



# MEMORANDUM

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**Ordinance 24-13, An Ordinance of the City Council of Homer, Alaska Amending the FY24 Capital Budget by Appropriating \$7,350 from the Port Reserves fund for the Purpose of Issuing at Task Order to Alaska Harbors Consulting, LLC. in an Amount not to Exceed \$7,350 for Design and Cost Estimating Services in Support of the City's 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:** January 30, 2024  
**From:** Port Director Hawkins and Special Projects Coordinator Carroll  
**Through:** Rob Dumouchel, City Manager

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**Summary Statement:** The purpose of this Memorandum is to recommend appropriating Port & Harbor Reserve Funds and authorize a Task Order to Alaska Harbors Consulting, LLC to provide professional services related to 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. Among the recommendations was 30% design and an engineers' cost estimate, including Build America, Buy America specifications.

MARAD recently issued a preliminary Notice of Funding Opportunity for the FY2024 PIDP and staff have been strategizing on submitting a stronger application in the FY24 funding round. Kim Nielson of Alaska Harbors Consulting, LLC, a Term Contractor with the City, performed the Homer Harbor

Condition Assessment in 2022 and has experience working with design for other successful Alaskan float replacement projects, including for Cordova and Seward harbors. Administration requested a cost estimate from Alaska Harbors Consulting LLC. See Task Order attached.

**Recommendation:** Adopt Ordinance 24-13 to appropriate funds and authorize the City Manager to negotiate and execute a Task Order to Alaska Harbors Consulting, LLC to provide design and cost estimating services for a FY24 PIDP Grant application to replace harbor float systems in critical and serious condition.

# TASK ORDER # 1

## Homer FREIGHT PIDP Grant Application Support

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated [February 26, 2024](#) ("Agreement"), Owner and Engineer agree as follows:

### 1. Background Data

- a. Effective Date of Task Order: [February 26, 2024](#)
- b. Owner: [City of Homer, Alaska](#)
- c. Engineer: [Alaska Harbor Consulting, LLC](#)
- d. Specific Project (title): [Homer FREIGHT Concept Design & Estimate](#)

### 2. Services of Engineer

A. The specific services to be provided or furnished by Engineer under this Task Order are:

1. Consult with Owner to define and clarify Owner's requirements for the Project and available data. Work with City staff to provide base drawings, and redlines for concept design drawings in AutoCAD to be completed by City staff.

2. Prepare Deliverables to include: a schematic layout(s), sketches and conceptual design criteria with appropriate exhibits as necessary to communicate the project limits, scope of work, and other Engineer-recommended and/or agreed-to requirements. The Deliverables will be accompanied by: Engineer's opinion of Total Project Costs with each component separately itemized, including the following, which will be separately itemized:

- a. Opinion of Probable Construction Cost, including a breakdown itemization of major work elements and citing backup data sources by which the unit costs were derived.
- b. Allowances for contingencies and for the estimated total costs of design, professional, and related services and,
- c. On the basis of information furnished by Owner, allowances for other items and services included within the definition of Total Project Costs.

3. BABA documentation: Prepare a list of materials and suppliers that are *typical* to a marina float project in Alaska, including an example letter(s) of BABA certification from supplier(s) from other projects. However, because the Contractor who will build the project is not yet known, and the suppliers are not yet known, the BABA documentation effort will focus on language and forms that will be included in the construction RFP and contract to demonstrate how the City will ensure the Contractor will comply with BABA per the grant agreement.

4. Furnish one electronic review copy of the Deliverables to Owner within the time period set forth in the Task Order.

5. Revise the Deliverables in response to Owner's and other parties' comments, as appropriate, and furnish one revised/final electronic copy of the revised Deliverables to the Owner within the time period set forth in the Task Order.

B. All of the services included above comprise Basic Services under this Task Order.

C. Additional Services: Owner may authorize Engineer in writing to furnish or obtain from others Additional Services. The Task Order shall be amended to reflect the inclusion of such Additional Services.

### 3. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement, subject to the following amendments:

1. Owner shall provide AutoCAD drafting services. Engineer will provide AutoCAD files and hardcopy redlines of all revisions to the base drawings, as well as typical details to be included in the Concept Design drawings to be prepared for the grant application submittal. Alternately, more simplistic not-to-scale figures may be prepared by Engineer and/or drafting services may be procured as a subconsultant service, at an additional cost upon Owner's request.

#### 4. Task Order Schedule

A. The parties shall meet the following schedule:

Party	Action	Schedule
Engineer	Draft Deliverables	March 22, 2024
Owner	Review Comments	April 5, 2024
Engineer	Final Deliverables	April 19, 2024

B. Services under this Task Order will be considered complete on the date when the final Deliverables are sent.

#### 5. Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order on a *Standard Hourly Rates and Reimbursable Expenses* (Time and Expenses) basis in accordance with the terms and provisions of Article 4 of the Agreement.

b. The Engineer's estimated fee for the scope of services described in this Task Order is **\$7,350**. A detailed breakdown of the fee estimate is shown in the table below or attached to this Task Order.

Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Consultants' charges, if any. Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered, but shall not exceed the total compensation amount unless approved in writing by the Owner.

#### 6. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

OWNER:

Owner: City of Homer

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

ENGINEER:

Alaska Harbors Consulting, LLC:

Signature: 

Name: Kimberly Nielsen, PE

Title: Owner/Sr. Waterfront Engineer

Date: 1/30/24

DESIGNATED REPRESENTATIVE FOR THIS TASK ORDER:

Name:

Title:

Phone number:

Email:

DESIGNATED REPRESENTATIVE FOR THIS TASK ORDER:

Name: Kimberly Nielsen, PE

Title: Owner/Sr. Waterfront Engineer

Phone number: 907-301-4206

Email: [AlaskaHarbors@gmail.com](mailto:AlaskaHarbors@gmail.com)

## CITY OF HOMER FINANCIAL SUPPLEMENT

PROJECT NAME	<u>PIDP - AHC 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>\$ 7,350</u>		

<b>DESCRIPTION</b>	<p>City Council identified Small Boat Harbor float replacement as a high priority project in their 2022 Visioning session and designated it a Legislative Priority project in the City's FY25 Capital Improvement Plan. In 2023, the City submitted an FY2023 Port Infrastructure Development Program (PIDP) 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 US Department of Transportation Secretary's 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 with 30% design completion and an engineers' cost estimate, including Build America, Buy America specifications. The US Department of Transportation Maritime Administration has published a preliminary Notice of Funding Opportunity for the FY2024 PIDP and the City intends to reapply. Alaska Harbors Consulting, LLC, a term contractor for the City of Homer, completed a comprehensive harbor condition assessment, which informed the City's FY2023 PIDP grant application and attended an application review with the US Department of Transportation Maritime Administration.</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>\$ 1,479,505</u>	Current Balance _____	Current Balance _____
Encumbered <u>\$ 829,011</u>	Encumbered _____	Encumbered _____
Requested Amount <u>\$ 7,350</u>	Requested Amount _____	Requested Amount _____
Other Items on Current Agenda <u>\$ 30,000</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 _____