

**CITY OF HOMER  
HOMER, ALASKA**

City Manager

**RESOLUTION 24-032**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA  
APPROVING A TERM CONTRACT TO STEPHANIE QUEEN  
CONSULTING (SQS) AND AUTHORIZING THE CITY MANAGER  
TO NEGOTIATE AND EXECUTE THE APPROPRIATE  
DOCUMENTS.

WHEREAS, Several of the City's grants with state or federal agencies require the City to use, or exercise good faith efforts to use, businesses owned by minorities, women or disadvantaged business enterprises (MWDBE); and

WHEREAS, In August 2023, the City issued a Request for Statements of Qualifications (SOQ) and at that time, no local firms submitted their SOQ, but a local woman-owned business enterprise ("WBE") emerged - Appaloosa Integrated Construction & Consulting Services, LLC ("AICS") and was approved for a term contract by Resolution 24-009; and

WHEREAS, The owner of SQC is also a WBE and has extensive experience with local government and associated projects on the Kenai Peninsula; and


WHEREAS, A term contract with SQC provides the opportunity for the City to issue task orders for specific work, as needs arise, which would supplement City staff with capable project management expertise, satisfy MWDBE grant requirements, and support a business located on the Kenai Peninsula.

NOW THEREFORE BE IT RESOLVED that the Homer City Council hereby approves the issuance of a Term Contract to ACS and authorizes the City Manager to negotiate and execute the appropriate documents.

PASSED AND ADOPTED by the Homer City Council this 26th day of March, 2024.



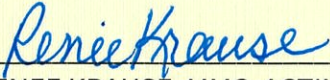
CITY OF HOMER

  
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KEN CASTNER, MAYOR

41 ATTEST:

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RENEE KRAUSE, MMC, ACTING CITY CLERK

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46 Fiscal note: N/A



# MEMORANDUM

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**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

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**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.

# Stephanie Queen, AICP

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

Web: [www.StephanieQueenConsulting.com](http://www.StephanieQueenConsulting.com)

Cell: 1.907.953.7701

## EDUCATION

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### **Cornell University | Ithaca, New York**

- Master of Engineering, Civil and Environmental Engineering (2006)
- Bachelor of Science, Civil and Environmental Engineering (2004)

### **Fulbright Scholar | Istanbul, Turkey**

- Studying the economics of earthquake risk mitigation (2007)

## PROFESSIONAL RECOGNITION

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### **Alaska Municipal League**

- Excellence in Local Government, Economic + Work Environment (Soldotna Recruitment + Retention Strategies, 2023)
- Emerging Municipal Leader of the Year (2022)

### **Greater Soldotna Area Chamber of Commerce**

- Excellence in Profession Award (2022)
- Government and Civic Affairs Award (2017)

### **Alaska Chapter of the American Planning Association**

- Comprehensive Plan of the Year ('Envision Soldotna 2030', 2013)
- Best Practices Award (Soldotna Storefront Improvement Program, 2012)

## WORK EXPERIENCE

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### **Principal / Owner** (Jan. 2024 to present)

Stephanie Queen Consulting | Soldotna, Alaska

Providing strategic support to Alaskan municipalities and critical infrastructure projects. Specializing in Public Engagement, Local Government Administration, Project Planning and Coordination, Land Use, and Economic Development.

### **City Manager** (2018-2023)

City of Soldotna | Soldotna, Alaska

Chief Administrative officer, responsible for planning, organizing, and directing all municipal operations for the City of Soldotna. Directly managed 10 Department Directors, with a city staff that varied seasonally from approximately 70 to 100 employees. Responsible for tracking and implementing annual operating and capital budget exceeding \$18 million (FY23).

### **Director of Economic Development + Planning Dept.** (2008-2018)

City of Soldotna | Soldotna, Alaska

Managed all functions of the Planning/Economic Development Department, including: permitting, geographic information systems (GIS), short- and long-range planning, code enforcement and updates, municipal land management, and economic development.

### **Civil Engineering Planner** (2007-2008)

DOWL Engineers | Anchorage, Alaska

Prepared applications and obtained entitlements from the Municipality of Anchorage for a range of commercial and institutional development projects.

### **Engineering Intern** (Summers 2003, 2004)

Alaska Department of Transportation + Public Facilities | Anchorage, Alaska

Worked as a paving inspector (Aviation Division) for runway rehabilitation projects at Ted Stevens International Airport and Lake Hood Runway. Provided project support for Ship Creek Trail project.