

**CITY OF HOMER
HOMER, ALASKA**

City Manager/
Port Director

RESOLUTION 25-013

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA
AUTHORIZING A TASK ORDER TO HDR ENGINEERING IN AN
AMOUNT NOT TO EXCEED \$50,000 FOR GRANT WRITING SERVICES
FOR A FY2025 FEDERAL PORT INFRASTRUCTURE DEVELOPMENT
PROGRAM GRANT TO SUPPORT REPLACING FLOAT SYSTEMS IN
HOMER'S SMALL BOAT HARBOR AND AUTHORIZING THE CITY
MANAGER TO NEGOTIATE AND EXECUTE THE APPROPRIATE
DOCUMENTS.

WHEREAS, The Homer Harbor Critical Float Replacement project addresses float
systems that are in critical condition, do not meet current design or safety standards and will
soon face load restrictions or decommissioning; and

WHEREAS, Homer Harbor Critical Float System Replacement is a Legislative Priority
project in the City of Homer FY26 Capital Improvement Plan; and

WHEREAS, The US Department of Transportation Maritime Administration has
published a Notice of Funding Opportunity for the FY 2025 Port Infrastructure Development
Program (PIDP) for projects that improve the safety, efficiency, and reliability of the movement
of goods into, out of, around, or within a port with an application deadline of April 30, 2025;
and

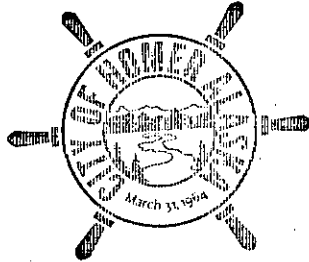
WHEREAS, HDR, a term contractor with the City of Homer, has expertise with
transportation infrastructure project planning and developing technical aspects of Federal
grant applications, assisted city staff with two previous highly rated PIDP grant applications;
and

WHEREAS, Administration requested a proposal from HDR Engineering for FY2025 PIDP
grant writing support; and


WHEREAS, This is contingent upon City Council adoption of Ordinance 25-09
appropriating Port & Harbor Reserve funds for professional and technical assistance in support
of securing nationally competitive PIDP funds to help replace float systems in Homer Small
Boat Harbor that are in critical and serious condition.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska authorizes a Task Order to HDR Engineering to assist the City writing and submitting a FY25 PIDP grant for the Homer Harbor Critical Float Replacement project for an amount not to exceed \$50,000 and authorizes the City Manager to negotiate and execute the appropriate documents.

PASSED AND ADOPTED by the Homer City Council on this 10th day of February, 2025.



CITY OF HOMER


DONNA ADERHOLD, MAYOR PRO TEM

ATTEST:


RENEE KRAUSE, MMC, CITY CLERK

Fiscal note: Ordinance 25-09 (pending) appropriates \$50,000.



MEMORANDUM

Resolution 25-013, Authorizing a Task Order to HDR Engineering in an Amount Not To Exceed \$50,000 for Grant Writing Services for a FY2025 Port Infrastructure Development Program Grant Application to Support Replacing Float Systems 4 and 1 in the Small Boat Harbor and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents.

Item Type: Backup Memorandum
Prepared For: Mayor and City Council
Date: February 4, 2025
From: Port Director Hawkins and Special Projects Coordinator Carroll
Through: Melissa Jacobsen, City Manager

Summary Statement: The purpose of this Memorandum is to recommend authorization of a Task Order to HDR Engineering to assist with a FY25 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 has been a priority for the Port and Harbor Commission and City Council, as well as a Legislative priority project in the City's FY26 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 FY23 and FY24; the FY23 application made it to the Secretary's desk for final funding consideration, and while it was not ultimately not selected for award, we were strongly encouraged to reapply.

MARAD recently issued a preliminary Notice of Funding for the FY2025 PIDP and staff have been strategizing on submitting a stronger application in the FY25 funding round, perhaps by shifting the ask to a small project (\$11.5M or under) for one float system, versus a large project ask of which there are fewer recipients per state. Staff will know more after an upcoming FY24 application debrief with the Maritime Administration and further consultation with our MARAD Gateway Director.

HDR Engineering, a Term Contractor with the City assisted Harbor administrative staff and Special Projects Coordinator Carroll with the previous two applications, is steeped in the nuances of the Homer project and committed to the application's success. HDR provided invaluable expertise in the area of Benefit Cost Analysis (BCA) and other technical aspects of the application, as well as adding a wealth of capacity to help City staff complete all other aspects of the application. Staff feels a FY25

PIDP application will similarly benefit from participation from HDR and requested a cost estimate from HDR.

We have already reaped some benefits of our collaborative work on the PIDP applications; staff utilized material developed for the PIDP applications in a successful \$1.1M grant award from the Denali Commission for the engineering and permitting phase of the replacement project, as well as a still pending federal appropriation, also for engineering and permitting.

The Task Order, attached, covers the full potential scope of a FY25 PIDP application, which includes a BCA. It is set up to first determine to the best of our ability what will be a successful ask (small project or large project), then adjust the application to changes in the FY25 merit criteria and potentially to just one float system. The City will not issue a notice to proceed on the BCA Task unless it is required. Costs for HDR's assistance with the application are estimated at \$28,572; the cost of conducting a BCA is estimated at \$20,950.

Recommendation: Pending adoption of Ordinance 25-09, adopt Resolution 25-013 authorizing the City Manager to negotiate and execute the Task Order to HDR Engineering to assist with a FY25 PIDP Grant application to replace harbor float systems in critical and serious condition.

TASK ORDER #25-01

FY25 PIDP GRANT AND BCA

This Scope of Services pertains to an Agreement by and between the City of Homer (“OWNER”), and HDR Engineering Inc., (“ENGINEER”), dated February, 2025, (“the AGREEMENT”). Engineer shall perform services on the project described below as provided herein and in the Agreement.

PART 1.0 PROJECT DESCRIPTION

Manage production of and write application for FY25 cycle of PIDP. Conduct a benefit cost analysis (BCA) on Homer Harbor project if necessary for the FY25 Cycle of PIDP.

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER

Subtask 1: FY25 PIDP Application

This scope describes HDR’s approach to preparing a FY25 PIDP grant application to the funding opportunity.

We propose to coordinate and lead the City of Homer’s (OWNER) FY25 PIDP application development process while working closely with OWNER staff to agree on key strategic decisions. At least three rounds of review will confirm that the application captures the essence of OWNER’s needs, plans, and expected impacts, and aligns with federal grant program priorities.

HDR’s approach to grant writing can be summarized as follows:

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

Working closely with OWNER’s staff, HDR will discuss project selection and develop a unique work plan and schedule to address the specific application requirements, including grants.gov sign-up and all 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 virtual kickoff meeting to:

- Discuss project definition
- Address project benefits, drawbacks, and relevant documents; identify needed documentation and data; and potential for alignment with the program’s merit criteria
- Confirm the approach to matching funds
- Prepare a project timeline and determine potential weaknesses in terms of administration federal discretionary grant funds and project definition; discuss these with a goal of identifying any actions that can be undertaken quickly to address potential reviewer concerns
- Begin developing the “story” or theme of the project to help it make a strong and memorable impact on reviewers; discuss how the project aligns with the grant program’s criteria
- Develop a schedule for grant application; discuss the need to obtain letters of support; identify any actions that OWNER must quickly undertake to mitigate potential reviewer concerns

DELIVERABLES

- Grant application virtual kick-off meeting

- Grant application work plan
- Brief virtual meetings twice weekly to coordinate on grant progress
- Oversight and coordination of tasks required to complete high quality grant application
- Assistance preparing for grants.gov submission

Project Definition

HDR will work with OWNER staff to define the project scope, timeline, budget, deliverables, and work plan to meet grant merit criteria.

This work will build off work performed in Subtask 1 and include a virtual work session with OWNER staff as well as evaluation of existing project development documents.

Discussion will also include strategic recommendations from HDR for consideration by OWNER staff related to applicable project development activities and match.

DELIVERABLES

- Virtual work session
- Project scope, schedule, budget, and workplan for use in the application

Grant Application Narrative and Forms

HDR will develop an outline that summarizes each required section of the application, key themes for the project relative to that section, and excerpts from the NOFO to ensure that the narrative persuasively covers key grant scoring criteria. Our grant writing team will produce the narrative and supporting data analyses and guide OWNER in gathering relevant project documentation.

Concurrently, HDR's graphic designer will develop an application template that includes an attractive visual theme and will work with OWNER to develop appropriate maps, graphics, and photos that will create a lasting impression with design, images, and color.

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. Our team will draft technical forms required by the application. We will work with OWNER to prepare these documents for final submission before the application deadline, and OWNER staff will upload the documents onto the grants.gov web portal.

DELIVERABLES

- Draft and final versions of a clear, concise, and complete narrative that answers all grant evaluation metrics
- Draft and final layout templates
- Up to 3 maps and graphics to support the narrative
- Draft and final SF424C (budget form)
- Draft SF424

Stakeholder and Legislative Outreach and Support

HDR will also support OWNER in outreach to key stakeholders and legislators to garner and document strong, specific support for the selected project. HDR will identify key stakeholders and assist OWNER in drafting support letters from the Congressional Delegation, state legislators, the Governor, and/or other stakeholders as requested.

DELIVERABLES

- List of key stakeholders
- Template letter of support

- Letter of support outreach tracking spreadsheet

Post-Application Debrief

HDR will support OWNER in reaching out to the grant agency for an application debrief to garner lessons learned from the funder's project review.

DELIVERABLES

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

Subtask 2: BCA for One Grant Application

Certain USDOT and Federal Emergency Management Agency (FEMA) grants require a detailed BCA. HDR economists will compare discounted benefits against discounted costs, with the goal of achieving a benefit-cost ratio of 1.0 or higher, summarizing its cost-effectiveness with a BCR and an estimate of net benefit that would arise from it. This BCA will match the project package to grant criteria. HDR's local experts will advise on adjusting costs to account for Alaska's short construction season, high mobilization costs, and other Alaska-specific factors.

BCA

Generally, HDR proposes a five-step process for this economic analysis:

STEP 1: DEFINE BASELINE AND ALTERNATIVE SCENARIOS

BCA guidance for many grants require that project benefits be estimated relative to a no-build scenario that factors in fewer capital-intensive improvements than the project being considered. Under this step, HDR will work with OWNER to clarify the baseline condition and the small number of possible alternatives for consideration.

STEP 2: IDENTIFY PUBLIC BENEFIT CATEGORIES

This step formalizes the public benefit categories to be evaluated. Public benefit categories will be mapped to long-term outcomes that relate directly to the grant scoring criteria.

Included in this step is a strategy session led by HDR, during which the various components of the project will be discussed to fully define which elements should be included in the project scope to maximize the probability of a grant award.

STEP 3: DEVELOP AND CODE BENEFIT-COST MODEL LOGIC

For each of the benefit categories identified in Step 1 above, HDR will develop logic models that represent the methodology used to monetize each project benefit. The logic model will be populated with the most up-to-date information available. HDR will collect model inputs from a variety of sources, including the federal guidance and other project documentation.

STEP 4: PRODUCE BENEFIT-COST RESULTS, TEST SENSITIVITY OF RESULTS AGAINST KEY VARIABLES

In this step, HDR will flag key variables for testing, re-run the model, and generate results based on key material events (e.g., delay in implementation, significantly lower than anticipated traffic volumes, or changes in project costs).

STEP 5: ISSUE RESULTS

In this step, HDR will draft materials for inclusion in the grant application and in support of the findings described in the economics section of the application. Typically, a short document is drafted with key sections for input directly into the application document, and a second short appendix is drafted that can be posted online and referenced in the text of the document. The appendix describes the evaluation approach, describes the data and assumptions used, and presents the results of the sensitivity analysis conducted.

DELIVERABLES

- BCA demonstrating positive public economic outcomes
- BCA narrative and technical appendix
- Recommendation on next steps based on BCA results

Project Management

HDR will host a brief, BCA-focused meeting to discuss projects under review, available data, BCA approach, process of BCA evaluation, and workplan and schedule. This schedule will be used to monitor progress, identify critical path items, meet client deadlines, and document issues and concerns as they arise.

DELIVERABLES

- BCA virtual kickoff meeting
- Brief virtual meetings once weekly to coordinate on project progress
- Notes and action items from calls/meetings
- File management and online collaboration
- Monthly invoices and progress reports
- QA/QC

PART 3.0 OWNER'S RESPONSIBILITIES

Owner shall provide:

- 1) Financial documentation
- 2) Project information and data, including engineering scope, schedule, budget, status, and engineering drawings
- 3) Liaison staff available for each meeting and to lead response to HDR requests for information
- 4) Response to information per response timeline agreed to by OWNER and ENGINEER
- 5) Forms: SF-LLL, grants.gov lobbying form, and final SF424
- 6) FY25 PIDP application document upload, certification, and submission

PART 4.0 DELIVERABLES AND SCHEDULE

Deliverables are detailed in subtasks above.

HDR will perform the BCA (subtask 1) and most application (subtask 2) activities between **February**, 2025 and the FY25 PIDP grant submission deadline. This task order will conclude after the application debrief, which is anticipated by February 14, 2026.

PART 4.0 PAYMENTS TO ENGINEER

Fee will be based on a not to exceed T&M contract price of \$50,000.

This Task Order is executed this _rd day of ___, 2025.

OWNER
"OWNER"

HDR Engineering, Inc.
"ENGINEER"

By:

By: Anna Kohl

Signature: _____
Title: OWNER Manager

Signature: _____
Title: Alaska Area Manager/Vice President