



Homer City Hall

491 E. Pioneer Avenue

Homer, Alaska 99603

www.cityofhomer-ak.gov

City of Homer Agenda

City Council Committee of the Whole

Monday, February 22, 2021 at 5:00 PM

City Hall Cowles Council Chambers via Zoom Webinar

Dial: (669) 900 6833 or (253) 215 8782 or Toll Free (888) 788 0099 or (877) 853 5247

Webinar ID: 953 097 829 Password: 234969

CALL TO ORDER, 5:00 P.M.

AGENDA APPROVAL (Only those matters on the noticed agenda may be considered, pursuant to City Council's Operating Manual, pg. 6)

CONSENT AGENDA

REGULAR MEETING AGENDA

DISCUSSION TOPIC(S)

- [a.](#) Memorandum 21-040 from City Manager Re: Budget Priorities FY22-23
- [b.](#) Memorandum 21-028 from Deputy City Planner Re: Wayfinding and Streetscape RFP
- [c.](#) Memorandum 21-029 from City Clerk Re: Approval of Letter from City Council in Support of Reinstating/Extending the State's Emergency Declaration.

COMMENTS OF THE AUDIENCE

ADJOURNMENT NO LATER THAN 5:50 P.M.

Next Regular Meeting is Monday, March 8, 2021 at 6:00 p.m., Committee of the Whole at 5:00 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.



City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

491 East Pioneer Avenue
Homer, Alaska 99603

citymanager@cityofhomer-ak.gov

(p) 907-235-8121 x2222

(f) 907-235-3148

Memorandum 21-040

TO: Mayor Castner and Homer City Council
FROM: Rob Dumouchel, City Manager
DATE: February 17, 2021
SUBJECT: Budget Priorities Public Hearing & Committee of the Whole

My understanding is that a public hearing and Committee of the Whole discussion early on in the budget process has been a common element of the budget development schedule. In the FY22/23 budget development schedule we have retained this element. The purpose of this public hearing and discussion is to allow Council and the public the ability to comment on any budget issues, ideas, priorities, etc. they may have.

What is different for this budget cycle is that Administration intends to host a series of work sessions for different parts of the budget while we are in the process of developing the draft that will come to Council for introduction in May. The work session concepts are as follows:

- Administration and Finance Departments
- Police and Fire Departments
- Public Works Department
- Port & Harbor Department
- Overhead and Admin Fees
- Fleet and Capital Projects
- Reserves

The dates and the order of work sessions is yet to be determined, but I will be working with the Clerk's office to begin schedule these meetings shortly.

Staff Recommendation: Discuss budget priorities with staff and hold a public hearing.



Memorandum 21-028

TO: MAYOR CASTNER AND HOMER CITY COUNCIL

THROUGH: ECONOMIC DEVELOPMENT COMMISSION
ROB DUMOUCHEL, CITY MANAGER

FROM: JULIE ENGBRETSSEN, DEPUTY CITY PLANNER

DATE: FEBRUARY 16, 2021

SUBJECT: WAYFINDING AND STREETSCAPE RFP

Background:

After many fits and starts, the Wayfinding Streetscape RFP is ready for Council review! The Economic Development Advisory Commission has been working on the idea for several years. Council has approved funding for the project, with the caveat that the Request for Proposals (RFP) be reviewed by Council prior to issuance. The RFP is hereby provided for Council's review.

Project Recap:

The project goals are to develop a design and strategic plan for utilizing landmarks, city signage, pathways and streetscape elements to help visitors and residents more easily navigate and more fully experience Homer-- and be a catalyst for economic activity. The design standards will be adopted by Homer City Council and used to guide City investment such as the location and design of wayfinding signage, landscaping, benches, trash receptacles, pocket parks, and street banners. Ordinance 19-54(S-2)(A-2) authorized capital appropriation up to \$50,000 from the HART fund to develop a wayfinding streetscape plan.

At that time the ordinance was adopted, it was thought a separate task force or administrative body would be formed to work through the project. With COVID and reduced staff capacities, it now makes sense for the Economic Development Advisory Commission and staff to work with the selected consultant, rather than create an additional meeting group.

Next Steps:

Absent any objections by Council, the RFP will be issued and a consultant selected following the City's procurement policies. Approval of the contract will be authorized by the City Council via resolution. Projected project start is anticipated to be May 2021.

Recommendation: Voice non-objection to the issuance of the Wayfinding Streetscape RFP in accordance with the City's procurement policies.



City of Homer, Alaska Request for Proposals

Development of Homer Wayfinding-Streetscape Plan March 2021

REQUEST FOR PROPOSALS
Development of Homer Wayfinding-Streetscape Plan
City of Homer, Alaska

The City of Homer, Alaska is requesting proposals from qualified landscape architect, design, or other professional firms to develop a Wayfinding-Streetscape Plan for the City of Homer. The completed plan and design standards will be adopted by Homer City Council and used to guide City improvements/enhancements such as the location and design of wayfinding signage, landscaping, benches, trash receptacles, pocket parks, etc. It is the intent of this Request for Proposals (RFP) to have the successful firm enter into a Professional Services Contract with the City of Homer to provide the services outlined in the RFP.

Sealed proposals must be received by the City Clerk's Office, City of Homer, 491 E. Pioneer Avenue, Homer, Alaska by **4:30 p.m., [DAY], [DATE], 2021**. Proposals received after the time fixed for the receipt of proposals shall not be considered. **All proposers must submit a City of Homer Plan Holders Registration form to be on the Plan Holders List to be considered responsive.**

There will be an optional Pre-Close RFP meeting/teleconference held prior to the closure of the RFP via Zoom **[DATE]**, 2021 at **[TIME]** p.m.

An electronic copy of the RFP Requirements and plan holder registration forms are available online at <http://www.cityofhomer-ak.gov/rfps>. Paper copies of the Proposal Documents may be purchased at the Office of the City Clerk upon payment of \$10 per set (\$15 for priority mail delivery). All fees are non-refundable.

For inquiries regarding the Scope of Work or clarification of the RFP, contact:

Julie Engebretsen, Deputy City Planner
491 E. Pioneer Avenue
Homer, Alaska 99603
Phone: (907) 299-9354
Email: jengebretsen@ci.homer.ak.us

For general RFP and proposal submission inquiries, contact the City Clerk's Office, 491 E. Pioneer Avenue, Homer, AK 99603; Phone (907) 235-3130; Email clerk@ci.homer.ak.us.

The City of Homer reserves the right to accept or reject any or all proposals, to waive irregularities or informalities in the proposals, and to award the contract to the respondent that best meets the selection criteria and the City of Homer's needs.

Dated this ____ day of _____, 2021

CITY OF HOMER

Rob Dumouchel, City Manager

Advertise: Homer News: **[DATE] & [DATE], 2021**
 Peninsula Clarion: **[DATE], 2021 (Optional)**
 Anchorage Daily News: **[DATE], 2021 (Optional)**

REQUEST FOR PROPOSAL
Development of Homer Wayfinding-Streetscape Plan
City of Homer, Alaska

The City of Homer, Alaska is requesting proposals from qualified landscape architect, design, or other professional firms to develop a Wayfinding-Streetscape Plan for the City of Homer. The completed plan and design standards will be adopted by Homer City Council and used to guide City improvements/enhancements such as the location and design of wayfinding signage, landscaping, benches, trash receptacles, pocket parks, etc. It is the intent of this Request for Proposals (RFP) to have the successful firm enter into a Professional Services Contract with the City of Homer to provide the services outlined herein.

COVID-19 NOTE: The City recognizes the COVID-19 pandemic drastically changes the ability to travel and conduct public meetings within the traditional public process framework. The City encourages proposers to adapt project methods to follow COVID-19 safety guidelines. City policies regarding COVID-19 shall be followed at the time of any direct in person public contact (such as social distancing, hand washing, and mask wearing).

The following subjects are discussed in this RFP to assist in preparing a proposal.

- I. Introduction
- II. Project Overview
- III. Scope of Work
- IV. RFP General Requirements & Submittal Instructions
- V. Proposal Format & Content Requirements
- VI. Evaluation Criteria & Selection Process
- VII. RFP Timeline & Award Schedule

Attachment A: Ordinance 19-54(S-2)(A-2) Authorization of a Wayfinding-Streetscape Plan

I. INTRODUCTION

The City of Homer, under advisement of the Economic Development Commission (EDC), is seeking to develop a design and strategic plan for utilizing landmarks, city signage, pathways and streetscape elements to help visitors and residents more easily navigate and more fully experience Homer-- and be a catalyst for economic activity.

While a range of factors are important to business success, knowledge of Homer's various commercial districts, ease of navigation, the quality of the street environment and pedestrian experience are important to attracting business investment and consumer engagement in Homer's commercial districts. Streetscape planning gives us the opportunity to increase business activity with pedestrian-friendly infrastructure, land use improvements, and public gathering or resting areas at reasonable intervals.

The goal is to develop a thoughtful wayfinding plan and an inviting streetscape improvement plan that supports a vibrant Pioneer Avenue corridor, Central Business District, and connections to the Homer Spit.

Definitions for this RFP:

Wayfinding – Signage and other visual markers to help people and vehicles navigate Homer.

Streetscape – Details such as street furniture, light pole banners, and landscaping the City and businesses can use to increase the attractiveness of the community.

Landscaping – Street trees, planters and flower types, and gardening beds (when practical).

II. PROJECT OVERVIEW

The Wayfinding-Streetscape Plan will be used by the City to guide future City purchases and placement of enhancements such as trash cans, benches, pocket parks, etc., to make landscaping decisions, and to fund and install wayfinding signage. Private businesses may choose to augment the City's efforts by utilizing the plant list, by purchasing coordinating trash cans, benches, etc., or by hosting a wayfinding location.

The plan should be able to be implemented in phases over multiple years as budget becomes available. A limited City budget and staff capacity requires consideration of maintenance costs over time. The plan produced should prioritize improvements, identify potential funding sources, investment cost per year over a reasonable time horizon, and consider existing City resources and equipment to ensure effective ongoing maintenance.

III. SCOPE OF WORK

A. Area of Study

The area covered by this plan includes a concentration on Pioneer Avenue and the Central Business District, connections to and wayfinding between Ocean Drive and the Homer Spit, and orientation wayfinding at Baycrest Overlook, Homer Airport Terminal, and the Pioneer Dock (ferry terminal). The project area includes local and state rights-of-way.

B. Wayfinding-Streetscape Plan Objectives

1. Help distribute economic activity among Homer's primary commercial districts by:
 - Informing the travelling public (vehicles and pedestrians) about Homer's primary commercial districts; and
 - Assisting them in navigating between these districts and to key destinations within the Central Business District.
2. Encourage pedestrian activity and foster economic development along Pioneer Avenue and within the Central Business District by:
 - Providing realistic streetscape amenities that, when combined, create an inviting, safe, dynamic and desirable character and feel.

3. Use the plan to guide future City purchases and placements of wayfinding-streetscape enhancements.

C. Project Scope

The Wayfinding/Streetscape Plan will primarily emphasize:

1. Pedestrian experience
2. Attention to continuity of vehicle signage, particularly at route decision points and Homer's gateways;
3. Design that is cohesive, but not necessarily identical, and that enhances and reflects the distinctive and creative character of Homer; and
4. Consider all aspects of technological and physical wayfinding signage and tools, keeping signage 'clutter' to a minimum.

Wayfinding Scope

1. Assist pedestrians navigating Pioneer Avenue and to points of interest in the Central Business District.
2. Orientation wayfinding at Homer's gateways.
3. Making connections between Homer's destination areas (i.e. Old Town, the Spit, Farmer's Market, and others as identified and agreed upon.)
4. Identifying ways to help drivers identify and make turns from the highway onto other routes within the Central Business District, such as to Old Town and to Pioneer Avenue.

Streetscape Scope

1. Plan should propose realistic streetscape improvement options along Pioneer Avenue and to points of interest within the Central Business District.
2. A strategic approach for implementation of any combination of the following possible elements: Accessibility, Banners, Bicycle Amenities, Landscaping (plant lists, use of gardens), Bench Locations for Rests/View Areas, Pocket Parks, Pedestrian Crossings (safety and aesthetics), Decorative Hardscapes, Trash Cans.

D. Task Phases & Deliverables

The Proposer selected is expected to conduct, at minimum, the following tasks. In response to the RFP, the Proposer may expand on these tasks utilizing their experience and expertise in the subject areas, provide detail on how they are to be accomplished, and/or suggest additional tasks as warranted to meet the stated project objectives.

TASK I: Research, Analysis and Project Familiarization

- Initial meeting with City staff to finalize schedules, process, and communication.
- Review relevant plans and studies, including existing city logo and colors and park signage guidelines.
- Research and analyze existing condition of identified project area in relation to wayfinding, streetscape, parking, roadways, and safety/access/connectivity for pedestrians and bicyclists.

- Meet with Parks Maintenance staff on preferred street furniture, and level of landscape maintenance the city can sustain. Also discussion of summer and winter light pole banners for Pioneer Ave.
- Analyze local architectural elements, materials, themes, and existing planning documents, in order to develop appropriate design aesthetic.
- Using City staff and stakeholder input, field assessments, existing data and reports, Alaska DOT and City zoning code requirements, conduct an assessment of general geographic and environmental conditions and opportunities for wayfinding/streetscape improvements.
- Identify preferred locations for gateway and wayfinding signage based on major public destinations and amenities, traffic flow/volumes, and parking utilization.
- **Task I Deliverables:**
 - Draft selection of type and style of street furniture
 - Draft map of preferred locations for gateway and wayfinding signage based on major public destinations and amenities, traffic flow/volumes, and parking utilization.
 - Draft landscaping plant list and sample planting diagram or photographs

TASK II: Public Outreach and Opinion Gathering

- Meet with representatives of stakeholder organizations. This could be in the form of a Zoom Meeting with invited stake holders, focus groups or interviews, or some combination thereof. Stakeholder groups that will help facilitate this process include the Economic Development Advisory Commission, the Planning Commission, Homer City Council and Homer Chamber of Commerce Peonies on Pioneer work group.
- Establish a transparent, inclusive community engagement process for developing the plan through a series of public meetings and virtual participation methods.
- At these public meetings or virtual events, present and discuss (at a minimum) the following subjects:
 - Successful design concepts, schemes, specifications and tools implemented by other communities
 - Successful gateway and wayfinding programs and concepts; examples of landscape, (plantings, trees, peonies, shrubs), hardscape and street furniture features and amenities.
 - Present draft work from Task 1 Deliverables for feedback. Gather preferences for each project area to refine initial design themes and concepts.
- Engage members of the public to refine and articulate a shared vision of streetscape and wayfinding improvements. (Methods could include Zoom, bulletin boards if public facilities are open, or other innovative, inclusive public process methods.)
- **Task II Deliverables:**
 - Summary reports on feedback gathered from the public/stakeholders

- Revised sketches, maps, and photographs produced based on public feedback

TASK III: Alternative Design and Management Concepts

- Prepare and present a minimum of three (3) alternative design concepts for streetscape amenities and wayfinding signage based on input received at the public meetings. The designs should be in sufficient realistic detail and color, and should reflect the distinctive and unique character of Homer.
- Present wayfinding recommendations on sign sizes, styles, and placement in order to highlight the Pioneer Avenue and key destinations in the Central Business District, parking, and connections to other key locations and Homer gateway orientation signage.
- Design development drawings must include the scale of wayfinding signs in relation to pedestrian and vehicular levels.
- Recommendations/design concepts for streetscape amenities should include, at a minimum, parkway landscape improvements, street furnishing (e.g. trash receptacles, street furniture, and etc.), and hardscape cross walk improvements.
- Revise the individual sign type designs and locations per final comments of the Stakeholder groups (as needed).
- Create a pattern book or style guide with up to five (5) types of designs from the preferred alternative:
 - Vehicle signage for turns off of the highway
 - Shuttle stop or pocket park vignette with benches and signage to include planting examples, street furniture, and banners
 - Major wayfinding kiosk or signage
 - Reduced size wayfinding signage,
 - Trailhead or single marker signage.
- **Task III Deliverables:**
 - Summary report with the preliminary draft of the wayfinding-streetscape plan and recommendations.
 - Large format display graphics (.pdf) illustrating alternative design concepts for both the wayfinding and streetscape plans. Design of wayfinding signage should include all materials to be used for sign and post, background color and letter type, and installation procedures, layout map of the City showing all the final sign locations, sign details, and specifications.
 - Statement of Probable Cost for the fabrication, installation, and maintenance of the wayfinding system.

TASK IV: Final Design Concepts

- Complete refinements of final design concepts, phasing of improvements, and cost estimates based on all input from the public, stakeholder groups, and City staff.

- Once design concepts and locations are approved by staff, the consultant will prepare Final Design Intent Drawings (exact dimensions, letter heights, materials, mounting details, color specifications, and material performance standards) with written statement regarding rationale for design choices, materials, method of fabrication, and how systems can be modified over time.
- Present final concepts to the City Council.
- **TASK IV Deliverables:**
 - Final Wayfinding-Streetscape Plan, which will include the following:
 - Priorities for implementation (low, medium, and high Priority Action Items) for phasing in Streetscape improvements.
 - Conceptual cost estimates (low, medium, high) for all Wayfinding signage and Streetscape phases.
 - Design of wayfinding signage (all materials to be used for sign and post, background color and letter type, and installation procedures, layout map of the City showing all the final sign locations, sign details, and specifications). Compliant with AK DOT and ADA standards.
 - Large format display graphics illustrating final design concepts. These shall be in .pdf format and unlocked for editing.
 - One hard copy and electronic copy of final Wayfinding-Streetscape Plan as well as electronic copies of all presentations.

IV. RFP GENERAL REQUIREMENTS & SUBMITTAL INSTRUCTIONS

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals that do not address the items listed in this request may be considered incomplete and may be deemed non-responsive by the City.

- A. **Optional pre-close meeting:** There will be an optional meeting/teleconference held prior to the closure of the RFP. This will give all proposers involved the opportunity for questions/answers with City Staff to ensure all information is open and concise. The Pre-Close RFP meeting/teleconference will be held via Zoom **[DATE]**, 2021 at **[TIME]** p.m. Proposers participating via phone will call in at that time at 907-235-8121 ext. 2297.
- B. **All bidders must submit a City of Homer Plan Holders Registration form to be on the Plan Holders List and to be considered responsive.** Interested firms or individuals should submit the completed proposal using the following instructions:
- i. One original and seven (7) copies of the completed proposal in an opaque envelope marked as follows:

City of Homer 2021 RFP
Development of Homer Wayfinding-Streetscape Plan

Proposal Date
Bidders Name and Address

- ii. The Proposal submittals shall be addressed to:

City of Homer
City Clerk's Office
491 E. Pioneer Avenue
Homer, Alaska 99603

- C. Proposals must be received by the City Clerk's Office at the above referenced address **no later than 4:00 p.m. [DAY], [DATE], 2021.** The time of receipt will be determined by the City Clerk's time stamp. Proposals received after that time shall not be considered.
- D. The City Clerk's Office does not provide envelopes for responsive firms to put their completed proposals in, nor will the Clerk's Office Staff write proposer's information on the envelope on their behalf. Facsimile, email, electronic or telephone proposals will not be accepted. City procurement policies require a paper submittal by the stated time and date.
- E. Proposals may be withdrawn by written, email, or facsimile notice received prior to the deadline for proposal submittal. Withdrawals received after the proposal submittal deadline will not be considered.
- F. Inquiries must be received at least 10 days prior to the RFP submittal deadline. Copies of all written requests and replies will be forwarded to each Proposer on the Official Plan Holders List. Only formal, written responses to properly submitted questions will be binding.
- G. Inquiries regarding the Scope of Work or clarification of the RFP must be directed to:

Julie Engebretsen, Deputy City Planner
491 E. Pioneer Avenue
Homer, Alaska 99603
Phone: (907) 299-9354
Email: jengebretsen@ci.homer.ak.us

- H. General RFP and proposal submission inquiries must be directed to:

City Clerk's Office
491 E. Pioneer Avenue
Homer, AK 99603
Phone: (907) 235-3130
Email: clerk@ci.homer.ak.us

V. PROPOSAL FORMAT & CONTENT REQUIREMENTS

For ease of evaluation, the proposal should be presented in a format that corresponds to and references/labels the sections outlined in this RFP. Proposals should be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP.

To be considered responsive, each proposal must include (at a minimum) the following:

- A. **Letter of Transmittal (one page maximum):** The transmittal letter shall briefly state the firm's understanding of the City's request, make a positive commitment to provide the professional services specified, and give the name, title, address, and phone number of the person(s) authorized to make representations for the firm. The letter shall be signed by a corporate officer or other individual who has the authority to bind the firm.
- B. **Proposal Narrative (8 pages maximum):** The proposal narrative must provide the following information:
1. Specify in detail the firm's ability to fulfill the Scope of Work that has been outlined in this RFP, including any additional contractual requirements the firm chooses to propose. Other items that must be included in the proposal:
 - Standard, all-inclusive cost schedule that is to be used in this contract, including staff time per task, travel expenses, and incidentals.
 - Schedule – An outline of the anticipated schedule for completing the Scope of Work beginning with issuance of a notice to proceed to submitting the final work product.
 - Insurance – Prior to commencement of work, the Proposer shall be required to provide proof of insurance and to keep it in full force and effect, at its own expense, the following minimum policy limits:
 - i. The City of Homer shall be named as additional insured during the project's duration.
 - ii. Worker's Compensation in accordance with the laws of the State of Alaska, and Employer's Liability Insurance with minimum limits of \$1,000,000/ \$1,000,000/ \$1,000,000.
 - iii. General Liability Insurance in an amount not less than \$1,000,000 per occurrence; \$1,000,000 personal and advertising injury; \$2,000,000 general aggregate; and \$2,000,000 products/completed operations aggregate for bodily injury or death and for property damage.
 - iv. Professional Liability with minimum limits of \$1,000,000 aggregate and each claim.
 - v. Automobile Liability Insurance covering owned, non-owned, or hired vehicles used by the firm, with limits not less than \$1,000,000 combined single limit for bodily injury and property damage.
 2. Proposed Project Manager and Team Members and Statement of Qualifications and Experience: This section shall introduce the project manager (Single Point of Contact) and members of the firm that will be performing the work for this project. This section will cover the project team/firm's qualifications for the proposed work and experience with similar projects. Full resumes are not required but can be included; 1-2 paragraphs on each member of the team will be sufficient. Knowledge of and experience with AK DOT or similar standards, and ADA compliant designs are highly desired.
 3. Methods and Work Plan: Proposer will outline a work plan detailing the firm's step-by-step procedures for accomplishing the Scope of Work and the City's objectives for this project.

4. References: List the names, titles, and phone numbers of at least three clients who obtained similar services from your firm. Ideally, projects/contracts managed by the proposed project manager and completed by the proposed project team should be referenced.

VI. EVALUATION CRITERIA & SELECTION PROCESS

A. Evaluation Criteria

Proposals will be evaluated on the following criteria and scored according to the point scale:

Proposed Contract, Work Plan, and Cost		45 Points
• Proposed schedule	-	
• Cost	15 points	
• Public and Economic Development Commission involvement plan	10 points	
• Work plan to be broken down by Tasks 1-IV. An innovative process is welcome as long as all tasks are accomplished.	20 points	
Proposed Project Manager and Team Members, Qualifications and Experience		40 Points
• Qualifications, experience, and training of staff to be assigned to project.	15 points	
• Firm’s knowledge of Homer/surrounding area and understanding our community to capture the essence of what makes Homer unique in the final designs.	5 points	
• Record of past performance of Firm in similar, previous projects.	10 points	
• Provide 3 references	10 points	
Quality of Submittal		15 Points
• Conformance with RFP requirements, including compliance and timely submission of all documents requested		
Total Possible Points		100 Points

B. Selection Process

A selection committee comprised of City Staff and selected members of the public will evaluate the proposals and make a recommendation to the City Manager and Homer City Council. If the Council approves, the City will offer the highest ranking Proposer an opportunity to negotiate a Contract.

Other Proposal selection terms, conditions, and exceptions:

1. Evaluators may discuss factual knowledge of, and may investigate proposer's prior work experience and performance. This includes projects referenced in the proposal, available written evaluations, and contacted references that were listed or other persons knowledgeable

of a proposer's past performance. Factors such as overall experience relative to the proposed contract, quality of work, cost control, and the ability to meet schedules may be addressed during the evaluation.

2. This request for proposals is designed to be qualifications based, with cost playing a secondary role in the selection process. The City of Homer reserves the right to award a contract to the highest ranked firm based solely on the written proposal or request oral interviews. The highest ranked proposer will be invited to enter into negotiations with the City of Homer for the purposes of contract award. If an agreement with any proposer cannot be reached, the next highest ranked proposer may be contacted for negotiations. The City of Homer reserves the right to terminate contract negotiations with any proposer should it be in the City of Homer's best interest.
3. The City reserves the right to alter, amend, or modify any provisions of this RFP, or to withdraw this RFP, at any time prior to the award of a contract pursuant hereto, if it is in the best interest of the City to do so.
4. The City reserves the right to waive informalities and minor irregularities in proposals received. Alterations, modifications or variations to a proposal may not be considered unless authorized by the RFP or by addendum or amendment.
5. The City reserves the right to reject any and all proposals submitted and shall not be liable for any costs incurred by any proposer in response to this solicitation or for any work done prior to the issuance of a notice to proceed or signed contract.
6. Proposals will be kept confidential until contract is awarded, subject to law.

VII. RFP TIMELINE & AWARD SCHEDULE (to be completed after CC review)

These dates represent a tentative schedule of events. The City reserves the right to modify these dates at any time, with appropriate notice to applicable proposers on the Plan Holders List.

<u>ACTIVITY</u>	<u>DATE/TIME</u>
City Council Review of RFP	February 22, 2021
Publish Dates	Homer News: March 4 & 11, 2021 Peninsula Clarion: [DATE], 2021 (<i>Optional</i>) Anchorage Daily News: 11 & 18, 2021(<i>Optional</i>)
Optional Pre-proposal Meeting	[DATE], 2021 at [TIME] p.m.
Submittal Deadline for Proposals	[DATE], 2021 at 4:00 p.m. (March 25?)
Evaluation Period and Proposal Selection	[5-7 DAY PERIOD], 2021 (March 26- April 1)
Contract Approval by Homer City Council	[DATE], 2021 April 12
Contract Signing/Notice to Proceed	TBD – April 26
Initial Project Meeting	TBD /later April

CITY OF HOMER
HOMER, ALASKA

Venuti/Smith

ORDINANCE 19-54(S-2)(A-2)

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA
AMENDING THE 2019 CAPITAL BUDGET TO APPROPRIATE AN
AMOUNT NOT TO EXCEED \$50,000 FROM THE HART FUND FOR
THE PURPOSE OF DEVELOPING A WAYFINDING-STREETSCAPE
PLAN FOR THE CITY OF HOMER, AUTHORIZING THE CITY
MANAGER TO PREPARE AN RFP FOR CONSULTANT SERVICES AND
~~AUTHORIZING THE ESTABLISHMENT OF A WAYFINDING-~~
~~STREETSCAPE COMMITTEE TO WORK WITH THE CONSULTANT.~~

WHEREAS, The Homer City Council established the Economic Development Advisory
Commission (EDC) to advise City Council on ways to improve the local business climate; and

WHEREAS, The EDC completed a Business Retention & Expansion (BR&E) Survey with
the goal of identifying areas where the EDC can work to help improve the local business
climate; and

WHEREAS, Improved walkability, greenspace and initiatives that showcase Homer's
beauty (particularly in the Pioneer Avenue/Central Business District) were the most frequently
mentioned ideas for improving Homer's business climate and quality of life; and

WHEREAS, While a range of factors are important to business success, knowledge of
Homer's various commercial districts, ease of navigation, quality of the street environment
and pedestrian experience are critical to attracting business investment and encouraging
consumer engagement in Homer's commercial districts; and

**WHEREAS, Streetscape planning gives us the opportunity to increase business
activity, generate tax revenue and a high return on investment in our central business
district with pedestrian-friendly infrastructure and land use improvements such as a
connected, easily walkable set of sidewalks and trails that offer personal security and
traffic safety, public parking solutions, and public gathering or resting areas at
reasonable intervals; and**

WHEREAS, The EDC has determined that a wayfinding-streetscape plan (a plan and
design standards to guide City improvements and enhancements such as wayfinding signage,
landscaping, benches, trash receptacles, pocket parks, etc.) will support BR&E business
climate goals and be a catalyst for economic activity; and

WHEREAS, Establishing a wayfinding-streetscape (WF-SS) system is consistent with goals in the City of Homer Comprehensive Plan, the Non-Motorized Transportation & Trail Plan and the Homer Spit Comprehensive Plan; and

WHEREAS, A WF-SS plan builds upon citizen interest in Pioneer Avenue through the Pioneer Avenue Revitalization Task Force's efforts to make a more attractive, vibrant Pioneer Avenue business district; and

WHEREAS, The scope and objectives for a WF-SS plan have been proposed by the EDC and have been endorsed by the Homer Planning Commission, Park Arts, Recreation and Culture Advisory Commission and by community organizations and businesses; and

WHEREAS, Best practices for WF-SS plan development would utilize input from a broad-based local steering committee and the design and outreach expertise of a professional consultant to work with the public, the City and State agencies responsible for managing public right-of-ways; **and**

WHEREAS, Upon completion of the WF-SS Plan RFP, City Council will consider a resolution authorizing staff to assemble a WF-SS Committee to serve as a communication link between citizens, user groups, city staff and the consultant, provide input on current conditions and actively promote the project and public participation by communicating with community members and their respective user groups; and

WHEREAS, The HART Roads Fund Balance is \$6,243,285.25 and HART Trails Fund Balance is \$636,834.84.

NOW THEREFORE, The City of Homer supports the Wayfinding-Streetscape Plan proposal and Ordains:

Section 1. The FY2019 Capital budget is hereby amended by appropriating no more than \$50,000 from the HART Fund (split 50/50 between HART Roads and HART Trails) to secure the services of a professional consultant to facilitate the development of a WF-SS Plan through a competitive bidding process, as follows:

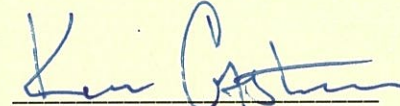
Account No.	Description:	Amount:
<u>160-0375</u>	<u>HART Roads Fund</u>	<u>\$25,000</u>
<u>165-0375</u>	<u>Hart Trails Fund</u>	<u>\$25,000</u>

Section 2. City Council authorizes the City Manager to prepare a Request for Proposals to secure these consultant services.

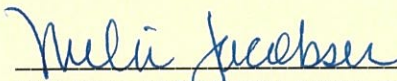
~~**Section 3. City Council authorizes formation of a WF-SS Task Force to work with the consultant as needed on the WF-SS Plan development.**~~

Section 43. This is a budget amendment ordinance is temporary in nature, and shall not be codified.

CITY OF HOMER


KEN CASTNER, MAYOR

ATTEST:


MELISSA JACOBSEN, MMC, CITY CLERK



YES: 6

NO: 0

ABSTAIN: 0

ABSENT: 0

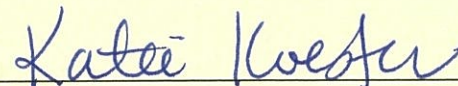
First Reading: 11.25.19

Public Hearing: 12.9.19

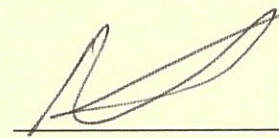
Second Reading: 12.9.19

Effective Date: 12.10.19

Reviewed and approved as to form:


Katie Koester, City Manager

Date: 12.16.19


Michael Gatti, City Attorney

Date: 12/20/19



City of Homer

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Office of the City Clerk

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(f) 907-235-3143

Memorandum 21-029

TO: MAYOR CASTNER AND HOMER CITY COUNCIL

FROM: MELISSA JACOBSEN, MMC, CITY CLERK

DATE: FEBRUARY 12, 2021

SUBJECT: APPROVAL OF LETTER FROM CITY COUNCIL IN SUPPORT OF REINSTATING/
EXTENDING THE STATE'S DISASTER DECLARATION

The attached letter is provided review and approval to submit to Senate President Peter Micciche and Speaker of the House Louise Stutes.

Recommendation: Approve the letter to be signed by the Mayor on behalf of the City Council.



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February 22, 2021

Senate President Peter Micciche
Speaker of the House Louise Stutes

Greetings,

The Homer City Council is writing to express our support for the Alaska State Legislature to pass SB 56, or a similar bill, which will reinstate/extend Alaska's disaster declaration due to the novel coronavirus pandemic. We appreciate the recent progress in the Senate in moving the bill to the Senate Finance Committee and the outreach from the Alaska House Coalition to Governor Dunleavy. However, the current disaster declaration expired February 15, 2021.

Unlike some states, the State of Alaska does not have broad public health powers. In Alaska, public health measures are directly linked with the disaster powers. The tools associated with the disaster declaration provides a safety net for the governor, his administration, and local governments to respond flexibly and strategically. For instance, the previous disaster declarations have helped Alaska become the most vaccinated state in the country. However, most of Alaska's population (and the US population) remains vulnerable to the novel coronavirus.

Reinstating the disaster declaration assures the State's authority to distribute vaccines through mass vaccine clinics, procure and direct scarce supplies, and suspend certain statutes and regulations to allow health care providers and businesses to perform efficiently under the current circumstances. We are particularly concerned about what nonrenewal means for the State's vaccination effort going forward, and our health care system's ability to quickly respond should the virus, or variants of the virus, cause a rebound of cases in the State.

The recovery of our local economy has been dependent on mitigating COVID-19 transmission and supplying vaccine to all those who want it. The disaster declaration was an essential component of our ability to effectively respond to support both these efforts. Under the declaration, Homer's Unified Command team worked closely with the State to

- Coordinate local public information and education efforts with the Statewide response.
- Procure important and scarce PPE, testing, and voluntary vaccination supplies through the declaration's procurement regulations waiver.
- Mitigate intra and interstate COVID-19 transmission through the State's testing program in hub airports. As a spoke airport supporting business, medical and tourism travel, testing opportunities at hub airports greatly mitigates the potential travel-related disease transmission.
- Work with local industries to establish critical infrastructure guidelines as needed.

Our citizens benefitted directly from the disaster declaration as well; we would not want to lose current or upcoming economic relief resources by letting the Disaster Declaration lapse, particularly including the following:

- The ability to quickly establish non-congregate sheltering contracts waiving the more formal and lengthy process.
- The ability to use telehealth for medical needs.
- The potential loss of \$8 million in federal SNAP benefits and possibly other federal benefits.

We urge the Alaska State Legislature to quickly pass SB 56 or a suitably amended bill to reinstate Alaska's COVID-19 Disaster Declaration.

Thank you for public service.

CITY OF HOMER

Ken Castner, Mayor

Cc: Governor Dunleavy
Senate Finance Members
House Finance Members
Senator Gary Stevens
Representative Sarah Vance
Alaska Municipal League