



REQUEST FOR PROPOSALS FOR

PETERSBURG BOROUGH COMPREHENSIVE PLAN UPDATE AND HARBOR MASTER PLAN

INTRODUCTION

The Petersburg Borough will receive proposals from individuals or firms having experience and qualifications in the areas identified in the solicitation. For consideration, proposals must contain evidence of the individual's or firm's experience and abilities in the specified area and other disciplines directly related to the proposed service, as well as other information as requested in this RFP. All respondents shall provide profiles and resumes of the staff to be assigned to the project, including subcontractors if any, references, illustrative examples of similar work performed, and any other information that clearly demonstrates the respondent's expertise in the area of the RFP.

DEADLINE

Complete application packages in the format requested **must be received at the office of the Director of Community Development by 3:00 p.m., local time, July 11, 2014.** (Please note that mail and "overnight" delivery to Petersburg is often delayed due to weather conditions and poor transportation connections.) Proposals received after this deadline will not be accepted and will be returned unopened to the responding individual or firm. Emailed proposals must be received in the office of the Director of Community Development (lluczak@petersburgak.gov) by this time and date. *Faxed copies will not be accepted.*

OVERVIEW

The former City of Petersburg's Comprehensive Plan was prepared in 2000. The Zoning Ordinance was adopted in 1985 and has had periodic modifications. In 2001 the City Council incorporated the Petersburg Strategic Development Plan with the City's Comprehensive Plan. The Petersburg Economic Development Council also completed several community visioning sessions since 2000 that will be helpful for comprehensive plan background information. In January 2013 the City of Petersburg was dissolved and the Petersburg Borough was created. This resulted in an area approximately 83 times the area of the former city (approximately 3,800 sq. miles). However, the vast majority of this land is federally

owned and managed as the Tongass National Forest. The population of the Petersburg Borough is 3,269 compared to 2,948 for the former City of Petersburg (2010 Census numbers). The Petersburg Borough boundaries encompass the City of Kupreanof. The City of Kupreanof has its own planning and zoning authority.

The Petersburg Borough has developed a GIS mapping program that could be used for tax assessments and basic planning purposes. The mapping data includes mostly scanned parcel information with surveyed data being incorporated as acquired, 1996 aerial photography, and parcel tax information. The Borough would make the services of the Mapping Technician available to the consultant for assistance in the preparation of maps.

The former City's Comprehensive Plan, Strategic Development Plan, Economic Profile, Annual Building Reports, Map of Petersburg Harbors, Harbor Rates, FY15 proposed Harbor Budget and the Municipal Code (with the zoning ordinance) can be found on-line through links at www.petersburgak.gov and on the Community Development Department's Planning page at: <http://bit.ly/1eg6Njx>.

PROJECT DESCRIPTION

The Borough is soliciting from qualified respondent's proposals with detailed methodology and scheduling information for an update of the 2000 Comprehensive Plan. Work includes facilitating meetings and synthesizing input from the public and local government into a coherent document. The process should update the current Comprehensive Plan, and include the following elements in order of priority:

- a. Harbor Master Plan – The work will include, but is not limited to the following:
 - i. Inventory existing infrastructure including parking and uplands improvements, and State of Alaska owned docks and floats within the Petersburg Borough.
 - ii. Condition assessment of harbor infrastructure
 - iii. Forecast of future facility needs based upon trends in the commercial and sport fishing areas, as well as those needs associated with recreational and subsistence activities.
 - iv. Evaluation of the economic impact of the Harbor activities on the community.
 - v. Moorage rate study based upon the results of the capital and operating requirements of the Harbor.
- b. Zoning/Land Use – Update the zoning and land use portions of the existing Comprehensive Plan. Identify and document existing land uses outside of Service Area 1. Evaluate need for zoning and provide recommendations, if appropriate, in unorganized neighborhoods of the borough.
- c. Municipal Land Selection - Evaluate available state land for future economic

and community development opportunities. Assist the Land Selection Committee and public to prioritize Municipal Land Entitlement Selections and recommend zoning, if appropriate.

Waterfront - This element will evaluate how zoning treats land around working harbors and other water access areas; whether zoning designations are needed to ensure sufficient commercial/industrial waterfront property is available for industry needs; and examples of waterfront zoning designations to address identified issues, if any.

Housing - Evaluation of housing availability and affordability for all socioeconomic segments of the community; identification of housing issues, such as substandard housing; and examples of policies and/or codes to address identified issues.

Visitor Industry – Evaluation of existing impact of the visitor industry on the community, and steps necessary to implement programs that would enhance this portion of the local economy.

Quality of Life – Evaluation of concepts and their potential implementation in the community such as “walkable communities”, downtown or historical district designations, further development of museum and/or arts community features, and discussion of food security issues.

The Petersburg Borough anticipates an involved public procedure and process for developing a new Comprehensive Plan, Harbor Master Plan, and the new zoning districts, if any. As Petersburg is a community with specific lifestyle requirements many residents are involved in the seafood industry during the summer months, the borough would prefer that public meetings be scheduled during the Fall of 2014.

The proposer shall provide twenty (20) bound color copies, (1) unbound copy, and one (1) electronic version of the draft comprehensive plan and fifty (50) bound color copies, (1) unbound copy, and one (1) electronic version of the final comprehensive plan update in Microsoft Word, AutoDesk, and ArcGIS as compatible with the borough’s mapping and computer programs.

PROCESS

The Borough suggests the following process:

JUNE 2014

- Borough Advertises the Request for Proposals
- Petersburg Borough Departments complete a factual review of the existing Comprehensive Plan and update the descriptions relation to their various

departments.

- Borough Assembly designates 2 representatives to participate in the process with the Evaluation & Planning Committee.

JULY 2014

- Proposals due from potential participants by July 11, 2014.

JULY 2014

- Teleconferences/videoconferences scheduled for presentations to the Evaluation and Planning Committee

AUG 2014

- Borough Assembly to award the Project – August 4, 2014

APRIL 2015

- Presentation of the DRAFT plan to Planning Commission for review and comment.
- Public and departmental review of draft plan. Comments forwarded to Planning Commission.

MAY 2015

- FINAL Comprehensive Plan & Harbor Master Plan delivered to Planning Commission.
- Planning Commission presents plan to Assembly.

QUALIFIED RESPONDERS

Qualified responders will have experience in land use planning, comprehensive plan development, harbor & waterfront development, leading public meetings, consensus building and conflict resolution. All respondents must have a current Alaska Business License or have the ability to get one prior to execution of the contract, and any applicable professional licenses required by Alaska Statute.

SELECTION PROCESS

The Borough Assembly will appoint an ad hoc Evaluation and Planning Committee to include representation from the Planning Commission, Harbor Advisory Board, Petersburg Economic Development Council, Chamber of Commerce, and the Assembly (Borough). The Evaluation Committee shall upon the completion of this process make a recommendation to the Borough Assembly. It is important that respondents emphasize specific information pertinent to the work. Evaluation of the responses will be based on the following criteria:

1. Qualifications, education and experience of the individual, the firm and assigned staff

members.

2. Approach of the firm to the various aspects of this project, including demonstrated creativity, willingness to work with many different interest groups, and provide an integrated and realistic plan with achievable action plans.
3. Experience and successes in community development, comprehensive plan development and providing creative solutions for smaller, rural communities.
4. A demonstrated understanding of the community of Petersburg and surrounding region, its needs and proposed objectives.
5. Cost of the program

RESPONSE FORMAT

Respondents shall respond item-by-item to the RFP in the format listed below:

1. **Management summary.** Provide a cover letter indicating the underlying philosophy of the individual or firm in providing the service; the name and address of the person or persons to contact, and the name of the person authorized to represent the individual or firm. The letter must be signed by the person authorized to bind the individual or firm to all commitments made in the proposal.
2. **Proposal.** Describe in detail the methodology, planning and scheduling proposed – how the service will be provided, the public review, feedback and contact component, and cost of services.
3. **Individual/Firm education, experience and capacity.** Describe the education and experience of the individual or firm in providing the service, give number of years that the service has been delivered, and provide a statement on the extent of any corporate expansion required to handle the service. Provide examples of previously completed work of a similar nature.
4. **Personnel.** Attach resumes of all those who will be involved in the delivery of service that include their experience in this area of service delivery. Indicate the level of involvement by principals of the firm in the day-to-day operation of the contract.
5. **References.** Provide three references for any previous relevant experience. Include the name of the organization, the length of the contract, a brief summary of the work, and the name and telephone number of a responsible contact person.
6. **Additional data.** Provide any additional information that will aid in evaluation of the response.

SPECIAL INSTRUCTIONS

Submission of proposals and deadlines

Inquiry deadline: Questions, objections, or protests relating to defects, errors, omissions or the content of the RFP, must be made in writing and received by the Director of Community Development no later than 3:00 p.m. local time, June 27, 2014 so that any necessary changes may be published and distributed to all interested parties.

Proposal Submission Deadline: **To be considered, a complete application package in the format requested must be received at the Office of the Director of Community Development by 3:00 p.m., local time, July 11, 2014. (Please note that mail and “overnight” delivery to Petersburg is often delayed due to weather conditions and poor transportation connections.)**

Proposals received after this deadline will not be accepted and will be returned unopened to the responding individual or firm. Emailed proposals must be received in the Office of the Director of Community Development (lluczak@petersburgak.gov) by this time and date. *Faxed copies will not be accepted.*

Proposals will be clearly marked on the outside packaging **“RFP for Petersburg Borough Comprehensive Plan.”** Proposals should be typed and full sized. Twelve (12) copies of the proposal must be submitted; and one (1) of the twelve copies must be suitable for copying, specifically it shall not be bound and it shall be printed on one side of 8.5 by 11 white paper.

RFP limitations/conditions

Preparation costs: This RFP does not in any way commit the Borough to reimburse recipients of this RFP for any of the cost of preparing and submitting a proposal for these services. All costs incurred by respondents in the preparation of the proposal, including travel and personal expenses, shall be the sole responsibility of the respondent. Furthermore, this RFP does not obligate the Borough to accept or contract for, any services expressed or implied.

Clarification, modification, rejection of RFP: The Borough reserves the right to: (1) Modify or otherwise alter any or all of the requirements herein. In the event of any modifications, all respondents who submitted proposals will be given an equal opportunity to modify their proposals in the specific areas that are affected. (2) Reject any proposal not adhering to any and all requirements set forth in this RFP. (3) Reject any or all responses received and to waive formality in solicitation procedures. The Borough may reject all proposals at any time, when it is not in the best interest of the Borough to select a proposal. The Borough reserves the right to terminate this RFP at any time.

Disclosure of proposal contents: During proposal evaluation, all proposals and their content will become available for public inspection. All proposals and other materials become the

property of the Borough and may be returned only at the option of the Borough.

Addenda to the RFP: In the event it becomes necessary to revise any part of this RFP, addenda will be provided to any entity that received the basic RFP package from the Borough and provided the necessary contact information.

Independent price certification: By submission of a proposal, the respondent certifies that any prices in the proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such prices with any other respondent or with any competitor.

Subcontracting: Respondents must include any plans for subcontracting services or activities under the proposed program. This plan must include a description of the services and activities to be subcontracted and the names of subcontractors. The contractor will be responsible for the performance and accomplishment of program objectives by subcontractors.

PETERSBURG BOROUGH
REQUEST FOR PROPOSALS
FOR
Comprehensive Plan Update and Harbor Master Plan

Notice is hereby given that the Petersburg Borough, Alaska is soliciting proposals for a Petersburg Borough Comprehensive Plan.

Proposals must contain evidence of the individual's or firm's experience and abilities in the specified area and other disciplines directly related to the proposed service, as well as other information as requested in the RFP.

A complete proposal packet may be obtained by contacting the Director of Community Development, 303 South Second Street, Petersburg, Alaska. Phone - 907 772-4533 ex 21. Email – lluczak@petersburgak.gov

Proposals shall be submitted by mail or email, but must be received by the Director of Community Development by 3:00 p.m. July 11, 2014, prevailing time. Clearly mark on the outside of the envelope, "**RFP for Petersburg Borough Comprehensive Plan.**"

The Petersburg Borough reserves the right to accept or reject any or all proposals, to waive irregularities or information in the proposals, and to award the contract to the respondent that best meets the selection criteria.

Dated this 3rd day of June 2014.

Stephen Giesbrecht, Borough Manager
Petersburg Borough, Alaska