

**SUBJECT:** Award of proposal number 25-175P to PND Engineers, Inc. for the contract amount of \$353,979.00 to provide Jonesville Shooting Park, Phase 1, Professional Services.

**AGENDA OF: September 2, 2025**

**ASSEMBLY ACTION:**

**AGENDA ACTION REQUESTED:** Present to the Assembly for consideration.

Route To:	Signature
Purchasing Officer	X Rustin Krafft Signed by: Rustin Krafft
Public Works Director	X George W Hays Signed by: George W Hays
Finance Director	X Cheyenne Heindel Signed by: Cheyenne Heindel
Borough Attorney	X Nicholas Spiropoulos Signed by: Nicholas Spiropoulos
Borough Manager	X George W Hays Signed by: George W Hays
Borough Clerk	X Estelle Wiese for LM Signed by: Estelle Wiese

**ATTACHMENT (S):** Analysis Sheet (1p)  
Scope of Services (8p)

**SUMMARY STATEMENT:** On June 6, 2025, the Matanuska-Susitna Borough Purchasing Division issued a solicitation requesting Proposals from qualified firms for providing a feasibility plan, master plan, design, engineers cost estimates, construction, and development of the Jonesville Shooting Park, Phase 1. The park will be developed in phases. Phase 1 will include a shooting range for rifles and pistols, informational kiosks, parking, signage, restroom facilities and access road improvements. Future phases, to be completed under separate contracts, will add shotgun and archery ranges, and other elements such as camp sites, ATV/UTV motorized trails, walking trails, and utilities. Services purchased will support the Community Development & Public Works Departments in assembly district #6.

In response to the advertisement, three proposals were received.

A proposal evaluation team made up of Borough Public Works & Community Development staff evaluated the proposals and selected PND Engineers as the most advantageous firm for the Borough.

The completion date for this project is February 27, 2026.

In accordance with MSB 3.08.170(B), Administration requests authority to modify the resulting contract completion date by 90 days for unforeseen circumstances.

The Public Works Department, Projects Division will be administering the contract.

**RECOMMENDATION OF ADMINISTRATION:** Approve the subject action memorandum.

## MATANUSKA-SUSITNA BOROUGH

## FISCAL NOTE

Agenda Date: September 2, 2025

SUBJECT: Award of proposal number 25-175P to PND Engineers, Inc. for the contract amount of \$353,979.00 to provide Jonesville Shooting Park Professional Services.

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <b>YES</b> NO
AMOUNT REQUESTED \$353,979.00	FUNDING SOURCE Cultural & Rec Svcs / Misc Cap Projects
FROM ACCOUNT # 440/480.000.000 4XX.XXX	PROJECT # 15040 & 47031
TO ACCOUNT :	PROJECT #
VERIFIED BY: _____ Signed by: M e r i s s a C a r r e l l	CERTIFIED BY:
DATE:	DATE:

## EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						

CAPITAL		354.0				
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REVENUE						
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## FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other		354.0				
TOTAL		354.0				

## POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: \_\_\_\_\_ PHONE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ DATE: \_\_\_\_\_



Recoverable Signature

X

C h e y e n n e H e i n d e l

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Signed by: C h e y e n n e H e i n d e l

## SCOPE OF SERVICES

### 25-175P, Jonesville Shooting Park Professional Services

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#### Section 3. SCOPE OF WORK – Jonesville Shooting Park

##### 1.1 Project Overview

The Matanuska-Susitna Borough (MSB) is soliciting proposals (RFP) from individuals, design teams or firms interested in providing a feasibility plan, master plan, design, engineers cost estimates, construction, and development of the Jonesville Shooting Park. The park will be developed in phases. Phase 1 will include a shooting range for rifles and pistols, informational kiosks, parking, signage, restroom facilities and access road improvements. Future phases will add shotgun and archery ranges, and other elements such as camp sites, ATV/UTV motorized trails, walking trails, and utilities. A conceptual footprint should be added in the masterplan for future classroom facilities and a pro-shop. All development phases will be ADA accessible where possible and are intended to be available for use year-round. In addition to shooting events and competitions which may include biathlons, the site will host non-shooting events such as trail runs, mountain bike races, etc.

The MSB has provided an initial feasibility study, but engineering judgement and existing conditions will determine the exact location of the Jonesville Shooting Park within a 210-acre parcel approximately 2.4 road miles northwest of the town of Sutton off the Jonesville Mine Road on property owned by the State of Alaska, Department of Natural Resources (DNR) who shares management with the Alaska Department of Fish and Game (ADF&G). A large portion of the proposed site is cleared down to mineral soil with minimal vegetation. A smaller portion of the site has trees and is sloped which will require clearing, grubbing, and grading if used for facility development. The future campground as well as the gravel access roads, one to the north and the other to the south of Slipper Lake, which is southeast of the 210-acre property, are on an adjacent state-owned parcel to the east. The 210-acre parcel is bordered on the north, east, south, and west by large tracks of land owned by the State of Alaska Department of Natural Resources. The adjacent property to the east of the 210-acre parcel is bordered on the north, south and west by State of Alaska land and bordered on the east by Cook Inlet Region Incorporated land.

The 210-acre parcel is also identified as Tax Parcel No. 119N03E16C001M situated within Section 16, Township 19 North, Range 3 East, Seward Meridian in the Matanuska-Susitna Borough, State of Alaska.

##### 1.2 Background

This proposed site for development was an active mine complex that operated from 1920 to 1968. Following the mining period, the site developed into an unregulated recreation area where residents regularly go to hike, walk, birdwatch, mountain bike, shoot, fish, camp and use ATVs and motorcycles. The off-road vehicle groups have actively participated in site cleanups each year, which constitutes a substantial portion of the existing site maintenance.

This area became a State of Alaska legislatively designated Special Use Area in 2018 to address concerns of safety and to provide a spectrum of public recreation opportunities while maintaining fish and wildlife habitat (AS 41.23.280 – 41.23.289).

In 2021 MSB developed the Jonesville Public Use Area Management Plan, which covers 14,614 acres. More than 40 public meetings were held for public engagement and sentiment.

Previous studies and collected information:

- 1986 ADNR and ADF&G Matanuska Valley Moose Range Plan:  
[https://www.adfg.alaska.gov/static/lands/protectedareas/\\_management\\_plans/matanuska\\_moose.pdf](https://www.adfg.alaska.gov/static/lands/protectedareas/_management_plans/matanuska_moose.pdf)

- 2005 MSB Comprehensive Plan Update: <https://matsugov.us/docs/general/14173/borough-wide-comprehensive-plan.pdf>
- 2008 Chickaloon Community Comprehensive Plan Revision: <https://matsugov.us/docs/general/13544/chickaloon-plan-2008-revision.pdf>
- 2009 Sutton Comprehensive Plan Update: [https://matsugov.us/docs/general/14150/final-comp-plan\\_1.pdf](https://matsugov.us/docs/general/14150/final-comp-plan_1.pdf)
- 2011 ADNR Susitna Matanuska Area Plan: <https://dnr.alaska.gov/mlw/planning/areaplans/sumat/>
- Abandoned Mine Land Program:
- <https://dnr.alaska.gov/mlw/mining/aml/>
- 2021 MSB Jonesville Public Use Area Management Plan: <https://matsugov.us/docs/general/22103/JPUA-Management-Plan-Final-Draft-10-6-2021.pdf> 2024 - Moose Range Jonesville State Plan
- 2024 Matanuska Valley Moose Range and Jonesville Public Use Area Management Plan: <https://dnr.alaska.gov/mlw/planning/mgtplans/mooserange/>

Other resource material includes:

- EPA Best Management Practices for Lead at Outdoor Shooting Ranges [https://www.epa.gov/sites/default/files/documents/epa\\_bmp.pdf](https://www.epa.gov/sites/default/files/documents/epa_bmp.pdf)
- NRA Range Source Book –A Guide to Planning & Construction
- <https://materials.nrahq.org/en-gb/product/nra-range-source-book-current-edition>

### **1.3 General**

The Consultant shall perform only those services authorized by a sequentially numbered Notice-to-Proceed (NTP) issued by the Matanuska-Susitna Borough (MSB). No work or billable expenses shall be incurred without an approved NTP. All reports, plans, specifications, estimates, and related work products shall be prepared by or under the supervision of a licensed Architect, Engineer, or Land Surveyor currently registered in the State of Alaska.

The Consultant shall identify key personnel responsible for performing or directly supervising all services. Any replacement or addition to the approved project staff must receive prior written approval from the MSB. All project coordination and official correspondence shall be conducted through, or with the concurrence of, the MSB Project Manager.

The Consultant is required to maintain a project schedule that details tasks and milestones, including the duration and interdependence of design and contract activities. This schedule will serve as the basis for tracking progress, measuring performance, and verifying billings throughout the development of the project.

### **1.4 Scope of Work**

The consultant will:

- Develop a feasibility plan to determine the location of the facilities, a masterplan to provide site layout for facilities and utilities, and conceptual level engineering and architectural cost estimates for facilities and utilities called out in the plan. The masterplan will include evaluation of operational support requirements, funding strategies and maintenance costs of the proposed improvements. The masterplan shall show roads and trails (indicating widths and designated uses that have reserved public right-of-way). The masterplan shall also estimate the number of parking spaces needed and where those parking lots would be located for the Phase 1 improvements. Area should be reserved for parking lot additions for future phases. Consideration should be made for potential routes that will support the anticipated increase in use once facilities are constructed. Identify the unmaintained airstrip near Slipper Lake. When developing the masterplan reference the goals and management guidelines in the 2021 MSB Jonesville Public Use Area Management Plan and 2024 Moose Range Jonesville State Plan.
- Work with the Borough to identify maintenance potential funding sources for future phases.
- Facilitate the community involvement process to present and gather public input for the feasibility, master site, and design plan. Three public meetings are anticipated.
- **If added through a future amendment:** Develop a design plan, specifications, and engineer's estimate for Phase 1 facilities, including a shooting range for rifles and pistols, informational kiosks, parking, signage, prefabricated concrete vaulted restroom facilities and access road improvements. This work will include planning and engineering services for design, development, permitting, constructability analysis, preparation of construction documents assistance during bidding and construction and construction administration.

## 1.5 Timeline

Date	Description of Action
July – September 2025	Site Investigations
September 2025 – January 2026	Public Involvement
July 2025 – January 2026	Project Development
January 12, 2026	Final deliverables for feasibility and master plan studies

A Notice to Proceed is expected to be issued mid-summer of 2025 with feasibility study, masterplan and design documents expected to be delivered in final form by January 12, 2026. Potential for a contract Change Order to add design, permitting, construction bidding and construction management may be discussed in January of 2026.

## 1.6 Deliverables

At a minimum, the selected consultant will be required to provide the following deliverables. This RFP covers **Tasks 1 through 3**; Tasks 4 through 6 may be added by amendment, subject to approval.

TASK 1: ADMINISTRATION	
1A. Project Management – Develop a detailed schedule for project from masterplan (Phase 1) and through permitting and construction document preparation if approved.	Deliverable 1A – <ul style="list-style-type: none"> <li>• Provide an overall project schedule in MS Word format</li> <li>• Provide a detailed schedule in Microsoft Project format</li> </ul>

<p>1B. Project Management – The Consultant shall provide project management services with a focus on quality control, budget tracking, and overall project administration. Responsibilities include leading progress meetings, managing invoices and sub-consultants, maintaining the schedule and budget, and proactively addressing potential issues. A designated project manager shall serve as the primary point of contact with the Borough, ensuring clear communication and regular coordination with the Borough Project Manager. This individual will also support the Borough in providing updates to stakeholders. Project management activities shall be documented using the Borough’s project management software (Projectmates). The Consultant shall utilize Projectmates, for scheduling, submittals, photos, and pay application processes, and other relevant tasks. This includes uploading and maintaining project schedules, submitting all required documentation for review and approval, and submitting pay applications through the platform. Use of Projectmates ensures consistency, transparency, and accountability across all projects, and is mandatory for coordination with Borough Project Manager throughout the project lifecycle.</p>	<p>Deliverable 1B –</p> <ul style="list-style-type: none"> <li>• Submit monthly progress reports broken down by task with associated percentage complete and submitted billing</li> <li>• Develop and maintain a detailed schedule</li> <li>• Upload project photos</li> <li>• Include a description of any issues that may affect the budget or timeline, along with planned or taken corrective actions</li> </ul>
<p>1C. Project Website Development and Management - The Consultant shall develop, host, and maintain a project-specific website throughout the duration of the project. A unique URL shall be provided for the website. The Consultant shall collaborate with Borough project staff to ensure the website aligns with the Borough’s style guide and standards. The website shall be routinely updated, including updates following public meetings and events. Content must be kept current to effectively inform the public, provide notice of upcoming engagement opportunities, and ensure that key project documents and updates are readily accessible. The site shall include an electronic comment form to facilitate public input. All technical content must be reviewed and approved by the Borough Project Manager prior to being published. The primary goals of the website are to:</p> <ul style="list-style-type: none"> <li>• Keep the public informed of project progress and key milestones</li> <li>• Announce and summarize public involvement opportunities</li> <li>• Provide a central location for project documents and updates</li> <li>• Allow for easy submission of public comments</li> </ul>	<p>Deliverable 1C –</p> <ul style="list-style-type: none"> <li>• Project website launch (live, hosted site with unique URL)</li> <li>• Initial website content</li> <li>• Electronic comment form</li> <li>• Public meetings content</li> <li>• Ongoing content updates</li> <li>• Final Website Archive and Handoff</li> </ul>

<b>TASK 2: PROJECT SCOPING</b>	
2A. Team site visit - Evaluation of project area and existing topography and drainage in order to make recommendations regarding approaches to meeting project goals. Meet with interest groups and Borough staff to get input on program elements to include in the design.	<p>Deliverable 2A –</p> <ul style="list-style-type: none"> <li>• Provide a written report summarizing findings from the site visit and evaluation of existing topography</li> <li>• Incorporate input received from public meetings regarding programming needs</li> <li>• Include a list of program elements with a brief outline of space requirements</li> <li>• Provide a description of the intended user groups and potential revenue associated with each program element</li> </ul>
2B. Inventory of project area – Complete inventory of project area to be used for designing improvements and addressing permitting and environmental concerns. Task is expected to include legal, topographic (2' contour intervals min.) survey and geotechnical exploration. Survey to be done to Borough and DNR required standards and shall locate all property corners, wetlands, wetland buffers, trees (greater than 12" in cal.) and other site structures.	<p>Deliverable 2B –</p> <ul style="list-style-type: none"> <li>• Submit hard copy, PDF, and digital (AutoCAD-compatible) drawing of the site survey</li> <li>• Provide a Record of Survey in an approved format for submittal by the Borough to the Department of Natural Resources (DNR)</li> </ul>
2C. On-site meeting – Arrange and staff meetings with project permitters as applicable (MSB, USACE, ADF&G, and DNR) to discuss project, verify needed permits, obtain input on information permitting agencies will require.	<p>Deliverable 2C –</p> <ul style="list-style-type: none"> <li>• Provide a written summary of meetings with permitting agencies</li> <li>• Identify key concerns and permitting requirements for agency review and approval</li> </ul>
2D. Borough, ADNRR, ADF&G, & USACE pre-application and pre-construction meeting – Schedule meetings with Borough, ADNRR, ADF&G, & USACE to discuss project, verify all permit requirements and receive further input into issues that should be addressed through design process.	<p>Deliverable 2D –</p> <ul style="list-style-type: none"> <li>• Provide a written summary of comments and responses from permitting agencies, the Borough, ADNRR, and ADF&amp;G</li> </ul>
2E. Environmental documents - Conduct a Critical Areas Study and prepare any additional environmental documentation required by the project or permitting agencies. Identify environmentally sensitive features such as wetlands, waterbodies, habitat areas, and slopes. Develop mitigation plans for potential impacts in accordance with applicable federal, state, and Borough requirements. If required, delineate and survey areas designated for protection or mitigation as part of permit compliance.	<p>Deliverable 2E –</p> <ul style="list-style-type: none"> <li>• Submit draft and final versions of all reports</li> <li>• Three (3) hard copies of draft reports</li> <li>• Five (5) hard copies of final documents and reports</li> <li>• One (1) PDF copy of final reports</li> <li>• Any additional survey requirements shall be included as part of the CAD survey (see Deliverable 2B)</li> </ul>



**TASK 3: PROJECT CONCEPTUALIZATION**

3A. Public Process – Outline a public process that includes a minimum of three public meetings. The first meeting will be a Design charrette. Conduct design charrette. Consultant to present information collected during inventory process, general information related to best practices for sportsman’s park design. Consultant to guide charrette process with goal of collecting participant ideas for potential ways to achieve goals of project. The second public meeting will present the two preliminary concepts, while the third meeting will showcase the final concept plan. An open public comment period will follow each of the first two meetings to gather community feedback.	Deliverable 3A – <ul style="list-style-type: none"><li>• Provide a written summary of the charrette process and key outcomes</li><li>• Include a list of attendees, materials presented, and a written compilation of comments from each public meeting</li></ul>
3B. Conceptual plans development - Develop two different conceptual plans with cost estimates for review. Conduct a site feasibility study to evaluate site locations for the conceptual plans. Plans to include site layout and details to guide next task. It is expected that program elements to be included will be determined at this point.	Deliverable 3B – <ul style="list-style-type: none"><li>• Provide draft and final feasibility study.</li><li>• Provide conceptual drawings (~10%) in 22” x 34” format and PDF format, with sufficient copies for distribution to meeting attendees</li><li>• Drawings must be self-explanatory and suitable for stakeholder review</li><li>• Include a written summary of all public meetings, attendee list, and a complete list of public comments</li></ul>
3C. Final conceptual plan – Develop the final preferred plan, incorporating input from both staff and public. The master plan should demonstrate full site build-out and outline proposed phased development. Provide an updated cost estimate for site development, including a comprehensive estimate for the full master plan and a separate estimate for only Phase 1 only.	Deliverable 3C – <ul style="list-style-type: none"><li>• Provide draft and final masterplan.</li><li>• Provide a final conceptual plan (~15%) submit in both PDF and hard copy formats, including:</li><li>• PDF format (minimum 300 dpi resolution) suitable for web posting and distribution to stakeholders</li><li>• One (1) full-size set (22” x 34”)</li><li>• Three (3) reduced-size sets (11” x 17”)</li><li>• Include a written summary of all public meetings, attendee list, and full list of public comments</li></ul>

***Tasks 4 through 6 are not anticipated to be included in the initial award. The MSB reserves the right to add these services through a future contract amendment.***

**TASK 4: PERMIT/CONSTRUCTION DOCUMENTATION**

4A. Development of permit and construction drawings (draft and final) – Prepare 60%, 90% and 100% drawings for review and comment. Over-the-	Deliverable 4A – Submit 60%, 90%, and 100% drawings in both PDF and hard copy formats, including:
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<p>shoulder reviews will be conducted during regular design meetings to provide timely input, identify issues early, and ensure alignment with Borough expectations.</p> <p>The Consultant shall incorporate any required revisions based on review comments at each submittal. The 100% drawings will first be submitted as a draft and finalized following review and comment by MSB and permitting agencies.</p> <p>All drawings shall meet Matanuska-Susitna Borough requirements and standards and be formatted at 22" x 34" for permit submittal. The Consultant shall incorporate all necessary revisions based on comments or conditions received during the review process.</p>	<ul style="list-style-type: none"> <li>• One (1) full-size set (22" x 34")</li> <li>• Three (3) reduced-size sets (11" x 17")</li> </ul> <p>Final 100% drawings must also be provided as:</p> <ul style="list-style-type: none"> <li>• One (1) full-size hard copy</li> <li>• One (1) reduced-size (11" x 17") hard copy</li> <li>• PDF format</li> <li>• AutoCAD-compatible electronic files</li> </ul>
<p>4B. Permit documents – The Consultant shall prepare all documents required for permit submittals. Potential permitting agencies include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• U.S. Army Corps of Engineers (USACE)</li> <li>• Alaska Department of Fish &amp; Game (ADF&amp;G)</li> <li>• Alaska Department of Environmental Conservation (ADEC)</li> <li>• Alaska Department of Natural Resources (ADNR)</li> </ul> <p>Environmental documents shall be prepared by the consultant and reviewed by the Borough.</p>	<p>Deliverable 4B –</p> <ul style="list-style-type: none"> <li>• Draft and final copies of all documents and checklist.</li> </ul>
<p>4C. Submit permits – Submit permit applications and all supporting documentation to the appropriate permitting agencies. Coordinate permit submittals with the Matanuska-Susitna Borough and ensure alignment with any required public notice or distribution procedures.</p>	<p>Deliverable 4C –</p> <ul style="list-style-type: none"> <li>• Two (2) full set copies of submitted materials.</li> </ul>
<p>4D. Permit support - Respond to permitting agencies questions and comments. Revise and resubmit drawings and other submittals as needed.</p>	<p>Deliverable 4D –</p> <ul style="list-style-type: none"> <li>• Copies of all correspondence to/from permitting agencies (cc'd emails acceptable)</li> <li>• Two (2) full-size copies of submitted materials</li> <li>• Original, permitting agency-approved drawings</li> </ul>
<p>4E. Project specifications – Construction specifications for bid package. Prepare draft and final. Assume two rounds of review of draft specs. Borough will provide boilerplate frontend documents.</p>	<p>Deliverable 4E –</p> <ul style="list-style-type: none"> <li>• Draft and final specifications in CSI format</li> <li>• Draft specs: one (1) hard copy and one (1) electronic copy</li> <li>• Final specs: three (3) unbound hard copies,</li> </ul>

	one (1) PDF set, and one (1) Word-compatible set
4F. Construction drawings – Construction drawings for release for bid. Copies of permitting agency-approved drawings will be used as base drawings for construction package with supplemental pages added as needed.	Deliverable 4F – <ul style="list-style-type: none"> <li>• Two (2) full-size (22" x 34") unbound sets of construction drawings</li> <li>• Digital copy of construction drawings in PDF format (minimum 300 dpi resolution)</li> <li>• Final, permit-approved construction drawings in AutoCAD-compatible format, delivered through electronic file share.</li> </ul>
4G. Construction estimate and timeline – Detailed cost estimate to be used for bidding purposes. Cost estimate to provide unit cost, quantity and any other information to support figures submitted. Timeline will estimate length of time to complete the construction.	Deliverable 4G – <ul style="list-style-type: none"> <li>• Draft and final cost estimate and proposed schedule/timeline</li> <li>• Cost estimate to be provided in both hard copy and Excel (.xls) format</li> <li>• Schedule to be provided in PDF format and Microsoft Project format</li> </ul>
<b>TASK 5: ASSISTANCE DURING BIDDING</b>	
5A. Bidding – Assist the Borough with the bidding process for contractors related to Phase 1 construction of the project	Deliverable 5A. – <ul style="list-style-type: none"> <li>• Assist in answering bidder questions</li> <li>• Prepare addenda as needed</li> <li>• Conduct pre-bid walkthrough</li> </ul>
<b>TASK 6: CONSTRUCTION ADMINISTRATION</b>	
6A. Construction Administration – Oversee construction, inspect materials and workmanship, recommend approve of RFI's, pay requests, change orders, etc. All construction administration activities shall be documented and managed using the Borough's approved project management software.	Deliverable 6A. – <ul style="list-style-type: none"> <li>• Provide necessary and regular site visits</li> <li>• Facilitate weekly construction meetings and issue meeting minutes</li> <li>• Track construction schedule and contractor submittals</li> <li>• Inspect work, generate punch lists, and recommend final acceptance upon meeting project requirements</li> </ul>



## 25-175P Jonesville Shooting Park Professional Services Scoring Summary

	Total	Project Understanding & Approach	Experience & Qualifications	Management & Communication
Supplier	/ 100 pts	/ 45 pts	/ 35 pts	/ 20 pts
PND Engineers, Inc.	83.6 pts	39.6 pts	28 pts	16 pts
R & M Consultants Inc	77.2 pts	36 pts	25.2 pts	16 pts
RESPEC	71.2 pts	32.4 pts	25.2 pts	13.6 pts