



Municipality of Anchorage

Dave Bronson, Mayor
Purchasing Department

June 22, 2022

REQUEST FOR PROPOSAL

RFP 2022P025

Eklutna Water Treatment Facility Process Improvement Project

The Municipality of Anchorage is an equal opportunity employer.

Enclosed is pertinent information for use in preparing your proposal.

Pre-Proposal Conference: **3:00 P.M. Local Time, July 7, 2022**

Site Visit: **N/A**

Questions Due: **5:00 P.M. Local Time, July 12, 2022**

Proposals Due: **5:00 P.M. Local Time, July 26, 2022**

ONE SIGNED ORIGINAL, single sided, unbound, plus five (5) 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.

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

ANCHORAGE WATER & WASTEWATER UTILITY

Request for Proposals

2022P025

Eklutna Water Treatment Facility

Process Improvements Project

Section 1 - General Information

Section 2 - Rules Governing Competition

Section 3 - Scope of Work

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1.0 GENERAL INFORMATION

1.1 Purpose

The Anchorage Water and Wastewater Utility (AWWU), is soliciting proposals from qualified firms to render professional engineering services for a package of projects located at the Eklutna Water Treatment Facility (EWTF).

1.2 Background

The Eklutna Water Treatment Facility has a design capacity of 32 million gallons per day and is a conventional process water treatment plant. This plant is owned and operated by Anchorage Water and Wastewater Utility (AWWU) and began operations in the summer of 1988 and has undergone improvements since. This plant is the primary water supply to meet the demand of the Anchorage Bowl and Northern Communities.

The objective of this project is to proactively rehabilitate structural components of the Eklutna Water Treatment Facility to prolong the life of assets showing signs of degradation as identified in the 2018 EWTF Facility Plan.

1.3 Questions

Any questions regarding this Request for Proposal 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.

1.4 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 30 calendar days, although all offers must be complete and irrevocable for 45 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 straight forward, 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. 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 Paragraph 4.3) 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 five (5) 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 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 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 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 WORK

This project involves designing a replacement of a variety of structural components recommended in the 2018 EWTF Facility Plan. Projects may include but are not limited to the following:

- A. CW1 Clearwell- New actuator/gear box above clear well, stem and torque tube for two 66” Influent valves and two 54” Effluent valves

- B. CW2 Clearwell- New 12-inch valves, actuator/gear box above clearwell, stem and torque tube for four 12" drain valves
- C. CW5 Eff Vault- Replace vacuum relief rupture disks, obtain spare disks and clean vent tubes
- D. FLT3 Filtration- Replace eight turbidimeters
- E. PACI1- Replace two existing metering pumps with three new pumps
- F. PACI2- Add Tank(s) for tote transfer and use
- G. SED1- Sed Refurbishment of guide rail in North Sedimentation Basin
- H. SED2- Monitoring and replacement of 4 longitudinal collector drives and 2 cross collector drives
- I. SED3- Addition of three new valves + motorized actuators for sedimentation basin drain valves
- J. RW3 Flash Mix- Replace PRV on high pressure flash mix feed water system
- K. RM1 Lagoons- Replacement of two lagoon decant pumps
- L. RM2 Exterior- Installation of flow sensor switch in waste washwater pipe with programming by AWWU

Work may include, but is not necessarily limited to, the following:

- A. Review of existing plans, studies, technical memoranda and record drawings.
- B. Prepare a Project Management Plan within 14 calendar days of Notice-To-Proceed. AWWU at its option may change the scope of the services.
- C. Conduct an on-site visit and initial facility survey of the EWTF and solicit input from the EWTF personnel.
- D. Solicit input from stakeholders.
- E. Identify AND ACQUIRE all required agency permits, approvals or waivers. All fees for these permits will be paid for by AWWU.
- F. Prepare a design study report that identifies options and their associated costs. This design study report shall include a recommendation by the designer and will serve as the basis for design.

- G. Prepare design submittals to include plans, specifications and construction cost estimates at the 35%, 65%, 95% and 100% design completion. Coordinate the design with AWWU internal reviews. The project team design must be coordinated with other projects that may currently be in design or construction.
- H. Prepare construction contract documents including all related disciplines.
- I. Provide assistance and updates to the final construction documents and cost estimate through the construction bidding phase.
- J. Additional Services: AWWU may include additional services relevant to this project. Examples of such services may include, but are not limited to, more in-depth examination of a process or regulation. The Contractor shall proceed with additional services only with prior authorization of the Owner and after mutual agreement on the scope and compensation. In addition, AWWU reserves the option to amend the contract to include services during construction.
- K. Project closeout tasks include delivery of all project files. This information includes: methods; assumptions; procedures; alternatives analyzed; recommended course of action; and originals of all files generated on the project including working maps, calculation sheets and supporting documentation. Computer and electronic data, files, and maps will also be delivered. For this project, AWWU requires electronic data transferred to computer CDs in an ESRI ArcGIS personal Geodatabase in NAD83 Stateplane Zone 4 Feet Projection (for maps) and Microsoft Word and Excel (for text and data). Before final delivery, documents shall be organized and numbered based on the AWWU's Master Project File System and prepared for AWWU for microfilming. AWWU will supply their Master Project File System and microfilming preparation requirements with issuance of Notice to Proceed. AWWU shall have the right to examine the files to audit proper file order and numbering.

Project Time of Completion

Interested Proposers are requested to give careful consideration to their workload and capability of meeting project schedules. The project milestones are:

- A. Notice to proceed: 7 days from contract execution
- B. 35% Design Documents: 60 days from NTP
- C. 65% Design Documents: 60 days from acceptance of 35% Design
- D. 95% Design Documents: 60 days from acceptance of 65% Design

E. 100% Design Documents: 30 days from acceptance of 95% Design

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 six (6) 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

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

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/Project Management Plan**

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: project schedule indicating key milestones and indicators of progress; interaction and coordination skills with AWWU 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.

4.4.2 Key Project Personnel Qualifications and Experience

Specific qualifications and past experience of the assigned project manager, key project personnel on the team, including subconsultants that will provide services on behalf of the firm. Resumes should be included for each of the individuals and subconsultants referenced.

A project team schematic or organizational chart explaining personnel that will be assigned to the project with their roles to be performed under the contract; a statement of staff availability, which includes the project manager, commitment to the project; and staff location. Based upon the proposed project schedule, note any and all conflicts regarding the availability and location of the project manager and key personnel during performance of the contract.

4.4.3 Firm Qualifications and Experience

Describe specific qualifications of the firm and experience on similar projects in the past. This information should demonstrate the firm's qualifications and similar experience in the type of work being proposed on; including similar recent, comparable civil, mechanical, electrical, instrumentation, and controls work including feasibility and life-cycle costing for best alternative selection, design, planning, construction management services, the physical regime in which the work will be located; and work experience within the Municipality, specifically in the immediate geographical project area. This category also includes a discussion of the firm's past performance on AWWU projects.

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 Department personnel when required during the performance of the contract. All work to be performed under this project shall be performed in the United States of America.

4.5 Fee Schedule

Under a separate cover, submit one (1) copies of a fee schedule for all services that may be required in performance of this work. The fee schedule shall be fully loaded

to include overhead, G&A, fringe benefits, profit, insurance, etc. The fee schedule will not be used in evaluations. Only the highest ranked Proposer's fee schedule will be opened for the purpose of commencing contract negotiations.

5.0 EVALUATION CRITERIA AND PROCESS

5.1 Evaluation Criteria

Proposals will be evaluated and ranked on the following criteria and point range respectively.

5.1.1 Project Approach/Project Management Plan 0-35 POINTS

- Understanding of Request for Proposal and scope of work
- Proposed approach
- Detailed Work plan
- Project Schedule
- Interaction and Coordination

5.1.2 Key Project Personnel Qualifications & Experience 0-35 POINTS

- Project manager
- Project personal and roles, including sub-consultants
- Project team organization
- Staff / project manager availability, commitment to the project, and staff location
- Experience with AWWU projects

5.1.3 Firm Qualifications and Experience 0-25 POINTS

- Directly related experience and qualifications
- Project Area Experience
- Past performance on Municipal/AWWU projects
- Documented experience with communications networks and fire alarm and detection systems
- Ability to meet deadlines and anticipated work load

5.1.4 Contractor Location 0-5 POINTS

- Firm's location and ability to meet with Department personnel as required

**TOTAL POSSIBLE SCORE 100 POINTS
MAXIMUM**

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: For the evaluation of the experience factor, if the evaluator feels the response as provided was "Good" they would assign a "qualitative rating factor" of .6 for that criterion. The final score for that criterion would be determined by multiplying the qualitative rating factor of .6 by the maximum points available (35) and the resulting score of 21 would be assigned to the criterion. This process would be repeated for each criterion.

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 1). 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 – Sample Contract

Attachment 2 – EWTF Facility Plan – March 2018