



# Fairbanks North Star Borough

DEPARTMENT OF THE ASSEMBLY  
Assembly

assembly@fnsb.gov  
Main: (907) 459-1401  
Fax: (907) 459-1224

## MEMORANDUM

**TO:** Fairbanks North Star Borough Assembly  
April Trickey, CMC, Borough Clerk

**THROUGH:** Mindy O'Neall, Chair, Assembly Climate Action Committee

**FROM:** Gina Gregg, Research Assistant

**DATE:** June 18, 2021

**SUBJECT: ACTION OF THE JUNE 15, 2021 ASSEMBLY CLIMATE ACTION COMMITTEE MEETING**

---

Convened at 6:30 p.m./Adjourned at 8:49 p.m.

Members Present:

Lisa Baraff, Public Member  
Terry Chapin, Public Member  
Princess Johnson, Public Member  
Stefan Milkowski, Public Member  
Melissa Sikes, Public Member  
Bryce J. Ward, Mayor  
Mindy O'Neall, Chair

Members Excused:

None

Others Present:

April Trickey, CMC, Borough Clerk  
Annmarie Billingsley, Assistant Borough Attorney  
Cory Beal, Chief Procurement Officer

---

## UNFINISHED BUSINESS

Review and recommendation of draft RFP for the Climate Action and Adaption Plan.

**-Approved (7-0) to amend draft RFP, Pages 17 and 18, Section Four, Background Information, accepting additional information provided by Mr. Chapin and Ms. Johnson and adding FNSB Wildfire Zone Maps to be provided by Mr. Chapin.**

*Clerks Note: The Clerk's Office contacted Emergency Operations and was informed the FNSB Wildfire Zone Maps are in the FNSB Hazard Mitigation Plan, which is included in the draft RFP.*



## **UNFINISHED BUSINESS – continued**

**-Approved (7-0) to amend draft RFP, Page 19, Section Five, Scope of Work, Project Goals by replacing the first bullet “establish a timeline to include community engagement and input for a plan to be presented to the FNSB Assembly NLT September 2022” with two bullets: “Present a completed Climate Action Plan to the FNSB Assembly” and “Create guiding principles for community engagement”.**

**-Approved (7-0) to amend draft RFP, Page 20, Section Five, Scope of Work, Task 3, to add “/input session” after “Interviews” in bullet #2 and #4.**

**-Approved (7-0) to amend draft RFP, Page 19, Section Five, Scope of Work, Project Goals, bullet #10, to insert “mitigate climate change,” after “FNSB operations to”.**

**-Failed (2-5) to amend draft RFP, Page 21, Section Five, Scope of Work, Minimum Requirements, to replace “The offeror must provide three references for projects of similar size” with “The offeror must provide references for three projects of similar size”.**

**-Approved (7-0) to amend draft RFP, Page 21, Section Five, Scope of Work, Minimum Requirements to replace “three references” with “two references”.**

**-Approved (7-0) to amend draft RFP, Page 22, Section Five, Scope of Work, Work Schedule to extend the timeline by three months starting with Item #3.**

**-Approved (7-0) to amend draft RFP, Page 24, Section Six, Proposal Format and Content, Scope of Work, Understanding the project, to replace “project and the project schedule” with “project tasks and the project schedule”.**

**-Approved (7-0) to amend draft RFP, Page 27, Section Seven, Evaluation Criteria and Contractor Selection, Evaluation Criteria, Methodology Used for the Project to replace “requirements” with “required tasks” in the first two bullets.**

**-The committee directed the Project Manager, Ms. Trickey, to proceed with the procurement process.**

## **NEW BUSINESS**

Appointment of Evaluation Committee, to evaluate the proposals received on the RFP for the Climate Action and Adaption Plan.

**-Approved (7-0) to appoint three individuals for the Evaluation Committee; two committee members and one individual appointed by the Administration.**

**-Approved (7-0) to appoint Mr. Chapin and Ms. Baraff to the Evaluation Committee.**

**COMMITTEE COMMENTS**

Ms. O'Neill asked the Administration how to address public inquiries regarding the RFP. Mr. Beal instructed the committee to refer inquiries to Procurement in General Services.