CBJ DOCKS & HARBORS BOARD
FINANCE COMMITTEE MEETING AGENDA
For Thursday, June 18th, 2015

I. Call to Order (5:00 p.m. in City Hall Room 224)

II. Roll Call (Tom Donek, Dave Logan, Mike Peterson, Tom Zaruba, and Scott Spickler)

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 May 20th, 2015 Finance Committee Meeting Minutes

VI. Consent Agenda - None

A. Public Requests for Consent Agenda Changes
B. Committee Member Requests for Consent Agenda Changes
C. Items for Action

VII. Unfinished Business - None

VIII. New Business

1. Recreational Boat Launch Fees Regulation Changes (05 CBJAC 20.060)
   Presentation by the Port Director

Committee Questions

Public Comment

Committee Discussion/Action

MOTION: TO REQUIRE EVERY TRAILER TO HAVE A PAID PERMIT THAT USES ONE OF THE RAMPS AND THE FEE IS $100 ANNUALLY. NON TRAILERED VESSELS WILL PAY FULL FEE OF $100 AT THE MAIN LAUNCH RAMPS. FREE LAUNCHING AT THE OLD DOUGLAS LAUNCH RAMP, TEE HARBOR, AND THE KAYAK LAUNCH RAMP AT AMALGA.

IX. Items for Information/Discussion

1. Docks & Harbors Financial Summary
   Presentation by the Port Director

2. Thane Ore House RFP update

Presentation by the Port Director

X. Staff & Member Reports

XI. Committee Administrative Matters

1. Next Finance Committee Meeting- Thursday, July 23rd, 2015.

XII. Adjournment

CBJ DOCKS & HARBORS BOARD
FINANCE MEETING MINUTES
For Wednesday, May 20th, 2015

I. Call to Order Mr. Spickler the Finance committee meeting was called to order at 5:00pm in City Hall Conference Room 224.

II. Roll Call The following members were present: Tom Donek, Dave Logan, Mike Peterson, and Scott Spickler

Absent – Greg Busch

Also present: Carl Uchytil – Port Director; and David Borg – Harbormaster

III. Approval of Agenda

MOTION BY MR. LOGAN: TO APPROVE THE AGENDA AS PRESENTED AND ASKED UNANIMOUS CONSENT.
Motion passed with no objections

IV. Public Participation on Non-Agenda Items – None.

V. Approval of April 23rd, 2015 Finance Committee Meeting Minutes.

MOTION BY MR. LOGAN: TO APPROVE THE APRIL 23rd, 2015 MEETING MINUTES WITH NOTED CORRECTIONS AND ASKED UNANIMOUS CONSENT.
Motion passed with no objections

VI. Consent Agenda - none

VII. Unfinished Business -

1. Small Boat Harbor Fees & Small Boat Harbor & Port Facilities Use Regulation

Mr. Uchytil said the $15 per lineal foot each way in 05 CBJAC 20.230 is excessive to the Harbor needs. The Harbormaster recommends to change this to $10 per lineal foot each way.

Mr. Borg said the $10 per lineal foot each way will get Docks & Harbors back in line with Industry standards. This would be about $2.00 per foot more than anyone else, making it so we are not competing but providing a service.

Board Questions –
Mr. Peterson asked if in "05 CBJAC 20.110(b) The Harbormaster will require a person using the crane to post a bond or other guaranty before using a crane when the Harbormaster believes such security is necessary", has this ever been used?

Mr. Borg said not since he has been Harbormaster.

Mr. Uchytil said this is existing language.

Mr. Peterson asked if this is required, how do you determine how much is necessary?

Mr. Borg said it would be based on past use. If someone didn't pay for using the crane last season, they would need to pay before they can use it again. If people continue to do that, staff could ask for $100 upfront before they are able to use the crane.

Mr. Donek asked if this would apply to someone moving hazardous material?

Mr. Borg said he hasn't had that situation.

Public Comment - None

Board Discussion/Action

MOTION By MR. LOGAN: TO ACCEPT THE CHANGES AS NOTED AND MOVE TO THE FULL BOARD FOR APPROVAL AND ASK UNANIMOUS CONSENT.

Motion passed with no objection.

VIII. New Business

1. Douglas Harbor Design Fees

Mr. Gillette said Docks & Harbors is moving forward with the old Douglas Harbor replacement project which has been broken into three phases. The first phase is demolition, and Trucano Construction is the selected contractor. Trucano Construction will start mid August after the Salmon Derby. The Corps of Engineers is preparing the bid documents for the dredging project which will go from mid October until March 1st. After the dredging, Docks & Harbors will have our contractor go in and replace the floats. In the packet is the fee proposal from PND Engineers to do the design, and contract bid documents to get us through the bidding phase for phase III piece of the project. Since the original design, that is now eight years old, there has been some change in the way the Harbor is used and essentially the floats are being put back in kind with adjustments based on use patterns. Also included is a cost budget estimate by PND which shows a project budget of $6.2M, and currently Docks & Harbors has $5.3M for this project. We are $900,000 under what we need. We have a little time and can look at ways to get more money. We could take money out of the Harbors fund balance, or we could put the approach ramp in as a bid alternate which would be approximately $500,000 savings. If we found the money, we could add it in, and if we didn't then we could leave it out. This doesn't need to be decided tonight to move forward. Looking at the fee proposal, it seems in line with what was spent on other projects. There are some savings in this fee proposal that has been gained by work that has already by done. The design has been completely changed and costs have increased in the last eight years.

Board Questions

Mr. Peterson said he looked back to the 2006 fee proposal and the award was for $325,000, now it is $308,000 with a difference of $16,000 less. He also noted other

differences in prices from the 2006 to the 2015 fee proposal and wanted to know why the differences. He is wanting to know to see if there could be some cost savings in these areas to make up the $900,000 difference.

Mr. Somerville said there is a little bit of savings, but this is a complete redo design. He said they could only reuse a small portion from the water and electrical design. He said in the first design glue lams were used because that was what was used in Harris, since then, new poly tubs are being used because that is what is being used in Aurora.

Mr. Peterson asked why the permits need to be redone.

Mr. Somerville said with the new float layout, PND needs to go back to the agencies and reissue some drawings notifying them there is a modification in the layout. Also, there have been some buildings added and they will need to go through the building permit. The demolition is different with different specifications that describe the work.

Mr. Spickler asked if Mr. Gillette had other ideas of coming up with the $900,000 shortfall.

Mr. Gillette said possibly scoping back the project. One would be to eliminate the second transfer bridge and gang ramp which would save $500,000. The other source is the Harbor fund balance.

Mr. Spickler asked if the last bid estimates by PND were on target?

Mr. Gillette said generally pretty good. Statter Harbor was a little higher, the Cruise Berth project was a little less than the estimate, and Aurora is a lot less.

Public Comment - None

Board Discussion/Action

MOTION BY MR. LOGAN: TO ACCEPT THE DESIGN FEE PROPOSAL AS PRESENTED AND FORWARD ON TO THE REGULAR BOARD WITH RECOMMENDATION FOR APPROVAL AND ASK FOR UNANIMOUS CONSENT.

Motion passed with no objection

2. Cultural Presentation Lease Review

Mr. Uchytil said Mr. McHugh Pierre who is the Vice President of Alaska Operation is here tonight representing Goldbelt. This lease includes uplands and tidelands and has been in place since 1998. In 2013 this was appraised by Horan & Company basing the rent calculation on 10% of the value. The new appraisal doubled the lease rent. Because of past negotiations changing the percentage used to calculate the rent, Goldbelt did not agree to 10% of the value. Goldbelt is requesting 9% of the appraised value determined from Horan & Company, a review every five years instead of three which is in ordinance, and returning a unusable piece of uplands that Docks & Harbors could use for our own parking.

Board Questions - None

Public Comment –
Mr. Pierre said he wants to get the lease current and be a strong partner with CBJ. He said Goldbelt is looking at utilizing their property better and the piece they want to return is not an area they can use. He is also looking at possibilities to extend the dock to meet the needs of the traffic coming to Juneau.

Mr. Logan asked if there was access to Parcel A that Goldbelt wanted to return?

Mr. Pierre said Goldbelt wants to build some type of a parking garage structure and showed where on a map.

Mr. Peterson asked when the next fee review would be?

Mr. Pierre said 2018. He said Goldbelt will pay back the amount owed immediately and thanked the Committee for their cooperation and patience.

Board Discussion/Action

Mr. Peterson said he agreed with returning Parcel A and changing the review period to every five years.

Mr. Pierre said the five year extension is to allow the business' that work with Goldbelt time to adjust their costs to work through that number.

MOTION BY MR. LOGAN: TO ACCEPT THE RECOMMENDATION FROM THE PORT DIRECTOR THAT GOLDBELT HAVE A 9% RENT CALCULATION BASED ON THE APPRAISED VALUE OF $713,100 OF THE PROPERTY. THIS WOULD RESULT IN A NEW ANNUAL LEASE PAYMENT OF $64,179. THE AGREEMENT WILL BE RETROATIVE WITH THE AMOUNT OF $67,149.91 FROM JUNE 1ST, 2013 THROUGH MAY 31ST, 2015. THE LEASE WILL NOW BE REVIEWED EVERY 5 YEARS WITH THE NEXT REVIEW JUNE 1ST, 2018. ALSO ALLOW GOLDBELT TO RETURN PARCEL A AS NOTED ON THE ATTACHMENT WHICH IS EXHIBIT C AND WILL RESULT IN A REDUCTION OF $7,851.69 . THIS WILL BE FORWARDED ONTO THE FULL BOARD FOR APPROVAL WITH A RECOMMENDATION FOR APPROVAL AND ASKED FOR UNANIMOUS CONSENT.

MR. PETERSON ASKED WHEN WOULD PARCEL A BE TAKEN OFF THEIR LEASE?

MR. UCHYTIL SAID THIS WOULD NEED TO BE APPROVED BY THE ASSEMBLY.

Motion passed with no objection

IX. Items for Information/Discussion

1. Thane Ore House Lease – Next Steps

Mr. Uchytil said this Request For Proposal (RFP) document will allow interested bidders to come forward to compete to lease this property. He said the lessee will be chosen based on a set of critieria that a panel will select. The Proposer who has an idea, a business plan, qualifications to carry out the plan, and record of performance will be given points. A Juneau proposers will be given more points for being local. He said this is a work in progress and asked the Committee to review this and make suggestions.

Mr. Logan suggested that the Committee know what a proposers financial backing is.

Mr. Donek agreed that a Proposer needs to show they have financial backing to do what their proposal is.

Mr. Peterson asked if someone pays their lease in full for 10 years, would they be given more points?

Mr. Uchytil said the intention is if someone is willing to pay more, they would be given more points.

Mr. Peterson suggested to supply past information to make sure they don't have bad dept.

Mr. Logan suggested to run a credit report on any proposers.

Mr. Donek asked if it was necessary to provide parking for Anglers?

Mr. Uchytil said he had people request that.

Mr. Donek suggested to mark an area for six parking spaces and let the new lessee know if he wants the land he needs to maintain this parking area for Anglers.

X. Staff & Member Reports - None

XI. Committee Administrative Matters

1. Next Finance Committee Meeting- Thursday, June 18th, 2015.

XII. Adjournment - The Finance Committee meeting adjourned at 6:05 pm

- Recreational boat Launch fees (05 CBJAC 20.060)
  - 4/2005
  - The fee assessed to an owner for using one or more of the Douglas Harbor Boat Launches, the Harris Harbor Boat Launch, the North Douglas Boat Launch, the Statter Harbor Boat Launch, the Tee Harbor Boat Launch, the Amalga Harbor Boat Launch, and the Echo Cove Boat Launch to launch and recover recreational vessels. Use of the Kayak Launch Ramp at Amalga Harbor is free.
  - Calendar Year $90.00

CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

Financial Summary by Department

FY 2015

Description	Budget Last Year	Budget This Year	Actuals Last Year	Actuals This Year	Encumbrances Last Year	Encumbrances This Year	Remaining Balance
			FY14	FY15			
Department Docks							
State Revenues	0.00	0.00	**0.00**	**0.00**	0.00	0.00	0.00
Charges For Services	(1,110,000.00)	(1,030,000.00)	**(1,055,743.90)**	**(690,920.54)**	0.00	0.00	(339,079.46)
Misc Revenues	(730,800.00)	(578,000.00)	**(465,471.35)**	**(399,366.59)**	0.00	0.00	(178,633.41)
Transfers In	(287,600.00)	(287,600.00)	**(287,600.04)**	**(287,600.04)**	0.00	0.00	0.04
Reimburseables	(11,000.00)	(11,000.00)	**(10,999.92)**	**(10,999.92)**	0.00	0.00	(0.08)
Total Revenues	**(2,139,400.00)**	**(1,906,600.00)**	**(1,819,815.21)**	**(1,388,887.09)**	**0.00**	**0.00**	**(517,712.91)**
Personal Services	817,600.00	766,600.00	**699,489.66**	**588,593.76**	0.00	0.00	178,006.24
Travel and Training	12,500.00	14,500.00	**11,730.99**	**10,536.50**	0.00	0.00	3,963.50
Services	500,155.00	558,100.00	**449,039.51**	**466,238.10**	0.00	19,080.46	72,781.44
Commodities and Materials	40,000.00	54,500.00	**35,950.56**	**26,759.62**	0.00	0.00	27,740.38
Misc and Other	20,000.00	0.00	**25.99**	**0.00**	0.00	0.00	0.00
Equipment	10,000.00	10,000.00	~~**4,020,315.00**~~	**0.00**	0.00	24,430.00	(14,430.00)
Transfers Out	0.00	0.00	**0.00**	**0.00**	0.00	0.00	0.00
Total Expenses	**1,400,255.00**	**1,403,700.00**	~~**2,216,551.71**~~ 1,188,500	**1,092,127.98**	**0.00**	**43,510.46**	**268,061.56**
Department Summary							
Total Revenues	(2,139,400.00)	(1,906,600.00)	(1,819,815.21)	(1,388,887.09)	0.00	0.00	(517,712.91)
Total Expenditures	1,400,255.00	1,403,700.00	~~2,216,551.71~~	1,092,127.98	0.00	43,510.46	268,061.56
	(739,145.00)	(502,900.00)	~~396,736.50~~ (631,500)	(296,759.11)	0.00	43,510.46	(249,651.35)

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DOCKS

COMPARATIVES

	FY14 Actuals	FY15 Amended Budget	FY15 Projected Actuals	FY16 Approved Budget	FY16 Revised Budget
EXPENSES:					
Personnel Services	$ 699,500	766,600	758,200	793,800	768,500
Commodities and Services	489,000	626,900	609,900	628,300	668,300
Capital Outlay	-	10,000	16,300	10,000	10,000
Total Expenses	**1,188,500**	**1,403,500**	**1,384,400**	**1,432,100**	**1,446,800**
FUNDING SOURCES:					
Interdepartmental Charges	11,000	11,000	11,000	11,000	11,000
Charges for Services	1,055,700	1,030,000	1,065,300	1,030,000	1,060,000
Licenses, Permits and Fees	368,100	500,000	412,600	500,000	500,000
Interest	97,600	78,000	22,900	92,600	22,900
Support from Marine Passenger Fee	287,600	287,600	287,600	287,600	327,600
Equity From (To) From Fund Balance	(631,500)	(503,100)	(415,000)	(489,100)	(474,700)
Total Funding Sources	**$ 1,188,500**	**1,403,500**	**1,384,400**	**1,432,100**	**1,446,800**
STAFFING	**12.05**	**10.76**	**10.76**	**10.76**	**10.76**
FUND BALANCE	**$ 3,530,900**	**4,034,000**	**3,945,900**	**4,435,000**	**4,420,600**

BUDGET HIGHLIGHT

The Docks Department's FY16 Revised Budget is an increase of $14,700 (1.0%) over the FY16 Approved Budget.

The significant budgetary changes include:

FY16 Revised Budget

- Commodities and Services increased $40,000 (6.4%) due to an increase in repair expenses related to the Lightering Float Ramp canvas and the Marine Park bus parking lot.

CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

Financial Summary by Department

FY 2015

Description	Budget Last Year	Budget This Year	Actuals Last Year (FY14)	Actuals This Year (FY15)	Encumbrances Last Year	Encumbrances This Year	Remaining Balance
Department Harbors							
State Revenues	(350,000.00)	(350,000.00)	**(304,414.83)**	**(395,010.48)**	0.00	0.00	45,010.48
Federal Revenues	0.00	0.00	**0.00**	**0.00**	0.00	0.00	0.00
Charges For Services	(2,600,000.00)	(2,740,500.00)	**(2,892,146.19)**	**(2,435,812.49)**	0.00	0.00	(304,687.51)
Misc Revenues	(739,400.00)	(722,800.00)	**(603,151.61)**	**(1,341,165.73)**	0.00	0.00	618,365.73
Transfers In	0.00	0.00	**0.00**	**0.00**	0.00	0.00	0.00
Total Revenues	**(3,689,400.00)**	**(3,813,300.00)**	**(3,799,712.63)**	**(4,171,988.70)**	**0.00**	**0.00**	**358,688.70**
Personal Services	1,420,100.00	1,640,000.00	**1,427,457.21**	**1,476,840.79**	0.00	0.00	163,159.21
Travel and Training	16,500.00	11,000.00	**6,338.95**	**7,248.70**	0.00	0.00	3,751.30
Services	1,032,387.00	1,029,864.00	**927,831.26**	**937,557.28**	0.00	73,076.35	19,230.37
Commodities and Materials	147,900.00	144,500.00	**163,053.02**	**102,477.59**	0.00	0.00	42,022.41
Misc and Other	0.00	0.00	**15,468.68**	**0.00**	0.00	0.00	0.00
Equipment	16,764.00	10,000.00	~~**1,010,494.00**~~	**15,100.00**	0.00	8,130.00	(13,230.00)
Debt Service	0.00	0.00	**0.00**	**0.00**	0.00	0.00	0.00
Transfers Out	753,200.00	1,548,800.00	**753,200.04**	~~**1,548,800.00**~~ 748,800	0.00	0.00	0.00
Total Expenses	**3,386,851.00**	**4,384,164.00**	~~**4,303,840.16**~~ 3,293,349	~~**4,088,024.36**~~ 3,288,024	**0.00**	**81,206.35**	**214,933.29**
Department Summary							
Total Revenues	(3,689,400.00)	(3,813,300.00)	(3,799,712.63)	(4,171,988.70)	0.00	0.00	358,688.70
Total Expenditures	3,386,851.00	4,384,164.00	~~4,303,840.16~~	~~4,088,024.36~~	0.00	81,206.35	214,933.29
	(302,549.00)	570,864.00	~~504,127.53~~ (605,400)	~~(83,964.34)~~ (883,964)	0.00	81,206.35	573,621.99

HARBORS

COMPARATIVES

	FY14 Actuals	FY15 Amended Budget	FY15 Projected Actuals	FY16 Approved Budget	FY16 Revised Budget
EXPENSES:					
Personnel Services	$ 1,427,500	1,640,000	1,620,100	1,710,500	1,687,300
Commodities and Services	1,014,300	1,153,100	1,155,300	1,153,100	1,154,100
Capital Outlay	-	10,000	23,200	10,000	10,000
Debt Service	753,200	748,800	748,800	747,200	747,200
Support to Capital Projects	-	-	-	-	-
Total Expenses	**3,195,000**	**3,551,900**	**3,547,400**	**3,620,800**	**3,598,600**
FUNDING SOURCES:					
Charges for Services	2,738,400	2,690,500	2,775,000	2,735,000	2,800,000
Rentals	606,800	690,000	1,177,000	690,000	800,000
State Shared Revenue	304,400	350,000	395,000	350,000	350,000
Fines and Forfeitures	9,100	10,000	15,000	10,000	10,000
Interest Income	141,700	72,800	40,600	86,400	30,400
Equity From (To) Fund Balance	(605,400)	(261,400)	(855,200)	(250,600)	(391,800)
Total Funding Sources	**$ 3,195,000**	**3,551,900**	**3,547,400**	**3,620,800**	**3,598,600**
STAFFING	**14.62**	**17.67**	**17.67**	**17.67**	**17.67**
FUND BALANCE RESERVE	**$ 753,200**	**753,200**	**753,200**	**753,200**	**753,200**
AVAILABLE FUND BALANCE	**$ 2,425,300**	**2,686,700**	**3,280,500**	**3,531,100**	**3,672,300**

BUDGET HIGHLIGHT

The Harbors Department's FY16 Revised Budget is a decrease of $22,200 (0.6%) over the FY16 Approved Budget.

The significant budgetary changes include:

FY16 Revised Budget

- There are no significant budgetary changes.

REQUEST FOR PROPOSALS

RFP No. DH15
Tracts B-1 and B-2, Alaska Tideland Survey 1328, ADL 103289
4400 Thane Road, Juneau, Alaska

(formerly - Thane Ore House Property)

Date of Issue: May 20th, 2015
Issued By:

Carl Uchytil, PE, Port Director

DRAFT

4400 Thane Road Property
(formerly Thane Ore House)
RFP No. DH15

SCOPE AND INTENT: The purpose of this document is to solicit proposals from persons or businesses interested in leasing the property managed at 4400 Thane Road in Juneau, Alaska under a lease from CBJ Docks and Harbors. The intent is to select a proposal with the highest and best use for this area as evaluated by a panel, including consideration in the proposed leased rent.

REQUEST FOR PROPOSAL DOCUMENTS may be obtained from the CBJ Port Director's Office, 76 Egan Drive, Juneau, AK 99801, telephone (907) 586-0292.

QUESTIONS REGARDING THIS RFP: Carl Uchytil, CBJ Port Director, phone (907) 586-0294, fax (907) 586-0295 is the sole point of contact for all issues pertaining to this procurement. No oral interpretations concerning the RFP will be made to any person. ***Requests for an interpretation must be made in*** *writing and delivered or sent by fax to the CBJ Docks and Harbor* ***at least 4 days before the submittal date.***

PRE-PROPOSAL MEETING: A non-mandatory pre-proposal meeting will be held in the conference room at the CBJ Port Director's office, 76 Egan Drive, Juneau, AK 99801 at **1:00 PM, Tuesday, June 23rd, 2015.** Persons interested in submitting a proposal are encouraged to attend.

PRE-PROPOSAL BUILDING INSPECTION: A non-mandatory pre-proposal building inspection will be held at the lease site, 4400 Thane Road, Juneau, AK 99801 from **10:00 AM to 4:00 PM ~~Wednesday, June 24th~~, 2015.** Prospective proposers, and their contractors, are invited to attend.

DEADLINE FOR PROPOSALS: Five (5) copies of the proposal, in a sealed envelope will be **received until 2:00 p.m., Alaska Time on ~~Wednesday, July 15th~~ , 2015**, or such later time as the Port Director may announce by addendum to plan holders at any time prior to the deadline. Late proposals will not be accepted and will be returned, unopened.

NOTE: **Mailing/delivery times to Alaska may take longer than other areas of the U.S.**
Please register with teena.scovill@juneau.org

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

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

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

MAILING ADDRESS:

City and Borough of Juneau
Docks & Harbors, Port Director's Office
155 South Seward Street
Juneau, AK 99801

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1.0 GENERAL INFORMATION

This Request for Proposals (RFP) defines CBJ Docks & Harbors intentions, explains the procedures for selecting a firm to provide the highest and best use of this area, and defines the documents required to respond to the RFP.

1.1 Purpose: The purpose of this document is to solicit proposals from individuals interested in obtaining a lease agreement with CBJ Docks & Harbors to operate at the 4400 Thane Road property, which was formerly known as the Thane Ore House. The CBJ has the right to refuse proposals deemed unreasonable. After a signed Lease Agreement between the CBJ and the Lessee has been completed, the Lessee may proceed with the accepted plan for operations.

1.2 Intentions: It is the intention of the CBJ to enter into a Lease agreement with an individual, partnership, or corporation to operate at 4400 Thane Road.

New construction and/or reconstruction work may be accomplished on this Lease. All plans must be approved by CBJ Docks and Harbors Port Director.

The primary purpose of this lease is to provide entrepreneurs a business opportunity.

1.3 Minimum Qualifications: In order to be considered for a lease agreement, proposing Individuals must ~~have ***at least*** five years of business experience.~~ be 19 years of age or over, and provide a completed application accompanied by a $10.00 filing fee. With every application, the applicant shall submit a development plan showing and stating the following:

(A) The purpose of the proposed lease;

(B) The use, value and nature of improvements to be constructed;

(C) The type of construction;

(D) The dates construction is estimated to commence and be completed;

(E) Whether intended use complies with the zoning title and comprehensive plan of the City and Borough.

1.4 Lease Period: The initial Lease agreement period will not exceed 35 years with an option to renew for an additional lease term upon mutual agreement. CBJ reserves the right to negotiate a period less than 35 years if the lessee's business plans do not include significant investment capital.

1.5 Roadside Fisheries Requirement. The property is adjacent to an easement providing access to Alaska DNR tidelands. In support of the Juneau recreational sport fisherman, the success proposer agrees to set aside no less than 5 parking spaces for roadside fisherman at no cost to CBJ or fishing participants from May to September each year of the lease.

1.6 Background: Juneau is Alaska's Capital City. The CBJ Port Director's office is located at 76 Egan Drive, Juneau, Alaska 99801. The Port Director's office is located on the 2nd floor of the Seadrome Building.

1.7 Questions: Questions regarding this proposal will be handled by:

Carl Uchytil, Port Director
Docks & Harbors
City and Borough of Juneau
Telephone: (907) 586-0294
Fax: (907) 586-0295

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

1.8 Sample Typical Lease

Typical lease clauses are shown in Attachment 1 – Sample Lease Agreement. Proposers should be aware that certain terms of the leases are mandated under CBJ ordinance and, as such are not subject to negotiation (i.e. appraisal, lease rent requirements, dispute resolution, etc.).

https://www.municode.com/library/ak/juneau/codes/code_of_ordinances?nodeId=PTIICOOR_PTIREPR_CH53.20LE

https://www.municode.com/library/ak/juneau/codes/code_of_ordinances?nodeId=PTIVADCORE_TIT05DOHA_CH50LEAD

2.0 RULES GOVERNING COMPETITION

2.1 Pre-Proposal

2.1.1 Examination of the Request for Proposals

Proposers should carefully examine this solicitation document and any addenda thereto, and all related materials and data referenced in the document. Proposers should become fully aware of the nature of the lease contained in Attachment 1 and the conditions likely to be encountered while operating under the lease.

2.2 Proposal Development

2.2.1 Confidentiality

The content of proposals will be kept confidential until the selection is publicly announced. All materials submitted in response to this solicitation will become the property of CBJ. One copy will be retained for the official files of Docks & Harbors and will become public record after announcement of the successful proposer. The CBJ will not return proposals to the proposer. The CBJ 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 requirement of this RFP. Emphasis should be

concentrated on conformance to the solicitation instructions, responsiveness to the solicitation requirements, and completeness and clarity of content.

This solicitation does not commit CBJ to select any person, partnership, business or corporation for this lease. All costs associated with the respondents' preparations, submission and oral presentations shall be the responsibility of the Proposer.

All proposals must be signed. A proposal may be signed by the Proposer or by an agent(s) only if the agent is an officer or a corporate representative authorized to sign contracts on the Proposer's behalf, a member of a partnership, or is properly authorized by a power of attorney or equivalent document. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature. Proposals not received by the date and time specified in the cover letter will not be considered.

3.0 PROPOSAL CONTENT REQUIREMENTS

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

3.1 Title Page

Show the subject of this solicitation, entity name, address, telephone numbers, name of contact person and date of submission.

3.2 Letter of Transmittal

Include a cover letter that contains the following:

- A brief statement of your firm's understanding of the proposal requirements and a summary of your capability to meet the requirements.
- The names of the person(s) who is your authorized representative, their Title(s), address(es) and telephone number(s).
- A statement that you are willing to accept the terms and conditions of the lease contained in Attachment 1 if awarded a lease.
- A statement that you acknowledge all addenda to this solicitation.

The transmittal letter must be signed by a corporate officer who has authority to sign a lease.

3.3 Table of Contents

Identify the materials by section and page number.

3.4 Operations/Business Plan

Provide a detailed description of your plan for operating at the lease area. This should include a description of all services you intend to provide at the facility, with special mention of any services beyond what are currently provided at the facility. The selection panel will consider the proposed plan with reference to local economic opportunity, job creation and CBJ revenue potential.

3.5 Capacity of Firm

Discuss the qualifications and capacity of your company and the individuals within the company to provide the operation described in your operations plan. Include resumes of key personnel. List special licenses that your company or key personnel have that are related to your operations plan.

Include documentation attesting to the ability to finance the proposed enterprise. This may, but is not limited to bank loans, lines of credit, personal holdings, bonding capacity, investors, collateral, etc.

3.6 Past Record of Performance

Provide general background information highlighting your record of performance.

Include a detailed listing of specialized experience, capabilities, and unique qualifications related to operating at this area.

Provide select references of individuals and businesses that can attest to your company's record of performance.

3.7 Established local Business

It is the intentions of Docks & Harbors to recognize successful business enterprises within the City & Borough of Juneau. Provide general background information highlighting your record of business operations within the CBJ boundary.

3.8 Marine Related Activity

Docks & Harbor mission includes providing commercial opportunity for marine related uses. As such the selection panel will consider criteria in which the proposed business plan supports a business or activity that necessitates close proximity or adjacent water access. The proposed lease area is zoned "Waterfront-Industrial".

It is the responsibility of the proposer to ensure any activity planned for the leased property meets zoning and permissible use tables required under CBJ ordinance. https://www.municode.com/library/ak/juneau/codes/code_of_ordinances?nodeId=PTIICOOR_TIT49LAUS_CH49.25ZODI_ARTIIITAPEUS

3.9 Annual lease rent offering (minimum $8600/year)

The appraisal fee simple value of the property was determined by a recent appraisal conducted by Horan & Company to be $86,000. Based on a formula commonly used by CBJ for lease rent calculation, the minimum annual lease rent is set at 10% of the fee simple value or $8600. The value of the building was considered to be fully depreciated with no residue value. Docks & Harbors will not object to business proposal which raze the existing structures.

One of the considerations the selection panel will evaluate is the annual lease proposal. This RFP is not a bid solicitation; as such the selected proposal may not have the highest annual lease rent offering. The selection panel will consider all state criteria before offering into lease negotiations.

Provide an unqualified annual lease rent offering. The minimum value shall be $8600 per year.

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 numbered one through five (1 through 7).

4.2 Evaluation Data

The Evaluation Data discussed below is presented in an effort to delineate what criteria will be used to score proposals. Please do not include a separate section in your proposal for Evaluation Data. Much of the information discussed and requested below should be included in the proposal as part of the PROPOSAL CONTENT REQUIREMENTS discussed in this RFP.

4.2.1 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.

4.2.2 Capacity of the Individual

Evaluation will be made of the Proposer's ability to perform the desired services. The proposal should discuss the ability to provide the variety of services. These include but are not limited to the items listed in Section 1.2, Intentions.

4.2.3 Hours of Operation

Provide anticipated hours of operations.

4.3 Evaluation Process

Evaluation of the proposals will be performed by Docks and Harbors staff and invited Docks & Harbors Board members and invited CBJ Assembly members.

5.0 SELECTION AND AWARD PROCESS

The proposals will be individually scored by the Selection Committee. The reviewers' scores are then ranked according to the individual scores. The rankings are then determined. The highest numerical ranking will be used to determine the successful Proposer.

Proposal evaluation results are anticipated to be announced within 15 calendar days of the submission date, although all offers must be complete and irrevocable for 60 days following the submission date.

Award of a lease, if made, will be to the responsible proposers selected in accordance with the criteria described in EVALUATION OF PROPOSALS of this RFP.

The CBJ reserves the right to award a lease solely on the basis of written proposals and reserves the right to award a lease to the successful individual without further discussion.

The successful proposers shall submit certification of proper insurance coverage as required by the RFP for inclusion in the contract.

6.0 INSURANCE REQUIREMENTS

The Contractor shall provide, as a minimum, the following insurance: The City must be named as an additional insured as respects their interest in this project, except for Professional Liability Insurance and Workers Compensation insurance. The Project Name and Number shall be referenced on the Certificate of Insurance. Proof of the following insurance is required prior to award:

6.1 Commercial General Liability Insurance. The Consultant must maintain Commercial General Liability Insurance in an amount sufficient to cover any suit that may be brought against the Consultant. This amount must be at least one million dollars ($1,000,000.00) per occurrence, and two million dollars ($2,000,000.00) aggregate. The Consultant must assume all insurable risks and bear any loss or injury to property or persons occasioned by neglect or accident during the terms of this Contract, except for sole negligence on the part of CBJ.

6**.2 Professional Liability Insurance**. The Consultant must maintain Professional Liability Insurance in an amount not less than five hundred thousand dollars ($500,000.00) aggregate to protect the Consultant from any claims or damages for any error, omission, or negligent act of the Consultant, the Consultant's firm, employees, or subcontractors (which results in a financial loss to CBJ). *Note: The Professional Liability Insurance limit may be increased or decreased, depending on the specific project proposed. Consultants will be notified of a change in the limit, if any, with the individual project solicitation letter.*

6.3 Workers' Compensation Insurance: Contractor, if subject to the provisions of the Alaska Workers' Compensation Act (AS 23.30), will provide City and the State of Alaska with proof, furnished by the insurance carrier, of current coverage for workers' compensation with an insurance company or association authorized to transact such business in the State of Alaska, or an approved current certification of self-insurance by the Alaska Workers' Compensation Board. Contractor further acknowledges and agrees that in the event it fails to maintain proper workers' compensation coverage, the State will implement the provisions of AS 23.30.045(c) and City, at its option, may terminate this agreement for cause without liability. Contractor also agrees to provide evidence of Longshore and Harbor Worker's Insurance and Jones Act coverage as required by federal law if applicable to the work required.

The coverage shall include Employer's Liability Protection in the amount of:
$ 100,000 per accident, $ 500,000 policy limit, $ 100,000 each employee.

6.4 Comprehensive Automobile Liability Insurance. The coverage shall include all owned, hired, and non-owned vehicles to a one million dollar ($1,000,000.00) combined single limit coverage.

Each policy shall be endorsed to waive all rights of subrogation against the CBJ by reason of any payment made for claims under the above coverage, except Workers Compensation and Professional Liability.

7.0 LOCAL BONUS POINTS

Local bonus points shall be awarded if Proposer is determined to be a "Juneau proposer" meeting the criteria of CBJ's Purchasing Ordinance 53.50, section 53.50.010(5). 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 the Port Director, 76 Egan Drive, 2nd floor, (907) 586-0292.

8.0 PROTESTS

The protest period begins with the posting of a notice of apparent successful proposer, in the CBJ Port Director 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 the CBJ Port Director, 155 South Seward Street, Juneau, Alaska. Questions concerning protests or protest procedures should be directed to the CBJ Port Director, at 586-0294. CBJ Ordinance 53.50 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 the CBJ for sales and property taxes. Vendors/Merchants must be in good standing for all amounts owed to the CBJ prior to award and prior to all contract renewals, or no later than five business days following notification by the CBJ of intent to award. Failure to meet these requirements, if so subject, shall be cause for your proposal to be rejected. **To determine if your business is subject to these requirements, or for further information, contact the CBJ Finance Department, Treasury Division, at (907) 586-5265 concerning sales tax and 586-5268 concerning business personal property and real property tax.**

9.1Rejection of Proposals: The CBJ Docks and Harbors reserves the right to reject any proposal which:

- Is conditioned, incomplete, obscure, or irregular,
- Omits a proposal on any item or items on which proposals are required,
- Is accompanied by insufficient or irregular proposal guaranty or,
- Is submitted by proposers who have previously failed to perform properly or to complete contracts as specified.

CBJ Docks and Harbors reserves the right to reject any or all proposals and to determine which proposal, if any, should be accepted in its best interest.

Proposal Evaluation Form

Proposer: _____

Scored By: _____ **Date:** _____

EVALUATION/RANKING

		POINTS AWARDED	
		Points Possible	**Score**
1.	Operations/Business Plan	0 – 35	_____
2.	Capacity of firm	0 – 15	_____
3.	Record or Performance	0 – 15	_____
4.	Established local business	0 – 5	_____
5.	Marine Related Business Activity	0 – 10	_____
6.	Annual lease rent offering (minimum $8600/year)	0 – 20	_____
		Subtotal	_____
	The Port Director will assign points for criteria 7 below.		
7.	Juneau Proposer	0 or 5	_____
		TOTAL POINTS **105**	_____
		INDIVIDUAL RANKING	_____