



City of Homer

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Port and Harbor

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Memorandum 22-197

TO: HOMER CITY COUNCIL & MAYOR CASTNER
FROM: BRYAN HAWKINS, HARBORMASTER / PORT DIRECTOR
DATE: NOVEMBER 3, 2022
SUBJECT: HDR OWNER REPRESENTATIVE CONTRACT

Vessel moorage congestion has been a long term issue in Homer's small boat harbor. Large vessel Port Expansion has been ranked #1 on the City's Capital Improvement Project list for many years. The City has been working alongside the US Army Corps of Engineers (USACE) Alaska District to get national support for a General Investigation study focused on this need.

In 2019 the city completed a Planning Assistance for States (PAS) study with the Corps. The PAS study is a tool used to evaluate the navigation conditions that exist in a Port and to determine if 1) there is a problem and 2) if an Army Corps of Engineers General Investigation (GI) Study is warranted. The Homer PAS resulted in a recommendation that a General Investigation on Homer's Port Expansion be completed. The State and City have committed to the local share of the GI study expense and indications are good that Congressionally Directed Spending for the federal share will be included in the FY 2023 Federal budget. Our Federal Delegation and their staffers have been hard at work in Washington DC making sure that once funded, our project will get the authorization from Corps Command to give Homer's port expansion study the green light.

A lesson learned from the PAS process is that staff were stretched thin trying to provide the information and support the USACE for the duration of the six month study while at the same time doing our day jobs. We spoke with Corps about this concern and learned that many communities will contract with firms that have the personnel with the experience needed to help us get the best results for our efforts.

In 2019 Staff meet with HDR to discuss how they could support the City in a GI study. We learned that HDR's advantage on the federal side comes from the fact that their staff have intimate knowledge of the USACE processes. This is in part because HDR has over 30 active USACE IDIQ (indefinite delivery indefinite quantity) contracts nationwide, through which they perform General Investigation Studies on behalf of USACE as federal contractors. As our owner representative, HDR will not also perform the study, as that would be a conflict of interest—but their volume of IDIQ contracts serves as proof of just how thoroughly they understand the process of a GI study.

The Port & Harbor Advisory Commission reviewed the proposal from HDR at their August 24, 2022 meeting and expressed their support, which is reflected in the attached motion.

Homer's long range goals are clear/ building a large vessel harbor at our port will payback in multi-generational regional economic benefits. The goal is not to study a port expansion—the goal is to build a port expansion, and the GI study must be completed before we can move forward with our goal. I believe that hiring HDR will pay this community back many times over when it comes to meeting our shared goals.

Recommendation

Recommend that the Council pass Ordinance 22-79 amending the FY23 capital budget by appropriating \$408,073 from the Port Reserve fund to pay for the costs of an Owner Representative contract with HDR and Authorize the City Manager to execute the appropriate documents.

Attachments

8-24-22 Port Commission Motion Recommending HDR Owner Representative Phase 1

HDR Fee Estimate



November 3, 2022

Bryan Hawkins
Port Director and Harbormaster
City of Homer
4311 Freight Dock Road
Homer, AK 99603

Subject: Proposal for Homer Large Vessel Harbor Expansion Owner's Representative Phase 1

Thank you for this opportunity to submit a formal proposal for Owner's Representative services for the City of Homer (City) Large Vessel Harbor Expansion Project (Expansion Project). This project will provide a new port and harbor area that alleviates the current over-extended moorage needs and anticipated future needs of the harbor that benefit the greater Homer community.

The Expansion Project will have 1) federal components that meet the mission of the U.S. Army Corps of Engineers (USACE) to provide safe navigation, and 2) non-federal components such as improved moorage (i.e., docks, floats) and upland facilities. Integrating both the federal and non-federal components is critical to meet the needs of the Expansion Project as well as a positive cost-benefit ratio (CBR) required for key federal funding opportunities. HDR is ready to assist the City in a successful coordination effort between USACE and the greater Homer community to develop the new basin.

The path to successfully executing the Expansion Project is dependent on obtaining necessary federal funding to initiate the General Investigation. HDR is well-equipped to assist the City as an Owner's Representative by providing guidance and support to the City throughout both the USACE's federal process and non-federal Expansion Project preliminary planning components. A seven (7) phase stage gate approach was presented to the City and summarized in Table 1 that run concurrently with the four (4) phase USACE project delivery approach.



Table 1. Recommended Strategic Phases for Project Execution

	City of Homer – Project Execution Track	USACE – Project Execution Track
Front End Planning	Phase 1: Appraise Opportunities Identify potential opportunities, define the program, solicit initial stakeholder input, and perform desktop analyses.	Fed Phase 1: General Investigation
	Phase 2: Select Alternatives Evaluate project alternatives, select preferred alternatives, define and manage risks.	
	Phase 3: Define/Develop Alternatives Develop preferred alternative, determine procurement strategies, establish business plan for capital improvements.	
Execution	Phase 4: Engineering and Procurement Execute final designs and procurement of construction.	Fed Phase 2: PED
	Phase 5: Construction Construct federal and non-federal program components.	Fed Phase 3: Construction
	Phase 6: Commissioning and Start-up Begin use of new facilities.	Fed Phase 4: O&M and Monitoring
	Phase 7: Operations Operate and maintain new facilities.	

The following provides a detailed breakdown of the scope of work to execute **Phase 1: Approach Opportunities** as Owner’s Representative.

Task 1 – Define Project Charter and Detailed Project Needs: HDR will facilitate a meeting with Homer Port and Harbor leadership and City leadership to establish an official charter that will be used as the basis for all decisions moving forward with the Expansion Project. Since federal funding is anticipated for a significant portion of the Expansion Project, it is recommended USACE staff attend to provide input to the charter that helps align the goals of the project to meet the USACE mission. HDR will provide examples of other large project and program charters to provide guidance in the structure and definition required for a robust and thoughtful charter. Following development of the charter, HDR will work with Homer Port and Harbor leadership to define detailed project needs used to shape alternatives for accomplishing the goals of the project.

Task 1 Deliverables	Schedule
Charter, Purpose and Need Document	Within 2 weeks of Project Charter Meeting

Task 1 Assumptions and Limitations:

- *Project Charter meeting will be held in Homer, AK. HDR staff based in Alaska will travel to Homer. HDR staff based outside of Alaska will attend the meeting virtually.*
- *City will support HDR in identifying key City staff to attend the Project Charter meeting.*
- *City will facilitate the meeting space for the Project Charter meeting*

Task 2 – Preliminary Stakeholder & Community Engagement Plan: HDR will work with Homer Port and Harbor staff to develop a robust Stakeholder & Community Engagement Action Plan. Our staff will work with the City to outline the goal of the Action Plan, determine criteria for success, identify key stakeholders and known community issues, and detail documentation needs for all stakeholder and community activities. This plan is intended to be a living document that is modified as the project advances to subsequent phases. Through this plan, HDR will help to manage stakeholder expectations, communication, and provide meaningful insight for the future steps in the process.

The bulk of the plan will focus on soliciting feedback from key project stakeholders, manage expectations, and outline an action plan to respond to input. Key feedback opportunities might include identifying major themes of project goals, communication of the City’s project expectations and non-negotiables, anticipated impacts to the communities’ residences and businesses, various scenario considerations and possible outcome(s), major concerns, potential challenges, impacts of the project to the overall community, and potential solutions for improving the CBR of the project.

Task 2 Deliverables	Schedule
Stakeholder and Community Engagement Action Plan (Living Document)	Within 8 weeks of Task 2 NTP

Task 2 Assumptions and Limitations:

- *Stakeholder and community outreach will be conducted virtually.*
- *City will support HDR staff in identifying key community members and stakeholders.*
- *Stakeholder and Community Engagement Plan will be an initial version and will continually be modified as the Expansion Project advances*
- *Task 2 NTP requires completion of Task 1*

Task 3 – Desktop Feasibility Study: A desktop feasibility study (separate document from the USACE General Investigation or USACE Feasibility Study) will be developed to document various aspects of the developing project. Specific components of the Desktop Feasibility Study include:

- a. Gathering Existing Background Information
- b. Review Existing Conceptual Engineering Studies/Designs
- c. Initial Risk and Fatal Flaws Assessment
- d. Conceptual Design and Conceptual-Level Opinion of Probable Construction Cost (Cost Estimates).

The purpose of the Desktop Feasibility Study is to provide a single document that gathers and summarizes previous work, assess risks and potential fatal flaws, and provides a visual understanding of the Expansion Project including costs. HDR will incorporate work already completed to minimize duplication. From this effort, a Risk Register will be developed that will act as a living document through the duration of the Expansion Project.

Task 3 Deliverables	Schedule
Risk Register (living document)	Within 12 weeks of Task 3 NTP
Desktop Feasibility Study	Within 12 weeks of Task 3 NTP
Concept Design Layout (attachment to study)	Within 12 weeks of Task 3 NTP
Conceptual-Level OPCC (attachment to study)	Within 12 weeks of Task 3 NTP

Task 3 Assumptions and Limitations:

- *Risk Register will be an initial effort to identify and consider risk mitigation strategies. The document will continue to evolve with the project – adding, modifying, and retiring risks.*
- *Opinion of probable construction cost will be conceptual-level and developed using parametric approach (e.g., reviewing relevant recent bid items for similar work).*
- *Task 3 NTP requires completion of Task 1 and recommend to occur after completion or concurrently with Task 2.*

Task 4 – Reginal Hub Influence Study: An important aspect for the Expansion Project to stand out amongst other nationwide projects is the influence the port and harbor has on regional rural communities and Alaska Native Tribes and how an expansion of the port and harbor will positively influence these communities. Through review of vessel tracking information (automatic identification system [AIS] database), HDR will determine primary sailing destinations to and from Homer to identify the extent of Homer as a regional hub to rural, subsistence, and/or native communities and harbors. Based on this dataset, HDR will investigate primary commerce (e.g., bulk goods and materials, fishing, recreation, passenger transport, safety). Statistics on these movements will be assessed with the intent to be used as talking points for promoting the Expansion Project. Findings from the study will be documented in a Regional Hub Influence brief technical memorandum (less than 10 pages). A summary of the findings and talking points will be developed into a public facing placemat utilizing various infographics.

Task 4 Deliverables	Schedule
Regional Hub Influence Study Memo	Within 6 weeks of Task 4 NTP
Regional Hub Influence Placemat	Within 2 weeks of accepted Regional Hub Influence Study memo by City

Task 4 Assumptions and Limitations:

- *AIS data will be provided by the City through Marine Exchange.*

Task 5 – Assistant Secretary of the Army Letters of Support

Task 5.1 – Community Outreach with Regional Hub Community Leaders:

HDR will coordinate with Regional Hub communities and tribal leaders and perform workshops that begin by explaining the project purpose/value, then brainstorm ideas that focus on the potential positive impacts from the proposed Expansion Project, and ultimately conclude by requesting a signed letter of support. Ideas and community feedback from the workshops will be utilized to draft custom letters of support for each community (Task 5.2).

Task 5.2 – Draft Custom Regional Hub Support Letters:

HDR will draft letters of support from Regional Hub communities. Letters will be consistent in their messaging for promoting the Expansion Project and will be customized to that community based on information received during the interviews with the community leaders. HDR will provide the draft customized letters to the City of Homer for distribution to the community leaders with the intent the community leaders will then adopt the letters and send to the Assistant Secretary of the Army.

Task 5.2 – Draft Joint Alaska Congressional Delegation Letter:

HDR will draft a joint letter of support from the Alaska Congressional Delegation (CODEL). The letter will be consistent in its messaging from those developed for the community leaders within the Regional Hub (Task 5.2). HDR will provide the draft joint letter to the City of Homer for distribution to the CODEL with the intent the CODEL will then adopt the letter and send to the Assistance Secretary of the Army.

Task 5 Deliverables	Schedule
Draft Regional Hub Support Letters	Within 8 weeks of NTP
Draft CODEL Support Letters	Within 8 weeks of NTP

Task 5 Assumptions and Limitations:

- *Travel to regional hub communities will be limited to five (5) communities.*
- *HDR does not guarantee Regional Hub support for the project nor their desire to submit letters to the Assistant Secretary of the Army.*
- *HDR does not guarantee CODEL support for the project nor their desire to submit letters to the Assistant Secretary of the Army.*
- *Task 5 NTP requires completion of Task 1, Task 2, Task 3, and Task 4.*

Task 6 – USACE HQ In-Person Visit Support: On an as-needed basis, HDR staff that frequent USACE Headquarters and/or Congressional Offices will be available for conference/discuss with City of Homer staff that plan to travel to Washington, DC to promote the Expansion Project.

On an as-needed basis, up to two HDR staff, both Alaska-based and those that frequent USACE Headquarters and/or Congressional Offices will travel and accompany City of Homer staff to Washington DC and attend meetings to provide support and take notes.

Task 6 Assumptions and Limitations:

- *As-needed conferencing level of effort assuming three staff for up to 40 hours each.*
- *In-person visit to USACE Headquarters and/or Congressional Offices is limited to two trips and are assumed to be approximately one work in duration including travel.*
- *Task 6 NTP is recommended to occur shortly after Task 5 completion.*

Task 7 – Interactive Project Website: HDR will develop an interactive project website (similar to an online story map) to improve upon existing online project update page: <https://www.cityofhomer-ak.gov/port/large-vessel-harbor-expansion-project>. In addition to providing general updates on the project as is currently provided, the interactive webpage will walk through the history of the project, clearly outline key benefits of the project and focus on communities that will be positively impacted by the project, provide statistics determined through the Regional Hub Influence Study, and documentation such as letters of support, as well as provide clarity on local, state, and federal funding opportunities and status.

Task 7 Deliverables	Schedule
Interactive Project Website	Within 8 weeks of NTP

Task 7 Assumptions and Limitations:

- *HDR will host the interactive webpage and provide the domain for the URL.*
- *City will include the provided URL on their webpage for public viewing*
- *HDR will maintain the webpage for 12 months. Additional maintenance will be included in Phase 2 scoping.*
- *Section 508 compliance is limited to documents created by HDR and the City after NTP of Phase 1.*
- *Task 7 NTP requires completion of Task 1 and Task 3.*

Task 8 – USACE Coordination: HDR will attend the General Investigation kick-off meeting with the City of Homer, anticipated to be initiated and facilitated by USACE. Following the kick-off meeting, HDR will participate in status meetings between the USACE and the City of Homer. HDR will prepare Expansion Project materials to communicate and document the progress made by the City.

Task 8 Deliverables	Schedule
Monthly Meeting Summaries	Within 1 week of meeting occurrence

Task 8 Assumptions and Limitations:

- *General Investigation Kick-Off meeting will be facilitated by the USACE.*
- *USACE coordination meetings are assumed to be monthly with a duration of approximately 1 hour.*
- *USACE coordination is assumed to be 12 months in duration. Additional coordination will be included in Phase 2 scoping.*

Task 9 – Phase 2: Scope, Schedule, and Budget: Upon a “Go” decision at the Phase 1 stage gate, HDR will develop a scope, schedule, and budget for Phase 2: Select Alternatives.

Task 9 Deliverables	Schedule
Phase 2 Detailed Fee Proposal	Within 1 week of Task 9 NTP

Task 9 Assumptions and Limitations:

- Task 9 NTP requires a “Go” decision from the City of Homer governance to initiate Phase 2 of the project approach.

Owner’s Representative Team

To support this work, HDR will have an assigned Program Manager to lead the City of Homer through the stage gate process. In addition, a Deputy Program Manager will also be assigned to provide redundancy for the multi-year process. As specific needs arise, the HDR Program Manager will identify and utilize various technical resources, coordinate meetings, and guide City of Homer decision makers at key steps with recommendations moving forward. The organizational chart below provides an outline of the team that will assist the City. HDR can provide details of staff listed upon request.

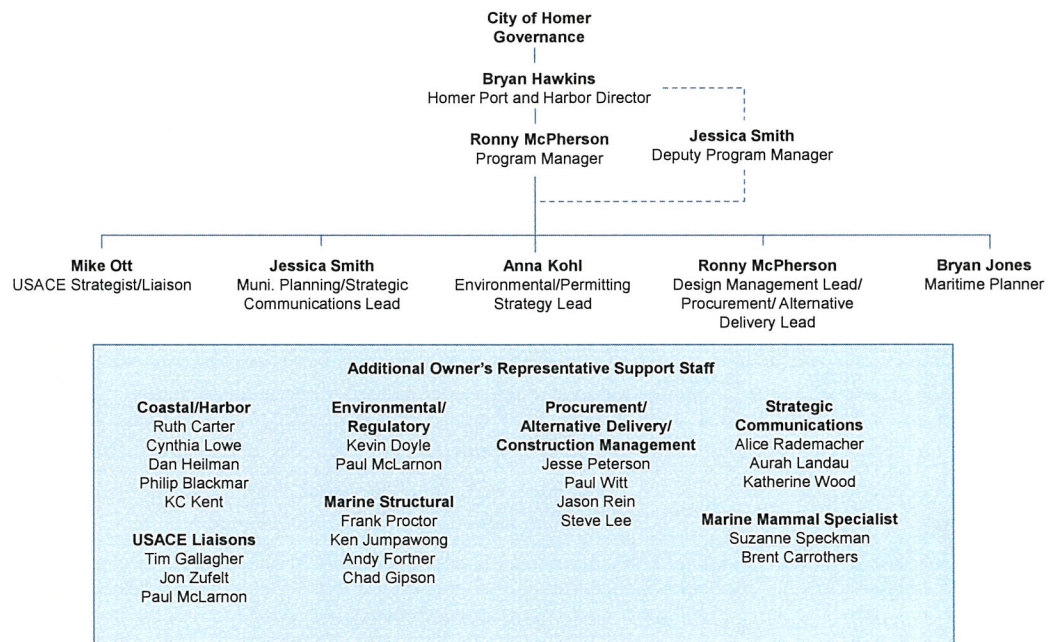


Figure 1. HDR Owner’s Representative Organizational Chart – Phase 1

Schedule

It is assumed the Phase 1 tasks will occur over an approximate 12-month time period. Upon authorization of Phase 1, HDR will develop a detailed schedule of Phase 1 tasks desired to be initiated by the City.

Fee

The estimated fee for the tasks above is \$408,073 on a time and expense basis. The breakdown of costs and estimated labor hours are shown on the attached Cost Estimate spreadsheet. Invoices for the work performed will be submitted monthly.

Thank you again for this opportunity to work with the City of Homer.

Sincerely,



Ronny McPherson
Vice President
HDR Coastal and Maritime Program Lead



Matthew Stone
Vice President
Alaska Area Manager

Attachment: Detailed Fee Spreadsheet dated November 3, 2022.

HDR Engineering, Inc.
Harbor Expansion Owner's Rep

Time and Materials

Harbor Expansion Owner's Rep											OTHER DIRECT COSTS							TOTAL COSTS		
Project Role	Project Accountant Sr	Project Manager	Deputy Project Manager	USACE Strategist	Maritime Planner	Enviro Permitting	Comm. Coordinator	Coastal EIT	Graphics Lead	Senior Fed Consultant	Hour Subtotal	Cost Subtotal	Equipment field supplies	Air/Travel	Lodging Food Parking Rental Car	Other Direct Costs Subtotal	Markup (other direct costs)		Other Direct Costs Subtotal with Markup	
Employee	Syren, Robyn E.	McPherson, Ronald L.	Smith, Jessica	Ort, Michael Edmond	Jones, Bryan N.	Kohl, Anna J.	Rademacher, Alice Johanna Kay	Kent, Kristie Chandalar (KC)	Hudson, Summer D.	Keller, Kevin K.										
2023 Rates Estimate	\$172.22	\$249.13	\$209.00	\$288.39	\$337.51	\$230.23	\$105.34	\$113.70	\$168.51	\$381.72										
1	Project Charter and Project Needs	0	56	48	8	8	32	0	0	0	160	\$34,203	\$100	\$1,550	\$0	\$1,650	\$165	\$1,815	\$36,017.97	
1.1	Prep for Project Charter		40	40							80	\$18,325				\$0	\$0	\$0	\$18,325.12	
1.2	Charter Meeting		8	8	8	8	8				48	\$11,357	\$100	\$1,550		\$1,650	\$165	\$1,815	\$13,171.76	
1.3	Documentation		8				24				32	\$4,521				\$0	\$0	\$0	\$4,521.69	
2	Preliminary Stakeholder Outreach and Plan	1	28	160	0	0	0	316	0	0	0	505	\$73,874	\$0	\$0	\$0	\$0	\$0	\$73,874.00	
2.1	Homer Staff Interviews		16	16				16			48	\$9,015				\$0	\$0	\$0	\$9,015.42	
2.2	Stakeholder Interviews		4	40				60			104	\$15,677				\$0	\$0	\$0	\$15,676.67	
2.3	Engagement Plan	1	4	24				80			109	\$14,612				\$0	\$0	\$0	\$14,611.61	
2.4	Plan Implementation		4	80				160			244	\$34,570				\$0	\$0	\$0	\$34,570.27	
3	Desktop Feasibility Study	2	94	8	8	24	16	16	144	0	0	312	\$57,563	\$0	\$0	\$0	\$0	\$0	\$57,563.11	
3.1	Gather Existing Background Info		2						24		26	\$3,227				\$0	\$0	\$0	\$3,226.96	
3.2	Review Existing Concept Engineer Studies Design		16								16	\$3,966				\$0	\$0	\$0	\$3,966.95	
3.3	Preliminary Stakeholder Input						16				16	\$1,685				\$0	\$0	\$0	\$1,685.38	
3.4	Initial Risk and Fatal Flaw Assessment		24	8	8	8	8				56	\$14,500				\$0	\$0	\$0	\$14,500.12	
3.5	Conceptual Design & Cost Estimates		4	4				80			136	\$23,751				\$0	\$0	\$0	\$23,753.90	
3.6	Documentation	2	4					8			62	\$10,431				\$0	\$0	\$0	\$10,430.74	
4	Regional Hub Influence Study	1	22	0	0	0	0	0	116	0	0	139	\$18,842	\$0	\$0	\$0	\$0	\$0	\$18,841.77	
4.1	Review AIS Data		2						16		18	\$2,317				\$0	\$0	\$0	\$2,317.39	
4.2	Commerce Destination Research and Assessment		4						60		64	\$7,818				\$0	\$0	\$0	\$7,818.27	
4.3	Documentation	1	16						40		57	\$8,706				\$0	\$0	\$0	\$8,706.18	
5	ASA Letters of Support	0	49	56	0	0	0	182	0	0	0	256	\$39,673	\$0	\$4,000	\$2,000	\$6,000	\$6,000	\$46,373.23	
5.1	Community Outreach		24	40				120			184	\$26,979	\$4,000	\$2,000	\$6,000	\$6,000	\$6,000	\$33,579.39		
5.2	Draft Custom Regional Hub Support Letters		16	8				32			56	\$9,029				\$0	\$0	\$0	\$9,028.80	
5.3	Draft Joint CODEL Letter		8	8				16			16	\$3,665				\$0	\$0	\$0	\$3,665.02	
6	USACE HO In Person Vist	0	104	24	104	0	0	0	0	24	256	\$70,079	\$0	\$6,000	\$3,960	\$9,960	\$996	\$10,956	\$81,034.74	
6.1	As-Needed Conferencing		24	24						24	96	\$27,078				\$0	\$0	\$0	\$27,077.57	
6.2	As-Needed In-Person Visit		80		80						160	\$43,001	\$6,000	\$3,960	\$9,960	\$996	\$10,956	\$53,957.16		
7	Online Story Map	1	16	48	0	0	0	40	40	200	0	345	\$55,054	\$350	\$0	\$0	\$350	\$35	\$55,439.54	
7.1	Content Creation		8	24				40	40	40	152	\$22,191				\$0	\$0	\$0	\$22,190.78	
7.2	Website Development	1	8	24						80	113	\$20,022	\$350			\$350	\$35	\$385	\$20,407.28	
7.3	Section 508 Compliance								80		80	\$12,841				\$0	\$0	\$0	\$12,840.96	
8	USACE Coordination	3	44	0	20	0	8	0	100	0	0	175	\$30,437	\$0	\$0	\$0	\$0	\$0	\$30,437.49	
8.1	31 Kick-Off Meeting		8					8			32	\$7,052				\$0	\$0	\$0	\$7,051.56	
8.2	Monthly Meetings	3	12		12			12			39	\$8,331				\$0	\$0	\$0	\$8,331.77	
8.3	Meeting Minutes and Content Development			24					80		104	\$15,073				\$0	\$0	\$0	\$15,074.75	
9	Scope, Schedule, and Budget	2	8	8	0	8	8	0	0	0	0	34	\$8,551	\$0	\$0	\$0	\$0	\$0	\$8,551.41	
9.1	Scope, Schedule, and Budget	2	8	8				8			34	\$8,551				\$0	\$0	\$0	\$8,551.41	
											0	\$0				\$0	\$0	\$0	\$0.00	
											0	\$0				\$0	\$0	\$0	\$0.00	
	*Rates based on multiplier with yearly escalation																			
	Basic Services - Labor Hour Total	10	429	352	140	40	40	556	400	200	24									
	BASIC SERVICES - TOTAL COSTS	\$ 1,722.16	\$ 104,633.76	\$ 73,568.00	\$ 40,374.12	\$ 13,500.40	\$ 9,209.38	\$ 58,566.82	\$ 45,478.40	\$ 32,102.40	\$ 9,161.22	2182	\$388,337	\$450	\$11,550	\$5,960	\$17,968	\$1,796.9	\$19,756	\$488,072.68

Ms. Tussey and Port and Harbor Director Hawkins facilitated discussion with commissioners, who each provided their priority preferences:

- Chair Matthews: 1) Port of Homer: New Large Vessel Harbor; 2) Pioneer Avenue Gateway Redevelopment: Multi-Use Community Center; 3) Green Infrastructure Storm Water Management and Erosion Mitigation System.
- Commissioner Shavelson: 1) Port of Homer: New Large Vessel Harbor; 2) Wood Grid Repair; 3) Steel Grid Repair.
- Commissioner Friend: 1) Port of Homer: New Large Vessel Harbor; 2) Wood Grid Repair; 3) Steel Grid Repair.
- Commissioner Pitzman: 1) Port of Homer: New Large Vessel Harbor; 2) Harbor Ramp 8 Public Restroom; 3) Steel Grid Repair.
- Commissioner Siekaniec 1) Port of Homer: New Large Vessel Harbor; 2) Homer Spit Coastal Erosion Mitigation; 3) System 4 Vessel Mooring Float System.
- Student Representative Stonorov: 1) Port of Homer: New Large Vessel Harbor; 2) Wood Grid Repair; 3) Steel Grid Repair.

FRIEND/PITZMAN MOVED TO RECOMMEND THE FOLLOWING THREE CITY PROJECTS FOR CITY COUNCIL TO CONSIDER FOR INCLUSION IN THE LEGISLATIVE PRIORITY SECTION:

- #1 PRIORITY: PORT OF HOMER: NEW LARGE VESSEL HARBOR PROJECT;
- #2 PRIORITY: WOOD GRID REPAIR PROJECT; AND
- #3 PRIORITY: STEEL GRID REPAIR PROJECT.

There was no further discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

B. Homer Port Expansion Project – HDR Proposal

i. Letter & Proposal from HDR – Homer Large Vessel Harbor Expansion Owner's Representative

Chair Matthews introduced the agenda item by reading the title and opened the floor for discussion or a motion.

Commissioner Siekaniec suggested the first item they discuss is the two structures lined out in their proposal, and inquired if there is a City staff person that can aid with this project. Commissioners and Port and Harbor Director Hawkins discussed the process for hiring HDR through a contract and which structure they would support: either a City of Homer Program Manager approach or using an HDR Program Manager structure.

SIEKANIEC/PITZMAN MOVED TO RECOMMEND CITY COUNCIL ADOPT AN ORDINANCE AWARDING A CONTRACT TO HDR FOR OWNER REPRESENTATIVE SUPPORT SERVICES MANAGING THE LARGE VESSEL PORT EXPANSION PROJECT – PHASE 1, AND ALLOCATING THE APPROPRIATE FUNDS FROM THE PORT RESERVES AND TO NOMINATE OR HIRE A CITY LIAISON TO COORDINATE THE PROJECT.

Discussion continued on limited City staff capacities in being able to take on the full role as a project manager, how contracting with HDR to be the project manager would cost more but may prove to be worth it, and the commission's overall consensus that there needs to be a City liaison that devotes some

of their time to ensuring the plan moves forward. The liaison can be an existing City employee, who is not Mr. Hawkins, or hired part-time to fill the role.

The commission requested the opportunity to see the contract with HDR before it's finalized/signed.

VOTE YES: FRIEND, SIEKANIEC, MATTHEWS, SHAVELSON, PITZMAN

Motion carried.

C. Homer Port Expansion Project – Planning & Support

Chair Matthews introduced the agenda item by reading the title. She explained how this topic was addressed in earlier discussions both at the worksession and during review of HDR's proposal, and will carry over to the September meeting.

D. Inquiry on Petro 49 Lease

Chair Matthews introduced the agenda item by reading the title and opened the floor for discussion.

Commissioner Shavelson voiced how he is not prepared to have a more in-depth discussion about it right now; he would prefer to see the lease first and better understand what the requirements are before taking any action.

Chair Matthews referenced Deputy City Clerk Tussey's recommended motion as a way the commission can take next steps. Commissioner Shavelson clarified that he is not comfortable making any request to staff until he has seen the lease materials.

Mayor Castner recommended that any action the commission takes includes a resolution with each whereas detailing out the reasons for the inquiry into whether or not Petro 49's lease is an appropriate use of that harbor land.

Deputy City Clerk Tussey explained how the purpose of making a recommendation to City Manager Dumouchel was to request that lease information, or have him look into it further to bring back to the commission, as he is the property manager for the City. She spoke to the section of City Code where it specifies how the commission can direct their recommendations regarding the operation, maintenance, or policy of the harbor to the City Manager, and shared the feedback she received from the City Attorney about maintaining impartiality. Ms. Tussey reiterated that if the commission wants to review the lease information then they need to make that request in a motion to staff – i.e. the City Manager, staff would look into the situation based on your inquiry, and then make the determination on how to proceed from there which can include bringing it back to the commission.

Chair Matthews summarized the raised concerns over the second fuel dock not remaining open for most of the summer. Commissioner Shavelson verified with City staff that he would be able to review the lease at the City Clerk's Office before determining what action he would take.

INFORMATIONAL MATERIALS

- A. Letter from State Re: Award of FY 2023 Legislative Grant for \$750,000
- B. Letter from State Re: Award for FY 2023 Municipal Harbor Grant for \$366,000
- C. Port & Harbor Monthly Stats for June & July 2022
- D. Water/Sewer Bills Report for June & July 2022

CITY OF HOMER
FINANCIAL SUPPLEMENT

PROJECT NAME	<u>HDR - Owner's Representative Services</u>	DATE	<u>11/08/2022</u>
DEPARTMENT	<u>Port and Harbor</u>	SPONSOR	<u>City Manager/Port Director</u>
REQUESTED AMOUNT	<u>\$ 408,073</u>		

DESCRIPTION	<p>Port & Harbor Advisory Commission reviewed the proposed owner representative agreement at their August 24, 2022 meeting and made a motion supporting the award of a contract to HDR for Owner Representative Support Services managing the New Large Vessel Harbor Project Phase 1 and allocating the appropriate funds from the Port Reserves and to nominate or hire a City Liaison to coordinate the project.</p>
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FUNDING SOURCE(S)	OPERATING	GF CARMA	GF FLEET CARMA	PORT RESERVES	WATER CARMA
	0%	0%	0%	100%	0%
	HAWSP	HART-ROADS	HART-TRAILS	PORT FLEET RESERVES	SEWER CARMA
	0%	0%	0%	0%	0%

FUNDING SOURCE 1: Port Reserves	FUNDING SOURCE 2:	FUNDING SOURCE 3:
Current Balance <u>\$ 2,770,343</u>	Current Balance _____	Current Balance _____
Encumbered <u>\$ 619,245</u>	Encumbered _____	Encumbered _____
Requested Amount <u>\$ 408,073</u>	Requested Amount _____	Requested Amount _____
Other Items on Current Agenda <u>\$ 231,141</u>	Other Items on Current Agenda _____	Other Items on Current Agenda _____
Remaining Balance <u>\$ 1,511,884</u>	Remaining Balance _____	Remaining Balance _____
FUNDING SOURCE 4:	FUNDING SOURCE 5:	FUNDING SOURCE 6:
Current Balance _____	Current Balance _____	Current Balance _____
Encumbered _____	Encumbered _____	Encumbered _____
Requested Amount _____	Requested Amount _____	Requested Amount _____
Remaining Balance _____	Remaining Balance _____	Remaining Balance _____

ORDINANCE REFERENCE SHEET
2022 ORDINANCE
ORDINANCE 22-79

An Ordinance of the City Council of Homer, Alaska, Amending the FY23 Capital Budget by Appropriating \$408,073 from the Port Reserved for an Owner' Representative for the New Large Vessel Harbor and Issuing a Task Order to HDR to Provide Owner's Representative Services.

Sponsor: City Manager/Port Director

1. City Council Regular Meeting November 14, 2022 Introduction

Memorandum 22-197 from Port Director/Harbormaster as backup