

# **Haines Borough Request for Qualifications Haines Port Development Plan**

## **Introduction**

The Haines Borough is requesting qualifications from consulting firms licensed to do business in Alaska who have experience in creating port development plans. The purpose of this Request for Qualifications ("RFQ") is to obtain information related to the experience, references and qualifications of potential consultants or consultant teams.

This notice shall serve as the Haines Borough's Request for Qualifications (RFQ) for consultants. Responses to this RFQ will be used in the process to select and negotiate with a qualified firm to perform the work described herein.

This RFQ does not commit the Haines Borough (hereinafter "Borough") to enter into a contract, nor does it obligate the Borough to pay for any costs incurred in the preparation and submission of Qualification Statements or negotiations for or in anticipation of any contract. The Borough reserves the right at its sole discretion: to make selections, to reject any or all submissions, to issue subsequent RFQs, to remedy technical errors in the RFQ process and to enter into a contract with one or more consultants for the provision of any, all or some of the services described herein. Additionally, the Borough may request proposals from two or more of the top ranked consulting firms for evaluation and final selection.

## **Background**

The Haines Borough Assembly has established a Haines Port Development Steering Committee (HPSC) for the stated purpose: To prepare an actionable plan including port configuration concepts to enable the Borough to make sound port investment decisions in advancing the interests of the Borough, region and state. The selected Consultant will assist the Haines Borough in creating the Port Development Plan.

## **Scope of Services**

Approximately sixty percent of the work product will be allocated to the preparation of a constructible conceptual plan for the short term, including an actionable business plan, for a port development project to be completed within five years.

The remainder of the work product will be equally allocated to follow-on conceptual planning with an outlook to 15 years medium term, and 35 to 55 years for the long term. Immediate tasks include:

1. A detailed examination of the condition of existing road and port infrastructure in Haines, as well as planned infrastructure improvements
2. An assessment of potential demand for the port (passenger, re-supply, product and bulk commodity traffic)
3. A competitive assessment of Haines versus other ports and modes of transport for the delivery of goods to and from the Yukon, Northern British Columbia and Interior Alaska
4. An assessment of potential option for the redevelopment of the port
5. An examination of governance options
6. A discussion of implementation considerations for the plan

Secondary goals include:

1. Creation of an implementation organization
2. Review of funding options
3. Develop a communications strategy/program
4. Develop the full project description

5. Engage the regulatory agencies
6. Identify and undertake the appropriate environmental baseline studies
7. Clarify all issues related to land ownerships
8. Determine governance mode

The Consultant will provide regular updates to the HPSC.

The HPSC will submit the draft plan with its recommendations to the Haines Borough Assembly (hereinafter, "Assembly") for consideration. The Assembly may modify the Plan prior to adoption.

The primary role of the firm or individual selected (hereinafter, "Consultant") is to provide overall guidance, coordination, assimilation, context, formatting, and printing of draft and final work products. The Consultant may also be asked to serve as a facilitator for public meetings and data collection through a variety of methods.

The Borough will take a very active role in the research and development of the Plan. Borough staff will be thoroughly involved in all facets of the assimilation of data and development of background information. Existing and concurrent consultant work products may also be incorporated into the Plan.

At this time, the scope of services also includes the following significant elements:

- Attend and facilitate meetings of the Haines Port Development Plan Steering Committee (hereinafter, "Steering Committee"). These meetings are expected to occur not less than monthly during the process.
- Conduct a minimum of three public meetings to solicit input and to present recommendations.
- Attend Borough Assembly, Planning Commission, and other Borough committee meetings as deemed necessary during the update process, which will be concluded by Borough Assembly's adoption of an ordinance adopting the Port Development Plan Update in accordance with the Borough's Charter and Code procedures.
- Prepare and submit both draft and final versions of the Plan.
- Provide 50 printed copies of the final Port Development Plan document and an electronic copy of the final document in PDF format (text and maps). The scope of services will be finalized once the consultant for the project is selected.

## **Qualification Statement Contents and Scoring Criteria**

1. The Qualification Statement must include a 2 to 3 page Letter of Interest (LOI) in narrative form that includes applicable experience, proposed methodology or approach, outline of tasks, timelines, and other relevant details. *(40 Points)*

In addition to the LOI, the Qualification Statement must also include:

2. Firm name, address of office where the majority of work for this engagement will be performed, the number of years the consultant has been in business and a brief history of the firm, including all of the information requested in this section for any sub contractors, if applicable *(5 Points)*

3. List of personnel, and their experience, to be involved with this project, including the name of Project Manager (PM) or the individual who would be the Borough's primary contact during the project *(10 Points)*

4. Specialized experience with similar projects and technical expertise of consultant and its personnel to be assigned to this project *(15 Points)*

5. Commitment statement of PM and staff availability during the project time period, taking into consideration the current and planned workload of the firm *(15 Points)*

6. Past record of performance on similar contracts with the Borough and/or other similar clients including quality of work, timeliness and cost control; provide names and telephone numbers of five (5) other client contacts for reference purposes (10 Points)

7. Description of firm's experience in working with communities similar in size and character to the Haines Borough (5 Points)

NOTE: Qualification statements must contain responses corresponding to each numbered item in the above list.

### **Selection Process**

The selection process will proceed in the following manner:

1. The Borough will review and evaluate the Statements of Qualifications, including the LOI submitted.

2. The results of the review and evaluation of the responses to the RFQ based on the above scoring criteria will be used to select one or more consultants to meet with Borough staff or any selection team for an interview.

3. Discussions with the top ranked consultant or consultants may include a Request for Proposals (RFP) from two or more of the top ranked consulting firms for evaluation and final selection.

4. Upon completion of successful negotiations, a recommendation will be made to the Borough Assembly for the authorization of a contract with the consultant or consultants. After authorization by the adoption of a Resolution of the Assembly, a contract will be executed by the Borough and the Consultant.

### **Submission of Qualification Statements**

Submissions received after the deadline will not be considered. Questions may be directed to:

Mark Earnest, Borough Manager  
(907) 766-2231 ext. 29  
[mearnest@haines.ak.us](mailto:mearnest@haines.ak.us).

Qualification Statement Proposals may be hand-delivered, mailed, express delivered, faxed, or emailed until **1:00 PM, local time, Friday, October 21, 2011**. Submissions must be clearly marked "Haines Borough Port Development Plan" and submitted to:

Office of the Borough Clerk  
Haines Borough Administration  
P.O. Box 1209  
103 Third Ave., Haines, Alaska  
Haines, AK 99827  
Tel: 907-766-2716 ext 31 or 60  
[jcozzi@haines.ak.us](mailto:jcozzi@haines.ak.us) or [jheinz@haines.ak.us](mailto:jheinz@haines.ak.us)

The Borough reserves the right to reject any and all submittals, to waive any informalities or technicalities, and to negotiate with any responder to this RFQ it deems to be the best qualified.