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Municipality of Anchorage

Dave Bronson, Mayor
Purchasing Department

January 07, 2022

REQUEST FOR PROPOSAL

RFP 2022P001

Construction Manager at Risk for the King Street Campus Upgrades Projects

The Municipality of Anchorage is an equal opportunity employer.

Enclosed is pertinent information for use in preparing your proposal.

Site Visit: **10:00 A.M. Local Time, January 19, 2022**
501 94th Court
(King Street Warm Storage Building) Please arrive at the secure gate in front for entry. Call 907-564-2709 for further instructions.

Pre-Bid: **1:30 P.M. Local Time, January 19, 2022**

Questions Due: **5:00 P.M. Local Time, January 27, 2022**

Proposals Due: **5:00 P.M. Local Time, February 4, 2022**

ONE SIGNED ORIGINAL, single sided, unbound, plus seven (7) complete copies of your proposal must be submitted. In addition to the copies, a flash-drive containing a PDF copy of the complete proposal, including attachments must also be provided.

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; FAX 907-343-4595; OR wwpur@muni.org

For further information contact Purchasing at (907) 343-4590 or fax (907) 343-4595 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,

Joel Hayenga
Joel Hayenga
Deputy Purchasing Officer

ANCHORAGE WATER AND WASTEWATER UTILITY (AWWU)

REQUEST FOR PROPOSAL (RFP) 2022P001

PROVIDE CONSTRUCTION MANAGER AT RISK SERVICES FOR THE KING STREET CAMPUS UPGRADES PROJECTS

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1.0 GENERAL INFORMATION

1.1 Purpose

The Anchorage Water and Wastewater Utility (AWWU) is soliciting proposals from qualified Contractors to render professional Construction Manager at Risk (CMAR) services for the King Street (KS) Campus Upgrades projects (see 1.2). The proposer may submit a proposal pursuant to one, multiple or all projects considered with this Request for Proposal (RFP). If so, the proposer must clearly define the intent throughout the proposal submitted. Therefore, AWWU reserves the right to award one contract or multiple contracts from this RFP.

Included herein are instructions governing the proposal, a description of the work to be performed, requirements that will be met to be eligible for consideration, evaluation criteria, and other requirements to be met by each proposer.

1.2 Background

The existing AWWU KS Operations & Maintenance (O&M) Campus serves as the O&M headquarters for AWWU. A Facility Plan has been completed and therein identified immediate and future issues within the existing KS O&M Campus; and proposed recommendations to address each issue. Thereafter a suite of projects was developed from the Facility Plan considering but not limited to overall project phasing, maintaining critical operations, financial requirements, and protecting the health and safety of the AWWU team members.

The projects developed from the Facility Plan to be considered for this RFP are:

1. King Street Warm Vehicle Storage Building
2. King Street Main Building Upgrades
3. King Street Fuel Storage Improvements
4. King Street Campus Expansion

1. King Street Warm Vehicle Storage Building (WVSB)

This project intends to develop a new building to support existing vehicles and equipment; new vehicles and equipment necessary to operate and maintain the AWWU water and sewer infrastructure. The new building shall also provide code compliant workspaces for the work groups that utilize the vehicles and equipment during planned and emergency operations that is not currently established. Emergency operations include responding to sanitary sewer overflows, water and sewer main breaks, etc. The new building shall also promote site operational efficiencies such as co-locating staff and equipment by work group or activities.

2. King Street Main Building Upgrades

The Main Building currently serves as the KS headquarters, admin, warehouse, and shop for the KS OM Campus. The existing building is failing including life support systems, structure, and other code violations. There are many workspaces and work group operational inefficiencies that could be realized. The associated site supporting the structure is also failing including the paved areas and site drainage.

3. King Street Fuel Storage Improvements

This project shall rehabilitate, upgrade the existing Fuel System that is reaching the end of its useful life, complete contaminated soil clean-up activities associated with a recent fuel spill near the existing Fuel Tanks on Campus, and complete site improvements to maintain/operate a sustainable Campus site. The fuel system is imperative to fuel the AWWU equipment and fleet necessary to operate and maintain the water and sewer system, not limited to what is stored at the KS Campus but throughout all AWWU's facilities.

4. King Street Campus Expansion

The soil disposal capacity in the Municipality of Anchorage is quickly becoming limited. AWWU responds to emergency events that require emergency repairs that require classified material and the disposal of unusable material. The O&M operations are also expanding and require additional workspace. AWWU currently does not have convenient access to operate and maintain the sewer trunk line that collects the septage at the KS

Septage Receiving Station. The KS Campus Expansion intends to resolve these issues.

1.3 Questions

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

Municipality of Anchorage
Purchasing Department
wwpur@muni.org

For ease of identification, please identify the project/title 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.

1.4 Preparation Costs

The Municipality shall 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 30 calendar days, although all offers must be complete and irrevocable for 60 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. A proposal 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 seven (7) complete copies** of the proposal must be received by the Municipality prior to the date and time specified in the RFP cover letter. Copies may be bound or enclosed in folders/binders as the Proposer chooses.

2.6.2 IN ADDITION to the copies required by paragraph 2.6.1, provide a flash drive containing a PDF copy of the complete proposal, including attachments.

2.6.3 All copies of the proposals shall be submitted in a single sealed cover which shall be plainly marked as a Request for Proposal Response with the Company name, RFP Number/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

Mailing Address

Municipality of Anchorage
Purchasing Department
P.O. Box 196650
Anchorage, AK 99519-6650

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 specified in the 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 contract

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 General

AWWU is soliciting proposals from qualified Contractors to render professional construction manager at risk services for the King Street Campus Upgrades projects (see 1.2 Background). The proposer may submit a proposal pursuant to one, multiple, or all projects considered with this RFP. If so, the proposer must clearly define the intent throughout the proposal submitted. Therefore, AWWU reserves the right to award one contract or multiple contracts from this RFP.

Included herein are instructions governing the proposal, a description of the work to be performed, requirements that will be met to be eligible for consideration, evaluation criteria, and other requirements to be met by each proposer.

3.2 General Tasks

Task 1 – Value Engineering (Design/Pre-Construction)

The Contractor will be required to provide value engineering services that include constructability reviews of the design documents, provide cost estimates, means, methods and approach evaluations; construction sequencing assessments, scheduling, recommend any design document revisions with any applicable costs and savings. Thereafter, AWWU reserves the right to negotiate with the Contractor to provide the design documents if it in the best interest of the Utility.

Task 2 – Construction

The Municipality/AWWU reserves the right to negotiate with the Contractor to enter into a separate contract for the construction of the project(s), subject to the successful completion of contract negotiations with the Contractor. The intent is the construction contract be on a Lump Sum basis although individual pay items may be negotiated.

Task 3 – Construction Management

If the Municipality and the Contractor do not enter into a separate contract for construction, the municipality reserves the right to negotiate with the Contractor to enter into a separate contract for construction management services. Under this contract the Contractor will be required to work directly with the AWWU Project Manager to ensure the successful construction completion of the project(s). Work includes but not limited to managing contracts administered by the AWWU, acting as the Owner's representative, overseeing construction activities, ensuring permit compliance and agency loan funding requirements, and providing value engineering services.

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 five (5) 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

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

Clearly identify the materials by section and page number.

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

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.

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

4.4.1 Project Approach

An in-depth discussion of the Proposer's understanding of the Request for Proposal and project scope of work, and proposed approach, including a detailed work plan covering interaction and coordination skills with Municipality stakeholders, utilities, agencies, private entities, military, and political subdivisions of the federal, state, and municipal government.

Proposers should demonstrate their awareness of the project requirements under this subsection. This subsection should include any specific thoughts, enlightenments, or recommendations that the Proposer desires to bring forward which are not necessarily discussed in this RFP and that will further demonstrate that their firm's capabilities exceed that of mutually competing firms.

Communication with many parties will be key to a successful project. The proposer should discuss their abilities and their plan to communicate and engage stakeholders. This could be from a neighboring local business, construction contractors, agencies of jurisdiction (i.e. MOA, ADEC, ADNR), utilities (i.e. Enstar, CEA, ACS), the Owner, AWWU and many more.

The Proposer should be able to express in their proposal how they see themselves supporting the Owner, AWWU and AWWU's Project Manager.

The Proposer will need to discuss their understanding of the AWWU's workflow to achieve the completion of the tasks described herein, even if the task does not actually build an asset.

4.4.2 Qualifications and Experience

Specific qualifications and experience of the assigned professionals that will provide the professional construction managements services. Resumes should be included for each of the individuals referenced. Note of any conflicts regarding the availability and location of the project manager and, if any, key personnel during performance of the contract.

4.4.3 Firm Qualifications and Experience

Describe the specific qualifications and experience of your firm in the performance of work on projects like those listed in Section 3.0 Scope of Work. This information should include a description of construction management services in an environment similar to that defined within the construction project scope of work.

4.4.4 Contractor Location

Describe the firm's location where the primary services are to be provided and the ability to meet in person with the AWWU Project Manager, Construction Contractors, and other stakeholders when required during the performance of the contract.

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 inclusive of all direct labor rates, indirect labor rates, and

profit, and will become an appendix to the contract, which will become public information.

Base labor fees must include costs for additional accessories components associated with the charging position, such as but not limited to, telephone, computer, computer programs, office supplies, office space, furniture, insurance, special pay, pay enhancements, employer paid contributions to retirement programs, employer paid benefits, overhead, and profit. This contract is anticipated to be a multi-year contract, as such the fee schedule should include fee adjustments based on passage of time, such as typical for cost-of-living raises. When adjustment rates are included in the fee sheet, they will be used in lieu of revisiting the rate schedule on an annual basis until the initial term of the contract expires.

The base labor fee submittal is also required for all proposed subcontractors who perform professional services, such as, but not limited geotechnical, environmental, and public involvement services. It is expressly understood that the fee schedules for subcontract work will be eligible for a separate ten percent (10%) profit and overhead markup by the prime contractor.

Examples of non-labor items that should be included in the rate schedule are standalone pieces of equipment that are not stored in the working space of the charging position, such as but not limited to, nuclear densometers and vehicles.

Based on mutual agreement, the fee schedule for service fees may be revisited annually after the initial contract period and adjusted to include cost of living differentials or other factors which affect salary cost. Fees may not be adjusted to exceed the average percent change in the CPI-U for Anchorage, Alaska in the preceding five-year calendar year period on annual average basis plus one percent. The CPI-U is the USDOL, Bureau of Labor Statistics annual average for all items for all urban consumers published for Anchorage, Alaska.

5.0 EVALUATION CRITERIA AND PROCESS

5.1 Criteria

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

5.1.1 Project Approach 0-40 POINTS

Detailed work plan	0–20 Points
Project requirements	0–15 Points
Contract tasks schedule	0–5 Points
Interaction and Coordination	0–5 Points
Knowledge of AWWU work and business practices	0–5 Points

5.1.2 Qualifications and Experience 0-40 POINTS

Project Manager	0-5 Points
Project personnel and assigned roles, including sub-consultants	0-10 Points
Directly related experience and qualification	0-5 Points
Staff / project manager availability, commitment to the project, and staff location	0-5 Points
Project team organization	0-5 Points

5.1.3 Firm Qualifications and Experience 0-15 POINTS

Project area experience	0–5 Points
Past performance on similar, not limited to Municipal/AWWU, projects	0–10 Points

5.1.4 Contractor Location 0-5 POINTS

Firm's location and ability to meet with Department personnel as required	0–5 Points
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TOTAL POSSIBLE SCORE

100 POINTS

5.2 Qualitative Rating Factor

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

- 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 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 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 6). 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 HAS BEEN ACCEPTED.

8.0 ATTACHMENTS

Attachment 1 – Facility Plan

Attachment 2 – King Street Warm Vehicle Storage Drawings

Attachment 3 – King Street Main Building Drawings

Attachment 4 – King Street Fuel System Improvement Drawings

Attachment 5a – King Street Campus Expansion Site Improvement Drawings

Attachment 5b – King Street Campus Expansion Improvement Drawings

Attachment 6 – Sample Contract

Attachment 7 – Sample Summary Report

Attachment 8 – Sample Supplemental Information

Attachment 9 – MASS B