

REQUEST FOR PROPOSALS (RFP)
by
THE CITY AND BOROUGH OF SITKA, ALASKA
for
THE CONSTRUCTION AND OPERATION OF A MARINE HAULOUT AND SHIPYARD

Overview

The City and Borough of Sitka (CBS) is requesting proposals from qualified Developers for the project described herein. The following subjects are discussed in this RFP to assist you in preparing your proposal.

Table of Contents

- A. Introduction and Additional Information
- B. Preferred Outcome
- C. Scope of Services
- D. Insurance Requirements
- E. Facility Operations
- F. Relationship with the City and Borough of Sitka
- G. Proposal Format and Content
- H. Evaluation Criteria and Selection Process
- I. Schedule

A. Introduction and Additional Information

In 1999 the Gary Paxton Industrial Park (GPIP) property was transferred from Alaska Pulp Corporation to the City and Borough of Sitka. (CBS).

The property and the near-shore, submerged tidelands were extensively studied, and an environmental Memorandum of Understanding was concluded between CBS and the State of Alaska. Details of that memorandum are included in the Appendices.

GPIP is managed by a five-member Board of Directors (GPIP Board) who are appointed by the CBS Assembly.

During the ensuing years some of the original GPIP property has been sold and leased, and portions of the GPIP infrastructure have been improved. In 2018 the GPIP Board began actively planning for a private entity to fund, construct and operate a marine vessel haulout and related marine shipyard services.

B. Preferred Outcome

The goal of CBS is to create a privately funded and managed marine services shipyard at the GPIP. Specifically, CBS is seeking a private sector Developer to construct and operate a marine vessel haul out facility and an EPA approved boat washdown area(s).

CBS desires that Developer have a functional vessel haul out system in place by June 1, 2021.

Additionally, CBS has available for long-term lease up to 6.8 acres of GPIIP uplands for the Developer to create opportunities for marine tradesmen and support businesses that support Sitka's commercial and sport fishing fleets.

A map and a listing of the GPIIP uplands that are available for lease under this RFP are included in the Appendices.

Developer will be able to sublease the GPIIP parcels and set its own haul out service fees and sublease rates for the GPIIP uplands.

Any long-term lease of GPIIP property to the Developer will have use restrictions consistent with the preferred outcome as negotiated with CBS. All use of any leased GPIIP property will be subject to regulatory action by federal, state, and municipal regulators, which is the sole responsibility of the selected Developer to determine.

Access to the existing waterfront ramp by the public must be maintained to assure access to the GPIIP uplands for those entities who have existing businesses at the Park. However, the Developer will be authorized to schedule and manage third party access to the ramp if Developer elects to use the ramp in its boat haul out operations.

C. Scope of Services

Developer shall perform environmental permitting, design and construction of infrastructure necessary to support its marine haul out and shipyard operations. Additional permits may be required from the City and Borough of Sitka for connections to City utilities and construction of structures at the site.

Developer shall also be responsible for its own investigations to determine subsurface construction conditions at the GPIIP site. There are buried concrete foundations and other remnants from the pulp mill that may increase the cost of construction.

Sitka has a substantial marine customer base. Approximately 665 vessels between 32 feet and 86 feet are permanently moored in the Sitka harbor system. Of those 665 vessels about 97% are 58 feet or less. Developer is expected to provide vessel haul out equipment and services that will support the Sitka fleet.

D. Insurance Requirements

The Developer shall provide the following types of insurance:

1. Worker's Compensation at the limits required by the Alaska State Worker's Compensation Statues.

2. Comprehensive General Liability	Minimum Limits
Single Limit	\$1,000,000
General Aggregate	\$2,000,000

3. Comprehensive Automobile Liability	\$1,000,000
Including all owned, hired and non-owned vehicles	

Developer's insurance shall name CBS as an additional insured and shall contain a waiver of subrogation against CBS.

E. Facility Operations

Developer shall be responsible for the day to day operation of the marine haul out and marine shipyard sublease areas. Developer is expected to work closely with the CBS and the GPIIP Board to create a fully functional marine haul out service sector at GPIIP.

CBS has a established a retail and business use zoning code for the GPIIP. This information is included in the Appendices.

F. Relationship with CBS

Developer shall be an independent contractor who has the exclusive right to operate a marine haul out and shipyard at GPIIP. Developer shall lease upland areas from CBS and Developer shall have the right to sublease those lands.

Developer shall be responsible for operating in accordance with all codes and laws and for enforcing the same requirements with any subleases that Developer may create.

CBS will operate all municipal utility systems such as electricity, water and sewer. Developer will be expected to connect to CBS utilities at Developer's expense.

Developer will also be required to pay all published CBS utility fees and charges.

Developer shall collect and remit CBS sales tax for services or sales that Developer provides at GPIIP.

Developer is responsible for the safety of persons using Developer's facilities.

Developer shall provide a port security plan, if required in the future.

Developer shall provide a spill prevention, control and countermeasure plan, if required in the future.

G. Proposal Format and Content

Please direct questions regarding this RFP to:

Garry White
Gary Paxton Industrial Park Director
City and Borough of Sitka
100 Lincoln Street
Sitka, Alaska 99835
907-747-2660
garrywhite@gci.net

Proposal Format

1. Letter of Transmittal
2. Narrative
Brief description of your company including its experience and the experience of its key individuals. Include sufficient financial information to demonstrate your ability to finance this project.
3. Provide a list of other, similar marine facilities owned or operated.
4. Include a time schedule for providing vessel haul out services and for developing uplands marine service sector businesses at GPIIP.
5. Provide a listing of proposed haul out equipment and a concept level layout of upland facilities.
6. Provide a concept level operations plan for the facility including the number of employees.

Submit three (3) copies of your Proposal in a sealed, secure envelope marked as follow:

Gary Paxton Industrial Park
Proposal to Fund, Construct and Operate a Marine Haul Out and Shipyard
Proposal Dated: _____, 2020

Proposals shall be addressed to:
Municipal Clerk
City and Borough of Sitka
100 Lincoln Street
Sitka, Alaska 99835

Proposals shall be received until 2:00 PM on April 15, 2020.

H. Evaluation Criteria and Selection Process

A selection committee consisting of the GPIIP Board of Directors and the CBS Public Works Department will evaluate the proposals and make a recommendation of award to the CBS Assembly.

The committee will use the following criteria in deriving a numerical score for each proposal:

1. Award 0 to 30 points based upon the proposer's plan to finance and operate a marine vessel haul out facility.
2. Award 0 to 15 points based upon the proposer's plan to accommodate public use of the existing waterfront ramp.
3. Award 0 to 30 points for proposer's plan to develop and facilitate the creation of an uplands marine services sector shipyard.

4. Award up to 25 points for proposer's bid price to lease the GPIIP uplands

Points will be awarded based upon this formula:

$$\frac{\text{Proposer's lease price per square foot}}{\text{Highest lease price received per square foot}} \times 25 = \text{Bid Price Points}$$

The total maximum number of points = 100

CBS reserves the right to negotiate with any proposer, to waive informalities in any of the proposals and to award the marine shipyard development contract to whichever proposer is deemed to provide the best value for the Municipality at the sole discretion of CBS. CBS will notify the selected proposer and work with that selected proposer to draft and enter into an exclusive agreement that best satisfies the preferred outcome of this RFP.

I. Schedule

Advertise Request for Proposals	March 11, 2020 to April 12, 2020
Proposals Due	April 15, 2020
Internal Review and Negotiations	April 16, 2020 to April 30, 2020
Possible CBS Assembly Award	May 2020

I. Appendices

Appendix A Environmental MOU between the State of Alaska and CBS

Appendix B GPIIP Uplands Lease Lots and Their Areas

Appendix C GPIIP Uplands Parcel Map of Potential Lease Lots

Appendix D GPIIP Zoning Code Table of Permitted Uses

Appendix E GPIIP Utilities