

**CBJ DOCKS & HARBORS BOARD**  
**CIP / PLANNING COMMITTEE MEETING AGENDA**  
**For Thursday, March 22<sup>nd</sup>, 2012**

- I. Call to Order** (5:00 pm in the Assembly Chambers)
- II. Roll Call** (Greg Busch, Don Etheridge, Kevin Jardell, Eric Kueffner, Budd Simpson, and Michael Williams).
- III. Approval of Agenda.**

**MOTION: TO APPROVE THE AGENDA AS PRESENTED OR AMENDED.**

- IV. Public Participation on Non-Agenda Items.**  
(Not to exceed five minutes per person or twenty minutes total time).
- V. Approval of January 19<sup>th</sup>, 2012 CIP/Planning Meetings Minutes.**
- VI. Items for Action.**

- 1. Draft RFP for Aurora Harbor Re-Build  
Presentation by the Port Engineer

Committee Questions

Public Discussion

Committee Discussion/Action

**MOTION: TO BE DEVELOPED AT THE MEETING**

- 2. Review of an appropriation Ordinance to accept \$5 Million from ADOT for Statter Harbor Project.  
Presentation by the Port Engineer

Committee Questions

Public Discussion

Committee Discussion/Action

**MOTION: TO BE DEVELOPED AT THE MEETING**

- VII. Items for Information/Discussion.**

- 1. Project Updates  
Presentation by the Port Engineer

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**VIII. Member & Staff Reports.**

**IX. Committee Administrative Matters.**

Next Meeting: April 19, 2012

**X. Adjournment.**

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I. Call to Order.

Committee member Michael Williams called the meeting to order at 5:01 p.m.

II. Roll.

The following members were present: Michael Williams, Kevin Jardell, Don Etheridge, Greg Busch, and Budd Simpson.

The following members were absent: Eric Kueffner

Also in attendance were: Carl Uchytel – Port Director, Gary Gillette – Port Engineer, and Tom Donek - Board Member.

III. Approval of Agenda.

MOTION by MR.ETHERIDGE: TO APPROVE THE AGENDA AS PRESENTED AND ASK UNANIMOUS CONSENT.

The motion passed without objection.

IV. Public Participation.

Paul Swanson, Juneau, AK

He said he attended the Tuesday Operations meeting and it was pointed out that there is a CBJ rule that one owner can only have a maximum of two boats in the Harbor. When someone testified on the phone at the meeting, they said they have three boats and another person had four boats in the Harbor and has been using the facility for 30 years. He has no problem with following the rules, and he sees a reason for a grandfather clause. When CBJ bought DeHart's, there was 99 slips, and only 64 boats. With the notice they all had to move out of DeHart's, they were assured there was going to be places for their boats when the new Harbor was built. He said if a patron has been using DeHart's for 20 plus years, there should be some exceptions made for that with a grandfather clause.

Mr. Williams indicated the Operations Committee was going to look at that.

Dennis Watson, Juneau, AK

He said he agrees with Mr. Swanson on the grandfather issue, but wants to discuss another issue. He said he had the opportunity to read the application packet from Dock and Harbor for next week's Planning Commission meeting and wanted to discuss the Statter Harbor parking. He said he did some quick calculations and tried to figure out how many parking spaces there are exactly in the Statter Harbor parking lot. When counting the available parking areas, he noticed it also includes the trailer parking, and the three hour limited parking along the seawall. He doesn't see

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how the three hour parking areas can be counted as parking for the Statter Harbor and DeHart's daily or weekly patrons, because you can't park in the three hour area, but those are counted parking places for available parking for daily use of the marina. The math doesn't work for him. He believed he asked a question a few months back about how many parking stalls Docks & Harbors rents on a monthly basis at Statter Harbor in the summer time. He thought the percentage was 10, but he could be wrong. He thought about that again when he was reading the application packet. If he had three months parking at Statter Harbor, it would be half the amount than day to day basis. If that process is continued, then he suggests to use that incentive and make those longer term parking patrons, who pay less, to park at the lot across from the Thai restaurant. Taking the prime parking during the busy time in the summer at Statter and selling it at half price does not make sense. By adding a couple more fingers in the Marina and utilizing the total parking spaces to meet the parking space requirements in a Marina, the math does not quite come out.

Mr. Uchtyl said the application submitted is only phase one of the Statter Harbor plan.

V. Approval of Previous Meeting Minutes.

Mr. Uchtyl had some clerical corrections.

Hearing no objection, the December 8<sup>th</sup> meeting minutes were approved as amended.

VI. Items for Action.

1. Aurora Harbor Design Funds

Mr. Gillette said he would like to request for design funds for the Aurora Harbor replacement project. There has been a preliminary design completed and the total project design is \$18 million, so this project will need to be completed in phases. Docks & Harbors has applied for a \$2 million matching grant which would give us \$4 million for the construction phase. Phase one of this project would get us the main gangway, head float, and A and B floats with fingers. The first time Docks & Harbors applied for the matching grant, the Governor did not have this in his budget, so the Legislature did not approve this. Docks & Harbors applied again, the Governor has released his budget and is recommending full funding for the matching program. If the Legislature approves this, Docks & Harbor will have the money for construction. Checking with DOT the matching grant can only be used for construction. The estimate for the design, permitting, and administration for the project for the first phase is about \$600,000. The proposal is to take this money from the Harbors fund balance, and submit a request for proposal (RFP) to hire a professional firm for the design. The RFP would be structured so that it would cover the full project, but only authorize phase one at this time. This way, when Docks & Harbors gets additional funding we don't have to go out and get another RFP for each phase, and we would be able to use the same designer. Currently there is \$3.45 million in the Harbor fund, \$1.5 million has already been included in our match of the \$2 million. This would leave us with just under \$2 million, so we would take \$600,000 out and use for design. The process moving forward with the committee's recommendation would be to take this request to the Regular Board at next Thursday's meeting.

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With the full Boards recommendation, it would then go to the Assembly for two meetings. It would be about a month before Docks & Harbors could access these funds.

Committee Questions

Mr. Etheridge asked if the \$600,000 would work toward the match of the \$2 million.

Mr. Gillette said no because the Municipal Harbor Grant program is for construction activities only, so it would not count toward the match. Docks & Harbors would have to use the \$1.5 million that has been identified out of the Harbor fund and \$0.5 million of passenger fees that Docks and Harbors received a couple of years ago to upgrade A float.

Mr. Busch asked if this project is broken into three phases.

Mr. Gillette said it has not been specifically broken into phases. The reason for the first phase is Mr. Gillette asked PND in their preliminary design to identify what part of the project could be completed with \$4 million. PND brought back phase one that I described above. There has not been other phases identified, because funding has not been identified. This is a replacement project, and the design carries through.

Mr. Busch asked if the economy would be a factor, and if future additions would be figured at 15% of the construction cost for the administration, design and permitting.

Mr. Gillette said 15% is generally what is estimated and budgeted at the planning level. The floats will be designed in the first phase and that float design will be used throughout. He said he doesn't think the next phase will cost as much, but economy would be figured in, and the planning costs varies on the complexity of the project.

Mr. Williams asked with this being Aurora Harbor and a Harbor has been there forever, does he think the permitting will be easier to get through.

Mr. Gillette said Docks & Harbors intends to apply under the Nation Wide permit, which is essentially meant for direct replacement, and does not see any problems.

Mr. Jardell asked if the \$600,000 is a normal amount, or is this a little high.

Mr. Gillette said this dollar amount is figured the same as all Docks & Harbors projects at a planning level. He said he prefers having money left over in the budget than not enough, and anything that is left over would be carried on to the next phase. This money will not be spent unless it is needed.

Public Comment

None

Committee Discussion/Action

Mr. Etheridge said Docks & Harbors needs to move forward with this, the Aurora Harbor is in poor condition. He said he has concerns about the cost, but the committee should still move forward with this, and know the cost is part of doing business.

Mr. Williams said we have to start somewhere. The initial design can be used in the other phases too. He is hoping the permitting costs are not as high because the Harbor is currently existing.

MOTION By MR. ETHERIDGE: TO RECOMMEND TO THE FULL BOARD TO APPROVE DESIGN FUNDS FOR THE AURORA HARBOR NOT TO EXCEED \$600,000 FROM THE HARBOR FUND AND ASK UNANIMOUS CONSENT.

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The Motion Passed with no objection

2. Harris/Aurora Harbors Master Plan Funds

Mr. Gillette said for the Harris/Aurora Harbor, Docks & Harbors does not have a master plan. The idea is to take a closer look at the area and have a sense of what is needed for future development. For the long term development, a master plan would be valuable for Docks & Harbors. He said he talked to Heather Marlow at Lands trying to come up with a cost on this project. There would be some community scoping for ideas to try to develop some concepts. This would then go back out to the public and ultimately have the Assembly approve this. The Willoughby area plan was \$100,000 for the consultants, and that did not include any staff time or public meetings. Mr. Gillette said this project would probably be about \$70,000 or less to do the level of effort that would be valuable.

Committee Question

Mr. Etheridge asked if the funding for this would be the same as for the Aurora Harbor Design.

Mr. Gillette said it would come out of the same account, which is the Harbor fund.

Mr. Jardell asked how much money is in the Harbor fund?

Mr. Gillette said right now, \$3.45 million. \$1.5 is committed to the matching fund for the Aurora Harbor construction, and \$600,00 has just been approved to take out for the Aurora Harbor design, and that leaves a little over \$2 million.

Mr. Busch asked in terms of the scope of this project if Douglas would be included in the Harris/Aurora master plan?

Mr. Gillette said just Aurora and Harris at this point. This would be a step toward looking at some of the studies that have been completed for that area and actually put in a plan.

Mr. Uchytel said this would dovetail with the replacement of A and B floats in Aurora Harbor. Docks & Harbors approach is to replace two floats with the money that we have, and having a master plan would give us the ability to look broader and have a more holistic view of what is going on in Harris and Aurora Harbors.

Public Comment

None

Committee Discussion/Action

Mr. Donek said he has some concerns about this. He said all of the downtown Harbor should be looked at for expansion, and not just Harris and Aurora.

Mr. Etheridge said Docks & Harbors did do a study on all of the Harbors to put in a haul out and the firm that was hired came back with only Harris and Aurora.

Mr. Donek said it is not just the haul out, but other expansions.

Mr. Simpson said he also sees some value in looking at all three downtown Harbors at the same time. He also remembers the study on all three facilities for the haul out. The haul out location decision was postponed because there was not a comprehensive conceptual plan in place.

Mr. Donek said another concern of his is years ago, Statter Harbor had a really nice plan, and when the permittees were finished with the plan, it was all sliced and diced down to nothing. Knowing what we know now about permitting, there needs to be caution in allowing project ideas to grow

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with knowing they cant' be done.

Mr. Busch said he would like Douglas included with Harris and Aurora, and tie this all in with the cruise ship master plan as well.

Mr. Williams said including Douglas is a good idea, but thinks to wait until it is figured out what is going to happen with Douglas. Docks & Harbors should look into getting help with planning from other agencies and help with funding.

Mr. Simpson said that has been tried before and did not get anywhere.

Mr. Jardell said he sees a value in a master plan, but looking at the list of projects needing to be completed already, he would recommend to spend \$70,000 on something that can be seen.

Mr. Gillette said this project is not time sensitive. More work can be done and brought back to the committee at another time.

Mr. Etheridge said his preference is to wait on this.

Mr. Williams said he does not see the timing good now.

NO MOTION

VII. Items for Information.

1. Update on Statter Harbor

Mr. Gillette said there is a power point presentation in your packet that Mr. Uchtyl presented to the Juneau Charter Fisherman's Organization recently and was also presented at the lecture hall.

This is the information that has been given out to the public on Statter Harbor. The most current project is phase one, which is the Statter Harbor maintenance and repairs of the existing facility, and the DeHart's replacement. The planning commission will consider the conditional use permit and City project review at their meeting on Tuesday evening. The planners said they don't have any comments at this point. Staff report concurs with the project and only has one condition relative to lighting, which has not been designed yet. Docks and Harbors already has the Corps of Engineers permit and the funding for this project. The plan is to advertise for this project in February for construction. The reason for the long lead time is to give the contractor time to get the floats and steel ready to start the project in September.

2. List of CIP's inclusions in CBJ Budget

Mr. Gillette said this is projects that Docks and Harbors is asking funding for and not all projects. The list in the packet includes all projects even the ones we have funding for, so the updated page handed out tonight is the one without the projects already funded. This is the request for funding in FY13. Mr. Gillette went through the list and described the different funding.

3. Update on Cruise Berths

Mr. Gillette said the Cruise Ship berth design is in 65% design submittal. Mr. Gillette took the design to the planning commission and they decided to have continued discussion on this because they wanted more information on the Fisherman's Memorial and the process Docks and Harbor went through. The Assembly decided not to move the memorial, so he was unclear of what the commission's intent was. There was other issues regarding maneuverability of small boats at the area of the south berth, and in front of the Fisherman's memorial. Mr. Gillette said in reviewing this again, the 400 foot float could be moved to the north berth, and the 300 foot float could be

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moved to the south berth. This will give more clearance in front of the Taku Fisheries Dock. He said he has also been tweaking the alignment to bring the berths out a few more feet. There should be 150 feet between the Taku Fisheries dock and the floating berth. Also, the piling structures are changed to vertical pilings placed at the ends of the berths. This will gain the maximum fairway possible.

This has been reviewed with Cruise line agencies and the industries tech team will be in town February 1<sup>st</sup> to review and make sure this will work. There is overall support of this effort to gain more maneuverability for the smaller boats and still retain the intent and use of the cruise berth. Some of the finer details are still being worked out, and this is not set in stone.

Mr. Williams said usually this is just items for information, but invited Mr. Day to add to this information.

Mr. Day, Juneau, Alaska.

Mr. Day just wanted to make sure it is reviewed by the cruise ships operational and technical committee first.

Mr. Uchtyl said the follow up for the planning commission to discuss the conditional use permit for 16B is February 28<sup>th</sup>.

Mr. Williams said there has been a lot of work on this. He said Mr. Fisk also gave some input for Taku Smokeries and the docks. This looks good for Taku Smokeries and the Fisherman's Memorial.

4. Update on 1% for Art.

Mr. Uchtyl said at the 65% design, Docks and Harbors will be ready to engage in the process of looking at specific portions of the design and integrate that into the project as apposed to waiting for it to be completed. The discussion with Juneau Arts and Humanity Council(JAHC) indicated it would be used on the 16B project and not derailed to another part of the waterfront. Mr. Uchtyl said Docks & Harbors is looking at using the 1% for Art on the security gates.

Mr. Jardell said it was a productive meeting, and views engaging in the process now instead of waiting to the end very valuable. He has received phone calls from individuals wanting to use the 1% for Art monies outside the 16B project area. The ordinance for 1% for Art states that the money will be used on art within the project, unless the Assembly votes to exempt that. Without that action it will be used in the 16B project.

Mr. Williams said he would like to know when the 1% for Art meetings are so he can start attending them.

VIII. Member & Staff Reports.

Mr. Etheridge asked Mr. Uchtyl about the Douglas Harbor permitting meeting.

Mr. Uchtyl said on Tuesday there was a dredging summit meeting with the regulatory agencies and Docks & Harbors consultants engaged in securing the 404B permit for dredging Douglas Harbor. He said this was a frustrating four hours, but did not see it as a negative. He would be willing to go over the history of the project and also the Tier IV study with anyone that was interested. In the testing manual of dredge disposals, the highest level of evaluation you can do, we are fortunate to have a PHD, Dr. Lotufo, from the Corp of Engineers who is a foremost expert on dredge disposals. He is confident Docks & Harbors is on solid ground, and there is no reason we should not be allowed to dispose of the dredge materials in the channel. Mr. Uchtyl said he would recommend to move on, but Dr. Lotufo is very confident that Docks & Harbors needs to continue the dialog with EPA, DEC, and Corp of Engineers. Mr. Uchtyl explained the continued



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efforts to acquire this permit. He said if Docks and Harbors maintains persistence, this should be favorable.

Mr. Etheridge asked if there was additional funding required?

Mr. Uchytel said when he called the Alaska District, he found out there is a fund for Low Use Navigation Pilot program. This program is set up to allow smaller dredging projects throughout the country to have some financial assistance for the studies, permitting and everything up to construction. He is asking the Corp of Engineers to use these funds if additional funding is required by Docks and Harbors for permitting.

Mr. Jardell said he attended the meeting and found it very disappointing. However, with witnessing Dr Lotufo's knowledge of the dredging, he said he thinks another meeting with the same dialog is worthwhile.

Mr. Williams said he is skeptical and said the whole Board should weigh in on this decision to continue.

Mr. Etheridge said if it is just meetings, he said to go ahead, but if it is more money he is against it.

Mr. Williams said Docks and Harbors is enabling and at our expense making sure people have jobs.

Mr. Williams said he does not expect to be here for the full Board meeting next Thursday. He also said he attended an Engineers meeting and Mr. Uchytel did a presentation on where Docks and Harbors is at and what projects are happening. He commended Mr. Uchytel for getting out in the public and advocating and informing the public in agencies, meetings, groups, and professionals and letting them know that Docks and Harbors is here and approachable. He said the presentation was informative and well received.

Mr. Etheridge said he received good feedback on Mr. Uchytel's presentation at the Chambers. He said the Chamber members were very appreciative.

Ms. Becker asked when the decision to move forward on the 1% for Art was made, has there been a dollar amount chosen?

Mr. Gillette said it is 1% of the construction contract that is estimated to be \$47 million, so that will be \$470,000.

Ms. Becker said that was one of the questions at the Assembly was why say go ahead now, when things could change?

Mr. Jardell said in looking at the design, he sees value in planning now with the 1% for Art. Docks & Harbors plans to look into having a larger gateway with art, and not just a gate, and also planning for lighting on the landscaping. He said there would be value in getting engaged now at the 65% level.

Mr. Uchytel said the naming of the Douglas Harbor has been postponed until the March regular Board meeting.

Mr. Uchytel said there has been some electrical problems with the cold weather in the Aurora Harbor on A float and the staff is doing everything possible to provide that power with an aging infrastructure.

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IX. Committee Administrative Matters.

The next meeting is scheduled for February 16th, 2012 at 5:00 pm in the Assembly Chambers.

X. Adjournment.

The meeting was adjourned at 6:20 pm.



**CITY/BOROUGH OF JUNEAU**  
**★ ALASKA'S CAPITAL CITY**

**DOCKS AND HARBORS**

**REQUEST FOR PROPOSALS**  
**RFP DH12-160**  
**PROFESSIONAL DESIGN SERVICES**  
**for**  
**AURORA HARBOR REBUILD**

Issued By: \_\_\_\_\_  
Carl J Uchytel, Port Director

Date: Insert Date

**PROFESSIONAL DESIGN SERVICES  
for  
AURORA HARBOR REBUILD  
RFP DH12-160**

**SCOPE AND INTENT:** The City and Borough of Juneau Docks and Harbors (CBJ) is requesting proposals from qualified consultants to provide professional design services for the Aurora Harbor Rebuild project. The intent is to carry forward the approved conceptual design through final design and construction documents. CBJ may elect to amend the scope of services to include Bidding, Construction Administration, and Inspection service.

**DOCUMENTS:** Request for Proposal (RFP) documents may be obtained from the CBJ Port Director's Office, 76 Egan Drive, Juneau, AK 99801, telephone (907) 586-0292.

**QUESTIONS REGARDING THIS RFP:** Gary Gillette, CBJ Port Engineer, is the sole point of contact for all issues pertaining to this RFP (phone (907) 586-0398, fax (907) 586-0295, e-mail [gary\\_gillette@ci.juneau.ak.us](mailto:gary_gillette@ci.juneau.ak.us)). No oral interpretations concerning the RFP will be made to any person. Requests for interpretation must be made in writing and delivered, sent by fax, or e-mailed to CBJ Docks and Harbor at least four (4) days prior to submittal deadline.

**PRE-PROPOSAL MEETING:** A non-mandatory pre-proposal conference of the proposed work will be held at 10:00 a.m. Insert Date in the CBJ Port Customs Building Conference Room, 510 South Franklin Street. Persons interested in submitting proposals are encouraged to attend. Conference call capability may be available for the Pre-Proposal meeting. Proposers intending to participate via teleconference shall notify the Port Director's Office, at (907) 586-0292 by 4:30 p.m., Insert Date

**DEADLINE FOR PROPOSALS:** Five (5) copies of the proposal, in a sealed envelope, will be received until 2:00 p.m., Alaska Time on Insert Date, or such later time as the Port Director may announce by addendum to holders of the RFP documents at any time prior to the submittal date. Late proposals will not be accepted and will be returned unopened. Faxed or e-mailed proposals will not be accepted.

**NOTE:** Mailing/delivery times to Alaska may take longer than other areas of the U.S.

Proposal documents delivered in person or by courier service must be delivered to:

**PHYSICAL LOCATION:**  
City and Borough of Juneau  
Docks and Harbors – Port Director's Office  
76 Egan Drive  
Juneau, AK 99801

Proposal documents delivered by the U.S. Postal Service must be mailed to:

**MAILING ADDRESS:**

City and Borough of Juneau  
Docks and Harbors  
155 South Seward Street  
Juneau, AK 99801

The CBJ Docks and Harbors phone number is (907) 586-0292 and fax number is (907) 586-0295.

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### **PROPOSAL EVALUATION FORM**

### **ATTACHMENT A - CONCEPT PLAN**

### **ATTACHMENT B - STANDARD CONTRACT SAMPLE**

## **1.0 GENERAL INFORMATION**

The CBJ is requesting proposals for professional design services. This Request for Proposals (RFP) defines the scope of the requested services, explains the procedures for selecting a 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 design services for the redesign and construction of Aurora Harbor. This contract may be amended to include bidding, construction administration, and inspection services.

### **1.2 PROJECT DESCRIPTION**

Aurora Harbor is Juneau's second largest moorage facility, built in the 1960's and 1970's and containing 483 slips it has exceeded its useful life and is approaching a state of disrepair. CBJ Docks and Harbors intends to replace the harbor infrastructure, including the water and electrical systems, in a phased design and construction sequence as funds allow.

### **1.3 SCOPE OF SERVICES**

The Consultant shall provide professional design services for design, cost estimate, construction documents as well as scheduling and construction phasing recommendations for the rebuilding of Aurora Harbor. The basis of design for this work will be the Aurora Harbor Reconfiguration Plan included as Attachment A to this RFP. The Consultant shall present design information at two public meetings.

The product of the Consultant's work would be bid ready contract documents which may be phased based on construction funding availability. Bidding, construction administration, and inspection services may be included in the contract by amendment if desired by the Port Director.

### **1.4 SCHEDULE OF WORK**

The Consultant shall propose a schedule of work that identifies the various tasks to accomplish the project including, but not limited to design, cost estimates, reviews, preparation of bid documents, bidding, and construction. The schedule should anticipate a notice to proceed of Insert Date and construction to begin Insert Date.

## **1.5 BACKGROUND**

Juneau is Alaska's Capital City. The City and Borough of Juneau (CBJ) municipal offices are located at 155 South Seward Street, Juneau, Alaska 99801. The Port Director's Office (of CBJ Docks and Harbors) is located on the 2<sup>nd</sup> floor of the Seadrome Building at 76 Egan Drive, Juneau, Alaska 99801.

In April 2010 a reconfiguration study was completed that made recommendations for minor reconfiguration changes to Aurora Harbor. The preferred concept is shown on the drawing included as Attachment A. The work of this RFP is to take the conceptual design as the basis of design and develop a schematic design subject to review and comment by CBJ and users of the facility. Once specific details of the schematic design are decided the Consultant will develop a final design and construction documents ready for bidding.

## **1.6 QUESTIONS**

Questions regarding this proposal should be directed to:

Gary Gillette, Port Engineer  
City and Borough of Juneau  
Docks and Harbors  
76 Egan Drive, 2<sup>nd</sup> Floor  
Juneau, Alaska 99801

Phone: (907) 586-0398  
Fax: (907) 586-0295  
E-mail: gary\_gillette@ci.juneau.ak.us

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

## **1.7 STANDARD CONTRACT LANGUAGE**

Attached to this RFP is 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.

## **1.8 CONTRACT TERMS**

It is anticipated that this RFP would result in a contract for professional services. Fees would be negotiated and result in a lump sum and/or a not-to-exceed time and materials contract based on the proposed billing rates for the life of the contract, unless adjustments are approved by CBJ. There shall be no mark-up for expenses or for sub-consultant fees.

## **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. It is the sole responsibility of the proposer to assure they are in receipt of any or all addenda.

## **2.2 PROPOSAL DEVELOPMENT**

### **2.2.1 General**

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 Docks and Harbors. One copy shall be retained for the official files of the CBJ Docks and Harbors and will become public record after announcement of the successful Proposer. CBJ Docks and Harbors will not return proposals to the Proposer. CBJ Docks and Harbors reserves the right to reject any or all proposals.

### **2.2.2 Proposal Submission Process**

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 Docks and Harbors 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.

All proposals must be signed. Proposals must be received in the number of copies stated in the RFP no later than the date and time specified in the cover letter. All copies of the proposals must be under sealed cover and plainly marked. Proposals not received by the date and time specified in the cover letter will not be considered.

## **3.0 PROPOSAL CONTENT REQUIREMENTS**

To achieve a uniform review process and obtain the maximum degree of comparability for the Selection Committee, proposals should be organized in the manner specified below:

### **3.1 TITLE PAGE**

Show the RFP subject, the name of the firm, address, telephone numbers, and name of contact person and date of submission.

### **3.2 TABLE OF CONTENTS**

Clearly identify the materials by section and page number.

### **3.3 LETTER OF TRANSMITTAL**

Limit to one (1) or two (2) printed pages.

- 3.3.1 Briefly state your firm's understanding of the proposal requirements and summarize your capability to meet same.
- 3.3.2 Give names of the person(s) who will be authorized to represent your firm, their title(s), address (es) and telephone number(s).
- 3.3.3 The transmittal letter must be signed by a corporate officer who has authority to bind the firm. Name and title of the individual signing the proposal must be printed below or adjacent to the signature.
- 3.3.4 Acknowledge receipt of all addenda. Failure to acknowledge addenda may result in the proposal being considered non-responsive and subject to rejection.

### **3.4 SCOPE OF SERVICES AND WORK PLAN**

- 3.4.1 Discuss the Scope of Services and how the firm will provide the desired services. Include a statement of approach and methodology for accomplishing the requested services.
- 3.4.2 Provide a work plan, which includes a proposed project schedule. This schedule should identify major tasks and critical components of the project. If the Consultant's team anticipates delays or problems with the design schedule, describe these issues in detail.
- 3.4.3 Discuss the incorporation of this project into the firm's current workload and the ability of the Consultant's team to meet the project schedule. Provide a staff schedule, identifying primary personnel and sub-consultants and their proposed work schedule during different phases of the project. How much priority can/will this project be given?

### **3.5 HISTORY AND EXPERIENCE**

- 3.5.1 Provide company names, individual contacts, and telephone numbers of references for at least three recent projects similar in scope and scale to those subject of this RFP.
- 3.5.2 Provide general background information on the firm including specialized experience, capabilities, and unique qualifications in the field. This should include information outlining the firm's experience in the specific

professional services requested. Provide examples of projects that demonstrate unique, well planned, and executed solutions to program, budget, and design challenges.

- 3.5.3 Provide information to establish a high level of client satisfaction for the firm's previous work with CBJ, other government agencies, and private clients.
- 3.5.4 Provide information that demonstrates the ability of the firm to deliver design services that result in project construction within established budget and on schedule.

### **3.6 PROPOSER'S ORGANIZATION AND PERSONNEL QUALIFICATIONS**

- 3.6.1 Describe the organizational structure of the Consultant team for this project with an organizational chart or other diagrammatic explanation.
- 3.6.2 Specify the project manager and other key personnel who will be directly providing services for the CBJ Docks and Harbors in various areas of the described project and state their position, role, and responsibility. The names, titles and resumes of listed personnel should be provided. Please indicate the experience of each member specifically as it applies to this type of project.
- 3.6.3 Describe quality control and quality assurance measures that the firm would use in the development of design documents for this project.

### **3.7 FIRM'S FEE SCHEDULE**

- 3.7.1 Include a fee schedule of hourly rates of pay for the project manager and other key personnel who will be directly providing services on this project and the proposed tasks for the Scope of Services. For clarity the fee schedules shall identify the key personnel proposed for the project, their role and their pay rate. Evaluation will include the hourly rates of pay for personnel to be used on this project. Include a list of reimbursable expenses typical for this type of project. Hourly rates shall include all markups and multipliers. Hourly rates shall remain in effect for the life of the contract with no increase unless agreed to by CBJ.

### **3.8 LICENSES**

- 3.8.1 Professional registration (Engineer/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), as well as the professional stamping the work, must be in responsible charge of this project.

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 business, corporate, professional occupational, and any other necessary licenses/certificates are currently held. License/certificate numbers must be provided.

## **4.0 EVALUATION OF PROPOSALS**

### **4.1 CRITERIA**

Proposals will be evaluated and scored, using the criteria on the Proposal Evaluation Form, found at the end of this document, in order to ascertain which proposal best meets the needs of CBJ Docks and Harbors. The items to be considered during the evaluation are explained below at Section 4.3 Evaluation Data. The associated point values are included on the Proposal Evaluation Form.

### **4.2 EVALUATION PROCESS**

Evaluation of the written proposals will be performed by a committee selected by the Port Director. Written proposals will be the primary basis for selection of the consultant team, unless the selection committee determines that oral interviews are necessary.

If oral interviews are used, the selection committee will prepare a "short list" of at least two finalists, who will then be invited to attend oral interviews in Juneau. Finalists will be notified and informed of specific interview requirements and procedures prior to the oral interview. Proposers will be allowed a maximum of three team members to participate in the interview process.

Oral interviews, if used, will be scored and ranked independently of the written proposal and will determine the outcome of the RFP process.

### **4.3 EVALUATION DATA**

The Evaluation Data discussed below is presented in an effort to delineate what 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.

#### **4.3.1 Proposed Method to Accomplish the Project**

Work Schedule and methodology will be evaluated according to completeness and pertinence of the tasks submitted by the Proposer, as well as the logic of the overall approach. The proposal should show interest and insight about the specific project.

**4.3.2 Capacity of the Firm**

Evaluation will be made on the Proposer's ability to perform the desired services within the established schedule.

**4.3.3 Past Record of Performance**

Evaluation of the Proposer's experience with the CBJ, other governmental agencies and private industry will be made. Detailed references including companies, specific contact persons and their phone numbers and locations should be provided.

- a. Monitors and maintains project schedules.
- b. Establishes overall project success through close coordination with all parties.
- c. Controls construction budgets, maintaining best interests of Owner.
- d. Delivers high quality services within established budgets.

**4.3.4 Firm's Experience with Similar Projects**

Evaluation will include assessment of experience with projects of similar scale and scope. The proposal should succinctly describe these projects.

**4.3.5 Firm's Representation**

The proposal should specify readily available personnel to accomplish the desired services. The level of involvement should be displayed in a way which is consistent with the scale of the project.

- a. Schedule of availability of personnel.
- b. Scale of involvement is appropriate to the project.

**4.3.6 Proposer's Organization and Personnel Qualifications**

Evaluation will be made of the Proposer's organization and the ability of the personnel who will provide the equipment, technical, and supervisory assistance requested.

**4.3.7 Firm's Hourly Rates**

Evaluation will include the hourly rates of pay for personnel to be used on this project. Include a list of reimbursable expenses typical for this type of project (Review the Standard Contract regarding allowable reimbursables).

**4.3.8 Quality of Proposal**

Evaluation will include the clarity and professional quality of the document(s) submitted

- a. Is the proposal clear and concise?
- b. Is the proposal responsive to the needs of the project?

**4.3.9 Juneau Proposer According to Section 7.0**

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

**5.0 SELECTION AND AWARD**

An evaluation committee will review, evaluate, score, and rank proposals in accordance with criteria identified in Section 3 and the Evaluation Form. Each member of the Selection Committee will independently score the proposals. Each member's scores, as they relate to the group of proposals, are then ranked. The proposal receiving the highest score is given a ranking value of "one", the second highest scored proposal receives a ranking of "two", and so on. The scores and rankings of each member are then forwarded to the Port Director. These rankings are checked for accuracy and combined to form a composite ranking.

The Proposer with the lowest composite numerical rank will be declared the apparent successful proposer. In the event of a tie in the ranking totals, the raw scores of the Proposers who are tied will be totaled to determine the successful Proposer. If oral interviews are used, the successful proposer will be chosen as provided in Section 4.2 of this RFP.

After the protest period, the successful Proposer will be invited to enter into contract negotiations with the CBJ. If negotiations are unsuccessful, discussions with the lowest ranked Proposer will be terminated and the second lowest ranked Proposer may be contacted for negotiations.

Award of contract, if made, will be to the responsible Proposer selected in accordance with the criteria described in Section 4 of this RFP, and whose final proposal and fee is accepted by the CBJ. The CBJ reserves the right to award the contract to the successful firm without further discussion.

## **6.0 INSURANCE REQUIREMENTS**

The insurance requirements for this project are specified in Attachment B – Sample Contract.

## **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 internet address: <http://www.juneau.org/law/code/purchasing.pdf>. A paper copy of the CBJ Purchasing Ordinance is available upon request from CBJ Docks and Harbors.

Note: The criteria for meeting Juneau Proposer requirements have changed. Please review the new requirements and contact CBJ Docks and Harbors with any questions.

## **8.0 PROTESTS**

The protest period begins with the posting of a notice of apparent successful proposer, in the Port Director’s Office, and expires at the close of the next business day.

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 CBJ Docks and Harbors and can be viewed electronically at the following Internet address: <http://www.juneau.org/law/code/purchasing.pdf>.

## **9.0 JUNEAU BUSINESS SALES TAX AND PERSONAL PROPERTY TAX**

Vendors/merchants conducting business within the CBJ are required by law to register with, and periodically report to, the CBJ regarding sales and property taxes. Vendors/Merchants must be in good standing for all amounts owed to the CBJ prior to award and prior to any contract renewal and, in any event, no later than five business days following notification by the CBJ of intent to award or renew.

**Good standing** means all amounts owed to the CBJ are paid in full, including any Confession of Judgments, and the proposer is current in reporting sales tax filings and business personal property declarations. Failure to meet these requirements, if so subject, shall be cause for rejection of your proposal and/or contract renewal. To determine if your business is in good standing, or for further information, contact the CBJ Finance Department, Sales Tax Division, at (907) 586-5265 concerning sales tax and the Treasury Division at (907) 586-5268 concerning business personal property and real property tax.

## PROPOSAL EVALUATION FORM

PROPOSER: \_\_\_\_\_

SCORED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

	<u>Points Possible</u>	<u>Score</u>
4.3.1. Proposed Method to Accomplish the Project	0 – 20	_____
4.3.2. Capacity of Firm	0 – 20	_____
4.3.3. Past Record of Performance		
a. Monitors and maintains project schedules.	0 – 10	_____
b. Establishes overall project success through close coordination with all parties.	0 – 10	_____
c. Controls construction budgets, maintaining best interests of Owner.	0 – 10	_____
d. Delivers high quality services within established budgets.	0 – 10	_____
4.3.4. Firm's Experience with Similar Projects	0 – 20	_____
4.3.5. Firm's Representation		
a. Schedule of availability of personnel.	0 – 20	_____
b. Scale of involvement is appropriate to the project.	0 – 20	_____
4.3.6. Proposer's Organization and Personnel Qualifications	0 – 20	_____
4.3.7. Firm's Hourly Rates and Reimbursables	0 – 10	_____
4.3.8. Quality of Proposal		
a. Is proposal clear and concise?	0 – 10	_____
b. Is proposal responsive to the needs of the projects?	0 – 10	_____
	Subtotal	_____
<b>The Port Director will assign points for criterion 4.3.9. below.</b>		
4.3.9. Juneau Proposer (according to SECTION 7.0).	0 or 10	_____
<b>TOTAL POINTS</b>	<b>200</b>	_____
<b>INDIVIDUAL RANKING</b>		_____



## **Attachment A**

### **Aurora Harbor Reconfiguration Study**

DRAFT

## **Attachment B**

### **Sample CBJ Professional Services Contract**

DRAFT

# STATE OF ALASKA

## DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

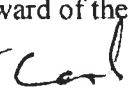
STATEWIDE DESIGN & ENGINEERING SERVICES DIVISION  
*Ports and Harbors Section*

3132 CHANNEL DRIVE  
P.O. Box 112500  
JUNEAU, ALASKA 99811-2500  
PHONE: (907) 465-2960  
FAX: (907) 465-2460  
TEXT: (907) 465-3652

October 19, 2011

Mr. Carl Uchytel, P.E.  
Port Director  
City and Borough of Juneau  
155 Seward Street  
Juneau, Alaska 99801

Subject: Letter of Award of the FY10 Municipal Harbor Facility Grant Funds

Dear Mr. Uchytel: 

Congratulations on your successful application for the Department of Transportation and Public Facilities' Municipal Harbor Facility Grant Program. Upon successful execution of a harbor grant agreement with the department, the City and Borough of Juneau will receive a Tier I 50/50 matching harbor grant in the amount of \$5,000,000 for construction of the Statter (aka Auke Bay) Harbor project. These funds are 100% state general funds.

As a reminder, and as explained in the harbor grant instructions, the municipality will have six (6) months from the date of this Letter of Award to properly ratify and execute a mutually agreeable grant agreement with the department. Note if there is a change in your harbor project that affects the nature of the municipality's original application, then that could prevent us from executing a harbor grant agreement. If a grant agreement cannot be completed within that six month period, the department may deny the award and select the next highest scoring proposal or award the funds in subsequent years. After the grant agreement is signed, the City and Borough of Juneau will have eighteen (18) months to complete the construction phase of the Statter Harbor project.

Please contact me at your earliest convenience to discuss the grant agreement and the timing for your harbor project. I look forward to working with you on this important municipal harbor project. My phone number is 465-3979.

Sincerely,



Michael Lukshin, P.E.  
State Ports and Harbors Engineer

*"Providing for the movement of people and goods and the delivery of state services."*

Presented by: The Manager  
Introduced: 04/02/2012  
Drafted by: Finance

**ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA**

**Serial No. 2011-11(AH)**

**An Ordinance Appropriating To The Manager The Sum Of \$5,000,000 As Grant Funding for Statter Harbor Improvements, Funding Provided By The Alaska Department of Transportation and Public Facilities.**

BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

**Section 1. Classification.** This ordinance is a noncode ordinance.

**Section 2. Appropriation.** There is appropriated to the Manager the sum of \$5,000,000 for Statter Harbor Improvements.

**Section 3. Source of Funds**

Alaska Department of Transportation and Public Facilities	\$5,000,000
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**Section 4. Effective Date.** This ordinance shall become effective upon adoption.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Bruce Botelho, Mayor

Attest:

\_\_\_\_\_  
Laurie J. Sica, Municipal Clerk