



# MEMORANDUM

---

**Resolution 24-032, A Resolution of the City Council of Homer, Alaska, Approving a Term Contract to Stephanie Queen Consulting, (SQC) and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/Public Works Director.**

**Item Type:** Backup Memorandum  
**Prepared For:** City Council  
**Date:** March 14, 2024  
**From:** Julie Engebretsen, Community Development Director  
**Through:** Rob Dumouchel, City Manager

---

**I. Issue:** The purpose of this Memorandum is to recommend the City issue a Term Contract to Stephanie Queen Consulting (“SQC”).

**II. Background:**

Several of the City’s grants with state or federal agencies require the City to use, or exercise good faith efforts to use, MWDBE businesses; that is, businesses owned by minorities, women or disadvantaged individuals. A Best Practice for identifying such businesses is to create a Bidder’s List by advertising a Request for Qualifications (“RFQ”) for such businesses and creating a roster of firms meeting one or more of the designations. In August 2023, the City published a RFQ asking for Statements of Qualifications (SOQ) for services we would likely need for various projects. At that time, no local firms submitted their SOQ. In January 2024 the City awarded a term contract to woman-owned business enterprise (“WBE”) via Resolution 24-009 to Appaloosa Integrated Construction & Consulting Services, LLC (“AICS”). A new consultant, also a woman-owned business enterprise (“WBE”), has opened her doors on the peninsula; Stephanie Queen, the former City Manager for the City of Soldotna.

Stephanie Queen graduated high school on the Kenai Peninsula, and graduated with a master’s degree in Engineering, Civil and Environmental Engineering from Cornell University. She served in local government from 2008 through 2023, starting out in Soldotna’s Economic Development and Planning Department and then as City Manager. Ms. Queen has now opened her own consulting firm and offers a wide range of skills and expertise that could be utilized for projects such as the Kachemak Sponge Green Infrastructure Project and future federal grants such as the recently applied for RAISE and EPA Brownfields projects. All of these projects have federal grant funding and will require either the use of, or good faith efforts to use, MWDBEs. A term contract with SQC provides the opportunity for the City to issue task orders for specific work, as needs arise, and thus, satisfy that requirement.

**III. RECOMMENDATION:** That the City Council approve a Term Contract to SQC.