



Municipality of Anchorage

Dave Bronson, Mayor

Purchasing Department

July 13, 2022

REQUEST FOR PROPOSAL

RFP 2022P029

Solid Waste Services Department Facility Lease for Resource Recovery Center

The Municipality of Anchorage is an equal opportunity employer.

Enclosed is pertinent information for use in preparing your proposal.

Pre-Proposal Conference: **1:30 P.M. Local Time, August 25, 2022**

Site Visit: **10:00 A.M. Local Time, August 24, 2022**
111 East 56th Ave Anchorage, AK 99518

Questions Due: **12:00 P.M. Local Time, August 26, 2022**

Proposals Due: **5:00 P.M. Local Time, September 7, 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

**REQUEST FOR PROPOSALS
(RFP) 2022P029
MUNICIPALITY OF ANCHORAGE
SOLID WASTE SERVICES DEPARTMENT
FACILITY LEASE FOR RESOURCE RECOVERY CENTER**

Table of Contents

Section 1 - General Information

Section 2 - Rules Governing Competition

Section 3 – Conditions and Scope of Services

Section 4 - Proposal and Submission Requirements

Section 5 - Evaluation Criteria and Process

Section 6 - Selection Process

Section 7 - Sample Contract or Minimum Mandatory Contract Provisions

Section 8 - Attachments

SECTION 1: GENERAL INFORMATION

1.1 Purpose

The intent of this Request for Proposal (RFP) is to lease portions of the Municipality of Anchorage (MOA) Solid Waste Services Department's (SWS) former Central Transfer Station (CTS) to a qualified and experienced entity (henceforth referred to as "Contractor") that will operate a Resource Recovery Center (RRC). The RRC Contractor shall conduct, in addition to their own business enterprises, recycling operations that will support the needs of the MOA, subject to the conditions herein.

The term of the Lease shall be for 10 years, with up to four (4) 5-year mutual renewal options. The lease price is thirty thousand dollars (\$30,000.00) per month for the initial 10-year term. The price is subject to change at any renewal options.

Included in the RFP are instructions governing the proposal, descriptions of the conditions and 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 subject site is located in Anchorage, at SWS's long-standing CTS/ Headquarters campus at 1111 E. 56th Avenue. SWS will be vacating this site in early 2023, moving to a newly constructed, modern transfer facility and utility headquarters, directly south of the former CTS, across E. 56th Avenue.

While the existing CTS is no longer suitable and appropriate to service the high-volume, long-term waste diversion, transfer, and management needs of SWS, the Facility, as currently situated and equipped, possesses an intrinsically valuable infrastructure platform suitable to support lower volume recycling and diversion operations that are consistent with the goals of MOA/SWS. There is currently limited infrastructure in the MOA to process and transport recyclable materials for beneficial use.

To this end, MOA/SWS desires to lease portions of the CTS to a Contractor who will operate an RRC to conduct recycling operations that support the needs of the MOA, subject to the conditions contained in the RFP and Technical Prospectus.

This RFP also includes the provisions of the current Proprietary Services Agreement executed by SWS for the acceptance and processing of commingled and/or sorted recyclable materials, which have been delivered by Solid Waste Services. SWS intends to deliver all materials generated from the SWS curbside collection and the recycling drop-off sites located at the recycling drop-off area at the Anchorage Regional Landfill to the proposed RRC.

1.3 Questions

Any questions regarding this proposal are to be submitted to:

wwpur@muni.org

For ease of identification please identify the project/title number in the subject line of any correspondence.

Office hours of operation are: 8:00 a.m. to 5:00 p.m. local time Monday through Thursday, 8:00 a.m. to 4:30 p.m. on Fridays, and closed on municipal holidays. All questions regarding the scope of work must be received prior to the deadline indicated on the RFP cover letter.

1.4 Inspection

All respondents are strongly encouraged to physically inspect the existing property and facilities. Inspections must take place during the allotted Site Visit times indicated on the Request for Proposals announcement included with this solicitation. Site visits outside of the allotted times shall not be allowed. The

Municipality assumes no responsibility for the disclosure of matters which would not have been disclosed by an inspection of the property.

1.5 Preparation Costs

The Municipality shall not be responsible for proposal preparation costs, nor for any costs, including attorney fees, associated with any administrative, judicial or other challenge to the determination of the proposals. By submitting a proposal, each respondent agrees to be bound in this respect and waives all claims to such costs and/or fees.

SECTION 2: RULES GOVERNING COMPETITION

2.1 Examination of RFP Proposal

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

2.2 Proposal Acceptance Period

Selection of qualified respondents is anticipated to be announced within thirty (30) calendar days from solicitation closing date, although all offers must be complete and irrevocable for one hundred twenty (120) days following the submission date.

2.3 Confidentiality

The content of proposals will be kept confidential until the selection of the qualified respondents list is publicly announced, and any appeals are finally determined. At that time, all proposals are open for public review. However, the financial information submitted shall not be released to competing respondents or the public until signature of the development agreement (see Section 3.2.1) has been announced.

If a respondent desires its financial information to remain “confidential”/proprietary” after the RFP process, the respondent shall clearly indicate such by marking each page with a “confidential or proprietary” stamp/statement. Respondents are advised that proprietary information shall be limited to “records or engineering or other technical data, which, if released, would provide a competitive advantage to any other person engaged in similar or related activities,” and “proprietary information which a manufacturer, consultant or provider reasonably requires to be kept privileged or confidential to protect the property interests of persons providing the information or data,” under Anchorage Municipal Code subsections 3.90.040F and G, respectively.

A respondent must provide a statement supporting its request for maintaining its financial information as “confidential/proprietary,” and how it complies with the provisions of Anchorage Municipal Code outlined above. This request must be attached to the respondent’s submission in a conspicuous location.

In the event that the Purchasing Department determines that the financial information marked by the respondent as “confidential/proprietary” does not comply with the provisions of Anchorage Municipal Code, the respondent will be notified prior to evaluation of the financial information. The respondent will be allowed to withdraw the information. If the respondent does not withdraw the information, it will thereafter be treated as non-confidential information.

In the event that information is determined to be of a proprietary nature, it shall be maintained in the files of the Purchasing Department and made available for internal review, but shall not be subject to public disclosure – either during or after the RFP process unless ordered by a court of competent jurisdiction.

Notwithstanding the foregoing, the final awardee will be required to disclose all financial information consistent with the award/contract terms and conditions approved by the Anchorage Assembly.

2.4 Proposal Format

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

- 2.4.1** Conformance to the RFP instructions; and
- 2.4.2** Responsiveness to the RFP requirements; and
- 2.4.3** Completeness and clarity of content.

2.5 Signature Requirements

All proposals must be signed. A proposal may be signed by an officer or other agent of a corporation, if authorized to sign contracts on its behalf; a general partner of a partnership; manager of an LLC; 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” will meet this requirement (Section 4.3.3). The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

Failure to sign the Proposal is grounds for rejection.

2.6 Proposal Submission

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 as the respondent chooses.

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

All copies of the proposals shall be submitted in a single sealed cover which should be plainly marked as a Request for Proposal Response with the title, "SOLID WASTE SERVICES DEPARTMENT FACILITY LEASE FOR RESOURCE RECOVERY CENTER" and RFP number prominently displayed on the outside of the package.

Proposals must be delivered or mailed to:

Physical Address:

Municipality of Anchorage

Purchasing Department

632 W. 6th Avenue, Ste. 520

Anchorage, AK 99501

2.7 News Releases

News releases pertaining to the award resulting from the RFPs shall not be made by a respondent 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. One copy shall be retained for the official files of the Purchasing Department and will become public record after selection of the qualified respondent, with the exception of those items deemed to be confidential, per Section 2.3.

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

2.11 Late Submissions

Proposals not received prior to the date and time specified in the cover letter, regardless of when the proposal was mailed, will not be considered and will be returned unopened.

2.12 Rejection of Proposals

The Municipality reserves the unilateral right to reject any and all proposals as 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

SECTION 3: CONDITIONS AND SCOPE OF SERVICES

3.1 General

The intent of this RFP is to lease portions of the former Solid Waste Services (SWS) Central Transfer Station (CTS) to a qualified, experienced entity that will operate a Resource Recovery Center. The successful proposer MUST operate an RRC as described in the RFP and Technical Prospectus (Attachment 1). No other uses will be permitted. A proposal that proposes any use other than an RRC will be considered non-responsive and disqualified.

3.2 Scope of RRC Operations

The Contractor shall conduct Resource Recovery operations in accordance with the terms and conditions described in the RFP and Technical Prospectus. The following activities, at a minimum, shall be required:

- The Contractor shall operate the RRC as a resource recovery facility such that it receives, processes and ships recyclable commodities as identified in the Technical Prospectus;
- The Contractor shall receive recyclable commodities from MOA residential users free of charge for the term of the Lease;
- The Contractor shall maintain the RRC and perform routine housekeeping and facility maintenance;
- The Contractor shall make the RRC available to the public and commercial customers;

- The RRC shall be operated by the Contractor in accordance with the stated requirements;
- The Contractor shall make efforts, through procedures and investments, to protect workers' health and safety in accordance with local, state, and federal guidelines and regulations.
- The Contractor shall make all efforts to accommodate and enhance recycling opportunities for residential and commercial customers. This includes operating the facility to increase overall receipt of recycling with the goal of continuing to increase Anchorage's recycling rate.

The Contractor shall also process commingled and/or sorted recyclable materials, which have been delivered to them by SWS. Compensation shall be set by market index formula as noted in the Pricing Proposal, attached as Attachment 2 and updated monthly, with a not to exceed annual amount as proposed in the response to this RFP. The materials to be recycled include the recyclable commodity categories as identified in the Technical Prospectus that are generated from SWS curbside collection and recycling drop-off sites located at the recycling drop-off area at the Anchorage Regional Landfill.

Processing of recyclables materials may include storing, handling, sorting, baling, crushing, loading and shipping to facilities where the material will be recycled. No reimbursement is required to SWS from the potential sale of recyclable materials.

3.3 Facility Improvements

The Contractor may propose improvements to the site or buildings that they deem necessary to facilitate their operations. Proposed improvements must be detailed in the Capital Improvements Proposal.

Any proposed improvements must be approved by SWS. No improvements, modifications, alterations, demolition, fixed installations, or construction of any type shall be allowed at the leased property without prior approval and authorization by SWS. The Contractor shall include SWS in all aspects of the improvements process including, but not limited to, planning, development, design, permitting, construction, and commissioning.

The Contractor shall be solely responsible for all costs related to any authorized improvements. All improvements, additions, and any fixed equipment the Contractor installs at the property shall become the property of SWS upon installation.

3.4 Lease Term and Renewal Options

Term - The term of the Lease shall be for 10 years, with up to four (4) 5-year mutual renewal options.

Rent – Rent shall be fixed at the amount of thirty thousand dollars (\$30,000.000) per month for the initial 10 year term. Upon renewal of the Lease, the base lease price may be recalculated to reflect changes in the Municipal Utility Service Area (MUSA) payments, annual depreciation, insurance rates, and any other factors that may contribute to SWS’s cost of ownership of the property.

3.5 Anticipated Timeline

The Contractor shall occupy the property within 30 days of SWS’s formal vacation. Once SWS has determined that they have completely vacated, a Notice-to-Occupy will be issued to the Contractor.

SWS anticipates that current operations at the CTS facility will be completely transferred to the new facility by April 1, 2023. Based on that timeline it is also anticipated that the facility will be available for the Contractor to start construction of the proposed site improvements on May 1, 2023. These dates are subject to change based on the actual completion of the new CTS, which is outside of the control of SWS. SWS/MOA are not responsible for any delays – or accelerations – to the anticipated schedule as stated herein. It will be the responsibility and obligation of the Contractor to take occupancy of the facility and begin complete operations as required within this document within 30 days of Notice-to-Occupy or within a schedule accepted in writing by SWS.

3.6 Capital Improvements Proposal

Each proposer will provide a summary of any capital improvements requested to be implemented as described in Section 3.3. Include a conceptual site plan and cost estimate, following the guidance described in Section 2.4 of the Technical Prospectus. If the Proposer does not anticipate or intend to make any capital improvements, it shall also be noted in this section. This component of the proposal is informational and not part of the evaluation. Submit this as part of the Technical Proposal as indicated in Section 4.

3.7 Alaska Business License

All Proposers shall have a current Alaska Business License. The successful Proposer shall submit a copy of the Proposer’s current, valid Alaska Business License prior to award of a contract. It is not required to be submitted as part of any Proposer’s response to the RFP.

SECTION 4: 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 fifteen (15) pages in length (excluding letter of transmittal, resumes, title

page(s), index/table of contents, required attachments, dividers, and drawings). 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 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 two (2) 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 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, and telephone numbers.

4.3.4. The letter must be signed by a corporate officer or other individual who has the authority to bind the firm, per Section 2.5.

4.4 Evaluation Criteria

4.4.1 Team and Approach

4.4.1.1 Describe your proposed team, including a description of the legal structure of the team, any partnership, joint venture, or subcontractor relationships contemplated. Specify the role of each firm involved on the proposed team and the responsibilities each firm will have on the project. Identify any previous working relationships involving project team firms and provide client reference names, addresses, and current phone numbers for the previous working relationships involving project team firms.

4.4.1.2 Describe the overall approach of the proposed team for managing and implementing this project. Present an Organization Chart showing lines of responsibility for all key project personnel. Specify

by name the Project Manager and, if different, the On-Site Manager directly responsible for day-to-day and overall operations of the Resource Recovery Center Facility. Identify all other key project personnel and their responsibilities on the project. Briefly describe each team member's qualifications and relevant experience. List overall resources, including total number of employees by position and job description, number and types of equipment available to support this project. Provide resumes for all key project personnel.

- 4.4.1.3** Identify any unique aspects of your team or proposal that will help in assuring successful operations of the Resource Recovery Center Facilities and any other information that demonstrates your understanding of the project and capabilities for performing the work.

4.4.2 Experience and Qualifications

- 4.4.2.1** Summarize your team's qualifications and experience by briefly describing in detail three relevant resource recovery/recycling programs that demonstrate the team's capabilities to carry out this contract. Specifically address how the experiences in these projects are directly related to your qualifications for performing the work for this project and roles of key personnel in this proposal on those projects. Provide client references including contact names, addresses, and phone numbers for each of the projects referenced.
- 4.4.2.2** Provide a detailed compliance history presenting information on any violations or enforcement actions within the past five (5) years against all firms involved in this proposal including all TSDf's, recycling facilities and all other disposal facilities to be used. Include at a minimum the following information: any hazardous waste, PCB or other violations; any State or Federal Notices of Violation; administrative or civil orders; civil or criminal legal actions taken; administrative, civil or criminal penalties assessed or requested; consent orders entered; bond revocations; permit or license denials, suspensions or revocations; and the outcome of each violation or enforcement action. Provide regulatory contact names, address and phone numbers as deemed necessary for follow-up by the Selection Committee.
- 4.4.2.3** Present a detailed implementation schedule to take over the operation of the Facility from the date of Notice-to-Occupy. Include all key activities and project team members responsible for each activity. Explain in detail how the switchover will take place and proposed improvements performed, without adverse effects to SWS or public recycle needs. Assume the facility will be in your control and fully operational by May 1, 2023.

4.4.3 Public Involvement and Safety

- 4.4.3.1** Describe how the team will promote the RRC to the public and encourage community recycling. Provide a summary of any community education campaigns your team has developed in the past three (3) years.
- 4.4.3.2** Provide a copy of the Proposer's workplace safety plan. Provide copies of the Proposer's OSHA 300 log for the past five (5) years or similar documentation of any workplace mishaps history. Include any citations from OSHA or other similar regulatory agency and how they were resolved. Describe if training will be conducted in-house or if the Proposer will be using an outside entity for safety training.

4.4.4 Financial Capability

Describe the financial capability and stability of each firm involved in the proposal. The information desired is similar to that which would typically appear in an Annual Report. This should include a description of the firm's products or services, historical and projected sales, company goals and objectives, numbers and types of employees, and audited financial statements for the last three fiscal years. The financial statements should include an Earnings Statement, a Balance Sheet, a Statement of Changes in Financial Position and Full Footnote Disclosure. Other additional indicators of financial capability and stability may be submitted at the respondent's discretion. The most recent audited financial statements for each firm should be provided in an Appendix to the proposal.

4.4.5 Technical Proposal

All proposers shall provide an Operating Plan for the RRC, which includes, but is not limited to, the below components. Details of the content of this Operating Plan are included in Technical Prospectus, Attachment 1.

- Material Acceptance and Analysis
- Material Handling, Processing, and Storage
- Transportation
- End Market Destination for Recyclables
- Historical Recycling Contamination Rate
- Record Keeping, Reports, and Manifests
- Facility and Equipment Inspections
- Health and Safety Plan

- Training Plan
- Emergency Preparedness and Contingency Plan
- Facility and Equipment Maintenance
- Materials and Supplies
- Contractor Suggestions/Recommendations
- Project Accounting

The Proposer's Capital Improvements Proposal shall also be included under this Section and clearly marked to differentiate it from the main Technical Proposal body.

4.4.6 Pricing Proposal

In a separate, sealed envelope, each proposer will provide a completed Pricing Proposal (Attachment 2). This envelope will remain sealed in possession of the MOA Purchasing Department until all written proposal scoring has been accomplished. Pricing Proposals will then be opened and evaluated in Section 5.0.

As further detailed within Attachment 2, the Pricing Proposal shall consist of the Proposer's bid price for the processing and freight associated with residential commingled and/or sorted recyclable materials that have been delivered to the RRC by SWS. Total compensation to the selected Proposer shall be adjusted by the market index formulas/values as included in Attachment 2. Please note that the Pricing Proposal is not related to the Lease term/rent as defined within Section 3.4.

Two files of the Pricing Proposal form have been provided with the RFP for the Proposer's use. The .pdf version of the form provides detailed information on how the form was assembled and the basis for the data included therein. The Excel version is for the Proposer's convenience in entering their proposed cost. Values within the blue highlighted cells of the Excel form are examples from historic market/index rates or material composition studies, shown for information only, and do not necessarily represent the exact values to be utilized to determine the SWS Payment Rate. Cell G23, highlighted in gold, of the Excel form is the Pricing Proposal on which the Proposer will be evaluated.

SECTION 5: EVALUATION CRITERIA AND PROCESS

5.1 Criteria

Experience and Qualifications and the Technical Proposal will be weighted according to those provisions described in Sections 4.6 and 4.7. The Capital Improvements Proposal component of the Technical Proposal will not be evaluated. Pricing will be weighed based on the most favorable rate for the acceptance of SWS recyclables, as proposed in the Pricing Proposal in Section 4.9. The criteria to consider during evaluations, and the associated point values, are as follows:

5.1.1. Team and Approach:	10 points
5.1.2. Experience and Qualifications:	15 points
5.1.3. Public Involvement and Safety:	10 points
5.1.4. Financial Capability:	10 points
5.1.5. Technical Proposal: <i>(NIC Capital Improvements Proposal)</i>	45 points
5.1.6. Pricing Proposal:	10 points
<u>Total Points Available:</u>	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 determined for each criteria category in paragraphs 5.1.1 through 5.1.5 will be multiplied by the points available to determine the total points for that category.

EXAMPLE: If an evaluator decides that a Proposer's 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 Quantitative Rating Factor (Pricing)

The Pricing Proposal will be rated using the following formula:

$(\text{Lowest proposed rate}) / (\text{proposed rate}) \times (\text{Number of maximum available points for category})$

Example:

Proposer A = \$1,000
Proposer B = \$2,000
Proposer C = \$3,000
Max Points = 10

Proposer A: **10 points**
Proposer B: $(\$1,000/\$2,000) \times 10 \text{ points} = \mathbf{5 \text{ points}}$
Proposer C: $(\$1,000/\$3,000) \times 10 \text{ points} = \mathbf{3.3 \text{ points}}$

5.4 Evaluation Process

A committee of individuals representing the Municipality will perform the evaluation of all of the proposal(s) received. The committee will score the proposal as submitted.

The Municipality reserves the right to select proposals for consideration based 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 is to allow expansion upon the written responses. If interviews are conducted, a maximum of three firms will be short-listed. 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.

SECTION 6: 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.

SECTION 7: SAMPLE CONTRACT

All Proposers must carefully read and review Attachment 3 - 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.

SECTION 8: ATTACHMENTS

- | | |
|----------------|--------------------------------|
| Attachment 1. | Technical Prospectus |
| Attachment 2a. | Pricing Proposal (Excel) |
| Attachment 2b. | Pricing Proposal (pdf) |
| Attachment 3. | Sample Contract |
| Attachment 4. | Historic Facility Usage (2020) |
| Attachment 5. | Existing Facility Site Plan |
| Attachment 6. | Future Facility Site Plan |