



Municipality of Anchorage

Dave Bronson, Mayor
Purchasing Department

February 28, 2024
REQUEST FOR PROPOSAL
RFP 2024P011

Provide Miscellaneous Professional Services on an “AS-NEEDED” basis to Port of Alaska Modernization Program

The Municipality of Anchorage is an equal opportunity employer.
Enclosed is pertinent information for use in preparing your proposal.

Pre-Proposal Conference:	3:30 P.M. Local Time, March 7, 2024
Site Visit:	N/A
Questions Due:	12:00 P.M. Local Time, March 11, 2024
Proposals Due:	12:00 P.M. Local Time, March 29, 2024

ONE SIGNED ORIGINAL, single sided, unbound, of your proposal must be submitted. In addition to the copy, a flash-drive containing a PDF copy of the complete proposal, including attachments must also be provided.

If applicable, the call-in phone number for Pre-Bid Conferences is 907-343-6089. Conference lines are opened 5 minutes prior to the Pre-Bid Conference times. To attend meetings in person; you may do so at 632 W. 6th Avenue, Suite 520, Anchorage, AK 99501. FOR AUXILIARY AIDS, SERVICES, OR SPECIAL MODIFICATIONS TO PARTICIPATE PLEASE CONTACT THE PURCHASING DEPARTMENT TO REQUEST REASONABLE ACCOMMODATIONS AT 907-343-4590; OR wwpur@muni.org

For further information contact Purchasing at (907) 343-4590 or email wwpur@muni.org. All correspondence should include the RFP number and title.

The Municipality of Anchorage reserves the right to reject any and all proposals and to waive any informalities in procedures.

Sincerely,

Chris Hunter
Deputy Purchasing Director

MUNICIPALITY OF ANCHORAGE

PORT OF ALASKA

REQUEST FOR PROPOSAL 2024P011

**PROVIDE MISCELLANEOUS PROFESSIONAL SERVICES
ON AN “AS-NEEDED” BASIS TO
PORT OF ALASKA MODERNIZATION PROGRAM**

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1.0 GENERAL INFORMATION

1.1 Purpose

The Municipality of Anchorage (MOA) Port of Alaska (POA) is soliciting proposals from qualified firms to provide miscellaneous professional services for the Port of Alaska Modernization Program (PAMP) on an “AS-NEEDED” basis. Award of Contracts executed under this request does not constitute or guarantee authorization to proceed with any Work, however PAMP will budget annually for these services.

POA will award one contract, for each of the three Disciplines under this Request for Proposal (RFP), to the highest ranked firm. The period of performance associated with this request will be one year with an option to renew for two additional one-year periods by mutual consent of the parties. The contract value is not a guarantee of task authorization amounts. **Total contract value for contracts will not exceed \$900,000 if all options are exercised. This may increase at the convenience of a PAMP contract amendment.**

The following disciplines will be represented in this Request for Proposal:

<u>Discipline</u>	<u>Number of Contracts</u>
Engineering Services	One
Construction and Special Inspection Services	One
Survey Services	One

1.2 Contract Award

The intent is to award up to three (3) contracts. The POA reserves the option to enter into multiple contracts with separate firms as it determines in the best interest of the POA. There is no restriction to the number of contracts a single firm may be awarded. **A firm responding to more than one discipline will submit a separate proposal for each discipline.** The value of each contract will be as follows:

<u>Discipline</u>	<u>Value</u>
Engineering Services	\$300,000
Construction and Special Inspection Services	\$300,000
Survey Services	\$300,000

1.3 Background

The Port of Alaska (POA), located on Knik Arm in upper Cook Inlet, provides critical infrastructure for the citizens of Anchorage and the majority of citizens of Alaska. Marine-side infrastructure and facilities at the POA that were constructed largely in the 1960s are in need of replacement because they are substantially past their design life and in poor and deteriorating structural condition. Those facilities include three general cargo terminals, two petroleum terminals, a dry barge landing, and an upland sheet-pile-supported storage and work area. To address deficiencies, the POA is modernizing its marine terminals through the Port of Alaska Modernization Program (PAMP) to enable safe, reliable, and cost-effective port operations. The PAMP will support infrastructure resilience in the event of a significant seismic event over a 75-year design life.

The PAMP is critical to maintaining food and fuel security for the state. At the completion of the PAMP, the POA will have modern, safe, resilient, and efficient facilities through which more than 90 percent of Alaskans will continue to obtain food, supplies, tools, vehicles, and fuel. The PAMP is divided into five separate phases designed to include projects that have independent utility yet streamline agency permitting. The projects associated with the PAMP include (Figure 1-2):

- **Phase 1:** Petroleum and Cement Terminal (PCT) and South Floating Dock (SFD) Replacement (completed in 2022).
- **Phase 2A:** North Extension Stabilization Step 1 (NES1; construction began in 2023).
- **Phase 2B:** General Cargo Terminals Replacement (construction begins in 2025).
- **Phase 3:** Petroleum, Oil, and Lubricants Terminal 2 (POL2) Replacement.
- **Phase 4:** North Extension Stabilization Step 2 (NES2).
- **Phase 5:** Demolition of Terminal 3.

The POA is currently being assisted by a Project Management Consultant (PMC) to help manage the PAMP. There are several on-going contracts in place for design and construction. This RFP is soliciting services to support ongoing work managed by the PMC.



Figure 1 - PAMP Phases

1.4 Questions

Any questions regarding this RFP are to be submitted in writing to:

Municipality of Anchorage
Purchasing Department

wwpur@muni.org

For ease of identification please identify the RFP number in the subject line of any correspondence.

Purchasing Office hours of operation are: 8:00 a.m. to 5:00 p.m. local time Monday through Friday, excluding Municipal holidays. All questions must be received prior to the deadline indicated on the RFP cover letter.

1.5 Preparation Costs

The Municipality will not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial, or otherwise) challenge to the determination of the highest ranked Proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

2.0 RULES GOVERNING COMPETITION

2.1 Examination of Proposals

Proposers should carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

2.2 Proposal Acceptance Period

Award of this proposal is anticipated to be announced within 60 calendar days, although all offers must be complete and irrevocable for 120 calendar days following the submission date.

2.3 Confidentiality

The content of all proposals will be kept confidential until the selection of the Contractor is publicly announced. At that time the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

2.4 Proposal Format

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on

- 1) conformance to the RFP instructions.
- 2) responsiveness to the RFP requirements.
- 3) completeness and clarity of content.

2.5 Signature Requirements

All proposals must be signed by an officer or other agent of a corporate vendor if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately-owned vendor; or other agent if properly authorized by a power of attorney or equivalent document. Signature on the "Letter of Transmittal" (See Para 4.3.4) will meet this requirement.

Failure to sign the Proposal is grounds for rejection. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

2.6 Proposal Submission Requirements

- 2.6.1 **ONE ORIGINAL, single sided unbound** proposal must be received by the Municipality prior to the date and time specified in the cover letter.
- 2.6.2 IN ADDITION to the hardcopy required by paragraph 2.6.1 above, provide a flash drive containing a PDF copy of the complete proposal, including attachments.
- 2.6.3 All proposals shall be submitted in a single sealed cover which shall be plainly marked as a Request for Proposal Response with the Number and Title prominently displayed on the outside of the package.
- 2.6.4 Proposals must be delivered or mailed to:

Physical Address
Municipality of Anchorage
Purchasing Department
632 W. Sixth Avenue, Suite 520
Anchorage, AK 99501

2.7 News Releases

News releases by or on the behalf of any Proposer pertaining to the award resulting from the RFP shall not be made without prior written approval of the Municipal Purchasing Director.

2.8 Disposition of Proposals

All materials submitted in response to this RFP will become the property of the Municipality of Anchorage. One copy of the submitted material shall be retained for the official files of the Purchasing Department and will become public record after award of the Contract.

2.9 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Municipality.

2.10 Modification/Withdrawal of Proposals

A Proposer may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The Proposer may thereafter submit a new proposal prior to the final submission date; or submit written modification or addition to a proposal prior to the final submission date. Modifications offered in any other manner, oral or written will not be considered. A final proposal cannot be changed or withdrawn after the submission date, except for modifications requested by the Municipality after the date of receipt and following oral presentations.

2.11 Late Submissions

PROPOSALS NOT RECEIVED BY THE DATE AND TIME AND AT THE LOCATION SPECIFIED IN THE RFP COVER LETTER WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED.

2.12 Rejection of Proposals

The Municipality of Anchorage reserves the right to reject any or all proposals if determined to be in the best interest of the Municipality.

2.13 Equal Employment Opportunity Contract Compliance

2.13.1 Every municipal contract shall include language substantially the same as the following: "The contractor will not discriminate against any

employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability. The contractor will comply with all laws concerning the prohibition of discrimination including, but not limited to, Title 5 and Title 7 of the Anchorage Municipal Code.”

2.13.2 Every municipal contract shall state, in all solicitations or advertisements for employees to work under the contract, that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability.

2.14 Confidential/Proprietary Information

The content of proposals will be kept confidential until the selection of the Contractor is announced. At that time, the selected proposal is open for review to the competing proposers only (except for information properly identified as being proprietary). After the award of the contract, all submitted proposals shall become public information except for properly identified proprietary information. If a proposer wishes individual pages, which contain actual business, proprietary information to be held confidential, each page must be marked, and an explanation furnished of its proprietary nature. In addition to marking individual pages, the Proposal’s Cover must also be annotated with the words "THIS PROPOSAL CONTAINS PROPRIETARY INFORMATION". "Confidential and Proprietary" information is not meant to include any information which, at the time of disclosure, is generally known by the public and/or competitors. MOA’s ability to treat information submitted as confidential is limited by Anchorage Municipal Code. Proposers concerned with the confidentiality of information submitted should familiarize themselves with the following Anchorage Municipal Code provisions:

- AMC 3.90 Access to Public Records
- AMC 3.90.010 Policy
- AMC 3.90.020 Definitions
- AMC 3.90.030 Information Available to the Public
- AMC 3.90.040 Exemptions for Particular Records

3.0 SCOPE OF SERVICES

The Contractor shall provide professional services as assigned by the PAMP Contract Administrator. The POA is currently being assisted by a Project Management Consultant (PMC) to help manage the PAMP. The intent of this term contract is to provide support services to the POA and PMC.

These services include but are not limited to:

- Engineering Services to include:
 - Project management support
 - Environmental and permitting support.
 - Design review for various disciplines.
 - Design services for various disciplines
 - Graphic and CAD support
 - Geotechnical support
- Construction and Special Inspections
 - Concrete, Asphalt, Aggregate, Rock, and Soils
 - Building Special Investigations
 - Electrical Systems
 - Cathodic Protection
 - Environmental
 - Pile Driving
 - Demolition
- Survey Services to include:
 - Land/Upland Survey
 - Hydrographic Survey

3.1 Engineering Services Contract

3.1.1 Project Management Support

- Provide coordination, scheduling, budget control, and communications for this term contract.
- Coordinate with, and obtain approvals from, MOA Development Services for POA property improvements.
- Coordinate with stakeholders, regulatory agencies, authorities having jurisdiction, and utility companies.
- Assist with preparation of applications for State and Federal grants.

3.1.2 Environmental and Permitting Support

The PMC is currently providing overall environmental compliance and permitting services. This term contract is intended to provide support services to the POA and PMC.

- Provide PSO (protected species observation) if required for work in Cook Inlet.
- Assist with preparation of NEPA documentation
- Assist with the POA Alaska Pollutant Discharge Elimination System Municipal Separate Storm Sewer System (APDES MS4) Permit.
- Assist with administering the POA APDES permit, including providing preparing, and submitting required documentation, and coordinating additional compliance requirements with Alaska Department of Environmental Conservation (ADEC).
- Monitor and report on groundwater and soil contamination on POA property, in accordance with ADEC requirements.
- Prepare permit applications and obtain approvals from applicable local, state and regulatory agencies for construction compliance.
- Provide hazardous materials investigations and assist with spill response incidents.

3.1.3 Design Review

Provide technical review of projects and/or activities proposed by others for the PAMP. This includes the following disciplines:

- Civil
- Structural including waterfront
- Mechanical including petroleum and fuel systems
- Electrical, lighting, security, and communications
- Corrosion Control including waterfront facilities, petroleum pipelines, and underground utilities.

3.1.4 Design Services

The intent of the PAMP is to advance a series of large, phased primary projects (for example, the design of new waterfront terminals.) Design of these larger primary projects are not included in the scope of this term contract. However, it is anticipated that smaller support projects will be required. The scope of work for this term contract includes detailed engineering design and sealed construction procurement documents including design drawings,

specifications, and engineer's construction cost estimates for all disciplines listed in this RFP. The various disciplines include:

- Civil
- Structural including waterfront
- Mechanical including petroleum and fuel systems
- Electrical, lighting, security, and communications
- Corrosion Control.

Provide assistance during bidding, including site visits, pre-bid conferences, responding to bidder questions, and issuing addenda.

3.1.5 Graphic and CAD Support

- Provide drawings and graphics using current AutoCAD software.

3.1.6 Geotechnical support

- Provide geotechnical support including field investigations, analysis, and review.

3.2 Construction and Special Inspections Contract

Provide periodic construction and special inspections of PAMP projects to support various construction activities including demolition, excavation and dredging, bulk fill, shore protection, welding, pile driving, site grading, compaction, paving, cast in place concrete, vertical construction (special building inspections), mechanical, electrical, lighting, communications, and cathodic protection. The PMC is currently providing overall construction administration. This term contract is intended to provide construction administration support services to the POA and PMC. Anticipated inspections listed below are intended to provide a sampling of testing that may be needed, other inspections may be required as directed by Engineer.

3.2.1 Concrete, Asphalt, Aggregate, Rock, Soils

- Concrete Cylinders
- Slump Measurements
- Air Content
- Yield Grout Cubes
- Gradation
- Specific Hardness
- Abrasion & Degradation
- Amor Rock Gradations
- Asphalt Concrete Content

- Asphalt Concrete Gradations
- Asphalt Cores
- In-place Density
- Proctor

3.2.2 Building Special Inspections

- Rebar
- Bolts – Skidmore Testing
- Steel
- Concrete
- Mechanical Splice Welds
- Dissimilar Weld Metal Bonding Tests

3.2.3 Electrical Systems

- Electrical Testing

3.2.4 Cathodic Protection Systems

- Cathodic Protection Testing

3.2.5 Environmental

- Portable Photoionization Detector (PID) Readings
- Dissolved Oxygen

3.2.6 Pile Driving

- Welding (Non-destructive examination (NDE)/Certified Welding Inspector)
- Coatings (National Association of Corrosion Engineers [NACE] Inspector I/II, Society of Protective Coatings [SPCC])

3.2.7 Demolition

- Asbestos
- Lead Based Paints
- Hazardous Materials

3.2.8 Other

- Ground Penetrating Radar
- Underground Obstructions

3.3 Survey and Survey Support Contract

- Provide professional land surveying and corresponding topographic base sheets and survey control sheets for use in design using current AutoCAD software.
- Provide hydrographic survey and corresponding AutoCAD based mapping.

- Provide mapping and Geographic Information System (GIS) data for POA property management to be uploaded to the POA GIS database

3.4 Sensitive Security Information.

From time to time the contractor may need to produce or work with Sensitive Security Information (SSI), subject to the protection requirements of the United States Coast Guard. When this occurs the contractor and relevant subcontractors shall execute a Non-Disclosure Agreement, similar to the document shown in Attachment B. Refusal and/or failure to properly safeguard SSI may result in termination of the contract, in addition to penalties provided by law.

4.0 PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals shall not exceed ten (10) pages in length (excluding letter of transmittal, resumes, title page(s), index/table of contents, required attachments, or dividers). One page shall be interpreted as one side of a single-spaced, letter size sheet (8-1/2" X 11"). Excess pages will be removed prior to evaluation, which could result in incomplete responses and lower scores.

4.1 Title Page

Include the RFP number and subject, the name of your firm, address, telephone number(s), name of contact person, contact information (phone number, email address), and date.

4.2 Table of Contents

List the proposal's sections with page numbers. Include the RFP Evaluation Criteria.

4.3 Letter of Transmittal (Limited to one (1) page).

- 4.3.1 Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.
- 4.3.2 List your company's contact for this RFP along with their phone number and email address on the proposal cover page.
- 4.3.3 Provide the name(s) of the person(s) who are authorized to make representations for your firm, their titles, address, email, and telephone numbers.

4.3.4 **The letter of transmittal must be signed by a corporate officer or other individual who has the authority to bind the firm.**

4.4 Evaluation Criteria

4.4.1 Firm Qualifications and Experience

- Detail the firm's experience in the same or similar areas of expertise, stability, and its adaptability to providing the required services listed in Section 3.
- Provide at least three (3) references for which your firm has provided the same or similar services. Include a point of contact, telephone number, email, and a brief description of the services provided.

4.4.2 Project Team

- Identify Project Manager, Key Staff and Subconsultants expected to provide services on behalf of the firm as it relates to the required services listed in Section 3.
- Provide detailed information on the qualifications and experience of key individuals on the project team. Include project reference contact name(s), email, and telephone number(s).
- Resumes should be included for each of the individuals and subconsultants referenced. Include the following information for each key team member.
 - Applicable qualifications, licenses, and/or certifications
 - Areas of expertise within the scope of work described in Section 3.
 - Experience with similar assignments
 - Previous experience with MOA
 - One (1) reference for each of the key team members. Include telephone numbers

4.4.3 Available Resources

Provide information on resources available to your firm, which indicates that you have access to the services necessary to perform the work.

4.4.4 Firm Location

Describe the firm's location where the primary services are to be provided and the ability to meet in person with Department personnel when required during the performance of the contract.

4.4.5 Project Methodology and Approach

Provide detailed information on the firm's methodology in meeting the scope of work requirements identified in Section 3.0 Scope of Services. Describe overall approach to include any special considerations, which may be envisioned. Provide at a minimum the following:

- Description of the overall conceptual approach to meet various task order goals and objectives and include any special considerations that may be envisioned completing and managing tasks
- Description of the management approach for communicating with POA, PMC and with the project team regarding task work plans, progress status, budget, and schedule

4.5 Fee Schedule

A Fee Schedule is not required with the proposal as it will not be used in the evaluation. After proposals are evaluated and scored, the highest rated Proposer will be required to provide a fee schedule to show direct labor rates, indirect labor rates, (General and Administrative (G&A) expense; overhead, fringe benefits, insurance, etc.), and proposed profit in a tabular format for the personnel to be utilized on this contract.

Payments for Other Direct Costs (EXPENSES) will be made for actual substantiated costs that are directly chargeable to and necessary for performance of services assuming they are not recovered through the Indirect Cost Rate. "Markup" of Expenses is prohibited. This does not include mark-up on subconsultants, which will be negotiated and treated as a fixed fee.

After contract negotiations are complete, the selected contractor will provide a fully loaded fee schedule for all services required for the performance of the work. This fee schedule shall be inclusive of all direct labor rates, overhead, G&A, insurance, fringe benefits, profit, etc. This Fee Schedule will become an appendix to the contract, which will become public information.

5.0 EVALUATION CRITERIA AND PROCESS

5.1 Evaluation Criteria Weighting

The criteria to consider during evaluations, and the associated point values, are as follows for each respective discipline:

1. Firm Qualifications and Experience	25 points
2. Project Team	35 points
3. Project Methodology and Approach	25 points
4. Available Resources	10 points
5. Firm Location	<u>5 points</u>
Total Points Available	100 points

5.2 Qualitative Evaluation Criterion

Firms will be ranked using the following qualitative rating factors for each RFP criterion:

- 1.0 Outstanding
- .8 Excellent
- .6 Good
- .4 Fair
- .2 Poor
- 0- Unsatisfactory

The rating factor for each criteria category will be multiplied against the points available to determine the total points for that category.

EXAMPLE: If an evaluator decides that the response provided for a criterion that has a maximum of 25 points was “Good,” they will assign a “qualitative rating factor” of 0.6 to that criterion. The qualitative rating factor is then multiplied by the maximum points available (25) for a resultant 15 points.

5.3 Evaluation Process

A committee of individuals representing the Municipality of Anchorage will perform an evaluation of the proposal(s). The committee will score the proposal(s) as submitted. The Municipality of Anchorage reserves the right to award a contract solely on the written proposal.

The Municipality also reserves the right to request oral interviews with the highest ranked firms (short list). The purpose of the interviews with the highest ranked firms is to allow expansion on the written responses. If interviews are conducted, a maximum of two (2) firms will be short-listed for each contract to be awarded. A second score sheet will be used to score those firms interviewed. The final selection will be based on a combination of written proposals and interviews. The same categories and point ranges will be used during the second evaluation as for the first. The highest ranked Proposer after the second scoring, if performed, may be invited to enter into final negotiations with the Municipality for the purposes of contract award.

6.0 SELECTION PROCESS

The Proposer with the highest total evaluation points may be invited to enter into contract negotiations with the Municipality of Anchorage for each discipline. If an agreement cannot be reached, the second highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the Municipality reserves the right to terminate negotiations with any Proposer should it be in the Municipality's best interest. The Municipality of Anchorage reserves the right to reject any and all proposals submitted.

7.0 SAMPLE CONTRACT

All Proposers must carefully read and review Attachment A - Sample Contract. The final Contract with the Municipality of Anchorage will be substantially similar to it.

If a Proposer wishes to make changes to the Sample Contract, the proposed changes must be submitted with the proposal. All desired changes must be submitted in a separate document, and must be clear, legible, and conspicuous. The Proposer must also provide the rationale for all proposed changes. No changes will be considered until after the highest scored proposal(s) has been determined.

IF NO CHANGES ARE SUBMITTED WITH THE PROPOSAL, IT IS UNDERSTOOD THAT THE TERMS AND CONDITIONS OF THE SAMPLE CONTRACT HAVE BEEN ACCEPTED.

8.0 ATTACHMENTS

Attachment A - Sample Contract

Attachment B – Non-Disclosure Agreement