

Marine Passenger Fee Fund

4.05.030 Procedures.

- A. The administrator will notify the assembly on an annual or as-needed basis when there is a sufficient balance in the marine passenger fee fund for a solicitation of project proposals. Upon approval of the assembly, the administrator will initiate a call for proposals consistent with the use of CPET funds per Section [4.05.020](#). The assembly will review and select proposals for funding.
- B. Project funds shall be transferred or expended from the marine passenger fee fund only to the extent approved by the assembly.

POSSIBLE MOTION

I MOVE TO award a contract to Halibut Point Marine Services in the amount of \$150,000 for transit services between Old Sitka Dock and Harrigan Centennial Hall parking area for the 2017 cruise ship season – with mutual agreement, two additional one-year extensions may be awarded for the 2018 and 2019 cruise ship seasons.

MEMORANDUM

To: Mayor Hunter and Members of the Assembly

From: Mark Gorman, Municipal Administrator
Jay Sweeney, Chief Finance and Administrative Officer

Date: April 4, 2017

Subject: **Transit Services between Old Sitka Dock and Centennial Hall**

Background:

Halibut Point Marine (HPM) owns and operates a deepwater dock (Old Sitka Dock) at their marine haul out facility on Halibut Point Road. Since 2013, CBS has utilized \$50,000 of CPET funds per cruise ship season to HPM for subsidization of transportation of passengers between Old Sitka Dock and Harrigan Centennial Hall. Passenger and crew counts at the Old Sitka Dock have increased from approximately 20,000 cruise passengers and 6,000 crew members in 2014 to approximately 140,000 cruise passengers and 70,000 crew members in 2017.

Following Assembly direction, to provide the Transit Services for the 2017 cruise season an advertisement for Transit Services was published in accordance with CBS Procurement Policies to be selected by the Assembly following a Best Value selection process. One proposal was received on 3/28/17 from Halibut Point Marine Services.

Analysis:

With only one proposal received, a contract to Halibut Point Marine Services is proposed for Assembly consideration. HPM has proposed \$150,000 for subsidization of transportation of passengers and crew between Old Sitka Dock and Harrigan Centennial Hall for the 2017 cruise season with renewal options for 2018 and 2019.

Assembly may also consider additional services proposed by HPM for a downtown shuttle service at an hourly rate of \$100. If interested, Staff can negotiate with HPM and bring back to Assembly for consideration.

Fiscal Note:

The funding for the contract is to come from the City of Sitka Commercial Passenger Excise Tax.

- The CPET Fund Balance is currently \$495,495.
- CPET Funding from 2016 season was \$309,510, which was received in March, 2017.

- Estimated cost of contract is \$150,000.
- With CBS receiving \$309,510 in FY2016, deducting the funding and having a balance in the CPET fund of \$495,495 sufficient funding is available to pay for the proposed transit contract.

Recommendation:

Award a contract to Halibut Point Marine Services in the amount of \$150,000 for transit services between Old Sitka Dock and Harrigan Centennial Hall Parking Area for the 2017 cruise ship season. With mutual agreement, two (2) additional one-year extensions may be awarded for the 2018 and 2019 cruise ship season.

**City and Borough of Sitka
 Transit Services Between Old Sitka Dock and HCH
 Proposers Scoring Criteria**

Qualifications	PROPOSERS NAME		
	Points Possible	Halibut Point Marine Services	Bidder 2
Contractor's Qualifications & Experience	20		
Vehicle Fleet	20		
Operational Plan			
Operations, emergency plan, etc.	20		
Schedules	20		
Customer Care Policy	20		
SUB TOTAL	100		
Bonus: Additional transit services	10		
TOTAL POINTS	110		