



DOCKS & HARBORS OPERATIONS & PLANNING COMMITTEE MEETING AGENDA

August 19, 2026 at 5:00 PM

Assembly Chamber/Zoom Webinar

<https://juneau.zoom.us/j/81646254635> or Dial: 1-833-548-0276 Meeting ID: 816 4625 4635

A. CALL TO ORDER

B. ROLL CALL (James Becker, Steve Box, Tyler Emerson, Robert Horchover, Matthew Leither, Mark Ridgway, Annette Smith, Shem Sooter and Nick Orr.)

C. PORT DIRECTOR REQUESTS FOR AGENDA CHANGES

D. APPROVAL OF THE AGENDA AS PRESENTED OR EMENDED

E. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS (Not to exceed five minutes per person, or twenty minutes total time)

F. APPROVAL OF MINUTES

1. June 17, 2026 Minutes.

G. NEW BUSINESS

1. Issuance of Gifted 2027 Launch Ramp Permits to Non-Profit Organizations

- a. Presentation by Port Director
- b. Committee Questions
- c. Public Comment
- d. Committee Discussion/Action

MOTION: IN ACCORDANCE WITH GUIDANCE TO STAFF, ISSUE ONE 2027 LAUNCH RAMP PERMIT TO THE TERRITORIAL SPORTSMEN, INC & TO THE AMERICAN SOCIETY OF CIVIL ENGINEERS — JUNEAU BRANCH.

2. Potential Passenger for Hire (PFH) Increase

- a. Presentation by Port Director
- b. Committee Questions
- c. Public Comment
- d. Committee Discussion/Action

MOTION: TO RECOMMEND THE BOARD HOLD A PUBLIC HEARING TO DETERMINE WHETHER AN INCREASE TO THE PASSENGER FOR HIRE FEE IS NEEDED AND JUSTIFIED.

3. Board's Right of First Refusal to Purchase Boat Shelter (AG-26)

- a. Presentation by Port Director
- b. Public Comment
- c. Committee Discussion/Action

MOTION: TO RECOMMEND THE BOARD WAIVE ITS RIGHT OF FIRST REFUSAL TO PURCHASE BOAT SHELTER AG-26 ALLOWING MR. DAN BERKIEL TO SELL HIS INTERESTS ON THE OPEN MARKET.

H. ITEMS FOR INFORMATION/DISCUSSION

1. North Douglas Launch Ramp Expansion - Request for Proposal (RFP) Process

- a. Presentation by Port Engineer
- b. Committee Discussion
- c. Public Comment

2. Art Works in Public Places - CBJ Code 62.65

- a. Presentation by Port Director
- b. Committee Discussion
- c. Public Comment

3. Cyber Security - Training

- a. Presentation by Administrative Officer
- b. Committee Discussion
- c. Public Comment

I. STAFF, COMMITTEE, AND MEMBER REPORTS

J. COMMITTEE ADMINISTRATIVE MATTERS

1. Next Operations & Planning Committee Meeting

Wednesday, September 16, 2026.

K. ADJOURNMENT



DOCKS & HARBORS OPERATIONS & PLANNING COMMITTEE MEETING MINUTES

June 17, 2026 at 5:00 PM

Port Office Conference Room/Zoom Webinar

A. CALL TO ORDER

B. ROLL CALL:

Present: James Becker, Tyler Emerson, Matthew Leither, Annette Smith, Shem Sooter, and Nick Orr (Chair).

Absent: Clayton Hamilton, Robert Horchover, and Mark Ridgway.

Also in attendance: Port Director Uchytel, Harbormaster Creswell, Port Engineer Sill, Katie Harms, DIPAC Executive Director, and Assembly Member Nano Brooks (on line)

Mr. Leither attended online but experienced connection issues.

Quorum was established.

C. PORT DIRECTOR REQUESTS FOR AGENDA CHANGES - NONE

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

Mr. Sooter moved to approve the agenda as presented. Hearing no objection, the motion passed by unanimous consent.

D. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS - NONE

E. APPROVAL OF MINUTES

1. Approval of Minutes: MAY 20, 2026

Ms. Smith moved to approve May 20, 2026 minutes. Hearing no objection, the motion passed by unanimous consent.

F. NEW BUSINESS

1. DIPAC Submerged Property Needs – Amalga Harbor

Presentation by Executive Director DIPAC:

Ms. Katie Harms, DIPAC Executive Director, said DIPAC is in year 25 of a 30-year lease with CBJ for net pen operations and a weir permit at Amalga Harbor. She said the current CBJ permit is administered through Parks and Recreation, but the use is on submerged land that is typically managed by Docks & Harbors.

Ms. Harms said DIPAC also has a State of Alaska Department of Natural Resources lease for seasonal swing movement of the Amalga complex. She said the movement allows better flow for the salmon and helps protect the net pens from winter north winds. DIPAC is not proposing any operational expansion or increase in releases.

Ms. Harms said DIPAC is asking CBJ to consider pursuing the submerged lands from ADNR so the uses could eventually be consolidated under one CBJ permit or lease. She said the request could simplify DIPAC permitting and provide additional lease revenue to CBJ.

a. Committee Questions:

Committee members asked whether DIPAC intended to expand or restrict public use in the area. Ms. Harms said DIPAC does not intend to expand its operations or releases and would only replace existing infrastructure as needed.

Committee members asked whether CBJ would pursue ownership or management of the submerged lands so DIPAC would work with Docks & Harbors. Port Director Uchytel said that was the general request.

b. Public Comment: NONE

c. Discussion/Action:

Port Director Uchytel said staff have recently worked with ADNR on similar submerged lands issues and understand the submittal process. He said the request would require coordination with Parks and Recreation because that department currently receives lease revenue from part of the existing arrangement. He said future tidelands lease revenue would go to Harbors Enterprise.

MOTION: Ms. Smith moved to pursue ADNR submerged lands for future lease to DIPAC. Hearing no objection, the motion passed by unanimous consent.

2. Uninsured Vessel Surcharge - FY2027 Change

Presentation by Harbormaster:

Harbormaster Creswell said the uninsured vessel surcharge is currently \$1.50 per linear foot per month. He said the rate adjusts on July 1 each year based on the prior calendar year's actual surcharge revenue and vessel disposal expenses.

Harbormaster Creswell said Docks & Harbors collected \$114,107 in calendar year 2025 and spent \$77,082.37 on vessel disposal. Based on the regulation, staff recommended reducing the FY2027 uninsured vessel surcharge to \$1.00 per linear foot per month

a. Committee Questions:

Committee members asked whether the 2025 numbers reflected the recent winter snow event. Harbormaster Creswell said those vessel salvage and disposal costs occurred in calendar year 2026 and will be included in next year's rate calculation.

Committee members asked why the calculation uses a calendar year when the rate changes on July 1. Harbormaster Creswell said the calendar year allows staff time to receive final costs, reconcile revenues and expenses, and bring accurate information to the Board before the July 1 rate change.

b. Public Comment: NONE

c. Committee Discussion/Action:

Committee members discussed whether reducing the rate could result in a significant increase the following year. Harbormaster Creswell said that is possible, but based on current known vessel disposal needs, staff did not expect the rate to reach the \$3.00 maximum unless another major event occurred.

Port Director Uchytel said some of the large vessel costs from the recent winter event are expected to be reimbursed through insurance. He said staff intended to follow the regulation as written unless the Board gave different direction.

Committee members discussed whether users should be notified that the rate could increase again in the future. Harbormaster Creswell said staff could send a notice if directed but cautioned against warning of a large increase before staff has enough data to support that statement.

MOTION: Ms. Smith moved to recommend the Board reduce the FY27 uninsured vessel surcharge from \$1.50 to \$1.00 per linear foot. Hearing no objection, the motion passed by unanimous consent.

3. 2028 ADOT Harbor Facility Grant Application

Presentation by Port Director:

Port Director Uchytel said staff had previously discussed applying for ADOT Harbor Facility Grant funding for Echo Cove and Statter Harbor Phase 4. He said staff needed Committee support to move forward with Assembly resolutions of support for the grant applications.

Port Director Uchytel said the Echo Cove project would install a float at the launch ramp. The Statter Harbor Phase 4 project would address the Statter Harbor horseshoe and zinc anodes for infrastructure that has not had protection. He said ADOT had not yet issued the grant instructions, but applications are typically due in August.

Port Director Uchytel said staff are working with DOWL Engineering to prepare the applications. He said the Assembly resolutions are intended to strengthen the applications.

Port Director Uchytel reviewed recent photographs showing deteriorated piling at Statter Harbor and Auke Bay. He said the condition of the piling is concerning and shows the need to prioritize the Statter Harbor horseshoe project.

a. Committee Discussion:

Committee members asked about the scope of the Statter Harbor project. Port Director Uchytel said the working concept is approximately a \$4 million project, with a \$2 million grant request and \$2 million local match. He said approximately \$1 million would be for zinc anodes and approximately \$3 million would be for in-kind replacement of the timber floats at the horseshoe.

Committee members asked whether the design could include improved access for severely-mobility-challenged users. Port Director Uchytel said staff could consider future accessibility improvements and could coordinate with SAIL or similar organizations but cautioned against expanding the grant scope in a way that could make the application less competitive.

Committee members also discussed whether a future water taxi or similar operation associated with Goldbelt could affect the Statter Harbor design. Port Director Uchytel said that may depend on future Goldbelt plans and related Assembly funding decisions.

b. Public Comment: NONE

MOTION: Ms. Smith moved to recommend the Assembly approve two resolutions of support for ADOT Harbor Facility Grant at Echo Cove and Statter Phase 4. Hearing no objection, the motion passed by unanimous consent.

G. ITEMS FOR INFORMATION/DISCUSSION

1. Little Rock Dump (aka Thane Storage Facility)

Presentation by Harbormaster:

Harbormaster Creswell said staff are rebranding the Little Rock Dump as the Thane Storage Facility, or TSF. He said the packet included draft documents for Board discussion, including a discussion paper, operations plan, and draft permit.

Harbormaster Creswell said the facility is intended to support secure storage for commercial fishing and working waterfront users. He said staff currently spends significant time measuring, tagging, tracking, and billing individual stored items. The proposed TSF model would assign and bill complete storage areas or containers rather than each individual item.

Harbormaster Creswell said draft rates included \$0.63 per square foot per month for open yard storage and approximately \$200 to \$300 per month for a 20-foot container. He said

staff currently intend for Docks & Harbors to provide the containers, so they are uniform and in good condition.

He said TSF would be a remote, self-service, fenced, lighted, controlled-access storage facility. Customers would be responsible for loading, unloading, moving, stacking, covering, tying down, and securing their stored property.

a. Committee Discussion:

Committee members discussed access, patrol coverage, security, and whether Docks & Harbors should provide a forklift or other equipment. Harbormaster Creswell said he did not recommend providing a forklift because of cost, maintenance, and liability concerns.

Committee members discussed the need for clear rules on customer responsibilities, abandoned property, billing, prohibited uses, and staff assistance. Harbormaster Creswell said CBJ Law review would be needed before final adoption of procedures involving abandoned non-vessel property.

No formal action was taken.

b. Public Comment: NONE

2. UAS Lease Discussion

Presentation by Port Director:

Port Director Uchytel said Docks & Harbors has a four-year extension to the existing lease with the University of Alaska Lands Division, which expires in June 2027. He said he contacted the University's land manager, Adrienne Stolpe, because he did not want the lease to be addressed at the last minute.

Port Director Uchytel said the University appears to be in the same position as in 2023 and is likely not in a position to sell the property. He said the most likely path is to negotiate an extension of the existing terms. He said CBJ currently pays approximately \$100,000 per year and provides educational benefits, including a minimum of three interns, which reduces the fair market rent from approximately \$240,000 per year.

a. Committee Discussion:

Committee members discussed whether completion of the Aurora Harbor Drive Down Float would eliminate the need for the UAS lease. Port Director Uchytel said he believes the land between Aurora Harbor and Harris Harbor should remain in CBJ control or, at minimum, University control.

Port Director Uchytel said the area remains important for commercial and recreational users, including fisheries users and crane dock access. He said the lack of a long-term

leasehold was one reason Docks & Harbors shifted from pursuing crane dock grants at the UAS site to the Aurora Harbor Drive Down Float project.

No formal action was taken.

b. Public Comment: NONE

3. Passenger For Hire - Fees & Trends

Presentation by Port Director:

Port Director Uchytel reviewed passenger-for-hire fees and trends at Statter Harbor. He said the item was requested after prior Board discussion about revenue generated by charter operations.

Port Director Uchytel said inspected vessels generate most of the passenger-for-hire revenue. He said revenue was approximately \$90,000 in 2017, dropped to zero during the COVID-impacted period, and increased as operations returned and Statter Harbor improvements were completed.

Port Director Uchytel said future trends are uncertain because some activity may shift depending on Goldbelt operations, North Douglas activity, and other visitor industry changes.

a. Committee Discussion:

Committee members discussed whether increased revenue was caused by passenger counts, rate changes, or facility improvements. Port Director Uchytel said the passenger-for-hire fee was affected by an across-the-board fee increase and later inflation adjustments, but there had not been a recent targeted base increase specific to passenger-for-hire operations.

Committee members discussed whether the fee structure should be reviewed because Statter Harbor now provides a substantially improved charter facility. Members also discussed maintenance costs, staffing costs, and the loss of raw fish tax revenue that previously supported the Harbors Enterprise.

No formal action was taken.

b. Public Comment: NONE

4. Aurora Harbor Drive Down Float - Crane Capacity & Approach Dock Size Discussion

Presentation by Port Engineer:

Port Engineer Sill discussed the Aurora Harbor Drive Down Float crane capacity and approach dock size. He said the 16-foot widened approach dock concept would make the facility more usable for trucks and trailers. He said the turning analysis works on paper under the base design, but the additional width would make actual use more practical.

Port Engineer Sill said the 65 percent design estimate included a base bid of approximately \$13.2 million and a little more than \$1 million for the widened approach dock. He said the widened approach dock appeared to remain within available project funding.

a. Committee Discussion:

Committee members discussed whether the widened approach dock should be included in the base bid or carried as an additive alternate. Port Director Uchytel explained that staff needed clear directions because the bid approach would affect the project scope. Committee members generally supported including the widened approach dock in the base project if funding allows.

Port Engineer Sill also discussed crane capacity. He said the original grant concept included two five-ton cranes, but staff and consultants are evaluating whether two-ton or three-ton cranes would better fit the facility. Harbormaster Creswell said existing Docks & Harbors cranes are often operated and advertised at one ton even if the equipment can lift more at shorter radii.

b. Public Comment: NONE

MOTION: Mr. Sooter moved to direct staff to pursue a two-ton or three-ton crane and include the 16-foot widened approach dock/trestle in the base bid rather than as an additive alternate. Hearing no objection, the motion passed by unanimous consent.

5. Douglas Harbor Launch Ramp Improvements

Presentation by Port Engineer:

Port Engineer Sill said staff are evaluating three main issues at the Douglas Harbor launch ramp: worn non-skid decking, lack of lighting, and the depth/drop-off at the end of the ramp at low tide.

Port Engineer Sill said staff ordered a solar-powered light assembly with a solar panel, battery box, and LED luminaire. He said staff prepared a scope of work for a term contractor to mount the light assembly to a piling at the end of the launch ramp.

a. Committee Discussion:

Committee members discussed whether the solar lighting test would work during winter and whether a more permanent electrical option may eventually be needed. The Committee generally supported trying the lower-cost solar option before pursuing more expensive electrical work.

Committee members also discussed the worn decking and ramp-end conditions. Staff said they would continue evaluating lower-cost improvements and the feasibility of practical repairs.

No formal action was taken.

b. Public Comment: NONE

H. STAFF, COMMITTEE, AND MEMBER REPORTS

1. Visitor Industry Task Force Liaison:

Mr. Sooter said Goldbelt provided a presentation and question-and-answer session. He said the discussion included possible shuttle or water taxi service between the Goldbelt facility and Statter Harbor, downtown, or the glacier area. He said Goldbelt also met with the North Douglas Homeowners Association and that traffic mitigation on North Douglas Highway was discussed.

2. Assembly Liaison: NONE

3. Harbormaster Report:

Harbormaster Creswell said Harris Harbor did not have potable water due to a split in the main. He said staff attempted a temporary repair, but the available sleeve did not fit the pipe. Temporary potable water would be provided through water-safe hose to the bottom of the gangway the following morning.

Harbormaster Creswell said custom hoses had been ordered, and staff were also trying to source the correct repair sleeve. He said Docks & Harbors were also waiting for new hoses for the Auke Bay Loading Facility, where temporary water had been in place for approximately six weeks.

4. Port Engineer Report:

Port Engineer Sill said major fill placement and grading at the Thane Storage Facility were complete. He said electricians were finalizing underground conduit work, lights would be installed soon, fencing was expected soon, and finish grading was expected within the next week.

Port Engineer Sill said staff was working to ensure the July fireworks event would proceed successfully under increased Docks & Harbors oversight.

Port Engineer Sill indicated staff were also reviewing small electrical upgrades at Statter Harbor, including low-amperage receptacles and options to improve power availability.

5. Port Director Report:

Port Director Uchytel reported on the U.S. Army Corps of Engineers Statter Harbor breakwater project. He said the Army Corps contacted him regarding two penetrometer

tests performed for the project and indicated that the data collected was not usable for advancing the current breakwater design.

Port Director Uchytel said the test casing rig continued approximately 80 feet into very loose, unconsolidated sediment, raising concerns about the conceptual anchor approach. He said the Army Corps presented options including additional work with more funding, transferring the technical work completed to date to Docks & Harbors, or replacing the existing breakwater in kind. Port Director Uchytel said Docks & Harbors told the Army Corps those options were not acceptable and asked the Corps to continue working toward a better solution.

Committee members asked whether the contractor was responsible for producing data that was not usable for design. Port Director Uchytel said the contractor performed the contracted work, and the Army Corps accepted the work in the field. He said the problem is that the information is not sufficient for the current design approach.

I. COMMITTEE ADMINISTRATIVE MATTERS

1. Next Operations/Planning Committee Meeting:

The next Operations/Planning Committee Meeting is scheduled for Wednesday, July 22, 2026.

Port Director Uchytel reported that potential Board member interviews are scheduled for June 24th. He stated Mr. Emerson and Mr. Sooter are incumbents who reapplied for Board seats. He identified Don Etheridge, Josh Anderson, and Steve Box as additional applicants. He stated there are three openings and that Mr. Hamilton elected not to reapply.

J. ADJOURNMENT

MOTION: Mr. Sooter moved to adjourn. Hearing no objection, the meeting adjourned by unanimous consent.

ADA accommodations available upon request: contact the Clerk's Office (907)586-5278 or city.clerk@juneau.gov at least 36 hours prior to a meeting, to request ADA arrangements.



Port of Juneau

155 Heritage Way • Juneau, AK 99801
Phone (907) 586-0292

From: *Carl Uchytel*
Port Director

To: Docks & Harbors Board

Via: Docks & Harbors Operations-Planning Committee

Date: August 13, 2026

Re: DONATED LAUNCH RAMP PERMITS - 2027

1. In March 2026, the Docks & Harbors Board directed a process to solicit for and receive applications from organizations requesting donated launch ramp permits for the purpose of auctioning at local fundraisers. After lengthy discussions, the Board directed staff to create an application process and to evaluate applicants. Encl (1) is the application which was advertised and applicants had until June 30, 2026 to apply for the CY2027 Launch Ramp Permit.
2. Docks & Harbors received two applications from the Territorial Sportsmen, Inc and American Society of Civil Engineers – Juneau Branch. Docks & Harbors senior staff meet on August 10th and is recommending both applicants receive donated CY2027 Launch Ramp permits.
3. I recommend the Board approve the issuance of donated CY2027 Docks & Harbors Launch Ramp permits to:
 - Territorial Sportsmen, Inc; and,
 - American Society of Civil Engineers – Juneau Branch

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Encl (1) [2026 Launch Ramp Donation Application](#)



Port of Juneau

155 Heritage Way • Juneau, AK 99801
Phone (907) 586-0292

From: *Carl Uchytel*
Port Director

To: Docks & Harbors Board

Via: Docks & Harbors Operations-Planning Committee

Date: August 18, 2026

Re: PASSENGER FOR HIRE – POTENTIAL FEE INCREASE

1. At the June Operations-Planning Committee meeting, you were briefed on the numbers of vessels engaged in charter vessel excursions as well as revenue collected from staging in Statter Harbor. The graphics relating to charter numbers and revenue collect are provided as enclosure (1). Revenue from the passenger for hire fee has increased significantly since completion of Statter Harbor Improvement Project Phase IIIB in 2023 and now exceeds \$0.5M. The Docks & Harbors invested a total of over \$13M in Phase III which covered dredging/blasting, float installation, covered waiting area with bathroom and paved parking area for buses. The source of the funding was from passenger fees and Docks Enterprise fund balance.
2. Regulations pertaining to passenger for hire are in [05 CBJAC 20.080](#). In 2026, each inspected charter vessel paid \$711.45 per vessel for the season plus \$2.05 for every passenger embarked. Additionally, most but not exclusively, charter vessels are moored in Statter Harbor and are subject to moorage fees. As an example, a 45-foot vessel would be subject to a monthly moorage fee of \$430. Each of these fees are adjusted annually to the Urban Alaska Consumer Price Index.
3. Enforcement and day-to-day operations within the Statter Harbor facilities is under the supervision of the Deputy Harbormaster, who also has responsibilities for the Auke Bay Loading Facility, Auke Bay Marine Station, Amalga Harbor and Echo Cove. The Deputy Harbormaster is provided with four harbor officers and one harbor technician to manage these facilities with coverage expectations from 0600 to 1900 seven days week from Memorial Day to Labor Day. Anecdotally, the Port Director believes that, despite Docks & Harbors' efforts to provide better and more efficient facilities, the charter vessel fleet, writ large, requires more regulatory oversight by Statter Harbor staff. This may be the result of the charter industry being under greater scrutiny from both recreational patrons and commercial fisherman. Nonetheless, it appears that the charter fleet requires more oversight than what the Harbor staff can adequately provide currently.
4. Docks & Harbors remains fiscally sound; however, our Harbor Enterprise projected fund balance at the end of FY27 is anticipated to be only \$1.2M, perhaps the lowest amount ever for the account. The FY27 CBJ Budget also is not transferring the State Fisheries Business Tax (aka Raw Fish tax) to the Harbors Enterprise which results in an unexpected loss of \$450K per year of revenue in the

foreseeable future. Recent Board direction has identified expansion of the North Douglas Launch Ramp facility, replacement of the Statter Harbor breakwater, recapitalization of the Aurora Harbor Office Building, Douglas Harbor uplands improvements, purchase of the UAS property between Harris/Aurora Harbors and Statter Phase IV as needed capital improvement projects in excess of tens of millions of dollars.

5. Should the Docks & Harbors Board desire to change the Passenger for Hire fee from \$2.05 per passenger, I recommend the Board schedule a hearing at a future meeting to solicit input from those impacted from any rate change. Although not a direct comparison, the US Forest Service currently charges excursion companies \$7 for every tourist taken to the Mendenhall Glacier, this does include \$5 for access to the Visitor Center. The US Forest Service is also contemplating tripling this fee. Also enclosed, which may be applicable to this deliberation, is a Board policy statement pertaining to adjusting fees according to Consumer Price Index. A final data point to share is encl (3) which encourages commercial operators to provide \$4 per passenger for tours which visit the National Shrine of St Therese.

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Encl (1) Passenger for Hire – Graphics

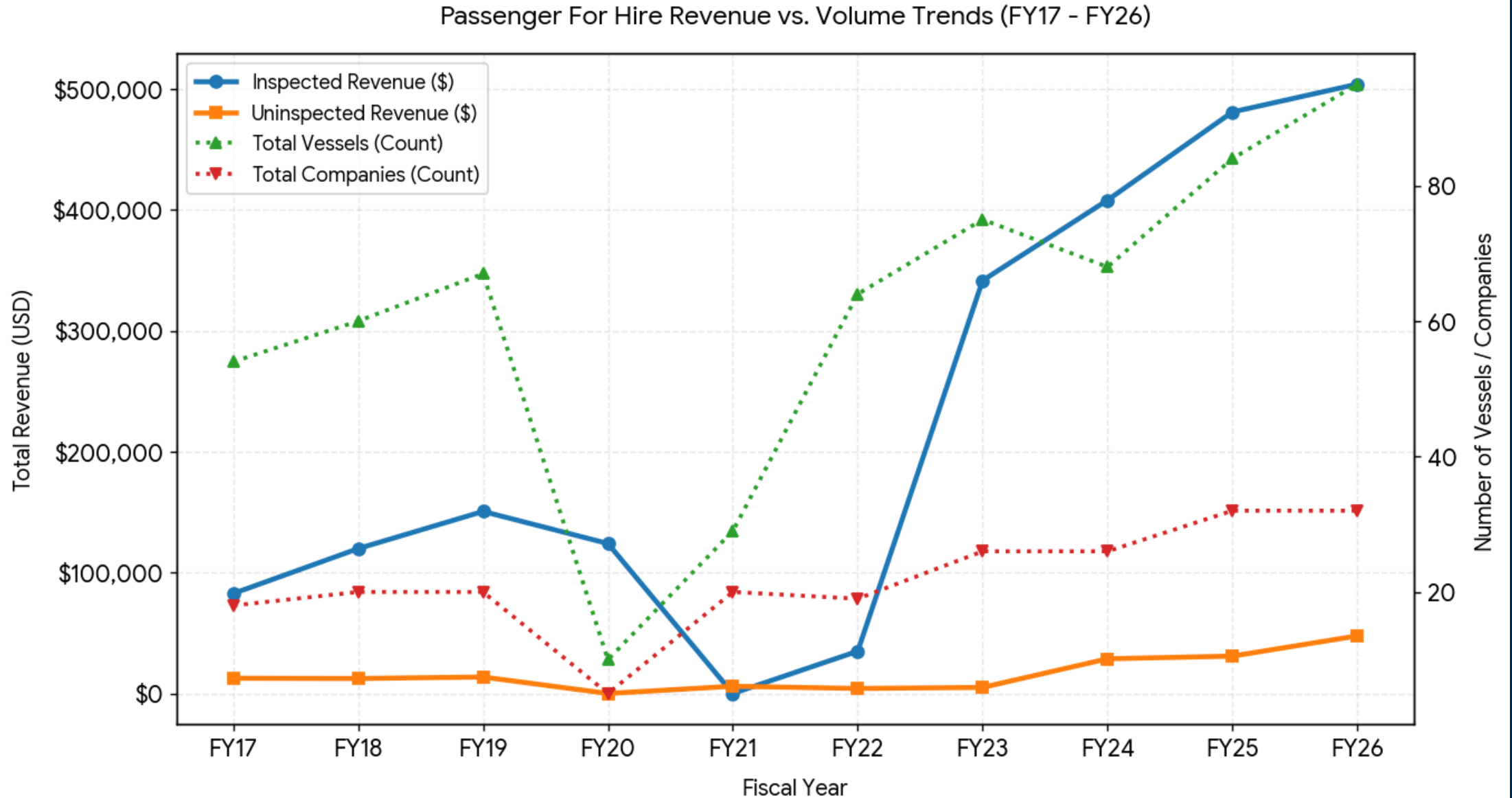
Encl (2) Docks & Harbor Board – CPI Justification Policy dated January 27, 2022

Encl (3) National Shrine of St Therese – August 2026 Letter to Commercial Operators & Drivers

Passenger for Hire Revenue – Inspected Vessels



Passenger for Hire Revenue - # Vessels - # Companies





DOCKS & HARBORS BOARD

CONSUMER PRICE INDEX (CPI) JUSTIFICATION

The Enterprise Funds are operated and financed in a manner similar to private business. The intent of the governing body is to provide goods and services to the general public on a continuing basis and be financed or recovered primarily through user charges. Unlike other municipal taxes such as sales tax or property tax, the increase in revenue is organically tied to inflationary economics. Service fees which Docks & Harbors rely upon for its operational budget is disadvantaged if these fees are not periodically adjusted.

CBJ Docks & Harbors Board has established a rate setting policy which meets the following criteria:

1. *It must be fair and reasonable*
2. *It must be consistent*
3. *It must be supported by data and an explanation of how the data justifies the rate*
4. *It must be sufficient to support the operations of docks and harbors*
5. *It must replenish capital investments*
6. *It must build reserves for contingencies and future growth*
7. *Where currently significant disparity exists between the cost allocation to user groups these need to be adjusted in a fair and appropriate manner*

A discussion of how these criteria's have been applied to the proposed CPI adjustments are provided below.

Criteria 1 – It must be fair and reasonable

Is it reasonable?

Over time the cost of labor and materials changes, usually up, sometimes down. The best measure we have in Juneau of those changes is the Department of Labor Consumer Price Index for Urban Alaska (CPI). Applying the CPI keeps the rate reasonably in sync with the general cost of living. This is reasonable.

Is it fair?

In recent years a CPI adjustment has been applied to some rates and not to others. Applying the CPI to all rates is fair. Applying a "catch up" rate to rates not adjusted in many years is also fair, particularly to those who have had their rate revised and adjusted by the CPI in recent years. It is proposed that the "catch up" period be no more than 10 years and that it not exceed 5% in any one year. This is also fair.

Criteria 2 – Is it consistent

By applying an annual CPI adjustment to all rates which are based on an underlying cost which is subject to the change in the cost of goods and services we are consistent in applying rate changes to all user groups.

Criteria 3 – Is it supported by data and an explanation of how the data justifies the rates?

The CPI is supported by extensive data gathered by the U.S. Bureau of Labor Statistics and is generally recognized as the best available measure of the underlying change in the cost of goods and services.

Criteria 4 - Is it sufficient to support the operations of docks and harbors?

Currently this question does not have a clear answer. For those rates which have not been reassessed for a decade or more just applying the CPI evenly and applying a "catch up" factor as well, a further rate adjustment

may be necessary. Docks & Harbors is in the process of retaining the services of a qualified firm to help in determining whether the base rate to which the CPI is being applied is appropriate or whether additional rate changes should be considered. The application of the CPI where it has not been applied historically is an interim measure until we have better data.

Criteria 5 - Is it sufficient to replace capital investment?

As in the previous question Docks & Harbors will be better able to answer this question once the rate study has been completed.

Criteria 6 – Will it build reserves for contingencies and future growth?

As in question 4, Docks & Harbors will be better able to answer this question once the rate study has been completed.

Criteria 7 – Does it address disparities between user groups in a fair and appropriate manner?

As in question 4, Docks & Harbors will be better able to answer this question and determine the best approach to setting a rate if a large increase is indicated once the rate study has been completed.

*Approved by Docks & Harbor Board
January 27th, 2022*

August 2026

An Invitation to Our Valued Commercial Operators and Drivers

Thank you for sharing the peace and beauty of the Shrine with visitors from around the world. We deeply appreciate your hard work in giving guests an unforgettable experience in Juneau! While we love welcoming your tour groups, we need to share an urgent heart-to-heart with our transportation partners.

Many people are surprised to learn that **the Shrine receives zero government funding and no financial support from the Church.** We are a 100% self-funded ministry. Every clean restroom, pristine pathway, and flowering garden is maintained entirely through individual generosity.

To keep our 46-acre campus open and safe, we invite you to join our ministry through a standard partnership contribution of **\$4 per passenger.** This gift goes directly toward the heavy daily upkeep of the facilities your guests enjoy:

- **Restrooms:** Main bathrooms, extra porta-potties, paper products, and cleaned multiple times daily.
- **Water:** The Shrine operates its own Small Public Water System.
- **Grounds & Care:** Maintenance of the driveway, trails, historic chapel, and gardens.

Right now, we are facing a mountain we cannot climb alone. For the entire month of July, our driver drop-box collected just \$330. That breaks down to \$11 a day—covering **less than 3 guests per day.** We all know this is a tiny fraction of the hundreds of visitors arriving by van and taxi daily.

Currently, one single company is generously funding the vast majority of these operations, leaving most other trips completely unfunded.

We know your guests value this stop immensely, and we want to remain a premier destination! However, we simply cannot sustain the campus on \$330 a month. Our goal is to keep access smooth, happy, and voluntary without creating check-in delays that disrupt your tight tour schedules.

How You Can Partner with Our Ministry Today:

- **Scan and Pay via QR Code:** Use the fast, secure QR code at the drop-box station to pay digitally with your smartphone in seconds.
- **Drop Cash on Every Trip:** Deposit the \$4 per-passenger fee in the drop box next to the Shrine office. Envelopes are provided—please include your company name and license plate number.
- **Pay Monthly:** Arrange for your company to pay monthly in advance. To set this up, please contact Joe at joesehnert@gmail.com or by cell at **636-628-7270**.

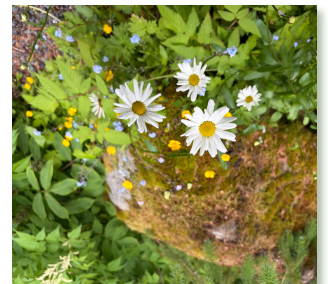
Thank you for your warm partnership, professionalism, and heart. By contributing your share, you are actively keeping the gates open for this beautiful ministry.

With prayers and gratitude,

Pax Christi,

Joe Sehnert

Shrine Executive Director



We pray every visitor leaves a pilgrim.



Port of Juneau

155 Heritage Way • Juneau, AK 99801
(907) 586-0292 Phone

From: Port Director
To: Mr. Dan Berkiel
Date: August 17, 2026
Re: BOAT SHELTER (AG-26) – FOR SALE

1. In accordance with 05 CBJAC 40.020, Mr. Dan Berkiel provided notice of sale of Boat Shelter (AG-26) in Aurora Harbor on August 17, 2026. Docks & Harbors has the first right of refusal to purchase this structure at fair market value.

2. The applicable “Boat shelter sales” regulation states:

05 CBJAC 40.020(f) - Boat shelter sales. Reserved moorage status within a boat shelter may transfer between the seller and buyer of a boat shelter. In order to transfer the reserved moorage status within a boat shelter, the owner of a boat shelter shall inform the Port Director of the owner's desire to sell a shelter before offering the shelter for sale to the general public. The Docks and Harbors Board has the first right of refusal to purchase the shelter at fair market value. If the Board does not exercise its first right of refusal within 30 days after notice, the owner may offer the shelter for sale to the general public. If the owner sells the shelter without informing the Port Director and allowing the Docks and Harbors Board its first right of refusal, the reserved moorage within the shelter will not transfer to the buyer. This subsection does not allow an inappropriately sized vessel to be assigned reserved moorage space within a boat shelter.

3. The Docks & Harbors Board is waiving its right of first refusal to purchase Boat Shelter AG-26. You may proceed with the sale of Boat Shelter AG-26.

#



REQUEST FOR PROPOSALS

RFP DH27-020

DESIGN SERVICES

For

NORTH DOUGLAS LAUNCH RAMP EXPANSION

Issued by: Carl Uchytel

Carl Uchytel, P.E.,
Purchasing Officer

Date: August 11, 2026

Design Services for
North Douglas Launch Ramp Expansion
RFP DH27-020

SCOPE OF SERVICES: The City and Borough of Juneau (City) Docks & Harbors is requesting proposals from qualified consultants to provide design services for a North Douglas Launch Ramp Expansion project.

PRE-PROPOSAL MEETING: A non-mandatory pre-proposal conference call will be held at **10:00 a.m., Alaska time on August 19, 2026.** Persons interested in submitting proposals are encouraged to attend. Proposers intending to participate shall request the call-in information from the CBJ Docks & Harbors by emailing Leah.Narum@juneau.gov by 4:30 p.m., on August 18, 2026.

QUESTIONS REGARDING THIS RFP: Carl Uchtyl, P.E., Port Director, phone 907-586-0292, carl.uchtyl@juneau.gov is the sole point of contact for all issues pertaining to this procurement.

NOTICE TO PROPOSERS: The City and Borough of Juneau only accepts proposals submitted electronically, through Public Purchase. All addenda and information items will be delivered via Public Purchase. Information regarding Public Purchase, a free e-procurement service, can be found at the following links: <https://juneau.org/finance/purchasing/bids-rfps> and <http://www.publicpurchase.com/>

DEADLINE FOR PROPOSALS: Electronic proposals are to be uploaded to Public Purchase **prior to 2:00 p.m. Alaska Time on September 10, 2026**, or such later time as the Contract Administrator may announce by addendum to plan holders at any time prior to the submittal date. It is the responsibility of the Proposer to submit all solicitation documents, by the advertised deadline. Submitting any response to a solicitation shall be solely at the Proposers risk. All electronic submittals must be uploaded as an Adobe Portable Document Format (PDF). Proposers will not secure, password protect or lock uploaded files; the City must be able to open and view the contents of the file. Proposers will not disable or restrict the ability of the City to print the contents of an uploaded file. Scanned documents or images must be of sufficient quality, no less than 150 dpi, to allow for reading or interpreting the words, drawings, images or sketches. The City may disqualify any Submittal Response that does not meet the criteria stated in this paragraph.

Disadvantaged Business Enterprises are encouraged to respond.

CONTACT INFORMATION REGARDING ELECTRONIC SUBMITTALS

City and Borough of Juneau, Docks & Harbors
155 Heritage Way
Juneau, AK 99801

The Port Office phone number is 907-586-0292.

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1.0 GENERAL INFORMATION

This Class 3 Request for Proposals (RFP) defines the scope of the project, 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 North Douglas Launch Ramp Expansion project.

The Class 3 process is used for the acquisition of professional service contracts estimated to be more than \$50,000.

This project may be amended to include additional services.

1.2 Scope of Services

The Consultant shall provide all professional engineering services necessary to prepare complete bid-ready construction drawings, specifications, permits including required NEPA documentation and public outreach, grant application preparation, bid schedule and engineer's estimate to expand the North Douglas Launch Ramp facility. Project Cost Estimates are expected at each design submittal milestone. The consultant shall assist in obtaining all State and local permits necessary for completion of the project including but not limited to a building permit submittal necessary for obtaining CBJ Community Development Department permits as required by CBJ.

The site of the work is at the North Douglas Launch Ramp at 13020 N Douglas Hwy, Juneau, Alaska.

General Design Requirements

- A. The Consultant shall conduct minimum of two design workshops open to the public in coordination with the CBJ Docks & Harbors Project Manager. The initial public workshop will be to refine the scope of the project prior to the 35% design submission.
- B. The Consultant shall work with the CBJ Project Manager to develop conceptual and final project designs which respond to the estimated construction budget. The Consultant shall prepare and submit to the CBJ Project Manager a preliminary construction cost estimate after the scoping meeting. The CBJ Project Manager shall be kept informed of design modifications to the original scope which result in cost increases to the original construction estimate. An upgrade of the construction estimate shall be submitted at each design review meeting.
- C. The Consultant shall ensure that the design remains in conformity with the developed construction budget. If the design's cost estimate or the construction low bid amount is greater than 10% higher than the available construction budget, the Consultant shall redesign the project to conform to the estimated construction

budget at no additional charge to the City.

- D. The Consultant shall attend all required public meetings and shall be available to present the design and project schedule to the Docks & Harbors Board at a date determined by the Port Director.
- E. The Consultant shall research all as-built records, property surveys, and government or private sources necessary to define right-of-way limits, required or existing easement conditions and/or requirements, and existing public and private utility locations. The Consultant's design engineer shall field-verify as-built information used in design.
- F. The Consultant shall conduct all necessary field surveys for design, including a comprehensive as-built survey with elevations and field-located public and private utilities giving particular attention to potential conflicts with all utilities, and to surface and subsurface drainage from adjacent properties. The surveys shall extend up the intersecting streets a sufficient distance to provide a complete assessment of design needs at the intersection and to allow for future utility expansion as applicable. The Consultant shall establish the design control lines at the project site during the design phase. The horizontal and vertical data for the control lines shall be shown on the contract drawings and shall set a minimum of two (2) fixed control points, within sight of each other, for each control line.
- G. The Consultant shall assist CBJ Docks & Harbors in acquiring all required federal, state, local and/or private permits and/or easements for construction and maintenance which result from the Consultant's design, including all NEPA compliance. The Consultant shall notify Docks & Harbors early in the design process of any potential easements or permits necessary. The Consultant shall obtain the CBJ Project Manager's approval before finalizing any design requiring easements or permits. The Consultant shall assist the CBJ Project Manager in preparing any legal documents or permit applications by providing boundary descriptions and drawings, as required by the CBJ Project Manager.
- H. The Consultant shall provide consulting services through the bid and award phase to answer questions referred to by the Contract Administrator. The Consultant shall attend the Pre-Bid Conference, keeping appropriate notes thereof, and, in cooperation with the CBJ Docks & Harbors, immediately prepare any addenda resulting in the offer for issuance by the City. The Consultant shall attend the Pre-construction Conference to assist the CBJ Project Manager and provide design clarification as requested by the CBJ Project Manager during construction.
- I. The Consultant shall provide design clarification as requested by the CBJ Project Manager during construction. Design Clarification and Verification Requests (DCVR) shall be addressed in a timely manner and at no additional cost to the City. The CBJ Project Manager may authorize additional compensation for DCVR's but not in the instance of a design error.
- J. Bid-ready drawings and technical specifications shall be submitted as described below.
- K. The Consultant shall utilize an internal, proven quality control program for

documents presented to the Client at all submittal levels, including consolidated document plan review and corrections with documents from all disciplines integrated and reviewed, prior to submittal.

- L. Bidding, construction administration, and inspection services may be included in the contract by amendment if desired by the Port Director.

Bid-Ready Construction Document Submittal

All contract documents submitted by the Consultant shall conform to current CBJ Engineering Department construction contract format and procedures. The CBJ Engineering Department uses the Construction Specifications Institute (CSI) SectionFormat and PageFormat as designed by "SpecText". In accordance with the SpecText format, the CBJ utilizes the following 3 – Part Section format: Part 1 – General; Part 2 – Products; Part 3 – Execution. Within Parts, the headings and paragraph sub-levels are designed as follows: 1) Part Number.Ascending Number; 2) Capitalized Letter (ascending); 3) Number (ascending); 4) Non-capitalized letter (ascending).

- The CBJ will prepare Division 0 – Bidding and Contract Requirements portion of the contract specifications, excluding the following sections that the Consultant shall provide if applicable to the project:

Section 00005 – Table of Contents (include Drawing index)
Section 00310 – Bid Schedule

Section 00852 – Permits

Section 00853 – Standard Details

Special Provisions – if the Standard Specifications for Civil Engineering Projects and Subdivision Improvements December 2003 Edition with current errata sheets (Standard Specifications) document is referenced.

These "boilerplate" specifications of Division 0 sections are available electronically for Consultants to modify. It is strongly encouraged that the Consultant contact the CBJ Engineering Contracts office to obtain current versions of these specification sections. Additionally, the Consultant shall promptly notify the CBJ Project Manager of any required changes to other Division 0 sections that are specific to the project, including but not limited to, Section 00800 – Supplemental General Conditions.

The Consultant will review the Standard Specifications and prepare a Special Provisions section modifying it as needed for the project.

In addition to preparing the Special Provisions, the Consultant is responsible for preparation and timely submission of all Technical Specifications required for the project. Industry specifications or references that are mentioned in the specifications provided by the Consultant shall, upon request, be made available for review by the CBJ Project Manager.

- Bid-ready construction documents shall be submitted in the following electronic formats.
 - ◆ Electronic copy of technical specifications in Word and PDF format
 - ◆ Electronic copy of all stamped, signed drawings, individually saved as PDF-formatted files formatted to print on 11"X17" paper.
 - ◆ Electronic copy of all drawings, saved in AutoCAD DWG format.
- All drawings and details shall have bar scales. All final design drawings shall be stamped and signed by a professional licensed for the given type of work in the State of Alaska.

All electronic documents shall be created using AutoCAD and Microsoft Word. The DWG files shall be saved in a manner such that an 11"X17" size copy can be plotted immediately when the file is opened in AutoCAD without executing any intermediate commands. The Consultant shall bind all external references, if used, and shall ensure that any blocks are in working order. All "plot style" configuration files required to produce an exact replica of the signed PDFs shall be included. Viewports in DWG files shall be locked to ensure that the scale remains accurate. In order to condense DWG files to their most efficient size, each file should be purged of all blocks, dim styles, layers, line types, plot styles, shapes, table and text styles that are not being used in the DWG.

1.3 Completion

The 35% construction documents shall be submitted to the Owner by October 1, 2027 and will include drawings, cost estimates and a recommended project-phasing based on available and projected funding.

The bid ready documents for the initial phase of the project shall be provided to the Owner by January 15, 2028.

1.4 Background

City & Borough of Juneau - Docks & Harbors desires to expand the North Douglas Launch Ramp facility. This facility was originally permitted by the Army Corps of Engineers in 1957 as a "beach" boat launch. The State made improvement in 1973 with the addition of a boarding float and Docks & Harbors improved the floats in 2002 and 2010. The facility is woefully inadequate to the increased demands of the Juneau truck & trailer user group. The float is difficult for novice users and there is limited space for only a dozen truck & trailers in the ADOT right-of-way. Additionally, the boarding float must be removed in the winter to protect it from storm damage.

Docks & Harbors has [developed a concept](#) to expand the facility by filling the adjacent tidelands to create upwards of 100 truck & trailer year-round parking spots. To bring this vision to fruition, CBJ has petitioned ADNR for approximately 8 acres of tidelands surrounding the 4.56 acres of patented tidelands owned by CBJ. Additionally, Docks & Harbors is working with ADOT to convey the uplands property from the State necessary for an expansion project to advance. The application to ADNR for tide land conveyance is included as **Attachment 3**.

In anticipation of more than 300,000 cubic yards of rock fill required for a large scale project, Docks & Harbors has entered into a non-binding MOU with Coeur Alaska – Kensington Mine to possibly provide rock fill. The MOU is included as **Attachment 4**.

In May 2026, Docks & Harbors contracted for geotechnical sampling along the North Douglas Launch Ramp. The results of the geotechnical investigation are included as **Attachment 5**. Docks & Harbors' maintains other information at [North Douglas Launch Ramp Expansion project page](#) on its website.

1.5 Questions

Questions regarding this proposal should be directed to:

Carl Uchytel, PE, Port Director

Docks & Harbors

76 Egan Dr

Juneau, Alaska 99801

Email: Carl.Uchytel@juneau.gov

Telephone: (907) 586-0294

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

1.6 Standard Contract Language

Attached to this RFP is the CBJ's standard contract as **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 upon of acceptance of its proposal.

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.

2.2 Proposal Development

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. Proposals shall be retained for the official files of Docks & Harbors and will become public record after announcement of the successful Proposer. The CBJ reserves the right to reject any or all proposals. 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 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.

Submission of a proposal indicates acceptance by the proposer of all the terms, conditions and specifications contained within the RFP. Proposals must be received no later than the date and time specified in the cover letter. Proposals not received by the date and time specified in the cover letter will not be considered.

2.3 Disclosure of Proposal Contents.

The City and Borough of Juneau, a municipal corporation and political subdivision of the State of Alaska, is subject to the Alaska Public Records Act codified at AS 40.25.100-220, and the public records provisions in the CBJ Charter, section 15.7. The contents of proposals submitted in response to this RFP will be kept confidential until the top ranked proposer is announced. Immediately following the announcement, all proposals become public information. Trade secrets and other proprietary data contained in a proposal may be held confidential, to the extent allowed by law, by the Purchasing Officer, upon request in writing by a proposer. Material considered confidential by the proposer must be clearly identified and marked (page, section, etc.) by the proposer, and the proposer must include a brief statement that sets out the reasons for confidentiality. Marking the entire proposal confidential is not acceptable and may be cause for the City to reject your proposal as non-responsive.

3.0 PROPOSAL CONTENT REQUIREMENTS

The response to this RFP shall be in letter form, not more than seven (7) numbered pages in length. The information requested below should be organized in the manner specified to achieve a uniform review process and obtain the maximum degree of comparability for the Selection Committee.

- Proposed Method to Accomplish the Project: Proposal shall demonstrate an understanding of the requested scope of services. Include proposed work schedule and methodology for accomplishing the project, showing insight to the specific details of the project. The proposer shall provide detail on their internal QA/QC program and should provide examples of internal review of plans assembled with multiple disciplines and consultants.
- Organization and Capacity of the Firm: Identify the consultant team proposed for this project and demonstrate their ability to perform the desired services within the established schedule. The proposal should discuss the current workload of staff proposed for the requested services.
- Firm's Representation: The proposal shall specify readily available personnel to accomplish the desired services. Key personnel shall be named, their roles within the project clearly identified and the specific hourly rate or job class that each of the key personnel will be billed for this project. Other project commitments of key personnel shall also be identified. The level of involvement should be displayed in a way which is consistent with the scale of the project. The qualifications of personnel shall be included.

- Firm's Experience with Similar Projects: Proposal should include a list of projects of similar scale and scope, succinctly described, that were worked on by the staff proposed for this project.
- Firm's Hourly Rates: Evaluation will be conducted on Proposers inclusion of the hourly rates. Rates are not evaluated by the selection committee. If the Proposer chooses to submit a rate schedule, rates are to include the hourly rates of pay for any personnel who may be used on this project.

Hourly rates shall include all markups and multipliers. Include a list of reimbursable expenses typical for this type of project. Review the Standard Contract regarding allowable reimbursables.

Hourly rates may be attached to the proposal as an appendix and will not be included in the page count for proposals.

- Resumes: Resumes may be attached to the proposal as appendices and will not be included in the page count for proposals. ***Limit resume length to one page per person.***
- Licenses: Professional registration 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 license in the State of Alaska (in order to obtain a corporate license) must be in responsible charge of the project, as well as the professional stamping the work. 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 corporate, all required professional occupational licenses, and all other necessary licenses/certifications are currently held. License/certification numbers must be provided. Licenses may be attached to the proposal as appendices and will not be included in the page count for proposals.
- Acknowledge Receipt of All Addenda: Failure to acknowledge addenda may result in the proposal being considered non-responsive and subject to rejection.
- Quality of the Proposal: Evaluation will include the clarity and professional quality of the document(s) submitted.

4.0 EVALUATION OF PROPOSALS

4.1 Criteria

Proposals will be evaluated and scored, using the criteria on the EVALUATION/RANKING page, found at the end of this document, in order to ascertain which proposal best meets the needs of the CBJ. The items to be considered during the evaluation and the associated point values are located on the EVALUATION/RANKING sheet at the end of this RFP.

4.2 Evaluation Data

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

4.2.1 Proposed Method to Accomplish the Project (30%)

- a. Proposer exhibits a complete understanding of the project scope, schedule, and requested deliverables.
- b. Proposer identifies general or specific problems within the design area and provides solutions and improvements related to the project.
- c. Proposer's quality assurance and control program. Proposer identifies the quality assurance and control Program they will utilize on this project and should provide examples of internal review of plans assembled with multiple disciplines and consultants.
- d. Proposer identifies considerations specific to the context, culture, history and community specific interest in the site and proposes how to accomplish work.

4.2.2 Organization and Capacity of Firm (25%)

- a. Identifies organization of a streamlined and efficient project team with the ability to perform services within the desired schedule.
- b. Proposer's experience and performance with similar projects. Provide specific examples.

4.2.3 Relevant Experience and Past Record of Performance (35%)

- a. Team member/personnel qualifications and experience with similar projects.
- b. Past record of performance and willingness to be accountable for and address design oversights and conflicts in a timely manner.

4.2.4 Firm's Hourly Rates (5%)

Submission of proposed hourly rates of pay for any personnel to be used on this project. MS TO WORDSMITH

4.2.5 Quality of the Proposal (5%)

Proposal clarity, concision, professionalism, and responsiveness to the project needs.

4.3 Evaluation Process

Evaluation of the proposals will be performed by a committee selected by the City and Borough of Juneau – Docks & Harbors. The intent of the CBJ is to make award based on written proposals.

5.0 SELECTION AND AWARD

An evaluation committee will review, evaluate, score and rank proposals, in accordance with criteria identified below and the Evaluation/Ranking sheet located at the end of this RFP. Clarification of submitted material may be requested during the evaluation process. Interviews by telephone with top-ranked Proposers may also be conducted at the discretion of the evaluation committee. If necessary, in-person interviews will be conducted. Finalists will be notified and informed of interview requirements. The successful Proposer will be invited to enter into contract negotiations with CBJ. Upon conclusion of successful negotiations and compliance with any pre-award obligations, award will be made in the form of a contract and a purchase order, if appropriate, will be sent to the Consultant. If an agreement cannot be reached during the negotiation process, the City will notify the Proposer and terminate the negotiations. Negotiations may then be conducted with the next Proposer in the order of its respective ranking.

6.0 INSURANCE REQUIREMENTS

The insurance requirements for this project are specified in **Attachment 1** – Sample Contract, under Appendix C.

7.0 PROTESTS

The protest period begins with the posting of a notice of the apparent successful proposer, in the CBJ Purchasing Division.

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 the CBJ Purchasing Division, 155 Heritage Way, Juneau, Alaska. Questions concerning protests or protest procedures should be directed to the CBJ Purchasing Officer at 907-586-5215 ext. 4071. CBJ Ordinance 53.50 can be viewed electronically at the following internet address: www.juneau.org/law-department.

8.0 CONSULTANT'S GOOD STANDING WITH CBJ FINANCE DEPARTMENT

Consultants must be in good standing with the CBJ prior to award, and prior to any contract renewals, and in any event no later than **seven business days** following notification by the CBJ of intent to award. **Good standing** means: all amounts owed to the CBJ are current and the Consultant is not delinquent with respect to any taxes, fees, assessment, or other monies due and owed the CBJ, or a Confession of Judgment has been executed and the Consultant is in compliance with the terms of any stipulation associated with the Confession of Judgment, including being current as to any installment payments due; and Consultant is current in all CBJ reporting obligations (such as sales tax registration and reporting and business personal property declarations). Failure to meet these requirements may be cause for rejection of your proposal. To determine if your business is in good standing, or for further information, contact the CBJ Finance Department's Sales Tax Division at (907) 586-5215 for sales tax issues, Assessor's Office at (907) 586-5215 for business personal property issues, or Collections Division at (907) 586-5215 for all other accounts.

ATTACHMENT 1

PROPOSAL EVALUATION FORM

CONSULTING FIRM: _____

Section	Criteria - Per SECTION 4.1 of RFP	Criteria Weight	Applied Points	Sub Total
4.2.1	Proposed Method to Accomplish the Project.			
a.	Proposer exhibits a complete understanding of the project scope, schedule, and requested deliverables.	15		
b.	Proposer identifies general or specific problems within the design area and provides solutions and improvements related to the project.	5		
c.	Proposer's quality assurance and control program. Proposer identifies the Quality assurance and Control Program they will utilize on this project and should provide examples of internal review of plans assembled with multiple disciplines and consultants.	5		
d.	Proposer identifies considerations specific to the context, culture, history and community specific interest in the site and proposes how to accomplish work.	5		
4.2.2	Organization and Capacity of Firm			
a.	Identifies organization of a streamlined and efficient project team with the ability to perform services within the desired schedule.	15		
b.	Proposer's experience and performance with similar projects. Provide specific examples.	10		
4.2.3	Relevant Experience			
a.	Team member/personnel qualifications and experience with similar projects.	30		
b.	Past record of performance, and record accountability for design oversights and conflicts. Record of resolving in a timely manner.	5		
4.2.4	Firms Hourly Rates Submitted	5		
4.2.5	Quality of Proposal	5		
GRAND TOTAL:				

Scoring**No scores using 2, 5, 7, 9**

Outstanding = 10

Adequate to Good = 6, or 8

Marginally Acceptable = 3 or 4

Unacceptable or Poor = 0 or 1

Maximum Score Achievable = 1000

Evaluator: _____**4.2.4 Firms Hourly Rates Submitted (Yes = 10 points, No=0 points)**

Footnotes:

--- (1) ---

State Law reference— *Art works in public buildings and facilities, AS 35.27.010 et seq.*

62.65.010 - Purpose.

The assembly recognizes a responsibility to foster the development of culture and the arts through the purchase or commissioning of works of art for municipal facilities that are subject to substantial public use. It is therefore declared to be a municipal policy that a portion of appropriations for capital expenditures for these facilities be devoted to the acquisition of works of art to be permanently placed in or as a part of such facilities.

(Serial No. 85-50, § 2, 1985)

62.65.020 - Art requirements for public facilities.

- (a) A facility constructed, remodeled or renovated with funds appropriated by the assembly after August 1, 1985, shall include within public view works of visual art, such as sculptures, paintings, murals, drawings, mosaics, photographs, calligraphy, works of graphic art (including an etching, lithograph, offset print, silk screen), crafts (including crafts in clay, textiles, fiber, wood, metal, plastic, glass and like materials), or mixed media including a collage, assemblage or any combination of the foregoing art media, or objects relating to native art, as provided in this chapter.
- (b) The manager, before preparing plans and specifications for facilities, shall advise the assembly regarding the inclusion of works of art and shall include works of art in such buildings and facilities unless otherwise directed by the assembly.
- (c) At least one percent of the construction cost of a facility approved by appropriation by the assembly after August 1, 1985, shall be reserved for the design, construction, mounting and display of art associated with the facility.
- (d) The manager shall encourage the use of City and Borough resources in these art works.
- (e) The City and Borough shall receive sole ownership of each work of art acquired pursuant to this chapter. No work of art produced, in whole or in part, pursuant to this chapter shall be subject to copyright in the United States or in any other country. The City and Borough shall have unrestricted authority over any work of art acquired pursuant to this chapter.

(Serial No. 85-50, § 2, 1985)

62.65.030 - Art in public places account.

- (a) The art in public places account is established. This account shall be a separate account within the capital projects fund. The manager shall administer the account.
- (b) The manager shall deposit into the art in public places account one percent of the construction cost of a building or facility if the building or facility is exempt from the requirements of section 62.65.020 and the exemption is because:
 - (1) The estimated construction cost of the building or facility is less than \$250,000.00; or
 - (2) The building or facility is not designed for substantial public use and access.
- (c) The manager may use the money in the art in public places account to:
 - (1) Commission or purchase a work of art which is to be placed on public lands integral to or attached to a facility detached within or outside a facility, part of a portable public exhibition or collection, part of a temporary public exhibition, or loaned to or exhibited in other public facilities owned, leased or designated by the City and Borough which have substantial public use and access; and
 - (2) Meet expenses for a commissioned work of art for a building or facility which has substantial public use and access if the cost of the work of art exceeds the amount reserved under subsection 62.65.020(c).

(Serial No. 85-50, § 2, 1985)

62.65.040 - Selection process.

For each project for the construction, remodeling or renovation of a building, school or facility falling within the provisions of this section, a selection panel shall be appointed to select works of art for inclusion in the project. The panel shall consist of two public members appointed by the Juneau Arts and Humanities Council, two members appointed by the assembly, one member appointed by the manager and one member representing the department which will be the primary user of the building, school or facility. The panel shall consult with the project architect or designer to ensure compatibility of the works of art with the design of the building, school or facility. All selections shall be subject to final approval by the assembly. The selection panel shall not have any authority to enter into any contract on behalf of the city.

(Serial No. 85-50, § 2, 1985)

62.65.050 - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Construction cost means that cost expended for the actual construction, remodeling or renovation of the facility, exclusive of the costs of land acquisition, site investigation, design services, administrative costs, equipment purchases and any other cost not specifically incurred within the construction contract awarded for the construction of the facility.

Facility means a permanent improvement owned or leased by the municipality and devoted to substantial public use having an estimated construction cost of at least \$250,000.00; the term includes, but is not limited to, schools, office buildings, public libraries and public parks. The term "facility" does not mean:

- (1) Streets;
- (2) Utility facilities and lines;
- (3) Fire stations; and
- (4) Buildings for institutional, hospital, penal or corrective purposes.

Manager means and includes the manager or the manager's designee.

(Serial No. 85-50, § 2, 1985)

Cross reference— Definitions generally, CBJ Code § 01.15.010.