



**CITY OF KOTZEBUE
RESOLUTION NO. 24-48**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE AUTHORIZING THE CITY MANAGER OR HER DESIGNEE TO FINALIZE AND PUBLISH A REQUEST FOR PROPOSAL (“RFP”) FOR A CONSULTANT FOR A PERIOD OF TWO YEARS USING FUNDS FROM THE UNITED STATES DEPARTMENT OF TRANSPORTATION PORT INFRASTRUCTURE DEVELOPMENT PROGRAM (“PIDP”) GRANT.

- WHEREAS,** the City of Kotzebue was successful in obtaining a PIDP Grant for the Cape Blossom Port;
- WHEREAS,** the Cape Blossom Port has been a long-term priority for the City of Kotzebue and the NANA Region many years;
- WHEREAS,** the Cape Blossom Port is a major undertaking that requires expertise for its planning and development to make the Port a reality and a facility that will serve the residents of Kotzebue and NANA Region for decades to come; and,
- WHEREAS,** this consultant needs to be identified and put under contract as soon as possible to keep this Project on track and moving forward.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Kotzebue authorizes the City Manager or her designee to finalize and publish an RFP for a consultant for a period of two years using funds from the United States Department of Transportation PIDP Grant for the Cape Blossom Port.

PASSED AND APPROVED by a duly constituted quorum of the City Council of the City of Kotzebue, Alaska, this 1st day of August, 2024.

CITY OF KOTZEBUE

Saima Chase, Mayor

[SEAL]

ATTEST:

Acting City Clerk

Request for Proposals (RFP)
Cape Blossom Port Planning and Design Project
City of Kotzebue

1. Introduction

The City of Kotzebue (the "City") is seeking proposals from qualified firms (the "Consultant") to providing planning and design services for the Cape Blossom Port Project. This project is funded through the Port Infrastructure Development Program (PIDP) grant and local match funding. The selected Consultant will develop a comprehensive plan and design for the Cape Blossom Port to support the City's economic and infrastructural growth.

The development of the Cape Blossom Regional Port has been an aspiration for the Northwest Arctic Region for several decades, with the primary aim of reducing the cost of living for residents. Phase I of the Cape Blossom Road was completed in the summer of 2023 with 10 miles of road ending at Sadie Creek. Phase II of the road is currently out for RFP and will be considered in the summer of 2025 which will be the remainder of the road and bridge to Cape Blossom Port Site. This road project is led by the State of Alaska Department of Transportation, in partnership with the City of Kotzebue and the Northwest Arctic Borough.

Phase III of the project focuses on the planning and development of the Cape Blossom Port. This phase will involve collaboration among key stakeholders to determine the next steps in advancing the port's development. The request for proposal is seeking to hire a firm or consultant to carry out the next phase of Cape Blossom Port Planning Project.

2. Project Overview

- **Project Name:** Cape Blossom Port Planning and Design Project
 - **Location:** Cape Blossom, Kotzebue, Alaska
 - **Grant Funding Source:** Port Infrastructure Development Program (PIDP), City of Kotzebue.
 - **Project Timeline:** September 2024 through September 2026
-

3. Scope of Work

The Cape Blossom Port Planning Project will conduct comprehensive planning and feasibility analyses for a new port at Cape Blossom Port. The purpose of the project is to improve transportation efficiency, reduce safety risks during loading and unloading freight, eliminate the expense of barge lighterage services, and reduce the overall cost of transporting goods and

services to 12 Northwest Arctic Borough (NAB) communities, including Kotzebue. The estimated timeline for completing the project is 24 months.

The selected consultant will be responsible for carrying out all aspects of the work and may consult with outside parties to ensure the successful completion of the project. Any involvement of outside firms or consultants must be clearly specified in the proposal submission.

Key Activities:

1. Coordination with Stakeholders:

- Coordinate the Cape Blossom Regional Planning Committee, which includes regional partners from tribes, native corporations, municipal governments, and for-profit organizations.
- Work diligently with the City of Kotzebue Office of the City Manager and City Council.
- Guide the work to complete the attached tasks and ensure alignment with regional development goals.

2. Guide Work for Existing Conditions and Requirements:

- Conduct or consult on the contract work for site surveys, bathymetry, metocean analysis, and sediment transportation studies to determine the safest site for the port.
- Evaluate or consult on the contract work for vessel navigation, establish vessel requirements, and define geotechnical and seismic requirements for future port design stages.

3. Upland Development Needs:

- Establish requirements for storage capacity, power, mechanical and electrical needs, environmental controls, safety, and security.
- Plan for the port's ability to withstand emergencies or major disasters during operations.

4. Cost Estimation:

- Develop a "rough order of magnitude" (ROM) cost estimate for the proposed dock, including design, pre-construction permitting, and construction costs.
- Work with engineering firm conducting the economic study.

5. Preliminary Design Concepts:

- Develop preliminary design concepts based on site selection studies and planning results.

6. Administrative Support:

- Provide support for procurement of contractors and consultants, project monitoring, accounting and grant administration, project reporting, and closeout.
-

4. Proposal Requirements

Interested firms should submit a proposal that includes the following:

1. Cover Letter

- Introduction to the firm/ consultant
- Expression of interest in the project

2. Firm Qualifications

- History and relevant experience
- Resumes of key personnel

3. Project Approach

- Detailed approach to the scope of work
- Methodology for community engagement and regulatory compliance

4. Project Schedule

- Proposed timeline for completing the project

5. Cost Proposal

- Breakdown of costs by task
- Hourly rates for personnel

6. References

- Contact information for at least three (1) reference from similar projects
-

5. Evaluation Criteria

The evaluation criteria will be reviewed by the Cape Blossom Regional Strategy Committee during the scheduled meeting in September. They will make a recommendation of a selected candidate to the City Council. The City Council will then review the recommendation and select the candidate by way of resolution in September 2024.

1. Experience and Qualifications (30 points)

- Relevant experience of the firm and key personnel

2. Project Approach and Methodology (30 points)

- Understanding of the project and proposed approach

3. Cost Proposal (20 points)

- Reasonableness and completeness of the cost proposal

4. Schedule (10 points)

- Feasibility of the proposed project schedule

5. References (10 points)

- Feedback from provided references
-

6. Submission Instructions

Proposals must be submitted by September 9, 2024, at 5:00PM AKST to the following address:

City of Kotzebue
P.O. Box 46
Kotzebue, AK 99752
Attn: Tessa Baldwin, City Manager

Proposals may also be submitted electronically to: customerservices@kotzebue.org

7. Questions and Clarifications

All questions regarding this RFP must be submitted in writing to Sam Camp, Planning Director, satkinson@kotzebue.org by September 2, 2024. Responses will be provided to all interested parties prior to September 6, 2024.

8. Additional Information

The City reserves the right to reject all proposals, to waive any irregularities or informalities in any proposal, and to select the proposal that best meets the needs of the City.

9. Attachments

- Site Map of Cape Blossom
- PIDP Grant Information
- Cape Blossom Site Conditions Survey

10. Timeline

- **RFP Issuance Date:** August 9, 2024
 - **Proposal Submission Deadline:** September 9, 2024
 - **Evaluation Period:** September 16-23, 2024
 - **Consultant Selection:** September 30, 2024
 - **Project Kickoff:** October 2024
-

DRAFT