

REQUEST FOR PROPOSALS
By the City of Homer, Alaska
To Lease City Property on the Homer Spit

AUG - 8 2014

The City of Homer, Alaska is requesting proposals from individuals or firms to lease one or more of the eleven City-owned parcels located on the Homer Spit in Homer, Alaska. All Lots Offered Separately. The proposals that satisfy all minimum requirements and scores best on the City's evaluative criteria will be offered the opportunity to negotiate for a lease with the City. The parcels that are available are:

Parcel A	Lot 9A	Homer Spit Replat 2006 on Fish Dock Road
Parcel B	Lot 10A	Homer Spit Replat 2006 on Fish Dock Road
Parcel C	Lot 4	Homer Spit Subdivision, No. 5 on Freight Dock Road
Parcel D	Lot 5	Homer Spit Subdivision, No. 5 on Freight Dock Road
Parcel E	Lot 6	Homer Spit Subdivision, No. 5 on Freight Dock Road
Parcel F	Lot 7	Homer Spit Subdivision, No. 5 on Freight Dock Road
Parcel G	Lot 8	Homer Spit Subdivision, No. 5 on Freight Dock Road
Parcel H	Lot 9	Homer Spit Subdivision, No. 5 on Freight Dock Road
Parcel I	Lot 10	Homer Spit Subdivision, No. 5 on Freight Dock Road
Parcel J	Lot 11	Homer Spit Subdivision, No. 5 on Freight Dock Road
Parcel K	Lot 12	Homer Spit Subdivision, No. 5 on Freight Dock Road

Proposals to the City's request will be received at the City Clerk's Office, 491 E. Pioneer Avenue, Homer, Alaska 99603, until 4:30 p.m. Thursday, August 28, 2014 at which time they will be logged in and provided to the City Lease Committee. A non-refundable lease application fee of \$30 must be submitted with the proposal. Proposals received after the time specified or proposals received from proposers not listed on the plan holders list will be considered non-responsive and shall not be considered.

Plan holder registration forms, and Plans and Specifications are available on line at <http://www.cityofhomer.ak.gov/rfps>. All proposers must submit a City of Homer Plan Holders Registration form to be on the Plan Holders List and to be considered responsive. To obtain a copy of the proposal package and to be listed on the plan holders list, contact: Office of the City Clerk, 491 E. Pioneer Avenue, Homer, AK 99603, (907) 235-3130, clerk@ci.homer.ak.us.

To arrange to view or inspect any parcel, or for information regarding existing utility lines or the fish outfall line and connections, contact: Bryan Hawkins, Port and Harbor Director/Harbormaster, 4350 Homer Spit Road, Homer, Alaska 99603, (907) 235-3160, bhawkins@ci.homer.ak.us.

The City reserves the absolute right to reject any or all proposals, may waive any or all informalities or irregularities, and may permit the correction of errors or omissions in responses.

Dated this 8th day of August 2014.

City of Homer



Walt Wrede, City Manager

Publish: Homer News 8/14/14 & 8/21/14
Account #: 400-0600-5227

City of Homer-Lease Application/Assignment Form

Directions:

1. Please type.
2. Please submit this application form to the City Clerk's Office, 491 Pioneer Avenue, Homer, Alaska 99603.
3. Please answer all questions on this form, or put "N/A" in the space if it is non applicable.

Applicant Name:	
Social Security No.s	
Mailing Address:	
City, State, ZIP code:	
Business Telephone No.	
Representative's Name:	
Mailing Address:	
City, State, ZIP code:	
Business Telephone No.	
Property Location:	
Legal Description:	
Type of Business to be placed on property:	
Size of Buildings to be placed or leased:	
Duration of Lease requested:	
Options to re-new:	
Special lease requirements:	
Number of parking spaces required, per code:	

**The following materials must be submitted when applying for a lease of
City of Homer real property**

1.	Plot Plan	<p>A drawing of the proposed leased property showing:</p> <p><input type="checkbox"/> Size of lot - dimensions and total square footage. – to scale, please.</p> <p><input type="checkbox"/> Placement and size of buildings, storage units, miscellaneous structures planned – to scale, please.</p> <p><input type="checkbox"/> Water and sewer lines – location of septic tanks, if needed.</p> <p><input type="checkbox"/> Parking spaces – numbered on the drawing with a total number indicated – please refer to Homer City Code _____</p>																				
2.	Development Plan	<p><input type="checkbox"/> <u>List the time schedule from project initiation to project completion, including major project milestones.</u></p> <table border="0"> <thead> <tr> <th data-bbox="505 709 792 741">Dates</th> <th data-bbox="797 709 1487 741">Tasks</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </tbody> </table> <p>For each building, indicate:</p> <table border="0"> <thead> <tr> <th data-bbox="505 1037 971 1068">Building Use</th> <th data-bbox="980 1037 1511 1068">Dimensions and square footage</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	Dates	Tasks	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	Building Use	Dimensions and square footage	_____	_____	_____	_____	_____	_____
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3.	Insurance	<p><input type="checkbox"/> Attach a statement of proof of insurability of lessee for a minimum liability insurance for combined single limits of \$1,000,000 showing the City of Homer as co-insured. Additional insurance limits may be required due to the nature of the business, lease or exposure. Environmental insurance may be required. If subleases are involved, include appropriate certificates of insurance.</p>																				
4.	Subleases	<p><input type="checkbox"/> Please indicate and provide a detailed explanation of any plans that you may have for subleasing the property. The City of Homer will generally require payment of 25% of proceeds paid Lessee by subtenants. Refer to chapter 13 of the Property Management Policy and Procedures manual.</p>																				
5.	Health Requirements	<p><input type="checkbox"/> Attach a statement documenting that the plans for the proposed waste disposal system, and for any other necessary health requirements, have been submitted to the State Department of Environmental Conservation for approval. Granting of this lease shall be contingent upon the lessee obtaining all necessary approvals from the State DEC.</p>																				
6.	Agency Approval	<p><input type="checkbox"/> Attach statement(s) of proof that your plans have been inspected and approved by any agency which may have jurisdiction of the project; i.e. Fire Marshall, Army Corps of Engineers, EPA, etc. The granting of this lease shall be contingent upon lessee obtaining approval, necessary permits, and/or inspection statements from all appropriate State and/or Federal agencies.</p>																				

7.	Fees	<p><u>All applicable fees must be submitted prior to the preparation and/or execution of a lease.</u></p> <p><input type="checkbox"/> Application fee - \$30.00. Covers costs associated with processing the application.</p> <p><input type="checkbox"/> Lease fee - \$300.00. Covers the costs of preparing and processing the actual lease.</p> <p><input type="checkbox"/> Assignment fee - \$250.00. Covers the costs of preparing and processing the lease transfer.</p>
8.	Financial Data	<p><u>Please indicate lessee's type of business entity:</u></p> <p><input type="checkbox"/> Sole or individual proprietorship.</p> <p><input type="checkbox"/> Partnership.</p> <p><input type="checkbox"/> Corporation.</p> <p><input type="checkbox"/> Other – Please explain: _____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Financial Statement – Please attach a financial statement showing the ability of the lessee to meet the required financial obligations.</p> <p><input type="checkbox"/> Surety Information – Has any surety or bonding company ever been required to perform upon your default or the default of any of the principals in your organization holding more than a 10% interest</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes. If yes, please attach a statement naming the surety or bonding company, date and amount of bond, and the circumstances surrounding the default or performance.</p> <p><input type="checkbox"/> Bankruptcy information - Have you or any of the principals of your organization holding more than a 10% interest ever been declared bankrupt or are presently a debtor in a bankruptcy action?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes. If yes, please attach a statement indicating state, date, Court having jurisdiction, case number and to amount of assets and debt.</p> <p><input type="checkbox"/> Pending Litigation – Are you or any of the principals of your organization holding more than a 10% interest presently a party to any pending litigation?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes. If yes, please attach detailed information as to each claim, cause of action, lien, judgment including dates and case numbers.</p>
9.	Partnership Statement	<p><input type="checkbox"/> <u>If the applicant is a partnership, please provide the following:</u></p> <p>Date of organization: _____</p> <p>Type: <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Partnership</p> <p>Statement of Partnership Recorded? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Where _____ When _____</p> <p>Has partnership done business in Alaska? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Where _____ When _____</p> <p>Name, address, and partnership share. If partner is a corporation, please complete corporation statement.</p> <p>Limited/ <u>General</u> <u>Name</u> <u>Address</u> <u>Share %</u></p> <p>_____</p>

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10.	Corporation Statement	<p><input type="checkbox"/> <u>If the applicant is a corporation, please provide the following:</u></p> <p>Date of Incorporation: _____</p> <p>State of Incorporation: _____</p> <p>Is the Corporation authorized to do business in Alaska?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes. Is so, as of what Date? _____</p> <p>Corporation is held? <input type="checkbox"/> Publicly <input type="checkbox"/> Privately If publicly held, how and where is the stock traded? _____</p> <p>Officers & Principal Stockholders [10%+]:</p> <table border="0"> <thead> <tr> <th><u>Name</u></th> <th><u>Title</u></th> <th><u>Address</u></th> <th><u>Share</u></th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> </tbody> </table> <p><input type="checkbox"/> Please furnish a copy of Articles of Incorporation and By-laws.</p> <p>Please furnish name and title of officer authorized by Articles and/or By-laws to execute contracts and other corporate commitments.</p> <table border="0"> <thead> <tr> <th><u>Name</u></th> <th><u>Title</u></th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> </tbody> </table>	<u>Name</u>	<u>Title</u>	<u>Address</u>	<u>Share</u>	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	<u>Name</u>	<u>Title</u>	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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<p>11.</p>	<p>Applicant References</p>	<p>Please list four persons or firms with whom the Applicant or its owners have conducted business transactions with during the past three years. Two references named shall have knowledge of your financial management history, of which at least one must be your principal financial institution. Two of the references must have knowledge of your business expertise.</p> <p>_____</p> <p>Name: _____ Firm: _____ Title: _____ Address: _____ Telephone: _____ Nature of business association with Applicant: _____</p> <p>_____</p> <p>Name: _____ Firm: _____ Title: _____ Address: _____ Telephone: _____ Nature of business association with Applicant: _____</p> <p>_____</p> <p>Name: _____ Firm: _____ Title: _____ Address: _____ Telephone: _____ Nature of business association with Applicant: _____</p> <p>_____</p> <p>Name: _____ Firm: _____ Title: _____ Address: _____ Telephone: _____ Nature of business association with Applicant: _____</p> <p>_____</p>
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I hereby certify that the above information is true and correct to the best of my knowledge.
Signature: _____ **Date:** _____