City of Ketchikan

City Manager
334 Front Street
Ketchikan, AK 99901

Phone (907) 228-5603
Fax (907) 225-5075

TRANSMITTAL MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Lacey G. Simpson, Assistant City Manager

DATE: July 16, 2020

RE: **Scheduled Public Meetings and Visits with Shortlisted Proposers - Contract No. 19-36, Redevelopment of Port of Ketchikan Berths I, II, III and IV and Other Infrastructure within the City of Ketchikan**

At the City Council meeting of July 2, 2020, the City Manager proposed a schedule for public meetings and presentations with the shortlisted proposers for Contract No. 19-36, Redevelopment of Port of Ketchikan Berths I, II, III and IV and Other Infrastructure within the City of Ketchikan. The City Council agreed to the proposed schedule and staff contacted the proposers requesting their participation on the established dates. Both Survey Points Holdings, Inc. and Ketchikan Port Solutions have agreed to participate per their respective schedules.

As outlined in the attached agendas, Survey Point Holdings, Inc. will meet with staff and give presentations to the public and City Council August 11, 12 and 13, 2020, and Ketchikan Port Solutions will follow the same schedule on August 25, 26 and 27, 2020. The Port & Harbors Advisory Board has agreed to host the Public Presentations and Open Houses with each proposer on August 12 and 26, respectively. As was requested by the City Council at the July 2, 2020 meeting, the City's retained legal counsel Bob Blasco will participate in these meetings.

Staff requests that any questions the City Council may wish to ask of Survey Point Holdings, Inc. at the August 11 meeting with staff or at the August 13 Special City Council meeting be submitted to the City Manager by the close of business Friday, August 7, 2020. Any questions the Council may wish to ask of Ketchikan Port Solutions are requested to be submitted to the City Manager by the close of business Friday, August 21, 2020.

Should the City Council have any questions and/or concerns regarding the proposer meetings, staff will attempt to respond accordingly.

REDEVELOPMENT OF PORT OF KETCHIKAN BERTHS I, II, III AND IV AND OTHER INFRASTRUCTURE WITHIN THE CITY OF KETCHIKAN
CONTRACT 19-36

SURVEY POINT HOLDINGS, INC.

Shortlist Meetings Agenda

Tuesday, August 11, 2020

Meeting with City of Ketchikan Staff — 1:00 – 4:00 pm
Ted Ferry Civic Center
Conference Room
888 Venetia Ave.

Wednesday, August 12, 2020

Port Facilities Tour — 10:00 am – 12:00 pm

Public Presentation & Open House* — 6:00 – 9:00 pm
Hosted by the Port & Harbors Advisory Board
Ted Ferry Civic Center
Main Ballroom

This will be an opportunity for the proposer to introduce themselves and their vision for the Port of Ketchikan to the community and for the public and Port & Harbors Advisory Board to ask questions of the proposer. The City does not expect the proposer to discuss or reveal confidential aspects of its tendered proposal.

Thursday, August 13, 2020

Special City Council Meeting* — 6:00 – 9:00 pm
Ted Ferry Civic Center
Main Ballroom

This public meeting will consist of the following agenda:

- Persons to be Heard
- Proposer Presentation to the City Council (maximum 45 minutes)
- Mayor and City Council Questions of Proposer
- Mayor and City Council Comments
- Executive Session with Mayor, Council and Proposer – Confidential Discussion

** Proposers should be aware of the public nature of these meetings and guide themselves accordingly when discussing matters that they may consider confidential or proprietary.*

REDEVELOPMENT OF PORT OF KETCHIKAN BERTHS I, II, III AND IV AND OTHER INFRASTRUCTURE WITHIN THE CITY OF KETCHIKAN
CONTRACT 19-36

KETCHIKAN PORT SOLUTIONS

Shortlist Meetings Agenda

Tuesday, August 25, 2020

Meeting with City of Ketchikan Staff — 1:00 – 4:00 pm
Ted Ferry Civic Center
Conference Room
888 Venetia Ave.

Wednesday, August 26, 2020

Port Facilities Tour — 10:00 am – 12:00 pm

Public Presentation & Open House* — 6:00 – 9:00 pm
Hosted by the Port & Harbors Advisory Board
Ted Ferry Civic Center
Main Ballroom

This will be an opportunity for the proposer to introduce themselves and their vision for the Port of Ketchikan to the community and for the public and the Port & Harbors Advisory Board to ask questions of the proposer. The City does not expect the proposer to discuss or reveal confidential aspects of its tendered proposal.

Thursday, August 27, 2020

Special City Council Meeting* — 6:00 – 9:00 pm
Ted Ferry Civic Center
Main Ballroom

This public meeting will consist of the following agenda:

- Persons to be Heard
- Proposer Presentation to the City Council (maximum 45 minutes)
- Mayor and City Council Questions of Proposer
- Mayor and City Council Comments
- Executive Session with Mayor, Council and Proposer – Confidential Discussion

** Proposer should be aware of the public nature of these meetings and guide themselves accordingly when discussing matters that they may consider confidential or proprietary.*

Accepting Alternative Water Main Alignment – Contract No. 19-45 - Schoenbar Road Raw Water Transmission Main Design – DOWL

Moved by Coose, seconded by Gage the City Council accept the alternative water main alignment for Contract No. 19-45, Schoenbar Road Raw Water Transmission Main Design, as detailed in the Water Division Manager's report dated June 18, 2020; and authorize the general manager to pursue the acquisition of easements as necessary from the Ketchikan Gateway Borough and the Ketchikan Gateway Borough School District.

Mayor Sivertsen reiterated that this moves the transmission line away from the original traffic lanes of Schoenbar. He asked if it stops there or reconnects to the tank, and if the remainder of the line was in fair repair.

Councilmember Bergeron asked if this was a dangerous project.

Water Division Manager Kleinegger answered questions from the Council.

Motion passed with Bergeron, Coose, Kiffer, Gage, Zenge, Flora and Chapel voting yea.

VOUCHERS

Moved by Flora, seconded by Kiffer for approval of vouchers to Millard & Associates, LLC in the amount of $743.75.

Motion passed with Gage, Zenge, Flora, Chapel, Coose and Kiffer voting yea; and Bergeron abstain.

CITY MANAGER'S REPORT

Manager Amylon stated the presentation from PeaceHealth Medical Center had been postponed and their next available date is August 6th or 28th, if the Council has a preference. It was the consensus of the Council to have the presentation rescheduled on August 6th. He informed there is a special preparatory budget meeting scheduled for July 9th at 6:00 p.m. He said a packet would be going out on Monday July 6th, 2020, and due to the ad publication deadline a decision was made to start the meeting at 6:00 p.m. He said pending Council confirmation tonight staff will target meetings with Survey Point Holdings and Ketchikan Port Solutions for August 13 and 27, 2020. He stated the day before each of those meetings the Port & Harbors Advisory Board will be holding public forums. He informed these meeting are for the proposers to present themselves to the community, present their non-proprietary aspects of their proposals and answer questions from the community on who they are and what they want to do. He informed at the 13th and 27th meetings there will be executive sessions scheduled, and he questioned if the Council would like to have Attorney Blascoe present to attend those meetings relative to Council questions. Mayor Sivertsen said in person would be appropriate.

Schedule of General Government and KPU Appropriated Reserves Through the City Council Meeting of June 18, 2020

In his report, Manager Amylon provided the Council a schedule of General Government and KPU Appropriated Reserves through the City Council meeting of June 18, 2020.

COVID-19 Financial Report for the Period Ending June 15, 2020