



11A3

Haines Borough Assembly Agenda Bill

Agenda Bill No.: 24-1366

Assembly Meeting Date: 03/12/24

Business Item Description:	Attachments:
Subject: Visitor Shuttle Service	1. Resolution 24-03-1104 2. AMG Proposal 3. Request for Proposals
Originator:	
Originating Department: Tourism	
Date Submitted: 3/7/24	

Full Title/Motion:
Motion: Adopt Resolution 24-03-1104

Administrative Recommendation:

Fiscal Impact:			
Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ 125-150/hr	\$ 15,000 FY24	\$ In Budget for FY25	N/A

Comprehensive Plan Consistency Review:	
Comp Plan Goals/Objectives:	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Summary Statement:
<p>The visitor shuttle runs on a designated route map, stopping at various points of interest in the community and is for cruise ship visitors and for special events. Funding for the service is budgeted annually out of the Commercial Passenger Vessel Tax Fund and is currently in the FY24 budget as well as in the proposed FY25 budget.</p> <p>The borough issued an RFP for 2024 visitor shuttle services and received one proposal from AMG for \$150/hr. The Administration clarified that for vehicles that do not require a CDL driver, it will be \$125/hr.</p> <p>The tourism director recommends awarding the contract to AMG.</p>

Referral:	
Referred to:	Referral Date:
Recommendation:	Meeting Date:

Assembly Action:	
Meeting Date(s): 3/12/24	Public Hearing Date(s): 3/12/24
	Postponed to Date:

HAINES BOROUGH
RESOLUTION No. 24-03-1104

Draft

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to contract with Alaska Mountain Guides for \$150 per hour or \$125 per hour for the operation of the 2024 Visitor Shuttle Service.

WHEREAS, the Visitor Shuttle runs on a designated route map, stopping at various points of interest in the community on cruise ship days and for special events; and

WHEREAS, the Haines Borough (Borough) issued a Request for Proposals (RFP) from qualified individuals or firms; and

WHEREAS, the Borough received one proposal: Alaska Mountain Guides (AMG) for \$150 per hour for large vehicles requiring drivers with a Commercial Driver's License (CDL); and

WHEREAS, the Borough Administration has clarified with AMG that for smaller vehicles (under 15 passengers) the price will be \$125 per hour; and

WHEREAS, the Tourism Director has reviewed the proposal and recommends award; and

WHEREAS, funding for the service is budgeted annually out of the Commercial Passenger Vessel Tax Fund and is currently in the FY24 budget as well as in the proposed FY25 budget;

NOW, THEREFORE, BE IT RESOLVED that the Haines Borough Assembly authorizes the Borough Manager to contract with Alaska Mountain Guides for \$150 per hour for the operation of larger vehicles requiring a driver with a Commercial Driver's License and \$125 per hour for smaller vehicles to provide the 2024 Visitor Shuttle Service.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 12th day of March, 2024.

Thomas C. Morphet, Mayor

Attest:

Alekka Fullerton, MMC, Borough Clerk

From: [Alekka Fullerton](#)
To: [Alekka Fullerton](#)
Subject: CONFIDENTIAL SHUTTLE RFP
Date: Thursday, February 22, 2024 1:56:36 PM

From: Meghan Condon
Sent: Monday, February 5, 2024 12:49 PM
To: Clerk@haines.ak.us; Alekka Fullerton <afullerton@haines.ak.us>
Cc: Sean Gaffney <sean@alaskamountainguides.com>; Director <director@alaskamountainguides.com>
Subject: CONFIDENTIAL SHUTTLE RFP

Hi Alekka,

I hope this email finds you well.

I am writing to express Alaska Mountain Guides' interest in offering the shopper/visitor shuttle service for Haines Borough. Alaska Mountain Guides has proven to be a vital contributor to the tourism industry in Haines for over 30 years. We're confident that our team and resources are well-suited to handle this task effectively. For payment, we propose \$150 an hour, per vehicle.

We have the drivers and vehicles necessary to fulfill the needs of the visitor shuttle service.

- At least 10+ available CDL buses with 40 or more capacity (capacity range: 44- 56 passengers)
 - Vehicle types include: Bluebird bus and Thomas motorcoach
- 3+ available vehicles with above 15 capacity (capacity range: 15-27 passengers)
 - Vehicle types include: Ford Airporter and GMC bus
- CDL drivers: we will have at least 20 CDL drivers available during the season and will rotate drivers to comply with CDL driving hour limitations.

Our reasoning for pricing includes:

- CDL certification is a costly and lengthy process.
 - Trainees are required to fly to Juneau to pass driving test, which can cost \$600-700 for flight and hotel.
 - Requirements include 50+ hours of training time.
 - The average tuition cost for CDL training in Alaska is \$5,865.
- Limiting our available resources.
 - We would be using 2 vehicles and 2 drivers, which would prevent us from using these resources for additional tour-based revenue.
- Price of gas & maintenance for vehicles is considered.
 - It takes ~\$348 to fill up a Bluebird bus with current Haines gas prices.

Thank you for your consideration.

Regards,
Meghan

Meghan Condon

General Manager

Chilkat River Adventures

907.767.5680

Alaska Mountain Guides Adventures, INC.

907.313.4422 www.skagwayexcursion.com

Chilkat Guides, LTD.

907.313.4420 www.chilkatguides.com

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HAINES BOROUGH HAINES, ALASKA



PUBLIC NOTICE

REQUEST FOR PROPOSALS VISITOR SHUTTLE SERVICE

The Haines Borough seeks proposals from qualified individuals or firms to offer shopper/visitor shuttle service from the Port Chilkoot Dock to designated stops downtown during visits of large cruise ships not currently providing this service. The contract will also include shuttle service to and from the ferry terminal and Visitor Center and other designated stops for Haines' large events. The successful respondent will be provided signage and a designated parking spot at the dock during visits of these ships.

The proposal deadline is: **2:00 p.m., Wednesday, February 7, 2024**. Proposals must be written and submitted to the Borough Clerk's Office, Haines Borough (mailed to: P.O. Box 1209, Haines, AK 99827, or hand-delivered to: 103 Third Ave. S, or faxed to: 907-766-2716, or emailed to: afullerton@haines.ak.us with subject line: CONFIDENTIAL SHUTTLE RFP). Any submissions after the deadline will be considered only if no timely and viable proposals were received. All proposals shall include certification of the ability to meet each of the criteria in the Scope of Work below and the proposed fee for both the 40 passenger vehicle (which requires a driver with a CDL) and the 15-passenger vehicle (which does not require a driver with a CDL). All vehicles shall acquire Haines Borough-approved Port Chilkoot Dock parking permits. The proposal must document that the vehicle is operated by an appropriately-licensed driver. The shuttle must be maintained in a clean, safe condition on the inside and outside. Type and quality of vehicle will weigh into contract decision.

Scope of Work:

Cruise Shuttle - The work involves operating at least one permitted vehicle with wheelchair access and a capacity of at least 40 passengers between the Port Chilkoot Dock and designated stops as noted on the official route map. The vehicle must meet all dockings on days with more than 250 total passengers scheduled to be in town – currently approximately 60 days (specific dates to be determined by the tourism director) as well as special events coordinated with the tourism director (ex Southeast Alaska State Fair). The vehicles must provide consistent and continuous round-trip service on a schedule to be determined by the tourism director. On the days ships with a capacity of greater than 1500 passengers are in town, the contractor must provide a second vehicle (in addition to the regularly contracted 40 passenger bus) and another vehicle which can carry a minimum of 15 passengers. The service will be provided from May 1 through October 1, 2024.

The Haines Borough is offering an annually renewable contract for up to three years. The Borough reserves the right to reject any and all proposals, to waive any informalities or technicalities, and to negotiate with the low bidder.