under this term agreement has equipped us with an in-depth understanding of PAQ's specific needs and requirements. With our seasoned team and proven expertise, we are well-prepared to continue our partnership with COP and to contribute to the continued growth and development of the airport.

The most recent project is described in more detail below.

#### Construct TW N, Airfield Drainage Improvements, & Construct Apron E

HDL is providing comprehensive planning and design services for this \$8 million project at PAQ, which is currently under construction. The project focuses on creating new airside access to lease lots, removing a portion of TW B, and extending and reconfiguring TW J to replace access for RW 10/28. It also includes installing two subsurface infiltration basins to address stormwater and snowmelt issues. Additionally, 16 aircraft parking spaces will be added on a new apron to alleviate the tie-down waiting list and new LED edge lights will be installed. HDL assisted COP with environmental impact analysis, particularly regarding cultural and historic resources at the airport. They collaborated with various agencies to document known cultural and historic resources, completing the environmental document ahead of schedule. An innovative solution with an underground infiltration basin was proposed



for stormwater and snowmelt runoff near the southeast corner of the airport. HDL also was instrumental in securing funding approval for constructing TW N, which is expected to attract larger carriers and maximize revenue opportunities. **Benefit:** This project showcases our recent expertise in efficiently managing multiple aspects of a comprehensive undertaking at PAQ and focusing on COP's goals.

#### **REHABILITATE RW 16/34 & RELATED IMPROVEMENTS**

**HDL Key Staff:** Lundin, Campfield, Means, Swenson, Simon, Reed **MBA Key Staff:** Carlson, Hanke **Reference:** Greg Wickham, COP, 907.745.3400

HDL provided design and CA for the rehabilitation of RW 16/34 at PAQ. The project included a replacement of RW 16/34 pavement, improving runway safety areas (RSAs), expanding the Large Aircraft apron, re-marking the crosswind runway to RW 10/28, and constructing a heliport, compass calibration pad, and spot repairs to TW B, all while following a complex CSPP. The project maximized efficiency by recycling pavement for runway shoulder and runway safety area improvements and by reusing materials from the runway base and pavement for the apron expansion. We also successfully removed tree obstructions from the approaches to RW 16, RW 34, and RW 10, and the primary surface for RW 10/28. Our forward-thinking strategies and close collaboration with the FAA led to the completion of multiple projects within the ACIP, resulting in an impressive 40% cost reduction from the original estimates. This achievement resulted in the 2017 ASCE Region 8 Project of the Year award and the 2018 Alaska Engineers Week Grand Prize. **Benefit:** Our ability to devise innovative solutions and optimize resource utilization demonstrates our commitment to delivering exceptional results and exceeding project expectations.



#### **REHABILITATE RW 9/27**

**HDL Key Staff:** Lundin, Swenson **MBA Key Staff:** Hanke **Reference:** Greg Wickham, City of Palmer, 907.745.3400

HDL led the engineering design and CA efforts to rehabilitate crosswind RW 9/27. This comprehensive project involved a complete structural reconstruction, including subgrade enhancements, repaving, shoulder surfacing, markings, and the expansion and surfacing of the RSAs. Additionally, we addressed tree obstructions and entirely replaced the runway edge lighting system. During the EDR development, our team carefully considered life-cycle costs for various pavement design alternatives, projecting a 50-year planning horizon.





"...A company's ability to understand its individual client's needs and make adjustments accordingly from the standard will continue to place it above the competition just as HDL continues to demonstrate."

*Frank Kelly—former Palmer Airport Superintendent*

**REHABILITATE TW B PAVEMENT & REPLACE AIRPORT LIGHTING AND NAVAIDS**

**HDL Key Staff:** Lundin, Swenson **MBA Key Staff:** Hanke  
**Reference:** Greg Wickham, COP, 907.745.3400

HDL undertook engineering design and provided CA to rehabilitate the TW B pavement and upgrade most of the airfield edge lighting system. The TW B rehabilitation process encompassed milling the pavement, surfacing the shoulders with the millings, conducting spot subgrade repairs, replacing the pavement, and installing new markings. Additionally, the project encompassed the comprehensive replacement of the entire edge lighting system and signage on TW B and RW 16/34. It also involved replacing the lighted windcones, replacing the VASI on RW 16/34 with PAPIs, adding PAPIs on RW 9/27, and installing REILs at each runway end. **Benefit:** HDL's meticulous assessment of the causes behind the pavement failures on TW B and their in-depth analysis of life-cycle costs for various pavement repair options led to the selection of the best value and preferred alternative for the project. The result was a solution that effectively addressed the current pavement issues on TW B with the added advantage of longer-term durability and cost-effectiveness.

**WASILLA AIRPORT**

From 2000 until 2008, HDL staff were the exclusive providers of airport planning and engineering services to the City of Wasilla (COW) through multiple separate agreements, even though it wasn't officially a term contract. Then, in 2013 and 2020, HDL received term contracts similar to the proposed PAQ contract.

**MULTI-YEAR/TERM AGREEMENTS**

**HDL Key Staff:** Lundin, Swenson, Jordt, Reed, Campfield, Maakestad **Reference:** Erich Schaal, City of Wasilla, 907.373.9018

HDL worked on a series of multi-year/term agreements during which they provided planning, design, and CA services for a total of 12 projects, amounting to approximately \$14 million. These projects included various tasks such as planning, designing, and constructing Aprons A, C, D, and E (phase 1), the Short Take-off and Landing (STOL) runway, TW B extension, expansion of the SREB, Aviation Avenue, several phases of security improvements, a new water well and main extension, runway pavement maintenance, and several ALP updates. Currently, we have completed the bidding documents for re-marking RW 4/22 and are in the final stages of designing Apron E Phase 2. Additionally, we are actively assisting COW with a Master Plan update, and we are approximately 75% complete with Phase 1. The selected projects described below will directly benefit COP based on our

recent experience and lessons learned that we will apply to your projects.

Airport Master Plan Update

HDL is finalizing Phase 1 of an Airport Master Plan update for COW. Work involves engaging the public and stakeholders to identify existing issues, supporting airport expansion, and addressing challenges. We've created a project website and conducted public meetings and interviews with airport users to gather feedback. Following FAA Advisory Circulars (AC) 150/5070-6B and AC 150/5300-13, HDL developed an aviation activity forecasting methodology, which was approved by FAA without revisions. Accurately predicting 5, 10, and 20-year aviation activity and fleet changes, the FAA is reviewing the forecast for Wasilla Airport. We will update facility standards based on the identified critical aircraft after FAA approval. Also, upon forecast approval, HDL will conduct a demand-capacity analysis, identifying necessary facilities for airside, landside, and non-aviation areas. Phase 1 concludes with a comprehensive Conditions and Needs Assessment Report summarizing forecast findings, airport needs, land use, economic potential, financial assessment, maintenance costs, and required facility standards. Looking ahead, Phase 2 of the Master Plan begins in winter 2023, building upon insights from Phase 1.

Construct Apron E

In 2018, HDL completed the fifth phase of apron and access road improvements at Wasilla Airport. This comprehensive project included building a 4.75-acre general aviation apron with 27 aircraft tie-downs, along with clearing, grubbing, and approximately 270,000 cubic yards of excavation. HDL also managed paving, lighting, fencing, and security enhancements for a fully functional and secure apron area.



Expand Snow Removal Equipment Building

HDL prepared the site design, building layout plans, and performance specifications for a 3,650-square-foot expansion to the existing SREB, along with water and sewer facilities and site paving. The design phase was completed on an accelerated schedule to meet grant requirements. Additionally, HDL provided CA services.

KENAI AIRPORT

In 2020, HDL was awarded a term contract for Architectural, Engineering, and Construction Management Services, similar to the proposed PAQ contract.



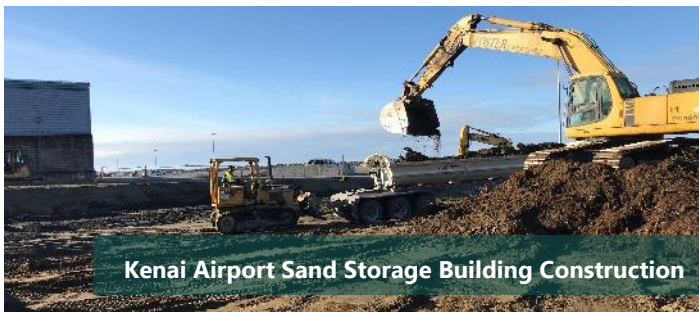
## KENAI AIRPORT TERM AGREEMENT

**HDL Key Staff:** Lundin, Swenson, Jordt, Reed, Campfield, Maakestad **MBA Key Staff:** Carlson, Hanke **Reference:** Scott Curtin, City of Kenai, 907.283.8240

Under this term agreement, HDL is currently delivering planning, design, and CA services for three significant projects, two of which will have direct benefits to COP and are described in detail below.

### Sand Storage Building

HDL designed a new 5,600-square-foot sand storage building at the Kenai Airport featuring a double-bay design. The first bay is dedicated to sand storage with a single overhead door, meeting the airport's sand storage needs. The second bay is intended for the storage of related equipment. HDL was responsible for leading the design process and is overseeing the CA of the facility. During the construction phase, HDL is providing coordination, review of submittals and shop drawings, limited inspection, and material testing. This project has experienced significant delay for several reasons, including the use of a custom metal building rather than a PEMB. Based on this recent experience, we will be certain to specify a PEMB.



Kenai Airport Sand Storage Building Construction

### RW 02L/20R Rehabilitation

Kenai Airport's primary runway, 02L/20R, is a 7,855-foot long, 150-foot wide paved runway connected to parallel TW A through five interlink taxiways. The runway's pavement has received a PCI rating of 46, indicating the need for reconstruction. HDL conducted a geotechnical evaluation, confirming that the pavement has deteriorated beyond repair, necessitating replacement. However, the base and subbase layers remain intact, allowing the project to qualify as rehabilitation according to FAA standards. This is significant as it will reduce construction duration, minimize direct project costs, and mitigate lost revenue for the airport and city. Moreover, the airport edge lighting system, similar to PAQ, is facing maintenance issues. Currently, HDL and MBA are collaborating on a design project. The plan involves replacing the runway pavement and using the parallel taxiway as a temporary runway. Subsequently, the taxiway pavement will be replaced, and both the runway and taxiway edge lighting system will be upgraded to LED lights.

## MERRILL FIELD AIRPORT

### MERRILL FIELD TERM AGREEMENTS

**HDL Key Staff:** Jordt, Swenson, Campfield, Simon, Lundin **Reference:** Richard Sewell, Merrill Field Airport, 907.343.6311

Under these term agreements, HDL provided engineering, design, and CA for over 46 diverse projects. These projects included apron and primary access road design for six separate phases of dynamic compaction to address differential settlement, rehabilitation of primary RW 07/25, crosswind RW 16/34 and TW Q, stormwater management plans, and security enhancements involving a new security system, perimeter fences, and security gates. The nature of the work demanded meticulous coordination between HDL, airport management, leaseholders, FAA, and contractors to minimize disruptions to airport users and prevent unauthorized access within the operations area. Despite operating at one of the nation's busiest general aviation airports during peak season, HDL skillfully and safely managed these projects, ensuring no incursions occurred.



Merrill Field Taxiway Gate Improvements

### LICENSING, BONDING, AND INSURANCE

HDL and our subconsultants have licensing and insurance that meets or exceeds COP requirements. Copies of our business and professional licenses, along with evidence of insurance, are provided in the Appendix.

### QUALIFICATIONS OF KEY PERSONNEL

Our key team members possess the qualifications and experience to effectively execute the projects outlined in the RFP and any other studies or developments that COP may pursue in the future. Each team member is wholeheartedly dedicated to successfully collaborating with COP on all assigned projects.

Brief overviews of the key project staff mentioned in the organizational chart, as well as additional staff in lead or "responsible charge" roles, are provided. Complete resumes for these staff, including references, are appended to this proposal.



"I really appreciate the help that your staff has provided with our projects at Merrill Field."

*Alex Jumao-as—former MRI Asst. Airport Manager*



## Warren "Bud" Woods Palmer Municipal Airport

Rosalie Kelly, Airport Superintendent  
Jude Bilafer, Public Works Director

**HDL CM/PM**  
David Lundin, PE

### KEY STAFF

Aviation Engineer - Erik Jordt, PE \*  
Lead Civil Engineer - David Darrington, PE \*  
Peer Review/Aviation Planning Lead - Mark Swenson, PE  
Lead Env. & PI/Aviation Planning - Heather Campfield, IAP<sup>2</sup>

### ADDITIONAL STAFF

Civil Engineering - Matthew Coburn, PE  
Design Support - Caleb Kaas, EIT  
Lead Surveyor - Joe Zych, PLS \*  
Surveyor/Airport GIS Surveying - Jeremy Kuipers, PLS \*  
Tuck Maakestad, PLS, CFedS – Survey Quality Reviewer  
Lead Geotechnical Engineer - Doug Simon, PE \*  
Geotech Engineer - Jeremy Dvorak, PE  
Property Acquisition - Dave Heier  
Construction Engineer - Steve Reed, PE \*  
CA Support - Erin Falldorf  
Env. Support/GIS Mapping - Owen Means, PWS  
Electrical Engineer - Ed Carlson, PE \* (MBA)  
Electrical Engineer - Doug Hanke (MBA)  
Mechanical Engineer - Scott Hala, PE \* (MBA)  
Lead Architect - Jessica Cederberg, AIA \* (UMIAQ)  
Structural Engineer - Greg Latreille, PE, SE \* (BBFM)  
PI Support - Rachael McKinney, CPSM  
Landscape Architect - Elise Huggins, ASLA \* (Earthscape)

\*=Discipline Lead

### KEY STAFF

#### DAVID LUNDIN – CONTRACT/PROJECT MANAGER



David is a Principal Civil and Environmental Engineer and President of HDL with extensive experience in airport projects. He is also an active resident of the Palmer area. He has been involved with every significant capital project at PAQ since 2001, giving him a deep understanding of airport intricacies. In his dual role as CM/PM, he will coordinate and supervise staff and sub-consultants, manage day-to-day activities, monitor schedule and budget, and serve as the primary point of contact between COP and the project team. Currently, David serves as CM/PM on three airport term contracts, including PAQ, Wasilla Airport, and Kenai Airport, demonstrating his ability to handle diverse responsibilities effectively.

At PAQ, he has completed 14 significant construction projects, including runway and taxiway construction, apron expansion, and other infrastructure development, showcasing his vast knowledge and proficiency in various airport improvements. At Wasilla Airport, David led the design and construction of aprons, taxiway extensions, water systems, and security improvements over 20 years, highlighting his adaptability in overseeing diverse airport-related tasks. His recent experience overseeing the design and construction of a new sand storage building at Kenai Airport adds further value to his capabilities.

Beyond management skills, David's airport engineering experience and connections to FAA Airports Division staff enhance his capabilities in handling airport-related processes such as grant applications, CIP Data Sheets, and FAA documentation during construction. David's well-rounded experience, leadership, and understanding of airport engineering make him highly competent for successfully executing the proposed contract.

#### ERIK JORDT – AVIATION ENGINEER



Serving as our team's Aviation Engineer, Erik is an Anchorage resident and has 10 years of specialization in aviation projects, making him well-equipped to handle critical tasks such as developing design alternatives, preparing EDRs, and providing expertise in airport geometrics, pavement design, and specifications. Notably, his previous work at PAQ as Project Engineer for the RW 16-34 Rehabilitation and 2018 Pavement Maintenance projects highlights his direct involvement in significant airport improvements, including facilitating Alaska's first municipal airport friction testing procedure.

Erik's role as the Design Engineer and Construction Civil Engineer at Merrill Field Airport underscores his expertise in daily construction management, project oversight, and contractor coordination, with experience in various improvement projects. He has also provided design and CA support on the Sand Storage Building construction project at Kenai Airport, which will directly contribute to the successful execution of the sand storage building construction and ARFF building construction projects under this contract.

Erik's involvement in rural airport projects, like Nuiqsut Airport Improvements and Anaktuvuk Pass Airport, further demonstrates his proficiency in aviation design, especially in challenging and remote settings. Additionally, his experience assisting with master planning efforts for the Birchwood Airport Master Plan Update project highlights his contribution to long-term airport development and growth.

#### DAVID DARRINGTON, PE – LEAD CIVIL ENGINEER



David D.'s experience in aviation and transportation project design makes him highly qualified as the Lead Civil Engineer for this contract. His expertise spans various design areas, including airports, roadways, pedestrian facilities, site plans, and drainage, showcasing his versatility in civil engineering and airport infrastructure. In his role, David D. will be crucial in preparing plans, specifications, and cost estimates for civil tasks under the contract. His track record in designing critical transportation projects, such as Haines Airport Improvements, Homer Airport Improvements, and Merrill Field Access Road projects, demonstrates his ability to handle multifaceted assignments successfully.

Additionally, his experience in CA work on projects like PAQ RW 16-34 Rehabilitation, and TW Q Reconstruction and TW C Lighting Improvements at Merrill Field adds valuable insights into practical design implementation, ensuring feasibility and effectiveness in execution. David D. lives in the Wasilla area.



## **MARK SWENSON, PE – PEER REVIEW/ AVIATION PLANNING LEAD**



Mark, an accomplished aviation engineer with over 19 years of experience in designing, managing, and administering municipal airport projects in Alaska, will serve as our team's Aviation Planning Lead and provide reviews of all milestone deliverables for this contract. Mark is a Chugiak resident and licensed private pilot.

His extensive background includes rehabilitation and reconstruction projects on runways, taxiways, aprons, and access roads for state and municipal-owned airports throughout Alaska. Notably, he has led HDL's term engineering contract at Merrill Field Airport since 2007, overseeing numerous critical improvements.

Mark's expertise extends to Birchwood Airport, Wasilla Airport, and PAQ, where he has worked on the design and CA of apron, taxiway, and runway projects, making him well-versed in general aviation engineering in the Anchorage and Mat-Su region. He also led the design of a new sand storage building for Kenai Airport. Currently, Mark holds the roles of CM/PM for the Birchwood Airport Master Plan update and Aviation Planner for HDL's ongoing Wasilla Airport Master Plan update. His experience in developing airport master plans and capital improvement plans will be invaluable for the upcoming master planning effort at PAQ if included in the contract.

His multifaceted experience ensures thorough reviews of deliverables produced under this contract, ensuring they meet or exceed HDL's, the COP's, and FAA's quality expectations and FAA grant eligibility requirements.

## **HEATHER CAMPFIELD, IAP<sup>2</sup> – LEAD ENV. & PI/ AVIATION PLANNING**



Heather, with 20 years of experience in environmental services and public engagement for engineering design projects involving NEPA analysis, will coordinate and manage the NEPA documentation effort for this contract. Her comprehensive understanding of FAA NEPA requirements, including FAA Orders 5050.4B and 1050.1F, as well as FAA's Environmental Desk Reference for Airport Projects, adds to her qualifications. Notably, she recently completed an FAA Categorical Exclusion (CE) for apron and taxiway expansion at PAQ, securing federal funding resources within a compressed timeline. As a resident of Palmer, Heather's extensive knowledge of environmental resources at the airport and her FAA relationship were vital for the CE's completion.

Currently, Heather manages all assigned environmental and public involvement tasks for the Kenai Airport term agreement. As the Environmental Services Manager for Merrill Field Airport, she assists the Airport Manager in navigating FAA's NEPA guidance. Additionally, Heather is assisting with aviation planning for the Wasilla Airport and Birchwood Airport Master Plan update projects.

As a Certified Public Participation Professional, she effectively facilitates and leads public involvement needs for assigned

projects, successfully addressing and mitigating concerns. Heather's extensive experience, NEPA requirements expertise, and leadership in environmental services and public involvement make her highly qualified to manage the NEPA documentation effort for this contract.

## **ADDITIONAL STAFF**

### **JOE ZYCH, PLS – LEAD SURVEYOR**



Joe, a Professional Land Surveyor (PLS) with over 11 years of experience in surveying and mapping, will be in charge of all survey tasks for this contract. He has extensive experience leading both field and office survey tasks for transportation projects, including airport projects.

At PAQ, Joe performed various design and boundary surveys for projects such as the RW 16-34 Rehabilitation project and staking/computing lease lots for different tasks. He also completed multiple topographic surveys and provided quality control/assurance on final topographic basemaps, adhering to regulatory and FAA guidelines with precision and attention to detail. Furthermore, Joe demonstrated his expertise as the Lead Surveyor for the Merrill Field Airport RW 07-25 Design/Rehabilitation project. Working closely with Erik, he efficiently scheduled field surveys and coordinated runway closures to ensure accurate data capture, showcasing his ability to plan and execute surveys in complex and challenging environments with a focus on safety. His role as Field Party Chief during the reconstruction of 126,000 square yards of taxiway and apron pavement at Birchwood Airport further solidified his ability to handle large-scale projects at local airports. He managed topographic surveying and mapping, control, and lease lot corner ties, maintaining HDL's accuracy and standards.

Joe's extensive experience at PAQ and other airports throughout the state makes him highly qualified to complete the survey tasks under this contract.

### **JEREMY KUIPERS – SURVEYOR/AIRPORT GIS SURVEYING**



Jeremy, a highly skilled PLS with over 14 years of experience in surveying and mapping across Alaska, including aeronautical surveys, will provide surveying and lead Airport GIS surveying for this contract.

At PAQ, Jeremy completed an aeronautical survey, establishing new control monuments per FAA AC 150/5300-16B and NGS standards. His meticulous attention to detail ensured precise measurements of all runway data in accordance with AC 150/5300-18B standards. Using Static GPS, RTK GPS, conventional surveying methods, and aerial photography, he identified obstructions within each obstacle identification surface, crucial for safe airport operations. Additionally, as Survey PM for the Birchwood Airport Master Plan update, Jeremy conducted aeronautical, boundary, and utility surveys, delivering accurate survey data meeting FAA and DOT&PF standards. Successfully completing all deliverables with the FAA through the Airport GIS website highlights his ability to meet regulatory requirements and provide reliable survey data for airport planning and development. As PLS-in-Charge of the

Homer Airport Improvements project, Jeremy demonstrated strong coordination skills, efficiently managing field surveying within the airport's controlled areas. His topographic, control, and minimal boundary surveying showcased his precision and accuracy in meeting project requirements. Jeremy's extensive FAA and airport experience throughout the state make him highly qualified for any GIS survey task under this contract.

#### **DOUG SIMON, PE –LEAD GEOTECHNICAL ENGINEER**



With over 22 years of experience in geotechnical engineering and foundation design for civil works projects, Doug will be responsible for geotechnical efforts, including evaluations. His specialization and extensive experience are evident as he has served as the Project Geotechnical Engineer for more than 15 aviation projects across Alaska, including the PAQ RW 16-34 Rehabilitation project.

His expertise in conducting geotechnical evaluations for airport infrastructure is demonstrated through recommendations provided for runway structural sections, large aircraft apron expansion, and foundations for instrumentation and signage at PAQ, showcasing his familiarity with airport geotechnical requirements and specific conditions. Currently, Doug leads all geotechnical tasks for the Kenai Airport term, effectively managing and executing field investigations, laboratory testing, design recommendations, and report production. Moreover, his experience leading geotechnical evaluations, developing recommendations, overseeing material testing and dynamic compaction at Merrill Field Airport, and conducting the geotechnical evaluation and design for Apron E at the Wasilla Airport highlights his diverse and practical expertise in evaluating and designing geotechnical solutions for Alaska's airport projects.

#### **STEVE REED, PE – CONSTRUCTION ENGINEER**



Steve will manage CA services, bringing over 17 years of experience in this field and overseeing HDL's CA Department. He has served as the Construction Project Engineer and/or Inspector on more than 25 projects involving airport, roadway, utility, bridge, and site improvements. Currently, Steve's leadership in CA services for TW N, Drainage, and Apron E at PAQ demonstrates his ability to ensure smooth project execution and compliance with FAA requirements for airport design and construction. His familiarity with FAA regulations is crucial for delivering successful and compliant CA services for airport developments. Additionally, Steve's management of CA services for a new sand storage building at the Kenai Airport showcases his capacity to oversee critical construction elements and deliver high-quality CA services for essential airport infrastructure.

Furthermore, his previous role as Project Engineer during the 2014 crack sealing at PAQ and apron reconstruction at Merrill Field Airport, along with his assistance in the design of the Birchwood Airport Taxiway and Airport Reconstruction project, showcases his versatility and deep understanding of airport improvement initiatives from the design side.

#### **ED CARLSON, PE –ELECTRICAL ENGINEER**



Ed, a highly skilled Electrical Engineer with over 30 years of experience, will lead electrical engineering services. His extensive airport experience includes work on over 65 airports, ranging from large airports to small rural runways, with a focus on airport and roadway lighting, SREB power, and special systems. Ed's knowledge of AIP-funded airport projects, FAA and State of Alaska airfield requirements, and adherence to current FAA specifications and FAA Sponsor Certifications make him a valuable asset to the HDL team. His recent experience aligns perfectly with the scope for this current contract.

Notable projects he has been involved in include King Salmon Sand Storage Building, Homer Airport ARFF & Chemical Storage Building (CSB), multiple SREBs throughout Alaska, and various airport works at Palmer, Soldotna, Wainwright, and Kenai. Ed's hands-on approach ensures code-compliant, cost-effective, and robust design solutions, further strengthening his contributions to the team's success.

#### **SCOTT HALA, PE, LEED AP – MECHANICAL ENGINEER**



Scott, an experienced Mechanical Engineer with over 20 years in HVAC systems, plumbing design, and energy analyses in Alaska, will lead mechanical engineering services. His expertise extends to various projects, including residential, commercial, and educational facilities, where he produces accurate drawings, specifications, and reports. As a LEED-accredited professional, Scott possesses practical knowledge in mechanical engineering, energy, and green building industries. He is well-versed in the requirements of AIP-funded airport projects, as well as current FAA and State of Alaska airport specifications. Scott's recent experience includes Homer Airport ARFF & CSB, Cold Bay Airport SREB & CSB, King Salmon Airport Sand Storage Building, and Soldotna Airport SRE/Sand Storage Building, among others. This experience, along with valuable lessons learned and design details, will be applied to the PAQ sand storage building and ARFF building projects, ensuring a quality design suitable for a municipal airport in Alaska.

Scott's experience with the Soldotna and King Salmon projects also showcases his ability to create standalone buildings or integrate them as a dedicated part of larger structures, such as SREBs. This experience and attention to detail will be applied to the PAQ sand storage building design, further enhancing the project's quality and success.

#### **JESSICA CEDERBERG, AIA, NCARB – LEAD ARCHITECT**



Jessica will lead architectural services under this contract. With over 30 years of Alaska architecture experience, she has a diverse design background, including airport sand storage facilities, ARFF facilities, tenant improvements, and rural schools. As a Project Manager/Architect, Jessica is known for her organization, conscientiousness, and collaborative approach. She values input from stakeholders and team members and is an active listener. Jessica's recent projects as Project Architect include

Cordova Airport ARFF & SREB Replacement and the Post/Rogers Memorial Combined Maintenance and Operations Facility – Stage II. She has also provided design services for Ted Stevens Anchorage International Airport, demonstrating her familiarity with FAA Advisory Circular guidelines and design standards for various airport facilities. Her extensive experience and expertise make her a valuable asset to the team.

**GREG LATREILLE, PE, SE – STRUCTURAL ENGINEER**



Greg's extensive 18-year experience designing a diverse range of structures in Alaska, including urban steel and concrete buildings, rural pile-supported wood-framed structures, seismic retrofit projects, and historical structure stabilization, uniquely positions him as the best structural engineer for this contract. Furthermore, his notable contributions to various airport projects, such as conducting structural assessments and designing improvements for Merrill Field buildings and overseeing the structural design of the Fairbanks International Airport terminal building renovation and addition, demonstrate his proficiency and capability to excel in the specific challenges that this contract may present.

**ELISE HUGGINS, ASLA – LANDSCAPE ARCHITECT**



Elise will lead landscape design services for this contract. With vast experience in improving green spaces and collaborating with HDL on transportation projects, including Merrill Field Airport, she has proven expertise. Her previous work includes preparing landscape plans, providing architectural services for areas affected by construction, and overseeing plant relocation and maintenance during the project. Elise's extensive experience uniquely qualifies her to deliver exceptional landscape architecture and revegetation design services for the PAQ contract.

**QUALITY OF PREVIOUS AIRPORT PROJECTS**

HDL takes pride in delivering high-quality studies and designs for our clients. While we know we are not perfect, that doesn't deter us from striving to improve continuously. When we make errors, the HDL culture dictates that we take responsibility and collaborate with the client to rectify them. Our long history of repeat clients, detailed in the Firm Experience section, is a testament to the quality of our airport projects. We encourage you to reach out to any of our project references to discuss the quality of our projects and services.

**Value Engineering for Sponsor:** HDL aims to "get more for less" on every project, as demonstrated in the PAQ RW 16/34 Rehabilitation & Related Improvements project. By understanding both the current design requirements and future planned projects, we collaborated with COP and the FAA to combine several projects, leading to a 40% cost reduction. The original projected cost was \$13.4 million over four years of projects, but the actual designed and constructed cost was only \$7.8 million and was completed in less than a year. Similarly, the TW N project capitalized on reusing existing

subgrade soils from the removal of TWs B and L, reducing the need for importing borrow material and lowering project costs by approximately \$300,000. This approach also eliminated the impact of about 1,000 loaded trucks on local streets.

**Schedule Compliance:** HDL's understanding of the FAA AIP schedule for submittals and reviews ensures that PAQ stays on track. We are well aware of the deadlines for environmental documentation and program planning. By involving FAA staff early and frequently during project development, we reduce hurdles, minimize questions about the design in the final stages, and achieve smoother FAA concurrence for project advertising.

An excellent example of this approach is the PAQ RW 16/34 project, where even with added scope, the design was delivered to COP within the negotiated early completion date without additional cost for the original scope. Similarly, Apron E was added to the TW N project late in development, but we successfully packaged and bid the projects together despite environmental challenges, obtaining 100% grant funding for the TW N portion of the project.

**EXPERIENCE WORKING WITH ALASKAN MUNICIPALITIES**

HDL has a rich history of working with local municipalities, detailed in the Firm Experience section. Apart from aviation projects, we have provided engineering for roadway, water, sewer, and storm drainage projects in Palmer for over 22 years. Additionally, we hold term contracts for civil and traffic engineering with the Municipality of Anchorage, a water/wastewater engineering contract with the City of Kenai, and transportation and water/wastewater engineering contracts with Homer. Furthermore, we have term contracts for transportation and geotechnical engineering with the MSB.

**DBE PARTICIPATION**

Participation by our subconsultant, Earthscape (DBE #9101001H), will assist COP in meeting its DBE participation goal. HDL will prepare bidding and construction documents in accordance with 49 CFR Part 26 requirements and COP's DBE Program, which HDL authored.

**OFFICE LOCATIONS**

HDL's project management and primary effort will be from our newly relocated Mat-Su office, just a few blocks from the airport and "around the corner" from the Palmer Public Works yard, with support from our Anchorage office. UMIAQ, MBA, BBFM, and Earthscape will work from their Anchorage offices.

*Thank you for reviewing our proposal. We are sincerely excited about the opportunity to continue serving and supporting the COP with PAQ's growth and success.*

HDL Engineering Consultants, LLC

David Lundin, PE  
President/Principal Civil Engineer



# Resumes

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## Contract/Project Manager



### David Lundin, PE

#### Registrations

- Professional Civil Engineer, Alaska (ALEC10127)
- Professional Environmental Engineer, Alaska (ALEV14314)
- Professional Civil Engineer, California (C60393)

#### Education

- BS, Civil Engineering, University of California, Davis

#### References

- Greg Wickham  
City of Palmer  
231 W. Evergreen Avenue  
Palmer, AK 99645  
907.745.3400
- Scott Curtin  
City of Kenai  
210 Fidalgo Avenue  
Kenai, AK 99611  
907.283.8240
- Erich Schaal  
City of Wasilla  
290 E Herning Avenue  
Wasilla, AK 99654  
907.373.9018

David is a Principal Civil and Environmental Engineer who serves as a leader in HDL's design and CA services. Throughout his 30-year career, he has honed his expertise in Alaska on airport, water/wastewater, roadway, and site development projects. He has been the manager or lead designer for all FAA-assisted capital projects at the Palmer Airport since 2001. Similarly, David has been responsible for all phases of project development for all capital projects at the Wasilla Airport since 2003. David is currently the contract manager for term engineering contracts at Palmer, Wasilla, and Kenai airports.

Beyond design and CA, David assists airport sponsors by preparing grant applications, ALP updates, CIP data sheets, DBE plans, construction safety and phasing plans, FAA documentation during construction, and FAA project closeout reports. David uses his broad project experience and his roles in both design and construction to develop clear, concise, and constructible documents with accurate cost estimates. He then collaborates with clients, contractors, and the public during construction to minimize conflicts for successful project completion.

#### Relevant Experience

**Palmer Municipal Airport.** David has served as Project Manager or Lead Design Engineer for all FAA-assisted airport improvement projects from 2001 to present, totaling over \$27 million. He has been responsible for all phases of projects, from FAA grant planning and environmental documentation to design to CA to FAA grant closeout. He has worked with Palmer staff to prepare and update the Airport Capital Improvement Plan to establish project and funding priorities. David has prepared and updated Palmer's Disadvantaged Business Enterprise program and FAA-required reporting. For projects, he has prepared design study reports, construction plans, specifications, and cost estimates; and provided coordination with FAA for grant applications, design reviews, authority to advertise, concurrence with contract award, coordination during construction, and grant closeout reporting. He has provided oversight of construction administration, inspection, and material testing. David has also prepared several Airport Layout Plan updates for FAA approval. Specific projects have included:

- Construct Taxiway N & Improve Airport Drainage (ongoing)
- Construct Apron E (ongoing)
- Mitigate Runway 16 Approach Obstructions (ongoing)
- Blast Pad Paving (2020)
- Airfield Safety Improvements (2019)
- Purchase Snow Removal Equipment (2018)
- Taxiway Pavement Maintenance (2018)
- Runway 16-34 Runway Rehabilitation, Large Aircraft Apron Expansion, Construct Helipad, & Safety Area Improvements (2016)



- Airport Master Plan (2014)
- Precision Approach Path Indicator Aiming (2014)
- Construct Pavement Crack Sealing (2002, 2007, 2014)
- Replace Segmented Circle (2008)
- Runway Approach Obstruction Removal (2008)
- Rehabilitate Runway 9-27 & Safety Area Improvements (2007)
- Rehabilitate Taxiway B (2006)
- Replace Airport Lighting & Nav aids (2006)
- Purchase Snow Removal Equipment (2005)
- Construct Taxiways J & L (2004)
- Construct Apron A Expansion (2004)
- Construct Airport Security Improvements (2004)
- Extend Water/Sewer Utilities (2004)
- Construct Yukon Street & Service Road B and Improve Service Road D (2004)
- Construct Taxiway A, Taxiway C, and STOL Runway (2002)
- Construct Fire Retardant Loading Facility, Construct Forestry Parking (2001)

**Wasilla Airport.** David has provided project management, design, and CA for over \$17 million of airport improvement projects since 2003. Similar to his work at Palmer, David has been responsible for all phases of project development and delivery. Specific projects have included:

- Construct Apron E, Phase 2 (ongoing)
- Runway and Taxiway Pavement Maintenance (ongoing)
- Airport Master Plan (ongoing)
- Construct Apron E, Phase 1 (2019)
- Construct Security Improvements, various phases (2002, 2008, 2014, 2019)
- Construct Aviation Avenue Water System (2013)
- Construct Apron D (Design) (2010)
- Extend Aviation Avenue (Design) (2009)
- Expand Snow Removal Equipment Building (2008)
- Extend Taxiway B (2007)
- Construct STOL Runway and Construct Apron C/Relocate AWOS (2006)
- Construct Apron Phase 1A (2004)

**Kenai Municipal Airport.** David has been the contract and project manager for HDL's term contract with Kenai since 2020. He has provided management and peer review of final plans and specifications for airport improvement projects, including:

- Improve Airfield Drainage (construction on hold)
- Construct Sand Storage Building (construction 50% complete)
- Rehabilitate Runway 02/20 (design 15% complete)

**Merrill Field Airport.** David has provided peer review of final plans and specifications prepared by other HDL engineers and has led the design of airport improvements at Merrill Field Airport for projects, such as:

- Block 5 Apron Phase 3 Reconstruction
- Construct Security Improvements
- Construct Access Road Improvements



## Aviation Engineer



### Erik J. Jordt, PE

#### Registration

- Professional Civil Engineer, Alaska (119553)

#### Education

- BS, Civil Engineering, University of Alaska Anchorage

#### References

- Ken Green, North Slope Borough, P.O. Box 1050, Barrow, AK 99723, 907-227-4454
- Rich Sewell, Merrill Field Airport, 800 Merrill Field Dr, Anchorage, AK 99501, 907-343-6301
- Tim DeBilt, Quinhagak Airport, PO Box 149, Quinhagak, AK 99655, 907-556-2375

Erik has 10 years of design, construction inspection, and construction administration experience. His area of expertise lies in aviation-related projects, and he has worked on multiple projects funded by the Federal Aviation Administration (FAA). These projects have included airport-wide security upgrades and the rehabilitation of runways, taxiways, and aprons. Erik has worked on projects across both urban and rural airports, including Merrill Field Airport, Palmer Municipal Airport, Kenai Municipal Airport, Wainwright, Kaktovik, Nuiqsut, Atqasuk, Quinhagak, and Anaktuvuk Pass.

Erik's experience in construction inspection/administration has equipped him with a thorough understanding of the design process, submittal reviews, progress payments, daily inspection reporting, maintaining project records, and overseeing construction projects from initiation to completion.

### Aviation Experience

**Merrill Field Airport Improvements.** As Construction Coordinator, Erik assumed responsibility for overseeing daily construction inspection, documentation, and coordination of various improvement projects. In this capacity, Erik's duties encompassed preparing change orders, project documentation, leaseholder coordination, reviewing pay estimates, conducting weekly meetings, and producing monthly status reports. Erik was also responsible for conducting daily inspections to ensure compliance with Contract Documents. He worked collaboratively with Merrill Field Airport staff and contractors, leveraging his construction expertise to resolve any construction-related issues expediently.

**Nuiqsut Airport Improvements Project, Phase 1.** Erik served as Office Engineer and Construction Coordinator, where he played a pivotal role in reviewing the contractor's daily inspection of construction progress. Additionally, he was responsible for day-to-day coordination with the client and contractor, generating progress payment estimates, responding to DC/VRs (Design Clarification Verification Requests), performing submittal reviews, and preparing AIP (Airport Improvement Program) Grant Closeout paperwork for submission to FAA. Erik's multifaceted responsibilities in both roles highlight his broad skill set and versatility in managing construction projects.

**Nuiqsut Airport Improvements.** As Office Engineer and Construction Coordinator, Erik conducted thorough reviews of the contractor's daily inspections of the construction progress. Additionally, he provided effective day-to-day coordination with the client and contractor, generated progress payment estimates, and collaborated with BP and ConocoPhillips to secure permission for the contractor to utilize the Industry Ice Road. Erik also performed meticulous submittal reviews and skillfully prepared AIP Grant

Closeout paperwork for submission to FAA, demonstrating his exceptional attention to detail and commitment to ensuring project success.

**Nuiqsut Airport Improvements, Phase 2.** Erik was the Project Engineer responsible for assisting with the design to reconstruct the runway, taxiway, and apron as well as the replacement of the runway, taxiway, and apron lighting. During construction, he served onsite as the Lead Project Engineer for two full seasons.

**Barter Island Airport Relocation.** Erik was the Project Engineer and Materials Inspector for the \$38 million runway relocation project in Kaktovik for the North Slope Borough over the 2014, 2015, and 2016 construction seasons. Erik's responsibilities included conducting daily inspections and documentation of the contractor's work, ensuring that all work was performed in accordance with Contract Documents. Additionally, Erik provided quality assurance for compaction testing of construction materials, measured quantities, and closely monitored construction progress to ensure that the project was completed on time and within budget. Erik's meticulous attention to detail and unwavering commitment to quality made him an asset to the project team, resulting in a successful outcome for all stakeholders involved.

**AKP Airport Power and Lighting Upgrades.** As Project Engineer, Erik assisted with designing and constructing the airport lighting system and NAVAIDs for the Anaktuvuk Pass Airport. In addition to his technical contributions, Erik provided effective project management, facilitating progress meetings, providing daily construction coordination and oversight, and expertly processing all Contract paperwork and payment estimates.

**Kenai Airport Term Agreement.** Erik is providing as-needed support as a Design Engineer and Construction Civil Engineer for this five-year term contract with the Kenai Municipal Airport. Projects have included providing construction administration support during the sand storage building procurement project. Erik's responsibilities have included a variety of tasks, such as facilitating progress meetings, reviewing submittals, providing inspections, maintaining project records in accordance with applicable standards, responding to contractor Requests for Information, and supporting the Project Manager with contract paperwork and payment estimates.



## Lead Civil Engineer



David brings over 10 years of experience in providing design services for aviation, roadway, rehabilitation, and traffic projects. His career began in 2012 as a Traffic Intern for the Municipality of Anchorage (MOA), where he gained valuable hands-on experience collecting and inputting traffic data. This led to his transition into a full-time role as a transportation engineer with HDL.

David's expertise covers a wide range of design areas, encompassing airports, roadways, pedestrian facilities, bicycle facilities, traffic calming measures, traffic studies, site plans, and drainage. He also possesses experience in urban design, rural design, construction administration, policy manual updates, Capital Improvement Plan (CIP) development, and preliminary engineering reports. Notably, David has provided construction administration, design, and consultation services for the Palmer Airport, Merrill Field, Haines Airport, and Homer Airport.

Throughout his career, David has been involved in a significant number of projects, having provided engineering services for over 32 preliminary engineering projects, 50 design projects, and six construction administration projects. His extensive knowledge spans various publications, including the FAA Design Advisory Circulars, DOT&PF Preconstruction Manual, MSB Subdivision Construction Manual, MOA Standard Specifications (MASS), PM&E Design Criteria Manual, United States Access Board Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way, AASHTO Roadside Design Guide, AASHTO A Policy for Geometric Design of Highways and Streets, Manual for Uniform Traffic Devices, and Alaska Sign Design Specifications. This comprehensive understanding of these publications allows David to effectively navigate project requirements and ensure adherence to relevant guidelines.

### Relevant Experience

**Haines Airport Improvements, Haines.** David leads the design team as Project Engineer for the runway rehabilitation; helipad reconstruction; construction of the taxilane; taxiway regrading and new construction; drainage improvements; and fish habitat restoration for Haines Airport. This work included regrading and resurfacing Runway 08/26; resurfacing Taxiways A, B, C, D, and E; constructing a new taxilane; reconstructing the helipad; relocating the rotating beacon; and constructing a pad for the new SREB. David ensures all elements meet DOT&PF and FAA standards.

**Homer Airport Improvements, Homer.** David led the design team as Lead Designer for the runway rehabilitation; apron resurfacing and extension; taxiway regrading and new construction; drainage

## David A. Darrington, PE

### Registration

- Professional Civil Engineer, Alaska (119531)

### Education

- BS, Civil Engineering, University of Alaska Anchorage

### References

- Brett Wells, DOT&PF Southcoast Region, PO Box 112506 6860 Glacier Highway, Juneau, AK 99811, 907.465.1607
- Matt Hansen, DOT&PF Central Region, PO Box 196900 4111 Aviation Avenue, Anchorage, AK 99519, 907.269.0602
- Tadd Isaacson, DOT&PF Central Region, PO Box 196900 4111 Aviation Avenue, Anchorage, AK 99519, 907.269.0581

improvements; and obstruction removal at Homer Airport. This work included regrading and resurfacing Runway 04/22; demolishing portions of Taxiway D and constructing a service road; resurfacing Taxiways C and B; narrowing and regrading Taxiway A; constructing new Taxiways J and G; regrading the existing GA Apron; extending the GA Apron; replacing culverts; regrading ditches; and removing the Part 77 surface obstruction southeast of the runway. David ensured all aspects of the design met DOT&PF and FAA standards.

**Merrill Field Taxiway C Lighting Improvements, Anchorage.** David served as Project Inspector for the lighting upgrades, drainage improvements, and taxiway-narrowing project. The project included the installation of new taxiway lighting, culvert replacement, field inlet installation, pavement removal, grading, landscaping, signing, and striping. David performed daily inspections on the lighting installations, earthwork, drainage improvements, signing, and striping. David also ensured the contractors and inspectors followed all airport safety protocols. Responsibilities also included weekly project updates with the Airport Manager and Federal Aviation Administration Air Traffic Control Tower Manager to keep all airport users updated on project status and anticipated work for the upcoming week.

**Palmer Airport Runway 16/34 Rehabilitation.** David served as a Construction Inspector for the reconstruction of this runway and apron expansion. David's responsibilities included quantity verification, erosion control inspections, oversight of construction operations, and safety protocol assurance.

**Merrill Field Airport Rehabilitate Taxiway Quebec, Phase 4.** David served as the Construction Inspector for the rehabilitation of this taxiway, including excavation, gas line removal and reinstallation, electrical fixture removal and installation, fencing removal and installation, dynamic compaction, asphalt pavement, and striping. He coordinated between Merrill Field and the Contractor when project concerns were raised, or impacts to the daily operation of the airport occurred to formulate quick and accurate solutions.



## Peer Review/Aviation Planning Lead

### Mark R. Swenson, PE

#### Registrations

- Professional Civil Engineer, Alaska (AELC12146)
- Professional Environmental Engineer, Alaska (AELV14132)

#### Education

- BS, Civil Engineering, Union College

#### References

- Rich Sewell, Merrill Field Airport Manager, 800 Merrill Field Dr, Anchorage, AK 99501, richard.sewell@anchorage.ak.gov 907.343.6301
- Ken Green, North Slope Borough Project Manager, PO Box 1050, Utqiagvik, AK 99723, ken.green@north-slope.org 907.272.4454
- Erich Schaal, Wasilla Public Works Director, 290 E Herning Ave, Wasilla, AK 99654, eschaal@cityofwasilla.gov 907.373.9018

Mark brings over 19 years of extensive experience in planning, design, and construction administration for municipal and rural airports throughout Alaska. His expertise includes managing and designing projects under HDL's municipal airport term engineering agreements for Merrill Field, City of Wasilla, City of Palmer, the City of Kenai, Native Village of Kwinhagak, and multiple projects for the Alaska Department of Transportation and Public Facilities (DOT&PF). He is a licensed private pilot, trained and experienced in operating out of Anchorage and Mat-Su Airports.

Mark has dedicated his career to supporting airport development for Alaska's municipal airports by managing, planning, designing, and administering construction of FAA-funded airport improvement projects. His work spans over 100 individual projects, including the design and construction of FAA-funded new airport construction; runway, taxiway, apron, airport access road reconstruction; new sand and equipment storage buildings; security improvements (cameras, gates, access control); fencing improvements; and airport lighting and signage upgrades. His vast experience and expertise make him one of the most experienced aviation engineers in the state and a valuable asset to Palmer's aviation project team.

#### Relevant Experience

**Merrill Field Airport Term Engineering Contract.** Since 2007, Mark served as Project Manager and Civil Engineering Lead on more than 80 design and construction administration tasks. These projects included rehabilitation of main Runway 7/25, crosswind Runway 16/34, aprons, taxiways, airport access road; related utility improvements; and airport and security assessments and improvements. The work required close coordination with FAA, the Merrill Field Air Traffic Control Tower and airport users during planning, designing, and Construction Safety Phase Plan (CSPP) development. The work included requests for modifications to FAA standards, and innovative designs using dynamic compaction for rehabilitation of taxiways and aprons constructed above the closed Merrill Field Landfill.

Mark assisted with preparation of Merrill Field's last Airport Master Plan update and is currently performing quality control reviews for the latest version of their Airport Layout Plan.

**Birchwood Airport Taxiway and Apron Rehabilitation & Master Plan Update.** In 2018, Mark was the Contract Manager and Project Manager for this DOT&PF project to rehabilitate taxiways and aprons at the airport. The scope included preparing bid documents, Engineer's Design Report,

construction cost estimate, and a CSPP for rehabilitation of over 126,000 square yards of taxiway and apron pavement using foamed asphalt stabilized base course.

Mark is currently approximately 90% complete with the Birchwood Airport Master Plan Update, which includes generation of Airport Inventory, Facility Standards Report, Aviation Activity Forecast, Land Use Assessment, Socioeconomic Evaluation, Demand Capacity Analysis, Condition and Needs Assessment, Alternatives Development Report, and Implementation Plan. Mark worked with an outspoken general aviation community to develop alternatives that maintained the dimensions of the main paved runway and preserved the gravel runway on the airport for the benefit of based users and the flying public.

**Kenai Municipal Airport Improvements.** Mark is assisting with design and construction administration of a range of tasks at the Kenai Airport; from small operational and administrative tasks to rehabilitation of the main Runway 02/20. Mark was the manager and review engineer for Kenai's new sand storage building project, which is currently in construction. He also assisted with planning the scope of the ongoing Runway 02/20 Rehabilitation project, including preparation of the EDR and draft CSPP.

**Palmer Municipal Airport Improvements.** As Project Engineer, Mark developed bid documents, CSPPs, and administered construction of several projects at the Palmer Municipal Airport. Recent work included CSPP development and design support for the 2018 Runway 16/34 reconstruction project and associated apron expansion, obstruction removal, heliport, and new pavement markings for runways and taxiways. His previous work includes being a Project Engineer for design and construction administration of the rehabilitation of the 3,700-foot parallel Taxiway B, reconstruction of crosswind Runway 9/27, and replacement of airport lighting and NavAids. He administered construction of the Taxiway B project and spent a full summer inspecting construction at the Palmer Airport. He knows the airport and the issues that impact operations and safety around the airfield.

**Wasilla Municipal Airport Improvements and Master Plan Update.** Mark was the Project Engineer for the design and construction administration of a 244,100 SF apron, a 2,080 LF Taxiway B extension, a new 2,300-foot STOL runway, 450 LF of apron access road, and 4,800 LF of primary airport access road. The work included relocating the Automated Weather Observing System, security fencing, electronic security gates, and related lighting improvements. Mark is currently the Lead Planner for a Master Plan Update.

**North Slope Borough Airport Improvements.** For the last 15 years, Mark has designed all of the North Slope Borough's Airport Improvements in the communities of Kaktovik, Atqasuk, Nuiqsut, Anaktuvuk Pass, and Wainwright. The work has included design of major runway, apron, and taxiway reconstruction projects in Atqasuk, Nuiqsut, and Wainwright; and a complete new airport, access road, landfill, and sewage lagoon in Kaktovik. Other projects have included the Kaktovik Airport Master Plan; Area-wide Airport Capital Improvement Plan Updates; NavAid improvements in Nuiqsut and Atqasuk; and runway lighting upgrades in each village. Mark manages the construction administration of all of the North Slope Borough's projects and leads a team of project engineers, inspectors, and material technicians to oversee the contractor's activities.



## Lead Env./PI & Aviation Planning



Heather brings over two decades of experience managing projects that require National Environmental Policy Act (NEPA) documentation and public involvement services for roadway, aviation, and water and sewer projects. She is an expert in providing permitting services and preparing environmental documents, including resource assessments, management plans, State Environmental Checklists, Categorical Exclusions, Environmental Assessments, Environmental Impact Statements, and preliminary environmental reviews.

### Heather A. Campfield

#### Education

- BA, Environmental Science, Alaska Pacific University
- Graduate Level Certification, National Environmental Policy Act, Utah State University

#### Certifications

- Alaska Certified Erosion and Sediment Control Lead
- International Association of Public Participation Practitioners, Level I (IAP<sup>2</sup>)

#### References

- Jack Gilbertsen, FAA, 222 West 7<sup>th</sup> Avenue, Anchorage, AK 99513 jack.gilbertsen@faa.gov, 907.271.5453
- Erich Schall, City of Wasilla, 290 E. Herning Ave, Anchorage, AK 99654 eschaal@cityofwasilla.gov, 907.373.9010
- Jessica Wuttke-Campoamor, FAA, 222 West 7th Avenue, Anchorage, AK 99513, jessica.l.wettke-campoamor@faa.gov 907.271.5379

#### Relevant Experience

**Palmer Municipal Airport.** Heather worked directly with the City of Palmer and FAA's Planning and Environmental departments to complete the required NEPA documentation to support rehabilitating the main runway, improving the runway safety areas, removing obstructions, and expanding aprons at the airport. More recently, Heather completed NEPA documentation in record time in order to secure funding for the design of Apron E, which required tribal consultation with Chickaloon Tribe as well as the State Historic Preservation Officer in regard to cultural resources and historic properties. Heather and her staff worked seamlessly with the airport, FAA, environmental resource agencies, and the public.

**Wasilla Municipal Airport.** Heather is leading Phase 1 of the airport master planning effort for the City of Wasilla. Heather is responsible for involving airport stakeholders and the public in the master planning process, collecting and compiling user feedback and completing the aviation activity forecast. Heather manages subconsultant, Northern Economics, who joined the team to develop the socioeconomic profile of Wasilla Airport. The result of Phase 1 of the master planning effort is a Conditions and Needs Assessment that documents existing airport infrastructure, identifies the most demanding aircraft at the airport, and outlines facility needs that address current issues and accommodate future growth.

**Birchwood Airport.** The State of Alaska Department of Transportation & Public Facilities is in the process of updating the airport master plan for Birchwood Airport. Heather's main role in the development of the Airport Master Plan Update is to produce the airport master planning document for DOT&PF. This role requires that she be involved in every step of the master planning process. Heather has worked seamlessly with subconsultant Agnew::Beck to develop and execute a stakeholder engagement plan in order to identify current issues and future needs of airport users. Heather has been working closely alongside HDL's design engineers to develop design alternatives that address issues identified by airport users and that propose future development to support the airport's growing needs.



**Saint Mary's Airport Planning & RSA Practicability Study.** Heather coordinated directly with the community of Saint Mary's and the State of Alaska Department of Transportation and Public Facilities (DOT&PF) Northern Region on the Saint Mary's Airport Planning project. Heather was responsible for interviewing community members regarding the role the airport played in their day-to-day activities and identifying areas of the airport that needed to be improved to increase safety and better meet the needs of the operators, residents, and users. Heather organized two successful community meetings that resulted in local tribal members taking an active role in providing helpful feedback to the DOT&PF. As a result of the coordination effort, Saint Mary's Airport will receive vital upgrades to operate a safe airport.

**Quinhagak Airport Layout Plan Update.** Heather led all public involvement tasks for the Quinhagak Airport Layout Plan (ALP) project. Tasks included developing the Public Involvement Plan, public outreach materials, advertisements, and meeting materials. She also hosted a virtual public meeting in early 2021 to educate the public on the ALP update and discuss the airport's future needs with the community. Heather prepared detailed documentation of the stakeholder engagement process, which was essential for the Airport Master Plan Update.

**Merrill Field Airport.** Heather is serving as the Environmental Services Manager for the Merrill Field Airport and is responsible for assisting the Airport Manager in understanding and navigating the requirements of NEPA along with FAA's NEPA guidance. In addition, Heather produced a Documented Categorical Exclusion that received FAA approval in record time for the proposed development of airport lease lots in anticipation of the realignment of Taxiway N. The document detailed the environmental resources present within the proposed rehabilitation area and documented each environmental clearance necessary.

**Seward Airport Improvements.** Heather was the lead for the NEPA analysis for the EA and environmental analysis of proposed improvements to the Seward Airport. The EA was prepared in accordance with FAA Order 5050.4b, 1050.1e, and FAA's Environmental Desk Reference for airport projects. Issues addressed in the EA included impacts on historic properties, anadromous waters and water quality, floodway and floodplain development, and compliance with the Bald and Golden Eagle Protection Act. Heather led public and agency scoping meetings throughout the project. She documented each meeting and all project-related correspondence and compiled it as part of the project's Administrative Record. FAA signed a Finding of No Significant Impact for the proposed project.



## Lead Surveyor



### Joseph J. Zych, PLS

#### Registration

- Professional Land Surveyor, Alaska (106453)

#### Education

- BS, Geomatics, University of Alaska Anchorage
- AS, Land Surveying, Vermilion Community College

#### Certifications

- FAA Part 107 Remote Pilot Certificate

#### References

- Travis Test, AKDOT&PF  
4111 Aviation Ave,  
Anchorage, AK 99577  
907-269-0538
- Sheila Armstrong  
MSB  
350 E. Dahlia Ave  
Palmer, AK 99645  
907-861-8355
- Bryce Myers  
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Anchorage, AK 99508  
907-729-4553

Joseph (Joe) has performed surveying and mapping projects in many different regions of Alaska for more than 11 years. As a Professional Land Surveyor, he has a proven track record of success in setting and recovering project control, recovering boundary monuments for Right-of-Way (ROW), and collecting topographic data using both GPS and conventional survey methods. With meticulous attention to detail, Joe keeps neat field notes and ensures accuracy in all his work.

Joe is equally skilled in office duties, including processing GPS and reducing topographic data using Leica Software, creating TIN surfaces in Civil 3D, boundary computations, creating survey control drawings, and preparing ROW mapping, easement exhibits, and legal descriptions.

As an FAA-certified drone pilot, Joe is also proficient in UAS imagery collection, orthophoto production, and producing point clouds for import into Civil 3D.

### Relevant Experience

**Palmer Airport Runway 16-34 Rehab.** Joe was the field survey Party Chief for the above-mentioned project. He recovered airport control previously set by HDL as well as set additional control to supplement the rehabilitation project. He led the field crew in completing a topographic survey of the extent of runway 16-34 as well as other selected sites of the airport for future apron expansions. effort. Joe also completed the survey control diagram for the 15-mile project as well as updated the Right-of-Way mapping with new subdivisions.

**Merrill Field Airport Runway 07-25 Design/Rehab.** Joe was the Survey Lead for this project. He created a detailed and explicit survey plan and held meetings with both field crews to ensure everyone was aware of the project goals and objectives. Along with completing all of the office computations, data reduction and developing the topographic base map and survey control diagram, he also made visits to the project site to verify utility locates and to ensure that FAA NavAids were located correctly and accurately.

**Birchwood Airport Improvements, Taxiway and Apron Reconstruction.** Joe was the Field Party Chief for the topographic surveying and mapping, control, and lease lot corner ties for the reconstruction of 126,000 square yards of taxiway and apron pavement. Existing airport control was used as the basis of control, with final deliverables being a topographic basemap, survey control drawing, and survey control sheet.

**Alaska Department of Transportation and Public Facilities Projects.** Joe has performed survey services for various DOT&PF projects, including utilities and plat research, setting and recovering project control, recovering Right-of-Way monuments, acquiring topographic data for design, topographic data reduction, preparing deliverables to the contract's Statement of Services, and drafting survey control diagrams, survey control sheets, and temporary construction permits. Projects in which Joe has had a significant role include:

- Parks Highway MP44-52.3 Lucus Road to Big Lake Cutoff
- Parks Highway MP99-147 Rehabilitation
- Parks Highway MP90-99 Rehabilitation
- Parks Highway MP99-163 H&H
- Glenn Highway MP34-42 Reconstruction
- Smith Road Pavement Preservation
- Maud Road Pavement Preservation
- Marsh Road Pavement Preservation
- N 49th State Street Pavement Preservation
- Old Trunk Road Pavement Preservation
- Eagle River Road MP 0-5.3 Pavement Preservation
- Kenai Bridge Access Road Pavement Preservation

**Matanuska-Susitna Borough Term Contract.** Joe provided survey services for this term contract, where each individual task order varied from 1/4-mile to 1-mile long corridors. Fieldwork performed consisted of topographic and boundary surveys using RTK GPS and conventional survey methods. Office work has included survey control computations and data collection reduction in Leica Geo Office, digital mapping using Autodesk Civil 3D to map property boundary lines, draw topographic features, planimetric data, create TIN surfaces, and prepare survey control diagrams. He has also created Public Use Easement exhibits and legal descriptions. Joe has been involved with the following projects:

- Lawalter Rd, Twigs Cr, Ticks Cir, Pace Drive Improvements
- Birch Harbor Drive Road Improvements
- Dancer, Kent, Laura Full Design
- Settlers Bay Dr at Crocker Creek Fish Passage Culvert
- Bromley Dr Improvements
- Doc McKinley Ave, Jessi Jo Place Improvements
- Aurora Hills Dr, Hickory St Improvements
- Lazy Mountain Parking Lot Improvements
- Lawalter Rd, Twigs Cr, Ticks Cr, Pace Dr
- Sea Biscuit Lane Improvements
- Secretariat Drive Improvements
- Trent, Adele, and August Circle Drainage Upgrades
- South Elizabeth Drive Drainage Upgrades
- Ashmore Run Upgrades
- East Snowgoose Circle Right-of-Way Staking
- Weltin Way Drainage Improvements
- North Lorena Drive Drainage Improvements
- Jolly Creek Drainage Improvements



## Surveyor/Airport GIS Surveying



### Jeremy Kuipers, PLS

#### Registration

- Professional Land Surveyor, Alaska (AELL14834)

#### Education

- BS, Geomatics, University of Alaska Anchorage

#### Certifications

- FAA Part 107 Remote Pilot Certificate

#### References

- Travis Test, AKDOT&PF  
4111 Aviation Ave,  
Anchorage, AK 99577  
907-269-0538
- Bob Keiner, AKDOT&PF  
4111 Aviation Ave,  
Anchorage, AK 99577  
907-269-0713
- Matt Burkholder, AKDOT&PF  
4111 Aviation Ave,  
Anchorage, AK 99577  
907-269-0701

Jeremy is a highly skilled Professional Land Surveyor with over 14 years of experience in surveying and mapping projects across Alaska. Jeremy has focused on field and office survey tasks for various urban and rural projects throughout the state. His responsibilities have included setting project control, recovering boundary monuments, collecting topographic and hydrographic data, locating and as-built utilities and structures and completing aeronautical and boundary surveys. He has completed Airport Property Plans (APP), survey control diagrams (SCD), topographic mapping, boundary resolution, project reports, and other deliverables for a multitude of different clients.

Jeremy is proficient in using static and RTK GPS, total stations, digital levels, and AutoCAD Civil 3D. He is an FAA-certified drone pilot and has completed the NGS OPUS Projects Managers training. His skills and experience enable him to effectively utilize the latest technologies to deliver high-quality surveying and mapping solutions for clients across Alaska.

### Relevant Experience

**Palmer Municipal Airport Improvements.** Jeremy has been involved in multiple projects at the Palmer Municipal Airport. He completed the aeronautical surveying for the master plan update where he established control monuments per AC-16B and NGS standards, as existing PACS and SACS monuments had been destroyed. Completed runway length and width measurements, paying strict attention to selecting the correct runway type and measurement point per AC-18B. Runway centerline profiles and NAVAID reference points were all surveyed using Static and RTK GNSS and photographs taken per AC-18B. Obstructions not visible in the aerial photography within each obstacle identification surface, as well as Quality Control points used to check the photography, were surveyed using conventional or RTK GPS methods in accordance with AC-18B. All obstructions, trees, towers, fences, and buildings were located per FAA standards and successfully submitted to the Airport GIS program. Jeremy also completed all field and office survey tasks for the Apron N and Drainage Improvements Project.

### **Wasilla Municipal Airport Improvement and Master Plan Update.**

Jeremy is the lead surveyor for the ongoing Wasilla Airport projects. He managed all of the field surveying for the Apron E Phase 2 design surveying and Master Plan Update Project. He completed a topographic base map, survey control drawing, and all other deliverables for the Apron E Phase 2

project. For the Master Plan Update he compiled all available documents, imagery, and mapping to complete an up to date base map for the entire airport and surrounding property. Jeremy oversaw a utility survey for the airport and incorporated into the base map.

**Kenai Municipal Airport Improvements.** Jeremy was the PLS in responsible charge for the Sand Storage Building design survey. He completed all field surveying which included topographic, control and boundary surveys. In the office he completed the topographic base mapping, survey control drawing and all other deliverables. Jeremy also provide independent quality control for the runway 02/20 rehabilitation project.

**Birchwood Airport Master Plan Update.** Jeremy was the Survey Project Manager for this airport project. He completed the Aeronautical, boundary, and utility surveying associated with this airport. Jeremy completed all field and office tasks for this project to FAA standards and submitted all survey deliverables to the FAA. Jeremy completed the SCD, basemap, and all other deliverables except the APP.

**Quinhagak Airport Layout Plan Update.** Jeremy was the PLS in responsible charge of this project, in which he led the completion of all survey work for the Quinhagak Airport Layout Plan (ALP) Update. This work included setting temporary control to FAA standards, survey for design, and boundary surveying and mapping. Jeremy completed all Office tasks, which included a Topographic Base Map, SCD, Boundary for the airport and airport road, Airport Property Plan (APP), and all other deliverables.

**Homer Airport Improvements.** Jeremy was the PLS in responsible charge of this airport improvements project. He coordinated with the airport manager and maintenance staff to complete all fieldwork within the controlled areas of the airport. Jeremy completed all field and office tasks for the survey portion of this project. Field tasks included a topographic, control, and minimal boundary surveys. Office Tasks included a topographic and planimetric drawing, SCD, SCS, and all other DOT&PF deliverables.

**Sleetmute Airport Rehabilitation.** Jeremy was the Party Chief responsible for all surveying and mapping tasks, including full design and ROW surveys. He completed an Aeronautical Survey of the airport, including the establishment of PACS and SACS to AC-16B and NGS standards. Jeremy completed the SCD and topographic base mapping, and processed the PACS and SACS using OPUS Projects and NGS software.

**Kongiganak Airport Resurfacing.** Jeremy was the PLS in responsible charge of this airport improvements project. He completed all field and office tasks for the survey portion of this project. Field tasks included a topographic survey of the airport and the road to the airport, locating all high points in and around the airport, location of existing control, and location of existing boundary monumentation. Office tasks included a topographic base map, converting the boundary into the LDP, SCD, APP, and all other DOT&PF deliverables.

**St. Mary's Airport Aeronautical Survey.** Jeremy was the Party Chief responsible for all surveying and mapping tasks. He completed an Aeronautical Survey of the airport, including the establishment of PACS and SACS to AC-16B and NGS standards. Jeremy Completed all Field and office work, including submitting all data to the FAA for the establishment of the PACS and SACS, as well as all Aeronautical deliverables. PACS and SACS were processed in OPUS projects and delivered in FAA and NGS standards.



## Lead Geotechnical Engineer



### Doug P. Simon, PE

#### Registrations

- Professional Civil Engineer, Alaska (AELC13943)
- Professional Engineer, Wisconsin (37343)

#### Education

- MBA, Foster School of Business, University of Washington
- MS, Geological Engineering, University of Wisconsin-Madison
- BS, Geological Engineering, University of Wisconsin-Madison
- BS, Geology, University of Wisconsin-Madison

#### References

- Ken Green, North Slope Borough, PO Box 1050, Utqiagvik, AK 99723, 907.646.8274
- Mitch McDonald, DOT&PF Southcoast Region, 860 Glacier Highway
- P.O. Box 112506
- Juneau, AK 99811, 907.465.4454
- Craig Boeckman, Materials, DOT&PF Central Region, PO Box 196900 4111 Aviation Avenue Anchorage, AK 99519, 907.269.6200

Doug is a highly skilled geotechnical engineer and hydrogeologist with extensive experience in conducting investigations for a variety of projects, including aviation, water supply, wastewater, building, dam, and roadway projects in both urban and rural Alaska. Doug's expertise also includes well design, resource impact evaluations, and the evaluation of the movement and fate of contaminants in groundwater. He has a proven track record of tackling complex geotechnical and hydrogeologic problems and providing solutions that fit the needs of the client.

#### Relevant Experience

**Palmer Municipal Airport Runway 16/34 Rehabilitation, Palmer (2016-2018).** As Project Geotechnical Engineer, Doug conducted a geotechnical evaluation of the pavement structural section and subgrade to support pavement rehabilitation. Doug provided recommendations for the structural section of the runway and the large aircraft apron expansion, reuse of the recycled asphalt pavement, and foundations for instrumentation and signage.

**Wasilla Municipal Airport Apron E, Wasilla.** Doug led the geotechnical evaluation and design for Apron E at the Wasilla Municipal Airport. The evaluation used test pits and local equipment rather than excavators to reduce the project costs. Doug provided recommendations for excavation, structural section, and stormwater retention pond design.

**Merrill Field Airport Block 1, Lot 5.** Doug led geotechnical evaluation and helped develop recommendations for a proposed hangar at Merrill Field. Recommendations were provided for foundation and pavement design.

**Kenai Municipal Airport, Kenai.** For this ongoing term contract, Doug is serving as the Geotechnical Project manager responsible for leading all geotechnical tasks. Tasks include field investigations, laboratory testing, design recommendations, and report production.

**Merrill Field Airport Rehab Taxiway Q, Phase 4, Anchorage (2013-2015).** Doug assisted with development of plans and specifications for dynamic compaction, excavation and embankment, and new pavement for this phase of Taxiway Q and the Golf apron rehabilitation. Doug also oversaw material testing and dynamic compaction during construction.

**Klawock Airport Improvements, Klawock.** Doug provided geotechnical evaluation and design for proposed airport improvements that include resurfacing the apron, adding two taxiways, and other lighting and structure improvements.

**Point Hope Airport Realignment, North Slope Borough.** As Geotechnical Engineer and Project Manager, Doug led the evaluation of existing runway embankment materials and the development of recommendations. The available materials consist of poorly graded gravels that will tend to flow; provided recommendations to stabilize material to support the realigned runway.

**Nuiqsut Airport Rehabilitation, North Slope.** Doug was the Geotechnical Project Engineer for the geotechnical evaluation of the runway embankments and underlying permafrost soils to evaluate the condition of the embankment materials, analyze the thermal stability of the runway, and evaluate the ability to blend the embankment material with select imported gravel to create an aggregate product meeting FAA requirements.

**Atqasuk Airport Rehabilitation Design, North Slope.** Doug provided geotechnical investigation and design recommendations for rehabilitating the runway. He also performed a geotechnical evaluation of the runway embankments and underlying permafrost soils to evaluate the condition of the embankment materials, analyze the thermal stability of the runway, and evaluate the ability to blend the embankment material with select imported gravel to create an aggregate product meeting FAA requirements. Due to seasonal logistical constraints for mobilizing material and equipment to Atqasuk and the lack of barge access, the procurement of a crushed aggregate surface course is a large portion of the project cost. The existing surfacing at the Atqasuk Airport was determined to be suitable to blend with imported crushed aggregate and silt to produce E-1 CASC. This solution drastically reduced the cost of the project, as there is no barge access to Atqasuk, and all imported materials would need to be hauled to the community via a 60-mile ice road from either Barrow or Wainwright. The runway was found to be thermally stable, and no insulation was needed.

**Wainwright Airport Resurfacing.** The Wainwright Airport needed resurfacing after years of the gravel getting broken down by planes and plowed off with the snow. However, there are no viable gravel sources within a hundred miles, and material had to be barged in. Doug developed a surfacing design that used the on-site material and blended it with a much smaller volume of import. This blending technique saved over \$2M on the project and has been successfully applied to other remote airports like Atqasuk, where it saved over \$15M.

**Barter Island Airport Relocation.** Doug is providing ongoing geotechnical support for the relocation of the Kaktovik airport. The work includes interim thermal modeling of conditions between phases of the construction and review of construction materials.

**Gulkana Airport Geotechnical Investigation, Gulkana (2005-2008).** As Project Geotechnical Engineer, Doug was responsible for reviewing the drainage issues beneath the existing apron that were leading to groundwater seepage and accelerated pavement deterioration. Doug developed recommendations for improving the long-term drainage of the structural section.



## Construction Engineer



### Steven E. Reed, PE

#### Registration

- Professional Civil Engineer,  
Alaska (AELC13672)

#### Education

- BS, Civil Engineering,  
Michigan Technological  
University

#### References

- Loretta Nabong,  
DOT&PF  
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907.269.0670
- Ronald Searcy,  
DOT&PF  
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AK 99519,  
907.269.0656
- Jake Gondek,  
DOT&PF  
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907.269.0445

Steven (Steve) has over 19 years of construction administration experience. He has provided construction phase services on more than thirty projects with roadway, airport, utility, bridge, and site improvements since 2008. Steve began construction work in materials testing, and he has thorough understanding of the many aspects of construction administration, inspection, and materials testing.

#### Relevant Experience

**Sleetmute Airport Resurfacing.** Steve served as the Lead Designer for this DOT&PF airport reconstruction project. This project included resurfacing the gravel runway, taxiway, and apron, replacement of the airfield lighting system, drainage improvements, and dig-outs of the runway embankment.

**Palmer Airport - RW 16/34 Improvements, Palmer.** Steve served as the Lead Designer for this airport rehabilitation project. This project included the surface reconstruction of the 6,000-foot main runway, expansion of runway safety areas, construction of a new large aircraft apron, airfield lighting improvements, and removal of airspace obstructions.

**Palmer Airport Crack Sealing.** Steve served as construction Project Engineer during the pavement repair project. This project included repair of cracks in the existing pavement on the 6,000-foot main runway and interlink taxiways. His responsibilities included performing day-to-day coordination of construction activities, preparing NOTAMs, reviewing payment applications and submittals, negotiating change orders, tracking and analyzing schedules, conducting progress meetings, updating public notices, coordinating with the local flight service center, supervising inspectors, and ensuring project completion in conformance with the contract.

**Palmer Taxiway N, Airport Drainage, and Apron E.** Steve is currently overseeing construction administration, inspection, and material testing services for the construction of new taxiways at the Palmer Airport. The project includes construction of a new taxiway (Taxiway N), the extension of Taxiway J, and the removal of Taxiways B and L.

**Wasilla Municipal Airport - Apron D and Aviation Avenue Design.** As Staff Engineer and Designer, Steve evaluated site drainage, layout, and Federal Aviation Administration (FAA) guidelines to develop design options for Aviation Avenue at the Wasilla Municipal Airport. Steve also developed construction drawings and material quantity estimates based on the various design criteria and assisted in completing the bid package.



**Wasilla Municipal Airport - Airport Layout Plan Update.** Steve performed construction updates to the airport layout plan (ALP) for the previous construction season.

**Merrill Field Airport Block 5, Phase 3.** Steve was the Interim Project Inspector during the re-construction of approximately 90,000 SF of the Block 5 Apron. He assisted with inspection and documentation of the construction, performed material testing, and communicated with the Project Engineer, Owner, and Contractor during the 2008 construction season.

**Kenai Airport Sand Storage Building CA.** Under HDL's term contract with the City of Kenai to provide design and construction administration for various tasks at the Kenai Municipal Airport, Steve is currently providing construction administration services for a new 70-foot by 80-foot double-bay sand storage building at the airport. The new building includes a single overhead door to accommodate the airport's current sand storage needs and a second bay to allow for storage of related equipment. Construction phase services include oversight, coordination, start-up, submittal and shop drawing review, limited inspection, and material testing.

**Birchwood Airport Taxiway and Airport Reconstruction.** Steve led the design for the Birchwood Airport Taxiway and Airport Reconstruction project in Anchorage. The project aimed to rehabilitate the taxiways, aprons, and a segment of RW 20L.

**Ekwok and New Stuyahok Airport CA.** Steve managed CA services for this project, which included resurfacing the airfield at the Ekwok and New Stuyahok airports in the Dillingham area. Project elements include the development of local material sources, airfield lighting, crushed aggregate surface course (CASC), half-width runway operations, USACE permit work, aircraft tie-downs, and dust palliative.

**Atqasuk Airport CA.** Steve led CA services for this project, which rehabilitated the surfacing and lighting systems at the Atqasuk Airport to provide the community with a safe, long-term, stable airport requiring minimal maintenance for a 20-year design life.



## Professional Qualifications

Ed will act as Electrical Engineer of Record for the *Ongoing Planning and Capital Improvement Projects at the Warren "Bud" Woods Palmer Municipal Airport*. Ed is a highly skilled electrical engineer with over 30 years of expertise in designs for lighting, power and building special systems such as fire alarms, security (access control, intrusion detection and CCTV), telecommunication systems, intercommunications, audio/video systems, and TV distribution. He is a hands-on engineer who works directly with other professionals to develop systems and resolve challenges for the electrical requirements, and code compliance.

### Registration

AK-EE 9354  
WA-EE 44091

### Education

B.S. Electrical Engineering,  
University of Colorado, 1988

B.A. Chemistry, University of  
Colorado, 1978

### Years of Experience

30+

### References

Philip W. Cheasebro,  
DOT&PF Aviation Design,  
Philip.cheasebro@alaska.gov,  
907-269-0606

Paul Farnsworth, ARRC,  
Director, Facilities,  
farnsworthp@akrr.com,  
907-265-2540

Virginia J. Groeschel, USACE,  
virginia.j.groeschel@usace.a  
rmy.mil, 907-753-2548.

### Professional Organizations

IAEI            IESNA  
IEEE           APWA

Ed is knowledgeable of the requirements of AIP funded airport projects, current FAA and State of Alaska airfield requirements and specifications, and remains up to date with current FAA Advisory Circular Specifications and FAA Sponsor Certifications.

## Relevant Experience

- Palmer Airport Improvements
- King Salmon Sand Storage Building
- Cold Bay Airport SRE/Chemical Storage Building
- Homer Airport ARFF & Chemical Storage Building
- Homer Airport Safety Improvements
- Kenai Airport CCTV/Security Gates
- Kenai Airport T/W F&G and Apron Tie Down Lighting
- Kenai Airport Terminal Improvements
- Kenai Municipal Airport Reconstruction
- Kenai Municipal Airport Airfield
- Kenai Airport Operations (ARFF) Building Boiler & Controls Upgrade
- Soldotna Airport Lighting Relocation
- Soldotna Airport Re-Paving T/W A&B and Apron
- Soldotna Airport SRE/Sand Storage Building
- Soldotna Municipal Airport Runway Reconstruction
- Kodiak Airport Improvements
- Wainwright Airport Resurfacing
- Valdez Airport SREB and Sand Storage Building
- Sitka Airport SREB (ARFF) Rehab
- McGrath Airport SREB
- Crooked Creek Airport SREB

## Scott C. Hala, P.E., Mechanical Engineer



**Principal**  
**LEED Accredited Professional**

**Registration**  
AK-ME 11405  
WA-ME 49163

**Education**  
B.S. Mechanical Engineering,  
Rensselaer Polytechnic  
Institute, 2000

**Years of Experience**  
20+

**References**  
Kyle Kornelis, Soldotna Public  
Works Director,  
kkornelis@soldotna.org, 907-  
714-1232.

Paul Farnsworth, ARRC,  
Facilities Director,  
farnsworthp@akrr.com,  
907-265-2540

Eric Hershey, DOT&PF,  
Facilities,  
eric.hershey@alaska.gov,  
907-269-5572

**Professional Organizations**  
ASHRAE ASME

### Professional Qualifications

Scott will act as Mechanical Engineer of Record for the *Ongoing Planning and Capital Improvement Projects at the Warren "Bud" Woods Palmer Municipal Airport*. Scott will be responsible for all Mechanical deliverables and supervision of mechanical personnel. Scott has extensive experience designing HVAC and plumbing systems, and performance specification of fire protection and temperature controls for numerous commercial, residential, educational, institutional, and governmental facilities throughout the state.

As a LEED accredited professional, Scott exercises a thorough and practical knowledge in the fields of mechanical engineering, energy, and green building industries.

Scott is knowledgeable of the requirements of AIP funded airport projects and current FAA and State of Alaska Airfield requirements and specifications.

### Relevant Experience

- Homer Airport ARFF & Chemical Storage Building
- Cold Bay Airport SRE/Chemical Storage Building
- King Salmon Sand Storage Building
- Soldotna Airport SRE/Sand Storage Building
- Kenai Airport Operations (ARFF) Building Boiler & Controls Upgrade
- Kenai Airport Master Plan
- Kenai Airport Terminal Upgrades
- Valdez Airport SREB and Sand Storage Building
- Chignik Airport SREB Rehab
- Sitka Airport SREB (ARFF) Rehab
- Kwethluk Airport SREB
- McGrath Airport SREB
- Chalkyitsik Airport Improvements
- Newtok Airport SREB
- Twin Hills Airport SREB
- Kongiganak Airport SREB
- Napaskiak Airport SREB
- Kasigluk Airport SREB
- Atmoutluak Airport SREB
- Crooked Creek Airport SREB
- Mekoryuk Airport SREB



## JESSICA CEDERBERG, AIA, NCARB

### Lead Architect



### ROLE

**Jessica Cederberg, AIA, NCARB** will serve as **Lead Architect** for the buildings portion of this contract. Ms. Cederberg will collaborate directly with other design team disciplines, to ensure quality deliverables from concept through completion. She will have an active role throughout all phases of the project and will maintain detailed knowledge of the project design and construction issues. She may also champion interior design and specifying of furnishings for this contract if required, as well as provide bidding, construction administration, and post-occupancy services.

### SUMMARY OF QUALIFICATIONS

Ms. Cederberg has more than 30 years of Alaska architecture experience. Her design background includes multiple building types, including rural schools, cultural facilities, warm vehicle storage, and office tenant improvements. As a Project Architect, she is organized, conscientious, and collaborative. An active listener, she values input from stakeholders and team members. In addition to her Project Architect experience, Ms. Cederberg provides two skill sets as a project architect and interior designer. She has also provided furniture, fixture and equipment packages for multiple rural projects.

### PROJECT EXPERIENCE

- **Barrow Airport Combined Maintenance and Operations Facility – Stage II, Utqiagvik, Alaska.** Ms. Cederberg is the Project Architect for this 31,396 s.f. industrial facility that is currently under construction. This pre-engineered metal building will house the Aircraft Rescue and Fire Fighting (ARFF) equipment and the storage and maintenance of airport snow and ice control equipment (SREB). The first level consists of a conference room, emergency operations center, office area, turnout room, physical conditioning room, restrooms, five heavy equipment bays and a sand storage bay. The second level houses the fire fighter's dormitory, which includes eight bedrooms with private bathrooms, living, dining, kitchen, pantry, laundry and an activity room. Ms. Cederberg also worked with DOT&PF and maintenance to select interior finishes for this new building.
- **NSB Department of Public Works Anaktuvuk Pass Shop, Anaktuvuk, Alaska.** Ms. Cederberg is the design team Project Manager and serves as the Architect for this 14,091 SF industrial facility that is currently under design with the NSB. UMIAQ Design provided several concept sketches to assist the NSB personnel in making informed design decisions before moving to concept development. This pre-engineered metal building will house the Department of Public Works (DPW) and the Mayor's Offices. The first level consists of a conference room, Mayor's offices, copy center, public restrooms, DPW offices, village supervisor office, breakroom, janitor closet and storage room. The second level houses locker rooms, electrical room, mechanical room, heavy storage and future offices. Project was

#### Professional License

State of Alaska  
Architect – No. AELA9432  
State of Washington  
Architect – No. 12412

#### Professional Education

Bachelor of Architecture –  
University of Oregon, Eugene,  
Oregon – 1988  
Minor in Interior Architecture &  
Art History  
Arctic Engineering – University of  
Alaska Anchorage – 1990  
Design for Illustration Course,  
University of Alaska Anchorage  
– 1990

#### Certifications

Construction Documents  
Technologist (CDT),  
Construction Specifications  
Institute  
Council of Architectural  
Registration Boards – No.  
49046

#### Professional Affiliations

American Institute of Architects –  
Member  
Alaska Chapter, American  
Institute of Architects –  
Secretary/Treasurer  
Municipality of Anchorage, 1% for  
Public Art Committee – Board  
Member  
Anchorage Symphony Orchestra –  
Board Member

#### Awards

2017 Illuminating Society, Section  
Award, Fireweed Office Building,  
Suite 200

#### Residency

Alaska

- **Cordova Airport ARFF & SREB Replacement, Cordova, Alaska.** Ms. Cederberg served as Project Architect for this 14,718 s.f. industrial facility. This pre-engineered metal building will house the Aircraft Rescue and Fire Fighting (ARFF) equipment and the storage and maintenance of airport snow and ice control equipment (SREB). The first level consists of an office area, locker rooms, first aid room, restrooms, fire pump room, self-contained breathing apparatus (SCBA) and four heavy equipment bays. The mezzanine level houses the mechanical/electrical room and storage. A separate pre-engineered metal building will house the water tank and associated sprinkler system equipment. Construction documents are completed, and project is waiting to go out for bid.
- **AWWU King Street Warm Vehicle Storage Building and Main Building Upgrades, Anchorage, Alaska.** Ms. Cederberg was the Interior Designer for this project, which includes upgrades to the 43,200 s.f. King Street Main Building and surrounding site. The interior design work focused on the offices, meeting rooms, and public spaces. This included the special treatments for acoustical control and daylighting. Additionally, Ms. Cederberg was responsible for the furniture, fixture and equipment package. A focus on durable yet economical finishes was a project priority.
- **UIC 75 Man Camp Relocation Analysis and Design, Utqiagvik, Alaska.** Ms. Cederberg served as the Project Architect for this study that included the evaluation of two site options and reconfiguration design and analysis for 19 existing 12' wide by 56' long camp modules to best suit operations, utility configuration, code compliance, and accommodate site constraints. The camp configuration includes 76 beds with supporting kitchen, dining, laundry, gym, lounge, clinic, and storage modules. Three foundation options were evaluated for long-term performance at the new site.

## REFERENCES

Arcadis U.S., Inc.  
 John F. Conway, Senior Program Manager  
 john.conway@arcadis.com  
 T (907) 276-8095  
 M (907) 250-8330

Coordinators Interior Design  
 Peggy Favretto, Principal  
 peggy.favretto@gmail.com  
 (907) 563-2220

State of Alaska, DHSS/FMS/Facilities  
 Chris Capps  
 chris.capps@alaska.gov  
 T (907) 269-7816  
 M (907) 223-0482

**Gregory O. Latreille, PE, SE, Principal****Structural Engineer**

## Registrations:

Alaska CE 12145 | Alaska SE 13870

Residency: Anchorage, Alaska

Education: Rensselaer Polytechnic Institute, B.S. Civil Engineering, 2004  
Rensselaer Polytechnic Institute, M.E. Civil Engineering, 2004  
University of Alaska, Anchorage, Arctic Engineering 2007References: Dale Rahn, Providence Alaska Medical Center, 907.212.5084  
Charlie Peters, Anchorage School District, 907.348.5202  
Grant Crosby, National Park Service, 907.644.3463Awards: 2019 Anchorage Engineers Week Engineer of the Year  
2011 & 2017 ASPE Engineer of the Year  
2010 NSPE New Faces of Engineering Award

Greg has 18 years of experience in structural engineering design in Alaska. His varied project experience covers buildings of all sizes and includes small structures, additions and renovations, seismic retrofits, schools, medical facilities, mid-rise office buildings, retail centers, and some of the state's largest and most complex structures. He is well versed in all structural systems, including steel, concrete, masonry, and wood structures.

His project experience stretches across all parts of the state and includes communities of all sizes. With projects in Anchorage, Fairbanks, and Juneau, as well as Cordova, Anaktuvuk Pass, Selawik, and many of western Alaska's rural communities, Greg understands the unique challenges encountered in both urban and remote, arctic settings. On the Kenai Peninsula, his experience includes projects in Seward, Soldotna, Anchor Point, and Seldovia. In addition to building design, Greg has worked on several projects providing structural engineering for road and highway improvements.

## Relevant Experience:

**Merrill Field Structural Assessments and Repairs, Anchorage:**

Structural assessment of 12 individual building structures to identify structural shortcomings and concerns and provide recommendations for continued and future use of each building. This project also involved structural design of various improvements to building functionality and operations.

**Water Storage Tank/Reservoir Cladding Repair, Palmer and Wasilla:**

Structural assessment of cladding damage to three large free-standing water storage tanks resulting from extreme wind event in January 2022: Reservoir 4 Tank, Palmer; East Susitna Tank, Wasilla; Spruce Tank, Wasilla. Greg also performed the attachment design for the new cladding for all three tanks.

**Fairbanks International Airport Terminal Renovation and Expansion, Fairbanks:**

Complete seismic analysis and retrofit of existing airport terminal structure and integral tie with new addition. The building is steel-framed with special concentric braced frames forming the lateral force resisting system. Highlights and challenges included the marriage of timber / glulam and steel structural elements, curved and angled building features, large clerestories and roof steps, and the dynamic sharing of load between the old and new structures.

**Parks Highway Improvements, Matanuska-Susitna Borough:**

This project is currently in design and includes improvements for 64 miles of the Parks Highway. Structural services include a cost-benefit analysis for 4 elevated crossings to aid in the selection of the optimal crossing mode, followed by complete structural design of the selected option: culvert or bridge, abutments, and foundations

# ELISE HUGGINS, RLA, FASLA

Landscape Architect (AELS 10435) · Earthscape, LLC

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## EXPERIENCE

Elise Huggins, Landscape Architect and owner of Earthscape, specializes in site planning and landscape architecture for public facilities, including roads and infrastructure. Earthscape, established in 1989, has worked throughout Alaska on a broad variety of projects. Earthscape uses science and art to develop plans and designs that respond to and enhance the physical setting, meeting user needs and providing reasonable solutions to design challenges.

Earthscape and HDL has a history of successfully working together transportation projects. Elise Huggins brings specialized experience planning and designing landscaping for public facilities, utilities, roadways, public spaces, and buildings.

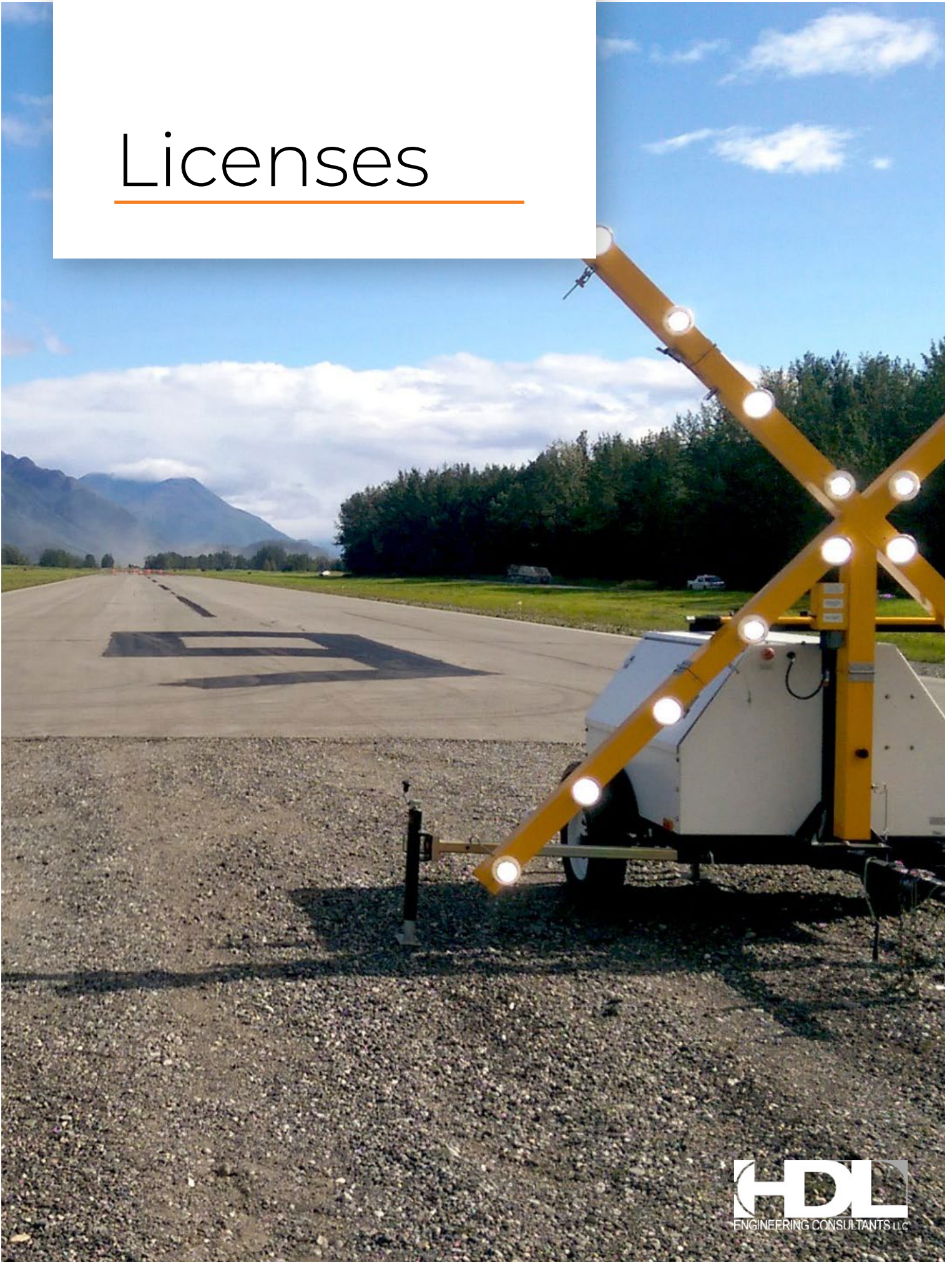
Principal Landscape Architect, Elise Huggins, ASLA, has extensive experience working with engineers on roadways, drainage, and utility projects in neighborhoods where public interest and concern was high. She has extensive knowledge of appropriate re-vegetation and drainage plants that provide an aesthetically-please appearance. Her work brings a positive impact to communities.

## REFERENCES

- Russell Johnson, Engineer, DOT&PF  
907-451-5059  
russell.johnson@alaska.gov
- Maeve NevinsLavtar, Park Planer, MOA  
343-4135  
maeve.nevinslavtar@anchorageak.gov
- Russ Oswald, P.E. Project Manager, MOA  
343-8196  
OswaldRH@ci.anchorage.ak.us

# Licenses

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 DIVISION OF CORPORATIONS, BUSINESS &  
 PROFESSIONAL LICENSING

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## LICENSE DETAILS

**License #:** 1033707

[Print Business License](#)

**Business Name:** HDL ENGINEERING CONSULTANTS, LLC

**Status:** Active

**Issue Date:** 12/29/2015

**Expiration Date:** 12/31/2023

**Mailing Address:** 3335 ARCTIC BLVD STE 100  
ANCHORAGE, AK 99503

**Physical Address:** 3335 ARCTIC BLVD STE 100  
ANCHORAGE, AK 99503

## Owners

HDL ENGINEERING CONSULTANTS, LLC

## Activities

Line of Business	NAICS	Professional License #
54 - Professional, Scientific and Technical Services	541330 - ENGINEERING SERVICES	<a href="#">AECL861</a>

## Endorsements

No Endorsements Found

## License Lapse(s)

If this business license lapsed within the last four years the lapsed periods will appear below. Lapsed periods are the unlicensed period between an expiration date and renewal date.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/3/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

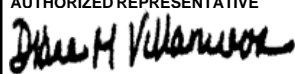
<b>PRODUCER</b> Marsh & McLennan Agency LLC 1031 W 4th Ave, Suite 400 Anchorage AK 99501	<b>CONTACT NAME:</b> Diane Villanueva <b>PHONE (A/C, No, Ext):</b> 907-276-5617 <b>FAX (A/C, No):</b> 907-276-6292 <b>E-MAIL ADDRESS:</b> diane.villanueva@marshmma.com
	<b>INSURER(S) AFFORDING COVERAGE</b>
License#: 82353 HDLENGIN2	<b>INSURER A:</b> Alaska National Insurance Company <b>INSURER B:</b> Crum & Forster Specialty Insurance Co <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
<b>INSURED</b> HDL Engineering Consultants, LLC 3335 Arctic Blvd, Suite 100 Anchorage AK 99503	<b>NAIC #</b> 38733 44520

**COVERAGES** **CERTIFICATE NUMBER:** 157253290 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:			23BPS59686	2/18/2023	4/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> SYM 10			23BAS59686	2/18/2023	4/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Med Pay \$ \$5,000
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<input checked="" type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	23DWS59686	4/1/2023	4/1/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Professional E&O Contractors Pollution			PKC113966	2/18/2023	4/1/2024	Ea/Claim/Cond Aggregate \$5,000,000 \$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 EVIDENCE OF INSURANCE

<b>CERTIFICATE HOLDER</b>  HDL Engineering Consultants LLC 3335 Arctic Blvd Suite 100 Anchorage AK 99503-0000	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# ADDITIONAL REMARKS SCHEDULE

Page \_\_\_\_ of \_\_\_\_

AGENCY Marsh & McLennan Agency LLC		NAMED INSURED HDL Engineering Consultants, LLC	
CARRIER	NAIC CODE	EFFECTIVE DATE:	

## ADDITIONAL REMARKS

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
FORM NUMBER: 25 FORM TITLE: Certificate of Liability**

This is evidence of insurance procured and developed under the Alaska Surplus Lines Law, AS 21.34. It is not covered by the Alaska Insurance Guaranty Association Act, AS 21.80.

Department of Commerce, Community, and Economic Development  
 DIVISION OF CORPORATIONS, BUSINESS &  
 PROFESSIONAL LICENSING

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## LICENSE DETAILS

**License #:** 106690

[Print Business License](#)

**Business Name:** MBA CONSULTING ENGINEERS, INC

**Status:** Active

**Issue Date:**

**Expiration Date:** 12/31/2023

**Mailing Address:** 3812 SPENARD RD STE 200  
 ANCHORAGE, AK 99517-2679

**Physical Address:** 3812 spenard road, suite 200  
 9072742622  
 anchorage, AK 99517-2679

## Owners

MBA CONSULTING ENGINEERS, INC

## Activities

Line of Business	NAICS	Professional License #
54 - Professional, Scientific and Technical Services	541330 - ENGINEERING SERVICES	AECC578

## Endorsements

No Endorsements Found

## License Lapse(s)

If this business license lapsed within the last four years the lapsed periods will appear below. Lapsed periods are the unlicensed period between an expiration date and renewal date.

Department of Commerce, Community, and Economic Development  
 DIVISION OF CORPORATIONS, BUSINESS &  
 PROFESSIONAL LICENSING

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## LICENSE DETAILS

**License #:** 2094152

[Print Business License](#)

**Business Name:** UMIAQ Design, LLC

**Status:** Active

**Issue Date:** 10/23/2019

**Expiration Date:** 12/31/2023

**Mailing Address:** 6700 ARCTIC SPUR RD  
 ANCHORAGE, AK 99518

**Physical Address:** 6700 ARCTIC SPUR RD  
 ANCHORAGE, AK 99518

## Owners

UMIAQ Design, LLC

## Activities

Line of Business	NAICS	Professional License #
54 - Professional, Scientific and Technical Services	541330 - ENGINEERING SERVICES	<a href="#">AECL1316</a>

## Endorsements

No Endorsements Found

## License Lapse(s)

If this business license lapsed within the last four years the lapsed periods will appear below. Lapsed periods are the unlicensed period between an expiration date and renewal date.

**Alaska Department of Commerce, Community, and Economic Development**

Division of Corporations, Business, and Professional Licensing  
PO Box 110806, Juneau, AK 99811-0806

This is to certify that

**B B F M ENGINEERS, INC**

845 K STREET, ANCHORAGE, AK 99501

owned by

BBFM ENGINEERS, INC.

is licensed by the department to conduct business for the period

December 19, 2022 to December 31, 2024  
for the following line(s) of business:

54 - Professional, Scientific and Technical Services



This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.  
It is not transferable or assignable.

Julie Sande  
Commissioner

Department of Commerce, Community, and Economic Development  
DIVISION OF CORPORATIONS, BUSINESS &  
PROFESSIONAL LICENSING

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## LICENSE DETAILS

**License #:** 924867

[Print Business License](#)

**Business Name:** EARTHSCAPE

**Status:** Active

**Issue Date:** 01/19/2009

**Expiration Date:** 12/31/2023

**Mailing Address:** 1643 West 10th Avenue  
ANCHORAGE, AK 99501-3201

**Physical Address:** 1643 West 10th Avenue  
9076460911  
ANCHORAGE, AK 99501-3201

## Owners

EARTHSCAPE, LLC

## Activities

Line of Business	NAICS	Professional License #
54 - Professional, Scientific and Technical Services	541320 - LANDSCAPE ARCHITECTURAL SERVICES	AELS10435
54 - Professional, Scientific and Technical Services	541340 - DRAFTING SERVICES	

## Endorsements

No Endorsements Found



# Department of Commerce, Community, and Economic Development

## CORPORATIONS, BUSINESS & PROFESSIONAL LICENSING

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## LICENSE DETAILS

This serves as primary source verification\* of the license.

**License #:** AELC10127

**Program:** Architects, Engineers and Land Surveyors

**Type:** Registered Professional Civil Engineer

**Status:** Active

**Issue Date:** 06/02/2000

**Effective Date:** 12/13/2021

**Expiration Date:** 12/31/2023

**Mailing Address:** PALMER, AK, UNITED STATES

**Licensure Basis Type:** Credentials

\*Primary Source verification: License information provided by the Alaska Division of Corporations, Business and Professional Licensing, per AS 08 and 12 AAC.

## Owners

Owner Name	Entity Number
DAVID W. LUNDIN	

## Relationships

Title	License/Entity #	Name	License Status	Expiration Date
Firm	AECL861	Hattenburg, Dilley & Linnell	Active	12/31/2023



## Designations

No Designations Found

## Agreements & Actions

No Agreements Or Actions

7/25/2023 3:24:36 PM (Alaskan Daylight Time)



# Department of Commerce, Community, and Economic Development

## CORPORATIONS, BUSINESS & PROFESSIONAL LICENSING

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## LICENSE DETAILS

This serves as primary source verification\* of the license.

**License #:** AELV14314

**Program:** Architects, Engineers and Land Surveyors

**Type:** Registered Professional Environmental Engineer

**Status:** Active

**Issue Date:** 05/08/2014

**Effective Date:** 12/13/2021

**Expiration Date:** 12/31/2023

**Mailing Address:** PALMER, AK, UNITED STATES

**Licensure Basis Type:** Credentials

\*Primary Source verification: License information provided by the Alaska Division of Corporations, Business and Professional Licensing, per AS 08 and 12 AAC.

## Owners

Owner Name	Entity Number
DAVID WAYNE LUNDIN	

## Relationships

Title	License/Entity #	Name	License Status	Expiration Date
Firm	AECL861	Hattenburg, Dilley & Linnell	Active	12/31/2023

## Designations

No Designations Found

## Agreements & Actions

No Agreements Or Actions

7/25/2023 3:25:05 PM (Alaskan Daylight Time)



Department of Commerce, Community, and Economic Development  
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## LICENSE DETAILS

This serves as primary source verification\* of the license.

**License #:** 119553

**Program:** Architects, Engineers and Land Surveyors

**Type:** Registered Professional Civil Engineer

**Status:** Active

**Issue Date:** 05/29/2018

**Effective Date:** 12/21/2021

**Expiration Date:** 12/31/2023

**Mailing Address:** ANCHORAGE, AK, UNITED STATES

**Licensure Basis Type:** Examination

\*Primary Source verification: License information provided by the Alaska Division of Corporations, Business and Professional Licensing, per AS 08 and 12 AAC.

## Owners

Owner Name	Entity Number
ERIK JAMES JORDT	

## Relationships

No Relationships Found

## Designations

No Designations Found

# Agreements & Actions

No Agreements Or Actions

1/3/2023 2:19:30 PM (Alaskan Standard Time)

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## LICENSE DETAILS

This serves as primary source verification\* of the license.

**License #:** 119531

**Program:** Architects, Engineers and Land Surveyors

**Type:** Registered Professional Civil Engineer

**Status:** Active

**Issue Date:** 05/29/2018

**Effective Date:** 12/21/2021

**Expiration Date:** 12/31/2023

**Mailing Address:** WASILLA, AK, UNITED STATES

**Licensure Basis Type:** Examination

\*Primary Source verification: License information provided by the Alaska Division of Corporations, Business and Professional Licensing, per AS 08 and 12 AAC.

## Owners

Owner Name	Entity Number
DAVID A DARRINGTON	

## Relationships

No Relationships Found

## Designations

No Designations Found

# Agreements & Actions

No Agreements Or Actions

7/27/2023 9:46:01 AM (Alaskan Daylight Time)

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License #: AELC12146  
Effective: 12/14/2021  
Expires: 12/31/2023

# State of Alaska

Department of Commerce, Community, and Economic Development  
Division of Corporations, Business, and Professional Licensing

## State Board of Registration for Architects, Engineers, and Land Surveyors

Licensee: **MARK ROBERT SWENSON**

License Type: **Registered Professional Civil Engineer**

Status: **Active**

Commissioner: Julie Anderson

### Relationships

Relation Type	License #	License Type	Owners/Entities	Name/DBA
Firm	AECL861	Authorized Limited Liability Company	HDL Engineering Consultants, LLC	Hattenburg, Dilley & Linnell

### Designations

No designations found.

MARK ROBERT SWENSON  
23632 GOLIATH DRIVE  
CHUGIAK, AK 99567

### Wallet Card

<b>State of Alaska</b> Department of Commerce, Community, and Economic Development Division of Corporations, Business, and Professional Licensing State Board of Registration for Architects, Engineers, and Land Surveyors		
MARK ROBERT SWENSON		
As		
Registered Professional Civil Engineer		
License AELC12146	Effective 12/14/2021	Expires 12/31/2023



License #: AELV14132  
Effective: 12/14/2021  
Expires: 12/31/2023

# State of Alaska

Department of Commerce, Community, and Economic Development  
Division of Corporations, Business, and Professional Licensing

## State Board of Registration for Architects, Engineers, and Land Surveyors

Licensee: **MARK ROBERT SWENSON**

License Type: **Registered Professional Environmental Engineer**

Status: **Active**

Commissioner: Julie Anderson

### Relationships

Relation Type	License #	License Type	Owners/Entities	Name/DBA
Firm	AECL861	Authorized Limited Liability Company	HDL Engineering Consultants, LLC	Hattenburg, Dilley & Linnell

### Designations

No designations found.

MARK ROBERT SWENSON  
23632 Goliath Dr  
Chugiak, AK 99567

### Wallet Card

<b>State of Alaska</b> Department of Commerce, Community, and Economic Development Division of Corporations, Business, and Professional Licensing State Board of Registration for Architects, Engineers, and Land Surveyors		
MARK ROBERT SWENSON		
As		
Registered Professional Environmental Engineer		
License AELV14132	Effective 12/14/2021	Expires 12/31/2023



# Department of Commerce, Community, and Economic Development

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## LICENSE DETAILS

This serves as primary source verification\* of the license.

**License #:** 106453

**Program:** Architects, Engineers and Land Surveyors

**Type:** Registered Professional Land Surveyor

**Status:** Active

**Issue Date:** 02/18/2020

**Effective Date:** 10/21/2021

**Expiration Date:** 12/31/2023

**Mailing Address:** EAGLE RIVER, AK, UNITED STATES

**Licensure Basis Type:** Examination

\*Primary Source verification: License information provided by the Alaska Division of Corporations, Business and Professional Licensing, per AS 08 and 12 AAC.

## Owners

Owner Name	Entity Number
JOSEPH J. ZYCH	

## Relationships

No Relationships Found

## Designations

No Designations Found

# Agreements & Actions

No Agreements Or Actions

7/27/2023 9:46:53 AM (Alaskan Daylight Time)

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## LICENSE DETAILS

This serves as primary source verification\* of the license.

**License #:** AELL14834

**Program:** Architects, Engineers and Land Surveyors

**Type:** Registered Professional Land Surveyor

**Status:** Active

**Issue Date:** 05/21/2015

**Effective Date:** 12/02/2021

**Expiration Date:** 12/31/2023

**Mailing Address:** ANCHORAGE, AK, UNITED STATES

**Licensure Basis Type:** Examination

\*Primary Source verification: License information provided by the Alaska Division of Corporations, Business and Professional Licensing, per AS 08 and 12 AAC.

## Owners

Owner Name	Entity Number
JEREMY JAMES KUIPERS	

## Relationships

No Relationships Found

## Designations

No Designations Found

# Agreements & Actions

No Agreements Or Actions

7/27/2023 9:47:17 AM (Alaskan Daylight Time)

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## LICENSE DETAILS

This serves as primary source verification\* of the license.

**License #:** AELC13943

**Program:** Architects, Engineers and Land Surveyors

**Type:** Registered Professional Civil Engineer

**Status:** Active

**Issue Date:** 08/20/2013

**Effective Date:** 12/31/2021

**Expiration Date:** 12/31/2023

**Mailing Address:** ANCHORAGE, AK, UNITED STATES

**Licensure Basis Type:** Credentials

\*Primary Source verification: License information provided by the Alaska Division of Corporations, Business and Professional Licensing, per AS 08 and 12 AAC.

## Owners

Owner Name	Entity Number
DOUGLAS P. SIMON	

## Relationships

No Relationships Found

## Designations

No Designations Found

# Agreements & Actions

No Agreements Or Actions

7/27/2023 9:49:58 AM (Alaskan Daylight Time)

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## LICENSE DETAILS

This serves as primary source verification\* of the license.

**License #:** AELC13672

**Program:** Architects, Engineers and Land Surveyors

**Type:** Registered Professional Civil Engineer

**Status:** Active

**Issue Date:** 12/21/2012

**Effective Date:** 12/24/2021

**Expiration Date:** 12/31/2023

**Mailing Address:** PALMER, AK, UNITED STATES

**Licensure Basis Type:** Examination

\*Primary Source verification: License information provided by the Alaska Division of Corporations, Business and Professional Licensing, per AS 08 and 12 AAC.

## Owners

Owner Name	Entity Number
STEVEN E. REED	

## Relationships

No Relationships Found

## Designations

No Designations Found



# Agreements & Actions

No Agreements Or Actions

7/27/2023 9:50:43 AM (Alaskan Daylight Time)

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## LICENSE DETAILS

This serves as primary source verification\* of the license.

**License #:** AELE9354

**Program:** Architects, Engineers and Land Surveyors

**Type:** Registered Professional Electrical Engineer

**Status:** Active

**Issue Date:** 07/03/1996

**Effective Date:** 11/16/2021

**Expiration Date:** 12/31/2023

**Mailing Address:** ANCHORAGE, AK, UNITED STATES

**Licensure Basis Type:** Examination

\*Primary Source verification: License information provided by the Alaska Division of Corporations, Business and Professional Licensing, per AS 08 and 12 AAC.

## Owners

Owner Name	Entity Number
EDWARD W. CARLSON	

## Relationships

Title	License/Entity #	Name	License Status	Expiration Date
Firm	AECC363	ASCG INCORPORATED OF ALASKA	Expired	12/31/2011
Firm	AECC578	MBA CONSULTING ENGINEERS, INC.	Active	12/31/2023

## Designations

No Designations Found

## Agreements & Actions

No Agreements Or Actions

7/27/2023 9:51:37 AM (Alaskan Daylight Time)



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## LICENSE DETAILS

This serves as primary source verification\* of the license.

**License #:** AELM11405

**Program:** Architects, Engineers and Land Surveyors

**Type:** Registered Professional Mechanical Engineer

**Status:** Active

**Issue Date:** 01/20/2006

**Effective Date:** 12/21/2021

**Expiration Date:** 12/31/2023

**Mailing Address:** ANCHORAGE, AK, UNITED STATES

**Licensure Basis Type:** Examination

\*Primary Source verification: License information provided by the Alaska Division of Corporations, Business and Professional Licensing, per AS 08 and 12 AAC.

## Owners

Owner Name	Entity Number
SCOTT C. HALA	

## Relationships

Title	License/Entity #	Name	License Status	Expiration Date
Firm	AECC578	MBA CONSULTING ENGINEERS, INC.	Active	12/31/2023

## Designations

No Designations Found

## Agreements & Actions

No Agreements Or Actions

7/27/2023 9:52:34 AM (Alaskan Daylight Time)



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## LICENSE DETAILS

This serves as primary source verification\* of the license.

**License #:** AELA9432

**Program:** Architects, Engineers and Land Surveyors

**Type:** Registered Professional Architect

**Status:** Active

**Issue Date:** 10/03/1996

**Effective Date:** 12/03/2021

**Expiration Date:** 12/31/2023

**Mailing Address:** ANCHORAGE, AK, UNITED STATES

**Licensure Basis Type:** Examination

\*Primary Source verification: License information provided by the Alaska Division of Corporations, Business and Professional Licensing, per AS 08 and 12 AAC.

## Owners

Owner Name	Entity Number
JESSICA A. CEDERBERG	

## Relationships

No Relationships Found

## Designations

No Designations Found

# Agreements & Actions

No Agreements Or Actions

7/27/2023 9:53:28 AM (Alaskan Daylight Time)

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## LICENSE DETAILS

This serves as primary source verification\* of the license.

**License #:** AELC12145

**Program:** Architects, Engineers and Land Surveyors

**Type:** Registered Professional Civil Engineer

**Status:** Active

**Issue Date:** 01/07/2009

**Effective Date:** 12/17/2021

**Expiration Date:** 12/31/2023

**Mailing Address:** ANCHORAGE, AK, UNITED STATES

**Licensure Basis Type:** Examination

\*Primary Source verification: License information provided by the Alaska Division of Corporations, Business and Professional Licensing, per AS 08 and 12 AAC.

## Owners

Owner Name	Entity Number
GREGORY OLIVER LATREILLE	

## Relationships

Title	License/Entity #	Name	License Status	Expiration Date
Firm	AECC725	BBFM ENGINEERS, INC.	Active	12/31/2023

## Designations

No Designations Found



# Agreements & Actions

No Agreements Or Actions

1/23/2023 10:00:23 AM (Alaskan Standard Time)

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## LICENSE DETAILS

This serves as primary source verification\* of the license.

**License #:** AELT13870

**Program:** Architects, Engineers and Land Surveyors

**Type:** Registered Professional Structural Engineer

**Status:** Active

**Issue Date:** 06/13/2013

**Effective Date:** 12/17/2021

**Expiration Date:** 12/31/2023

**Mailing Address:** ANCHORAGE, AK, UNITED STATES

**Licensure Basis Type:** Examination

\*Primary Source verification: License information provided by the Alaska Division of Corporations, Business and Professional Licensing, per AS 08 and 12 AAC.

## Owners

Owner Name	Entity Number
GREGORY OLIVER LATREILLE	

## Relationships

Title	License/Entity #	Name	License Status	Expiration Date
Firm	AECC725	BBFM ENGINEERS, INC.	Active	12/31/2023

## Designations

No Designations Found

# Agreements & Actions

No Agreements Or Actions

1/23/2023 10:00:57 AM (Alaskan Standard Time)

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## LICENSE DETAILS

This serves as primary source verification\* of the license.

**License #:** AELS10435

**Program:** Architects, Engineers and Land Surveyors

**Type:** Registered Professional Landscape Architect

**Status:** Active

**Issue Date:** 09/07/2001

**Effective Date:** 05/24/2022

**Expiration Date:** 12/31/2023

**Mailing Address:** ANCHORAGE, AK, UNITED STATES

**Licensure Basis Type:** Examination

\*Primary Source verification: License information provided by the Alaska Division of Corporations, Business and Professional Licensing, per AS 08 and 12 AAC.

## Owners

Owner Name	Entity Number
M. ELISE HUGGINS	

## Relationships

Title	License/Entity #	Name	License Status	Expiration Date
Firm	<a href="#">AECL1007</a>	EARTHSCAPE, LLC	Expired	12/31/2017

## Designations

No Designations Found

## Agreements & Actions

No Agreements Or Actions

7/27/2023 12:47:14 PM (Alaskan Daylight Time)

**City of Palmer  
Action Memorandum No. 23-049**

**Subject:** Authorizing the City Manager to Negotiate and Execute a Contract with Alaska Demolition for Removal of Debris From the Palmer Public Library Roof Collapse In an Amount Not To Exceed \$45,705

**Agenda of:** August 22, 2023

**Council Action:**     **Approved**                       **Amended:** \_\_\_\_\_  
                                   **Defeated**

**Originator Information:**

**Originator:**    Brad Hanson, Director Community Development

**Department Review:**

Route to:	Department Director:	Signature:	Date:
_____	Community Development	<u><i>Brad Hanson</i></u>	August 10, 2023
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

**Certification of Funds:**

Total amount of funds listed in this legislation:    \$ **45,705.00**

- This legislation (√):
- Creates revenue in the amount of:                      \$ \_\_\_\_\_
  - Creates expenditure in the amount of:                      \$ 45,705.00
  - Creates a saving in the amount of:                      \$ \_\_\_\_\_
  - Has no fiscal impact

Funds are (√):

- Budgeted                      Line item(s):    01-19-10-6045 L23
- Not budgeted                      \_\_\_\_\_

Director of Finance Signature:    *Amo Davis*

**Approved for Presentation By:**

	Signature:	Remarks:
City Manager	<u><i>Sarah Heath</i></u>	_____
City Attorney	_____	_____
City Clerk	_____	_____

**Attachment(s):**

1. Demolition Drawings
2. Alaska Demolition Bid

**Summary Statement/Background:**

On February 15, 2023, the Palmer Public Library suffered a catastrophic collapse of the south facing roof over the kids' section of the Palmer Public Library. This action memorandum authorizes the City Manager to approve a contract for the demolition of the south facing roof, mechanical systems within the roof structure and the kid's area contents. The Kids area contents includes books, computers, and shelving.

After removal of the damaged structure and contents, this area will be weather proofed to keep the rest of the library from further complications from exposure to the winter elements. This is necessary to ensure that in the event of repair or an addition, if the direction of council, the structure is preserved to achieve that purpose.

Three contractors were contacted regarding the removal of the debris. Alaska Demolition was deemed to be the most cost effective. These costs will be reimbursed from insurance.

**Administration's Recommendation:**

Approve Action Memorandum No. 23-049 to award a contract to Alaska Demolition for the removal of debris from the Palmer Public Library not to exceed \$45,705.

# Palmer Public Library

PALMER ALASKA  
CITY OF PALMER

## INDEX OF DRAWINGS

GENERAL  
G0.01 COVER & INDEX SHEET

ARCHITECTURAL  
A1.0 ARCHITECTURAL SITE PLAN  
A1.1 FIRST FLOOR PLAN  
A1.2 ROOF PLAN  
A1.3 BUILDING SECTIONS

## PROJECT INFORMATION

PROJECT NAME: Palmer Public Library  
PROJECT ADDRESS: PALMER, ALASKA 99645  
ARCHITECT: WOLF ARCHITECTURE, INC. CONTACT: GARY WOLF  
625 SOUTH COBB, STE. 200 PHONE: 907-746-6670  
PALMER AK 99645 FAX: 907-746-6680  
DESCRIPTION: PUBLIC LIBRARY  
ZONING: P

**OWNER**  
CITY OF PALMER  
231 WEST EVERGREEN AVE  
PALMER AK 99645  
CITY OF PALMER

**CIVIL ENGINEER**  
PND ENGINEERS  
1506 W. 36TH AVE  
ANCHORAGE AK 99503  
907.561.1011  
DOUG KENLEY

**MECHANICAL ENGINEER**

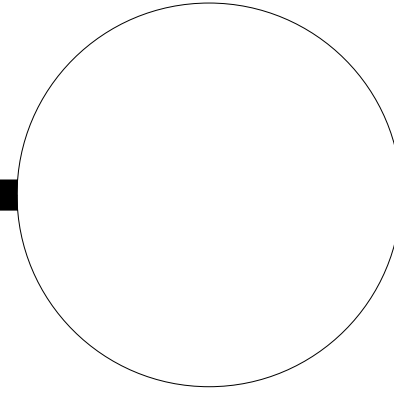
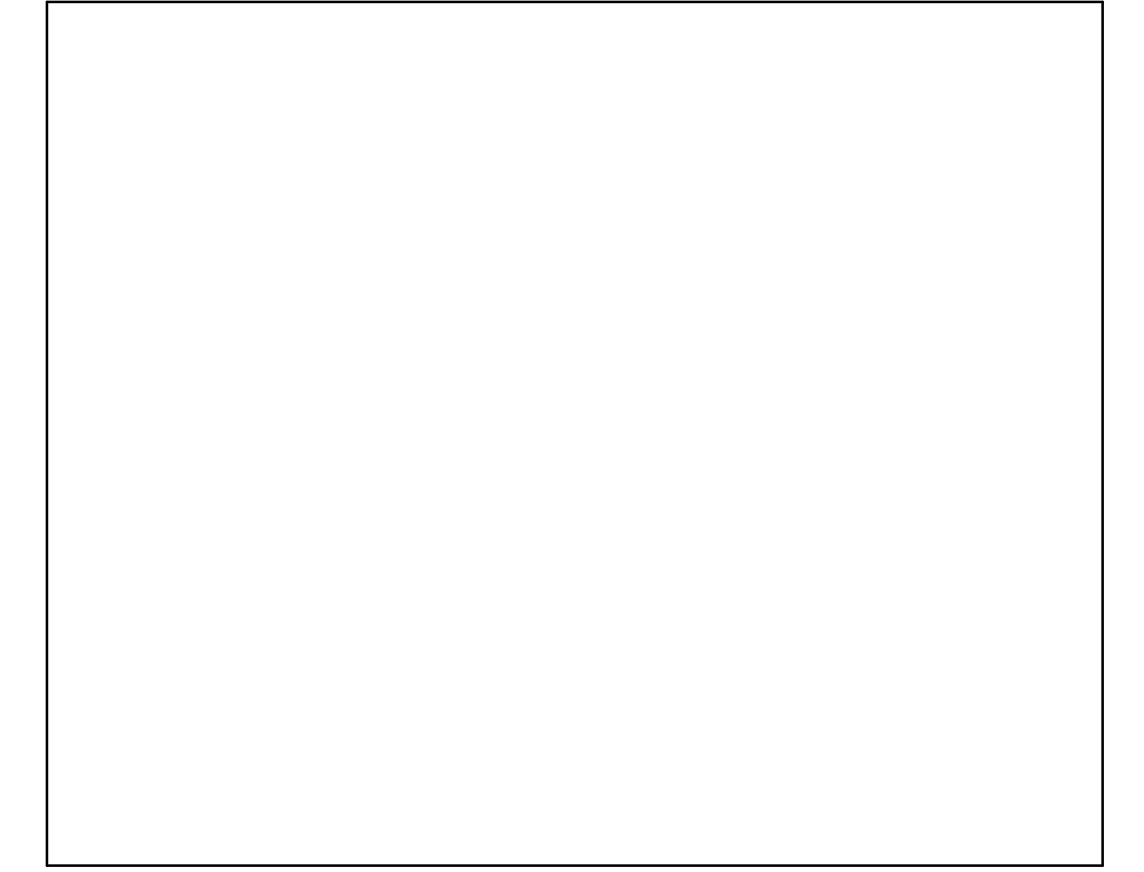
**ARCHITECT**  
WOLF ARCHITECTURE, INC.  
625 SOUTH COBB, STE. 200  
PALMER AK 99645  
907-746-6670  
GARY WOLF

**LANDSCAPE ARCHITECT**  
CORVUS DESIGN  
2506 FAIRBANKS ST UNIT B  
ANCHORAGE AK 99503  
907.222.2859  
PETER BRIGGS

**ELECTRICAL ENGINEER**

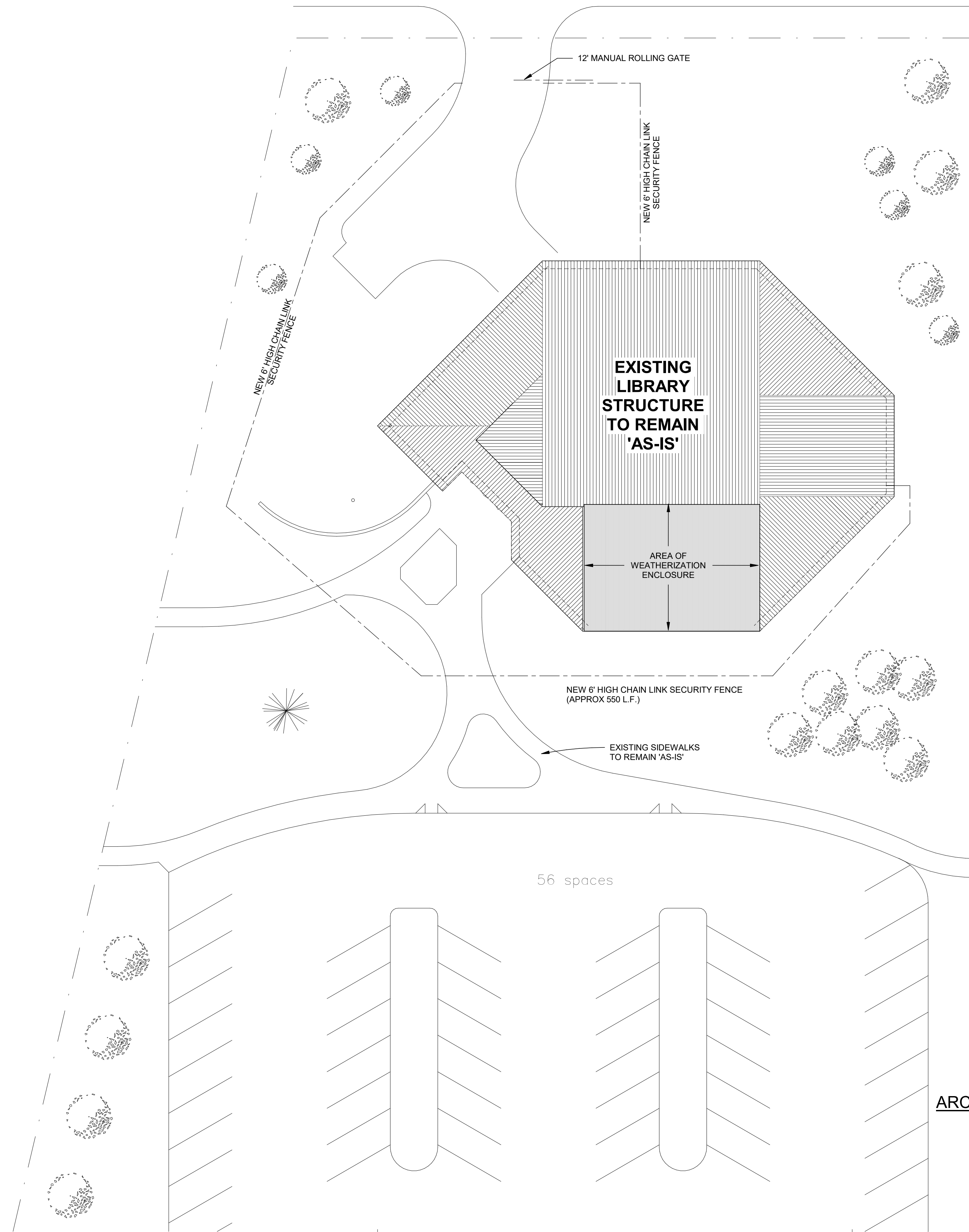
**STRUCTURAL ENGINEER**  
PND ENGINEERS  
625 SOUTH COBB, SUITE 202  
PALMER AK 99645  
907-707-1081  
DAVID BENTI

**INTERIOR DESIGNER**

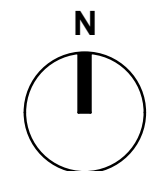


8/15/2023 WEATHERIZATION ENCLOSURE PLAN





ARCHITECTURAL SITE PLAN  
Scale: 1" = 20'-0"



PROJ. NO. 2323  
DRAWN  
CHECKED  
DATE 8/15/2023  
FULL SIZE DRAWINGS: 22" x 34"

Palmer Public Library  
WEATHERIZATION ENCLOSURE PLAN

PALMER, ALASKA 99845

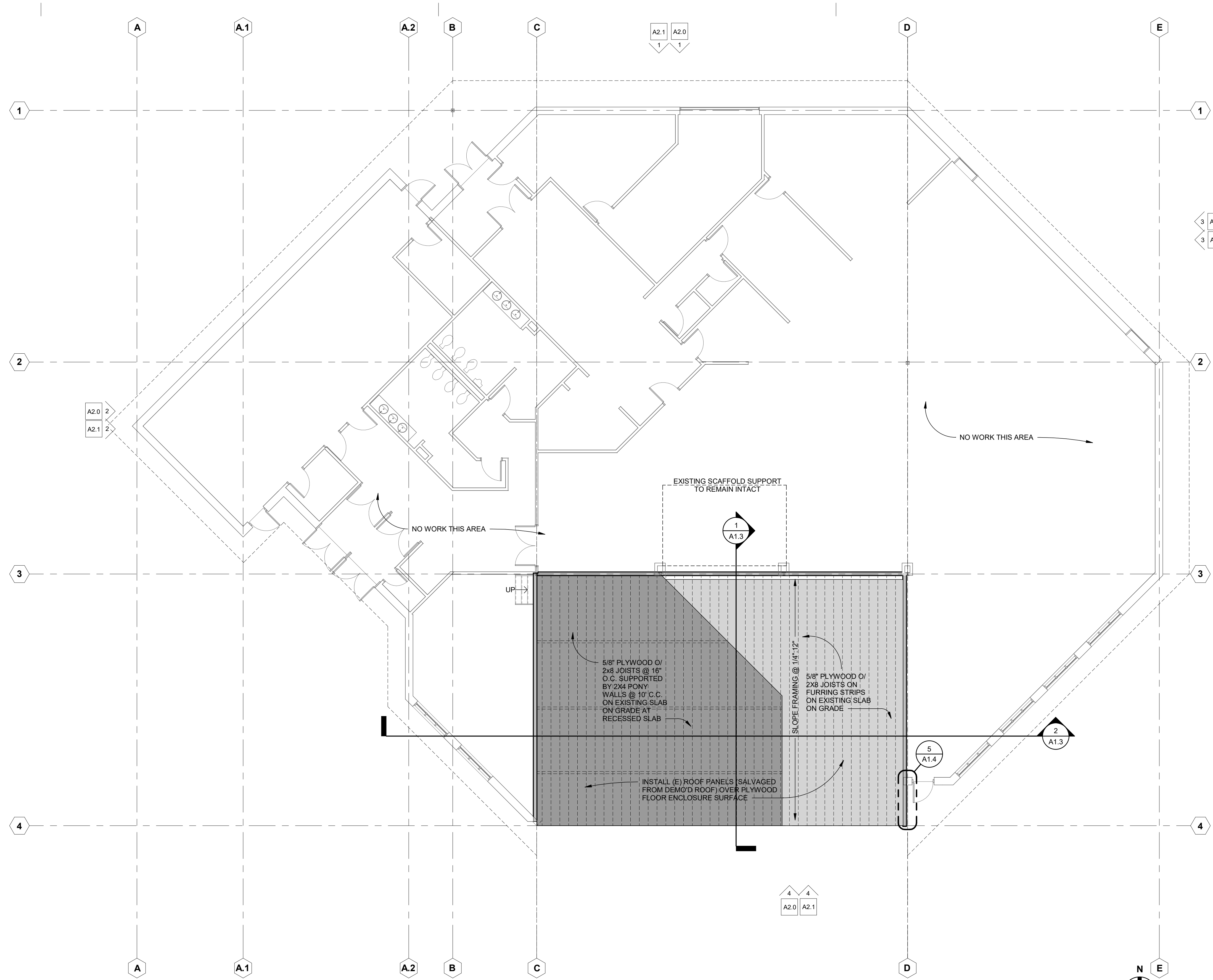
NOT FOR  
CONSTRUCTION

625 S COBB ST  
PALMER, AK  
T: 907.746.6670  
F: 907.746.6680  
wolfarchitecture.com

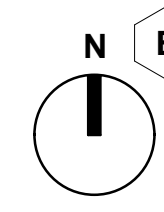
**Wolf**  
ARCHITECTURE

SHEET CONTENTS  
ARCHITECTURAL SITE PLAN

**A1.0**



**FIRST FLOOR PLAN**  
 Scale: 1/8" = 1'-0"



PROJ. NO. 2323  
 DRAWN  
 CHECKED  
 DATE 8/15/2023  
 FULL SIZE DRAWINGS: 22" x 34"

**Palmer Public Library**  
 WEATHERIZATION ENCLOSURE PLAN

**NOT FOR CONSTRUCTION**

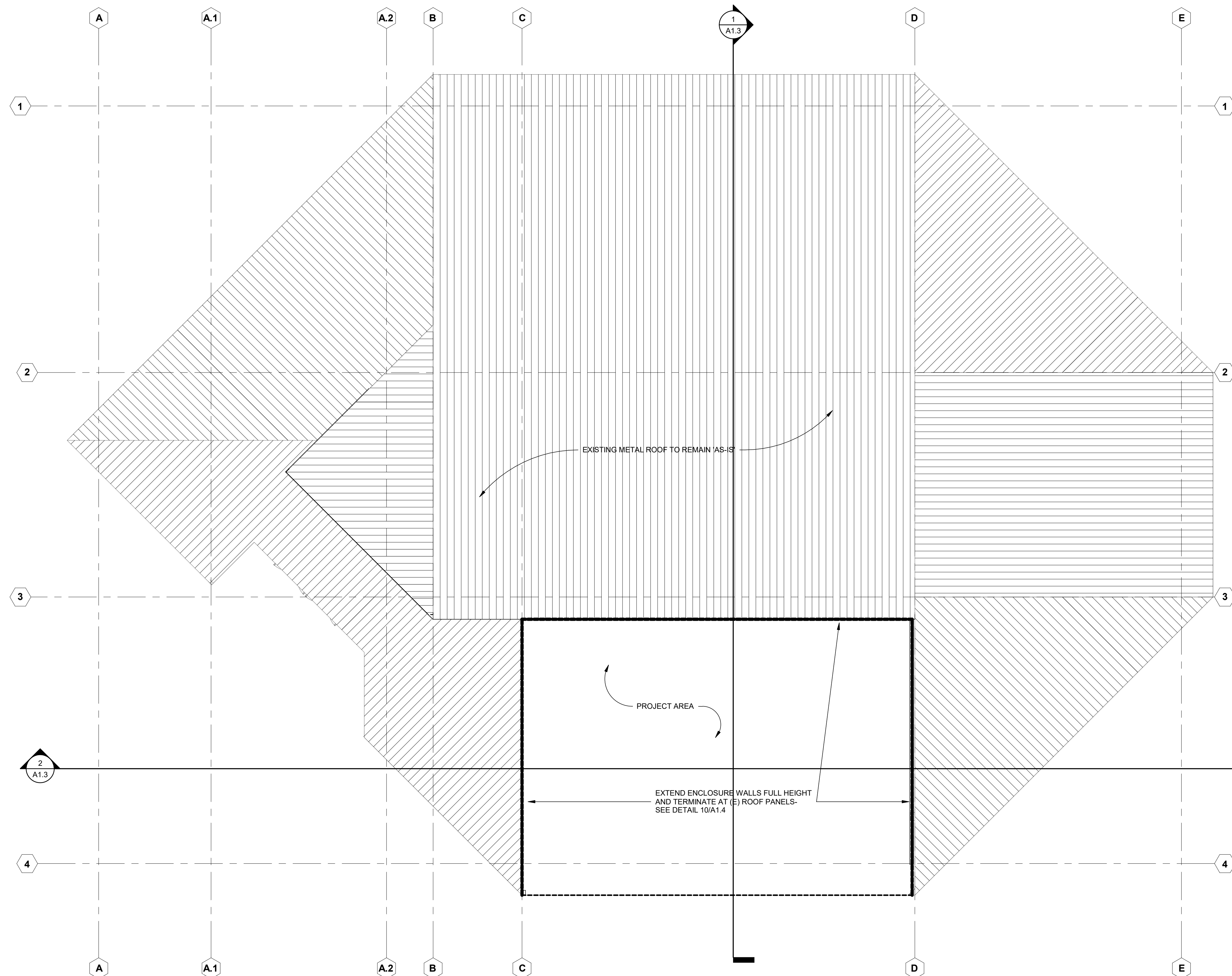
PALMER, ALASKA 99845

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 PALMER, AK  
 T: 907.746.6670  
 F: 907.746.6680  
 wolfarchitecture.com

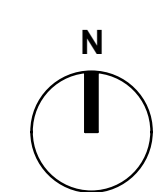
**Wolf**  
 ARCHITECTURE

SHEET CONTENTS  
 FIRST FLOOR PLAN

**A1.1**



**ROOF PLAN**  
Scale: 1/8" = 1'-0"



PROJ. NO. 2323  
DRAWN  
CHECKED  
DATE 8/15/2023  
FULL SIZE DRAWINGS: 22" x 34"

**Palmer Public Library**  
WEATHERIZATION ENCLOSURE PLAN

**NOT FOR CONSTRUCTION**

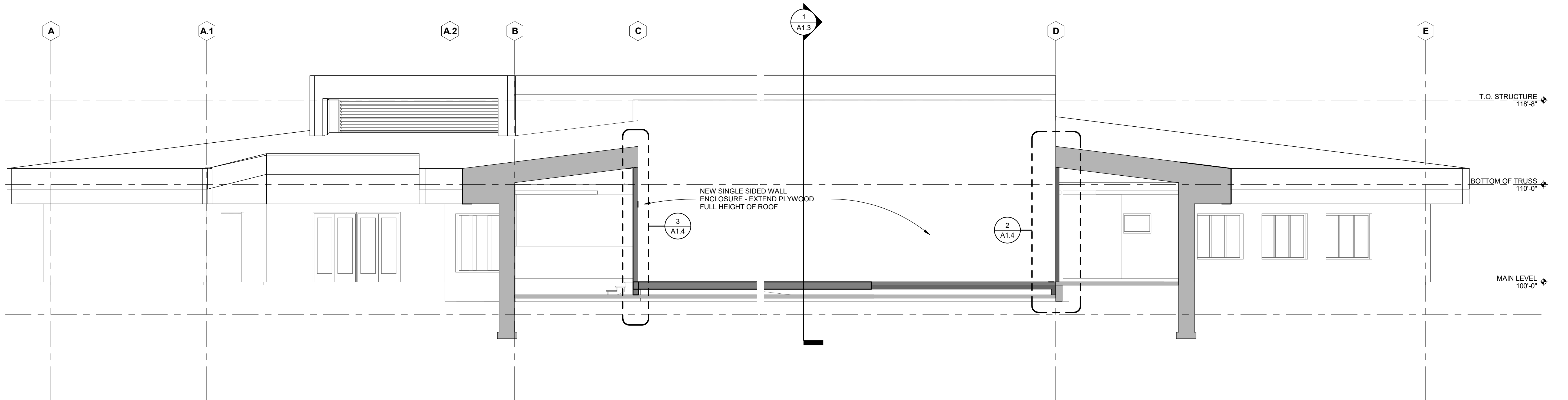
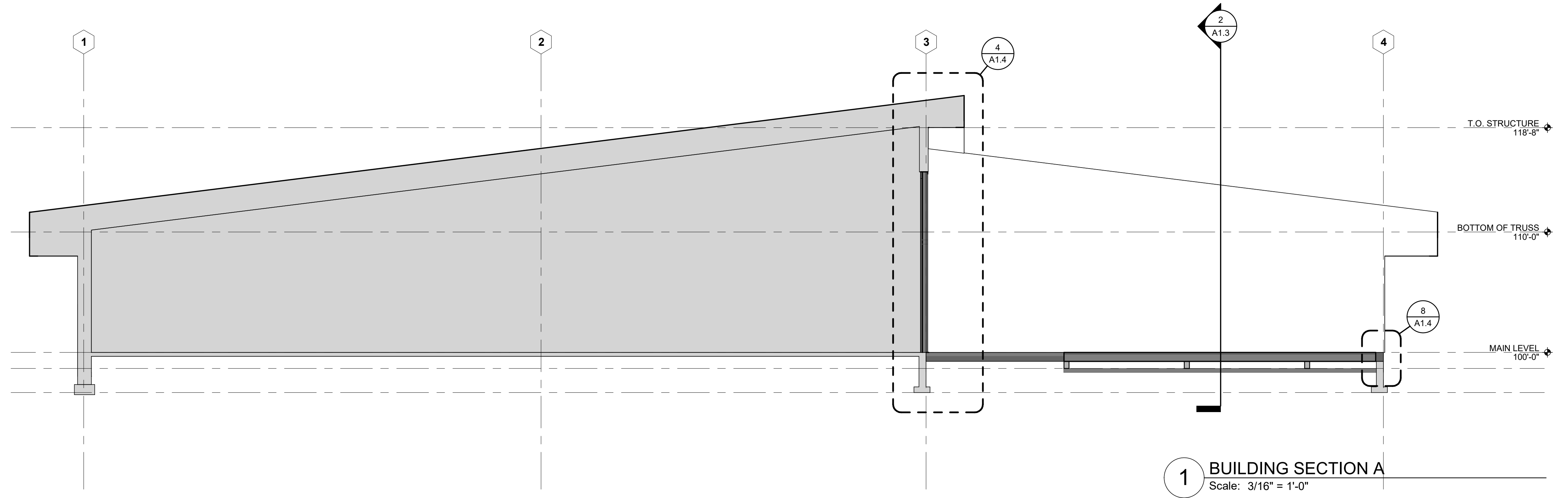
PALMER, ALASKA 99845

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PALMER, AK  
T: 907.746.6670  
F: 907.746.6680  
wolfarchitecture.com

**Wolf**  
ARCHITECTURE

SHEET CONTENTS  
ROOF PLAN

**A1.2**



PROJ. NO. 2323  
 DRAWN \_\_\_\_\_  
 CHECKED \_\_\_\_\_  
 DATE 8/15/2023  
 FULL SIZE DRAWINGS: 22" x 34"

Palmer Public Library  
 WEATHERIZATION ENCLOSURE PLAN  
 PALMER, ALASKA 99645

NOT FOR  
 CONSTRUCTION

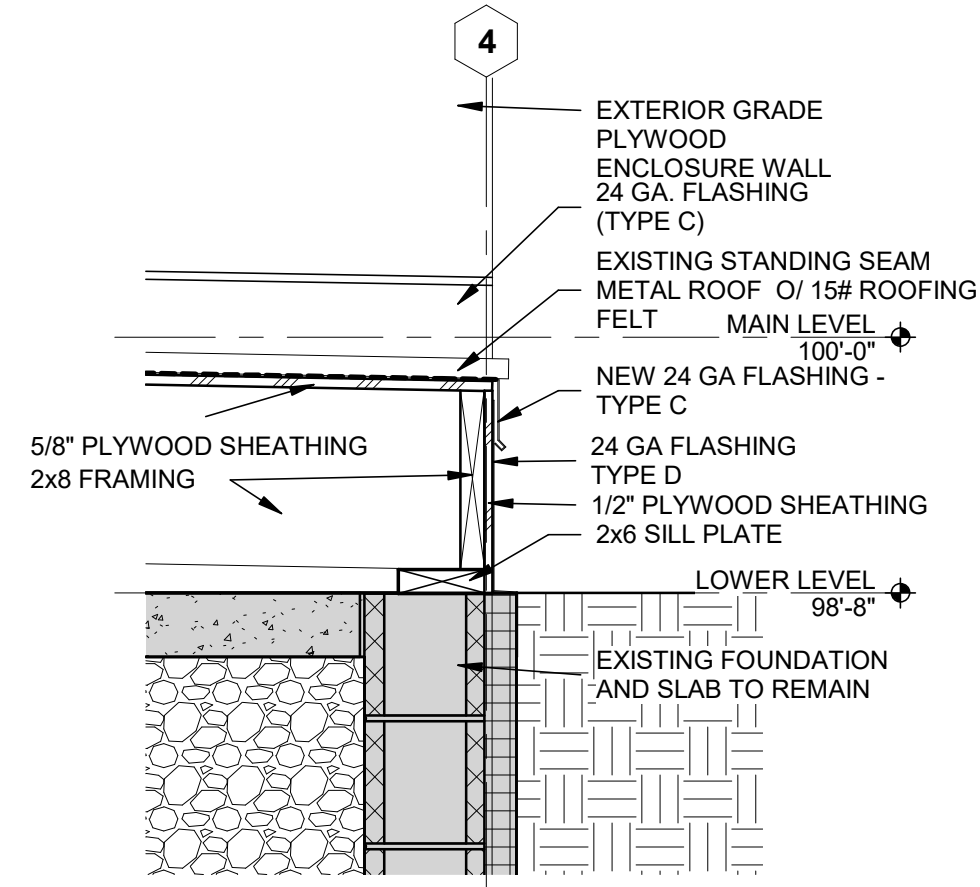
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 PALMER, AK  
 T: 907.746.6670  
 F: 907.746.6680  
 wolfarchitecture.com

**Wolf**  
 ARCHITECTURE

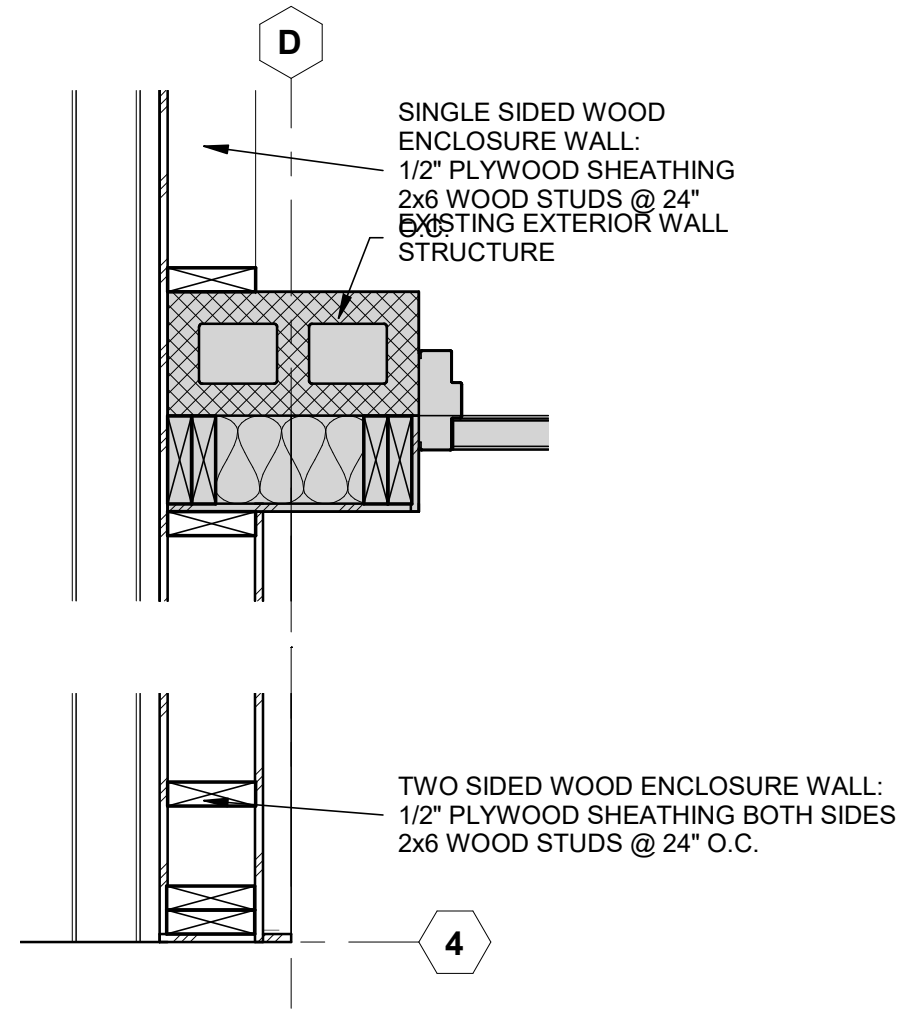
SHEET CONTENTS  
 BUILDING SECTIONS

**A1.3**

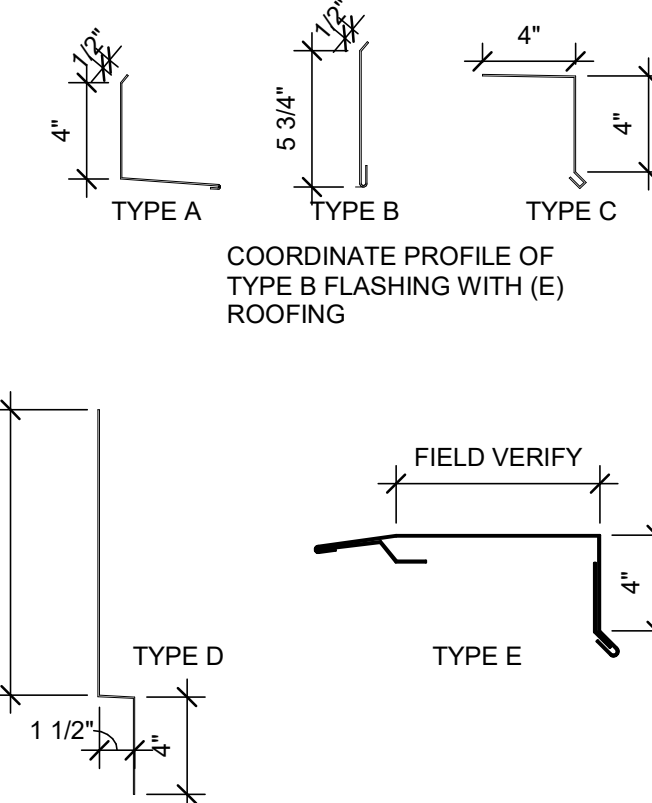
BUILDING SECTION B  
 Scale: 3/16" = 1'-0"



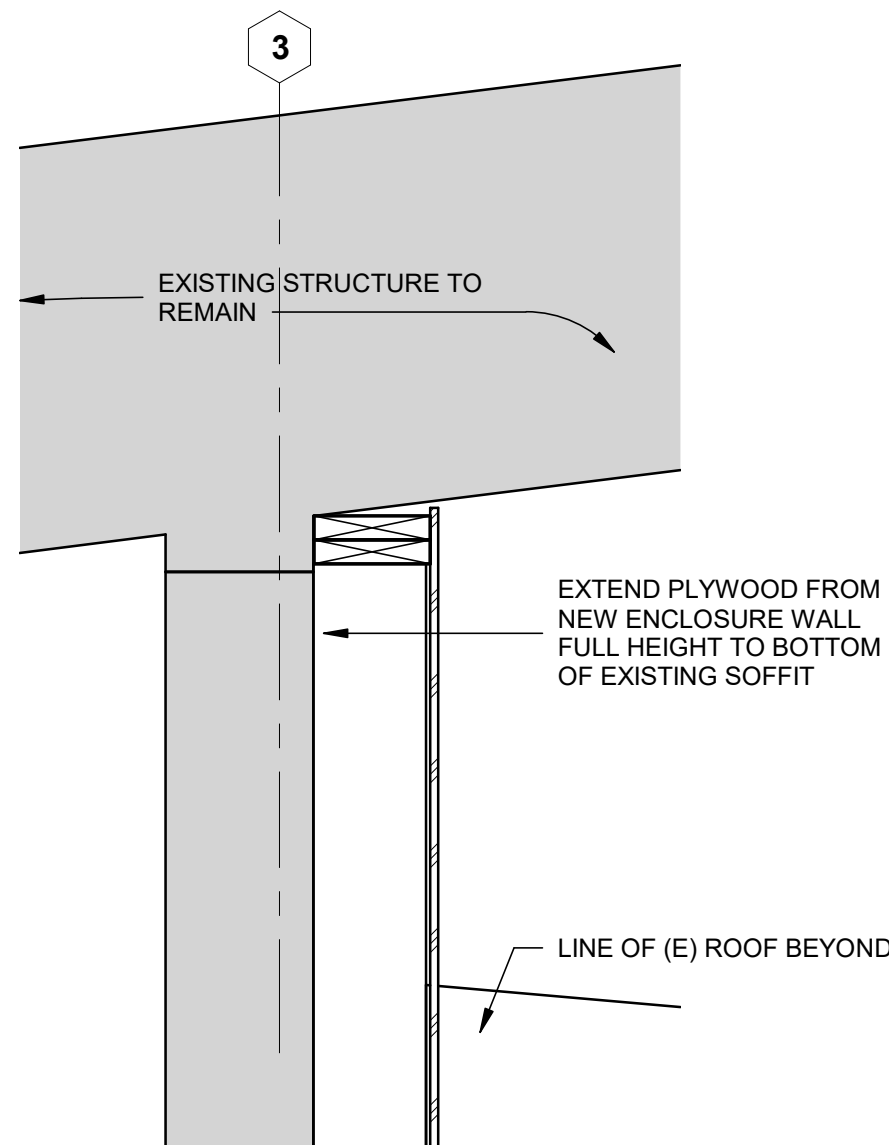
**8 SECTION DETAIL**  
Scale: 1" = 1'-0"



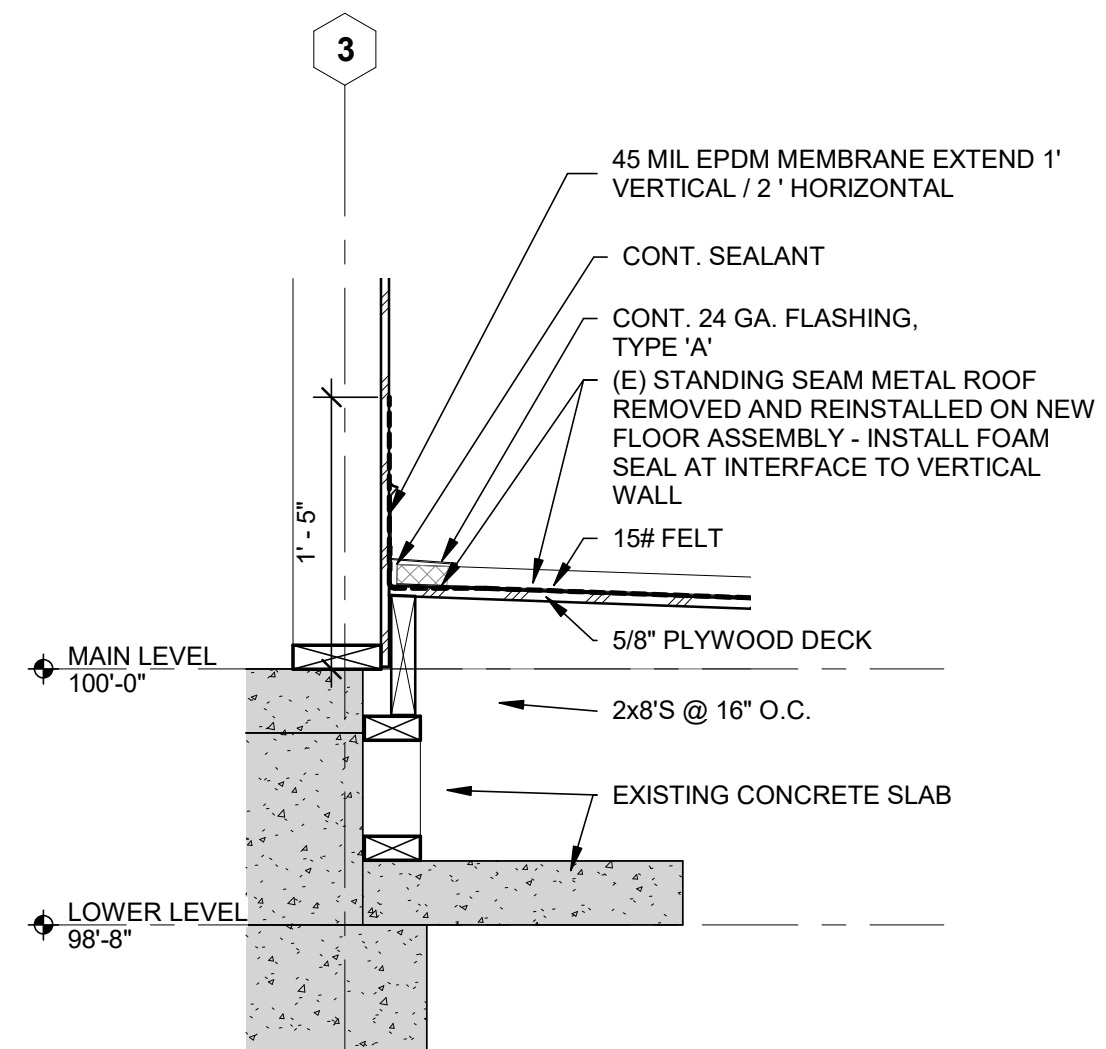
**5 AAAAA**  
Scale: 1" = 1'-0"



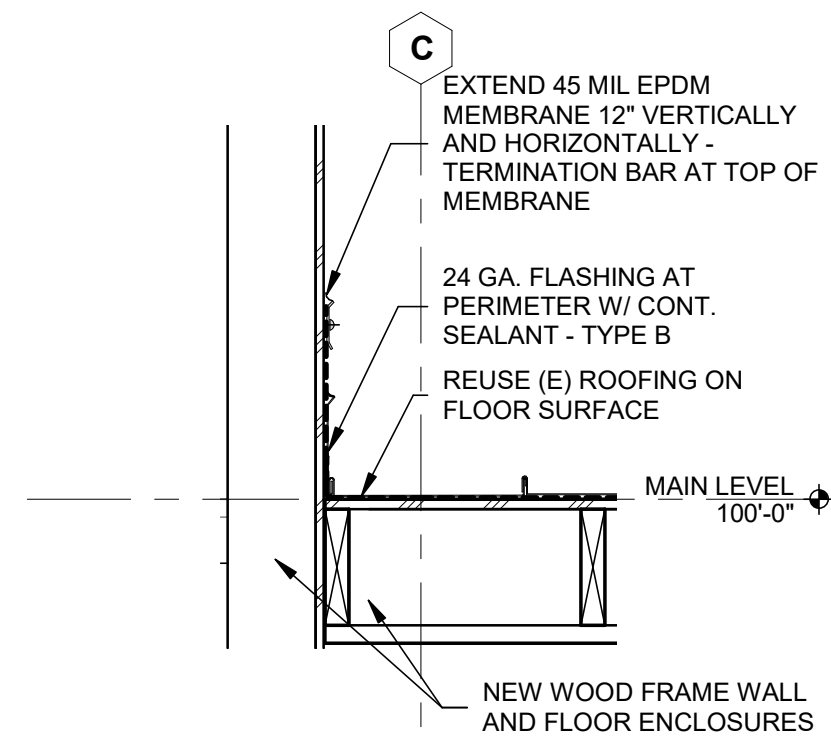
**1 STC - PENETRATION DETAIL**  
Scale: 1 1/2" = 1'-0"



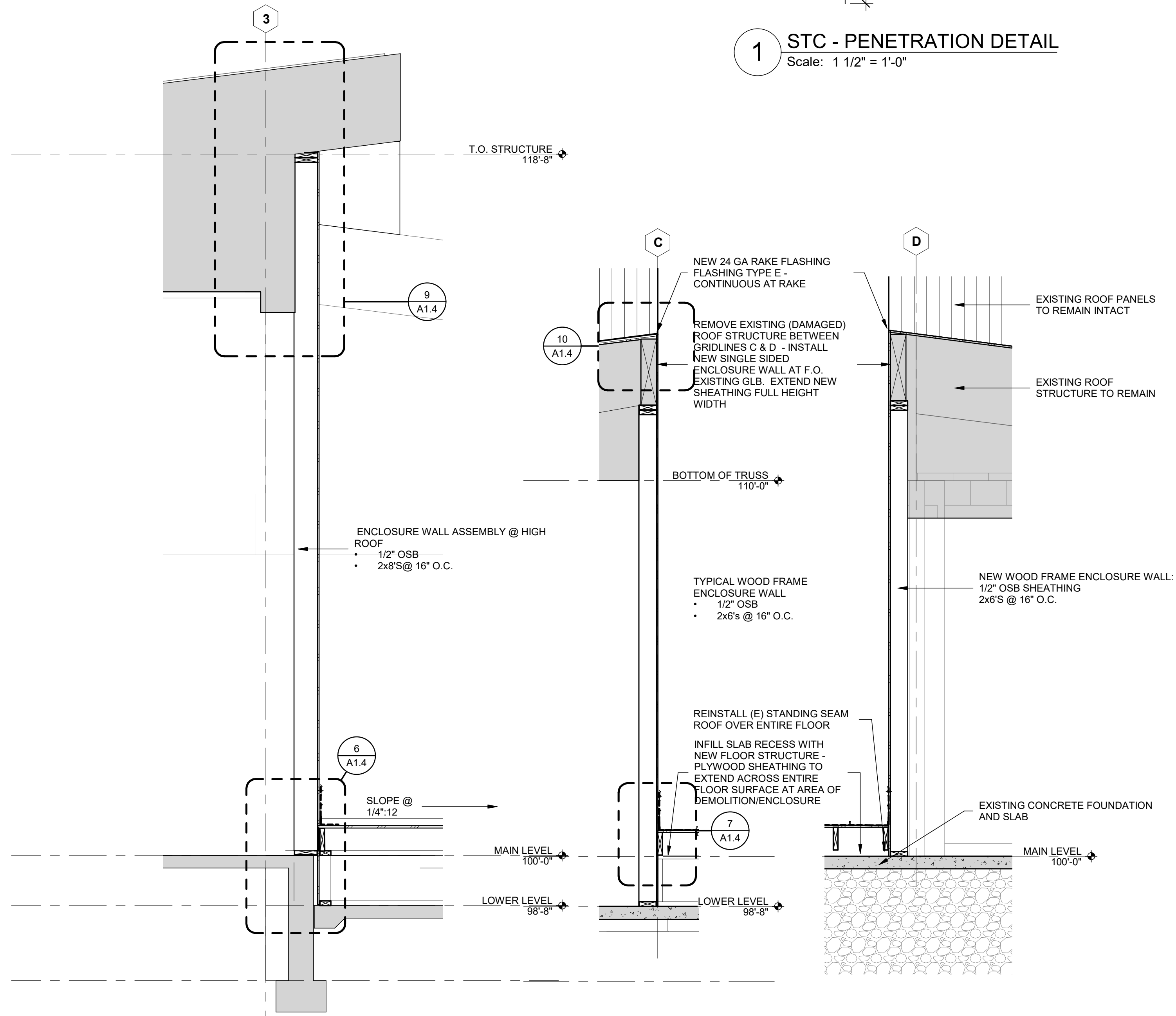
**9 WALL AT SOFFIT DETAIL**  
Scale: 1" = 1'-0"



**6 DETAIL**  
Scale: 1" = 1'-0"



**7 TYPICAL BASE FLASHING**  
Scale: 1" = 1'-0"



**4 WALL SECTION 2**  
Scale: 1/2" = 1'-0"

**3 WALL SECTION 3**  
Scale: 1/2" = 1'-0"

**2 WALL SECTION 1**  
Scale: 1/2" = 1'-0"

**10 RAKE DETAIL**  
Scale: 1" = 1'-0"

NOT FOR CONSTRUCTION

625 S COBB ST  
PALMER, AK  
T: 907.746.6670  
F: 907.746.6680  
wolfarchitecture.com

**Wolf**  
ARCHITECTURE

SHEET CONTENTS  
WALL SECTIONS

**A1.4**



# ALASKA DEMOLITION

Specializing in Demolition & Environmental Services  
Phone: 907-274-DEMO | Fax: 907-248-6065  
2817 Rampart Drive Ste 200 Anchorage, AK 99501

July 31, 2023



**CUSTOMER:** City of Palmer  
**SITE ADDRESS:** 137 E Arctic Ave  
**CITY/STATE:** Palmer, AK  
**CELL NUMBER:** (907) 355-4213  
**E-MAIL ADDRESS:** [bahanson@palmerak.org](mailto:bahanson@palmerak.org)

Alaska Demolition LLC has reviewed the project site and is pleased to offer the following proposal. Alaska Demolition will provide supervision, labor, equipment, fuel, transportation, materials, insurance, regulatory notification, and disposal of removed debris/materials at the Palmer Reclamations Site (PRS).

### **Inclusions:**

- Mobilization / De-Mobilization
- Demolition, removal, transport, and disposal of all debris and concrete
- Demolition of collapsed structure
- CMU wall cuts
- Clean-up of the demolition area
- Salvage roofing for future use
- Hazardous Material Survey
- Notifications (local and state)
- Demolition Permits

***Specializing in Demolition and Environmental Services***

1 of 3

*Do not disclose – Confidential Pricing*



Specializing in Demolition & Environmental Services

Phone: 907-274-DEMO | Fax: 907-248-6065

2817 Rampart Drive Ste 200 Anchorage, AK 99501

**Exclusions:**

- Inspections
- Asbestos abatement (survey needed)
- Security of the area
- Utility locates, disconnects, plugging, capping, or re-routing (property owner must schedule)
- Backfill, compaction or any civil work not identified in inclusions
- Temporary fencing
- Hazardous materials identification, removal, transport, and disposal beyond those identified
- Disposal of Hazardous Material/Waste of any kind not identified above
- Salvage items not specified above
- Demolition/transport during State of Alaska Department of Transportation weight restrictions
- Any Underground Storage Tanks (USTs)
- **Any tasks no identified under demolition scope inclusions**

*All work will be performed for the following:*

***Building Demolition:***

*The following price is for building demolition, transportation, disposal, and clean up. Price for scope of work: **Forty-Three Thousand Two Hundred Five Dollars and no cents. (\$43,205.00)***

***Roofing Salvage:***

*The following price is to salvage some of the metal roofing to be reused. Will ensure its reusable. Price for this scope: **Two Thousand Five Hundred Dollars and no cents. (\$2,500.00)***

**Specializing in Demolition and Environmental Services**

2 of 3

***Do not disclose – Confidential Pricing***



**Specializing in Demolition & Environmental Services**

**Phone: 907-274-DEMO | Fax: 907-248-6065**

**2817 Rampart Drive Ste 200 Anchorage, AK 99501**

Thank you for your consideration of this proposal. Alaska Demolition LLC is looking forward to providing services to support your projects.

If you should have any questions regarding this proposal, please do not hesitate to contact me at (907) 274-3366 or on mobile at (907) 947-9997.

Respectfully,

Nate Simms  
*Estimator/Project Manager*  
*Alaska Demolition LLC*

**Assumptions:**

- This quotation for services is for immediate acceptance and is subject to change by Alaska Demolition LLC without notice. Quotations are valid for 30 days from the date of quotation.
- I understand the inclusions and exclusions listed on this proposal and have asked any questions and received clarification regarding what I did not understand
- If the “Scope of Work” that is identified above changes, Alaska Demolition LLC assigned Project Manager will “stop” the project, contact the client, and will help develop a cost-effective plan to complete the scope of work.

---

Customer Signature

---

Printed Name

---

Date

---

Company Name

---

Title

---

Purchase Order No.

***Specializing in Demolition and Environmental Services***

3 of 3

***Do not disclose – Confidential Pricing***



**City of Palmer  
Resolution No. 23-013-A**

**Subject:** Support of The Designation of The Mat-Su Valley Planning for Transportation (MVP For Transportation) as the Metropolitan Planning Organization (MPO) of the Mat-Su Area

**Agenda of:** April 25, 2023, May 9, 2023, July 25, August 7, August 22

**Council Action:**     **Approved**                       **Amended:** \_\_\_\_\_  
                                  **Defeated**

**Originator Information:**

**Originator:**    John Moosey, City Manager

**Department Review:**

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

**Certification of Funds:**

Total amount of funds listed in this legislation:    \$ \_\_\_\_\_



- This legislation (√):
- Creates revenue in the amount of:                      \$ \_\_\_\_\_
  - Creates expenditure in the amount of:                      \$ \_\_\_\_\_
  - Creates a saving in the amount of:                      \$ \_\_\_\_\_
  - Has no fiscal impact

Funds are (√):

- Budgeted                      Line item(s): \_\_\_\_\_
- Not budgeted                      \_\_\_\_\_

Director of Finance Signature: \_\_\_\_\_

**Approved for Presentation By:**

	Signature:	Remarks:
City Manager		_____
City Attorney		_____
City Clerk	_____	_____

**Attachment(s):**

1. Resolution No. 23-013-A

**Summary Statement/Background:**

The Wasilla/Knik-Fairview/North Lakes area was designated in the list of 202 urban areas by the Department of Commerce Census Bureau in a Federal Register notice dated December 29,2022.

49 U.S.C. § 5303 as amended by the Infrastructure and Investment Jobs Act, which section is identical to 23 U.S.C. § 134 of the Federal Aid Highway Act, requires the designation of a metropolitan planning organization ("MPO") for each urbanized area within the country of at least 50,000 population.

USC § 104(f), 23 USC § 134 and 49 USC § 5303 – 5306 are the Federal Transportation Planning Statutes that provide funding and require designation of a metropolitan planning organization for urbanized areas of at least 50,000 population to carry out a transportation planning process and receive federal funding.

Those Statutes require the State and the local governments to coordinate the planning and construction of all urban transportation facilities with a continuing, cooperative, and comprehensive transportation planning process.

**Administration's Recommendation:**

Approve Resolution No. 23-013-A

**LEGISLATIVE HISTORY**

Introduced by: Manager Moosey  
Date: April 25, 2023  
Public Hearing: April 25, 2023  
Second Public Hearing: May 9, 2023  
Amended: June 13, 2023  
Vote:

Yes:	No:

**CITY OF PALMER, ALASKA  
Resolution No. 23-013-A**

**A Resolution of the Palmer City Council in Support of Mat-Su Valley Planning for Transportation (MVP for Transportation) as the Metropolitan Planning Organization (MPO) of the Mat-Su Area, Formation of the MVP as an Independent Organization and Provide for Membership in the MPO and as a Member of the Board of Directors**

**WHEREAS**, 49 U.S.C. § 5303 as amended by the Infrastructure and Investment Jobs Act, which section is identical to 23 U.S.C. § 134 of the Federal Aid Highway Act, requires the designation of a metropolitan planning organization ("MPO") for each urbanized area within the country of at least 50,000 population; and

**WHEREAS**, USC § 104(f), 23 USC § 134 and 49 USC § 5303 – 5306 are the Federal Transportation Planning Statutes that provide funding and require designation of a metropolitan planning organization for urbanized areas of at least 50,000 population to carry out a transportation planning process and receive federal funding;

**WHEREAS**, those Statutes require the State and the local governments to coordinate the planning and construction of all urban transportation facilities with a continuing, cooperative, and comprehensive transportation planning process; and

**WHEREAS**, an MPO, is generally comprised of representative from local government, transportation stakeholders and governmental transportation authorities with the purpose of ensuring regional cooperation in transportation planning and providing a conduit for the federal funding of transportation projects and programs; and

**WHEREAS**, designation or selection of officials or representatives to serve on the MPO Board is not set by federal law or regulation and the State of Alaska is silent on who is to serve on small MPO (less than 200,000 persons) Boards; and

**WHEREAS**, the Wasilla/Knik-Fairview/North Lakes, AK area was designated in the list of 2020 urban areas by the Department of Commerce Census Bureau in a Federal Register notice dated December 29, 2022; and

**WHEREAS**, under 23 U.S.C. § 134, via an agreement with the Governor of the State of Alaska and units of general-purpose local government that together represent at least 75 percent of the affected population, an MPO shall be designated within one-year of the release of the Federal Register Notice announcing the qualifying urban areas; and

**WHEREAS**, this agreement must contain a map of the new Metropolitan Planning Area (MPA) which delineates the area of responsibility of the MPO and is defined by the U.S. Census, and that area that is anticipated to be considered urban in the next 20 years; and

**WHEREAS**, in July 2020, a consultant team was retained by the Matanuska-Susitna Borough (“MSB”) to coordinate the planning for a new MPO funded by federal transportation Planning funds; and

**WHEREAS**, in October 2020, a Steering Committee was established, made up of transportation stakeholders of the region, whose mission is to guide the MPO formation process as it relates to presenting recommendations to the Pre-MPO Policy Board regarding organizational and operational structure and the City of Palmer is represented on this committee; and

**WHEREAS**, in September 2021, a Pre-MPO Policy Board was established, made up of local government officials, the State of Alaska Department of Transportation and Public Facilities, and multi-modal advocates to oversee the development of all federally required documents necessary to be designated by the Governor as the MPO of the Mat-Su urbanized area and the City of Palmer is represented on this board; and

**WHEREAS**, the planning effort for the establishment of the new MPO has progressed in earnest since July 2020, conducting monthly public meetings, developing a website, annual work plans, Public Participation Plan, Public Participation Plan for Pre-MPO designation efforts, MPO Boundary Development Strategy and subsequent Metropolitan Planning Area boundary development, Metropolitan Transportation Plan Scope of Work, membership dues structure, organizational Bylaws and Operating Agreement; and

**WHEREAS**, the Pre-MPO Policy Board, in March 2022, unanimously voted to adopt the formation of an independent, 501(c)(3) organization for MVP for Transportation; and

**WHEREAS**, MVP for Transportation is submitting the Pre-MPO Policy Board approved Operating Agreement, Bylaws and Metropolitan Planning Area Boundary to the Governor for designation as the new MPO for the Wasilla/Kink-Fairview/North Lakes, AK urbanized area and needs to establish its office, hire staff, establish a bank account, file Articles of Incorporation with the State of Alaska Department of Commerce, Community and Economic Development Division of Corporations, obtain Business and Professional Licensing to become a non-profit corporation, negotiate intergovernmental agreements to establish participation by member agencies and associated dues, so that transportation planning work can begin on behalf of the MPO; and

**WHEREAS**, the City of Palmer supports an MVP for Transportation policy board composition of the following:

- (3) Mat-Su Borough officials**
- (2) City of Palmer officials**
- (2) City of Wasilla officials**
- (1) Department of Transportation official**
- (1) Knik Tribe official**
- (1) Chickaloon Native Village official**

**NOW, THEREFORE, BE IT RESOLVED** that the City of Palmer supports the designation of MVP for Transportation by the Governor as the MPO of the Mat-Su metropolitan planning area.

**BE IT FURTHER RESOLVED** that the City of Palmer supports the formation, organization, and operation of the MPO as an independent organization.

**BE IT FURTHER RESOLVED** that the City of Palmer Mayor will serve as a member of the policy board of MVP for transportation.

**BE IT FURTHER RESOLVED** that the City of Palmer Mayor will serve as a member of the board of directors of MVP for transportation and execute all related organizational and administrative documents on behalf of MVP for transportation.

**Approved** by the Palmer City Council this \_\_th day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Steven J Carrington, Mayor

\_\_\_\_\_  
Shelly Acteson, CMC, City Clerk