



MEMORANDUM

Ordinance 24-12, An Ordinance of the City Council Of Homer, Alaska, Amending the FY24 Capital Budget by Appropriating \$30,000 from the Port Reserves Fund for the Purpose of Issuing a Task Order to HDR Engineering in an Amount Not To Exceed \$30,000 for Professional and Technical Assistance with a FY2024 Port Infrastructure Development Program Grant Application To Replace Float Systems 4 and 1 in The Small Boat Harbor. City Manager/Port Director

Item Type: Backup Memorandum
Prepared For: Mayor Castner and Homer City Council
Date: February 5, 2024
From: Port Director Hawkins and Special Projects Coordinator Carroll
Through: Rob Dumouchel, City Manager

Summary Statement: The purpose of this Memorandum is to recommend appropriating Port & Harbor Reserve Funds and authorize a Task Order to HDR Engineering to assist with a FY24 Federal PIDP Grant application for replacing Float Systems 4 and 1 in the Homer Small Boat Harbor.

Background: A 2023 Comprehensive Harbor Assessment rated Float Systems 4 and 1 in serious to critical condition; replacing them is a 2022 Council Priority and a Legislative priority project in the City's FY25 Capital Improvement Plan.

The City has looked to the Federal Port Infrastructure Development Program (PIDP), with augmented funding from the five-year Federal Infrastructure Improvement and Jobs Act, as a key opportunity to leverage outside funds for the project. The City applied for Federal PIDP assistance for the float replacement project in FY2023. The FY23 application made it to the Secretary of the US Department of Transportation for final funding consideration, but was ultimately not selected for award.

In an application debrief, the US Department of Transportation Maritime Administration (MARAD) encouraged the City to reapply for PIDP funding and offered recommendations for strengthening the application. MARAD recently issued a preliminary Notice of Funding for the FY2024 PIDP and staff have been strategizing on submitting a stronger application in the FY24 funding round.

HDR Engineering, a Term Contractor with the City assisted Harbor administrative staff and Special Projects Coordinator Carroll with the FY2023 application. HDR provided invaluable expertise in the area of Cost Benefit Analysis and other technical aspects of the application. Staff feels a FY24 PIDP

application will similarly benefit from participation from HDR and requested a cost estimate from HDR. See Task Order attached.

Recommendation: Adopt Ordinance 24-12 to appropriate funds and authorize the City Manager to negotiate and execute a Task Order to HDR Engineering to assist with a FY24 PIDP Grant application to replace harbor float systems in critical and serious condition.

TASK ORDER #24-02 IIJA Grant Assistance

This Task Order pertains to an Agreement by and between the City of Homer, (“OWNER”), and HDR Engineering Inc., (“ENGINEER”), dated February ____, 2024, (“the AGREEMENT”). Engineer shall perform services on the project described below as provided herein and in the Agreement.

PART 1.0 PROJECT DESCRIPTION

Update the City’s FY23 PIDP Application and submit for FY24 PIDP.

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER

Task 1: FY24 PIDP Application and BCA

This scope describes HDR’s approach to updating The City’s FY23 PIDP Application and submitting it to the FY24 PIDP funding opportunity.

We propose to coordinate and lead The City’s PIDP application development process while working closely with City staff to agree on key strategic decisions. At least two rounds of review will confirm that the application captures the essence of The City’s needs, plans, and expected impacts, and aligns with federal grant program priorities.

1.1 Initial Application Internal Review

HDR will select two senior grant writers who have either reviewed grants for MARAD or won PIDP grants under IIJA. These grant writers will read the FY23 agency debrief notes, Gateway Director notes, and then review the FY23 application in detail to provide critical comments aimed at strengthening the application. They will provide suggestions for addressing deficiencies identified in the FY23 debrief and strategies for addressing Gateway Director recommendations.

1.2 Kick-Off Meeting, Grant Program Requirement Checklist, and Application Management

Working closely with The City’s staff, HDR will discuss the project and develop a unique work plan and schedule to address the specific application requirements, including grants.gov workspace and supporting documentation, data, and analyses. This schedule will be used to monitor progress, identify critical path items, meet client deadlines, and document issues and concerns as they arise.

HDR will hold a brief virtual kickoff meeting to:

- Review results of subtask 1.1
- Identify data and other substantive content needed to support the application
- Develop a schedule for grant application including discussing a small port/small harbor application strategy
- Develop a strategy for continuing MARAD advocacy

DELIVERABLES

- Grant application virtual kick-off meeting
- Strategic guidance
- Grant application work plan

- Brief virtual meetings weekly to coordinate on grant progress
- Oversight and coordination of tasks required to complete grant application
- Assistance preparing for grants.gov submission
- Shared file space

1.3 Grant Application Narrative

HDR will revise the narrative to strengthen it for FY24 PIDP, first focusing on areas identified in the agency debrief then reviewing the entire application. Our grant writing team will revise the narrative and supporting data analyses and guide The City in gathering relevant project documentation.

Concurrently, HDR’s graphic designer will utilize the FY23 application template and provide minor updates for dates, pagination, and flow as required by document revisions for FY24 application.

Our team will deliver a draft version of the Application Narrative in MS Word for review and a final version of the Application Narrative in PDF for submission, including the Work Plan appendix and letters of support. We will work with The City to prepare for final submission at least a day before the application deadline, when City staff will upload the documents onto the grants.gov web portal.

This scope assumes no major merit or selection criteria changes between the FY 2023 NOFO and FY 2024 NOFO.

DELIVERABLES

- Draft and final versions of a clear, concise, and narrative that answers grant evaluation metrics
- Draft and final layout templates

1.4 BCA

HDR will update the BCA to meet current BCA guidelines and revise the percentage of O&M benefits. Further work on the BCA is not anticipated at this time.

DELIVERABLES

- BCA narrative and calculation workbook

1.5 Post-Application Debrief

HDR will attend an application debrief to garner lessons learned from the funder’s project review.

DELIVERABLES

- Virtual attendance at debrief meeting and a summary and discussion of lessons learned

Level of effort breakdown and assignment of work on the application can be summarized as follows:

Document/Section	Level of Effort	HDR Initial QC	The City	HDR Writing Team	HDR Final QC
1. Intro Info	Review	n	n	Review	y
2. Project Description & Location	Review & revise	y	Provide data/new content; Review draft & approve final	Review & revise	y
3. Merit Criteria (4)	Rewrite 3 (safety, sustainability, jobs); Review & revise others; Safety & equity likely to need data	y		Rewrite/Update	y

Document/Section	Level of Effort	HDR Initial QC	The City	HDR Writing Team	HDR Final QC	
4. Selection Considerations (3)	Rewrite 1 (technical capacity – budget & org capacity); Review & revise others	y	Provide data & new content; Review draft & approve final	Update	y	
5. Project Readiness	Update	y		Update	y	
		y			y	
6. Budget	Review & revise	y			y	
7. Domestic Preference		y			y	
8. Statutory Determinations		y			y	
9. Schedule (document)		y			y	
10. Funding Commitment Documentation		y			n	y
11. Letters of Support	Get letters with current date & signatures – include data	n			Draft & complete	y
12. BCA	Update per current BCA guidelines & to address percentage of O&M costs	n	n	y	y	
13. Forms	Update	n	Update		y	
14. Tech edit		n	y	n	n	
15. Document compilation		n	n	y	n	
16. Grants.gov upload & submission		n	y	n	n	

PART 2.0 OWNER’S RESPONSIBILITIES

Owner shall provide:

- 1) Financial documentation
- 2) Project information and data
- 3) Liaison staff
- 4) Technical editing
- 5) PIDP application certification and submission

PART 3.0 DELIVERABLES AND SCHEDULE

Deliverables are detailed in subtasks above.

HDR will perform this task between **February __, 2024** and the PIDP grant submission deadline of April 30, 2024. This task order will conclude after the application debrief, which is anticipated by December 30, 2024.

PART 4.0 PAYMENTS TO ENGINEER

Fee will be based on a not to exceed T&M contract price of \$_____.

This Task Order is executed this _____rd day of February, 2023.

City of Homer
"OWNER"

HDR Engineering, Inc.
"ENGINEER"

By: Rob Dumouchel

By: Matthew Stone, PE

Signature: _____
Title: City Manager

Signature: _____
Title: Alaska Area Manager/Vice President

DRAFT

**CITY OF HOMER
FINANCIAL SUPPLEMENT**

PROJECT NAME	<u>PIDP - HDR Task Order</u>	DATE	<u>02/06/2024</u>
DEPARTMENT	<u>Port and Harbor</u>	SPONSOR	<u>City Manager/Port Director</u>
REQUESTED AMOUNT	<u>\$ 30,000</u>		

DESCRIPTION	<p>The City has long recognized the need to replace floats in the Small Boat Harbor that are past or near the end of their useful life; the project is designated a Legislative Priority project in the City's FY25 Capital Improvement Plan. In 2023, the City contracted with HDR to assist with a FY2023 Port Infrastructure Development Program grant application for Federal assistance to replace Float Systems 4 and 1 in Homer's Small Boat Harbor.</p> <p>After Federal review, the City's project, Homer Port FREIGHT, was submitted to the Secretary of the US Department of Transportation for final funding consideration, but was ultimately not selected for award. In a debrief of the Homer Port FREIGHT submission with PIDP program officials, the City of Homer was highly encouraged to resubmit a proposal in the FY2024 PIDP grant cycle. The US Department of Transportation Maritime Administration has published a preliminary Notice of Funding Opportunity for the FY 2024 PIDP for projects that improve the safety, efficiency, and reliability of the movement of goods into, out of, around, or within a port. To be successful an application must demonstrate competitiveness on a national level in alignment with the program goals and the benefits provided by the project, which requires significant project planning time, engagement of partners and the public, environmental review, technical and benefit-cost analyses, identification of matching funds and grant writing.</p>
--------------------	---

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>\$ 1,479,505</u>	Current Balance _____	Current Balance _____
Encumbered <u>\$ 829,011</u>	Encumbered _____	Encumbered _____
Requested Amount <u>\$ 30,000</u>	Requested Amount _____	Requested Amount _____
Other Items on Current Agenda <u>\$ 7,350</u>	Other Items on Current Agenda _____	Other Items on Current Agenda _____
Remaining Balance <u>\$ 613,144</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 _____