

CITY OF GUSTAVUS, ALASKA
PROJECT SCOPING and DEVELOPMENT FORM

This form is to be used to document project planning and approval in order to assure that: project options are well-considered; the best option is put forward; initial and continuing costs and funding are addressed; and that Council approval has been given for implementation. Use this project scoping form with the Project Planning and Approval Process Flow Chart.

Answer the questions that pertain to your proposed project. Attach additional narrative pages if necessary. Type in the electronic form using as much space as you feel is necessary.

Part 1. Project Identification

Name of Project: PIPD Planning Grant

City Department: [Marine Facilities](#)

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Phone: 907-697-2451

Part 2. Project Scope refers to a project's size, goals, and requirements. It identifies what the project is supposed to accomplish and the estimated budget (of time and money) necessary to achieve these goals. Changes in scope will need Council approval.

1. What is the project?
 - What are its goals and objectives?

The goal is to apply for a Port Infrastructure Development (PIDP) Grant for a feasibility study for a wave barrier or another solution to help protect the float system at the dock. The Port Infrastructure Development Program (PIDP) is a discretionary grant program administered by the Maritime Administration. Funds for the PIDP are awarded on a competitive basis to projects that improve the safety, efficiency, or reliability of the movement of goods into, out of, around, or within a port.

Development phase activities includes planning and a feasibility analysis.

- Who/what will be aided by this project? Who are the targeted stakeholders/customers?

The targeted stakeholders are all users of the dock and float system.

- Is a preliminary survey necessary to identify the number of potential customers/users?
N/A
- How will you design and conduct the survey? N/A
- What is NOT covered by this project? What are its boundaries?

This is not a project to build or construct anything. It is a feasibility analysis that essentially would be a pass-through grant where ADOT&PF would provide the analysis, potential solution(s) scope sequence, cost estimates, etc.

2. Why is the project needed?

- What community problem, need, or opportunity will it address?

The problem of removing, replacing, and safety issues concerning the City float system has existed for years. There have been discussions back and forth about this with ADOT for many years, with only band aid solutions. A feasibility study will generate solutions or a solution that can begin a process for actual engineering and project design to address these issues long-term.

- What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?

The feasibility analysis is the first step towards finding a solution to be able to protect the float system from damage, provide safety for the people who use the floats, and should also reduce the need for Marine Facilities to have to remove and replace the floats each year.

3. Where did the idea for this project originate? (Public comments, Council direction, committee work?)

Community surveys, public input, various user groups, accident reports that occurred on the floats.

4. Is this project part of a larger plan? (For example, the Gustavus Community Strategic Plan, or committee Annual Work Plan?)

Not yet. Once an analysis is completed and a solution proposed, the next step would be to identify funding for engineering and design for the selected solution.

5. What is your timeline for project planning?

- By when do you hope to implement the project?

The grant is due May 12th.

- Will the planning or final project occur in phases or stages?

N/A

6. What is your budget for the planning process? Will you be using a consultant?

ADOT will prepare a cost estimate breakdown indicating Department furnished engineering (they would likely hire a consultant). Their itemized cost estimate will include their ICAP (indirect) - which can change from year to year. Essentially, the City is the grant applicant, but the Department will be doing the work on our behalf. It may be possible to roll some City management/coordination time into it as well, but not much. One question that remains is how the money might flow, i.e. through the City and then to ADOT or whether ADOT can directly manage the study. ADOT will let their Planning/Grant staff figure that one out and explain in the grant application - whatever is legitimate and makes the most sense. Kirk Miller, Preconstruction Engineer will be focusing on technical content of the project and a few graphics.

7. What is your rough estimate of the total cost of the planning and final product? At the least, please list cost categories. See Part 4. (Ques. 4-8) and Part 5 (Budget) for guidance.

At the meeting with ADOT planners, they suggested it would cost approximately \$250,000.

Parts 3., 4., 5., 6. Project Investigation and Development

Parts 3.-6. refer to social, environmental, and financial impacts of various options. These questions will help you document your consideration of alternatives and your choice of the option providing the best value for the community. Your goal is to generate alternatives and make a recommendation from among them. Return to Part 3., “Summary” after applying Parts 4.-6.

Summary:

1. What alternative approaches or solutions were considered? Make a business case for your top two or three options by discussing how effectively each would fulfill the project goals, and by comparing the economic, social, and environmental costs vs. benefits of each one. N/A

2. What solution was chosen as the best and why is it the best?

There is no solution to produce a project at this time. Applying for this grant, if successful, would allow us to have a feasibility study completed to come up with a solution.

3. Identify your funding source(s).

- How will the project be funded initially, and for its operating life?

This project is to secure funding for the study.

- Is there a matching fund requirement? Please provide details.

The Federal share of the total costs of an eligible PIDP project must not exceed 80 percent; however, the Secretary may increase the Federal share of costs above 80 percent for: (1) a grant for a project that is located in a rural area; or (2) a grant awarded to a small project at a small port under 46 U.S.C. 54301(b). “Rural area” and a “small project at a small port”.

ADOT will use their indirect rate to help match if necessary.

Part 4. Environmental, Social, Financial Impacts

1. Project Impacts Checklist

Will this project affect:	No	Yes (+/-)	Maybe
Environmental quality? (+ = impact is beneficial; - = harmful)			
• Climate change	x		
• Streams/groundwater quality	x		
• Air quality	x		
• Soils/land quality			x
• Fish/wildlife habitat, populations	x		

• Plant Resources (timber, firewood, berries, etc.)	x		
• Invasive or pest species	x		
• Natural beauty of landscape or neighborhoods	x		
• Neighborhood character	x		
• Noise or other environmental impacts		+	
• Environmental sustainability		+	
• Hazardous substances use	x		
• Community waste stream	x		
• Light pollution at night	x		
Recreational opportunities?			
• Public land use and access	x		
• Trails/waterways		+	
• Parks	x		
• Public assembly/activities			x
Education/training/knowledge & skill development?	x		
Public safety?		+++	
Public health?		+	
Medical services?			x
Emergency response?		++	
Economic performance & sustainability?		+	
• Employment of residents			x
o Short-term (i.e. construction)			x
o Long-term (operating and maintenance)		+	
• Cost of living reduction	x		
• Return on investment			x
• Visitor opportunities/impressions/stays/purchases		+	
• Competitive business environment			x
• Support for existing businesses	x	+	
• New business opportunities			+
• Economic sustainability		+	
• Attractiveness of City to new residents/businesses		+	
City government performance?			
• Infrastructure quality/effectiveness/reach (more people)	x	+	
• Existing services		+	
• New services	x		
• Cost of City services		+	
• Tax income to City			x
Transportation?			
• Air	x		
• Water		+	
• Roads	x		
Communications?			
• Internet	x		
• Phone	x		
• TV/radio	x		
Other? (type in)	x		

2. How does this project provide benefits or add value in multiple areas? (E.g., benefits both the environment and business performance.) N/A

3. Are other projects related to or dependent on this project?

If successful, the next step is to obtain funding for Engineering and Design Documents

- Is this project dependent on other activities or actions? No

ADOT will be preparing the content for the PIPD Grant

- If yes, describe projects, action or activities specifying phases where appropriate.

4. Will the project require additional infrastructure, activity, or staffing outside the immediate department or activity? (e.g., will the construction of a new facility require additional roads or road maintenance or more internal City staffing?) No.

5. What regulatory permits will be required and how will they be obtained? N/A

6. What are the estimated initial (e.g., construction or purchase) and continuing operational costs of the project? N/A

7. Is an engineering design or construction estimate necessary?

Preliminary only, but the purpose of the grant is to first find a solution.

8. Will operation of the project generate any revenue for the City such as sales, user fees, or new taxes? If so, how will the new revenue be collected? N/A at this time.

Part 5. Project Budget

Proposed Budget Line Items

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$	Personnel	\$
Project management	\$	Benefits	\$
Land, structures, ROW, easements	\$	Training	\$
Engineering work	\$	Travel	\$
Permitting, inspection		Equipment	\$
Site work	\$	Contractual	\$
Construction	\$	Supplies	\$
Waste disposal	\$	Utilities	\$
Equipment	\$	Insurance	\$
Freight	\$	Repair & maintenance	\$
Contingencies	\$	Other (list)	\$
Other (list)	\$	Other (list)	\$
Other (list)		Total direct costs	\$
		Indirect costs	\$
		Income (fees, taxes)	\$
		Balance: costs-income	\$

Updated Latest Estimate Budget Line Items if Changed Date: _____

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$	Personnel	\$
Project management	\$	Benefits	\$
Land, structures, ROW, easements	\$	Training	\$
Engineering work	\$	Travel	\$
Permitting; inspection		Equipment	\$
Site work	\$	Contractual	\$
Demolition and construction	\$	Supplies	\$
Waste disposal	\$	Utilities	\$
Equipment	\$	Insurance	\$
Freight	\$	Repair & maintenance	\$
Contingencies	\$	Other (list)	\$
Other (list)	\$	Total direct costs	250,000
		Indirect costs	
		Income (fees, taxes)	\$
		Balance: costs-income	\$

Part 6. Jobs and Training (required by some granting agencies)

1. What service jobs will be needed for operation and maintenance? N/A
2. How many full-time, permanent jobs will this project create or retain? N/A
 _____ Create/retain in 1-3 years
 _____ Create/retain in 3-5 years
3. What training is necessary to prepare local residents for jobs on this project? N/A
4. How many local businesses will be affected by this project and how? N/A

Part 7. Business Plan (Upon Council request)

Upon Council request, please prepare a business plan for the operating phase of your leading option(s). Plans will differ according to the nature of the project. N/A

There are a number of good Internet sites that will assist you in developing a business plan.

One example (12/2010): is http://www.va-interactive.com/inbusiness/editorial/bizdev/ibt/business_plan.html

Basic components of a business plan:

- The Product/Service
- The Market
- The Marketing Plan
- The Competition
- Operations
- The Management Team
- Personnel

Part 8. Record of Project Planning and Development Meetings

Jim Kearns of Fairweather Adventures and I participated in a Teams meeting with various ADOT Planners, Engineers and their Division Operations Manager to discuss ADOT partnering with the City of Gustavus for a PIDP application to seek funding for a feasibility study. The City would be the primary applicant because ADOT is limited to how many applications the State can sponsor.

- 1. Please document the manner in which public input was received.

In December 2019 an infrastructure survey was distributed to Gustavus citizens. Marine Facilities was one of the identified priorities.

- Public comment on agenda item at committee or Council meeting

Public comment is received fairly regularly about the float system, safety issues and the need for a wave barrier. Some people have stopped by CH to discuss the issue.

- Special public hearing
- Dates and attendance for the above.
- Written comment from the public (please attach)

Letters have been received regarding the need for a harbor. Attached

- 2. Please use the following chart to document committee meetings, Council reports, and so on. Did the committee make recommendations or requests? Did the Council make requests of the committee?

Meeting Record

Event (Meeting of committee, Council report, public hearing, etc.	Date	Agenda Posted (date)	Minutes or record attached? (yes/no)	Outcome Rec to Council, requested action of Council, etc.	No. of attendees

Part 9. Feedback to the Council

With the understanding that this form must be adapted to a variety of projects, please provide feedback on how the form worked for your committee. Thank you for your suggestions.