



JUNEAU COMMISSION ON AGING AGENDA

February 21, 2023 at 10:30 AM

Zoom Webinar

<https://juneau.zoom.us/j/81491760970?pwd=bkFwWk42Mllmazl0aFdMS3ArTG5qZz09>

Or Call In: 1-253-215-8782

Meeting ID: 814 9176 0970 Passcode: 858248

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA

D. APPROVAL OF MINUTES

1. January 17, 2023 JCOA Minutes - Draft

E. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

F. AGENDA TOPICS

1. Election of Officers
2. Appointment of members to the three main projects/subcommittees JCOA is working on:
 - a. Housing for Seniors
 - b. Improving Volunteer Database with Catholic Community Services & United Way
 - c. Creating Senior Fitness Opportunities with Parks & Recreation
3. Question of the Month
4. All-Ages Friendly Community, next steps and JCOA responsibilities
5. Planning for May Listening Sessions

G. ASSEMBLY LIAISON COMMENTS AND QUESTIONS

H. NEXT MEETING DATE

Tuesday, March 21, 2023 @ 10:30am via Zoom

I. SUPPLEMENTAL MATERIAL

- 2.
- Senior Friendly Construction Choices
 - CBJ analysis spreadsheet of JCOA construction choices
 - Answers to Commission on Aging questions: Scott Ciambor
 - Telephone Hill RFP
 - The Next Retirement Community article

J. ADJOURNMENT

ADA accommodations available upon request: Please contact the Clerk's office 36 hours prior to any meeting so arrangements can be made for closed captioning or sign language interpreter services depending on the meeting format. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.org.

MINUTES
Juneau Commission on Aging (JCOA)
January 17, 2023
10:30 AM – 11:30 AM

I. Call to Order

The meeting was called to order at 10:32AM. The meeting was chaired by Emily Kane and was conducted via Zoom.

Board members present: Emily Kane, Kathleen Samalon, Carol Ende, Jennifer Carson

Board members absent: Linda Krueger, Ann Stepetin, Susan Warner, Deborah Craig, Jennifer Garrison

Others: Sherri Layne (CBJ Attorney), Michelle Hale (Assembly Liaison)

II. Approval of agenda

A motion was not made due to lack of a quorum.

III. Approval of minutes from previous meeting

A motion was not made due to lack of a quorum.

IV. Public Participation on Non-Agenda Items

There was no public participation on non-agenda items.

V. Discussion Items

A) Procedural Processes

Sherri and Michelle explained that with the current 9-member board, 5 members must be present for a quorum, a pre-requisite for a vote or a motion to be made. Any commissioner cannot take an action unless it is voted on at a public meeting and must follow the Open Meeting Act, which is Alaska statute. A copy of the Act will be distributed to all members. The key component of the act is that decisions are not discussed or made outside of meetings, and that everything is open to the public.

Since JCOA is an advisory commission or board, conversations between two members, including within committees, cannot occur outside of public meetings unless of administrative content in nature. Conversations include emails, phone, text and in person. Thus, public meetings with an agenda need to be scheduled through the CBJ process when two commissioners get together to talk about a JCOA matter. Committees

can have special public meetings of their own, outside of the full commission, given the proper notification period is followed. Minutes need to be taken at all meetings including those of committees. Special meetings or committee meetings should go through the chair as far as scheduling with CBJ. Information sharing should go to all commissioners and not shared individually. It can be part of the information packet that is a part of all scheduled meetings and can be seen by the public.

A copy of the resolution that established JCOA will be provided to all commissioners and will be discussed at the February meeting as an agenda item.

B) Internal Restructuring of JCOA

Emily explained that since 2017, administrative support has been provided by the Juneau Economic Development Council (JEDC) at the discretion of the City Manager. She met with Rorie Watt twice about options going forward, including withdrawing from JEDC support, becoming self-managing, or residing somewhere within CBJ that is more in line with JOCA's mission. No official action in regards to these options will be taken until a vote is made at a meeting.

If JCOA goes forward as being a self-managed commission, a commissioner would take minutes and the Office of the Clerk would post meetings and provide Zoom links. However, Emily made it clear, that her long-term goal is to have JCOA receive support from somewhere within CBJ, in a similar way to the Juneau Commission on Sustainability.

Carol stated that it is worth waiting to find the right partner for JCOA and that a partner is necessary for access to different kinds of resources and outreach capability, as well as computer communication skills that we as individuals really don't have. It makes sense to have that skill set providing us support so we can move forward. Being located within CBJ would be a nice and clean approach rather than within an outside entity or being independent. She expressed support for breaking with JEDC.

Jenn Carson wanted to be sure that JCOA kept things very professional and personal views of individuals should be private. She agreed wholeheartedly with Carol that administrative support through JEDC was fantastic. Moving forward we need to define that role so the needed skills can be identified in someone else within the city, someone that can bridge the gap between the city and the commission. We had great support from multiple staff when we did the senior survey that someone in the city would have to provide.

Emily provided the backstory to the decennial survey saying that a special appropriation of \$10,000 was provided by CBJ. Since JOCA was located within JEDC and they had the capability do the work, it was logical to keep it in house. However, there is no reason

we couldn't hire an independent company for the survey the next time it comes up, assuming the Assembly again makes the appropriation.

Michelle reiterated the importance of JCOA again looking at the resolution that established the commission, saying that the manager or manager's designee shall support, provide such staff support and assistance for the Commission to the extent that funds are available. She also made the point that it is the City Managers decision on where JOCA will reside, not that of the Commission.

Emily summarized by saying that restructuring is a work in progress, and we will keep it together here until we figure out where we are going to land.

C) Announcement of AARP All Ages Friendly Community Certification

JCOA applied and was awarded the AARP All Ages Friendly Community Certification. Emily stated that the commission needs to work on getting press for that major achievement. Perhaps we can be on the Assembly agenda, holding up the certification certificate or have a press event. The Juneau Empire needs to do an article, or the mayor could make an announcement congratulating JCOA.

At our next JCOA meeting, Emily stated, we need to talk about what should be our 5-year cycle projects, projects that can be completed in 5 years that would benefit seniors. One possibility is to coordinate the city's volunteer hub, transitioning it more closely into a place that is not siloed and where people can volunteer and get vetted – and people who need services as well.

Another area that could be a 5-year project is to continue to work with parks and recreation to have a senior fitness center. So far, there hasn't been a lot of enthusiasm for outdoor senior friendly exercise equipment that we have proposed. We need to look back at the survey and review what people wanted, maybe a pickle ball court for seniors.

VI. Adjournment

The next meeting is scheduled for February 21 at 10:30 AM via Zoom.

The meeting was adjourned at 11:32AM.



Juneau Commission on Aging

Senior Friendly Construction Choices

Nearly 30% of the Juneau population is over 55. Many want to “age in place” in their own homes. Unfortunately, those homes generally were not built in the past taking into consideration an owner’s future physical limitations.

New construction needs to integrate age friendly features into the design, regardless of the age of targeted buyers. Not all of these design features are currently required by CBJ code or recommended by International Building Code, but they are valuable to seniors and can be used positively in marketing to all age groups.

We ask that you voluntarily adopt these choices as construction best practices in all new homes.

When designing residences, include ...

1. Apartment & condo units that are single story within a multi-story building
2. Homes that have the master bedroom/bath + laundry on the 1st floor
3. Doorways (interior/exterior) that are at least 36” wide
4. Elevators in multi-family buildings of 3 floors or more
5. One bathroom with a walk-in shower, a built-in bench seat and grab-bars
6. Phone jacks in the master bedroom and kitchen
7. Zero step entrances/ramps into the building and zero step thresholds
8. Electrical outlets (above 18”) and light switches and thermostats (below 48”)
9. Pocket doors where practical in small spaces

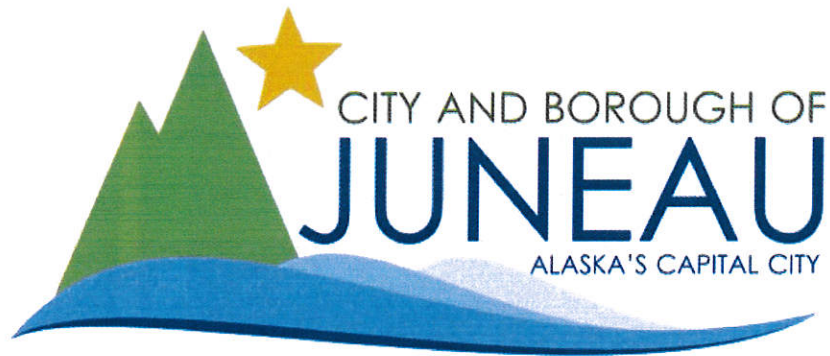
When choosing features, select ...

1. Towel racks & toilet paper holders that serve a dual purpose as grab bars
2. Easy grip drawer and doorknobs
3. Lever doorknobs instead of standard ones
4. Slip resistant flooring
5. Raised or high-profile "comfort" toilets
6. Adjustable-height showerhead
7. Closet rods at two levels
8. LED lighting, including dimmers

Contact: City Clerk's Office city.clerk@juneau.gov 907-586-5278

Design Elements	Title 19 Building Code or IBC	Title 49 Land Use Code	IBC Link	Description
	Assembly, Building Code Advisory Board, Law, Manager's Office, CDD	Assembly, Planning Commission, Title 49 Committee, Law, Manager's Office, CDD	Covered to some degree under the International Building Code	Identifies code sections that are relevant to the proposed change.
All doorways (interior / exterior) should be at least 3 ft wide enhanced dimensions	X		https://codes.iccsafe.org/content/ica117-12017P4/chapter-4-accessible-routes#ICCA117.12017P4_Ch04_Sec404.1	Not required in Title 19 or Title 49. IBC currently requires 32 inch minimum door width. 36" could be a best practice
Raise electrical outlets (above 18") and lower light switches and thermostats (below 48")	X		https://codes.iccsafe.org/content/ica117-12017P4/chapter-3-building-blocks#ICCA117.12017P4_Ch03_Sec308.1	Not prescribed or discussed in Title 19 or Title 49. Standard is from International Code Council A117.1 Section 308.1. All multifamily structures (over two dwelling units – multifamily is four units in Title 19) are required to meet accessibility guidelines for reach ranges. These standards are: high forward reach is 48" maximum and low forward reach is 15" minimum.
Select slip resistant flooring	X		https://codes.iccsafe.org/content/ica117-12017P4/chapter-3-building-blocks#ICCA117.12017P2_Ch03_Sec302	Not prescribed or discussed in Title 19 or Title 49. Covered in International Code Council Section A117.1 Section 302.1, "Floor surfaces shall be stable, firm, and slip resistant and shall comply with Section 302."
If any incline into a building provide a hand railing	X		https://codes.iccsafe.org/content/IBC2021P2/chapter-10-means-of-egress#IBC2021P2_Ch10_Sec1012.8	Not prescribed or discussed in Title 19 or Title 49. Required through IBC 1012.8 and 1014 for ramps with rise of 6 inches or greater
Install elevators in multi floor apartment and condo buildings	X		https://codes.iccsafe.org/content/IBC2018/chapter-10-means-of-egress	Not prescribed or discussed in Title 19 or Title 49. This requirement is from the 2021 International Building Code (IBC 1009.2.1) and is not found in T19 or T49. (3 floors)
Design townhomes to have the master bedroom/bath + laundry on the 1st floor	X			Not prescribed or discussed in Title 19 or Title 49.
Design apartment & condo units to be single story within a multi-story building	X			Not prescribed or discussed in Title 19 or Title 49.
One bathroom has a walk in shower with a built in bench seat and grab-bars	X			Not prescribed or discussed in Title 19 or Title 49
Zero step entrances/ramps into the building and zero step threshold entryways	X			Not prescribed or discussed in Title 19 or Title 49
Install phone jacks in master bedroom and kitchen	X			Not prescribed or discussed in Title 19 or Title 49
Choose awning type windows	X			Not prescribed or discussed in Title 19 or Title 49
Choose pocket doors for bathrooms	X			Not prescribed or discussed in Title 19 or Title 49
Select towel racks & toilet paper holders that serve a dual purpose as grab bars	X			Not prescribed or discussed in Title 19 or Title 49
Choose easy grip drawer and doorknobs	X			Not prescribed or discussed in Title 19 or Title 49
Install lever doorknobs instead of standard ones	X			Not prescribed or discussed in Title 19 or Title 49
Utilize raised or high profile "comfort" toilets	X			Not prescribed or discussed in Title 19 or Title 49
Have an adjustable height showerhead	X			Not prescribed or discussed in Title 19 or Title 49
Provide closet rods at two levels	X			Not prescribed or discussed in Title 19 or Title 49
Install LED lighting including dimmers	X			Not prescribed or discussed in Title 19 or Title 49
Larger mixed-use subdivisions should include, at a minimum, at least one exercise park suitable for all ages, as well as a large multi-function community room.		X		Not required in Title 49. The ARS process - CBJ 49.15.920(m) - contains some limitations on land use for parent lots, but does not prescribe this for all subdivisions: "Permitted uses. No primary uses are permitted on the parent lot except a recreational center, community facility, or a child care center. Consistent with the table of permissible uses, 49.25.300, only residential uses and associated accessory structures are allowed on the unit-lots. Accessory dwelling units are prohibited on the parent lot and on any unit-lots. A home occupation or a child care home is permissible on the unit-lots. If an alternative residential subdivision creates a lot that complies with the table of dimensional standards, 49.25.400, for the underlying zoning district, the accessory dwelling unit prohibition of this subsection does not apply."
Most items on this list could be compiled into a best practices list for developers.				

File No. 2206



REQUEST FOR PROPOSALS

(C3) RFP E23-197

PLANNING & DESIGN SERVICES for the Telephone Hill Land Redevelopment Study

Issued by:  Date: 12/21/2022
Greg Smith, Contract Administrator

Telephone Hill Land Redevelopment Study
(C3) RFP E23-197

SCOPE OF SERVICES: The City and Borough of Juneau (CBJ) is requesting proposals from qualified consultants to provide design services for the Telephone Hill Land Redevelopment Study.

PRE-PROPOSAL MEETING: A non-mandatory pre-proposal conference call will be held at **10:00 a.m., Alaska Time on January 11, 2023.** Persons interested in submitting proposals are encouraged to attend. Proposers intending to participate via teleconference shall request the call-in information from the CBJ Engineering Contracts Division, at contracts@juneau.gov by 4:30 p.m., on January 10, 2023.

QUESTIONS REGARDING THIS RFP: Greg Smith, Contract Administrator, phone 907-586-0800 ext. 4196, fax 907-586-4530, greg.smith@juneau.gov is the sole point of contact for all issues pertaining to this procurement.

NOTICE TO PROPOSERS: The Engineering Department only accepts proposals submitted electronically, through Public Purchase. Information regarding Public Purchase, a free e-procurement service, can be found at the following links:
<https://juneau.org/finance/purchasing/bids-rfps> and <http://www.publicpurchase.com/>

DEADLINE FOR PROPOSALS: Electronic proposals are to be uploaded to Public Purchase **prior to 2:00 p.m. Alaska Time on January 25, 2023**, or such later time as the Contract Administrator may announce by addendum to plan holders at any time prior to the submittal date. It is the responsibility of the Proposer to submit all solicitation documents, by the advertised deadline. Submitting any response to a solicitation shall be solely at the Proposers risk. The Purchasing Division will attempt to keep all office equipment used in methods of document receipt, in working order but is **not** responsible for communications or documents that are late, **regardless of cause**. No Proposer documentation will be accepted as proof of receipt. Prior to any deadline, Proposers are strongly encouraged to confirm receipt of any submitted documents with the Purchasing Division. All electronic submittals must be uploaded as an Adobe Portable Document Format (PDF). Proposers will not secure, password protect or lock uploaded files; the City must be able to open and view the contents of the file. Proposers will not disable or restrict the ability of the City to print the contents of an uploaded file. Scanned documents or images must be of sufficient quality, no less than 150 dpi, to allow for reading or interpreting the words, drawings, images or sketches. The City may disqualify any Submittal Response that does not meet the criteria stated in this paragraph.

Disadvantaged Business Enterprises are encouraged to respond.

CONTACT INFORMATION REGARDING ELECTRONIC SUBMITTALS

City and Borough of Juneau, Purchasing Division
155 South Seward Street
Juneau, AK 99801

The CBJ Purchasing Division's phone number is 907-586-5215 and fax number 907-586-4561.

TABLE OF CONTENTS

1.0	GENERAL INFORMATION
2.0	RULES GOVERNING COMPETITION
3.0	PROPOSAL CONTENT REQUIREMENTS
4.0	EVALUATION OF PROPOSALS
5.0	SELECTION AND AWARD PROCESS
6.0	INSURANCE REQUIREMENTS
7.0	JUNEAU PROPOSER POINTS
8.0	PROTESTS
9.0	CONSULTANT'S GOOD STANDING WITH CBJ FINANCE DEPARTMENT
	EVALUATION RANKING SHEET
	ATTACHMENT 1 – STANDARD CONTRACT

1.0 GENERAL INFORMATION

This Class 3 Request for Proposals (RFP) defines the scope of the project, explains the procedures for selecting an engineering firm to provide the requested services, and defines the documents required to respond to the RFP.

1.1 Purpose

The purpose of this document is to solicit proposals from qualified consultants to provide professional services for planning of the redevelopment of Telephone Hill in downtown Juneau. Planning services shall include surveying, Section 106 review, land use planning and site design, engineering, architectural scale and massing, and cost estimating.

The Class 3 process is used for acquisition of professional service contracts estimated to be more than \$50,000

1.2 Scope of Services

CBJ recognizes the need for substantial community engagement in this project, including several public meetings and several presentations to the CBJ Assembly. CBJ staff will lead public meetings and will make recommendations to the Assembly. The selected consultant must supply CBJ staff with all necessary public meeting materials, including agendas, presentations, and background material and attend and present at meetings before the public and or Assembly. The Consultant shall attend all required public meetings and shall be available to present the design and project schedule to the Assembly, or their subcommittee, if directed by the CBJ Engineering Department.

The selected consultant shall work with CBJ staff to develop and prepare a redevelopment plan, including the following components:

1. Re-development options, including a “no build” option.
2. Consideration of option(s) that use off-site parking that meet the Land Use Code requirements. An example is the use of the Main Street parking garage (existing or expanded) to satisfy the redevelopment’s parking needs, resulting in a more pedestrian-oriented neighborhood development.
3. A Draft Planning Process, Schedule, and Timeline.
4. Draft Construction Scheduling, and Cost Estimating.
5. Site Survey.

The Consultant shall research all as-built records, property surveys, and government or private sources necessary to define right-of-way limits, required or existing easement conditions and/or requirements, and existing public and private utility locations. The Consultant’s design engineer shall field-verify as-built information used in design.

The Consultant shall conduct all necessary field surveys for design, including a comprehensive as-built survey with elevations and field-located public and private utilities giving particular attention to potential conflicts with all utilities, and to surface and subsurface drainage from adjacent properties. The surveys shall extend up the intersecting streets a sufficient distance to provide a complete assessment of design needs at the intersection and to allow for future utility expansion as applicable. The Consultant shall establish the design control lines at the project site during the design

phase. The horizontal and vertical data for the control lines shall be shown on the contract drawings and shall set a minimum of two (2) fixed control points, within sight of each other, for each control line.

1.3 Completion

CBJ desires that the selected consultant propose and work a project schedule that will be completed in approximately six (6) months. A final report shall be submitted by May 1, 2023. Other activities (subdivision planning, cost estimating, construction documents, etc.) may run concurrently.

1.4 Background

In September 1983, the SOA commissioned a study to locate a new Capitol in Juneau - this study is commonly referred to as the Heery Report. In July 1984, based upon the Heery Report, the CBJ contributed \$2M to the SOA for the acquisition of privately owned properties on Telephone Hill. For a variety of reasons, and despite several efforts, a new Capitol has not been constructed on the Hill.

During the ensuing 30 years, the SOA has continuously rented the seven (7) dwellings and one 5-unit apartment building on Telephone Hill to a neighborhood group, known as the Telephone Hill Neighborhood Non-Profit Management Corporation. Approximately 17 people currently rent properties on Telephone Hill from the SOA.

CBJ has worked with the SOA, including the Legislative Affairs Agency, to provide proper facilities for the Capitol. Facility improvements include substantial renovations to the Capitol Building, and facility additions including, but not limited to, the Terry Miller Building (formerly Capitol School), and the Tom Stewart Building (formerly the Scottish Rite Temple). As such, the land on Telephone Hill is no longer considered necessary for a new Capitol.

In June 2019, Governor Dunleavy's staff listed the Telephone Hill property as potentially excess to the SOA's needs, and potentially available for transfer from the SOA to foster economic redevelopment. CBJ worked with the Dunleavy Administration and the Alaska Legislature, resulting in the authorization to transfer the property to CBJ during the 2022 Legislative session. Upon transfer of the property, the legacy Memorandum of Agreement between CBJ and the SOA will no longer be in force, and the terms of the original \$2M provided by CBJ will be satisfied.

1.5 Questions

Questions regarding this proposal should be directed to:

Greg Smith, Contract Administrator
City and Borough of Juneau
ENGINEERING DEPARTMENT
Marine View Center – 3rd Floor
230 South Franklin Street
Juneau, Alaska 99801

email: greg.smith@juneau.gov
Telephone: (907) 586-0800 ext. 4196
Fax: (907) 586-4530

Office hours are 8:00 a.m. to 4:30 p.m. local time, Monday through Friday.

1.6 Standard Contract Language

Attached to this RFP is the CBJ's standard contract (Attachment 1) which should be carefully reviewed by proposers, as it is the form of agreement that the CBJ intends that the selected Consultant sign in the event of acceptance of its proposal.

2.0 Rules Governing Competition

2.1 Pre-Proposal

Proposers should carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the services requested and the conditions likely to be encountered in performing the services.

2.2 Proposal Development

The content of proposals will be kept confidential until the selection of the Consultant is publicly announced. All materials submitted in response to this RFP will become the property of the CBJ. Proposals shall be retained for the official files of the Engineering Department and will become public record after announcement of the successful Proposer. The CBJ reserves the right to reject any or all proposals. Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.

This solicitation does not commit CBJ to select any Consultant(s) for the requested services. All costs associated with the respondents' preparations, submission and oral presentations (if applicable) shall be the responsibility of the Proposer.

Submission of a proposal indicates acceptance by the proposer of all the terms, conditions and specifications contained within the RFP. Proposals must be received no later than the date and time specified in the cover letter. Proposals not received by the date and time specified in the cover letter will not be considered.

2.3 Disclosure of Proposal Contents.

The City and Borough of Juneau, a municipal corporation and political subdivision of the State of Alaska, is subject to the Alaska Public Records Act codified at AS 40.25.100-220, and the public records provisions in the CBJ Charter, section 15.7. The contents of proposals submitted in response to this RFP will be kept confidential until the top ranked proposer is announced. Immediately following announcement, all proposals become public information. Trade secrets and other proprietary data contained in a proposal may be held confidential, to the extent allowed by law, by the Purchasing Officer, upon request in writing by a proposer. Material considered confidential by the proposer must be clearly identified and marked (page, section, etc) by the proposer, and the proposer must include a brief statement that sets out the reasons for confidentiality. Marking the entire proposal

confidential is not acceptable and may be cause for the City to reject your proposal as non-responsive.

3.0 PROPOSAL CONTENT REQUIREMENTS

The response to this RFP shall be in letter form, not more than seven (7) numbered pages in length. The information requested below should be organized in the manner specified in order to achieve a uniform review process and obtain the maximum degree of comparability for the Selection Committee.

CBJ desires to receive proposals from firms with experience in the following:

- A. Land Subdivisions, Engineering and Related Disciplines
- B. Urban Development Projects
- C. Housing Planning
- D. Section 106 Review

Additionally, it is desired that the selected team have expertise in understanding the potential future needs of the SOA, including the Legislature. In the final recommendation, CBJ may elect to reserve land on Telephone Hill for future SOA needs. Project teams with expertise in understanding the future needs of the SOA are desired.

- Proposed Method to Accomplish the Project: Proposal shall demonstrate an understanding of the requested scope of services. Include proposed work schedule and methodology for accomplishing the project, showing insight to the specific details of the project.
- Organization and Capacity of the Firm: Identify the consultant team proposed for this project and demonstrate their ability to perform the desired services within the established schedule. The proposal should discuss the current workload of staff proposed for the requested services.
- Firm's Representation: The proposal shall specify readily available personnel to accomplish the desired services. Key personnel shall be named, their roles within the project clearly identified and the specific hourly rate or job class that each of the key personnel will be billed for this project. Other project commitments of key personnel shall also be identified. The level of involvement should be displayed in a way which is consistent with the scale of the project. The qualifications of personnel shall be included.
- Firm's Experience with Similar Projects: Proposal should include a list of projects of similar scale and scope, succinctly described, that were worked on by the staff proposed for this project.
- Firm's Hourly Rates: Evaluation will include the hourly rates of pay for personnel to be used on this project. Hourly rates shall include all markups and multipliers. Include a list of reimbursable expenses typical for this type of project. Review the Standard Contract regarding allowable reimbursables.
- Quality of the Proposal: Evaluation will include the clarity and professional quality of the document(s) submitted.

- Licenses: Professional registration (Engineer/Architect/Land Surveyor/Landscape Architect) in the State of Alaska at the time of proposal submission is required (Alaska Statute 08.48.281). If a corporate license is held, the professional licensed in the State of Alaska (in order to obtain a corporate license) must be in responsible charge of the project, as well as the professional stamping the work. All survey work involving property or boundary surveys must be stamped by a Professional Land Surveyor licensed in the State of Alaska. All reports prepared by a registered professional licensed in the State of Alaska must be stamped by the registered professional. The proposal must include a statement indicating that all required corporate, all required professional occupational licenses and all other necessary licenses/certifications are currently held. License/certification numbers must be provided.
- Acknowledge Receipt of All Addenda: Failure to acknowledge addenda may result in the proposal being considered non-responsive and subject to rejection.
- Juneau Proposer according to SECTION 7.0.
- Resumes: Resumes may be attached to the proposal as appendices and will not be included in the page count for proposals. ***Limit resume length to one page per person.***

The Consultant shall work with the CBJ Project Manager to develop conceptual and final project designs which respond to the estimated budget. The Consultant shall prepare and submit to the CBJ Project Manager a preliminary cost estimate after the scoping meeting. The CBJ Project Manager shall be kept informed of design modifications to the original scope which result in cost increases to the original estimate. An upgrade of the estimate shall be submitted at each design review meeting.

The Consultant shall contact the local residents affected by the project in order to keep them informed of the project and to address their concerns. The Consultant shall attend at least one public meeting to discuss the project with local residents.

The Consultant shall ensure that the design remains in conformity with the estimated budget. If the Study's bid amount is greater than 10% higher than the available budget, the Consultant shall redesign the project to conform to the estimated construction budget at no additional charge to the City.

The Consultant shall submit to the CBJ Project Manager with the 90% design submittal an estimated schedule identifying: the lead times for major procurement items; estimated time duration of primary construction segments; and any mandated shutdowns (i.e., inclement weather, anadromous fish closures, etc.).

The Consultant shall provide consulting services through the bid and award phase to answer questions referred by the Project Manager. The Consultant shall attend the Pre-Bid Conference, keeping appropriate notes thereof, and, in cooperation with the CBJ Engineering Department, immediately prepare any addenda resulting therefrom for issuance by the City.

Bid-ready drawings and technical specifications shall be submitted as described below.

The Consultant shall utilize an internal, proven quality control program for documents presented to the Client at all submittal levels, including consolidated document plan review and corrections with documents from all disciplines integrated and reviewed, prior to submittal.

The contract may be amended for future phases of work, which may include preparation of documents necessary for a re-subdivision of the land, refined concept developments, geotechnical investigations; and necessary bid documents for execution of a re-development plan, including demolition, excavation, grading, drainage, and road and utility improvements.

4.0 EVALUATION OF PROPOSALS

4.1 Criteria

Proposals will be evaluated and scored, using the criteria on the EVALUATION/RANKING sheet, found at the end of this document, in order to ascertain which proposal best meets the needs of the CBJ. The items to be considered during the evaluation and the associated point values are located on the EVALUATION/RANKING sheet at the end of this RFP.

4.2 Evaluation Data

The evaluation Data discussed below is presented in an effort to delineate which criteria will be used to score proposals. Please do not include a separate section in your proposal for Evaluation Data. Much of the information discussed and requested below should be included in the proposal as part of the Proposal Content Requirements discussed in **SECTION 3.0 of this RFP**.

4.2.1 Proposed Method to Accomplish the Project

Work schedule and methodology will be evaluated according to budget sensitivity, efficiency, completeness and pertinence of the tasks submitted by the Proposer, as well as the creativity and logic of the overall approach. The proposal should show interest and insight about this project.

4.2.2 Organization, Capacity of Firm and Personnel Qualifications

- a. Proposer's organization and the ability to perform the desired services within the established schedule.
- b. Proposed personnel, their relevant qualifications and experience, and their proposed scale of involvement.

4.2.3 Relevant Experience and Past Record of Performance

Proposer's experience with projects of similar scope and scale, as well as other projects with the CBJ, other government agencies and private industry.

4.2.4 Firm's Hourly Rates

Proposed hourly rates of pay for personnel to be used on this project.

4.2.5 Quality of the Proposal

Proposal clarity, concision, professionalism, and responsiveness to the project needs.

4.2.6 Juneau Proposer according to SECTION 7.0

Prime Consultant meets Juneau Proposer requirements as stipulated in Section 7.0 – Juneau Proposer Points.

4.3 Evaluation Process

Evaluation of the proposals will be performed by a committee selected by the City and Borough of Juneau. The intent of the CBJ is to make award based on written proposals.

5.0 **SELECTION AND AWARD**

An evaluation committee will review, evaluate, score and rank proposals, in accordance with criteria identified below and the Evaluation/Ranking sheet located at the end of this RFP. Clarification of submitted material may be requested during the evaluation process. Interviews by telephone with top ranked Proposers may also be conducted at the discretion of the evaluation committee. If necessary, in-person interviews will be conducted. Finalists will be notified and informed of interview requirements. In the event of a tie in the ranking totals, only the raw scores of the Proposers who are tied will be totaled to determine the appropriate ranking. The successful Proposer will be invited to enter into contract negotiations with CBJ. Upon conclusion of successful negotiations and compliance with any pre-award obligations, award will be made in the form of a contract and a purchase order, if appropriate, will be sent to the Consultant. If an agreement cannot be reached during the negotiation process, the City will notify the Proposer and terminate the negotiations. Negotiations may then be conducted with the next Proposer in the order of its respective ranking.

6.0 **INSURANCE REQUIREMENTS**

The insurance requirements for this project are specified in **Attachment 1 – Sample Contract, under Appendix C.**

7.0 **JUNEAU PROPOSER POINTS**

Juneau proposer points shall be awarded if the Proposer is determined to be a “Juneau proposer” meeting the criteria of CBJ’s Purchasing Ordinance 53.50, Section 53.50.010. CBJ Ordinance 53.50 can be viewed electronically at the following webpage: www.juneau.org/law-department.

A paper copy of the CBJ Purchasing Ordinance is available upon request from the CBJ Engineering Department or Purchasing Division.

8.0 **PROTESTS**

The protest period begins with the posting of a notice of apparent successful proposer, in the CBJ Purchasing Division.

Protests shall be executed in accordance with CBJ Ordinance 53.50.062 PROTESTS and 53.50.080 ADMINISTRATION OF PROTEST. Copies of the ordinances describing protest procedures are available from the CBJ Purchasing Division, 155 South Seward Street, Juneau, Alaska. Questions concerning protests or protest procedures should be directed to the CBJ Purchasing Officer at 907-586-5215 ext. 4071. CBJ Ordinance 53.50 can be viewed electronically at the following webpage: www.juneau.org/law-department.

9.0 CONSULTANT'S GOOD STANDING WITH CBJ FINANCE DEPARTMENT

Consultants must be in good standing with the CBJ prior to award, and prior to any contract renewals, and in any event no later than **seven business days** following notification by the CBJ of intent to award. **Good standing** means: all amounts owed to the CBJ are current and the Consultant is not delinquent with respect to any taxes, fees, assessment, or other monies due and owed the CBJ, or a Confession of Judgment has been executed and the Consultant is in compliance with the terms of any stipulation associated with the Confession of Judgment, including being current as to any installment payments due; and Consultant is current in all CBJ reporting obligations (such as sales tax registration and reporting and business personal property declarations). Failure to meet these requirements may be cause for rejection of your proposal. To determine if your business is in good standing, or for further information, contact the CBJ Finance Department's Sales Tax Division at (907) 586-5215 for sales tax issues, Assessor's Office at (907) 586-5215 for business personal property issues, or Collections Division at (907) 586-5215 for all other accounts.

Note: Juneau Proposer preference (7.0) has requirements regarding a firm's good standing with the City at the time a proposal is submitted. Please review the Purchasing Code cited.

PROPOSAL EVALUATION FORM

CONSULTING FIRM: _____

Section I, Item 2.

Section	Criteria - Per SECTION 4.2 of RFP	Criteria Weight	Outstanding (10 points)	Adequate To Good (6 7 or 8 points)	Marginally Acceptable (3 or 4 points)	Unacceptable (0 or 1 point)	Sub Total
4.2.1	Proposed Method to Accomplish the Project.	20					
4.2.2	Organization and Capacity of Firm	20					
a.	Proposer's organization and the ability to perform the desired services within the established schedule.	10					
b.	Proposed personnel, their relevant qualifications and experience, and their proposed scale of involvement.	15					
4.2.3	Relevant Experience	20					
4.2.4	Firms Hourly Rates	5					
4.2.5	Quality of Proposal	5					
4.2.6	Juneau Proposer (per Section 7.0)	5					
GRAND TOTAL		100					

Scoring

No scores using 2, 5, 9

Outstanding = 10

Adequate to Good = 6, 7, 8

Marginally Acceptable = 3 or 4

Unacceptable or Poor = 0 or 1

Juneau Proposer Points awarded by Contracts Division = 10 or 0 points

Maximum Score Achievable = 1,000

Evaluator _____ Rank _____ Date _____



ATTACHMENT 1

PROFESSIONAL SERVICES CONTRACT PLANNING AND DESIGN SERVICE for the TELEPHONE HILL LAND REDEVELOPMENT STUDY

Contract No. RFP E23-197

This Agreement is entered into by and between the City and Borough of Juneau, Alaska ("City"), and Firm Name, whose address is _____; phone _____ ("Consultant").

Witnesseth:

Whereas, the City desires to engage the Consultant for the purpose of rendering certain professional services, and

Whereas, the Consultant represents that it is in all respects licensed and qualified to perform such services;

Now, Therefore, the parties agree as follows:

1. CONTRACTUAL RELATIONSHIP. The parties intend that an independent Consultant/City relationship will be created by this Contract. City is interested only in the results to be achieved, and the conduct and control of the work will lie solely with the Consultant. Consultant is not considered to be an agent or employee of City for any purpose, and the employees of Consultant are not entitled to any benefits that City provides for City's employees. It is understood that the City does not agree to use the Consultant exclusively. It is further understood that the Consultant is free to contract for similar services to be performed for others while it is under contract with the City.

2. SCOPE OF SERVICE. The Consultant shall carry out in a professional and prudent manner all of the services required by the Contract. These services include all of the services described in Appendix A. Consultant will diligently proceed with the Scope of Services, and will provide such services in a timely manner.

3. PERSONNEL, EQUIPMENT, SUPPLIES, AND LICENSES.

(A) Except as noted in Appendix A, the Consultant represents that it has or will secure at its own expense all personnel, equipment, and supplies required in performing the services under this Contract.

(B) All of the services required hereunder will be performed by the Consultant or under its supervision.

(C) None of the work or services covered by this Contract shall be subcontracted without prior written approval of the Contract Administrator.

(D) Consultant warrants that it is fully licensed under all applicable local, state, and federal laws to perform the services to be provided hereunder.

4. TIME OF PERFORMANCE. The services of the Consultant are to commence after the execution of the Contract and issuance of Notice to Proceed and Purchase Order. All work shall be completed no later than the time specified in Appendix A. Amendment to this Contract may be made upon mutual, written agreement prior to the contract expiration date.

5. REPORTING. Except as authorized within Appendix A, the City's primary representative for this Contract shall be _____. The City Manager shall be an alternate representative. The City shall not be liable for Consultant's expenses incurred in reliance on directions received from any other municipal officer or employee. The Consultant's representative shall be _____.

6. COMPENSATION. The City agrees to pay the Consultant according to the schedule attached as Appendix B. The Consultant's estimated fee schedule is attached to Appendix B.

7. TERMINATION OF CONTRACT FOR CAUSE. If, through any cause, except causes beyond the control of the Consultant, the Consultant shall fail to fulfill in a timely and proper manner its obligations under this Contract; or if the Consultant shall violate any of the covenants, agreements, or stipulations of this Contract, the City shall have the right to terminate this Contract by giving written notice to the Consultant of such termination and specifying the effective date thereof, at least ten days before the effective date of such termination. In that event, all finished or unfinished documents, or other data, in whatever form, prepared by the Consultant under this Contract shall, at the option of the City, become its property, and the Consultant shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and materials, not to exceed the Contract amount.

8. TERMINATION FOR CONVENIENCE OF CITY. The City may terminate this Contract at any time by giving written notice to the Consultant of such termination and specifying the effective date thereof, at least thirty days before the effective day of such termination. In that event, all finished or unfinished documents and other materials as described in paragraph 7 above shall, at the option of the City become its property, and the Consultant will be paid an amount not to exceed the sum set forth in Appendix B for work satisfactorily completed on or before the date of termination, less payments of compensation previously made.

9. CONTRACT AGREEMENT. All parties mutually agreed to the terms of this Contract. The Contract should not be construed in favor of or against any party. This Contract contains the entire agreement between the parties; there are no other promises, terms, conditions, or obligations other than those contained herein; and this Contract shall supersede all previous communications, representations or agreements, either oral or written, between the parties.

10. CHANGES. The City may, from time to time, require changes in the scope of services to be performed under this Contract. Such changes, including any increase or decrease in the amount of the Consultant's compensation, must be mutually agreed upon in writing before they will be regarded as part of this Contract.

11. EQUAL EMPLOYMENT OPPORTUNITY. The Consultant will not discriminate against any employee or applicant for employment because of race, religion, color, national origin, age, disability, sex, sexual orientation, gender identity, gender expression, marital status, changes in marital status, pregnancy or parenthood.

12. CONFLICTS OF INTEREST. Consultant agrees that no employee of the City who has exercised or will exercise any authority over the specifications, procurement, supervision or

Attachment 1 – Standard Contract

Contract No. RFP E23-197 Planning and Design Services for the Telephone Hill Land Redevelopment
Study with _____

payment for this Contract, and no member of the employee's immediate family, has had or will have any direct or indirect financial interest in this Contract. If the Consultant learns of any such interest, the Consultant shall without delay inform the City Attorney or one of the officers specified in Paragraph 5.

13. ETHICS. Consultant shall discharge its duties fairly, impartially and maintain a standard of conduct that competently serves the City and the interests of the City. Consultant shall at all times exercise unbiased judgment when performing its duties under this contract.

14. PUBLIC RELATIONS. Consultant shall issue press releases, respond to press inquiries, make public speeches, appear on broadcast media or otherwise engage in public relations regarding the project only with the specific approval of the CBJ Project Manager.

15. ELECTED OFFICIALS. The Consultant shall respond to project-related inquiries from elected officials by providing impartial, factual information, but shall not initiate contact or attempt to persuade an elected official to agree with any viewpoint or to take any official action. The Consultant will promptly notify the Project manager of any request by an elected official for project-related information.

16. ASSIGNABILITY. The Consultant shall not assign any interest in this Contract and shall not transfer any interest in the same without the prior written consent of the City; however, claims for money due or to become due to the Consultant from the City under this Contract may be assigned to a bank, trust company, or other financial institution without approval. Notice of any such assignment or transfer shall be furnished promptly to the City.

17. FINDINGS CONFIDENTIAL. Any information given to or prepared by the Consultant under this Contract which the City requests to be kept as confidential shall not be made available to any individual or organization by the Consultant without the prior written approval of the City.

18. IDENTIFICATION OF DOCUMENTS. All reports, maps, and other documents completed as a part of this Contract, other than documents exclusively for internal use within the City, shall carry a City notation or logo as directed by the City.

19. PUBLICATION, REPRODUCTION, AND USE OF MATERIALS. No services, information, computer program elements, reports or other deliverables which may have a potential patent or copyright value produced in whole or in part under this Contract shall be subject to copyright in the United States or any other country.

If a copyright applies by law to the work produced under this Contract, that copyright will either be signed over to the City or the City will be given unrestricted license to the copyright. The City shall have unrestricted license to publish, disclose, distribute, and otherwise use, in whole or in part, any reports, data, or other materials prepared under this Contract. If this Contract includes architectural and/or engineering design services, any use of the design features or details produced under this Contract on other City facilities will be at the City's risk.

20. RECORDS. During performance and after termination of this Contract, each party shall make available to the other party for inspection and copying, all records, whether external or internal, having any relevance to this Contract.

21. INSURANCE REQUIREMENTS. Consultant has secured and agrees to keep and

maintain in full force and effect, at its own expense, the insurance approved by CBJ Risk Management as outlined in Appendix C. At least 30 days prior to the cancellation, non-renewal or reduction in the amount of coverage, Consultant shall provide written notice to the CBJ's Risk Management. The Consultant's insurance shall be primary and any insurance maintained by the CBJ shall be non-contributory. If the Consultant maintains higher limits than shown below, the CBJ shall be entitled to coverage for the higher limits maintained by the Consultant.

22. INDEMNIFICATION AND HOLD HARMLESS. Consultant agrees to defend, indemnify, and hold harmless CBJ, its employees, volunteers, consultants, and insurers, with respect to any action, claim, or lawsuit arising out of or related to Consultant's negligent performance of this Contract, without limitation as to the amount of fees, and without limitation as to any damages, cost, or expense resulting from settlement, judgment, or verdict, including the award of any attorneys' fees even if in excess of the provisions of Alaska Rule of Civil Procedure 82. This indemnification agreement applies to the fullest extent permitted by law and is in full force and effect whenever and wherever any action, claim, or lawsuit is initiated, filed, or otherwise brought against CBJ relating to this Contract. The obligations of Consultant arise immediately upon actual or constructive notice of any action, claim, or lawsuit. CBJ shall notify Consultant in a timely manner of the need for indemnification, but such notice is not a condition precedent to Consultant's obligations and is waived where Consultant has actual notice.

23. CHOICE OF LAW; JURISDICTION. This Contract shall be governed by the laws of the State of Alaska. Jurisdiction shall be in the State of Alaska, First Judicial District.

24. SUCCESSORS. This Contract shall be binding upon the successors and assigns of the parties.

25. PRECEDENCE OF DOCUMENTS. In the event of a conflict between the provisions of this document and its appendices, the order of precedence shall be this document, Appendix A, Appendix B and Appendix C.

In Witness Whereof the parties have affixed their signatures the date first above set out:

CITY AND BOROUGH OF JUNEAU

Duncan Rorie Watt

City and Borough Manager

Date

FIRM NAME

Name

title

email

Date

Approved as to content:

Greg Smith

Contract Administrator

Date

Account Code

**APPENDIX A: SCOPE OF SERVICES
DESIGN AND PLANNING SERVICES FOR THE
TELEPHONE HILL LAND REDEVELOPMENT STUDY
Contract No. RFP E23-197**

See Scope of Services in RFP.

PERSONNEL: The Consultant's primary personnel for this work will be:

Completion date.

This contract expires on June 30, 2023, unless an amendment changing this date is fully executed prior to June 30, 2023.

**APPENDIX B: COMPENSATION
DESIGN AND PLANNING SERVICES FOR THE
TELEPHONE HILL LAND REDEVELOPMENT STUDY
Contract No. RFP E23-197**

Amount of Payment

Lump Sum

Consultant shall be compensated a lump sum amount of \$ _____ for satisfactory performance of all [or specific services] services described in this contract.

Time and Materials

Consultant shall be compensated based on time and materials, a not-to-exceed amount of \$ _____ for satisfactory performance of _____ services described in this contract.

Hourly rates shall remain the same for the life of this contract including all amendments, unless the Consultant requests a rate increase. Hourly rate increases may be negotiated on a yearly basis and shall not exceed the percentage increase of the Anchorage Consumer Price Index.

The total Contract amount shall be \$

Method of Payment

Monthly Payable within 30 days of receipt of an invoice approved by the project manager and progress report stating the amount of services completed.

Consultant Invoice Requirements

- Itemized invoices must be submitted that indicate the services performed.
- Invoices for this contract must be submitted separately from invoices for services performed under any other contract(s).
- Invoices must include the CBJ Contract Number and Purchase Order numbers.

Compensation Based on Time and Materials

If compensation is based on time and materials, the following shall apply:

Compensation shall be computed based on the hourly billing rates, approved by the CBJ Project Manager, times the actual number of hours spent in the performance of services. The hourly billing rate for each employee is the amount to be paid to the Consultant, and is full compensation for all salary, benefits, taxes, overhead and profit. There shall be no additional compensation for overtime, weekend, or holiday work.

Compensation for subconsultants shall be equal to the amounts actually paid to sub-consultants hereunder plus a negotiated mark-up percentage.

Compensation for expenses shall be an amount equal to reimbursable expenses approved in advance by the CBJ Project Manager, necessary and reasonably incurred and actually paid by

Attachment 1 – Standard Contract

Contract No. RFP E23-197 Planning and Design Services for the Telephone Hill Land Redevelopment
Study with _____

the Consultant in the performance of the services hereunder. No markup allowance is allowed. Reimbursable expenses are expenses that are unique to the performance of the services under the Contract and generally contemplate the purchase of outside ancillary services, such as mailing and delivery charges for submittal of drawings, specifications and reports, long distance telephone calls, rentals of equipment, travel and local transportation, meals and lodging on overnight trips.

Reimbursable expenses do not include expenses that are usually and customarily included as part of the Consultant's overhead. For the purposes of this Agreement reimbursable expenses do not include amounts for typing, utilization of computer systems, computer aided design and drafting (CADD), cameras, recording or measuring devices, flashlights and other small, portable equipment, safety supplies, phones, telephone calls, electronic messaging including FAX, Telex and telegrams, or expendable office supplies. Unless otherwise indicated, required insurance is not a reimbursable expense.

The Consultant shall obtain the CBJ Project Manager's written approval prior to making expenditures for reimbursable expenses in excess of \$500 per specific expenditure and for all overnight trips which are reimbursable expenditures as set forth above. The Consultant shall substantiate all billings for reimbursable expenses in excess of \$25 with receipted bills and provide said receipts with the appropriate billing.

The Consultant shall keep, and cause any sub-consultants to keep, daily records of the time spent in the performance of services hereunder by all persons whose billing rates will be the basis for compensation as well as records and receipts of reimbursable expenditures hereunder. Failure to do so shall be a conclusive waiver of any right to compensation for such services or expenses as are otherwise compensable hereunder.

The CBJ shall have the right to inspect all records of the Consultant, and of any sub-consultants, pertaining to this project. Records shall be maintained by the Consultant and sub-consultants for a period of three years after completion of services.

When travel is necessary as part of the professional services to be provided, the following shall be followed:

- ◆ Airline tickets should be purchased at the 14 day advanced purchase price. The CBJ will not pay for First Class travel. Any deviation shall be approved in writing in advance by the CBJ Project Manager.
- ◆ Per diem meal allowance shall be: \$60.00 (\$12.00 for breakfast, \$16.00 for lunch and \$32.00 for dinner).
- ◆ The Consultant shall stay at the hotel with a daily rate not to exceed \$150.00.
- ◆ Travel agent fees, tips, alcohol or bar tabs shall not be paid by the CBJ.
- ◆ Car rental, parking, and taxi fees shall be reasonable and not excessive. This reimbursement is for services in Juneau only. Parking fees, etc. outside of Juneau will not be reimbursed.

**APPENDIX C: INSURANCE REQUIREMENTS
DESIGN AND PLANNING SERVICES FOR THE
TELEPHONE HILL LAND REDEVELOPMENT STUDY
Contract No. RFP E23-197**

The Consultant must provide certification of proper insurance coverage and amendatory endorsements or copies of the applicable policy language affecting coverage required in this agreement to the City and Borough of Juneau. Failure of the City to demand such certificate or other evidence of full compliance with these insurance requirements or failure of the City to identify a deficiency from evidence that is provided shall not be construed as a waiver of the obligation of the Consultant to maintain the insurance required by this contract.

Consultant agrees to maintain insurance as follows at all times while the contract is in effect, including during any periods of renewal.

Commercial General Liability Insurance. The Consultant must maintain Commercial General Liability Insurance in an amount it deems reasonably sufficient to cover any suit that may be brought against the Consultant. This amount must be at least one million dollars (\$1,000,000.00) per occurrence, and two million dollars (\$2,000,000.00) aggregate.

This insurance policy is to contain, or be endorsed to contain, additional insured status for the CBJ, its officers, officials, employees, and volunteers. If Additional insured status is provided in the form of an endorsement to the Contractor's insurance, the endorsement shall be at least as broad as ISO Form CG 20 10 11 85 or **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 forms if later revisions used).

Professional Liability Insurance. The Consultant must maintain Professional Liability Insurance in an amount not less than one million dollars (\$1,000,000.00) aggregate to protect the Consultant from any claims or damages for any error, omission, or negligent act of the Consultant, the Consultant's firm and employees. This requirement applies to the Consultant's firm, the Consultant's subcontractors and assignees, and anyone directly or indirectly employed to perform work under this contract.

Workers Compensation Insurance. The Consultant must maintain Workers Compensation Insurance to protect the Consultant from any claims or damages for any personal injury or death which may arise from services performed under this contract. This requirement applies to the Consultant's firm, the Consultant's subcontractors and assignees, and anyone directly or indirectly employed to perform work under this contract. The Consultant must notify the City as well as the State Division of Workers Compensation immediately when changes in the Consultant's business operation affect the Consultant's insurance status. Statutory limits apply to Workers Compensation Insurance. The policy must include employer's liability coverage of one million dollars (\$1,000,000.00) per injury and illness, and one million dollars (\$1,000,000.00) aggregate. **If the Consultant is exempt from Alaska Statutory Requirements, the Consultant will provide written confirmation of this status in order for the City to waive this requirement. The policy shall be endorsed to waive subrogation rights against the City.**

Comprehensive Automobile Liability Insurance. The coverage shall include all owned, hired, and non-owned vehicles to a one million dollar (\$1,000,000.00) combined single limit coverage.

Commission on Aging questions

From: Scott Ciambor (scott.ciambor@juneau.gov)

To: ksamalon@yahoo.com

Cc: carolende11@gmail.com; dremilykane@gmail.com; cbrown@jedc.org; joseph.meyers@juneau.gov; jill.maclean@juneau.gov

Date: Monday, December 12, 2022 at 07:29 PM CST

Hi Kathleen –

Here is the follow-up information on senior housing features.

Design Elements

Attached is a spreadsheet with the JCOA list of suggested features. A couple of notes:

- The IBC code is the primary building code, and CBJ Title 19 modifies the IBC. The Building Code Advisory Board reviews and proposes amendments to the CBJ Title 19 code to the Assembly.
- There is an x in the box for where each design element would be addressed. (Title 19/IBC, Title 49)
- Elements #3-7 have the specific IBC link where these items can be found. (The IBC website is wonky. It only lets you link to the top of the section where the element is....so you will have to do some scrolling).
- Many of the items on the list are not mentioned or required by code. An option for those items could be outreach to encourage some of these as part of a best practice/educational program/grant program type of effort.

Thanks to Joseph & Charlie Ford for working through this list.

Builder List

CDD doesn't keep track of builders and potentially could miss or offend developers if we tried to assemble one. I think a better option would be to contact local industry groups [SEBIA](#) or [Juneau Chamber of Commerce](#) – this is who we contact with information or outreach for events like the CBJ Housing Forum.

Thanks, Scott

When someone on your staff has the opportunity sometime this month to look at our draft list of senior friendly construction choices and see which ones might already be in code, could they also provide a list, with contact information, of the developers in town?

Attached is a Word document of our current draft of the accessibility feature we would like to see in all types of housing that can be used for reference. After we receive the information from your department, we plan on indicating which ones already listed are part of the Fair Housing Act and/or city ordinance, as well as prioritizing our "asks."

Merry Christmas!

Kathleen Samalon

512.415.0390 (Mobile)

On Thursday, November 17, 2022 at 04:19:54 PM AKST, Scott Ciambor <scott.ciambor@juneau.org> wrote:

Hi Emily –
Here are some details for you.

Attached is the CDD staff report and Ridgeview developer application from the [October 11, 2022 Planning Commission meeting](#). Because the Planning Commission continued the meeting to November 7, 2022, there was some [revised details provided for that meeting in this packet](#).

Attached Report

- 2015 Property re-zone: The staff report summarizes the re-zone on page 3. The applicant in 2015 was Richard Harris. Ridgeview purchased the property in May 2022.

A rezone from D5 to D18. The original request was to rezone to D18. After the public meeting the applicant modified the request to a mix of D18 and LC. The Commission recommended denial of the rezone to the Assembly, opposing a rezone to D18 and LC, and recommended the tract remain D5. The Assembly adopted the rezone of the tract from D5 to D18. (Attachments C and D)

- In 2016 the previous owner had a preliminary plat for 24 common wall lots approved by the PC for this property. Ridgeview choose to amend this for higher density for housing in their application, utilizing the Alternative Residential Subdivision (ARS) code.
- The rest of the staff report, pg. 1-19 summarizes the review necessary to meet requirements in the land use code – and touches on some of your comments about heating/amenities, etc.
- Attachment A is Ridgeview proposal to date.
- Ridgeview contact information is on page 19.

The timeline section of the staff report (page 2) is important to understand for when certain information is needed to be provided for the project. Phase 1 final plan, preliminary plat and sketch plat information is expected for the Dec. 13 Planning Commission meeting. For example, on staff report page 6, you see that for the preliminary plan approval review, the details for the approach to high-efficiency energy aren't needed. However, for each phase final plan & plat approval...those details will be needed. In this case, phase 1 information on December 13.

Building code research

I have a number of staff out of the office and some projects needing immediate attention. I'm shooting for 1/2nd week of December for status of the table for senior amenities in the building code to be done – it time for next JCOA meeting.

Thanks,
scott

SCOTT CIAMBOR /SKAHT CHAM-bor/ | PLANNING MANAGER

[Community Development Department](#) | City & Borough of Juneau, AK

Location: 230 S. Franklin Street, 4th Floor Marine View Building

Office: 907.586.0753 ext. 4127



Fostering excellence in development for this generation and the next.



Age Friendly Housing Features (JCOA)V2.docx
30.3kB



11.15.2022 JCOA.xlsx
15.1kB

[SUBSCRIBE](#) [LOGIN](#)

The next retirement communities won't be just for seniors

🕒 WED, FEB 01, 2023 - 06:20 PM | **UPDATED WED, FEB 01, 2023 - 7:27 PM**



Developers are increasingly embracing an urban village model of housing, which offers a sharp contrast to the typically isolated suburban retirement communities.
PHOTO: PIXABAY

GETTING older comes with challenges. For architect and designer Matthias Hollwich, one of the more taxing ones is something often taken for granted: moving.

His point – that leaving behind friends, social connections and the purpose of a particular job can be physically and psychologically debilitating for older adults – underscores how developers, architects and city leaders are reimagining the retirement home.

“I want to give people the power to change their living conditions without moving away,” he said.



SUBSCRIBE LOGIN

rooms with younger renters, resulting in lower rent for both parties. Operators will deliberately recruit an age-diverse community.

Driven by an ageing population, a more active vision of retirement, and a shortage of senior-housing options and support services, developers are increasingly embracing this urban village model of housing, which offers a sharp contrast to the typically isolated suburban retirement communities.

These projects are becoming more viable, as city and business leaders realise that seniors help support local shops, including cafes, bookstores and salons.

SEE ALSO

Will ACS (Primary) move turn Tengah into the new Bishan?



Sign up for the Property Insights newsletter

Your email address

SIGN UP

By signing up, you agree to our [Privacy policy](#) and [Terms and Conditions](#).



Your feedback is important to us
Tell us what you think. Email us at btuserfeedback@sph.com.sg

“The stigma around older adults is going away,” said Tama Duffy Day, an architect and principal at the architecture firm Gensler. “Hospitality and residential developments understand that older adults are a huge market.”

Affordable senior rentals in urban areas would have been a dicier real-estate proposition decades ago, when homeownership rates were higher and more mortgage-free older Americans hoped to age in place, decreasing the pool of potential renters. Seniors still predominantly own their homes, but demographics are shifting. An increasing number of adults in their 30s and 40s never plan to own a home, as indicated by recent research by Apartment List and the Federal Reserve Bank of

**SUBSCRIBE LOGIN**

future seniors is “daunting”, said Jennifer Molinsky of Harvard’s Joint Center on Housing Studies. The US will have 16 million middle-income seniors by 2033, research by NORC at the University of Chicago, a social research organisation, showed.

This new approach to senior housing, which is especially for those without serious medical issues, focuses on local resources. It provides a model that not only serves both younger and older renters, but also can offer cheaper rent, because the connection to community organisations and the shared amenities of nearby parks and public programming can reduce the cost of providing such services in-house.

Kallimos Communities, a development concept created by Bill Thomas, a leader in progressive senior housing, features multi-generational neighbourhoods of 50 to 60 smaller homes, with common spaces and programming staff who plan group meals and social events. Developments are in the works in Victoria, Texas, and in Loveland, Colorado, where Kallimos is teaming up with a local housing authority and plans to break ground in 2024.

The initial response has included significant interest from older couples “seeking to be part of a community”, said Megan Marama, chief operating officer of Kallimos.

In Britain, a model called RightSizer is being used to renovate and refurbish empty Main Street businesses decimated by online shopping, and transform them into a mix of senior-housing sites and community-focused health and education centres. The plan will reinvigorate local culture and business, said Rory O’Hagan, a director at Assael Architecture, which devised the idea. He added that he was working with developers to get approval for the first site in South London this autumn.

Many developers of urban senior-living rentals have tapped into the value of inter-generational living, integrating senior apartments with younger renters to stave off loneliness and share costs.

Bridge Meadows has successfully developed four such facilities in



SUBSCRIBE LOGIN

larger scale.

Some developers, such as McNair Living and Tabitha, have focused on building senior-living facilities near college campuses. Next fall, Tabitha will open a 128-apartment inter-generational facility in Nebraska with the Bryan College of Health Sciences, offering 25 college students a chance to live closer to campus and supplement their classroom learning with real-life experience in interacting with, and living alongside, elders.

“The moderate-income price point for senior living is poorly served,” said Joyce Ebmeier, Tabitha’s chief of staff. “When you’re competing with a high-end product, with lots of grand entrances and grand pianos and plush amenities, you need to think about creating a product that will serve people.”

The “awakening” around housing that has a more communal orientation parallels the way cities, in the pandemic era, are rethinking how to reinvigorate downtowns with more residential conversions. Strict categories and rules are being revisited, said Day of Gensler.

“Cities are becoming more aware of the fact that we need to keep people in these cities, and in an urban setting, for them to remain active,” she said. NYTIMES

Already a subscriber? [Log in](#)

Stay ahead of the latest market movements.
Subscribe today and make informed
business decisions throughout 2023.

RECOMMENDED

BT Personal Edition - Annual

~~S\$118.80~~ S\$59.40 /12 months