

If this item is pulled from the consent agenda the following motion would be in order:

### POSSIBLE MOTION

**I MOVE TO** award a professional services contract to DOWL for the Sitka Seaplane Base Siting Analysis Update with a not to exceed amount of \$70,656.

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## MEMORANDUM

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**To:** Mayor McConnell and Assembly Members  
Mark Gorman, Municipal Administrator

**From:** Michael Harmon, P.E., Public Works Director *MA*  
Dan Tadic, P.E., Municipal Engineer *DT*

**Reviewed:** Jay Sweeney, Chief Finance and Administrative Officer *J*  
Stan Eliason, Harbormaster *SE*  
Tori Fleming, Contract Coordinator *TF*

**Date:** December 2, 2015

**Subject:** **Seaplane Base Siting Analysis Update**  
**Contract Award to DOWL**

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### Background

The Sitka Seaplane Base (SPB) was originally constructed by the State of Alaska Department of Transportation in 1962. The facility was reconstructed in its current configuration in 1977. The facility is rapidly deteriorating and must be replaced in its entirety.

There are a number of significant issues identified with the current location of the SPB:

- Insufficient capacity and space at the existing site to accommodate current and future demand;
- A congested location with conflicting land uses;
- An unsafe operating area;
- Poor, unsafe dock conditions for fueling and maneuvering on the docks; and
- A congested sea lane and bird hazard conditions in the immediate vicinity of the SPB affect the safety of the existing location.

In 2002, the Sitka Seaplane Base Master Plan was developed as a guide for relocating and upgrading seaplane facilities in Sitka. The plan considered twelve alternative sites for their ability to safely accommodate the anticipated seaplane demand. Of the twelve sites considered, the northern end of Japonski Island between the Coast Guard Base and the cove behind the Southeast Alaska Regional Health Consortium (SEARHC) buildings along Seward Avenue was selected as the preferred alternative.

In 2012, the Sitka Seaplane Base Siting Analysis updated and expanded upon the Master Plan and focused on the re-evaluation of three potential sites in Sitka Channel to include the existing facility, Eliason Harbor and the Japonski Island site. This study again concluded that the Japonski site was the preferred alternative. Both studies are available in their entirety on the CBS Harbor Department website.

Upon completion of this work, the plan was presented to the Port and Harbor (P&H) Commission. The P&H Commission unanimously approved further study of the Japonski Island site (see attached P&H Commission memo dated April 17, 2012).

### **Analysis**

On August 25, 2015 the Assembly approved Resolution 2015-18 and authorized the Administrator to submit a Federal Aviation Administration (FAA) Grant Application in the amount of \$300,000 to complete the environmental phase of the Sitka Seaplane Base project. However, during the recent FAA grant application process, FAA raised concerns over a decline in the number of based aircraft since the 2012 study as well as the forecasted need for a replacement seaplane base. As a result, FAA decided that they will not be able to offer a grant this year until several key questions are answered.

Under this proposed contract, DOWL will update the Siting Analysis to include the planning forecasts and facility requirements for the proposed seaplane base so that the FAA will find the development eligible, reasonable and justified. The update will also engage users about the facility layout and components so that a draft Airport Layout Plan can be prepared.

### **Fiscal Note**

Approximately \$135,000 remains unencumbered from a prior 2010 FAA grant. This is more than sufficient to complete the current scope of work. The grant will be closed out if this scope of work is not awarded.

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### **Recommendation**

**Approve award of a professional services contract to DOWL for the Sitka Seaplane Base Siting Analysis Update with a not to exceed amount of \$70,656.**

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## **Sitka Seaplane Base Planning Update**

### **Statement of Services**

The purpose of the Sitka Seaplane Base Planning Update is to update planning forecasts and facility requirements and address other FAA questions for the proposed seaplane base facility on Japonski Island so that the FAA will find the development eligible, reasonable and justified. This update will also engage users about the facility layout and components so that a draft Airport Layout Plan can be prepared.

#### **Task 1. Planning Forecasts and Facility Requirements**

The Contractor shall update the based aircraft and operations forecast and facility requirements for the proposed seaplane base using:

- Interviews of the visitor's bureau and chamber of commerce about general tourism, population and economic trends that would drive seaplane base use
- Interviews of companies offering remote tours and lodges in the region
- Review of seaplane operations trends at the Juneau and Ketchikan Airports, if data is available
- Interviews of members of the aviation community who are former, current and potential seaplane base users, waitlist members, aviation advocates, potential government users – mostly drawing from groups and individuals involved in the last study

The Contractor shall hold two meetings with existing and potential seaplane base users in Sitka to complete some of the surveys and firm up facility components/requirements and the facility layouts. The Contractor shall also document the condition of the current seaplane facility during these trips.

The Contractor shall update the forecast and facility requirements sections of the Siting Study with a particular focus on defining near term based aircraft, design aircraft, and facility attributes needed to make it attractive to users. If the requirements are significantly different from the current study, the Contractor shall update the cost estimate and prepare a revised facility sketch.

## **Task 2. Request for Entry into the NPIAS**

After Task 1 is completed, the Contractor shall complete the FAA's Request for Entry into the NPIAS, primarily using information from the Siting Study and the Task 1 Forecasts and Facility Requirements. The Contractor shall discuss the completed form with the FAA to make sure information meets the FAA needs, and shall answer any FAA questions.

## **Task 3. Airport Layout Plan**

The Contractor shall prepare an Airport Layout Plan for the new seaplane base, modelled after the layout used for the Kodiak Trident Basin Seaplane Base. The Contractor shall also prepare the FAA submittal checklist, address Sitka and FAA comments on the draft ALP and prepare a final ALP.

If a marine engineer is needed to address cost estimate changes or layout changes, these additional costs will be authorized by change order.

## **Schedule**

### **Task 1:**

Interviews, Research and Site Visit 1: December – January

Site Visit 2: February

Draft/Final Documentation: March

### **Task 2:**

NPIAS Submittal: March

### **Task 3:**

Draft/Final Airport Layout Plan: April-May

**COST ESTIMATE PER TASK**

<b>FIRM:</b> DOWL			<b>PROJECT TITLE:</b> Sitka Seaplane Base Planning Update									
<b>TASK NO.:</b>		<b>TASK DESCRIPTION:</b> Forecast, Facility Requirements, NPIAS, ALP								<b>DATE:</b> 11/21/2015		
<b>GROUP:</b>		<b>METHOD OF PAYMENT:</b> FP <input type="checkbox"/> FPPE <input type="checkbox"/> T&E <input checked="" type="checkbox"/> CPFF <input type="checkbox"/>					<b>PREPARED BY:</b> Tom Middendorf					
SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION										
		Proj Mgr TM	Planner MM	Engineer BH	CADD CS	Admin SF	Acctg SB					
1	Plan Forecasts/Requmnts										0	
	Interviews	28	12								40	
	Research	2	10								12	
	2 Site Visits/Meetings	24				8					32	
	Documentation	24	10	20		12					66	
											0	
											0	
2	NPIAS Submittal	1	7								8	
											0	
3	ALP										0	
	Draft	8		28	62						98	
	Final	2		12	18						32	
											0	
											0	
											0	
											0	
											0	
											0	
	3 Sitka Staff Teleconference	8	2	2							12	
	Proj mgmt/coordination	12	2	6			6				26	
<b>TOTAL LABOR HOURS</b>		109	43	68	80	20	6				326	
<b>* LABOR RATES (\$/HR)</b>		\$194.06	\$146.78	\$172.75	\$88.68	\$79.51	\$131.68					
<b>LABOR COSTS (\$)</b>		\$21,152.54	\$6,311.54	\$11,747.00	\$7,094.40	\$1,590.20	\$790.08	\$0.00	\$0.00	\$0.00	\$0.00	
SUB-TASK NO.		ITEM(S)		QUANTITY	UNIT PRICE	TOTAL PRICE		<div style="border: 1px solid black; padding: 5px;"> <b>COMMENTS:</b>                      Relavent sections of existing report shall be updated.                       Single sheet ALP with checklist similar to Trident Basin Seaplane Base ALP.                 </div>				
	Travel			2	\$750.00	\$1,500.00						
						\$0.00						
						\$0.00						
						\$0.00						
						\$0.00						
						\$0.00						
<b>TOTAL EXPENSES:</b>						\$1,500	<b>FIRM'S TOTAL COST OF LABOR (or Fixed Price):</b>		\$48,686			
							<b>IF CPFF, TOTAL INDIRECT COST @</b>		\$0			
							<b>FIRM'S TOTAL EXPENSES</b>		\$1,500			
<b>SUB-CONTRACTORS: Firm Initials and Price Per Task</b>							<b>FIRM'S TOTAL COST (no Subcontracts or Fee)</b>		\$50,186			
<b>FIRM:</b>	Morris Eng											
<b>AMOUNT:</b>	\$20,470						<b>TOTAL SUBCONTRACTOR PRICES:</b>		\$20,470			

\* Confirm with Contracting Agency if labor rates shall be direct labor (base pay) or labor rates shall be total rates (i.e. base pay + benefits + overhead + profit.)

1

**estimate sum**



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email: mark@morrisengineeringgroup.com

## Fee Estimate

11/5/2015

### Sitka Seaplane Base Planning Update


Scope of work: Assist in developing lists of potential facility users, review interview questions, review interview results, participate in (2) public meetings, assist in developing seaplane base layout including uplands, approach, and float layout

<u>Task</u>	<u>Engineer</u> (Hrs)	<u>Drafting</u> (Hrs)	<u>Travel</u>
<b>Task 1 Planning Forecasts and Facility Requirements</b>			
Assist in developing list of facility users	4		
Review interviewer questions	4		
Review interview results	6		
Plan & Participate in public meetings (2)	24		875
Coordinate on results of public meetings	6		
Work with DOWL to develop Seaplane Base Layout for new site	24	16	
Review revised planning study report	4		
Totals	72	\$16	
Hourly Rate	\$165	\$90	
Fees	\$ 11,880	\$ 1,440	875
<b>Total Fee - Task 1</b>	<b>\$ 14,195</b>		

<b>Task 3 Airport Layout Plan</b>			
Assist DOWL with Base layout changes & ALP	24	16	
Totals	24	\$16	
Hourly Rate	\$165	\$90	
Fees	\$ 3,960	\$ 1,440	0
<b>Total Fee - Task 3</b>	<b>\$ 5,400</b>		



## MEMORANDUM

To: Jim Dinley, Administrator 

From: Grant Miller, Port and Harbor Commission

Date: April 17<sup>th</sup> 2012

Subject: Seaplane base

The consultant team and Public Works Staff presented the results of the Seaplane Base Siting Analysis to the Port and Harbor Commission on April 11, 2012. The Commission members voted unanimously to approve the recommended site for further study.

Grant Miller, Chairman

