



Municipality of Anchorage

Dave Bronson, Mayor
Purchasing Department

April 19, 2024
REQUEST FOR PROPOSAL
RFP 2024P022

Provide AE Services for 4th Avenue Signals and Lighting Upgrade – L St. to G St.

The Municipality of Anchorage is an equal opportunity employer.

Enclosed is pertinent information for use in preparing your proposal.

Pre-Proposal Conference:	2:00 P.M. Local Time, April 25, 2024
Site Visit:	N/A
Questions Due:	12:00 P.M. Local Time, April 26, 2024
Proposals Due:	12:00 P.M. Local Time, May 9, 2024

ONE SIGNED ORIGINAL, single sided, unbound, of your proposal and 6 copies 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

**PROVIDE PROFESSIONAL ARCHITECTURAL/ENGINEERING
SERVICES FOR
4TH AVENUE SIGNALS & LIGHTING UPGRADE –
L STREET TO G STREET PROJECT
2024P022**

Section 1 - General Information

Section 2 - Rules Governing Competition

Section 3 - Scope of Work

Section 4 - Proposal and Submission Requirements

Section 5 - Evaluation Criteria and Process

Section 6 - Selection Process

Section 7 - Sample Contract

Section 8 – Attachments

1.0 GENERAL INFORMATION

1.1 Purpose

The Municipality of Anchorage (MOA), Project Management and Engineering Department (PM&E), designs and builds public works projects that provide a safe and efficient transportation network throughout the MOA. Voter-approved bonds fund the majority of these projects, which include roads, non-motorized facilities, transit facilities and drainage improvements. PM&E is soliciting proposals from qualified consultants to provide architectural/engineering services for the **4th Avenue Signals & Lighting Upgrade – L Street to G Street** project.

1.2 General Submission Information

PM&E intends to award one (1) contract for architectural/engineering services for the subject project. The Request for Proposal (RFP) No. and Title of the project should appear on the proposal cover. The proposal should address the Consultant's capabilities for performing all aspects of the project development process while presenting specific project information and substantiating the Consultant's methodologies and approach for completing the work requested. See Section 4.0 for details.

1.3 Questions

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

RFP 2024P022

A/E Services for 4th Avenue Signals & Lighting Upgrades – L Street to G Street Project

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 noon; 1:00 p.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.

1.4 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:

RFP 2024P022

A/E Services for 4th Avenue Signals & Lighting Upgrades – L Street to G Street Project

- Conformance to the RFP instructions.
- Responsiveness to the RFP requirements
- Completeness and clarity of content.

2.5 Signature Requirements

All proposals must be signed. Proposals shall 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, plus SIX (6) complete copies** of the proposal must be received by the Municipality prior to the date and time specified in the cover letter. Copies may be bound or enclosed in folders/binders.

2.6.2 IN ADDITION to the copies 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 copies of the proposals are to 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 Officer.

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 PRIOR TO 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 WORK

3.1 Project Scope

This project will reconstruct a segment of a 'Neighborhood Collector' road as shown in Attachment B. Improvements are expected to include upgrades to the signals and pedestrian and roadway lighting, replacement of pavement, storm drain system, sidewalk and curb and gutter, ADA upgrades, and landscaping improvements.

The project will be designed using Municipal design criteria and the Design Framework included in Attachment C.

3.2 Scope of Professional Services

The scope of services of the initial contract may include up to design and construction support services, depending on the consultant's fees and available funding. An amendment may be issued to perform any remaining scope item not covered under the initial contract upon receipt of future funds. The types of professional services required by this RFP may include, but not necessarily be limited to:

1. Preliminary engineering investigations which may include, but not be limited to design survey, geotechnical investigation, traffic studies, and evaluation of pavement conditions, storm drainage requirements, and traffic signal and street lighting requirements.
2. Preparing preliminary design evaluations and reports, including design study memo/reports, drainage studies, traffic studies, and decisional documents. Preparation of a design study memorandum that evaluates the site conditions and presents recommendations on roadway reconstruction, drainage improvements, illumination, signalization, and pedestrian facilities. The study will also address construction cost estimates, permitting requirements, right-of-way requirements and utility conflicts and consultation with Traffic Engineering Department related to signalization requirements.
3. Implementation of a public participation process following the MOA Strategy for Developing Context Sensitive Transportation Projects guidelines to inform and involve affected residents, business owners, property owners, boards, commissions community councils, Anchorage Downtown Partnership, and community leaders.
4. Preparation of preliminary and final plans, specifications, estimates, bidding documents and bid-phase support.
5. Development of utility conflict reports and relocation agreements.
6. Coordinating with permitting agencies and utilities
7. Researching property ownership and development of right-of-way documents and provision of technical support during acquisitions.
8. Provide assistance during construction including reviewing submittals, responding to requests for information, providing design revisions as needed, and maintaining conformed construction plans.
9. Construction inspection and/or engineering support services.
10. Providing record drawings.

3.2 Project Development Schedule

The proposed project schedule is:

Preliminary Engineering	2024/2025
Design Study Memorandum	2025
Design	2026
Construction	2027

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 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

Show the RFP number and subject, the name of your firm, address, telephone number(s), name of contact person, 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 contract for this RFP along with their phone number and email address.
- 4.3.3 Give the name(s) of the person(s) who are authorized to make representations for your firm, their titles, address, 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

Proposals shall address the following:

4.4.1 Project Scoping

1. Demonstrate your comprehension of the objectives and services for the proposed contract. Include understanding of project need and a description of conditions or observations that support the development of the scope of work.

2. Confirm if the professional services and schedule in Section 3, Scope of Work, is achievable as presented. Or explain any potential issues which may affect the project scope and present strategies that may be beneficial for successful project delivery.

4.4.2 Project Methodology and Approach

Provide detailed information on the firm's methodology in meeting the scope of work requirements. Present your work plan and overall approach to meet project goals and objectives. Provide at a minimum the following:

1. A methodology and approach that is tailored to the project's goals and objectives.
2. Project specific considerations that influence work plan components. An example includes using a limited geotechnical program that builds upon existing soils information.
3. Proposer's knowledge and experience with PM&E's project development process.

4.4.3 Project Team

Present the proposed project team and only include individuals who will actively participate in technical project activities. Provide the following information:

1. Name the individuals to perform the project activities and describe the work to be performed by the individuals. Detail their specific qualifications and substantive experience directly related to the proposed contract.
2. For each person named, identify their: employer, professional discipline or job classification, state of residency. List three professional references (contact persons and current telephone numbers) for each person.
3. Organizational chart of the project team.

4.4.4 Project Control

1. Describe management approach for communicating with the Municipality of Anchorage and with the project team regarding project work plan, progress status, budget, and schedule.
2. Provide information on capacity of staff resources available to your firm and the ability to adjust staffing levels in response to potential project scope or schedule changes.

3. Detail your firm's quality control process and other methods proposed to guide a project toward success.

4.4.5 Experience

Describe previous projects the project team members have worked on that are related in size and scope to this project. Provide the construction contract dollar amount, a brief narrative of the successes of the project, and the year of completion. Address how the experience will help your team to perform under this contract. Provide references (contact name and current phone number for each project). Indicate which of the proposed firms and project staff was involved in each project.

4.4.6 Public Involvement

This section should focus specifically on the public involvement approach and methodology, more specifically:

1. Outline a project-specific public involvement program that is appropriate to the anticipated public interest in the project.
2. Proposed public involvement lead person.
3. Experience with controversial projects.
4. Previous experience in the geographical area.
5. Methodologies for obtaining public comment and for disseminating design information.

4.5 Fee Schedule

A Fee Schedule 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 all inclusive of all direct labor rates, indirect labor rates, and profit, and 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:

1. Project Scoping	20 points
2. Project Methodology and Approach	20 points
3. Project Team	25 points
4. Project Control	10 points
5. Experience	15 points
6. Public Involvement	<u>10 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
0.8	Excellent
0.6	Good
0.4	Fair
0.2	Poor
0.0	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 30 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 (30) for a resultant 18 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 rank 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 upon the written responses. If interviews are conducted, a maximum of two (2) firms will be short-listed. A second score sheet will be used to score those firms interviewed. The final selection will be based on the total of all evaluators' scores achieved on the second rating. 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. 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 the attached Sample Contract (ATTACHMENT A). The final Contract with the Municipality of Anchorage will be substantially similar to the sample.

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 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 HAS BEEN ACCEPTED.

8.0 ATTACHMENTS

Attachment A	Sample Contract
Attachment B	Project Location Map
Attachment C	Downtown Lighting and Signals Upgrade – Design Framework