

**CBJ DOCKS & HARBORS BOARD**  
**OPERATIONS/PLANNING COMMITTEE MEETING AGENDA**  
**For Wednesday, November 14<sup>th</sup>, 2018**

- I. Call to Order** (5:00 p.m. at the CBJ Assembly Chambers)
- II. Roll Call** Don Etheridge, Bob Janes, Budd Simpson, David McCasland, Dan Blanchard, James Becker, Bob Westmann, Mark Ridgway and Weston Eiler.
- 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)
- V. Approval of Wednesday, October 17<sup>th</sup>, 2018 Operations/Planning Meetings Minutes**
- VI. Consent Agenda** - None
- VII. Unfinished Business** - None
- VIII. New Business**

~~1. Yankee Cove Development Lease Appraisal Rent Review  
— Presentation by the Port Director~~

2. LUMBERMAN Update  
Presentation by the Port Director

Committee Questions

Public Comment

Committee Discussion/Action

**MOTION: TBD**

3. Archipelago Property Update  
Presentation by the Port Director

Committee Questions

Public Comment

Committee Discussion/Action

**MOTION: TO REAFFIRM SUPPORT FOR THE DOWNTOWN WATERFRONT IMPROVEMENT PROJECT WITH FUNDING AND JUSTIFICATION AS PRESENTED.**

4. Approval of the 2020-2025 Capital Improvement Project (CIP)  
Presentation by the Port Engineer

Committee Questions

Public Comment

Committee Discussion/Action

**MOTION: TO APPROVE THE DOCKS & HARBORS 2020-2025 CAPITAL IMPROVEMENT PROJECT (CIP) LIST.**

5. Docks: Enhanced Security Facilities  
Presentation by the Port Director

Committee Questions

Public Comment

Committee Discussion/Action

**MOTION: TO RECOMMEND THE TRANSFER OF \$170K OF FY19 MARINE PASSENGERS FEES IN THE DOCKS ENTERPRISE OPERATING BUDGET TO A NEW CIP PROJECT FOR ENHANCED SECURITY FACILITIES.**

**IX. Items for Information/Discussion**

1. Annual Report to the Assembly  
Presentation by the Port Director

Committee Discussion/Public Comment

2. Small Cruise Ship Infrastructure Master Plan – Request for Proposal  
Presentation by the Port Director

Committee Discussion/Public Comment

3. Safety & Security of Harbor Facilities

Presentation by the Port Director

Committee Discussion/Public Comment

4. North Douglas Launch Ramp Improvement Concept  
Presentation by the Port Director

Committee Discussion/Public Comment

**X. Staff & Member Reports**

**XI. Committee Administrative Matters**

1. Next Operations/Planning Committee Meeting- **Wednesday, December 12<sup>th</sup>, 2018.**

**XII. Adjournment**

**CBJ DOCKS & HARBORS BOARD**  
**OPERATIONS/PLANNING COMMITTEE MEETING MINUTES**  
**For Wednesday, October 17, 2018**

**I. Call to Order**

Mr. Eiler called the meeting to order at 5:00 p.m. in The Assembly Chambers.

**II. Roll Call**

The following members were present: Jim Becker, Don Etheridge, Bob Wostmann, David McCasland (5:02), Budd Simpson, Mark Ridgway and Weston Eiler.

Absent: Robert Janes, Dan Blanchard

Also present: Carl Uchtyl – Port Director, Gary Gillette – Port Engineer, David Borg – Harbormaster and Matthew Creswell – Deputy Harbormaster.

**III. Approval of Agenda**

Under IX, New Business #1 Yankee Cove Development Lease Appraisal Rent Review has been removed from tonight's meeting. The lessee requested that his appraisal rent review be moved to the November agenda so he can have his attorney present.

**MOTION By MR. RIDGWAY: TO APPROVE THE AGENDA AS PRESENTED AND AMENDED AND ASKED UNANIMOUS CONSENT.**

Motion passed with no objection.

**IV. Special Order of Business.** Mr. Matthew Creswell, Deputy Harbormaster was introduced by Mr. Uchtyl and was presented his award as the City & Borough of Juneau - Docks & Harbors Employee of the Year 2018. This award was presented at the Alaska Association of Harbormasters and Port Administrators annual conference in Seward, Alaska on October 9, 2018. Mr. Creswell was unable to attend the conference. The City & Borough of Juneau Docks & Harbors will be hosting the AAHPA annual conference September 30- October 5, 2019.

**V. Public Participation on Non-Agenda Items** – Karla Hart, Juneau, Alaska proposed to the Committee details on securing a location at Statter Harbor to store and launch kayaks, rowing shells and paddle boards during the off-season only. There are currently racks in Aurora Harbor near the Yacht Club, but she no longer lives downtown and would like to start using Auke Bay as it is closer to her home. The months she has in mind is mid-October to late-April. She has volunteers who would build the seasonal racks to store the equipment and also help in the install if needed. Dave Borg, Harbormaster said he is aware of her request and will be working with her to try to secure a location that will work for everyone. She is not sure how many users would be using the racks during the winter months. Mr. Borg said he is most concerned with the amount of weight on the float she is proposing. The Board will confer and if any action is needed in the future she will be contacted by staff.

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**VI. Approval of Wednesday, September 19<sup>TH</sup>, 2018 Operations/Planning Committee Meetings Minutes**

**MOTION By MR. RIDGWAY: TO APPROVE THE SEPTEMBER 19<sup>TH</sup>, 2018 MEETING MINUTES AS PRESENTED AND ASKED UNANIMOUS CONSENT.**

Motion passed with no objection.

**VII. Consent Agenda - None**

**VIII. Unfinished Business**

1. CCTHITA Cultural Immersion Center  
Presentation by Emily Edenshaw

Introduction of Emily Edenshaw and her colleague, Jodi Gatti, who will be filling in for Ms. Edenshaw while she is out on maternity leave. At her last meeting with the OPS/Planning Committee, Ms. Edenshaw had asked for permission to move ahead with the spill cleanup on the former Thane Ore House property which was granted. The Central Council of Tlingit and has been working closely with Nortech Environmental Energy Health and Safety Consultants on the cleanup of the spill at the land around the Ore House on Thane Road. The spill was minimal and Alaska Department of Environmental Conservation (ADEC) was asked to close the area as of June 1<sup>st</sup>, 2018. The bill was minimal, so Tlingit and Haida covered the full cost of the cleanup. Tlingit and Haida have been working on their business and fund raising plans as well as working with Capital City Fire and Rescue on a draft burn plan for the building known as the Thane Ore House. Tlingit and Haida Council held a meeting with the Thane Neighborhood Association on October 16, 2019 regarding the burning of the building. It was a good meeting with great feedback and valid concerns. Tlingit and Haida have their draft burn plan and funding in place and would like to ask the CBJ Docks & Harbors Board permission to move forward with the burn. She has spoken with Todd Chambers, Capital City Fire & Rescue Assistant Fire Chief and he thinks the burn can take place as early as November 3<sup>rd</sup>, 2018 but more likely it will be mid-November. The burn is also a great opportunity for Capital City Fire to do training during the burning of the building. The weather will be a role in the burn and their back up plan should the burn not occur is a manual demolition of the building. It was questioned whether there needs to be an approval process for the Docks & Harbors Board to sign off on the burn plan. Mr. Chambers has followed up with the Department of Environmental Conservation and was told an official letter needs to be sent stating the area has been cleaned up and once the letter has been received the burn plan can proceed. The authorization for the burn will come from the Department of Environmental Conservation and not Capital City Fire and Rescue.

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Committee Discussion:

Mr. Uchytel was present at the CDD sponsored presentation at the downtown library on the Cultural Immersion Center on October 16, 2018. Jansen Yorba Lott Architects gave a very nice presentation on the Cultural Center. The plans show a different entry way into the Center which is further out the road and is very attractive and a lot of thought has gone into the plans.

Public Comment - none

Committee Discussion/Action:

It was noted by Mr. Bob Wostmann that this is a great training opportunity for the Capital City Fire and Rescue Department to be able to be in an actual burning structure. The opportunities are few and far between so this active fire training is a good thing. The amount of time and detail it takes to secure a burn permit is very tedious and congratulations to Tlingit and Haida for going and making it through that process. Mr. Ridgway commented that his recollection that Mr. Janes concerns were not the removing of the building, but Tlingit and Haida having their financial and business plans done so that the Immersion Center would move forward once the Thane Ore House building has been demolished.

**MOTION by MR. ETHERIDGE TO SUPPORT CENTRAL COUNCIL TLINGIT AND HAIDA INDIAN TRIBES OF ALASKA PLAN TO RAZE THE FORMER ORE HOUSE BUILDING THROUGH A CONTROL BURN EXECUTED BY CAPITAL CITY FIRE AND RESCUE AND ASK FOR UNANIMOUS CONSENT.**

Motion passed with no objection.

**IX. New Business**

- ~~1. Yankee Cove Development Lease Appraisal Rent Review  
-Presentation by the Port Director.~~

Committee Questions

Public Comment

Committee Discussion/Action

**MOTION:**

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**X. Items for Information/Discussion**

1. Financial Reports

Presentation by the Port Director

On page 13 of the agenda packet shows the Docks & Harbors Dock Fund Overview. The graph summarizes the Dock Fund financials on budget revenues, actual revenues, expenses and the fund balance. The Docks Fund balance is \$4M. On page 14 of the agenda packet shows the Harbor Fund Overview. The fund balance for Harbors has been drawn down to approximately \$900K due to large projects we have been doing the last five years. Mr. Bob Bartholomew, City and Borough of Juneau Finance Director said he doesn't want this amount to go any lower than the \$900K as a cushion is needed for emergencies. Mr. Wostmann wanted clarification that the drawdown of the Harbor Fund balance was due to capital expenditures and not operating expenses which Mr. Uchytel confirmed. Mr. Uchytel also noted is important when strategic planning to know where we are heading and that Docks & Harbors revenue exceeded expenditures.

The results of the Alaska Department of Transportation Grant Ranking for matching grants are in. We submitted two projects: Aurora Harbor Phase III for \$2M and Harris Harbor Anodes for \$125K. We were third on the list for Aurora Harbor Phase III and seventh on the list for Harris Harbor Anodes. It is hoped that the Governor will appropriate at least \$5M which would give us the funding we need.

Staff has been working on the listed FY19-FY21 projects:

- Amalga Fish Cleaning Station (Alaska Fish and Game Grant)
- AMBA Shared costs with University of Alaska
- Aurora Harbor Phase III Design
- Statter Harbor Phase IIIA (15% Match using head tax)
- Statter Harbor Phase IIIB (potential of a land exchange in lieu of money)
- Aurora Harbor Phase III (construction match)
- Douglas Harbor Zinc Anodes
- Harris Harbor Zinc Anodes
- Statter Harbor Phase IIIC (uplands, restrooms and bus staging)
- ABMS Wave Attenuator USACE Study Match

Committee Discussion/Public Comment

Mr. Eiler let the Committee know that he is an employee of the University of Alaska doing government relations, so he would abstain from any decisions regarding the University.

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The funds available after close outs are in addition to the remaining fund balance of \$900K for Harbors plus the \$1.2M from completed projects. The funds are being held in a CIP account.

Mr. Uchytel wanted to make sure Docks & Harbors staff is executing what the Board wants. Tracking is done by a CBJ Finance Department accountant and Gary Gillette, Port Engineer who also keeps track of all of the funding. The unexpected increase in revenue came from cruise ship revenues. This list is consistent with the last strategic planning retreat.

2. Lumberman Update

Presentation by the Port Director

On September 27, 2018 Mr. Uchytel received an email for Mr. Aaron Timian, ADNR that stated there is no update. ADNR was sent information for a NOAA grant for marine debris removal. Mr. Uchytel has asked the United States Coast Guard Sector Commander to reengage the parties and to bring everyone together. CBJ Docks & Harbors has no jurisdiction over the Lumberman where it currently sits. If the Board want gives Mr. Uchytel permission to make it go away, he will do so, but at the expense of spending funds meant for another project. He can get this done in three months if it is the will of the Board. Mr. Uchytel does not feel that is the best use of Docks & Harbors monies. The Marine Exchange of Alaska is monitoring the movement of the vessel. The vessel has not moved and will probably not float southeast under the bridge. If it comes back into our waters, it will be the City and Borough of Juneau's responsibility. The Lumberman is just outside of the navigable part of the channel and is in Alaska State waters. We have no contractual obligation to remove the vessel. Mr. Wostmann asked if there is a possibility to ask other groups to help fund the removal of the vessel. Mr. Uchytel stated again that if it is the will of the Board he will make it go away. DNR is reluctant to remove the vessel. Mr. Ridgway said he thinks the approach Mr. Uchytel is taking is the right approach. Since it is not in our waters we should not spend our funds to dispose of the vessel. Mr. Uchytel stated that if it were in our jurisdiction, the first thing he would do is put it up for auction and try to sell it.

Committee Discussion/Public Comment – none.

3. Strategic Planning Coordination Efforts

Presentation by the Port Director

It was asked if the Board wants to schedule a Strategic Planning Retreat and is their value in a Strategic Meeting. Only five members responded to a poll with available dates. Mr. Eiler said there is a lot of value to having strategic planning meetings if everyone can agree on a time to meet. If not, maybe the Committee should use one of the scheduled meetings dates for strategic planning. Mr. Wostmann suggested that a survey go out to participants and they prioritize a list on what they would like to discuss in a strategic planning meeting. The lists then would go to a moderator who would facilitate the results and be tasked with creating an agenda for a strategic retreat. It is agreed that strategic



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planning is very important and it needs to be prioritized. The Committee should direct Mr. Uchytel to compile and list the priorities and move forward with a time to hold a retreat(s). Committee members should do this via email to Mr. Uchytel for him to schedule between now and the Board Meeting in November. An inventory of tideland leases is a priority for some. Short term and long term goals should be listed and broken down for strategic planning. The Board needs to come up with a process before a meeting, and then send it to Staff to implement. If the Board individually wants to come up with two or three things then he will put together an agenda and move forward with a retreat.

Committee Discussion/Public Comment – none.

4. November/December 2018 and 2019 Board Calendar Planning  
Presentation by the Port Director

If the Board is not going to meet for Strategic Planning, it is recommended that the dates for November and December 2018 not be changed. It is recommended that the same Wednesdays and Thursdays be calendared for 2019. The Board would like to hold both monthly meetings in Assembly Chambers when available and if it is not available then schedule Room 224.

Committee Discussion/Public Comment – none.

5. Title 85 Review  
Presentation by the Port Director

Mr. Uchytel is waiting on the CBJ Law Department to review the changes that the Board has requested. He will bring it back next month for review and approval.

Committee Discussion/Public Comment – none.

6. New Visitor's Kiosk Update  
Presentation by the Port Engineer

Gary Gillette, Port Engineer explained the current Visitor's Information kiosk was built in the mid 1970's and was moved to its current location in recent years. It does not meet American Disabilities Act (ADA) requirements and has a very poor design and needs replaced. Docks & Harbors received a \$25K design grant from CBJ passenger fees fund. Gary Gillette has been meeting with Travel Juneau who operates the Visitor Center with their volunteers for their input on the design and location. The kiosk and smaller size meets their needs best. Docks & Harbors received \$150K from Marine Passenger Fees to construct the kiosk which is a tight budget for design and building. He presented a floor plan drawing of the design and location. It showed an ADA ramp and location for where it would be built. It would be nine feet by thirteen feet, and would allow two to three volunteers in the kiosk at one time. It would also provide cover for visitors at the counter

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and also space to store information materials. It would have different operable windows and heights for ADA compliance and a roof overhang for visitors to stand or sit under for protection from the rain and weather. The final and preferred option was shown on an overhead projector.

Committee Discussion/Public Comment – none.

**XI. Staff & Member Reports**

On Monday, October 22, 2018 Docks & Harbors is holding a public meeting at the Mendenhall Valley Public Library regarding the Amalga Harbor Float Extension. Everyone is invited to attend.

When do we want to schedule our first joint meeting with the Assembly now that our new liaison, Mary Becker has been assigned to Docks & Harbors.

Mr. David Borg, Harbormaster informed the Board that winterization of the Harbors is in full motion. The grid is turned off for power and water in the Harbors. Mr. Borg received a report regarding three boats that were vandalized in the harbor. Crime has been down in the Harbors. There are cameras in place but it is still hard to get good coverage and information. There has been talk about installing gates but it has been met with resistance in the past by Harbor tenants. There is a full time Harbor Officer job opening and we have seven applicants for that position. Dennis Holloway who was the full time Harbor Officer has retired after 14 years.

The Salmon Resolution did not make the deadline needed to be a part of the statewide support of the Hatchery programs with the Juneau Assembly. The Board of Fish has postponed the discussion until March.

**XI. Committee Administrative Matters**

1. Next Operations/Planning Committee Meeting- **Wednesday, November 14th, 2018.**

**XII. Adjournment- The meeting was adjourned at 6:55pm.**

Respectfully submitted, Mary Wolf

**Docks & Harbors Cost Justification**  
**Downtown Waterfront Improvements**  
**November 15<sup>th</sup>, 2018**

BACKGROUND: The Urban Design Plan (UDP) commissioned by Docks & Harbors in 2017 provides a vision to continue to develop the Juneau waterfront in an intentional manner with public input. A major focus of the UDP was to consider opportunities for the last remaining undeveloped property, located at the Archipelago Lots. A recurring theme from the UDP was a desire to provide additional open space along the waterfront. As far back as 2012, before the award of the new cruise berth project, Docks & Harbors was evaluating purchasing the Archipelago for future bus staging and as a site for new park/memorial to enhance the Seawalk. At that time, the Assembly did not think it wise for CBJ to purchase private property and thus remove it from the property tax rolls. The Assessor's value of the Archipelago Lots (1 & 2) under private ownership is \$9.3M. Although the Assessor does not assess public property, the CBJ ownership of Archipelago Lots 3 & 4 is appraised as \$2.2M. When the UDP was launched, it was the belief of Docks & Harbors staff that the entire Archipelago Lot should be purchased for the public good as it would be necessary to support the economic benefits associated with cruise ship infrastructure.

However midway through the UDP process, the private owners of the Archipelago Lots approached Docks & Harbors to communicate they were no longer willing to sell the Lots 1 & 2 in their entirety. They indicated a willingness to sell portions which would enable CBJ to develop the public needs outlined in the UDP (transportation staging, restrooms and expanded open space). The private property owners have expressed a desire to develop retail along the South Franklin Street corridor. The two developments, designed and constructed separately, have the potential to complement each other's vision. The UDP was to allow for full unencumbered access along the Seawalk to Franklin Street shops frequented by Juneau's 1.2M cruise ship passengers. Although either project can stand alone, a coordinated unity of effort will benefit both the public and private investments.

DISCUSSION: Docks & Harbors through the planning and design efforts has chosen proposed property lines to achieve maximum benefit to the public. The proposed property line meanders approximately along the slope at the +15 foot contour. This line was selected as a sweet spot for the public-side construction costs but also provides adequate square footage for the private endeavor. This location minimizes CBJ purchasing more uplands than needed and reduces additional expanded deck-over. It provides reasonable public space and the private developer has a balanced area to construct retail buildings. The proposed property line will require the public portion to be constructed first and would require a retaining wall. This retaining wall is an integral part in the structural analysis of the pile foundations necessary to meet seismic code. The public-side 65% Design effort shows this retaining wall to be 385 feet in total length with 275 feet shared contiguous with the private development, calculated to be \$1.35M in construction costs. Because of the proposed sequencing of the projects, the private developer will be delayed by at least one year to opening. The loss of revenue from food carts to the private developer is expected to be \$150K.

EVALUATION: The values of the properties are being appraised by Horan & Co as modified with instructions regarding use. The appraised values will be provided in the Purchase & Sale Agreement and will be fair market value as required in code. As mentioned above, the design of the retaining wall is seismically integral to the proposed public-side design. The location allows for maximum public land acquisition of the lowest appraised property which enables the private developer sufficient real estate to construct the retail buildings, including incubator space. The most efficient phasing of the projects, including the retaining wall, is for CBJ to first mobilize on the land under private ownership. This avoids the need and expense of a marine contractor to mobilize from water. If the retaining wall is not constructed in the first phase, estimates are 1.5 times higher to complete if the contractor must work around either of the completed private or public project.

**Docks & Harbors Cost Justification**  
**Downtown Waterfront Improvements**  
**November 15<sup>th</sup>, 2018**

Docks & Harbors approached Western Marine Construction to validate and fact check the assumptions made that mobilizing heavy marine equipment from the channel significantly increases the cost for the public side improvements. Western Marine Construction is a highly respected marine contractor, with a Juneau presence, who provided a review of the design documents and a written summary establishing some of the values used in this paper.

The retaining wall provides several cost avoidances to CBJ, which allows the public-side construction to proceed and is justifiable within our fiduciary responsibilities. The following support the aforementioned sequencing of the project with the construction of a \$1.35M retaining wall funded with cruise ship passenger fees along the private/public interface:

1. Mobilization costs from a marine barge, as opposed from the existing uplands: \$500K
2. Inefficiencies and additional daily costs for construction from a marine barge (\$12K/day): \$750K to \$1080K
3. Additional land purchase to 28-foot elevation contour: \$525,000 (7000 sf @ \$75/sf)
4. Additional construction efforts to build deck to 28-foot elevation contour: \$450,000
5. Additional construction effort resulting from addition/larger piling for seismic loading w/o retaining wall: \$500,000

CONCLUSION: There is a reason why the Archipelago Lot remains the last undeveloped property along South Franklin Street. Simply put: waterfront development costs are high. However, the Urban Design Plan provides guidance in how to best move forward with future waterfront development in support of the tourism industry which provides 20% of all CBJ sales tax. Leveraging available and budgeted marine passenger fees for the public-side investment have been determined to be legally defensible by CBJ Law. Additionally, the visitor industry is now the largest private sector employment both in terms of numbers and in earnings. The land procurement costs are set at fair market value as evaluated by a qualified appraiser. The public-side design has been critically reviewed by engineering and construction consultants, in addition to CBJ staff. The value CBJ receives in building the retaining wall exceeds the cost to construct. It is therefore recommended that the Assembly approve a Purchase & Sale Agreement and subsequent construction awards for the Downtown Waterfront Improvement project.

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**City and Borough of Juneau**  
**Funding Options for the Next Phase of Port Waterfront Development**

11/01/2018 (000s)

Docks & Harbors is continuing to plan and develop the waterfront to meet the growing cruise ship industry activity and other waterfront community needs. Evaluation is underway with the Archipelago land owners for a land swap/purchase. Below is a preliminary funding plan to consider for acquiring land and developing the uplands to meet the transportation, passenger & community needs.

	Cruise Passenger/Ship Based			Local Funds			Total	Comments	
	Dock Fund	PDF	SMPF	CBJ MPF	Sales Tax	GG			Dock Fund
Fund Bal FY18	1,000	2,500	0		1,000	0	1,000	5,500	Dock local funds from license & permit fees, parking and interest income.
CIP Transfer		3,300	4,500	1,500				9,300	PDF from 16b, SMPF from Statter Harbor & CBJ MPF from Waterfront Land Acquisition CIP.
FY19 Revenue		1,200	5,000	500				6,700	CBJ MPF allocation allocation from FY19 CIP Reesolution for waterfront bathrooms. PDF & SMPF are new FY19 revenues.
FY20 Revenue		1,000						1,000	PDF are new FY20 revenues
<b>Totals</b>	<u>1,000</u>	<u>8,000</u>	<u>9,500</u>	<u>2,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>22,500</u>	
								0	
CBJ/Dock Land Contb.							2,200	2,200	CBJ/Dock Lands contributed to the CIP (est.)
Total Funding/ Contribution								<u>24,700</u>	

## SIX-YEAR DEPARTMENT IMPROVEMENT PLANS

Division	Project	Priority	FY20	FY21	FY22	FY23	FY24	FY25	Future
<b>Docks &amp; Harbors</b>									
<b>Docks</b>									
	Dock Waterside Safety Railings	1		\$ 2,000,000					
	Deck Over at People's Wharf	2		\$ 4,000,000					
	Shore Power at Cruise Ship Berths	3							\$ 25,800,000
<b>Docks Total:</b>			<b>\$ -</b>	<b>\$ 6,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,800,000</b>
<b>Harbors</b>									
	Aurora Harbor Rebuild-Phase III	1	\$ 4,000,000						
	Annade Installation Matching Funds - Harris, Douglas	2	\$ 300,000						
	Auke Bay Passenger for Hire IIIB - Cost Share	3	\$ 690,000						
	Cost Share w/ ACOE - Statter Breakwater Feasibility	4	\$ 500,000						
	Juneau Fisheries Terminal Development	5	\$ 25,000,000						
	Marine Services Center	6	\$ 25,000,000						
	Auke Bay Non-Motorized Coastal Transportation Link	7	\$ 12,500,000						
	North Douglas Boat Ramp Improvements	8		\$ 5,000,000					
	Auke Bay Net Repair Float	9		\$ 300,000					
	Aurora Harbor Dredging	10		\$ 350,000					
	Wayside Float Maintenance Dredging	11		\$ 350,000					
	Aurora Harbormaster Building and Shop	12							\$ 3,000,000
	Douglas Harbor Uplands Improvements	13							\$ 2,000,000
	Statter Harbor Shop/Garage/Storage Facility	14							\$ 1,500,000
	Fish Sales Facility/Seaplane Float	15							\$ 1,000,000
	Taku Harbor Stockade Point Float Replacement	16							\$ 300,000
<b>Harbors Total:</b>			<b>\$ 67,990,000</b>	<b>\$ 6,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,800,000</b>
<b>Docks &amp; Harbors Total:</b>			<b>\$ 67,990,000</b>	<b>\$ 12,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 33,600,000</b>
<b>6 Year Improvement Totals:</b>			<b>\$ 67,990,000</b>	<b>\$ 12,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 33,600,000</b>

## FY20 CAPITAL IMPROVEMENTS

<u>Enterprise</u>	<u>Division</u>	<u>Priority</u>	<u>Project</u>	<u>Funding Source</u>	<u>Amount</u>
<b><u>Docks &amp; Harbors</u></b>					
	<b>Harbors</b>				
		1	Aurora Harbor Rebuild - Phase III	ADOT Grant/Harbor Funds	\$4,000,000
		2	Anode Installation Matching Funds - Douglas Harbor	Harbor Funds	\$140,000
		3	Anode Installation - Harris Harbor	ADOT Grant/Harbor Funds	\$250,000
		4	Auke Bay Passenger For Hire IIIB - Cost Share	Harbor Funds	\$690,000
		5	Cost Share w/ ACOE - Statter Breakwater Feasibility	Harbor Funds	\$500,000
		6	Juneau Fisheries Terminal Development	BUILD Grant	\$25,000,000
		7	Juneau Marine Services Center	BUILD Grant	\$25,000,000
		8	Auke Bay Non-Motorized Coastal Transportation Link	BUILD Grant	\$12,500,000
				<b>Harbors Total Funding:</b>	<b>\$68,080,000</b>



# Port of Juneau

155 S. Seward Street • Juneau, AK 99801  
(907) 586-0292 Phone • (907) 586-0295 Fax

**From:** *Carl J. Uchytel*  
Carl Uchytel, Port Director  
**To:** Rorie Watt, City Manager  
**Date:** October 22<sup>nd</sup>, 2018  
**Re:** FY19 Marine Passenger Fee List

In the FY19 Marine Passenger Fee assignment, \$170K was allocated to purchase biometric TWIC card readers for each of the four cruise ship berths, the Port Field Office lightering float, one spare and maintenance from the Marine Exchange of Alaska. The requirement for TWIC card readers has been proposed for several years under the US Coast Guard TWIC Reader Final Rule which was to go in effect on August 23<sup>rd</sup>, 2018. The Port of Juneau and several of its SE Alaska partners drafted correspondence to the Coast Guard and to the federal delegation explaining that the Final Ruling would not increase the level of security at cruise ship facilities in SE Alaska.

On September 4<sup>th</sup>, we were notified by the Coast Guard that the TWIC Reader Final Rule would be indefinitely delayed. This decision negates the need to purchase TWIC card readers using FY19 MPF.

Docks & Harbors had intended to submit a MPF request for enhanced security facilities at the Cruise Ship Terminal and the Alaska Steamship approach docks for FY19. The completion of the CBJ cruise ship dock facilities have resulted in new security requirements and additional responsibilities by Docks employees to visually screen every passenger/crew returning to the vessels. The existing facilities do not lend itself to proper screening of thousands of returning passengers in a very short period. Docks & Harbors would like to design and construct a “check-point” which would provide a covered structure for security personnel and a controlled access facility in which passengers/crew can be monitored in an efficient manner.

Docks & Harbors request that the MPF which were originally targeted for TWIC card readers be reprogrammed for enhanced security check points at the Cruise Ship Terminal and Alaska Steamship approach docks.

#

- Encl (1) Docks & Harbors FY19 MPF Request  
(2) FY19 Marine Passenger Fee Allotment  
(2) Docks & Harbors Letter of July 2<sup>nd</sup>, 2018 to Coast Guard Headquarters  
(3) Coast Guard Headquarters Letter of September 4<sup>th</sup>, 2018





# Port of Juneau

155 S. Seward Street • Juneau, AK 99801  
 (907) 586-0292 Phone • (907) 586-0295 Fax

**From:** Port Director  
**To:** Assembly  
**Thru:** (1) Docks & Harbor Board  
 (2) City Manager  
**Date:** November 9<sup>th</sup>, 2018  
**Re:** FY2018 Review - Docks & Harbors Operations

1. In accordance with 85.02.045, Docks and Harbors Board shall, no later than November 30 each year, provide the assembly with a written review of docks and harbors department operations during the preceding fiscal year.

2. The FY18 end of year financial report suggest the department is fiscally sound:

	Harbor Enterprise	Docks Enterprise
Revenue	\$4,374,735	\$1,964,484
Expenditure	\$3,702,155	\$ 1,663,167 <sup>1</sup>
FY18 Net	\$672,580	\$301,317
Fund Balance	\$ 895,149	\$ 4,009,076

3. The number of cruise ship passengers who arrived to the Port of Juneau continues to increase:

	2013	2014	2015	2016	2017	2018
Large Cruise Ships <sup>2</sup>	940,447	944,239	965,731	992,092	1,046,587	1,118,897
Small Cruise Ships	5,459	10,216	11,426	8,727	8,658	9,729
Total	945,906	954,455	977,157	1,000,819	1,055,245	1,128,626

4. Docks & Harbor has been engaged in several capital improvement projects in the course of FY18.

- Aurora Harbor Rebuild (Phase II) - complete. This \$4M project replaced E, F & G main floats and required the contractor to relocate the boat shelters in the performance of the work. The project was funded with Harbor funds and a \$2M ADOT Harbor Grant. The initial work was completed under budget which allowed Docks & Harbors to amend the contract for installation of zinc anodes throughout Aurora Harbor as a preventative maintenance measure.
- Statter Harbor Phase III (For Hire Commercial Float and associated uplands). This effort remains delayed as we are applying for an Incidental Harassment Authorization (IHA) permit.

Within the past two-years, newly enacted NOAA National Marine Fisheries Service guidelines are requiring additional permitting and monitoring in waters in which protected marine mammal species are present. We are hopeful that all permits will be secured in December 2018 to allow for award of the first phase (dredging/rock removal/retaining wall) early this winter.

5. Other ongoing CIP planning efforts include:
  - a. Downtown Waterfront Improvement (\$23M)
  - b. Marine Park Retaining Wall Cathodic Protection (\$260K)
  - c. Aurora/Harris Harbors maintenance dredging coordination with USACE (\$6M)
  - d. Aurora Harbor Phase III (\$4M)
  - e. Amalga Harbor Launch Ramp Extension (\$280K)
6. Docks & Harbors completed several important but relatively unheralded projects in FY18:
  - a. Downtown Seawalk Safety Improvement (\$450K)
  - b. Statter Harbor Breakwater Safety Improvement (\$110K)
  - c. Taku Harbor Maintenance (\$125K)
  - d. Harris Harbor Restroom Recommissioning (\$120K)
  - e. Auke Bay Float Extension (\$210K) – placed into service in August
7. In July, Docks & Harbors submitted three federal BUILD (Better Utilizing Investments to Leverage Development) grant applications:
  - a. \$25M for Marine Services Yard
  - b. \$25M for Juneau Marine Fisheries Terminal
  - c. \$12M for an elevated “bay-walk” between Statter Harbor and ABMSDocks & Harbors has been unsuccessful each of the past 4 years when applying for a \$3M “TIGER” grant to expand the downtown Juneau Fisheries “crane dock”.
8. With the new hire of the downtown Harbor Operations Supervisor in April, the Harbor enterprise is fully staffed for the first time since 2016. Over \$125K was spent addressing derelict vessels in the harbors in FY18. The derelict tug LUMBERMAN remains on ADNR managed lands but Docks & Harbors remain in dialogue with stakeholders.
9. The Port Director has met senior level NOAA officials with the goal to encourage homeporting NOAA vessels in Juneau.
10. In January, Docks & Harbors acquired 2-acres of the former NOAA Laboratory through a quitclaim deed from General Services Administration. Docks & Harbors successfully encouraged the Alaska Trooper Vessel ENFORCER to relocate to Juneau from Ketchikan. We continue to seek tenants for the four vacant buildings at the Auke Bay Marine Station. Two dilapidated buildings have been razed since acquisition of the property. As mentioned above, an 100-foot float extension was added to the existing 120-foot float and we hope to mitigate some charter vessel congestion in Statter Harbor with this extension.
11. In FY18, two Docks & Harbors employees received state awards. Port Engineer Gary Gillette was recognized by the Alaska Municipal League as the Municipal Employee of the Year. Harbormaster Dave Borg was recognized by the Alaska Association of Harbormasters and Port Administrators as the Harbormaster of the Year. Juneau will host the Alaska Association of Harbormaster and Port Administrators annual conference in September 2019.
12. The fee schedule for FY18 is attached as enclosure (1).
13. The Board looks forward to a joint meeting with the Assembly in the very near future.

#

Encl: (1) FY2018 & FY2019 Fee Schedule



**REQUEST FOR PROPOSALS**  
**RFP DH19-0xx**  
**PROFESSIONAL DESIGN SERVICES**  
**for**  
**SMALL CRUISE SHIP INFRASTRUCTURE**  
**MASTER PLANNING**

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

Date: November xx , 2018

**PROFESSIONAL DESIGN SERVICES**  
**for**  
**SMALL CRUISE SHIP INFRASTRUCTURE MASTER PLANNING**  
**RFP DH19-0xx**

**SCOPE AND INTENT:** The City and Borough of Juneau Docks and Harbors (D&H) is requesting proposals from qualified consultants to provide professional design services to plan for the unmet needs of the small cruise ship market niche within the Borough. The increased number of small cruise ships have adversely impacted and strained Docks and Harbors' ability to provide suitable dock space to some industry users. This master planning effort would examine the future business need and develop a holistic plan which would enable this industry to thrive in a sustainable manner.

The desired services would: validate small cruise ship forecast market trends; evaluate opportunities for infrastructure investment; and, develop cost estimates and options through schematic design in producing a document to guide D&H for the next decade. The work may be phased to accommodate a time-line dependent upon available funding. Upon receipt of the final deliverable, D&H may elect to amend the scope of services to include design through final design and construction documents of specific elements including Bidding, Construction Administration, Inspection, and other related services.

**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. Documents may also be obtained on-line at: [http://www.juneau.org/harbors/proposed\\_regulations.php](http://www.juneau.org/harbors/proposed_regulations.php). Proposers are encouraged to register as a plan holder to assure notification of addenda or other information regarding this RFP.

**QUESTIONS REGARDING THIS RFP:** Teena Larson, Administrative Officer, is the sole point of contact for all issues pertaining to this RFP (phone (907) 586-0292, fax (907) 586-0295, e-mail [teena.larson@juneau.org](mailto:teena.larson@juneau.org)). 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 CONFERENCE:** A non-mandatory pre-proposal conference about the scope and process will be held at 10:00 a.m. Tuesday, December 11th, 2018 in the CBJ Municipal Building Room 224 at 155 South Seward Street, Juneau, Alaska. Persons interested in submitting proposals are encouraged to attend. Conference call capability may be available for the Pre-Proposal Conference. Proposers intending to participate via teleconference shall notify the Port Director's Office, at (907) 586-0292 prior to the meeting.

**DEADLINE FOR PROPOSALS:** Six (6) copies of the proposal, in a sealed envelope, will be received until 2:00 p.m., Alaska Time on Tuesday, January 15th, 2019, 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.

Please affix the label below to outer envelope in the lower left hand corner.

<b>IMPORTANT NOTICE TO PROPOSER</b>		
<b>To submit your Proposal:</b>		
<ol style="list-style-type: none"> <li>1. Provide your company name and address on the upper left corner of your envelope.</li> <li>2. <b>COMPLETE THIS LABEL AND PLACE IT ON THE LOWER LEFT CORNER OF YOUR ENVELOPE.</b></li> </ol>		
<b>S E A L E D</b>	<b>Proposal Number: RFP DH19-0xx</b>  <b>Project: Downtown Waterfront Improvements</b>  <b>DEADLINE DATE:</b>  <hr style="width: 20%; margin: 0 auto;"/> <b>PRIOR TO 2:00PM ALASKA TIME</b>	<b>R F P</b>

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  
 Second Floor – Seadrome Building  
 76 Egan Drive  
 Juneau, AK 99801

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

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

**MAILING ADDRESS:**  
 City and Borough of Juneau  
 Port Director’s Office  
 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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- B. Sample CBJ Professional Services Contract

## **1.0 GENERAL INFORMATION**

CBJ Docks and Harbors (D&H) 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.

Late proposals will not be accepted and will be returned unopened. CBJ Docks and Harbors reserve the right to reject any or all proposals.

### **1.1 PURPOSE**

The purpose of this document is to solicit proposals from qualified consultants to evaluate and provide opportunities to serve the small cruise ship market within the City & Borough of Juneau. The intent is to create a master plan for future development to support the commercial passenger industry for vessels less than 275 feet in overall length. The planning effort would identify economic measures for consideration to the future growth and sustainability of the proposed harbor related infrastructure.

The successfully selected consultant would evaluate harbor facilities, existing or undeveloped, within the City & Borough of Juneau to provide for new or expanded moorage opportunities for the small cruise ship industry. The evaluation will consider, at a minimum, the following locations:

- Juneau Harbor (including the Intermediate Vessel Float, National Guard Float)
- NOAA Dock
- Little Rock Dump
- Aurora Harbor
- Harris Harbor
- D&H managed tidelands in vicinity of Gold Creek
- Don D. Statter Harbor Facilities
- Auke Bay Marine Station

The intent is to create a master plan for future development to support commercial use of the harbor facilities. The contract resulting from this RFP may be amended to include design, bidding assistance; construction administration; inspection services; and other related services deemed necessary for this project.

### **1.2 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 is located on the 2<sup>nd</sup> floor of the Seadrome Building at 76 Egan Drive, Juneau, Alaska 99801.

The Port of Juneau hosts in excess of 1.25 million cruise ship passengers annually from “large” vessels. Cruise ships make calls at four permanent berths and one at-anchor position. Two cruise ship berths are owned by the City and Borough of Juneau (CBJ) and managed by Docks & Harbors (D&H), an enterprise of CBJ.

Small cruise activity within CBJ over the past five years is listed below. These visits provide an economic benefit to the Juneau community which is not captured by the large cruise ship industry. Local entrepreneurs involved with retail, transportation, hospitality, hotels, bed & breakfast typically benefit from this industry as passengers often overnight awaiting departure or extend their visits following a cruise. Additionally, numerous businesses see growth to provision vessels as they use the Juneau facilities as a turnaround port for embarkation. Services to provide grocery delivery, beverage distribution, fuel, parts & suppliers, flowers and laundry are a few opportunities available to Juneau businesses.

**Small Cruise Ship Visits within the City & Borough of Juneau**

2014	2015	2016	2017	2018	
10,216	11,426	8,727	8,658	9,729	Total Passengers
137	143	166	172	167	Total Visits
12	11	14	15	15	Total Ships

D&H attempts to provide moorage to niche cruise ships at the downtown Intermediate Vessel Float (IVF) and at the Statter Harbor Breakwater. During the height of the summer season, scheduling luxury yachts and niche cruise ships for the finite available moorage usually results in frustration by someone. Vessels that have been unable to secure moorage at D&H facilities will utilized private docks in Auke Bay or have moved operations to other SEAK communities.

The small cruise ship industry would also benefit from a deliberate plan to access the proposed moorage by providing for delivery vehicles as well as ADA accessible ramp and transportation staging. These amenities would allow for ease of resupplying as a turnaround port and for local tour excursions.

**1.3 PROJECT DESCRIPTION**

The proposed project area is located within the City & Borough of Juneau. Paragraph 1.1 provides a list of facilities which shall be considered in this study. It should not be considered as limiting and the consultant is encouraged to evaluate other waterfront locations. Attachment A provides a map of facilities which D&H currently manages.



The intent of the project is to determine appropriate location(s) to invest in infrastructure in support of the small cruise ship industry. Reasonable services to accompany the recommended moorage facilities should include: pier/wharf/float, uplands access and water. Other services desired, but not required, may include fuel, electricity, sewage and oily waste pump-out facilities.

#### **1.4 SCOPE OF SERVICES**

The Consultant shall provide professional services to study, evaluate and provide a recommended master plan (to a conceptual level with cost estimates) for consideration by Docks & Harbors. D&H may, at its own discretion, extend the master planning effort to include additional design level efforts, permitting, cost estimating, construction documents, as well as scheduling and construction phasing recommendations.

The scope of services is anticipated will include but not limited to the following milestones/deliverables:

- Meeting with Docks & Harbors Staff
- Meeting with small cruise ship operators, coordinated by D&H Staff
- Evaluation report of available waterfront/uplands locations
- Presentation to Docks & Harbors Board
- Small Cruise Ship Infrastructure Master Plan Report

The product of the Consultant's work will be phased and managed as specific milestones/deliverables are achieved. Future design elements, bidding assistance, construction administration, and inspection services may be amended to the contract if desired by the Port Director as result of final deliverables.

#### **1.5 SCHEDULE OF WORK**

The schedule for specific elements of the project will be determined based upon contract award. It is anticipated and desired by D&H to receive the final deliverable within 9 months of award.

A tentative schedule should be proposed in the RFP that would result in the desired timeline as identified above. The Consultant shall propose a schedule of work that identifies tasks necessary to accomplish the work.

The Consultant should anticipate a notice to proceed for professional services not later than January 29, 2019.

#### **1.6 QUESTIONS**

Questions regarding this proposal should be directed to:

Teena Larson, Administrative Officer  
City and Borough of Juneau  
Docks and Harbors  
76 Egan Drive, 2<sup>nd</sup> Floor  
Juneau, Alaska 99801

Phone: (907) 586-0292  
Fax: (907) 586-0295  
E-mail: teena.larson@juneau.org

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 a CBJ standard contract sample (Attachment E) which should be carefully reviewed by proposers, as it is the form of agreement that the CBJ intends the selected consultant to 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. The contract fees will be based on the proposed billing rates for the life of the contract, unless adjustments are approved in writing by CBJ.

## **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 and 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 will be retained for the official files of the CBJ Docks and Harbors and will become public record after signing a contract with 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 sheet or issued addenda. 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 sheet 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 and contract number; the name of the firm; address; telephone numbers; 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 the project 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.
- 3.5.5 Provide information that demonstrates ability of firm to negotiate and secure federal, state, and local permits for projects of the scope and scale of the subject project.

### **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 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 firm principals; project managers; and other key personnel who will be directly providing services on this project relative to the proposed tasks to accomplish the Scope of Services. For clarity the fee schedules shall identify the key personnel proposed for the project, their role and their pay rate. Include mark-up rates for sub-consultant work and list typical reimbursable expenses including mark-ups. 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. Rates will not be evaluated but will be the basis for contract negotiation.

### **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. 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.

Specific attention will be paid to the following items:

- 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.
- e. Ability to negotiate and secure federal, state, and local permits.

#### 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.

Consideration will be given to the following:

- a. Schedule of availability of personnel who will work on the project.
- 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 **Quality of Proposal**

Evaluation will include the clarity and professional quality of the document(s) submitted. Consideration will be given to the following:

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

#### 4.3.8 **Juneau Proposer According to Section 7.0**

Juneau proposer points will be given if the 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 evaluation committee member will be 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 Sample Contract (Attachment E).

## **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.

## **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: \_\_\_\_\_

	<b><u>Points Possible</u></b>	<b><u>Score</u></b>
4.3.1. Proposed Method to Accomplish the Work	0 – 30	_____
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	_____
e. Ability of firm to secure federal, state, and local permits	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. Quality of Proposal		
a. Is proposal clear and concise?	0 – 10	_____
b. Is proposal responsive to the needs of the projects?	0 – 10	_____
	Subtotal (Max 200)	_____
<b>The Port Director will assign points for criterion 4.3.9. below.</b>		
4.3.8. Juneau Proposer (according to SECTION 7.0).	0 or 10	_____
<b>TOTAL POINTS</b>	<b>(Max 210)</b>	_____
<b>INDIVIDUAL RANKING</b>		_____

# Attachment A Project Area Boundaries



## **Attachment B**

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

**From:** [Carl Uchytel](#)  
**To:** ["jon.wendel@alaska.gov"](mailto:jon.wendel@alaska.gov)  
**Cc:** [Harbormaster](#); [Harbor Board](#)  
**Subject:** FW: Amalga Harbor Security Concern  
**Date:** Friday, November 2, 2018 5:37:40 PM

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Mr. Wendel,

Thank you for taking time to communicate the details and recommendations resulting from the unfortunate criminal actions you experienced at Amalga. Docks & Harbors maintains close coordination with JPD and was aware of the incident but your comments are helpful. I have copied the Docks & Harbors Board so they are aware of your situation. Docks & Harbors is consistently managing and prioritizing resources to achieve the highest return on our efforts. This includes balancing requests for harbor infrastructure recapitalization, dredging, uplands amenities, derelict vessel removal and safety improvements throughout our facilities. We were able to intentionally design security measures into the new Statter Harbor boat launch (with adequate lighting and security cameras) because of the proximity to our harbor office. The dearth of infrastructure (power & internet) is more problematic for Amalga/Echo Cove but we will continue to evaluate options to improve security. As you may be aware, Docks & Harbors is an enterprise operated department within CBJ. All services provided are from user generated fees. In 2017, we collected \$155K in launch ramp receipts (total). The cost in maintaining the six launch ramps, spread out over 50 miles, is high and our costs alone for snow removal at the boat launches last winter exceeded \$110K. We do have the opportunity to submit for grant funding but lighting/security cameras are typically not provided for. I offer this information not to minimize the situation which you encountered but to provide context to the financial challenges faced by an enterprise operation.

Safety and security of the Docks & Harbors facilities is a high priority. We will look for opportunities and consider options to improve security throughout our harbors/launch ramps.

Sincerely,

Carl



***Carl Uchytel, P.E.***

***Port Director***

155 S. Seward Street  
Juneau, Alaska 99801  
907-586-0294  
907-586-0295 (fax)

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**From:** Wendel, Jon (DEC) [<mailto:jon.wendel@alaska.gov>]  
**Sent:** Wednesday, October 31, 2018 2:14 PM  
**To:** Harbormaster  
**Cc:** Ross, Jake K (DFG); Speegle, Adrien E (DEC)

**Subject:** Amalga Harbor Security Concern

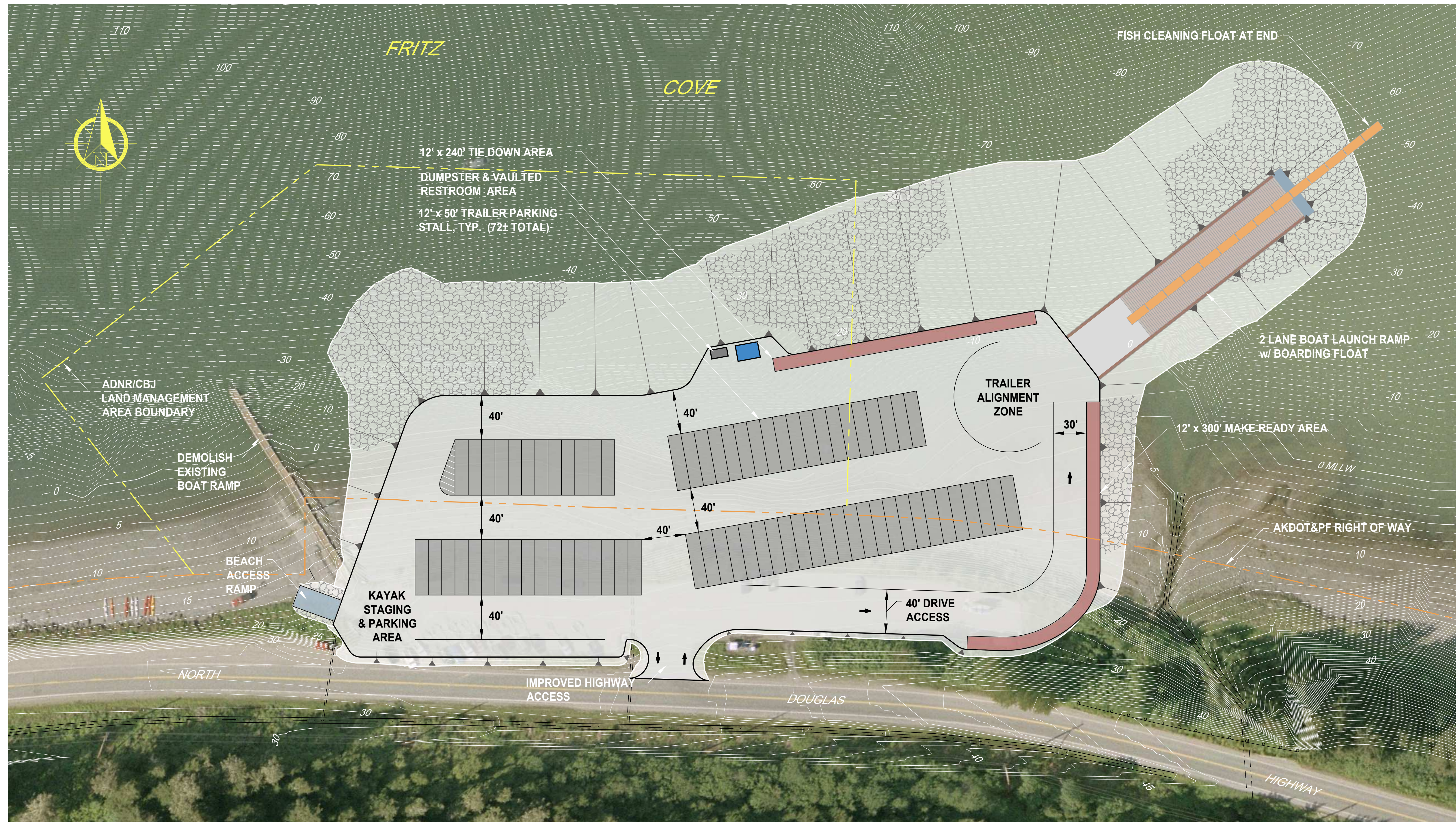
Juneau Harbor Master,

Last weekend (Friday) we launched our boat from Amalga harbor on our way out on a hunting trip. We returned to the harbor the next afternoon to find that my vehicle and another vehicle had our windows broken out and robbed sometime Friday night. We were obviously upset to find someone had vandalized our vehicles while we were away. I have used the launch ramps for years and have never had this kind of problem, but with the uptick of crime in Juneau, this is unfortunately becoming a concern. What is Docks and Harbors doing to protect the harbors from this kind of vandalism? The launch permits are not cheap, and I feel like some of the money should be used to increase security at CBJ harbors. I pay to use these facilities, and with that fee comes a certain expectation of security. I'm not saying put up fences and post a security guard, but a security camera and some additional lights is an inexpensive way to protect the patrons that use the launch ramps and may deter these types of issues from occurring in the future. I guess in hindsight, I just ask what could have been done to prevent this type of situation and some relatively basic security measures could have been effective at either deterring or identifying the culprit.

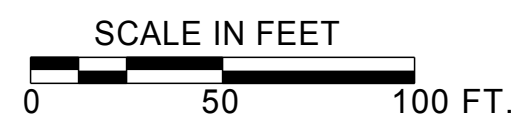
I don't want to sound ungrateful, but having nice harbors that people don't want to use because vehicles are getting vandalized defeats the purpose. Safety and security at the harbors needs to be a priority. Because it hasn't been, we now have to spend \$600 on new windows.

Thank you,

**Jon Wendel**  
1095 Fritz Cove Road  
(605) 695-6356



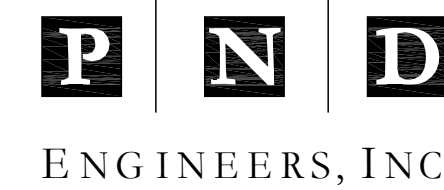
QUANTITY SUMMARY	
ITEM	VOLUME (CY)
PARKING LOT EMBANKMENT	165,000
BOAT RAMP EMBANKMENT	55,000
SLOPE PROTECTION ARMOR ROCK	10,000
12x50 PARKING STALLS	72



**PRELIMINARY**



REVISIONS					
REV.	DATE	DESCRIPTION	DWN.	CKD.	APP.



9360 Glacier Highway Ste 100  
Juneau, Alaska 99801  
Phone: 907-586-2093  
Fax: 907-586-2099  
www.pndengineers.com

DESIGN: CRS CHECKED: CRS  
DRAWN: PJD APPROVED: CRS

SCALE:  
AS SHOWN

DATE: NOV. 2018

**CITY & BOROUGH OF JUNEAU  
NORTH DOUGLAS BOAT LAUNCH STUDY**

SHEET TITLE: **NORTH DOUGLAS BOAT LAUNCH  
CONCEPT NO.2**

PND PROJECT NO.182082

**2**

SHEET  
**2 OF 2**