



# DOCKS AND HARBORS BOARD AGENDA

January 26, 2023 at 6:00 PM

City Hall Conf. Room 224/Zoom Webinar

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<https://juneau.zoom.us> or 1-253-215-8782 Webinar ID: 833 3879 0701 Passcode: 831911

**A. CALL TO ORDER: (6:00 pm in City Hall Room 224 & via Zoom)**

**B. ROLL CALL: (James Becker, Paul Grant, Debbie Hart, David Larkin, Matthew Leither, Mark Ridgway, Annette Smith, and Don Etheridge)**

**C. PORT DIRECTOR REQUESTS FOR AGENDA CHANGES**

MOTION: TO APPROVE THE AGENDA AS PRESENTED OR AMENDED.

**D. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS** (not to exceed five minutes per person, or twenty minutes total time)

**E. APPROVAL OF MINUTES**

1. December 29th, 2022 Board Minutes

**F. CONSENT AGENDA**

A. Public Request for Consent Agenda Changes

B. Board Members Request for Consent Agenda Changes

C. Items for Action

2. FY23/24 Budget

RECOMMENDATION: TO FORWARD THE DOCKS & HARBORS FY23 PROJECTED ACTUAL AND FY24 REVISED BUDGETS FOR ASSEMBLY APPROVAL.

MOTION: TO APPROVE THE CONSENT AGENDA AS PRESENTED OR AMENDED.

**G. UNFINISHED BUSINESS**

3. Appraisal Instruction - Hansen Gress Property

Presentation by the Port Director

Board Questions

Public Comment

Board Discussion/Action

MOTION: TO REMOVE THE REQUIREMENT FOR EASEMENT ENCUMBERING THE HANSEN-GRESS PROPERTY CONVEYANCE.

4. ByLaw Changes

Presentation by Board Member Grant

Board Questions

Public Comment

Board Discussion/Action

MOTION: TBD

**H. ITEMS FOR INFORMATION/DISCUSSION**

5. Harbor Rate Study - Next Steps  
Presentation by the Port Director  
Board Discussion/Public Comment
6. Request for Proposal (RFP) - Juneau Port Master Planning  
Presentation by the Port Director  
Board Discussion/Public Comment

**I. COMMITTEE AND MEMBER REPORTS**

1. Operations Committee Meeting Report
2. Assembly Lands Committee Liaison Report
3. Auke Bay Neighborhood Association Liaison Report
4. South Douglas/West Juneau Liaison Report
5. Member Reports

**J. PORT ENGINEER'S REPORT**

**K. HARBORMASTER'S REPORT**

**L. PORT DIRECTOR'S REPORT**

**M. ASSEMBLY LIAISON REPORT**

**N. BOARD ADMINISTRATIVE MATTERS**

- a. Ops/Planning Committee Meeting - Wednesday February 15th, 2023
- b. Board Meeting - Thursday February 23rd, 2023

**O. ADJOURNMENT**

ADA accommodations available upon request: Please contact the Clerk's office 36 hours prior to any meeting so arrangements can be made for closed captioning or sign language interpreter services depending on the meeting format. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: [city.clerk@juneau.org](mailto:city.clerk@juneau.org).

**CBJ DOCKS AND HARBORS BOARD**  
**REGULAR MEETING MINUTES**  
**For Thursday, December 29, 2022**  
CBJ Room 224 and via Zoom Meeting

**A. Call to Order** – Mr. Etheridge called the meeting to order at 5:00 p.m. in room 224 and via Zoom.

**B. Roll Call** – The following members attended in CBJ room 224 or via Zoom; James Becker, Paul Grant, Debbie Hart, David Larkin, Matthew Leither, Annette Smith, Lacey Derr and Don Etheridge.

**Absent** – Mark Ridgway

**Also in Attendance** – Wade Bryson – Assembly Member; Matthew Creswell – Harbormaster; Teena Larson – Administrative Officer; Nichole Benedict – Administrative Assistant.

**C. Port Director Requests for Agenda Changes** – None

**D. Public Participation on Non-Agenda Items** – None

**E. Approval of Minutes**

1. November 17<sup>th</sup>, 2022 Regular Board Minutes – Hearing no objection the minutes were approved as presented.
2. December 7<sup>th</sup> & 8<sup>th</sup> Board Retreat Minutes – Hearing no objection the minutes were approved as presented.

**F. Consent Agenda**

- A. Public Request for Consent Agenda Changes – None
- B. Board Members Request for Consent Agenda Changes – None
- C. Items for Action
3. Marine Passenger Fee Request
4. Six Year CIP
5. Resolution in Support of Homeporting a U.S. Coast Guard Icebreaker in Juneau
6. Recommendation for \$5M Revenue Bond for LTC Transformers

**MOTION By MS. DERR: TO APPROVE THE CONSENT AGENDA AS PRESENTED AND ASK UNANIMOUS CONSENT.**

Motion passed with no objection.

**G. Unfinished Business** – None

**H. New Business** – None

**I. Items for Information/Discussion**

**7. FY23/FY24 Budget Process**

Ms. Larson shared a budget overview for the Docks Enterprise and the Harbors Enterprise in the packet. She shared a spreadsheet showing projected actual figures for FY23 as well as budgeted figures for FY24. She went into detail on the line items pointing out significant increases or changes from previous years.

**Docks Enterprise**

**Expenses**

- Overtime - increased from \$15K to \$40K. There have been significant staffing issues, especially with Part-Time Limited employees only being able to work a set amount of hours per season.
- Electricity charges – FY23 increased 3% from FY22 actuals & 5% for FY24.
- Refuse disposal - costs have increased estimating \$32K for FY23.
- Ms. Larson thinks budgeting \$85K for water use is safe with the expected cruise ship usage for FY23.
- Repairs - increasing to \$56K projected for FY23.
- The Specialty and Property –These are increasing from \$121K in FY22 to \$311K in FY23 and \$348K projected for FY24.
- Materials and Commodities has increased from \$17K in FY22 to \$30K projected for FY23 & FY24.

**Funding Sources**

- User Fees - increased from \$135K in FY22 to \$250K projected for FY23.
- Cruise ship Dock Fees - increased from \$461K in FY22 to \$700K projected for FY23.
- Port Maintenance Fees – increased from \$581K in FY22 to \$830K projected for FY23.
- Marine Passenger Fees - increased from \$448K in FY22 to \$717K projected for FY23 & FY24.

**Harbors Enterprise**

**Expenses**

- Overtime - increased to \$45K projected for FY23 from our budgeted \$40K. Staffing continues to be an issue.
- Rents - increased from \$63K FY22 actual to \$240K projected in FY23 & FY24. This large increase is due to the anticipated raise in rent for the UAS property.
- Electricity - increased from \$138K in FY22 to \$145K projected for FY23.
- Refuse disposal - increased from \$195K in FY22 to \$206K projected for FY23.
- Repairs - increasing from \$34K in FY22 to \$200K projected for FY23 and \$210K for FY24.
- Fleet Equipment Maintenance - increased from \$58K in FY22 to \$74K projected for FY23. This number is given to us from the Finance Department.
- Specialty and Property - increasing from \$121K in FY22 to \$226K projected for FY23 and over \$311K for FY24.

- Contractual Services - increasing from \$232K in FY22 to \$300K projected in FY23 & FY24. This is for the portable toilets and other term contracts.
- Bank Card Fees – This increased from \$80K in FY21 to \$128K in FY22. Projected for FY23 to increase to \$130K and over \$136K for FY24. More people are using credit cards than ever before.
- Materials and commodities - increased from \$63K in FY22 to \$80K projected for FY23 & FY24.

#### Funding Sources

- The State shared revenue - This is the fish tax from the State of Alaska. It has increased from \$292K in FY22 to \$463K for FY23. We kept our usual budget amount for FY24 at \$350K
- User fees have increased from \$3.25M in FY22 to \$3.5M projected for FY23. This is due to rate increases and adding the CPI to many of our fees.

#### Board Questions

Ms. Smith said it looked like the budget numbers that did not go up significantly only went up about 5%. She is worried with inflation that numbers should be closer to 8.5%. Ms. Smith would like a graph showing the insurance increases over the years.

Ms. Larson said she took the recommendation from the Finance Department when preparing the budget. She did have the Finance Department look over her work today and it will go back to them for a more thorough review on January 7<sup>th</sup>. The FY23/FY24 Budget will go before the Operations/Planning Committee on January 18<sup>th</sup> and to the Regular Board for final approval on January 26<sup>th</sup>.

Mr. Grant asked about the rents line for the Harbor Enterprise at \$240K. He wanted to know what would happen to the money if the Board walks away from the UAS property and does not renew the lease.

Ms. Larson said anything leftover would go to the fund balance. She also discussed credit card fees and how we are required to use Worldpay. The only part D&H has control over is the gateway vendors. The budget line item credit card fees is combined fees from Worldpay, Authorize.net and Zeamster.

Mr. Bryson asked about the refuse disposal fees. He wanted everyone to know the dump fees are increasing soon.

Mr. Creswell said 98% of our refuse disposal fees are from scheduled dumpster pick-ups. He is aware of the increasing rates and changes for commercial use.

#### Public Comment

Jeremy Hansen – Juneau, Alaska

Mr. Hansen said it looked like D&H was paying close to 3.5% in credit card fees. He thinks we should be closer to 2.5%.

8. CDD Request for Agency Review – Hansen/Gress Property

Mr. Creswell asked the Board to turn to page forty-one in the packet. This proposal has gone to the CBJ Community Development Department (CDD) for review. They are now asking if the Board would like to add any more comments.

Board Comment/Action

Mr. Etheridge said he thinks the Board should submit the motion shown on page fifty-six in the packet.

The rest of the Board agreed.

Public Comment – None

**J. Committee and Member Reports**

1. Operations Committee Meeting Report

Mr. Etheridge spoke about the last Operations/Planning Committee meeting held at the Aurora Harbor Office. The Board took a tour of the building to see the poor condition of the structure. Everything the Board spoke about in the meeting passed in tonight's Consent Agenda.

2. Assembly Lands Committee Liaison Report – None

3. Auke Bay Neighborhood Association Liaison Report – None

4. South Douglas/West Juneau Liaison Report – None

5. Member Reports

Mr. Grant spoke about the by-laws project he is working on. He has received two comments from Board members. His plan is to gather comments and speak more about it at the next Operations/Planning Committee meeting.

**K. Port Engineer's Report** – None

**L. Harbormaster's Report** –

Mr. Creswell reported

- 107' tugboat TAGISH sank at the National Guard Dock today. There was a great response from the U.S. Coast Guard, D&H Staff, and the Department of Environmental Conservation. The pollution threat has been mitigated with the area boomed off by the U.S. Coast Guard.
- There were not any major problems with the cold snap over the last week.
- The bathroom floors at Statter Harbor were sealed and painted this week.
- The Harris Harbor bathrooms are still down. Mr. Creswell is hopeful the new pumps will be installed by next week. He is also changing the showers to a token system to alleviate theft issues.
- The camera projects are progressing well.

Mr. Grant asked if there were any other issues with boats during the cold snap.

Mr. Creswell said it was so cold you could walk across the Statter Harbor waterways for almost five days. He did not have any issues with other vessels. The only thing that did come up was some power cord damage from people trying to plug-in too many space heaters.

Ms. Smith asked if we are doing anything further to prevent the needle use/damage in the Harris Harbor bathrooms.

Mr. Creswell said he is installing a camera to monitor the restrooms. The problem is when someone is in the restrooms with the door dead bolted; other people will come up and swipe their key fob but are unable to enter. It makes the key fob log unreliable.

Ms. Derr asked if crime reports had gone up recently.

Mr. Creswell said crime has been very quiet. The new Harbor Security Officer is doing well and his presence has seemed to help keep crime down.

**M. Port Director's Report – None**

**N. Assembly Liaison Report**

- The recent Committee of the Whole (COW) meeting was almost entirely about D&H. The Assembly did advance everything pertaining to D&H on the agenda.
- The COW passed a Port Development Action. They are going to fund port development for \$200K-\$300K. This will help decide the best place to put a U.S. Coast Guard icebreaker and the new Huna Totem dock.
- Public Works and Facilities looked at the legislative priority lists and there were many D&H projects on it. He urged the Board to reach out to Assembly members regarding their projects.
- He will look into the credit card fees throughout CBJ.

**O. Board Administrative Matters**

- a. Ops/Planning Committee Meeting – Wednesday, January 18<sup>th</sup>, 2023
- b. Board Meeting – Thursday, January 26<sup>th</sup>, 2023

**P. Adjournment – The meeting adjourned at 5:48 p.m.**

**Docks & Harbors - Docks****OVERVIEW**

|                                       |                     | FY23              |                      | FY24               |                   |
|---------------------------------------|---------------------|-------------------|----------------------|--------------------|-------------------|
|                                       | FY22<br>Actuals     | Amended<br>Budget | Projected<br>Actuals | Approved<br>Budget | Revised<br>Budget |
| <b>EXPENDITURES</b>                   |                     |                   |                      |                    |                   |
| Personnel Services                    | \$ 1,061,900        | 1,383,700         | 1,359,500            | 1,313,000          | 1,428,500         |
| Commodities and Services              | 710,800             | 982,000           | 1,032,500            | 976,800            | 1,074,100         |
| Capital Outlay                        | -                   | -                 | -                    | -                  | -                 |
| Support to:                           |                     |                   |                      |                    |                   |
| Marine Passenger Fee                  | -                   | -                 | -                    | -                  | -                 |
| Capital Projects                      | -                   | -                 | -                    | -                  | -                 |
| <b>Total Expenditures</b>             | <b>1,772,700</b>    | <b>2,365,700</b>  | <b>2,392,000</b>     | <b>2,289,800</b>   | <b>2,502,600</b>  |
| <b>FUNDING SOURCES</b>                |                     |                   |                      |                    |                   |
| Interdepartmental Charges             | 15,100              | 15,100            | 15,100               | 15,100             | 40,200            |
| Charges for Services                  | 1,177,600           | 1,730,000         | 1,780,000            | 1,760,000          | 1,800,000         |
| Licenses, Permits, and Fees           | -                   | -                 | -                    | -                  | -                 |
| Rentals and Leases                    | 1,500               | -                 | -                    | -                  | -                 |
| Investment and Interest Income/(Loss) | (39,400)            | 21,300            | 24,300               | 21,300             | 67,100            |
| Support from:                         |                     |                   |                      |                    |                   |
| Pandemic Response                     | -                   | -                 | -                    | -                  | -                 |
| Marine Passenger Fees                 | 448,500             | 717,000           | 717,000              | 717,000            | 717,000           |
| Port Development Fees                 | -                   | -                 | -                    | -                  | -                 |
| State Marine Passenger Fees           | -                   | -                 | -                    | -                  | -                 |
| Capital Projects                      | -                   | -                 | -                    | -                  | -                 |
| <b>Total Funding Sources</b>          | <b>1,603,300</b>    | <b>2,483,400</b>  | <b>2,536,400</b>     | <b>2,513,400</b>   | <b>2,624,300</b>  |
| <b>FUND BALANCE</b>                   |                     |                   |                      |                    |                   |
| Beginning of Period                   | 1,819,200           | 1,649,800         | 1,649,800            | 1,794,200          | 1,794,200         |
| Increase (Decrease) in Fund Balance   | (169,400)           | 117,700           | 144,400              | 223,600            | 121,700           |
| <b>End of Period Fund Balance</b>     | <b>\$ 1,649,800</b> | <b>1,767,500</b>  | <b>1,794,200</b>     | <b>2,017,800</b>   | <b>1,915,900</b>  |
| <b>STAFFING</b>                       | <b>13.74</b>        | <b>19.20</b>      | <b>19.20</b>         | <b>19.20</b>       | <b>19.24</b>      |



**Docks & Harbors - Harbors****OVERVIEW**

|                                       | FY22<br>Actuals     | FY23              |                      | FY24               |                   |
|---------------------------------------|---------------------|-------------------|----------------------|--------------------|-------------------|
|                                       |                     | Amended<br>Budget | Projected<br>Actuals | Approved<br>Budget | Revised<br>Budget |
| <b>EXPENDITURES</b>                   |                     |                   |                      |                    |                   |
| Personnel Services                    | \$ 1,774,400        | 2,001,200         | 2,023,300            | 1,909,200          | 2,108,600         |
| Commodities and Services              | 1,560,300           | 2,053,200         | 2,198,400            | 2,061,900          | 2,311,500         |
| Capital Outlay                        | -                   | -                 | -                    | -                  | -                 |
| Debt Service                          | 665,900             | 740,900           | 686,600              | 741,700            | 683,600           |
| Support to:                           |                     |                   |                      |                    |                   |
| Capital Projects                      | -                   | -                 | -                    | -                  | -                 |
| <b>Total Expenditures</b>             | <b>4,000,600</b>    | <b>4,795,300</b>  | <b>4,908,300</b>     | <b>4,712,800</b>   | <b>5,103,700</b>  |
| <b>FUNDING SOURCES</b>                |                     |                   |                      |                    |                   |
| Charges for Services                  | 3,262,800           | 3,415,000         | 3,425,000            | 3,425,000          | 3,705,000         |
| Licenses, Permits, and Fees           | 308,000             | 350,000           | 310,000              | 350,000            | 360,000           |
| Rentals and Leases                    | 898,700             | 860,000           | 900,000              | 870,000            | 900,000           |
| State Shared Revenue                  | 292,900             | 350,000           | 463,300              | 350,000            | 350,000           |
| Federal Revenue                       | 23,800              | -                 | -                    | -                  | -                 |
| Fines and Forfeitures                 | 11,300              | 10,000            | 10,000               | 10,000             | 10,000            |
| Investment and Interest Income/(Loss) | (131,000)           | 27,600            | 46,300               | 27,600             | 107,700           |
| Support from:                         |                     |                   |                      |                    |                   |
| Pandemic Response                     | 116,500             | -                 | -                    | -                  | -                 |
| Capital Projects                      | -                   | -                 | -                    | -                  | -                 |
| <b>Total Funding Sources</b>          | <b>4,783,000</b>    | <b>5,012,600</b>  | <b>5,154,600</b>     | <b>5,032,600</b>   | <b>5,432,700</b>  |
| <b>FUND BALANCE</b>                   |                     |                   |                      |                    |                   |
| <b>Debt Reserve</b>                   |                     |                   |                      |                    |                   |
| Beginning Reserve Balance             | 791,900             | 791,900           | 791,900              | 791,900            | 791,900           |
| Increase (Decrease) in Reserve        | -                   | -                 | -                    | -                  | -                 |
| <b>End of Period Reserve</b>          | <b>\$ 791,900</b>   | <b>791,900</b>    | <b>791,900</b>       | <b>791,900</b>     | <b>791,900</b>    |
| <b>Available Fund Balance</b>         |                     |                   |                      |                    |                   |
| Beginning of Period                   | 1,051,400           | 1,833,800         | 1,833,800            | 2,080,100          | 2,080,100         |
| Increase (Decrease) in Fund Balance   | 782,400             | 217,300           | 246,300              | 319,800            | 329,000           |
| <b>End of Period Available</b>        | <b>\$ 1,833,800</b> | <b>2,051,100</b>  | <b>2,080,100</b>     | <b>2,399,900</b>   | <b>2,409,100</b>  |
| <b>STAFFING</b>                       | <b>16.33</b>        | <b>16.83</b>      | <b>16.83</b>         | <b>16.83</b>       | <b>17.46</b>      |



# Port of Juneau

155 S. Seward Street • Juneau, AK 99801  
(907) 586-0292 Phone • (907) 586-0295 Fax

From: Teena Larson

To: Operations/Planning Committee

Date: 01/18/23

Re: Admin Restructure FTE changes

Docks & Harbors administrative needs have changed and staff requests a small increase in FTE's.

Below is a chart showing our current and requested changes in FTE's for Docks and Harbors Administrative personnel.

| Harbors |     |      |           | Current FTE |    | Same/Change |                  |                                     |
|---------|-----|------|-----------|-------------|----|-------------|------------------|-------------------------------------|
| 20043   | 7.5 | 1.00 | Split     | 0.50        | 16 | 0.5         | ADMIN OFFICER    | Teena Larson                        |
| 20051   | 7.5 | 1.00 | Split     | 0.50        | 12 | 0.5         | ADMIN ASSISTANT  | Nichole Benedict                    |
| 20015   | 7.5 | 1.00 |           | 1.00        | 12 | 1           | ADMIN ASSISTANT  | Montel Willis                       |
| 20426   | 7.5 | 0.50 |           | 0.50        | 12 | 2           | ADMIN ASSISTANT  | Leah Narum & Vacant                 |
| 20465   | 7.5 | 0.42 | New Split | 0.42        | 12 | 0.25        | ADMIN ASSISTANT  | VACANT                              |
| 20015   | 7.5 | 0.50 |           | 0.50        | 12 | 0           | ADMIN ASSISTANT  | Moved .5 FTE to 20426               |
| 20016   | 7.5 | 0.42 | Old Split | 0.21        | 12 | 0.5         | ADMIN ASSISTANT  | Dale Kelley                         |
| 20044   | 7.5 | 1.00 |           | 1.00        | 15 | 1           | ADMIN SUPERVISOR | Cierra Kendrick                     |
| 20415   | 7.5 | 1.00 |           | 1.00        | 12 | 0.5         | ADMIN ASSISTANT  | Dordie Carter/moved .5 FTE to 20426 |
|         |     |      |           | 5.63        |    | 6.25        |                  |                                     |

.62 FTE increase Harbors

| Docks |     |      |           |      |    |                        |                 |                             |
|-------|-----|------|-----------|------|----|------------------------|-----------------|-----------------------------|
| 20043 | 7.5 | 1.00 | Split     | 0.50 | 16 | 0.5                    | ADMIN OFFICER   | Teena Larson                |
| 20051 | 7.5 | 1.00 | Split     | 0.50 | 12 | 0.5                    | ADMIN ASSISTANT | Nichole Benedict            |
| 20016 | 7.5 | 0.42 | Old Split | 0.21 | 12 | 0                      | ADMIN ASSISTANT | Moved FTE to 20016(Harbors) |
| 20465 | 7.5 | 0.42 | New Split | -    | 12 | 0.25                   |                 | VACANT                      |
|       |     |      |           | 1.21 |    | 1.25                   |                 |                             |
|       |     |      |           |      |    | .04 FTE increase Docks |                 |                             |

Changes per office are as follows -

Statter Harbor Office- The above changes provide for an additional full time admin so there will be two year around positions at this location and a decrease in the seasonal positions by one.

Aurora office - The increase in FTE's came out to be more than originally thought due to the decision to keep a seasonal admin in Aurora. Staff believes there is a need for this seasonal position because of the busy summer season and the desire to keep the downtown Harbor office open on Saturday's during the summer. Having the extended hours will require the additional staff for downtown.

Port Field Office - The current administrative support at the Port Directors office will move to the Port Field office full time due to the administrative support needs for that office.

Port Office - The seasonal staff for Docks will be located at the Port Directors Office and is requested to be increased to a full .50 FTE which will be split between Docks & Harbors operations. The seasonal position will also need to work at the Port Field Office on the two days the full time position is off.

Looking at our current budgeted FTE's to the requested change, we will need to increase Harbor's FTE's by .62 and Docks FTE's by .04.

This request is added in the budget numbers and if approved it will be final.

Thank you for considering this change,

Teena Larson  
Administrative Officer

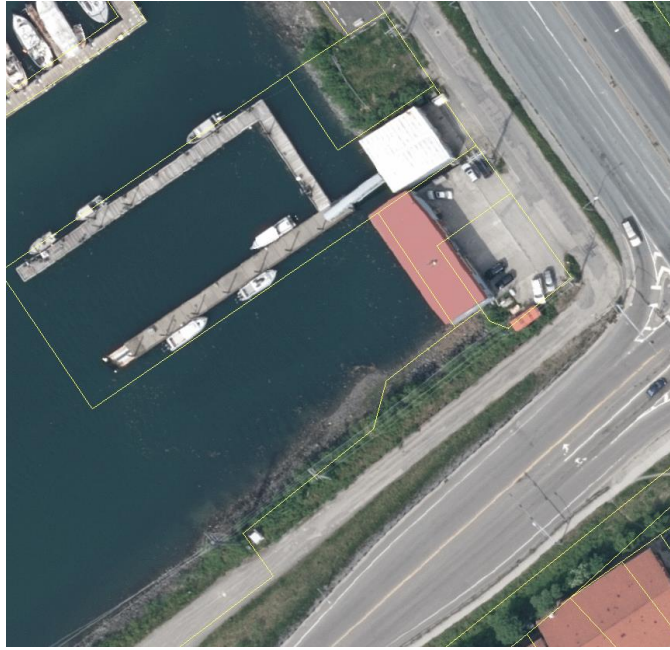


# Port of Juneau

155 S. Seward Street • Juneau, AK 99801  
(907) 586-0292 Phone • (907) 586-0295 Fax

**From:** Port Director  
**To:** Docks & Harbor Board  
**Date:** January 12<sup>th</sup>, 2023  
**Re:** APPRAISAL INSTRUCTIONS – HANSEN GRESS PROPERTY

1. At the August 25<sup>th</sup>, 2022 Board meeting, the following motion was approved:  
*To advance the Hansen-Gress proposal that includes easements for future Docks & Harbors development as well as first right of refusal on the consolidated land and building sale as well as the evaluation of property by Docks & Harbors contracted appraiser that assumes the property as a single lot.*
2. On September 26<sup>th</sup>, the Assembly Lands, Housing and Economic Development Committee forwarded the Hansen-Gress application to the Assembly with a motion to work with the original proposer in accordance with CBJ Code 53.09.260. On November 21<sup>th</sup>, the Assembly approved a motion to authorize the City Manager to negotiate the disposal of City property to Hansen-Gress.
3. On December 20<sup>th</sup>, CDD began seeking agency comments:  
*To a proposed acquisition of CBJ –owned land at 1000 Harbor Rd. The applicant is seeking to purchase approximately 5,225 square feet of city-owned land off of Harbor Way in downtown Juneau. The applicant owns the building at 1000 Harbor Way. A portion of the building is located on leased City land. The property acquisition would allow the applicant to consolidate the lots and make structural and architectural improvements to the structure.*  
The CDD and Planning Commission schedule is listed in enclosure (1). Per Board direction on December 29<sup>th</sup>, Docks & Harbors comments included the Board meeting minutes of August 25<sup>th</sup>, 2022.
4. Docks & Harbors staff has been working with our appraisal term contractor (Horan & Co) to develop the “appraisal instructions”. The Board motion to include an easement is problematic. My recollection in the member making this motion was a desire by the Board to ensure a future Seawalk could be accommodated. In reviewing the property lines, and after consulting with the appraiser, it does not appear that an easement would benefit Docks & Harbors. Docks & Harbor could always construct a float or walkway seaward of the building; however, it would terminate at the adjacent property owner (US Forest Service). The property southeast of the building is encumbered by ADOT Right-of-Way, which does not convey property rights to Hansen-Gress. The appraiser could be instructed to include an easement, say 12 foot wide, along the perimeter of the current parking lot; however, the value to our future needs is dubious and would diminished the appraised value of the property as well as a potential loss of parking to the building owners.



5. My recommendation is for the Board to remove the requirement for an easement encumbering the property sale and appraisal instructions.

#

Enclosure:

- (1) CDD Schedule for Property Disposal at 1000 Harbor Way
- (2) Proposed Property Disposal – Plan View

PAD2022 0004: Property disposal review at 1,000 Harbor Way in a WC zone

The applicant is requesting a Property Acquisition and Disposal review for a purchase of approximately 6,225 square feet of city-owned land off of Harbor Way in downtown Juneau. The applicant owns the building at 1000 Harbor Way. A portion of the building is located on leased City land. The property acquisition would allow the applicant to consolidate the lots and make structural and architectural improvements to the structure.

## SCHEDULE:

Hearing before the Planning Commission on January 24, 2023.

The staff report is anticipated to be posted by January 17, 2023 and can be found [here](#).

Comments received by January 2, 2023 will be included in a staff analysis and forwarded to the Commission.

Comments received between January 3, 2023 and January 20, 2023 at noon will be forwarded to the Commission.

### LAST DAY FOR WRITTEN COMMENT: JANUARY 20, 2023 NOON

Please send comments to:

[PC\\_comments@juneau.org](mailto:PC_comments@juneau.org)

[Adrienne.Scott@juneau.org](mailto:Adrienne.Scott@juneau.org)

## PROJECT INFORMATION:



Application

03/30/2022



126 Seaward St  
Juneau, AK 99801  
Ph #907.586.6150  
[www.northwindarch.com](http://www.northwindarch.com)

IF THE ABOVE DIMENSION DOES NOT MEASURE ONE INCH IT'S EXACTLY. THIS DRAWING WILL HAVE BEEN ENLARGED OR REDUCED, AFFECTING ALL LINE SIZES.

## HANSEN GRESS RENOVATION

JUNEAU, ALASKA

SHEET TITLE:  
SITE PLAN

|         |     |
|---------|-----|
| CHECKED | JB  |
| DRAIN   | DOC |

| issue | date | description |
|-------|------|-------------|
|-------|------|-------------|

SHEET# **A0.1**

ISSUE DATE 01.06.23

CODE ANALYSIS:

**AUTHORITY HAVING JURISDICTION:**  
CITY AND BOARDS OF HEALTH

**DESCRIPTION**

THE PROPOSED PROJECT IS A RENOVATION OF AN EXISTING COMMERCIAL BUILDING WITH ABATEMENT AT THE EXTERIOR WALLS, EXTERIOR SIDING REPLACEMENT, WINDOW REPLACEMENT, ADDITIONAL GLAZING, AWNING REPLACEMENT AND INTERIOR RENOVATION WORK.

ADDRESS:  
1000 HARRIS

1000 HARBOR WAY  
JUNEAU, ALASKA 99801

## BUILDING CINDER

**BUILDING OWNERS:**  
1000 HARBOR WAY, LLC

1000 HARBOR WAY  
UNELAK, ALASKA

**APPLICABLE CODES:**

2012 INTERNATIONAL  
2020 NATIONAL EL

2020 NATIONAL ELECTRICAL CODE (NEC)  
2009 ANSI A117.1- STANDARDS FOR ACCOMMODATING INDIVIDUALS  
WITH DISABILITIES  
ALL OTHER CODES AND ORDINANCES AS AMENDED AND ADOPTED  
BY THE CITY AND BOROUGH OF JUNEAU BUILDING DEPARTMENT  
(AUTHORITY HAVING JURISDICTION)

## BUILDING SQUARE

GROSS BUILDING AREA: 4928 SF  
GROSS 1ST FLOOR AREA: 2512 SF  
GROSS 2ND FLOOR AREA: 2416 SF

**OCCUPANCY:**

PRIMARY OCCUPANCY: BUSINESS (B)  
SECONDARY OCCUPANCY: MODERATE-HAZARD STORAGE (S-1)  
SPRINKLER SYSTEM: YES

NO FIRE DEPERAT  
BUSINESS: 4636 S

ACCESSORY STORAGE: 292 SF/ 300 = 1

TYPE V-B: TWO-STAGE  
AUTOMATIC SPRING

**ZONING AND LAND USE SUMMARY:**

WATERFRONT CO  
PROPERTY IS COM

PROPERTY IS COMPRISED OF TWO LOTS THAT SHALL BE CONSOLIDATED, AS SOON AS PROPERTY OWNERSHIP IS OBTAINED BY THE SAME PARTY  
FRONT SETBACK: 10'-0"  
SIDE YARD SETBACK: 10'-0"  
REAR YARD SETBACK: 10'-0"  
EXISTING PARKING LAYOUT TO REMAIN


**GENERAL NOTES:**

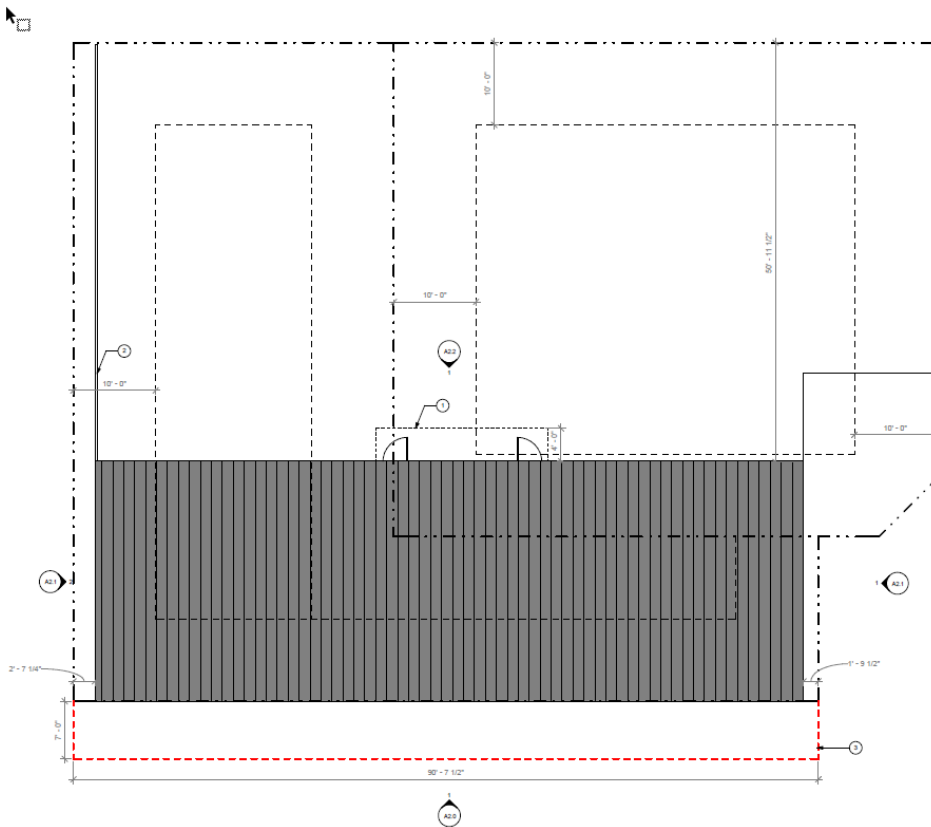
- GENERAL NOTES:**
1. CONTRACTOR SHALL FIELD VERIFY ACTUAL BUILDING CONDITIONS AND DIMENSIONS. WHERE DISCREPANCIES OR CONFLICTS ARE FOUND, NOTIFY ARCHITECT PRIOR TO COMMENCING WORK.
  2. DO NOT SCALE OFF OF DRAWINGS.
  3. DIMENSIONS ARE TO GRIDLINE, FACE OR CENTER OF FRAMING UNO.
  4. STRUCTURAL ELEMENTS SHOWN IN ARCHITECTURAL DRAWINGS FOR REFERENCE ONLY. SEE STRUCTURAL DRAWINGS FOR ALL STRUCTURAL INFORMATION.
  5. WHERE DOOR OPENINGS ARE NOT DIMENSIONED, LOCATE DOOR OPENINGS TO ENDURE 3" MIN JAMB FRAMING.

**SHEET NOTES:**

- SHEET NOTES:**
1. EXISTING CANOPY TO BE REPLACED IN-KIND
  2. FENCING
  3. LAND REQUESTED FROM CBJ

**LEGEND**

-  PROPERTY LINE  
 PROPOSED PROPERTY LINE  
 SETBACK  
 EXISTING BUILDING



1 SITE PLAN  
3/16" = 1'-0"

© Northwind Architecture, LLC; Project Number:





# TIDELANDS ADDITION BL 5 & LEASE TIDELANDS ADDITION BL 5 LOT CONSOLIDATION

Section G, Item 3.







# Why is this property consolidation important?

As a community, we all want to see this building improved. The property line issue will impact this project and all future building permits for the property, and now is the time to correct improper building practices that allowed the building to be initially built.



# Could HG pursue a variance?

## Unfortunately, no.

“

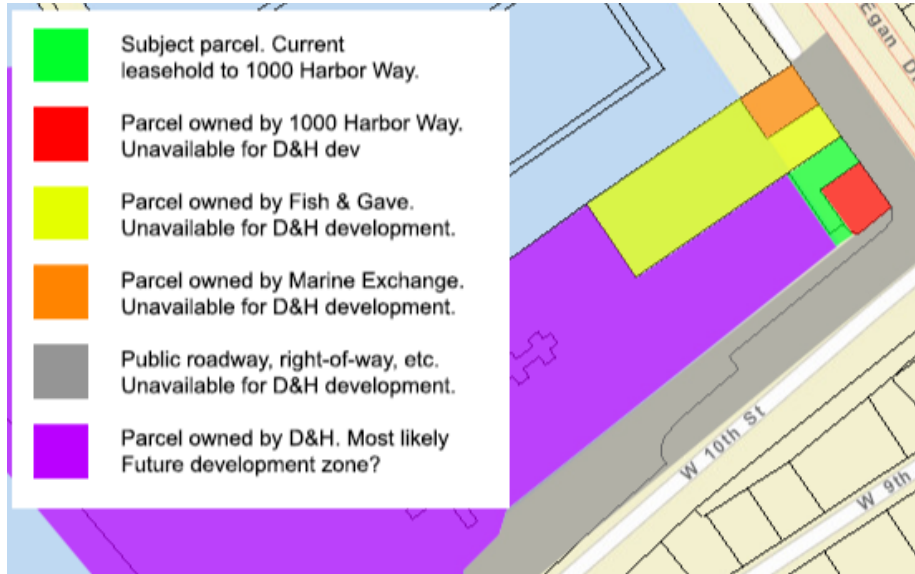
In general, the Planning Commission does not have authority to grant a variance for a building that crosses a property line, **especially in this circumstance**. In other words, a building cannot cross a property line. CBJC 49.15.110 & 49.15.120. For argument sake, assume the Planning Commission grants a variance that burdens CBJ property (i.e. D&H managed property). That variance would be a nullity because the **Assembly would also need to agree to sell that chunk of property** (via a lot line adjustment, CBJC 49.15.401(a)(4), assuming the resulting lots are compliant with Title 49) at which time there is no need for a variance because the property line would shift.

*-Robert Palmer, City Attorney*

”

# Can D&H deny this request?

Yes, of course!



But why? The parcel is locked up in a lease for 58 more years.

- How does being a landlord for 58 years further the D&H mission?
- Is this all about D&H development options in the year 2080?

# D&H development options in 58 year

Section G, Item 3.



Private land and/or setback,  
unavailable for CBJ use.



Available for CBJ development  
in all scenarios.

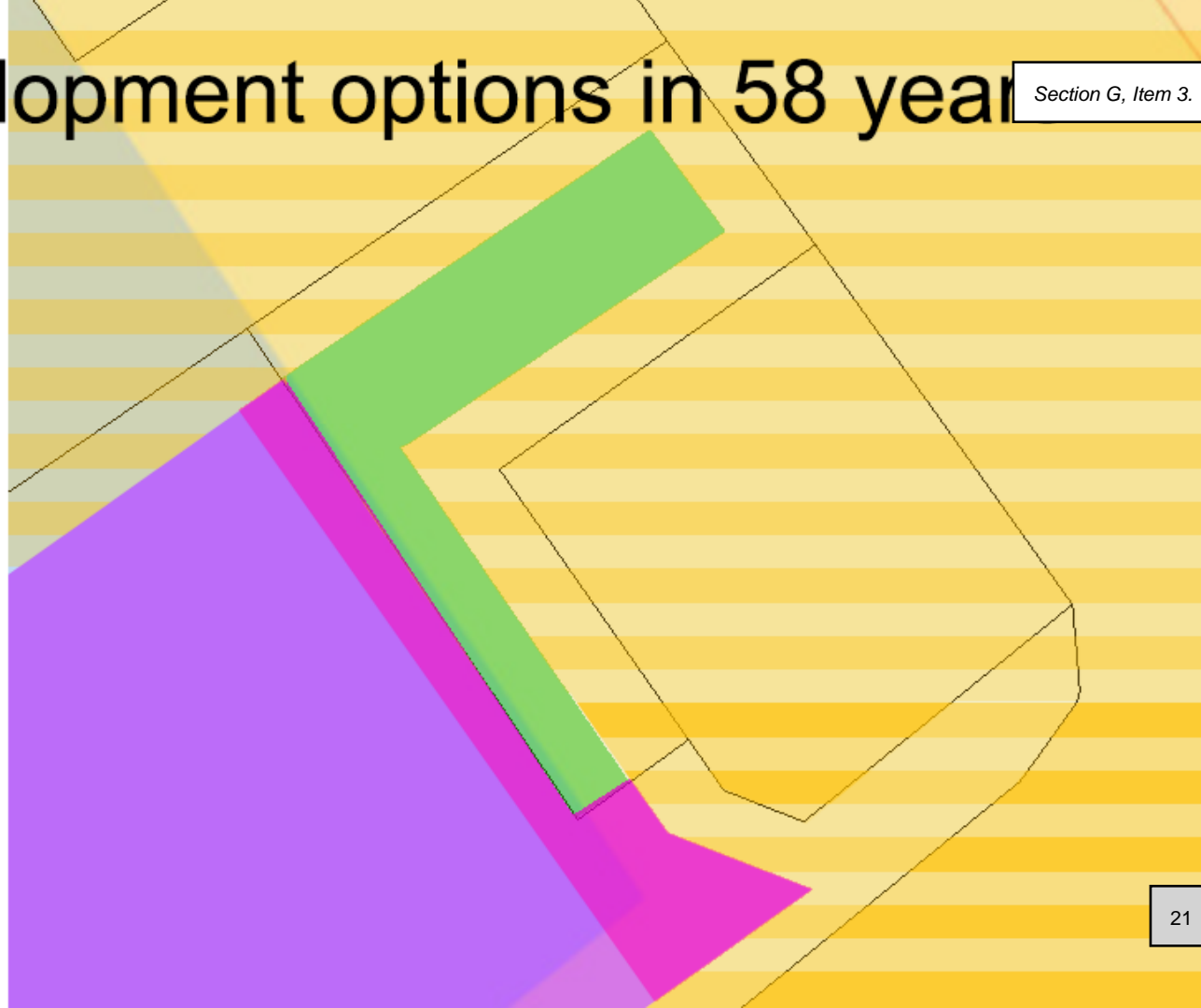
*This all comes down to possible D&H  
use of ~16 feet of tidelands in 58 years.*



Current leasehold parcel less  
setbacks. ~9 feet of tidelands.



Additional footprint requested  
to conform piles and future deck.  
7 more feet of tidelands.



# A Development Opportunity for D&H

*Today, D&H has no access to develop on this location for 58 years.*

- HG is willing to write in an easement for a future D&H development. This will fit into the masterplanning efforts by CBJ to continue the seawalk.
- HG is willing to write in first right of refusal on consolidated parcel of land.
- This transaction gives D&H more real options



# Our Proposal

The Lands committee does not need specifics today. This will come back to negotiation before it goes to the assembly. A simple motion will move this forward.

“

*A motion of support for disposing of City property to Hansen Gress.*

”

**CBJ DOCKS & HARBORS BOARD**  
**REGULAR MEETING MINUTES**

**For Thursday, August 25, 2022**

City Hall Room 224 and via Zoom

- A. CALL TO ORDER:** Mr. Etheridge called the August 25<sup>th</sup> meeting to order at 5:55 p.m. in City Hall Room 224 and via Zoom.
- B. ROLL CALL:** The following members were in attendance in City Hall Room 224 or via Zoom; James Becker, Paul Grant, Matthew Leither, Mark Ridgway, Annette Smith, Lacey Derr and Don Etheridge.

Members Absent: Debbie Hart and David Larkin

Also present: Christine Woll – Assembly Member, Carl Uchytel – Port Director, Matthew Creswell – Harbormaster, Erich Schaal – Port Engineer, Benjamin Brown – CBJ Attorney and Nichole Benedict – Administrative Assistant.

- C. PORT DIRECTOR REQUESTS FOR AGENDA CHANGES** – None

- D. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS**

Kirby Day – Juneau, Alaska

Mr. Day spoke on behalf of Tourism Best Management Practices (TBMP). He was at the Operations/Planning meeting last week and heard some concerns and complaints after the Golden North Salmon Derby. Normally we have an opportunity to get all of the whale watching and sport fishing captains together prior to the derby weekend. With the very busy cruise ship calendar there was not a good time to get everyone together. They decided to gather the minutes from the last meeting in 2019 and send those out to everyone. They sent out reminders about the increase in traffic and to please be respectful of sport fisherman. He has sent out more correspondence letting everyone know we have about a month left of this tourism season and please take the time to remind captains to be diligent and committed to what has been agreed to. We need everyone to be mindful of wakes coming in and out of Statter Harbor and proper zones for entering and leaving Statter Harbor.

- E. APPROVAL OF JULY 28<sup>TH</sup>, 2022 MINUTES**

Hearing no objection, the July 28<sup>th</sup> Board minutes were approved as presented.

- F. CONSENT AGENDA**

2. A. Public Requests for Consent Agenda Changes – None

B. Board Members Request for Consent Agenda Changes

Mr. Ridgway spoke about the recommendation and asked to amend the wording. He feels it is not our place to advance efforts, it is our job to do what is best for the Docks & Harbors Enterprises. He does not like the phrase “to advance Goldbelt’s efforts” and would like the recommendation to be amended as follows.



RECOMMENDATION: TO DIRECT STAFF TO INITIATE AN APPRAISAL AND ESTABLISH A PROCESS TO COORDINATE DOCKS & HARBORS INTERESTS WITH GOLDBELTS EFFORTS TO DEVELOP THE SEADROME PROPERTY.

Mr. Grant agreed with Mr. Ridgway and said the new wording for the recommendation is appropriate.

Public Comment – None

Board Discussion

Mr. Grant said Mr. Ridgway makes an important point that we are not here to advance projects, we are here to protect Docks & Harbors interests.

Mr. Becker agreed with the change of wording.

**MOTION** by Mr. Ridgway to direct staff to initiate an appraisal and establish a process to coordinate Docks & Harbors interests with Goldbelt's efforts to develop the Seadrome property and ask unanimous consent.

**The motion passed with no objections.**

**G. UNFINISHED BUSINESS**

**3. Hansen-Gress Building Changes**

Shannon Crossley with NorthWind Architects, LLC presented a PowerPoint presentation found on page 53 of the packet. Ms. Crossley shared a sketch showing the building and property line. A building permit cannot be issued to do any renovation work to the outside of the building because it would cross a property line owned by Docks & Harbors. The property is in a prominent location and they would like to beautify the building to align with more development down the way. She said she believes these two parcels were always meant to be together and for whatever reason it has not happened up until now.

Board Questions:

Mr. Ridgway asked questions about page 58 in the packet and to explain what Docks & Harbors owns and what is being requested in the sale.

Ms. Crossley said there are mere inches from the outside of the building to the property line on the waterside. She said the parcel in front of the building is Docks & Harbors owned tidelands.

Mr. Ridgway asked if the Planning Commission could offer a variance. He would like to know if the deck and awning are included with the current renovations.

Ms. Crossley said the deck and awning are being looked at for future renovations and have not been added to the current project.

Mr. Leither asked if they had filed a formal application with the Planning Commission to receive a variance.

Ms. Crossley said no, they have not requested a variance or filed for a building permit yet.

Mr. Leither said he is not a planning or zoning expert. If we decide not to sell you the land you will need to receive a variance to move ahead.

Ms. Crossley said if Docks & Harbors decides not to sell the property the building owner would not be able to make any improvements to the building, maybe siding and new windows only. She said no variance will ever exists to build over property lines.

Mr. Ridgway asked about a revised property appraisal with both lots as one.

Ms. Crossley said they had to install a deck for the scaffolding to sit on to replace the siding of the building. She was hoping they could leave the deck in place and put on a railing and make it a proper deck. With the current property line they will need to make the deck temporary and tear it down once the siding is complete.

Mr. Gress said a deck sounds luxurious but it is really necessary to do any type of work to that side of the building. From a maintenance side of things this building is very difficult to deal with. There are also some issues with the pilings and this request is also about cleaning up the area.

Mr. Uchytel said the yearly lease for this property is approximately \$6,000. The most recent appraisal for the property was \$73,000.

Mr. Ridgway asked if there are any current development plans that this sale would impact.

Mr. Schaal said he is not aware of anything that would be affected with combining these pieces of land.

Mr. Gress said the current building is valued at \$380k and the property is valued at \$483K.

Mr. Becker said selling tidelands is a big deal especially for the City Assembly. He would like to see this sale work out and thinks they would do a good job on the project.

Mr. Uchytel said the Lands Committee meets in September and will discuss this property.

Ms. Smith asked if there are any other projects in the works where we will be giving up land. She mentioned the Goldbelt land swap at the Seadrome Property.

Mr. Uchytel said he expects a tideland lease request from Juneau Tours in Statter Harbor. At one time the Marine Exchange of Alaska came to us and was looking for property to expand their operations.

Mr. Schaal said we did this exact type of deal with the Archipelago Lot. We took four parcels of land and combined them into two lots and sold some of the property.

Public Comments – None

Board Discussion/Action

Ms. Derr said a variance cannot be granted over property lines. If they were to build something on our property we would be responsible for the property tax for the structure. A public-private partnership is something that is huge and done frequently. The sale of CBJ land to provide further access to our resources is well within the realm of what CBJ does. She knows it is hard to give up tidelands, but in this case it would hinder anyone that owns this building from doing necessary work.

Mr. Leither said if the property line is inconvenient for the building owner it is not our responsibility. They decided to purchase the building knowing what would be their property and what would be owned by Docks & Harbors.

Mr. Ridgway said he agreed with Mr. Leither. It is not our job to help their property, buyer beware. He believes they knew this would be an issue and purchased the building and land anyways. He is concerned for the building and it falling into the sea if they cannot make the necessary repairs over the 50 year lease. He would like the appraisal to be done to show the value of both lots as one.

**MOTION** by Mr. Grant: Whereas the sale of tidelands under the control of the Docks and Harbors Board is contrary to the public policy of the City and Borough of Juneau (CBJ) (CBJ 85.02.063 (b)(4)); and

Whereas the public policy of the CBJ favors the leasing of tidelands for water related purposes (CBJ 85.02.063 (b)(4)); and

Whereas the Hansen/Gress organization (the Developer) has requested to purchase a portion of CBJ tidelands for purposes of performing necessary rehabilitation of a building which sits partially on leased CBJ tidelands and partially on privately owned land; and

Whereas it appears that many, if not all, of the Developer's objectives could be accomplished by the leasing of additional tidelands combined with the granting of variances, conditional use permits, or other conditional permissions by the CBJ Planning Commission; and

Whereas such an arrangement would be consistent with the public policy of the CBJ;

Now, therefore, the Docks and Harbors Board finds as follows:

1. The Developer's request to purchase CBJ tidelands is denied;
2. The Developer should exhaust all possible avenues through application to the Juneau Planning Commission to achieve the necessary permissions to further its development objectives;
3. The CBJ Planning Commission is requested to look favorably on any application filed by the developer which is consistent with the conceptual drawings submitted to the Docks and Harbors Board, but which does not involve the sale of CBJ tidelands;

4. If requested by the Developer, staff is directed to enter into negotiations for a lease of additional CBJ property which is sufficient to meet the projects requirements, as well as any future CBJ needs for access or passage across the developer's property. Any lease negotiated between the parties is subject to the approval of the Docks and Harbors Board.

Ms. Derr objected to the motion. She feels the motion is incredibly restrictive when we already have a lot of the answers. She does not want to deny this request.

Roll Call Vote:

James Becker – No  
Paul Grant – Yes  
Matthew Leither – Yes  
Mark Ridgway – No  
Annette Smith – No  
Lacey Derr – No  
Don Etheridge – Yes

Yes – 3

No – 4

**Motion failed**

**Motion** by Mr. Grant to table this discussion until after the Assembly Lands Committee can meet.

Ms. Derr objected to tabling the discussion.

Roll Call Vote:

James Becker – No  
Paul Grant – Yes  
Matthew Leither – Yes  
Mark Ridgway – Yes  
Annette Smith – No  
Lacey Derr – No  
Don Etheridge – Yes

Yes – 4

No – 3

**Motion failed**

Ms. Woll said the Assembly appreciates getting a recommendation from the Board on this issue. If there is action from the Lands Committee it will be sent to the Assembly. There is still some time and she welcomes members and staff to be present and voice opinions on this proposal at those meetings.

Mr. Ridgway asked if Ms. Woll had an opinion on selling tidelands and what the Assembly might do.

Ms. Woll said she has no idea how the Assembly will vote on this issue and she is not ready to decide how she will vote yet. She takes the “should not” verbiage seriously, but obviously there is multiple considerations here.

Mr. Uchytel said the Board can recommend one way or the other. The City Attorney knows what is in this proposal and has weighed-in that for them to move forward - a sale is necessary.

Mr. Grant said he disagrees. They might not be able to get everything they want, but there is a lot they can do.

**MOTION** by Annette Smith to advance the Hansen-Gress proposal that includes easements for future Docks & Harbors development as well as first right of refusal on the consolidated land and building sale as well as the evaluation of property by Docks & Harbors contracted appraiser that assumes the property as a single lot.

**Roll Call Vote:**

James Becker – Y

Paul Grant – N

Matthew Leither – N

Mark Ridgway – Y

Annette Smith – Y

Lacey Derr – Y

Don Etheridge – Y

Yes – 5

No – 2

**Motion passed.**

**H. NEW BUSINESS – None**

**I. ITEMS FOR INFORMATION/DISCUSSION**

**4. UAS Property Conveyance**

Mr. Uchytel share a presentation starting on page 61 in the packet. He and Mr. Etheridge met with the University of Alaska Land Management. After they discussed our proposal with the management team they decided retaining the property was in their best interest. They will continue to lease the property to Docks & Harbors for the appraised \$230K a year. The yearly lease for the last 35 years was about \$10K-\$15K. The University has brought up the potential for a reduction in the lease if we can show an educational benefit to the university. He believes the reduction would be pennies on the dollar and not significant. He is not sure if the Assembly will allow the \$2M set aside for purchasing the land to be used to pay the new higher lease terms. There is considerable overhead incurred regardless if we lease or buy the

property. The boatyard equipment and travel lift is well past its useful life. We will also need a new pier build. We are using original cranes on the dock and paid \$30K last year to rebuild one and the other is on its last leg. We have sub-lessees on the property and collect \$2,800 from Maritime Hydraulics, \$29K from Juneau Marine Services and \$4,400 from Nordic Tug Charters.

Board Discussion

Mr. Becker does not want to give up on trying to get them to sell the property.

Mr. Uchytel said the University thinks selling this piece of land will devalue the 5.3 acres with the vocational technology building. They have a fiduciary responsibility to do what is best for the university.

Mr. Leither said he understands why they do not want to sell it. He asked if there another area we can put a boat yard and what would this land be used for if not leased or sold to us.

Mr. Etheridge mentioned the recent NCL property sale and they might be thinking what this entire parcel could potentially be worth someday. He would like the Board to come to a consensus if it is worth reentering into a lease that will cost us three or four times the price of the property.

Mr. Grant asked what would happen if we ended our lease and had them work directly with our lessee to see what they could get without our involvement. Maybe we can take that \$2M and find something else that could work long-term.

Ms. Derr spoke about University's money troubles years ago when we first started talking about the purchase of land. Now after CARES funding, their income has increased and they might not need to sell the property. She is also interested in alternatives and mentioned Douglas Harbor as one. She spoke about the recent vessel that hit a log and was taking on water over the derby weekend. They went straight to the downtown haul-out at 5 a.m. and were immediately met with staff to get the vessel out of the water. This type of facility is incredibly important to the community.

Mr. Ridgway agrees with the sentiment. The long-term lease would be expensive but a boatyard is a vital services. He likes the idea of looking at other options.

Mr. Grant asked about the EPA regulations of the boatyard. He would like to know if we get tasked with making the facility EPA compliant as the landlord. He is concerned about our exposure. He would like to know if we able to do a year-to-year lease so we can keep the boatyard going.

Mr. Uchytel said when we first signed the lease the EPA regulations were almost nonexistent. There are going to be contaminants with this type of work. There is a risk with leasing and purchasing the property. There is a five acre fill zone by Norway Point that has potential for a boatyard. In 2016 it was estimated to be a \$30M project. We have also looked at the Little Rock Dump as a potential site, at roughly a \$30M project cost.

Mr. Becker said pollution is an issue with the boatyard and they are currently trying to deal with that. He knows we cannot throw our hands up and walk away. There are not enough places like this one to accommodate boat haul outs. He also asked if we are currently accepting money for planning efforts at that location.

Mr. Uchytel said we did not receive the RAISE Grant and we are still waiting to hear about a PIDP Grant for developing the site.

Mr. Ridgway would like to look at two options. A short term lease and alternate site options for a boatyard and haul-out.

Mr. Leither asked if the university is willing to do a short-term lease with us.

Mr. Etheridge said they are willing to negotiate. They told us there might be options to reduce the price but they want a long-term lease. Our Board needs to come up with ideas and then bring them before the University of Alaska Board to see how they will feel.

Mr. Grant would like to see what the economics are of this. He would like to see what would happen if we walked away. Currently we are subsidizing the boatyard and the hydraulic shop.

Mr. Etheridge said he has heard the hydraulic shop already has another location in mind if the lease rate increases.

Mr. Ridgway said a lot of commercial vessels are leaving Juneau for locations with lower moorage rates. He asked how it is working so far with us subsidizing an industry for boat storage. He would like to see plans and asked if we really want to be a landlord.

Mr. Grant would like a legal review of what our environmental liability would be if we decided to enter into a long-term lease.

Mr. Uchytel said he thinks the environmental issues are going to be significant. The cranes on the property are also shot, what we are doing is providing a service to the community. The value isn't financial from the boatyard, it is to the commercial fishing fleet that can now be hauled out or use the cranes to change out their gear.

Mr. Leither asked if we thought about having our own boatyard and managing it. He wonders what kind of revenue that could offer.

Mr. Uchytel said the boatyard and hydraulics leases expired with our lease with the University of Alaska.

Ms. Smith brought up the question if it is fair for our harbor patrons to subsidize these private businesses.

Mr. Grant wonders how it will be received if CBJ is completing with other private business in town.

Mr. Leither said if the private businesses could afford the lease price this wouldn't be an issue. Unfortunately, they can't afford the maintenance, upkeep or lease cost.

Mr. Schaal thinks we would lose money to operate our own boatyard. We have already shown we do not want to run a boatyard at the Auke Bay Loading Facility. Docks & Harbors has paid very minimal rates for the last 35 years for this lease. The University is probably considering that.

Mr. Becker said the reason the lease was so minimal was because CBJ gave the university \$500K back in the day.

Mr. Ridgway said whatever decision we make it will most likely need to be a short-term one. He does not feel we are ready to get into a 35 year lease for \$233K.

Mr. Leither asked about the Auke Bay Loading Facility and why that wasn't an option.

Mr. Schaal said we had some extra TIGER money and bought the Sea-Lift. Our staff was running the boatyard but we were having difficulty filling it. The Board made the decision to put it up for lease.

Mr. Uchytel said he does not hear a consensus on how the Board would like to move forward. All he has heard so far is the Board would like to hear more options.

Mr. Ridgway would like to direct staff to continue conversations with the university. We should probably let them know about these discussions and ideas by the Board.

Mr. Leither needs more information before he can make a decision. He needs to know more about the financials and available lease terms.

Mr. Uchytel asked if the 33 year lease was off the table would the Board consider a short-term lease.

Mr. Ridgway said he wants to know if it is an option on the table. If a shorter lease is not an option it might be time to let our tenants know we might not be able to provide that property because of the high cost.

Mr. Uchytel said we received a one-year extension with existing conditions. This memo was to put the options forward and what they include. We are unable to have an executive session to discuss this like the University can.

Ms. Smith said if we walk away that is not stopping the boatyard, it is just stopping us from being the middle man.



Mr. Uchytel said Mr. Schaal leaves in a month. There are many other projects going on and we are designing the north-end of Aurora. Because of the level of effort, a short-term lease is probably not our best option.

Mr. Leither said he feels this is a year-long conversation needed through many meetings. This will not be solved tonight. He thinks Juneau needs a boatyard and is not willing to sign off on a 33 year lease.

Mr. Etheridge said the current lease is only good until May 2023.

Mr. Grant said a five year lease will cost Docks & Harbors \$1.25M.

Public Comment

Dennis Watson – Juneau, Alaska

Mr. Watson feels the only option is a short-term lease. He said Docks & Harbors does not have the money coming in that would make up the lease cost. There is a lot of liability on the table here and he would like to have that discussed in an executive session and not with the public. The property owner has not done much in the way of improvements over the last 28 years. He would like to see the Board members come together and have a discussion that does not go off track like they did tonight. He said the Board only meets twelve times a year and they always go this way.

~~5. Open Meetings Act, Motions & By Laws Presentation by Port Director~~

**J. STAFF, COMMITTEE AND MEMBER REPORTS**

Ms. Derr asked if there had been changes to the regulation to allow storage on fingers. Some of the commercial fishing community has been asking her why they are not allowed to put locking boxes on their fingers when so many are using fingers for storage. If there has been no change to this regulation, can we please start enforcing it and asking people using the dock for storage to remove their items?

Mr. Creswell said there is no change and harbor patrons are not allowed to store personal belongings on the docks or fingers. He will plan to walk the docks soon and see who is doing this and manage the issue.

**K. PORT ENGINEER'S REPORT**

- Mr. Schaal said he has handed in his resignation and has accepted a position with the City of Wasilla as the Public Works Director. His last day will be on September 23rd.

**L. HARBORMASTER'S REPORT**

- Mr. Creswell said the Golden North Salmon Derby was slow fishing.
- Last weekend was the king crab opener and was easily four times busier than the derby. It was complete chaos for 96 hours. Staff was incredibly busy and he tried a different way to use the launch ramp. It worked overall with only three complaints.

- The Army Divers are in town and doing work for us. They have been out at Statter Harbor for the last four days trying to raise the sunken vessel the ANGELA K. While trying to raise the vessel the mast and poles were ripped off and it was left down in 100 feet of water.
- Staff built and installed a new fish cleaning station at the North Douglas Boat Launch Ramp.
- Staff is currently 50% complete with replacing the concrete on the Fisherman's Terminal Float.
- Mr. Scott Hinton, Port Operations Supervisor has also given his resignation and accepted a position with the State of Alaska Department of Environmental Conservation. His last day will be September 11th.
- We are currently still trying to hire Port and administrative staff.
- The last cruise ship on our docks will be on October 17th.
- He issued thirteen notices at Douglas Harbor requiring sea trials. Three have already passed the trials leaving ten left. A few extensions were given for ongoing work and he will stay on top of that.
- There are currently three boats in the impound process.

Mr. Grant asked if there was different sea trial requirements for houseboats.

Mr. Creswell said float houses are in the non-moving vessel zones and sea trials are not required.

Ms. Derr asked if the impounds were live-a-boards or general moorage in the harbor.

Mr. Creswell said one is a live-a-board.

#### **M. PORT DIRECTOR'S REPORT**

- Mr. Uchytel said staff went to Taku Harbor and did some work replacing hinges.
- Huna Totem is now the new owner of the Subport property. He has been meeting with interested parties regarding the purchase. CBJ does not own all the tidelands there and Docks & Harbors is only meeting as a consultant.
- Mr. Uchytel will be on leave from September 3rd – 12th.

#### **N. ASSEMBLY LIAISON REPORT**

- They had a Committee of the Whole meeting a few weeks ago and discussed dock electrification. Mr. Uchytel made some recommendations and the Assembly accepted the proposal. They are preparing a revenue bond to fund electrification of one of the docks.
- The Assembly officially approved the 1% sales tax list that included \$6.5M for harbor projects. This will be on the ballot in October 2022.

#### **O. BOARD ADMINISTRATIVE MATTERS**

- The next Operations/Planning Committee meeting is on Wednesday, September 21st.
- The next full Board meeting is on Thursday, September 29th.

- There is a new format being used for the agenda packets. This is a requirement by the City Clerk and they will be in this format going forward. If anyone would like to see something changed or added to the agenda please let Mr. Uchytel know.

**P. ADJOURNMENT** - The meeting adjourned at 8:32 p.m.

**CITY AND BOROUGH OF JUNEAU  
DOCKS AND HARBORS BOARD OF DIRECTORS  
BYLAWS**

**ARTICLE I. NAME, DUTIES, AND POWERS**

1. NAME. The governing body of the City and Borough of Juneau Docks and Harbors Department shall be known as the City and Borough of Juneau Docks and Harbors Board of Directors, hereafter referred to as the Board.
2. DUTIES AND POWERS OF THE BOARD. The duties and powers of the Board regarding the operation of the municipally owned and operated port and harbor facilities are established by Charter Section 3.21 and Chapter 85.02 of the Code of the City and Borough of Juneau.

**ARTICLE II. BOARD MEMBERSHIP AND APPOINTMENT**

1. NUMBER OF DIRECTORS. The Board shall consist of nine (9) members.
2. APPOINTMENT. All Board members shall be appointed by the City and Borough of Juneau Assembly as provided by Section 85.02.010 of the Code of the City and Borough of Juneau.

A new member shall be seated immediately upon the call of the roll at the first Board meeting after the new member is appointed.

3. TERM OF APPOINTMENT. As provided in Section 85.02.010, Board members shall be appointed for staggered three-year terms and until their successor is appointed. Appointment terms will not violate the conditions set forth in Section 85.02.010.
4. VACANCIES. When the conditions set forth in Section 85.02.030 of the Code of the City and Borough of Juneau occur, the Chair will notify the Clerk's Office that a vacancy exists.

Vacancies on the Board shall be filled by the City and Borough of Juneau Assembly as provided by Section 85.02.030 of the Code of the City and Borough of Juneau and the Assembly Rules of Procedure.

A member filling a vacancy shall be seated immediately upon the call of the roll at the first Board meeting after the new member is appointed.

5. MEMBERS. The duties and responsibilities of the Board members shall be as set forth in Sections 85.02.60, 85.02.63, and 85.02.65.

**ARTICLE III. OFFICERS**

1. OFFICERS. Officers of the Board shall consist of a Chair, Vice Chair, and any other officers the Board may from time to time deem necessary.

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**DOCKS AND HARBORS BOARD OF DIRECTORS**  
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2. **ELECTION OF OFFICERS.** Officers shall be elected at the annual Board meeting or at such time as offices become vacant.
3. **TERM.** Each officer shall serve for a term to extend until the next annual Board meeting or until such time as they vacate the office.
4. **REMOVAL.** Any officer may be removed from his or her office by an affirmative vote of at least six (6) Board members at a meeting called for that purpose or by the Assembly in accordance with CBJ 85.02.030.
5. **CHAIR.** The Chair shall preside at all Board meetings.

The Chair shall assign tasks to Board members and committees and shall ensure that all business of the Board is carried out.

The Chair shall act as spokesperson for the Board and will have such other duties and responsibilities as delegated to him or her by the Board.

6. **VICE CHAIR.** The Vice Chair shall act as the Chair in the absence of the Chair.

**ARTICLE IV. COMMITTEES**

1. **STANDING COMMITTEES.** There shall be the following standing committee of the Board:

- **Operations & Planning**

The Board or the Chair may designate such other standing committees as may be necessary to further the business of the Board. The Chair shall appoint each Board member to serve on at least one standing committee. The Board Chair shall serve as a voting member of all standing Committees.

The Chair shall appoint a Board member to serve as the Chair of each standing committee. No Board member shall chair more than one standing committee.

Unless otherwise directed by the Chair, all standing committees will function at the direction of the appointed committee Chair.

2. **SPECIAL COMMITTEES.** The Board or the Chair may establish special committees to facilitate any Board business.

The Chair shall appoint two or more Board members and may appoint any individual that is not a member of the Board to serve on any special committee established.

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The Chair shall appoint a Board member to serve as the Chair of each special committee.

Unless otherwise directed by the Chair, all special committees will function at the direction of the appointed committee Chair.

A special committee shall serve for a designated period of time or for the accomplishment of a particular task or tasks as determined by the Chair. No special committee shall serve beyond the annual Board meeting unless reconstituted by the newly elected Chair.

**ARTICLE V. MEETINGS**

1. **REGULAR.** The Board shall meet at least once each month at a place and time designated by the Chair.

The Board may act on any matter within its authority at a regular or annual Board meeting whether or not such item was identified in the notice of the meeting.

2. **ANNUAL.** An annual meeting shall be held on the last Thursday of July each year.

The annual Board meeting may be postponed by the Board to a certain day.

At the annual meeting, a Chair, a ~~✓~~Vice Chair and other such officers as the Board shall deem necessary, shall be elected.

3. **EXCUSED ABSENCES.** Any absence of a member from a regular Board meeting shall be deemed unexcused unless the member is absent as a result of attending to official business on behalf of the Board, for extenuating medical reasons or for other significant cause, in which case the absence may be deemed excused by the Board Chair.

4. **SPECIAL.** Special Board meetings may be called at any time by the Chair or any three (3) Board members for good cause, which must be reaffirmed at the beginning of any special meeting.

Only business identified in the notice of the meeting may be transacted at a special Board meeting.

5. **COMMITTEE.** Committee meetings may be called at any time by a committee Chair or by a majority of the committee's membership.

Any topic or item may be discussed that falls within the purview of the committee's charge as determined by the Chair, committee Chair, or a majority of the committee's membership.

6. **QUORUM.** For all Board meetings, a quorum shall consist of five (5) members in attendance or participating ~~via telephone~~ electronically. For all committee meetings, a

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quorum shall consist of a minimum of ~~three (3) voting committee members in attendance or participating via telephone~~ fifty per cent (50%) plus one (1) of the voting members on the committee.

7. **ADJOURNMENT, CONTINUATION, AND POSTPONEMENT OF MEETINGS.** If a quorum is not present at a meeting, the Chair or committee Chair may adjourn such meeting to a time and place he or she determines most appropriate; provided that notice of the time and place of the adjourned meeting shall be given to each Board or committee member and the general public at least twenty-four (24) hours prior to such meeting.

If a quorum is present at a meeting, such meeting may be continued or adjourned from day to day and no additional notice of such continuation or adjournment need be given.

8. **VOTES.** No person other than a Board member is entitled to vote at any Board or committee meeting, except that non-Board members who are appointed members of special committees may vote on matters coming before those committees. Each Board member shall be entitled to one (1) vote. No proxy votes may be used to constitute a quorum, transact business, or otherwise. To register a vote, the Board member must be present at the meeting or participating electronically at the time the vote is taken.

An affirmative vote of at least five (5) Board members is required for a main motion to pass the Board. An affirmative vote of the majority of committee membership is required for a main motion to pass a committee.

9. **ORDER OF BUSINESS.** The following order of business shall be observed at all regular, annual, or special Board meetings and committee meetings insofar as practicable or necessary:

- Call to Order
- Calling of the Roll
- Port Director Requests for Agenda Changes
- Public Participation on Non-agenda Items
- Approval of the Previous Meeting Minutes
- Consent Agenda
- Unfinished Business
- New Business
- Items for Information
- Staff, Committee, and Member Reports
- Board Administrative Matters
- Adjournment

As the first order of business after the calling of the roll at the annual Board meeting or at the first regular or special meeting after an officer vacancy has been recognized by the Board, the

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Chair, Vice Chair and/or other officers shall be elected.

The Port Director may include under the consent agenda:

- A. Actions to Propose Regulations for Public Comment
- B. Bid awards that have received Committee concurrence
- C. Resolutions
- D. Other items requiring Board action which do not involve substantial public policy questions.

10. **BOARD MEETINGS PUBLIC.** All Board and committee meetings are open to the public, except that executive sessions may be held in accordance with AS 44.62.310.

11. **CONFLICT OF INTEREST.** No Board member shall vote or deliberate on any question in which he or she has a conflict of interest as defined in Chapter 01.45 of the Code of the City and Borough of Juneau. Board member conduct\ shall be governed by CBJ ordinance 01.45.

12. **ELECTRONIC MEETING PARTICIPATION.**

A. Board members are encouraged to participate in meetings by attending in person when possible. However, A a member may participate in Board or Committee meeting by electronic means if circumstances prevent physical attendance at the meeting. As used in this section, “electronic means” is any technology which is available to the staff and all other ~~h~~Board members, and includes, without limitation, telephone, video conferencing, or other generally available technology platforms. There is no requirement that staff provide access to technology that is not otherwise available to all ~~h~~Board members.

B. The member shall notify the staff, if reasonably practicable, at least four hours in advance of a meeting which the member proposes to attend electronically.

C. At the meeting, the Board or Committee secretary shall establish the electronic link when the call to order is imminent. If the Chair chooses to participate by electronic means, the Vice ~~e~~Chair shall preside.

D. A member participating electronically shall be counted as present for purposes of quorum, discussion, and voting.

E. The member participating electronically shall make every effort to participate in the entire meeting. From time to time during the meeting, the presiding officer shall confirm the electronic link.

F. The member participating electronically may ask to be recognized by the presiding officer to the same extent as any other member.



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G. If the electronic link cannot be made or is made then lost, the meeting shall commence or continue as scheduled and the staff shall attempt to establish or restore the connection, provided that if the member participating electronically is necessary to achieve a quorum, the meeting shall be at ease, recess, or adjourn as necessary until the connection is established or restored.

H. Electronic participation by shall be allowed ~~only~~ for regular, special, or committee meetings of the Board, including the annual meeting and Board retreats.

I. Any member of the public attending electronically shall be allowed to speak to the same extent he/she would if physically present at the meeting.

**ARTICLE VI. PUBLIC HEARINGS, RULES FOR PUBLIC PARTICIPATION, AND APPEALS**

1. PUBLIC HEARINGS AND RULES FOR PUBLIC PARTICIPATION. The Board may hold public hearings in accordance with established City and Borough of Juneau procedures to take public or other testimony on any issue dealing with Board duties or responsibilities. Public testimony will be conducted according to the following rules:

A. The presiding chair of the meeting will conduct the hearing.

B. The presiding chair will open the hearing by summarizing its purposes and reemphasizing the rules of procedure.

C. The presiding chair may set a time limit for public testimony, for individual speakers, or both if it appears necessary to gain maximum participation and conserve time, and may for the same reason disallow all questions from the Board members to members of the public. A majority of the Board or Committee may extend the time limit. The time limit for individual speakers shall be uniform for all speakers and shall be strictly enforced. Speakers shall not have the right to transfer their unused time to other speakers, but the presiding officer may grant additional time to a person speaking on behalf of a group present at the meeting.

D. Citizens will be encouraged to submit written presentations and exhibits. Material submitted to the Port Director's Office more than three business days before a meeting and comprising 10 pages or less will be eligible for copying for that meeting. Material submitted less than three days before a meeting will be distributed by the Port Director at the meeting provided the submission contains at least 15 copies.

E. The presiding officer will set forth the item to be discussed and will rule non-germane comments out of order.

F. All speakers, public, and members of the Board must be recognized by the

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presiding chair.

G. Members of the public will precede their remarks by stating their names, organizational affiliation (if applicable) and unless otherwise allowed by the presiding chair, their place of residence.

H. Members of the Board will be recognized by their surnames.

I. Members of the Board will not direct questions to each other or to the eChair during the public participation except as to the conduct of the hearing.

J. Members of the Board may direct questions to a member of the public only to obtain clarification of material presented. The questions may not be argumentative, nor may they have the effect of unreasonably extending the time limit applicable to public speakers.

K. The public may direct questions to the Board or the administration. However, the Chair shall have discretion as to the appropriate manner and time for a response. In no case shall the Board engage in debate with the public.

L. The Port Director may participate in the same manner as members of the Board.

2. **APPEALS TO THE BOARD.** The Board will, in those instances allowed by the Code of the City and Borough of Juneau and under procedures established by the City and Borough of Juneau, hear and adjudicate public appeals regarding the application of Harbor rules, policies and procedures. The Board will adopt rules of procedure for handling appeals.

## ARTICLE VII. PORT DIRECTOR

1. **PORT DIRECTOR.** The Port Director serves at the pleasure of the Board as identified in Section 85.02.080 of the Code of the City and Borough of Juneau.

The Port Director shall have the duties and responsibilities identified in Sections 85.02.090, 85.02.110, and 85.02.130 of the Code of the City and Borough of Juneau.

## ARTICLE VIII. EFFECTIVE DATE AND AMENDMENTS

1. **EFFECTIVE DATE OF BYLAWS:** These Bylaws, as amended, are effective \_\_\_\_\_.

2. **AMENDMENTS.** ~~Any of these~~ Bylaws may be amended by an affirmative vote of six (6) Board members at any properly noticed regular or special ~~meeting called for and approved by the Assembly.~~

**CITY AND BOROUGH OF JUNEAU**  
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3. ADDITIONAL PROVISIONS. Indemnification of Directors and Officers. Each director and officer now or hereafter serving as such, shall be, and by virtue of this Bylaw provision hereby is, indemnified by the City and Borough of Juneau against any and all claims and liabilities to which they, their heirs, and personal representatives have or shall become subject due to serving or having served as such director or officer, or neglected by them as such director or officer; and the City and Borough of Juneau shall reimburse each such person for all legal expenses (including attorney's fees) reasonably incurred by them in connection with any such claim or liability, provided, however, that no such person shall be indemnified against, or be reimbursed for any expense incurred in connection with, any claim or liability arising out of their own willful misconduct or gross negligence.

The amount paid to any director or officer by way of indemnification shall not exceed their actual, reasonable, and necessary expenses incurred concerning the matter involved. The right of indemnification, herein above provided for, shall not be exclusive of any rights to which any director or officer may otherwise be entitled by law.



**REQUEST FOR PROPOSALS**  
**RFP DH23-040**  
**PROFESSIONAL DESIGN SERVICES**  
**JUNEAU PORT MASTER PLANNING**

Issued By: \_\_\_\_\_  
Carl J Uchtyl, P.E. Port Director

Date: January 31<sup>th</sup>, 2023

**PROFESSIONAL DESIGN SERVICES  
for  
JUNEAU PORT MASTER PLANNING  
RFP DH23-040**

**SCOPE AND INTENT:** The geographic area of Juneau Harbor (aka Port of Juneau) is posed for unprecedented capital investment from the private sector as well as from federal and local governments in the near future. The Alaska Congressional Delegation has communicated a desire to homeport an icebreaker in the state and the Coast Guard has evaluated Juneau as one possibility. Huna-Totem Corporation has been conveyed the 2.9 acre Subport property and publicly stated a goal for development by 2025. Goldbelt, Inc. has approached CBJ to acquire property which would facilitate redevelopment of their Seadrome Building. In 2021, CBJ Docks & Harbors completed a Small Cruise Ship Infrastructure Master Plan which would provide a new floating berth to serve this niche tourism market. Additionally, Docks & Harbors has completed conceptual design and is currently expending resources to provide shore power to the CBJ-owned docks. The Juneau Commission on Sustainability (JCOS), an Assembly appointed committee, has advocated for renewable power and strongly encourages commercial vessels to use local utility power when in port.

The City & Borough of Juneau has a vested interest to coordinate port partners' efforts to ensure competing interests are synchronized and has determined that a Port Master Plan is an appropriate vehicle to achieve this goal.

**DOCUMENTS:** Request for Proposal (RFP) documents may be obtained from the CBJ Port Director's Office, 76 Egan Drive, Juneau, AK 99801, telephone (907) 586-0292. Documents may also be obtained on-line [here](#). Proposers are encouraged to register as a plan holder to assure notification of addenda or other information regarding this RFP.

**QUESTIONS REGARDING THIS RFP:** Teena Larson, Administrative Officer, is the sole point of contact for all issues pertaining to this RFP (phone (907) 586-0292, fax (907) 586-0295, e-mail [teena.larson@juneau.gov](mailto:teena.larson@juneau.gov)). No oral interpretations concerning the RFP will be made to any person. Requests for interpretation must be made in writing and delivered, sent by fax, or e-mailed to CBJ Docks and Harbor at least four (4) days prior to submittal deadline.

**PRE-PROPOSAL CONFERENCE:** A non-mandatory pre-proposal conference about the scope and process will be held at 10:00 a.m. Tuesday, February 9th, 2023 in the CBJ Municipal Building Room 224 at 155 South Seward Street, Juneau, Alaska. Persons interested in submitting proposals are encouraged to attend. Conference call capability may be available for the Pre-Proposal Conference. Proposers intending to participate via teleconference shall notify the Port Director's Office, at (907) 586-0292 prior to the meeting.

**DEADLINE FOR PROPOSALS:** Six (6) copies of the proposal, in a sealed envelope, will be **received until 2:00 p.m., Alaska Time on Tuesday, February 28th, 2023**, or such later time as the Port Director may announce by addendum to holders of the RFP documents at any time prior to the submittal date. Late proposals will not be accepted and will be returned unopened. Faxed or e-mailed proposals will not be accepted.

Please affix the label below to outer envelope in the lower left hand corner.

| <b>IMPORTANT NOTICE TO PROPOSER</b>  |  |                      |
|--|--|----------------------|
| <b>To submit your Proposal:</b><br><b>1.</b> Provide your company name and address on the upper left corner of your envelope.<br><b>2. COMPLETE THIS LABEL AND PLACE IT ON THE LOWER LEFT CORNER OF YOUR ENVELOPE.</b> |  |                      |
| <b>S<br/>E<br/>A<br/>L<br/>E<br/>D</b>   | <b>Proposal Number: RFP DH23-040</b><br><br><b>Project: Juneau Port Master Planning</b><br><br><b>DEADLINE DATE:</b><br><br><hr/> <b>PRIOR TO 2:00PM ALASKA TIME</b> | <b>R<br/>F<br/>P</b> |

Proposal documents delivered in person or by courier service must be delivered to:

**PHYSICAL LOCATION:**

City and Borough of Juneau  
Docks and Harbors – Port Director’s Office  
Second Floor – Seadrome Building  
76 Egan Drive  
Juneau, AK 99801

**NOTE:** Mailing/delivery times to Alaska may take longer than other areas of the U.S.

Proposal documents delivered by the U.S. Postal Service must be mailed to:

**MAILING ADDRESS:**

City and Borough of Juneau  
Port Director’s Office  
Docks and Harbors  
155 South Seward Street  
Juneau, AK 99801

The CBJ Docks and Harbors phone number is (907) 586-0292 and fax number is (907) 586-0295.

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## 1.0 GENERAL INFORMATION

CBJ Docks and Harbors (D&H) is requesting proposals for professional design services. This Request for Proposals (RFP) defines the scope of the requested services, explains the procedures for selecting a firm to provide the requested services, and defines the documents required to respond to the RFP.

Late proposals will not be accepted and will be returned unopened. CBJ Docks and Harbors reserve the right to reject any or all proposals.

It must be noted that the City & Borough of Juneau Assembly has not yet approved the construction of a fifth cruise ship dock within the project boundary of this RFP. It is presumed that the information resulting from this effort will assist in the deliberative process from the elected officials.

### 1.1 PURPOSE

The City and Borough of Juneau is requesting proposals from qualified consultants to provide professional planning and design services for comprehensive port planning efforts enabling CBJ decision makers to expand economic opportunities while balancing local priorities. With the appropriate level of planning and coordination, CBJ wishes to de-conflict anticipated public concerns for a variety of reasons, including but not limited to:

- A. There are potentially competing interests between cruise ship use and that of the US Coast Guard;
- B. It is not the role of Huna-Totem Corporation or the USCG to solve the broader port issues;
- C. CBJ continues to be interested in a contiguous waterfront Seawalk;
- D. The public will be interested in how a cruise ship dock affects a variety of issues including:
  - a. View plane
  - b. Anchoring of other cruise ships
  - c. Harbor navigation of large vessels
- E. CBJ is uniquely situated to weigh competing local interests in Juneau Harbor.

There are many benefits to our port partners for CBJ to lead a comprehensive port planning effort, including but not limited to:

- A. The public will get a coordinated effort;
- B. USCG efforts will be accelerated;
- C. Huna-Totem Corp will not have to plan outside of their immediate interests;
- D. Docks & Harbors can advance the Small Cruise Ship Infrastructure efforts beyond conceptual design;
- E. Goldbelt Inc will obtain refined Seawalk and Small Cruise Ship dock development plans;



F. Collaboration with the local power utility to apportion electrical loads and infrastructure on a rational basis.

The desired services would provide engineering and planning consultation, coordinated through CBJ and with the participation of the port partners, to propose and/or validate a broad harmonized Juneau waterfront expanding opportunities and efficiencies for each entity's infrastructure investments. The work may be phased to accommodate time-line dependent tasks contiguous upon available CBJ funding. Upon receipt of the final deliverable, D&H may elect to amend the scope of services to include planning, permitting through final design and construction documents of specific elements including Bidding, Construction Administration, Inspection, and other related services.

## 1.2 **BACKGROUND**

Juneau is Alaska's Capital City. The City and Borough of Juneau (CBJ) municipal offices are located at 155 South Seward Street, Juneau, Alaska 99801. The Port Director's Office is located on the 2<sup>nd</sup> floor of the Seadrome Building at 76 Egan Drive, Juneau, Alaska 99801.

The Port of Juneau hosts in excess of 1.2 million cruise ship passengers annually from "large" vessels. Cruise ships currently make calls at four permanent berths and one at-anchor position. Two cruise ship berths are owned by the City and Borough of Juneau and managed by Docks & Harbors, which is operated as a municipal enterprise.

|                    | 2017      | 2018      | 2019      | 2020 | 2021    | 2022      |
|--------------------|-----------|-----------|-----------|------|---------|-----------|
| Large Cruise Ships | 1,046,587 | 1,118,897 | 1,273,741 | 0    | 114,114 | 1,167,194 |
| Small Cruise Ships | 8,658     | 9,729     | 10,112    | 36   | 7,263   | 8,549     |
| Total              | 1,055,245 | 1,128,626 | 1,283,857 | 36   | 121,377 | 1,175,743 |

In 2019, Norwegian Cruise Lines (NCL) acquired the 2.9 acre Subport Lot from the Alaska Mental Health Trust Authority through a sealed bid solicitation. NCL intentions were to construct the fifth neo-panamax sized cruise ship berth in Juneau as well as developing uplands in support of excursion bus staging, retail and restaurants. In 2022, NCL deeded the Subport Lot property to Huna-Totem Corporation (HTC), an Alaska Native village corporation. HTC has publicly indicated a desire to replicate the vision of NCL in constructing a cruise ship dock and supporting commercial uplands. The 2.9 acre Subport Lot does not include sufficient submerged lands necessary for development of a cruise ship dock. Approval from the CBJ Assembly will be required to acquire submerged lands lease rights to extend a cruise ship dock into Gastineau Channel. The planning process has not matured to where the Assembly has approved the proposed project through a formal vote.

In 2022, the Alaska Congressional Delegation, in open source documents, indicated their support for homeporting a Coast Guard icebreaker in the state. The Coast Guard currently owns a dock (i.e. wharf) adjacent to the HTC property. It is believed that Juneau is a suitable location for the Coast Guard's future icebreaker homeporting needs in Alaska. The CBJ Assembly approved [Resolution 3013](#) "Supporting the Homeporting of a U.S. Coast Guard Icebreaker in Juneau".

Adjacent to the Coast Guard Dock is the NOAA Dock which includes 2.4 acres of uplands. The condition of the NOAA is generally poor and is not suitable in its current condition for vessel mooring. CBJ Docks & Harbors has been keenly interested in acquiring this property from the federal government for several years. In 2022, there was draft congressional legislation which would have facilitated the conveyance, at fair market value, of the NOAA Dock to CBJ. This resulted in two [CBJ Assembly Resolutions](#) (2987 & 2997) inferring that Alaska Department of Fish & Game and Juneau Heating District would not be harmed in their operational requirements should the NOAA property be conveyed to CBJ. The recently enacted [FY2023 National Defense Authorization Act](#) (NDAA - Section 11710), allows the NOAA Dock to be conveyed to the US Coast Guard.

In 2021, CBJ Docks & Harbors completed the [Small Cruise Ship Infrastructure Master Plan](#). This effort studied opportunities to provide improved mooring facilities for the small cruise ships (< 275 foot in length) with a goal of establishing Juneau as a premiere turn-around port in Southeast Alaska. The preferred site location for infrastructure investment was adjacent to and included tideland portions of the NOAA Dock property.

Partially as a result of the Small Cruise Ship Infrastructure planning efforts, Goldbelt Inc, an Alaska Native urban corporation, expended resources to study the recapitalization of the Seadrome Building at 76 Egan Dr. This building adjoins the proposed small cruise ship facility and future Seawalk development. [Architectural rendering proposed by Goldbelt Inc](#) have been presented to the Docks & Harbors Board which have resulted in plans for a land exchange, which would enable Goldbelt to redevelop the Seadrome Building.

In 2022, Docks & Harbors completed the Juneau [Cruise Ship Dock Electrification Study](#). This report refines the ongoing design effort to bring shore power to the CBJ owned cruise ship docks. The report also discusses limitations to the power generating capability from the existing utility hydropower infrastructure. Planning for and synchronizing power demands along the Juneau waterfront will be addressed as part of this Port Planning study.

### **1.3 PROJECT DESCRIPTION**

The Consultant shall provide professional services to study, plan, evaluate and provide a port master plan (to a conceptual level with cost estimates) for consideration by CBJ and its port partners. D&H may, at its own discretion, extend the master planning effort to include additional design level efforts, permitting, cost estimating, construction documents, as well as scheduling and construction phasing recommendations for elements which are under its charge.

The scope of services is anticipated will include but not limited to the following milestones/deliverables:

- 1.3.1 Meetings with invited port partners, coordinated by D&H Staff, to include but not limited to:
  - A. Huna-Totem Corporation
  - B. US Coast Guard
  - C. Goldbelt, Inc
  - D. AELP
  - E. NOAA
  - F. ADFG
  - G. Juneau District Heating
- 1.3.2 Presentations to CBJ Staff, Docks & Harbors Board and Assembly
- 1.3.3 Public outreach & informational meetings
- 1.3.4 Comprehensive Port Master Plan Report harmonizing the Juneau Harbor port partners efforts

The product of the consultant's work will be phased and managed as specific milestones/deliverables are achieved. Future design elements, bidding assistance, construction administration, and inspection services may be amended to the contract if desired by the Port Director as result of final deliverables.

### **1.4 SCOPE OF SERVICES**

The proposed project area is located within Juneau Harbor (aka Port of Juneau). Attachment A provides a map of the facilities within the port planning area. It should not be considered as limiting and the consultant is encouraged to evaluate other waterfront locations, as appropriate.

The intent of the project is to advance the holistic benefits to individual partners through an area wide port planning approach. The following task

elements may be negotiated upon consultant selection but should not be considered as a limitation to the goals currently defined by CBJ or during the development of the port master plan:

1.4.1 New Cruise Ship Dock – Adjoining the Huna-Totem Corp owned Subport Property:

- A. Environmental (wind/current/wave) evaluation to ensure suitability for anticipated cruise vessels;
- B. Safety evaluation for suitability within Gastineau Channel, consistent with USCG COTP authorities including impact to vessels at anchor;
- C. Navigational evaluation for design vessel maneuverability to proposed dock approach and unmooring;
- C. Evaluation of dock location with deference to Coast Guard Dock and Standard Oil Dock (AJT Mining);
- D. Evaluation of dock alignment consistent with community values and desires of the upland property owners;
- E. Evaluation of the availability and opportunity for the local utility to provide shore power.

1.4.2 Coast Guard Dock

- A. In consultation with the federal government, coordinated through the CBJ Project Manager, evaluate conceptual mooring options and shoreside requirements for a hypothetical 360 foot, 13,000 gross ton vessel with similar restrictions described in 1.4.1;
- B. In consultation with the federal government, coordinated through the CBJ Project Manager, evaluate consistent with the 2002 Maritime Transportation Security Act and other DHS security requirements, opportunities to link a contiguous Seawalk along the Juneau Harbor waterfront.
- C. Evaluation of the availability and opportunity for the local utility to provide shore power.

1.4.3 CBJ Small Cruise Ship Infrastructure Project

- A. After consultation with the upland port partners in 1.4.1 and 1.4.2, advance the conceptual design contained in the [2021 Juneau Small Cruise Ship Infrastructure Master Plan](#) to 35% Design Effort;

B. In consultation with the federal government, coordinated through the CBJ Project Manager, evaluate solutions for the Coast Guard small boat moorings as well as operational needs for the ADFG Vessel MEDEIA;

C. Evaluation of the availability and opportunity for the local utility to provide shore power;

D. Evaluate and propose pipeline easement for seawater supply and discharge from/into Gastineau Channel necessary for future Juneau District Heating operations.

#### 1.4.4 CBJ Alaska Steamship Dock – Electrification

A. In consultation with the local utility, develop a rational plan to optimize the use of power, including shared use of infrastructure if appropriate, for all port partners.

B. Consistent with the efforts contained in the [2022 - Juneau Cruise Ship Dock Electrification Study](#) and with consultation with the local utility, develop Design-Build specifications enabling CBJ to solicit proposals.

### 1.5 **SCHEDULE OF WORK**

The schedule for specific elements of the project will be determined based upon contract award. It is anticipated and desired by D&H to receive the final deliverable within 9 months of Notice to Proceed.

A tentative schedule should be proposed in the RFP that would result in the desired timeline as identified above. The Consultant shall propose a schedule of work that identifies tasks necessary to accomplish the work.

The Consultant should anticipate a notice of selection for professional services not later than March 15<sup>th</sup>, 2023.

### 1.6 **QUESTIONS**

Questions regarding this proposal should be directed to:

Teena Larson, Administrative Officer

City and Borough of Juneau

Docks and Harbors

76 Egan Drive, 2<sup>nd</sup> Floor

Juneau, Alaska 99801

Phone: (907) 586-0292

Fax: (907) 586-0295

E-mail: [teena.larson@juneau.gov](mailto:teena.larson@juneau.gov)

Office hours are 8:00 a.m. to 4:30 p.m. local time, Monday through Friday.

## **1.7 STANDARD CONTRACT LANGUAGE**

Attached to this RFP is a CBJ standard contract sample (Attachment B) which should be carefully reviewed by proposers, as it is the form of agreement that the CBJ intends the selected consultant to sign in the event of acceptance of its proposal.

## **1.8 CONTRACT TERMS**

It is anticipated that this RFP would result in a contract for professional services. Fees would be negotiated and result in a lump sum and/or a not-to-exceed time and materials contract. The contract fees will be based on the proposed billing rates for the life of the contract, unless adjustments are approved in writing by CBJ.

## **2.0 RULES GOVERNING COMPETITION**

### **2.1 PRE-PROPOSAL**

Proposers should carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the services requested and the conditions likely to be encountered in performing the services. It is the sole responsibility of the proposer to assure they are in receipt of any and all addenda.

### **2.2 PROPOSAL DEVELOPMENT**

#### **2.2.1 General**

The content of proposals will be kept confidential until the selection of the Consultant is publicly announced. All materials submitted in response to this RFP will become the property of the CBJ Docks and Harbors. One copy will be retained for the official files of the CBJ Docks and Harbors and will become public record after signing a contract with the successful Proposer. CBJ Docks and Harbors will not return proposals to the Proposer. CBJ Docks and Harbors reserves the right to reject any or all proposals.

#### **2.2.2 Proposal Submission Process**

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.

This solicitation does not commit CBJ Docks and Harbors to select any Consultant(s) for the requested services. All costs associated with the respondents' preparations, submission and oral presentations (if applicable) shall be the responsibility of the Proposer.

All proposals must be signed. Proposals must be received in the number of copies stated in the RFP no later than the date and time specified in the cover sheet or issued addenda. All copies of the proposals must be under sealed cover and plainly marked. Proposals not received by the date and time specified in the cover sheet will not be considered.

### **3.0 PROPOSAL CONTENT REQUIREMENTS**

To achieve a uniform review process and obtain the maximum degree of comparability for the Selection Committee, proposals should be organized in the manner specified below:

#### **3.1 TITLE PAGE**

Show the RFP subject and contract number; the name of the firm; address; telephone numbers; name of contact person; and date of submission.

#### **3.2 TABLE OF CONTENTS**

Clearly identify the materials by section and page number.

#### **3.3 LETTER OF TRANSMITTAL**

Limit to one (1) or two (2) printed pages.

- 3.3.1 Briefly state your firm's understanding of the proposal requirements and summarize your capability to meet same.
- 3.3.2 Give names of the person(s) who will be authorized to represent your firm, their title(s), address (es) and telephone number(s).
- 3.3.3 The transmittal letter must be signed by a corporate officer who has authority to bind the firm. Name and title of the individual signing the proposal must be printed below or adjacent to the signature.
- 3.3.4 Acknowledge receipt of all addenda. Failure to acknowledge addenda may result in the proposal being considered non-responsive and subject to rejection.

#### **3.4 SCOPE OF SERVICES AND WORK PLAN**

- 3.4.1 Discuss the Scope of Services and how the firm will provide the desired services. Include a statement of approach and methodology for accomplishing the requested services.

- 3.4.2 Provide a work plan, which includes a proposed project schedule. This schedule should identify major tasks and critical components of the project. If the Consultant's team anticipates delays or problems with the design schedule, describe these issues in detail.
- 3.4.3 Discuss the incorporation of this project into the firm's current workload and the ability of the Consultant's team to meet the project schedule. Provide a staff schedule, identifying primary personnel and sub-consultants and their proposed work schedule during different phases of the project. How much priority can/will this project be given?

### **3.5 HISTORY AND EXPERIENCE**

- 3.5.1 Provide company names, individual contacts, and telephone numbers of references for at least three recent projects similar in scope and scale to the project subject of this RFP.
- 3.5.2 Provide general background information on the firm including specialized experience, capabilities, and unique qualifications in the field. This should include information outlining the firm's experience in the specific professional services requested. Provide examples of projects that demonstrate unique, well planned, and executed solutions to program, budget, and design challenges.
- 3.5.3 Provide information to establish a high level of client satisfaction for the firm's previous work with CBJ, other government agencies, and private clients.
- 3.5.4 Provide information that demonstrates the ability of the firm to deliver design services that result in project construction within established budget and on schedule.
- 3.5.5 Provide information that demonstrates ability of firm to negotiate and secure federal, state, and local permits for projects of the scope and scale of the subject project.

### **3.6 PROPOSER'S ORGANIZATION AND PERSONNEL QUALIFICATIONS**

- 3.6.1 Describe the organizational structure of the Consultant team for this project with an organizational chart or other diagrammatic explanation.
- 3.6.2 Specify the project manager and other key personnel who will be directly providing services for CBJ Docks and Harbors in various areas of the described project and state their position, role, and responsibility. The names, titles and resumes of listed personnel should be provided. Please indicate the experience of each member specifically as it applies to this type of project.
- 3.6.3 Describe quality control and quality assurance measures that the firm would use in the development of design documents for this project.



### **3.7 FIRM'S FEE SCHEDULE**

3.7.1 Include a fee schedule of hourly rates of pay for firm principals; project managers; and other key personnel who will be directly providing services on this project relative to the proposed tasks to accomplish the Scope of Services. For clarity the fee schedules shall identify the key personnel proposed for the project, their role and their pay rate. Include mark-up rates for sub-consultant work and list typical reimbursable expenses including mark-ups. Hourly rates shall include all markups and multipliers. Hourly rates shall remain in effect for the life of the contract with no increase unless agreed to by CBJ. Rates will not be evaluated but will be the basis for contract negotiation.

### **3.8 LICENSES**

3.8.1 Professional registration (Engineer/Architect) in the State of Alaska at the time of proposal submission is required (Alaska Statute 08.48.281).

If a corporate license is held, the professional licensed in the state of Alaska (in order to obtain a corporate license), as well as the professional stamping the work, must be in responsible charge of this project.

All survey work involving property or boundary surveys must be stamped by a Professional Land Surveyor licensed in the State of Alaska.

All reports prepared by a registered professional licensed in the State of Alaska must be stamped by the registered professional.

The proposal must include a statement indicating that all required business, corporate, professional occupational, and any other necessary licenses/certificates are currently held. License/certificate numbers must be provided.

## **4.0 EVALUATION OF PROPOSALS**

### **4.1 CRITERIA**

Proposals will be evaluated and scored, using the criteria on the Proposal Evaluation Form, found at the end of this document, in order to ascertain which proposal best meets the needs of CBJ Docks and Harbors. The items to be considered during the evaluation are explained below at Section 4.3 Evaluation Data. The associated point values are included on the Proposal Evaluation Form.

## **4.2 EVALUATION PROCESS**

Evaluation of the written proposals will be performed by a committee selected by the Port Director. Written proposals will be the primary basis for selection of the consultant team, unless the selection committee determines that oral interviews are necessary.

If oral interviews are used, the selection committee will prepare a “short list” of at least two finalists, who will then be invited to attend oral interviews in Juneau. Finalists will be notified and informed of specific interview requirements and procedures prior to the oral interview. Proposers will be allowed a maximum of three team members to participate in the interview process.

Oral interviews, if used, will be scored and ranked independently of the written proposal and will determine the outcome of the RFP process.

## **4.3 EVALUATION DATA**

The Evaluation Data discussed below is presented in an effort to delineate what criteria will be used to score proposals. Please do not include a separate section in your proposal for Evaluation Data. The information discussed and requested below should be included in the proposal as part of the Proposal Content Requirements discussed in Section 3.0 of this RFP.

### **4.3.1 Proposed Method to Accomplish the Project**

Work Schedule and methodology will be evaluated according to completeness and pertinence of the tasks submitted by the Proposer, as well as the logic of the overall approach. The proposal should show interest and insight about the specific project.

### **4.3.2 Capacity of the Firm**

Evaluation will be made on the Proposer’s ability to perform the desired services within the established schedule.

### **4.3.3 Past Record of Performance**

Evaluation of the Proposer’s experience with the CBJ, other governmental agencies and private industry will be made. Detailed references including companies, specific contact persons and their phone numbers and locations should be provided.

Specific attention will be paid to the following items:

- a. Monitors and maintains project schedules.

- b. Establishes overall project success through close coordination with all parties.
- c. Controls construction budgets, maintaining best interests of Owner.
- d. Delivers high quality services within established budgets.
- e. Ability to negotiate and secure federal, state, and local permits.

#### 4.3.4 **Firm's Experience with Similar Projects**

Evaluation will include assessment of experience with projects of similar scale and scope. The proposal should succinctly describe these projects.

#### 4.3.5 **Firm's Representation**

The proposal should specify readily available personnel to accomplish the desired services. The level of involvement should be displayed in a way which is consistent with the scale of the project.

Consideration will be given to the following:

- a. Schedule of availability of personnel who will work on the project.
- b. Scale of involvement is appropriate to the project.

#### 4.3.6 **Proposer's Organization and Personnel Qualifications**

Evaluation will be made of the Proposer's organization and the ability of the personnel who will provide the equipment, technical, and supervisory assistance requested.

#### 4.3.7 **Quality of Proposal**

Evaluation will include the clarity and professional quality of the document(s) submitted. Consideration will be given to the following:

- a. Is the proposal clear and concise?
- b. Is the proposal responsive to the needs of the project?

#### 4.3.8 **Juneau Proposer According to Section 7.0**

Juneau proposer points will be given if the Prime Consultant meets Juneau Proposer requirements as stipulated in Section 7.0 - Juneau Proposer Points.

## **5.0 SELECTION AND AWARD**

An evaluation committee will review, evaluate, score, and rank proposals in accordance with criteria identified in Section 3 and the Evaluation Form. Each member of the Selection Committee will independently score the proposals. Each member's scores, as they relate to the group of proposals, are then ranked. The proposal receiving the highest score is given a ranking value of "one", the second

highest scored proposal receives a ranking of "two", and so on. The scores and rankings of each evaluation committee member will be checked for accuracy and combined to form a composite ranking.

The Proposer with the lowest composite numerical rank will be declared the apparent successful proposer. In the event of a tie in the ranking totals, the raw scores of the Proposers who are tied will be totaled to determine the successful Proposer. If oral interviews are used, the successful proposer will be chosen as provided in Section 4.2 of this RFP.

After the protest period, the successful Proposer will be invited to enter into contract negotiations with the CBJ. If negotiations are unsuccessful, discussions with the lowest ranked Proposer will be terminated and the second lowest ranked Proposer may be contacted for negotiations.

Award of contract, if made, will be to the responsible Proposer selected in accordance with the criteria described in Section 4 of this RFP, and whose final proposal and fee is accepted by the CBJ. The CBJ reserves the right to award the contract to the successful firm without further discussion.

## **6.0 INSURANCE REQUIREMENTS**

The insurance requirements for this project are specified in Sample Contract (Attachment E).

## **7.0 JUNEAU PROPOSER POINTS**

Juneau Proposer points shall be awarded if the Proposer is determined to be a "Juneau proposer" meeting the criteria of [53.50.010](#). A paper copy of the CBJ Purchasing Ordinance is available upon request from CBJ Docks and Harbors.

## **8.0 PROTESTS**

The protest period begins with the posting of a notice of apparent successful proposer, in the Port Director's Office, and expires at the close of the next business day.

Protests shall be executed in accordance with CBJ Ordinance [53.50.062 PROTESTS](#) and [53.50.080 ADMINISTRATION OF PROTEST](#). Copies of the ordinances describing protest procedures and procurement processes are available from CBJ Docks and Harbors or can be viewed electronically at: [53.50 CBJ Purchasing of Supplies and Services](#).

## **9.0 JUNEAU BUSINESS SALES TAX AND PERSONAL PROPERTY TAX**

Vendors/merchants conducting business within the CBJ are required by law to register with, and periodically report to, the CBJ regarding sales and property

taxes. Vendors/Merchants must be in good standing for all amounts owed to the CBJ prior to award and prior to any contract renewal and, in any event, no later than five business days following notification by the CBJ of intent to award or renew.

**Good standing** means all amounts owed to the CBJ are paid in full, including any Confession of Judgments, and the proposer is current in reporting sales tax filings and business personal property declarations. Failure to meet these requirements, if so subject, shall be cause for rejection of your proposal and/or contract renewal. To determine if your business is in good standing, or for further information, contact the CBJ Finance Department, Sales Tax Division, at (907) 586-5265 concerning sales tax and the Treasury Division at (907) 586-5268 concerning business personal property and real property tax.

**PROPOSAL EVALUATION FORM****PROPOSER:** \_\_\_\_\_**SCORED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

|   | <b>Points<br/>Possible</b>        | <b><u>Score</u></b> |
|---|-----------------------------------|---------------------|
| 4.3.1. Proposed Method to Accomplish the Work                                       | 0 – 30                            | _____               |
| 4.3.2. Capacity of Firm   | 0 – 20                            | _____               |
| 4.3.3. Past Record of Performance   |                                   |                     |
| a. Monitors and maintains project schedules.  | 0 – 10                            | _____               |
| b. Establishes overall project success through close coordination with all parties. | 0 – 10                            | _____               |
| c. Controls construction budgets, maintaining best interests of Owner.              | 0 – 10                            | _____               |
| d. Delivers high quality services within established budgets.                       | 0 – 10                            | _____               |
| e. Ability of firm to secure federal, state, and local permits                      | 0 – 10                            | _____               |
| 4.3.4. Firm's Experience with Similar Projects                                      | 0 – 20                            | _____               |
| 4.3.5. Firm's Representation  |                                   |                     |
| a. Schedule of availability of personnel.   | 0 – 20                            | _____               |
| b. Scale of involvement is appropriate to the project.                              | 0 – 20                            | _____               |
| 4.3.6. Proposer's Organization and Personnel Qualifications                         | 0 – 20                            | _____               |
| 4.3.7. Quality of Proposal  |                                   |                     |
| a. Is proposal clear and concise?   | 0 – 10                            | _____               |
| b. Is proposal responsive to the needs of the projects?                             | 0 – 10                            | _____               |
|   | Subtotal<br>(Max 200)             | _____               |
| <b>The Port Director will assign points for criterion 4.3.9. below.</b>             |                                   |                     |
| 4.3.8. Juneau Proposer (according to SECTION 7.0).                                  | 0 or 10                           | _____               |
|   | <b>TOTAL POINTS<br/>(Max 210)</b> | _____               |
|   | <b>INDIVIDUAL RANKING</b>         | _____               |

## **Attachment A Juneau Harbor Project Area Boundaries**



## Attachment B

### Huna-Totem Corporation Dock Concept

