



## Public Works Committee Agenda

Regular Meeting Wednesday April 18, 2012 – 6:30PM  
City Shop Conference Room

### MEMBERS

Frank Neitz  
Chair  
Term Expires  
12/2013

Jennifer Dobson  
Vice-Chair  
Term Expires  
12/2014

Joseph A Klejka  
Council Rep.  
Term Expires  
11/2012

Bill Schreiner  
Committee Member  
Term Expires  
12/2013

Jeff Sanders  
Committee Member  
Term Expires  
12/2012

Scott Guinn  
Committee Member  
Term Expires  
12/2014

VACANT  
Committee Member  
Term Expires  
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Chuck Willert  
Ex-Officio Member

Cheryl Roberts  
Secretary/Recorder

### AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. PEOPLE TO BE HEARD – (15 Minute Limit)  
Bill Arnold, City of Bethel - Public Utilities Foreman  
- Update on Neptune - Metering System
- IV. APPROVAL OF MINUTES  
A. Minutes from the previous regular meeting - February 15, 2012
- V. APPROVAL OF AGENDA
- VI. DIRECTOR'S REPORT
- VII. UNFINISHED BUSINESS  
A. Update - Closeout of 2 Outstanding Grants  
B. Update - Sewer Lagoon  
C. Update - 5 Year Plan  
D. Update - Armory  
E. Update - Recycling Center - Information Only - Jennifer Dobson
- VIII. NEW BUSINESS  
A. Update - Institutional Corridor - Mayor Klejka  
B. Log Cabin - Work/Repairs Being Done - Mayor Klejka  
C. Road Maintenance & Snow Removal Policy for  
Winter Conditions - J. Sanders
- IX. MEMBER COMMENTS
- X. ADJOURNMENT

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# City of Bethel, Alaska

## Public Works Committee Minutes

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February 15, 2012

Regular Meeting

Bethel, Alaska

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### CALL TO ORDER

A regular meeting of the Public Works Committee Meeting was held on January 18, 2012 at 6:38 p.m. in the City Shop Conference Room, Bethel, Alaska was called to order by Committee Member Chair, Frank Neitz.

### ROLL CALL

Present: Frank Neitz, Bill Schreiner, Jennifer Dobson, Jeff Sanders  
Excused absence(s): Joseph Klejka  
Unexcused absence(s): None.

Also in attendance were the following:  
Chuck Willert, Public Works Director  
Cheryl Roberts, Public Works Admin, Recorder of Minutes

### PEOPLE TO BE HEARD

Sam Blankenship - No show.  
Bill Arnold - Bill was able to answer several questions by the committee that ensued into a discussion, which covered frozen sewer pipes, sewer lines without heat tape, helping the schools, & also the flushing out of the sewer lines on a regular basis. There was also \$15,000 put into City Sub's Budget for next year to help prevent freeze-ups.

### APPROVAL OF MINUTES

<b>MOVED BY:</b>	B. Schreiner	To approve the minutes of the regular meeting of January 18, 2012 - as corrected.
<b>SECONDED BY:</b>	J. Dobson	

<b>VOTE ON MOTION</b>	Motion carried by unanimous voice vote.
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### APPROVAL OF AGENDA

<b>MOVED BY:</b>	B. Schreiner	Motioned carried.
<b>SECONDED BY:</b>	J. Dobson	

<b>VOTE ON MOTION</b>	Carried as amended.
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### NEW BUSINESS

#### Item A - Election of Vice-Chair

<b>MOVED BY:</b>	J. Sanders	To Elect Jennifer Dobson as Vice-Chair.
<b>SECONDED BY:</b>	B. Schreiner	

<b>VOTE ON MOTION</b>	Motion carried by unanimous voice vote.
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## Item B - Frozen Service Lines in City Sub - Update - Chuck Willert

Only 3 houses were frozen in City Sub & the City was Budgeted \$15,000 for the next fiscal year to prevent further issues and on a case by case basis. There is a customer whose service lines are in the water & after it starts to thaw, the city will bring the line up and out of the water. The Utility Maintenance Crew will be going around house to house this summer and turning on everybody's circulating pumps to prevent future problems.

<b>MOVED BY:</b>	J. Dobson	Letter of appreciation to acknowledge the Hauled Utility Drivers & Utility Maintenance Workers for working in the record cold conditions over the last 6 weeks.
<b>SECONDED BY:</b>	J. Sanders	

<b>VOTE ON MOTION</b>	Motion carried by unanimous voice vote.
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### MEMBER COMMENTS

Jeff Sanders - With all the mud all over the road, have we done an Analysis of it? What is the size of the particles? He would like to know what the composition of the mud is.

Chuck Willert - Says we can get a sample Analyzed.

Jennifer Dobson - She attended the Board Training a couple weeks ago. Regarding The Recycle Center RFP, The Alternative Energy Committee passed the recommendation to Council to put it out to RFP. The Public Safety Committee is discussing a Sewer Nuisance Fee at their next meeting.

Frank Neitz - This coming September, talk about putting a note in the Utility Bills. Frank got a commitment from Scott Guinn to possibly be a member on our Public Works Committee.

### ADJOURNMENT

<b>MOVED BY:</b>	B. Schreiner	To adjourn the meeting.
<b>SECONDED BY:</b>	F. Neitz	

<b>VOTE ON MOTION</b>	Motion carried by unanimous voice vote.
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With no further business before the Committee, the meeting adjourned at 7:43 p.m.

APPROVED THIS \_\_\_\_\_ DAY OF MARCH, 2011.

\_\_\_\_\_  
Frank Neitz, Chair

\_\_\_\_\_  
Cheryl Roberts  
Recorder of Minutes

## **MEMORANDUM**

**DATE:** March 1, 2012

**TO:** Lee Foley, City Manager

**FROM:** Chuck Willert, Public Works Director

**SUBJECT:** Manager's Report –

### **Programs/Divisions**

#### **Public Works Director:**

Warmer weather has given everybody up here at Public Works a break and a chance to catch up on any lingering projects that need to be finished. The snow has been relentless with the warm weather and with all the wind there has been a lot of drifting requiring the snow plows to be out constantly. We are trying to work on each subdivision to deal with all the snow but we've been delayed due to drifting and snow fall each week. We will be working with the graders and loaders to move excess snow, widen the roads, and to open up the culvert areas for the spring thaw. There will be an above average water level and run off this spring due to all the snow this winter, 16" of snow on the tundra as of right now. We have been working on getting the steamers up and running for the spring thaw, parts that are needed are being ordered.

59% of the year has elapsed with 53.7% expended

#### **Utility Maintenance:**

The warmer weather has given us an opportunity to catch up on frozen sewer line in ASHA, We also had the weir freeze up at the lagoon had to take the steamer over to thaw it to keep the upper cell from getting to full, At CSWTP we had to add 12 drums of glycol to the system and at this time we had not discovered any leaks.

Piped Sewer; 59% of the year has elapsed with 57.4% expended

Piped Water; 59% of the year has elapsed with 62.7% expended

BHWTP; 59% of the year has elapsed with 56.2% expended

CSWTP; 59% of the year has elapsed with 49.3% expended

Sewer Lagoon; 59% of the year has elapsed with 55.8% expended

## **Land Fill: 50%**

We have been keeping the landfill operational throughout all our bad weather and keeping the equipment running. Sonny and Koester will be going to landfill training in April, so that the landfill standards will continue to be met.

59% of the year has elapsed with 59.2% expended

## **Safety: 50%**

Dave has his OSHA ten hour and thirty hour certificates, but we need a full time safety person particularly at Public Works. Dave Stovner will be going to the gov's conference on health and safety the middle of March. After spending a lot of time on safety, I would recommend that the council starts thinking seriously about having a full time safety person before there is a major accident or injury, because at this time the City is leaving itself wide open for a law suit that it could never win, because there is no safety person. Something to think about.

## **Hauled Utilities:**

We are still two drivers short and dealing with tough road and driveway conditions. Finding qualified commercial drivers is becoming increasingly difficult.

Hauled Water; 59% of the year has elapsed with 58.2% expended

Hauled Sewer; 59% of the year has elapsed with 54.7% expended

Hauled Refuse; 59% of the year has elapsed with 67.9% expended

## **Property Maintenance:**

The cold weather still has us double checking buildings and fuel tanks week days and weekends. Tanks are running dry still and people leaving windows open when they leave for the day. We are replacing pumps and motors when we discover them. We do keep some inventory for some of the more common items. We are still trying to get to the Log Cabin to complete repairs. It is tough to get back there when two guys are down in a three man department. I do pick up community service workers to help us in a wide variety of chores especially with the snow shoveling.

We replaced a few chimney caps and dismantled part of a potentially dangerous antenna at the Police Department with the Port equipment. The

high reach fork lift has been very valuable to use when we need it. Other maintenance items that keep us busy this time of year is the replacement of lights and ballast, adjusting doors and hardware as well as problem toilets and sinks.

59% of the year has elapsed with 53.6% expended

### **Road Maintenance:**

Streets and Roads, hauled a Bethel Taxi Cab vehicle from Napakiak back to Bethel for evidence, for Bethel Police, and the State Troopers. This was the cab that the women cab driver was murdered in. Jim Boan and Jim Flemings took the 950 loader and a truck with a trailer down to Napakiak to get the cab. We used the ice road that was plowed on the Kuskokwim River with the grader. We left at 3:00 pm in the blizzard, and we got back to Bethel at 8:00 pm.

Streets and Roads has been busy plowing the roads from one storm to the next. It seems like when we get done with plowing the roads from the storm, and we would be working on widening the roads, we would get the next storm and we would be back to where we started.

Streets and Roads have also been helping out in digging out graves in the new graveyard by airport with the backhoe, when we get called to do it. Foundation Services has been doing it, but their backhoe has been broke down. So when we are asked to do it, we would dig it out, after BUC, drilled holes in the frozen ground. Also we, been digging the ice at the water fills, at the two pump houses with the 420 backhoe when the ice builds up at the fill. This makes it a little easily for the water trucks to fill up at the water plants.

59% of the year has elapsed with 55.3 expended

### **Vehicles and Equipment:**

Servicing and basic maintenance on vehicles as they become available, Working out the bugs on the transit buses. We have been communicating with all who operate city vehicles or equipment to frequently check fluids to help with preventive maintainances.

59% of the year has elapsed with 53.9%

## **Transit System:**

For the month of February, the Bethel Transit System transported a total of 2089 passengers. 57 of those riders had a disability and approximately 393 of them were elders. The cash fares totaled \$2,597.00 while the total passes used totaled \$992.00. Comparing February 2012 and February 2011, this shows an increase of 530 riders and \$1,564.00 in cash fares and \$534.00 in passes used for the month!

We just got Bus 436 back from the mechanics yesterday; they now have 437 to do the same repairs due to carbon build up. Since they know now what the problem is, it won't take as long to get it fixed and on the road. We'll be glad to have both of the bigger buses on the road again.

The system got a late start on Monday, Feb. 28<sup>th</sup> due to the blizzard and drifting snow. The main roads were good, but side roads and parking lots we pull into were too badly drifted. By 10:00am, they were running on schedule again.

Budget: 59% of the fiscal year has elapsed with 52.7% expended.

## **Staffing Issues/Concerns/Training:**

We are looking for 1 position in V&E, 2 positions for Hauled Utilities, and 1 position for Streets & Roads.

## **Budget/Financial:**

See each department

## **Special meeting with Old Armory Building Group**

A special meeting was held on January 20, 2012 at 9 a.m. in the City Council Chambers, Bethel, Alaska. Present at the meeting was General Bridges, Jerry Walton, Lee Foley, Dan Shea, Chuck Willert, Clair Grifka, Bill Arnold & Cheryl Roberts.

Lee Foley had a Structural Analysis & Hazardous Material Analysis done on the building. The building has about another 15 - 20 years of life to it, but also has Asbestos in the building & is encapsulated. It will cost about \$50,000 a year to operate. We also have a lease with the school, who right now pays the city \$10,000 a year. There was a fuel spill there a while back which contaminated the soil. The Army's Environmental Group is working with D.E.C. to get closure on it. A sewage spill had also happened there & it was cleaned up along with the fuel spill.

The Exterior Fire Escape System was rebuilt so it was sound & useable. They are considering turning over all of the facilities on the property to the City of Bethel. The City would like to put up the ATG Memorial Statue on the property somewhere as well.

The Maintenance Shop that is on-site is OSHA & D.E.C. compliant; there is also a double-walled fuel tank with a water separator. The facility has well water & a Flow Test was done in the summer of 2010. The water & sewer piping is under the building & is insulated piping. Dan Shea requested a maintenance log on the facility for at least the past 10 years. The Army would like to maintain a Recruiting Station, which they call, a "Store Front Recruiting Station", near the front door.

The facility is on a Freeze-Back System & has a 2 year cycle maintenance cycle & it was just checked last summer, 2011. The roof & windows have been upgraded and or re-done. The Army National Guard built themselves a new Armory here in town. This location would also be a good spot for the Temporary Pool that the City would like to get for the community.

**From:** Leif Albertson [[Leif\\_Albertson@bethel.uaf.edu](mailto:Leif_Albertson@bethel.uaf.edu)]  
**Sent:** Friday, March 02, 2012 2:47 PM  
**To:** Jennifer Dobson  
**Subject:** Fwd: Energy Committee Biz - Recycling Proposal  
**Attachments:** Attach0.html; Recycle Proposal by Collins.pdf; RFP-Recycling Program-1.docx

FYI

----- Original Message -----

Leif, I saw that the recycling program RFP was on your Energy agenda for Monday. Please find attached the RFP that I issued to the public two months ago (per my boss, Lee Foley) and the one response we received. Lee asked me, Chuck Willert, and Dave Stovner to discuss the proposal submitted and make a recommendation to him. He wants feedback from the Energy Committee too.

No firm decisions made on this yet. Chuck and I are in favor of giving Eddie Collins a shot at it.

--

John Sargent  
Grant Manager  
City of Bethel  
PO Box 1388  
Bethel, AK 99559  
907-543-1386  
[jsargent@cityofbethel.net](mailto:jsargent@cityofbethel.net)

**CITY OF BETHEL  
BETHEL, ALASKA**



**REQUEST FOR PROPOSALS**

**TO OPERATE CITY OF BETHEL RECYCLING PROGRAM**

**Proposals will be accepted from January 23, 2012 to February 23, 2012**

**Opening Date: Thursday, February 23, 2012**

**Opening Time: 4:00 pm**

**Opening Place: City of Bethel — Public Works Building  
1155 Ridgecrest Drive  
Bethel, Alaska 99559**

# REQUEST FOR PROPOSALS

## TO OPERATE CITY OF BETHEL RECYCLING PROGRAM

### 1. SUMMARY

The City of Bethel is soliciting proposals for an individual, business, or organization to operate a recycling program in the City of Bethel, Alaska. The City will lease its Recycle building, professional baler, cargo containers, and other equipment to the prospective proposer in exchange for the proposer paying certain bills associated with recycling operations, such as electricity to the Recycle building and heating oil to warm the building. The proposer would have access to the City's landfill during open hours and be able to profit from the sale of materials collected in the recycling effort.

### 2. BACKGROUND

The City of Bethel has supported many recycling efforts throughout its 54-year history, using community volunteers, a paid full-time staff member, and Tundra Center workers. Over the last three years, the cost of operating the City's recycling program became exorbitant relative to the revenue generated from the sale of recyclables. The cost of saving landfill space has yet to be fully determined, but appeared minimal based on the total volume of materials recycled each season.

The City's recycling program ending June 30, 2011 was limited in scope. It relied largely on community members bringing recyclables (e.g., aluminum cans, plastic bottles, cardboard) to the Recycle Center and placing them in bins. The City's solid waste coordinator would then compact the materials into 1,000 lb. bales and load them into cargo containers for barge shipment to Seattle. Several companies in Seattle would be contacted to take possession of the cargo containers, assess the value of the contents, and remit a check to the City.

The City contracted with Alaska Logistics, LLC in the summer of 2011 to remove automobiles and other steel objects from the landfill, load them onto their barge, and ship them out of town. Alaska Logistics helped the City by removing large objects from its landfill and the City allowed Alaska Logistics to profit from the sale of steel removed and transported to Anchorage/Seattle. The City has an active contract with Alaska Logistics, LLC until 2014. As a result, Alaska Logistics, LLC has a claim on all automobiles, appliances, and other steel objects larger than a 4 ft. by 4 ft. box at or near the landfill. These steel items shall remain exempt from any recycling program proposal submitted under this Request for Proposals document.

### **3. OBJECTIVES FOR PRIVATIZING RECYCLING PROGRAM**

#### Objectives

- Remove and/or stop materials from going into the landfill.
- Provide a way for community members to contribute to the recycling effort (e.g., by providing materials, volunteering time, educating the public).
- Reduce the wind-blown trash in Bethel, especially near dumpsters and the landfill.
- Save the City money by providing a recycling program to serve the community of Bethel and covering certain costs associated with the recycling program.

### **4. SCOPE OF SERVICES**

The City is seeking proposals from an individual, business, or organization to operate a recycling program in Bethel, Alaska. To support the program, the City is willing to lease its Recycle building, professional Ten-Sixty baler, and eight 20 ft. cargo containers in exchange for the proposer paying the cost of electricity to the Recycle building and the cost of diesel fuel to heat the Recycle building.

#### **Recycle Center Considerations**

The City of Bethel uses the Recycle Center to store its 953 landfill bull dozer throughout the winter months (October 15 – April 15). The bull dozer occupies the Recycle Center from 5 pm until 10 am, Monday through Saturday. Use of the commercial baler in the Recycle Center will be extremely difficult or impossible during the hours of dozer occupancy.

#### **Recycle Center Building**

The City of Bethel Recycle Center is a metal building situated on a sand pad along Ridgecrest Road north of the City Shop. The 3,000 square foot building was placed on a City-constructed sand and gravel pad on or about the Year 2000. Inside is a dirt/gravel floor. Steel sheets welded together forms part of the floor around the baler. The building is heated with a diesel oil burner.

Inside the Recycling Center, on its earthen floor, is a professional System Ten-Sixty baler. The baler allows materials to be deposited in the front or through the hopper in the back. The baler is capable of making 1,000 – 1,200 pound bales of aluminum, cardboard, paper, or plastic bottles. Use of the baler comes with a sufficient amount of baling wire. All users of this baler **MUST** be trained by a City of Bethel employee before he or she can use it. The training is provided by the City as part of the lease package.

There is a bathroom that consists of a toilet and sink. There is no shower or bath facility.

There is a small office area. The proposer must provide his or her own desk furniture, computer, and telephone, and pay the initiation and ongoing service charges associated with using each item.

## **City of Bethel Provisions**

The City of Bethel will provide the following real property and equipment under terms of the lease:

- City land surrounding Recycle Center (approximately 100 ft. in from the road and 200 ft. end to end).
- The Recycle building on Ridgecrest Drive with dirt/gravel floor, manual lift garage door measuring 12 ft. by 12 ft., diesel oil heater, bathroom containing toilet and sink served by 300 gallon water tank.
- One Ten-Sixty professional baler and baling wire. City training on how to use baler must be provided before proposer uses baler. Bales produced are approximately 5 ft. high by 4 ft. wide by 30 inches deep.
- One small non-commercial baler and baling wire. Bales produced are 2 ft. by 2 ft.
- Eight 20 ft. cargo containers (roughly 8 ft. wide, 7 ft. high, and 20 ft. long). These cargo containers must stay on site.
- Three steel dumpsters (two are 4 ft. by 6 ft. and one is 6 ft. by 8 ft. high top )

The City of Bethel will provide the following services at no charge:

- Move large bales made with Ten-Sixty baler from one place to another with use of skid steer or other means.
- Water delivery and sewage evacuation for Recycle Center building.

## **Proposer Provisions**

Proposer must provide all other equipment, including:

- Shredder
- Briquettor
- Vehicles (pickup trucks)
- Tools
- Additional balers, crushers, compactors

Proposer must provide or arrange for the following services, if needed:

- Transportation of all recyclables from community buildings to and from Recycle Center.
- Transportation of non-City cargo containers from Recycle Center to City Dock and vice-versa.
- Transportation of any and all items taken from landfill.
- Backhaul of cargo containers by barge companies leaving Bethel.

Proposer must pay the following costs associated with the Recycle Center during the term of the lease:

- Electricity - Phase 1 is used daily, year-round for lights, heater, and outlets. Phase 3 is required to operate the baler and must be turned on and off with Bethel Utilities Corporation. The cost of electricity for 12 months ending June 30, 2011 was \$11,898.
- Heating oil (diesel) – Diesel oil is needed to run the only heater for the building. The cost of diesel oil for 12 months ending June 30, 2011 was \$18,657.77.
- Telephone (cell and hard line) and internet service.

Proposer must obtain or have at least the following types of insurance covering the risks associated with operating a recycle program:

1. General Liability Insurance - Proposer must name the City of Bethel as additional insured with a waiver of subrogation on the general liability policy.
2. Workman's Compensation Insurance - Proposer must have a waiver of subrogation against the City on his or her workers compensation policy.
3. Property Insurance – Proposer must carry property coverage on the Recycle Center building (\$100,000 value), System Ten-Sixty baler (\$60,000 value), and eight 20 ft. cargo containers (\$16,000 value) of which it will have possession and use.

#### Contract Terms

The City will sign a contract with the selected proposer after all terms are discussed and included in the contract. The City and Proposer reserve right to change the scope during the contract period and negotiate the change with the other party.

## **5. PROPOSAL FORMAT**

The proposal shall include the following information:

- **Cover/Transmittal Letter** - Letter is to be signed by a member of the organization having the authority to negotiate and execute contracts on behalf of the individual, business, or organization. Cover letter must acknowledge the Request for Proposals (RFP) and summarize the proposal on one page.
- **Scope of Work** - Describe the work plan that you intend to use to accomplish the objectives listed under Section 3: Objectives for Privatizing Recycling Program while incorporating the responsibilities, obligations, and constraints described in Section 4: Scope of Services. Describe proposed infrastructure improvements, if any, such as adding a wood-burning stove to the Recycle Center to save on the cost of diesel fuel.
- **Responsible Personnel** - List the Principal-in-Charge, Project Manager, and key project staff who will be directly involved in this project. Include a concise statement of qualifications and experience of each person together with the hours that each is committed to the project. Include all anticipated sub-consultants, listing names, addresses, telephone numbers, key staff personnel, and the expected hours to be committed to the project. A project organizational chart of key personnel should be included with anticipated hours committed to the project for each individual.

- **Schedule** – Provide dates and times for activities described in the Scope of Work section above. What are the proposed hours of operation of the Recycle Center? What months will the program operate? How does the Recycle operation schedule of activities mesh with the barge schedule or flight schedule?
- **Budget** – Provide a spreadsheet or table showing the expected costs and revenues associated with the proposed recycling operation.

**6. SCHEDULE TO SELECT PROPOSALS**

Issue RFP	January 23, 2012
Deadline for City to Receive Proposals	February 23, 2012
City evaluates proposals	February 24-28, 2012
City selects proposer	February 29, 2012

**7. PROPOSAL SUBMITTALS**

Pages in the proposal shall be 8.5” x 11” typed (word processed) and single sided with the maximum number of pages of proposal limited to thirty (25) pages.

Mail / Private Carrier Option

Proposal package should be clearly marked with the proposer’s name and the description “Proposal to Operate Recycle Center.” Send or arrange with a private carrier to send one original proposal and two copies to:

Chuck Willert  
 City of Bethel  
 P.O. Box 1388  
 Bethel, AK 99559

Personal Delivery Option

The proposer shall submit one original, unbound proposal and two copies in a sealed box or envelope clearly marked with the proposer’s name and the description “Proposal to Operate Recycle Center.” The proposals shall be received in the City Public Works Director’s office by the time and at the location noted on the cover sheet of this RFP. The City Public Works office is in the second floor of the City Public Works building or “City Shop.”

Email and Fax Option

Proposal packages may be in MS Word format or PDF format and sent to Chuck Willert by email at (cwillert@cityofbethel.net) or by fax: 907-543-3366. The City is not responsible for incomplete transmissions or unsuccessful delivery by electronic means. The City will send an email to the responder to confirm receipt of the proposal materials submitted.

The City reserves the right to reject at its sole discretion proposals received after the stated due date and time. The City has the right to waive minor irregularities in any proposal received.

Questions or comments on this RFP may be directed to: Chuck Willert, Public Works Director, by calling 907-543-3110 or by emailing [cwillert@cityofbethel.net](mailto:cwillert@cityofbethel.net). Clarification offered by the City to one consultant will be distributed to all known participants at the City's discretion.

## **8. EVALUATION CRITERIA**

The Review Committee made up of Public Works personnel will evaluate the proposals using a scoring matrix based on the items listed in this section. The Committee will then determine a ranking of the proposals submitted. The committee will recommend the top ranked proposal to the City Manager for final selection. The City will then enter into negotiations to clarify terms for a prospective agreement with the selected proposer. The Public Works Director or City designee reserves the right to negotiate with the next highest ranked proposal submitter if the two parties cannot agree on all contract terms. The final, negotiated agreement shall be approved and signed by the City Manager.

The following criteria will be used by the Review Committee to assist in the ranking of each proposal:

### Capability - 30 points

- a) Project Leader Experience - the length and quality of the experience of the person named in the proposal as the project manager.
- b) Employee/Volunteer Experience and Understanding of the Project - the length and quality of experience of the employees and volunteers doing similar work. Sample projects with references should be provided. Rural Alaska experience preferred.
- c) Partners - the length and quality of experience of partners identified in the proposal, including businesses, organizations, and individuals. The reputation of individuals, businesses, and organizations as partners will also be considered.

### Work Plan - 50 points

- a) Plan is well-thought out, logical, and has a high chance of success.
- b) Dates, times, and hours of operation meet the needs of the City and community members.
- c) Large quantity of material to be removed from the landfill in proposed recycling operation.
- d) Plan meets objectives listed in Section 3: Objectives for Privatizing Recycling Program.
- e) Evidence that recycling operation has provisions for safety, security, and protection of City building, equipment, and property.
- f) Innovative considerations - reasonable innovations that will enhance project results.

### Budget (Consultant Fees) - 20 points

- a) Budget appears reasonable, realistic, and comprehensive.

***Recycle Proposal***  
***By Eddie Collins***

To the City of Bethel,

February 19, 2012

I would like to put in an offer to take over the Recycling Center for the City of Bethel. I am willing to pay \$3,000 on the heating cost, because I am not planning on using the heat from April 1 through September 30.

I would be willing to put the electric in my name starting April 1 and pay it accordingly until the end of September.

I do realize that the city uses the building from October 15<sup>th</sup> to April 15<sup>th</sup>, but that will NOT interfere with my operation of the Recycling Center.

I will open the Recycling Center from 8 a.m. to 5 p.m. Monday, Wednesday, Friday, and Saturday and may work after hours as needed, but Tuesday and Thursday, I will close at 3 p.m. to allow me time to get to my full-time job.

I will need to be able to take everything under four foot by four foot, including aluminum, brass, copper and aluminum cans. I would like to have all snow machines and boat motor. I would like to have all the recyclables that are on-site right now, also.

I shouldn't need anything from the city except training on the 1060 baler and someone to help move the bales to the cargo container, unless I can use the skidster as needed.

I would appreciate the use of the eight cargo containers and the use of the dumpster on the premises. I shouldn't need anything else, but a few trash cans that I will place in some facilities in Bethel.

I checked on insurance, which will run about \$2,000 per year covering myself, the Recycling Center, the 1060 baler, and 8 cargo containers. Workers' Comp, Insurance will be hard to get,

but I will sign a waiver of subrogation, as I am covered on my wife's insurance and also on mine through my employer.

I will be the only worker.

Hours of Operation will be 8 a.m. to 5 p.m. Monday, Wednesday, Friday and Saturday, and 8 a.m. to 3 p.m. Tuesday and Thursday.

Operating the Recycling Center will cost me very little to run other than the heat, electric, and insurance as I will be the only man working and have the tools I need on hand.

I will pay the \$3,000 for the heating fuel up front and the insurance yearly, and the electric monthly.

Expected earnings: \$5,000 to \$6,000 after cost.

I am NOT able to recycle cardboard or plastic at this time. Once I can get this up and run, I would like to include cardboard and plastic in the near future.

**Thank You for your consideration on this matter. Hope to save more recyclable items from going into the landfill.**

**Eddie Collins**

A handwritten signature in cursive script that reads "Eddie Collins".

# Overview on the Log Cabin Repairs

4/11/2012

We had problems originally starting with a frozen line where the outside toilets are tied in about the end of January. We repaired that and then discovered it had created a problem further back as well and repairs were made there too. From there we had a combination of problems. The building was out of level and we did not have sufficient grade from one side to the other. We leveled the one side of the building to get the fall we needed for the drains. Water was still being used and the drains froze all the way to the sinks.

A water line froze and dumped an enormous amount of water in the storage room and kitchen area. We replaced the floor in the kitchen due to all the damage. As of right now, when we can we will thaw out the sink drains and repair a section on the main line and it should be good to go. The warmer weather should help lots. I have a co-worker off right now due to a positive strep throat culture.

I know how important the building is to have open, but we have been swamped taking care of all of our facilities. The extremely long cold spells were brutal and not allowing us any extra time to focus on that problem. We were sometimes down two guys in a department of three and had to prioritize. If you have any other questions I can make myself available to answer them. Thank-you.

Clair Grifka; Property Maintenance Foreman

# ROAD MAINTENANCE AND SNOW REMOVAL POLICY FOR WINTER CONDITIONS

**PURPOSE:** It is the purpose of this policy to establish guidelines for the safe, effective and efficient removal of snow accumulation of two inches or more from the roads within Bethel over which the City of Bethel has responsibility.

**ORGANIZATION:** The Public Works Department has the primary responsibility for snow removal. It is the responsibility of the Public Works Director to organize the applicable crews to best respond to situations which require the removal of snow when appropriate. As a part of this plan it is the responsibility of the Chief of Police to enforce the Bethel Municipal Code with regards to abandoned vehicles on the public right-of-way.

**SNOW ROUTES:** These streets have been identified as snow routes and will have priority for snow removal as soon as practical during or following a storm event, regardless of the time of day. Ridgecrest Drive from Akakeek to Ptarmigan Street; Fourth Avenue from Willow Street to Main Street; Ptarmigan Street from Ridgecrest Drive to Tundra Ridge Road; East Street (Avenue) between the intersections of Third Avenue; Alex Hatley between Chief Eddie Hoffman Highway and Thimbleberry; Noll Polty Road between Tower Road and Paul John Street; Tundra Ridge Road between BIA Road and Ptarmigan Street. Under no circumstance shall priority roads be cleared at the time when a majority of students, teachers, and parents are traveling to or from the various schools within Bethel. From time to time it may be necessary to identify other streets as a priority for public safety concerns. These streets and concerns would need to be identified by the Fire Chief or the Chief of Police.

**SAFETY CONSIDERATIONS:** The safety of the traveling public, City emergency services, and City of Bethel personnel and equipment are of paramount importance. Minimizing the window of vulnerability for accidents to individuals and equipment is a primary goal of snow removal. The loss of equipment such as a road grader or dump truck would have profound negative impacts on the ability of the City crews to maintain an acceptable level of service. Consequently, snow removal involving storms which result in a condition of severely limited visibility will take place when conditions permit the safe operation of equipment and vehicles.

**OPERATIONS:** Road Base Preparation: Prior to the ground freezing, the Public Works Department shall make a concerted effort to insure that all graveled and other unpaved streets are graded and as free of pot holes and wash-board areas as possible. If needed, work schedules may need to be altered and extra time and effort should be allotted to facilitate this effort.

Snow Removal: Snow removal of an accumulation of snow in excess of two inches shall be commenced as quickly as conditions allow either during a snow storm or

when visibility allows. Under normal conditions, snow is to be removed to the right of the road or right-of-way with the snow removal equipment traveling in the same direction as traffic. In the event that snow must all be removed to one side, the operator shall take precautions to temporarily close the street after first notifying residents on the street. On unpaved surfaces, care shall be taken to minimize the removal of gravel and other road surface material when removing snow.

Abrasive Materials: Application of abrasive materials to enhance traction (sanding) shall take place in order to prevent accidents and mishaps. The application of these materials is most effective when roads surfaces become the most slippery; or when ambient air temperatures are between fifteen (15) and thirty-two (32) degrees Fahrenheit. Caution should be exercised when applying an abrasive that it is not done when the wind conditions would blow the material off of the frozen streets.

Removal of Snow Berms: Whenever snow a snow berm is created through the snow removal process the following protocol shall apply:

1. Road intersections: Snow berms created at all cross intersections with other streets shall be removed during the course of snow removal operations.
2. Driveways, and parking lot accesses: Snow berms created at driveways and parking lot entrances will be removed after all snow removal required for general traffic on City roads is accomplished, unless it is more feasible to remove such berm along with regular operations; for example an isolated business or dwelling.
3. Private driveways, service roads, parking areas or other roads which are not part of the generally traveled way will not be plowed unless special authority is given or unless they are necessary for the regular snow removal operations for the streets.
4. Adequate entrance ways which will permit safe access will be opened in the snow berm. Entire frontages will not be plowed.
5. Strictly isolated exits will be given first priority in the snow berm removal program considering the importance of the adjacent property to the safety and welfare of the traveling public.
6. No berm removal will be done to exits and entrances where normal snow removal operations are not the responsibility of the City.

Spring snow removal and culvert thawing: Prior to any accumulation of water along side any roads, snow should be removed from borrow areas and ditches to facilitate water movement in these areas. As soon as water from melting snow or rain begins to accumulate in barrow areas or ditches, the process of thawing the culverts should begin before any flooding events occur. It is probable that some or many culverts will need to be thawed more than once in order to maintain water movement to waterways that do not affect the City's streets or cause water accumulation or flooding on private property . Past experience has identified specific problem areas with drainage. Culverts located in these drainage areas where flooding is most likely to occur and low areas should be thawed first. A practical application would suggest that downstream culverts are to be opened prior to the upstream culverts.



**United States Department of Agriculture  
Rural Development**

Alaska USDA Service Center

February 7, 2012

Lee Foley  
City of Bethel  
PO Box 1388  
Bethel, AK 99559

Dear Mr. Foley:

Rural Development (RD) received a draft copy of the engineering report and environmental report for a proposed water and sewer improvements project. The documents have been reviewed and the following comments must be considered.

1. Under 1.0 (introduction) on page 1, the language outlined gives the impression that Rural Development has already approved and set aside a large amount of funding for this and future proposed projects in the City of Bethel. Please be aware that in order to qualify for Rural Alaska Village (RAVG) grant funds from RD, an application must be submitted. Appropriate reviews of the application materials must take place prior to determination of eligibility. Funding for this program is allocated on an annual basis and there is no guarantee of the funding levels in the future. Additional funding sources should be examined in the engineering report.
2. Calculations for all alternatives should be provided under Appendix E (life cycle cost analysis) and should reference the circular.
3. Short lived asset list must be updated. Please include all costs (system-wide) for sanitary water and sewer. (i.e. lagoon dredging, tank inspection, etc).
4. Will any of these loops reduce the required quantity of water and sewer trucks to service the community?
5. Flush tank and haul alternative must be explored as a potential alternative (especially for new services).
6. Is the community supportive of the recommended options? In the summary, the engineer must provide their recommended alternatives.
7. Loop C should not include a new main extension to the Lulu Herron senior housing or the future regional AVCP RHA office. Lulu Heron is already on piped water. The drawings do not indicate this facility has existing service. They should be updated, as this creates confusion with understanding where the existing main is located.
8. Loop C should not include the extension to 25 vacant lots. Rural Development funds cannot be utilized to provide service to an undeveloped area. The cost estimate must be updated to remove this extension.
9. The discussion on loops needs to provide information on how many new and existing services will be provided.
10. Please provide a copy of the 2005 corrosion study (reference on page 12 of PER).

800 West Evergreen • Suite 201 • Palmer, AK 99645  
Phone: (907) 761-7705 • Fax: (907) 761-7783 • TDD: (907) 761-7786

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11. Under RD's regulations (1780.9(1)(v)), only in unusual circumstances can funds be utilized for connecting users to the main lines. Information must be provided to support that unusual circumstances exist. If none exist, the entities outlined in the report must pay for the service line/box connection. As a requirement for individual housing improvements (service lines) completed under the RAVG program, a statement must be provided that each resident of the homes are unable to afford to make the improvements on their own and that the improvements being provided are reasonable and modest.
12. Will service lines be owned and maintained by the city?
13. In accordance with RUS Instruction 1780.57(m), water metering devices should be incorporated for each connection. For an exception, the City of Bethel must demonstrate that installation of metering devices would be a significant economic detriment and that environmental considerations would not be adversely affected by not installing such devices. The cost estimate for the project should be updated to include the installation of metering devices.
14. Mobilization and demobilization was accounted for at 5 or 10 percent of the project. Equipment needed to complete construction should be outlined in the engineering report. Does the City of Bethel already have the necessary equipment to complete the repairs? Please be aware that under RUS Instruction 1780, RD funds cannot be used for the rental of equipment or machinery that is owned by an applicant.
15. The age of the current water and sewer components must be provided. When were the water and sewer system components (lagoon, lines, etc) constructed?
16. The operation and maintenance for the entire water and sewer system must be provided for each alternative, including the selected alternative. Appendix G only details the cost estimates for the selected alternatives.
17. The current and proposed rate structure for system income must be included.
18. Prior to consideration of any construction application, the current trespass situation with the existing lagoon must be resolved. This is for the sewer effluent that transverses to Brown's Slough. Please be aware that proper right-of-way and easements will be required to be in place for any construction.
19. The proposed purchase of land is limited to what is necessary for protection and development of the proposed facility. The outlined purchase of 160 acres for the lagoon is incredibly excessive.
20. Section 2.5.3 of the PER indicates that the project is located at the City Courthouse and City Police Station. This section must be updated to accurately reflect that number of individuals and households that will benefit from the proposed projects.
21. The useful life of equipment (specifically trucks) must be updated to reflect an accurate timeline across the entire report. Page 11 outlines the useful life of trucks at 4 years. Page 13 outlines the useful life of trucks as 5-10 years.
22. It does not appear that the November 5, 2009 letter from the Corp. of Engineer includes a review of the proposed lagoon improvements. Please forward a copy of the Corp of Engineers review for the lagoon project.
23. The FEMA maps from 9/25/2009 indicate there are documented floodplains in the community of Bethel. The environmental report must address if any of the projects are located in a flood hazard area. If construction will take place in a floodplain, appropriate mitigation measures must be outlined (ie. construction above BFE). Please be aware that alternative locations must be examined for any critical facilities that are proposed in a floodplain.
24. Rural Development's final determination for the Bethel Heights and Bethel City Hall project was concurred by SHPO on June 21, 2010. A final Federal determination and SHPO review is still required on the lagoon improvements project. Once the right-of-way issue is resolved

and the exact area of potential impact is determined, a recommendation must be forwarded to SHPO.

25. As a new discharge is recommended, an Environmental Assessment (EA) will be required for the lagoon project. With the EA, environmental public notices will be required to take place. If Rural Development construction funds will be requested, please ensure that you allow adequate time for these items to take place upon submission of an application.
26. If the City of Bethel applies to Rural Development for a construction project, a letter must be provided from a State agency that indicates one the following dire conditions exist. This definition is provided in RUS Instruction 1780 and is specific to the Rural Alaska Village grants.
  - a. Recurring instances of a waterborne communicable disease has been documented; or
  - b. No community-wide water and sewer system exists and individual residents must haul water to or human waste from their homes and/or use pit privies.

Below are comments regarding the 90 percent water loops A, B, and C drawing and bid/contract documents.

1. Need to follow most recent RUS Bulletin 1780-26 and use 2007 EJCDC Documents.
2. Leave dates blank on invitation to bid, because we have not established construction funding at this time.
3. Need engineers cost estimate.
4. Need to attach Attachment A – Owners provided materials. In the bid schedule you need to say what are owner provided materials to install for cost. We believe there is still some confusion in this area and it need to be worked out before completing these documents.
5. Need seeding, topsoil, and establishment requirements for disturbed areas.
6. Do any old services need to be removed?
7. Do we have clearance on right-of-way? There are many branch lines crossing property lines.
8. Need details for service connections.
9. Any demolition? None is shown or discussed. I would assume some demolition at least at service connections.

Please ensure a copy of the reports is forwarded to the State of Alaska Village Safe Water program for review and comment. Thank you for forwarding a copy of the reports to Rural Development. If you have any questions, please don't hesitate to contact the undersigned at 907-271-2424 extension 118.

Sincerely,



TASHA DEARDORFF  
RAVG Program Manager

cc: Andrea Stancliff, LCG  
Tim Krug, RD