



Municipality of Anchorage

Dave Bronson, Mayor

Purchasing Department

August 18, 2022

REQUEST FOR PROPOSAL

RFP 2022P034

**Port of Alaska Modernization Program
Environmental Site Assessment Services**

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, August 31, 2022
Port of Alaska, 2000 Anchorage Port Rd.
Anchorage, Alaska 99501**

Pre-Proposal Conference: **1:30 P.M. Local Time, August 31, 2022**

Questions Due: **5:00 P.M. Local Time, September 2, 2022**

Proposals Due: **5:00 P.M. Local Time, September 15, 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 emails may also be sent to ronald.mcpherson@hdrinc.com. 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

Chris Hunter
Deputy Purchasing Director

**MUNICIPALITY OF ANCHORAGE
PORT OF ALASKA MODERNIZATION PROGRAM
PROVIDE ENVIRONMENTAL SITE ASSESSMENT SERVICES
REQUEST FOR PROPOSAL NO. 2022P034**

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1.0 GENERAL INFORMATION

1.1 Purpose

The Municipality of Anchorage (MOA) is soliciting proposals from qualified professional consultants to provide environmental site assessment services pertaining to the identification and characterization of site contamination of areas that are subject to the developmental activities of the Port of Alaska Modernization Program (PAMP) inclusive of existing terminal demolition, trestle construction, pile installation, and dredging. There is known contamination of the PAMP site according to the Alaska Department of Environmental Conservation (DEC) database, a Site Assessment Location area is provided as Attachment 3 in Section 8. As such, environmental site assessment services are being solicited to support permitting efforts associated with PAMP developmental activities. It is anticipated that only one (1) Contract will be awarded under this Request for Proposal (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.

1.1.1 Program Background

The PAMP is in the process of replacing and modernizing the Port of Alaska’s marine terminals over five phases. The existing marine terminals are more than 50-years old and suffer from severe damage to the foundation piling caused by

corrosion and seismic activity. They have exceeded their design lives and are unlikely to survive another major seismic event. The facilities must be replaced with new resilient terminals for the Port of Alaska to continue to provide critical containerized cargo supply to Alaska, to support oversized break-bulk construction/industrial material handling and to support the regional military mission. The new facilities will ensure reliable and efficient service over the next 75 years. The first two phases of the PAMP are shown graphically below:



Phase 2 will provide two general purpose cargo terminals (one for lift-on/lift-off and one for roll-on/roll-off operations) configured on a continuous berthline, associated trestles, ship-to-shore gantry crane accommodations, marine mooring appurtenances, servicing utilities, deep-soil mixing ground improvements and supporting site development.

1.2 Questions

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

Municipality of Anchorage
Purchasing Department
wwpur@muni.org and ronald.mcpherson@hdrinc.com

For ease of identification please identify the RFP number 2022P034 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. Due to time constraints on this project, all questions regarding the scope of work should be received prior to the deadline indicated on the RFP cover letter.

1.3 Preparation Costs

The MOA 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

All submittals to this RFP must be submitted by the date and time shown on the Request for Proposal Cover Letter.

Award of this proposal is anticipated to be announced within 60 calendar days, although all offers must be complete and irrevocable for 90 calendar days following the submission date.

2.3 Confidentiality

The content of proposals will be kept confidential until the selection of the Contractor is publicly announced. At that time the selected proposal is open for review (except for information identified as being proprietary). After the award of the Contract, proposals will then become public information, except for properly identified and approved 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 the marking individual pages, the Proposal's Cover Page will 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

2.4 Proposal Format

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

- 1) Conformance to the RFP instructions;
- 2) Responsiveness to the RFP requirements;
- 3) Completeness and clarity of content

2.5 Signature Requirements

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

At the sole discretion of MOA, 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 (1) ORIGINAL, single sided unbound, complete copy of the proposal must be received by the Municipality of Anchorage prior to the date and time specified in the cover letter.

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 are requested to be submitted in a single sealed cover which should be plainly marked as a Request for Proposal Response with the Number and Title prominently displayed on the outside of the package.

Within the single sealed cover containing the proposal, the completed Fee Schedule shall be extracted and provided in a separate sealed cover. The PDF files referenced in 2.6.2 above shall also be separated.

2.6.4 Proposals must be delivered or mailed and postmarked 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 of Anchorage.

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 of Anchorage 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 of Anchorage.

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 Disadvantaged Business Enterprise (DBE) Goals

Funding by the Department of Transportation/MARAD requires compliance with:

- 49 C.F.R. part 26 – Participation by Disadvantaged Business Enterprises in DOT Financial Assistance Programs.
- 2 C.F.R. 200.317-327. Of special note is 2 C.F.R. 200.321 Contracting with Small and Minority Businesses, Women’s Business Enterprises, and Labor Surplus Area Firms.

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in [paragraphs \(b\)\(1\)](#) through [\(5\)](#) of this section.

Note that "Affirmative Steps" be taken by both the MOA and the Prime Contractor. To assist, a list of currently approved DBE Contractors may be obtained by contacting:

Alaska DOT Civil Rights Office
2200 E. 42nd Avenue
PO Box 196900
Anchorage AK 99519-6900
907-269-0851
907-269-0847 Fax
<http://www.dot.state.ak.us/cvlrts/aucp.shtml>

Two actions are required:

1. Document your efforts in your proposal, either with a list of DBE Contractors you plan to use (the DBE Subcontractor Utilization Form included in Attachment 2), a statement of your "good faith" efforts, or a statement that you will not be using sub-contractors.
2. Attachment 2 - Federal Contract Clauses and Certifications contains contract clauses and certifications required by DOT/MARAD. Sign your compliance where indicated and return this document with your proposal. It will become an appendix to the contract with the successful Proposer.

3.0 SCOPE OF SERVICES

3.1 Project Description

The scope of work includes Base Services and potential Follow-up Services depending on results of the Base Services.

Base Services

1. Phase I Environmental Site Assessment (ESA), and dependent on Phase I ESA findings
2. Phase II ESA Work Plan

Follow-Up Services (Dependent on results of Base Services)

3. Phase II ESA Services
4. Soil Management Plan
5. Phase III ESA Work Plan
6. Phase III ESA Services
7. Hazardous Building Materials Assessment

The results of this work will also be used to support permitting associated for the project. When developing the Fee Schedule (see Paragraph 4.4), the Contractor shall include budget for meetings with the POA and the Owner's Representative. These meetings are expected to occur every two (2) weeks throughout the duration of the five-part scope and will occur over video conference calls.

3.1.1 Phase I Environmental Site Assessment

Perform a Phase I Environmental Site Assessment (Phase I ESA) in accordance with ASTM Method E-1527-13 Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process (ASTM Standard) at the Site Assessment Location (refer to Attachment 3). The purpose of the Phase I ESA is to identify Recognized Environmental Conditions (RECs) that currently exist; may have existed (historic REC or HREC); or that have institutional and/or engineering controls associated with them (controlled REC or CREC). RECs, HRECs, and CRECs will be identified on or adjacent to the subject property as defined under the ASTM Standard for Phase I ESAs. The Phase I ESA shall be performed by a qualified environmental professional as defined by the ASTM Standard with the following minimum qualifications:

1. Holds a current Professional Engineer's or Professional Geologist's license or registration from a state, tribe, or U.S territory and have the equivalent of three

- (3) years of full-time relevant experience; or
2. Be licensed or certified by the federal government, a state, tribe, or U.S. territory to perform environmental inquiries as defined in § 312.21 and have the equivalent of three (3) years of full-time relevant experience; or
 3. have a Baccalaureate or higher degree from an accredited institution of higher education in a discipline of engineering or science and the equivalent of five (5) years of full-time relevant experience; or
 4. have the equivalent of ten (10) years of full-time relevant experience

Contractor shall perform environmental database and historical research for the subject properties that will include ASTM-prescribed federal, state, and local databases within the ASTM-prescribed search distances. Contractor shall perform file reviews for sites listed in the databases that, in the view of an Environmental Professional (as defined by the ASTM standard), may pose a potential impact to the subject property.

Contractor shall perform site reconnaissance. The site reconnaissance will be conducted in accordance with the ASTM standard to identify potential RECs located on the subject property, or on surrounding properties with the potential to impact the subject property. The site reconnaissance shall be supplemented with a form documenting site conditions and exterior and interior observations (as applicable and available).

Contractor shall conduct interviews with the property owner and people with knowledge of the property as appropriate. If conditions warrant, interviews with surrounding property owners will be conducted. A narrative will be prepared to document the past use(s) of the subject property.

Contractor shall have thirty (30) days from the Notice to Proceed to submit a draft report of findings from the Phase I ESA components (environmental database and historical research, site reconnaissance, and interviews) to Owner's Representative on-site or via Microsoft Teams. The report shall include findings, opinions, and conclusions. Contractor's final report will be submitted within (5) days from the receipt of Owner's Representative comments on the draft report.

3.1.2 Phase II ESA Work Plan

Based on the findings of the Phase I ESA with particular emphasis on recognized environmental conditions (Section 3.1.1), the Contractor shall develop a work plan for the Phase II Environmental Site Assessment to be performed in portions of the Site Assessment Location that would be impacted by PAMP developmental activities including existing terminal demolition, ground improvements, trestle construction, pile installation, and dredging.

Contractor shall develop an environmental sampling and analysis plan for environmental samples to be collected. The plan must be prepared by a qualified environmental professional as defined in Section 3.1.1. The environmental sampling and analysis plan shall be in accordance with the guidance of ASTM E1903-19, Standard Practice for Environmental Site Assessments: Phase II Environmental Site Assessment Process and Alaska DEC Contaminated Sites Program (CSP) guidance documents as applicable:

1. *Field Sampling Guidance* (January 2022)
2. *Guidance on Developing Conceptual Site Models* (January 2017)
3. *Biogenic Interference and Silica Gel Cleanup - Technical Memorandum* (December 2021)
4. *Procedures for Calculating Cumulative Risk* (February 2018)
5. *Determining the Fraction of Organic Carbon for Methods Three and Four* (March 2017)
6. *Arsenic Technical Memorandum* (March 2009)
7. *Vapor Intrusion Guidance* (November 2017)
8. *Ecoscoping Guidance: A Tool for Developing an Ecological Conceptual Site Model* (March 2014)
9. *Monitoring Well Guidance* (September 2013)
10. *Risk Assessment Procedures Manual* (February 2018)
11. *Site Characterization Work Plan and Reporting Guidance for Investigation of Contaminated Sites* (March 2017)
12. *Minimum Quality Assurance Requirements for Sample Handling, Reports and Laboratory Data Technical Memorandum* (October 2019)
13. *Guidance for Evaluating Metals at Contaminated Sites* (August 2018)

The documents listed above can be located at: [<http://dec.alaska.gov/spar/csp/guidance-forms/>]. Guidance for underground storage tanks (USTs) is found in *Field Sampling Guidance*.

The Contractor shall prepare a site-specific Health and Safety Plan (HASP) ahead of the proposed Phase II ESA work. The plan would be in accordance with applicable and appropriate industry, Occupational Safety and Health Administration (OSHA), Alaska Occupational Safety and Health, and Municipality

of Anchorage standards and regulations. No intrusive work will be conducted prior to the preparation, review and approval of the HASP.

3.1.3 Phase II ESA

Perform the Phase II site investigation in accordance with the environmental sampling and analysis plan and HASP. Environmental sampling must be overseen by a qualified environmental professional as defined by the DEC, meeting one or more of the following minimum educational and experience qualifications:

1. Undergraduate or graduate degree from a nationally or internationally accredited postsecondary institution in environmental science or engineering, geology, hydrology, physical science, biology, chemistry, or a related field and at least one year of professional experience in contaminated site characterization and cleanup activities under the direct supervision of a qualified environmental professional completed after the degree described in this paragraph was obtained
2. Four-year degree in any field or a two-year associates degree in environmental science, geology, hydrology, physical science, biology, chemistry, or a related field from a nationally or internationally accredited postsecondary institution, and at least three years of professional experience in contaminated site characterization and cleanup activities under the direct supervision of a qualified environmental professional
3. Certified as an environmental technician under an apprenticeship program that conforms to the requirements of the U.S. Department of Labor, Employment and Training Administration, 29 CFR Part 29, Labor Standards for the Registration of Apprenticeship Programs, Amendment of Regulations, Final Rule, October 29, 2008, and has at least three additional years of professional experience in contaminated site characterization and cleanup activities under the direct supervision of a qualified environmental professional.

Environmental sampling must be performed by a qualified environmental professional or by a qualified sampler under the supervision of a qualified environmental professional with the following minimum training:

1. applied field work involving environmental sample collection of soil, groundwater or surface water associated with coursework for a completed degree in environmental science, engineering, geology, hydrology, physical science, or a related scientific field, at a nationally or internationally accredited postsecondary institution; or
2. an environmental sampling training program recognized by DEC; and at least three months of experience in environmental sampling under the direct supervision of a qualified environmental professional

Contractor shall prepare a Phase II ESA report documenting:

1. The environmental sampling work performed during site investigation
2. Laboratory analysis results of environmental sampling
3. Conclusions and recommendations as to whether further actions are warranted as part of the proposed development activities of the PAMP within the Site Assessment Location and if so, outlining further actions that may include further site investigation and remediation.
4. A cost estimate of the cleanup efforts necessary to meet applicable Federal and State requirements for contaminants.

3.1.4 Soil Management Plan

Contractor shall prepare a detailed Soil Management Plan (SMP) appropriate for the level of further action as described in the conclusions and recommendations of the Phase II ESA Site Investigation report. SMP shall describe the soil and sediment management procedures that are required to complete the geotechnical investigation and site disturbance in support of PAMP developmental activities.

The SMP shall include:

1. criteria to determine suitability or unsuitability of soils for reuse on-site
2. procedures for excavation of soils on-site
3. appropriate procedure of stockpiling of suitable and unsuitable procedures
4. recommendations regarding engineering and institutional controls
5. soil and erosion control procedures
6. discussion of the management of investigative derived waste
7. a spill prevention and control plan if deemed necessary

3.1.5 Phase III ESA Work Plan

Dependent on the findings of the Phase II ESA site investigation, a Phase III ESA may be warranted. Should this be the case, Contractor shall develop a Phase III ESA Work Plan. Contractor shall develop an environmental sampling and analysis plan for environmental samples to be collected with similar criteria as the Phase II ESA and using Alaska DEC guidance documents listed in Section 3.1.2.

The Contractor shall prepare a site-specific HASP ahead of the proposed Phase III ESA work. The plan would be in accordance with applicable and appropriate industry, OSHA Alaska Occupational Safety and Health, and Municipality of Anchorage standards and regulations. No intrusive work will be conducted prior to the preparation, review, and approval of the HASP.

3.1.6 Phase III ESA

Contractor shall conduct the Phase III ESA environmental sampling and analysis as specified in the Phase III ESA Work Plan. Environmental sampling shall be overseen by a qualified environmental professional as described in Section 3.1.3. Environmental samples shall be conducted by either a qualified environmental professional or by a qualified sampler as described in Section 3.1.3 overseen by a qualified environmental professional.

Contractor shall prepare a Phase III ESA report documenting:

1. The environmental sampling work performed during site investigation
2. Laboratory analysis results of environmental sampling
3. Conclusions and recommendations as to whether further actions are warranted as part of the future development activities of the Port of Alaska Modernization Program and if so, outlining further actions that may include remediation of particular portions of the site and preparing a cost estimate of the cleanup efforts necessary to meet the applicable Federal and State requirements for particular contaminants.

3.1.7 Hazardous Materials Surveys

Buildings that will be impacted as part of the demolition activities associated with PAMP developmental activities within the Site Assessment Location, particularly the existing terminal demolition, are expected to require surveying for the presence of asbestos-containing materials (ACM), lead-based paint, and potentially other hazardous materials such as polychlorinated bi-phenyls (PCBs), mercury, refrigerants, and radioactive materials. Contractor shall perform a survey involving an inspection of the affected buildings that will involve obtaining samples of suspected potentially hazardous materials.

Samples of potentially ACM shall be analyzed for the presence of asbestos by EPA method 600/M4-82-020. Presence of lead-based paint shall be determined using a XLP300A X-Ray Fluorescence (XRF) lead paint analyzer or an equivalent method.

Findings of the Phase I ESA could potentially be used to inform the Contractor as to the presence of hazardous materials inside the buildings subject to the hazardous materials survey. Contractor shall prepare a report of the findings of the survey and laboratory results as applicable and provide recommendations for the

removal and disposal of identified hazardous materials that would be disturbed as part of PAMP developmental activities.

3.2 Document Control

All written correspondence shall be submitted by to PAMP through the Aconex document management system. Aconex is a web-based document and information management system that will be provided at no cost to the Contractor. Overall system training and detailed work instructions will also be provided.

Review comments on draft and final reports shall be the submitted via the DrChecks software. Detailed work instructions will be provided to the Contractor. Information on this software is available at:

<https://www.projnet.org/projnet/binKornHome/index.cfm?strKornCob=HomeAboutProjNet>

3.3 Project Timeline

Interested Proposers are requested to consider their workload and capability of meeting the following target dates:

- Notice to Proceed (NTP): September 2022
- Phase I ESA Draft Report: 30 Days from NTP
- Phase I ESA Final Report: 5 Days from receipt of comments

Contractor would commence the work scope for the Phase I ESA (Section 3.1.1) immediately upon Notice to Proceed. The timeline of the remaining portions of the work scope will be reviewed after the completion of the Phase I ESA. The Hazardous Material Assessments (Section 3.1.7) is expected to be conducted shortly after the completion of Phase I ESA (Section 3.1.1).

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 should not exceed ten (10) pages in length (excluding letter of transmittal, resumes, title page(s), index/table of contents, fee schedule, or dividers). One page shall be interpreted as one side of a single-spaced, letter size sheet (8-1/2" X 11"). Minimum font size is 11 points. 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 firm name and address, name of contact person, contact information (phone number, email address), and date.

4.2 Table of Contents

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

4.3 Letter of Transmittal (Limited to two (2) pages)

4.3.1 Briefly state understanding of the services to be performed and make a positive commitment to provide the services as specified in a cost-effective manner. Emphasize relevant experience and qualifications of key personnel to be involved in the project work.

4.3.2 List your company's contact person 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 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 Objectives and Services

Demonstrate your comprehension of the objectives and services for the proposed contract. Include understanding of the PAMP Phase 2 work.

4.4.2 Key Personnel

A. List of key personnel to be employed by the Contractor on the Project. At a minimum, key personnel shall include:

- Project Manager
- Qualified Environmental Professional meeting ASTM qualifications (refer to Section 3.1.1)
- Qualified Environmental Professional meeting DEC qualifications (refer to Section 3.1.3)

B. Key personnel may be the same person. For example, one individual may serve as both the Project Manager and Qualified Environmental Professional meeting ASTM qualifications, or one individual may serve as the Qualified Environmental Professional that meets both the ASTM and DEC qualifications.

1. Present the proposed project team and only include individuals who will actively participate in technical project activities. The team shall demonstrate expert level knowledge with regards to sequencing of activities associated with

the work described in Sections 3.1.1 through 3.1.7.

2. Provide the following information:
 - a) 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.
 - b) 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.
 - c) Organizational chart of the project team
3. Preferred qualifications for the Contractor include:
 - a) Experience conducting Phase I ESAs, Phase II ESAs, Phase III ESAs, and Hazardous Materials Assessments as described in Section 3
 - b) Previous experience conducting the above with environmental considerations along coastlines in Alaska or similar climates

4.4.3 Relevant Experience

Project descriptions and references for at least five projects for which the team and/or key personnel has provided the same or similar services. Experience with infrastructure and dredging along coastal shorelines will be evaluated more favorably. Include a point of contact, telephone number, and a brief description of the services provided.

4.4.4 Available Resources

Demonstration of available resources and commitment to PAMP schedule and Contractor's anticipated schedule beyond the Phase I ESA work. Discuss the Contractor's commitment of the Project, and its ability to commit additional resources to keep the Project on schedule in the face of adverse events. Provide information on resources available to the proposed team and indicate that the Proposer has access to the services necessary to perform the Work.

4.5 Fee Schedule

Under a separate cover title "Fee Schedule", submit one (1) copy of a fee schedule for all services, which may be required in performance of the work (Sections 3.1.1 through 3.1.7). The fee schedule shall be all inclusive of overhead, G&A, fringe benefits, profit, insurance, etc. The fee schedule shall 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

5.1 Qualitative Evaluation Criteria

Proposals shall address the following criteria:

5.2 Written Proposal Criteria

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

1	Objective and Services	15 points
2	Key Personnel	40 points
3	Relevant Experience	30 points
4	Availability Resources	15 points
Maximum Written Proposal Score:		100 points

5.3 Qualitative Rating Factor

Firms will be ranked using the following qualitative rating factors for each RFP criteria in Section 5.2.

1.0	Outstanding
0.8	Excellent
0.6	Good
0.4	Fair
0.2	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 40 points was "Good," they will assign a "qualitative rating factor" of 0.6 to that criterion. The qualitative rating factor is then multiplied by 40, the maximum points available for a resultant 24 points.

5.4 Evaluation Process

A committee of individuals representing the Municipality of Anchorage will perform an evaluation of the written proposal(s). The committee will rank the written 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). If interviews are conducted, a maximum of three (3) firms will be short-listed. The purpose of the interviews with shortlisted firms is to allow expansion upon the written responses. 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 both the original proposal and the interview. 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.

The interview will include an opportunity to respond to a standard list of questions (to be asked of each Contractor interviewed) and specific questions based upon the content of the proposers submitted proposal to support in evaluating the criteria set forth below. Contractor's attendance at the interview will be limited to only those representatives identified in the proposal.

Interviews will be scheduled to take place at the Port of Alaska and are expected to last a maximum of 1 hour.

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 of Anchorage reserves the right to terminate negotiations with any Proposer should it be in the Municipality of Anchorage'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 HAVE BEEN ACCEPTED.

8.0 ATTACHMENTS

The following documents are provided for reference:

Attachment 1 Sample Contract

Attachment 2	Federal Contract Clauses and Certifications
Attachment 3	Port of Alaska Modernization Program Site Assessment Location Plan
Attachment 4	Terminal 1 (T1) Preliminary Design Plans (5/15/17)
Attachment 5	Terminal 1 (T1) Preliminary Design Narrative - Rev. 01 (2/5/19)
Attachment 6	Terminal 2 (T2) Preliminary Design Plans (2/5/19)
Attachment 7	Terminal 2 (T2) Preliminary Design Narrative - Rev. 01 (2/5/19)
Attachment 8	Prescriptive Information - Terminal 1 (T1) and Terminal 2 (T2) - Rev. 01 (2/5/19)