



# Municipality of Anchorage

Dave Bronson, Mayor

Purchasing Department

September 2, 2022

REQUEST FOR PROPOSAL

**RFP 2022P039**

## **Provide Professional Architectural/ Engineering Services For the POA Storm Drain System 001 Rehabilitation**

The Municipality of Anchorage is an equal opportunity employer.

Enclosed is pertinent information for use in preparing your proposal.

Pre-Proposal Conference: **2:00 P.M. Local Time, September 13, 2022**

Site Visit: **N/A**

Questions Due: **12:00 P.M. Local Time, September 14, 2022**

Proposals Due: **5:00 P.M. Local Time, September 23, 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. 6<sup>th</sup> 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](mailto:wwpur@muni.org)**

**For further information contact Purchasing** at (907) 343-4590 or email [wwpur@muni.org](mailto: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*

Chris Hunter  
Deputy Purchasing Director

# **MUNICIPALITY OF ANCHORAGE REQUEST FOR PROPOSAL 2022P039**

## **PROVIDE PROFESSIONAL ARCHITECTURAL/ENGINEERING SERVICES FOR PORT OF ALASKA STORM DRAIN SYSTEM 001 REHABILITATION**

Section 1 - General Information

Section 2 - Rules Governing Competition

Section 3 - Scope of Work

Section 4 - Proposal and Submission Requirements

Section 5 - Evaluation Criteria and Process

Section 6 - Selection Process

Section 7 - Sample Contract or Minimum Mandatory Contract Provisions

Section 8 – Attachments

### **1.0 GENERAL INFORMATION**

#### 1.1 Purpose

The Municipality of Anchorage (MOA) Port of Alaska (POA) is soliciting proposals from qualified consultants to provide professional architectural/engineering (A/E) services for the rehabilitation of Storm Drain System 001.

#### 1.2 Background

POA is a MOA enterprise department that owns and operates Alaska's primary, inbound cargo facility. POA handles half of all Alaskan inbound fuel and freight, half of which is delivered to final destinations outside the MOA. The Port is open 24 hours a day, 7 days a week, 365 days a year. It is one of 17 Department of Defense commercial strategic seaports worldwide, and it is critical transportation infrastructure that is subject to Maritime Transportation Security Act security requirements.

There are several storm drain systems within the POA property boundary, all of which convey drainage west to Cook Inlet. Storm Drain System 001 (SDS001) was originally constructed in 1986 and was comprised of 2,000 feet of 36-inch to 42-inch diameter corrugated metal pipe. Today, SDS001 is comprised of approximately 8,150 feet of storm drain piping (of varying types and sizes), and nearly 40 structures.

The most upstream section of SDS001 collects surface storm water and subsurface groundwater east of Terminal Road and two sets of parallel POA owned railroad tracks. East of the tracks surface water makes its way via a ditch to a series of field inlets. Much of the drainage seen in the ditch originates as surface and subsurface flow from Joint Base Elmendorf-Richardson (JBER). The field inlets convey drainage to a subdrain, and surface and subsurface water in the subdrain converge at a single structure and pipe that directs water west beneath the tracks and Terminal Road. From Terminal Road the system drains westerly capturing surface run-off from the Tote and Matson lease properties, and outfalls into Cook Inlet at the northern end of the wharf near Terminal 3. See Section 3.0 and ATTACHMENT C for details of the scope of work and the project location.

### 1.3 Questions

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

Municipality of Anchorage  
Purchasing Department

[wwpur@muni.org](mailto: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 shall carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP. Proposers shall become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

### 2.2 Proposal Acceptance Period

Award of this proposal is anticipated to be announced within 60 calendar days, although all offers must be complete and irrevocable for 120 calendar days following the submission date.

### 2.3 Confidentiality

The content of all proposals will be kept confidential until the selection of the Contractor is publicly announced. At that time, the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

### 2.4 Proposal Format

Proposals are to be prepared in such a way as to provide a 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 Para 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 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 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 this 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 MOA. 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 Reporting Requirements

2.13.1 Every municipal contract shall include language substantially the same as the following: "The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability. The contractor will comply with all laws concerning the prohibition of discrimination including, but not limited to, Title 5 and Title 7 of the Anchorage Municipal Code."

2.13.2 Every municipal contract shall state, in all solicitations or advertisements for employees to work under the contract, that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability.

## 2.14 Confidential/Proprietary Information

The content of proposals will be kept confidential until the selection of the Contractor is announced. At that time, the selected proposal is open for review to the competing proposers only (except for information properly identified as being proprietary). After the award of the contract, all submitted proposals shall become public information except for properly identified proprietary information. If a proposer wishes individual pages, which contain actual business, proprietary information to be held confidential, each page must be marked and an explanation furnished of its proprietary nature. In addition to marking individual pages, the Proposal's Cover must also be annotated with the words "THIS PROPOSAL CONTAINS PROPRIETARY INFORMATION". "Confidential and Proprietary"

information is not meant to include any information which, at the time of disclosure, is generally known by the public and/or competitors. MOA's ability to treat information submitted as confidential is limited by Anchorage Municipal Code. Proposers concerned with the confidentiality of information submitted should familiarize themselves with the following Anchorage Municipal Code provisions:

- AMC 3.90 Access to Public Records
- AMC 3.90.010 Policy
- AMC 3.90.020 Definitions
- AMC 3.90.030 Information Available to the Public
- AMC 3.90.040 Exemptions for Particular Records

### **3.0 SCOPE OF WORK**

#### **3.1 Project Scope and Description**

Rehabilitation of SDS001 involves reviewing previously collected geotechnical, survey, drainage, and storm drain condition assessment data to determine the corrective measures necessary to repair and/or replace the majority of the system.

A storm drain condition assessment was completed in 2020 for the POA's major storm drain systems. The assessment findings for SDS001 are provided in ATTACHMENT D. Findings include a list of the deficiencies observed, and a link to available system photos and videos.

In 1997, CH2M Hill and HDR published a drainage study for the POA's major storm drain systems including SDS001 which they refer to as the Tote System. This study is included in ATTACHMENT E.

Since SDS001 was originally constructed in 1986, the POA lease properties have continued to develop requiring additional drainage facilities. Over the last 36 years the POA has installed over 6,000 feet of pipe and numerous structures to support this development. The piping is made up of metal and/or plastic of various types and sizes, including subdrain. The structures are comprised of field inlets, catch basins and manholes. See ATTACHMENT C for detailed maps of the existing infrastructure.

Over the years tidal surcharge has deposited heavy amounts of silt within this system making regular maintenance difficult. A separate POA storm drain project will repair and/or replace the outfall piping and structures for four storm drain systems damaged in the November 2018 earthquake, including SDS001. The project will rehabilitate and/or install new storm drain structures and piping from Cook Inlet upstream to Tidewater Road and provide an inline check valve in every outfall to eliminate silts from entering the system. This project is currently in design and construction is expected to occur in Summer 2023.

The upstream drainage ditch and subdrain east of the POA railroad tracks described in Section 1.2 are not included in the scope of this project with the exception of a segment between subdrain Structures 134 and 131 as shown on the map in ATTACHMENT C. Note: the project limits are approximate and may need to be amended based on findings during design. Annual deformation of approximately 80 linear feet of the railroad tracks between Structures 133 and 131 has become a maintenance issue. Nearly every year the POA must regrade the ballast and level the tracks. Record drawings of the railroad design have been provided in Attachment F. Geotechnical and survey data for this area was recently collected and will be provided upon award of the contract to assist with evaluating the cause and potential corrective measures to resolve the ground and track movement issues. It is assumed that the geometry of the railroad will remain as is and therefore railroad design is not included in the project scope; however, it may be added by amendment to the contract if deemed necessary.

The goal of the SDS001 Rehabilitation project is to restore the existing drainage system from Tidewater Road east to Terminal Road and correct the cause of the railroad track deformation. The preference is to restore the integrity and longevity of the storm water system using methods that limit ground disturbance. Existing surface storm water runoff and drainage patterns are assumed to be adequate and not anticipated to change, however, the Technical Memorandum shall address how the proposed improvements will not negatively impact the overall system capacity.

The map exhibits in ATTACHMENT C provide detailed information about the system pipe and structures, illustrate the project location, and define the project limits, indicated by a red boundary.

### 3.2 Scope of Professional Services

#### Storm Drain Rehabilitation:

1. Review of preliminary engineering investigations performed to date, which include, but are not limited to, POA-provided site inspections, design survey, geotechnical report, and drainage study.
2. Additional CCTV, and investigation of site conditions may be authorized if determined to be necessary.
3. Preparation of a Technical Memorandum that evaluates the existing storm drain and site conditions, and presents recommendations for repair, including 35% drawings, cost estimates and anticipated permitting requirements.
4. Preparation of preliminary and final plans, specifications, and estimates that results in a bid-ready document package.



5. Preparation and acquisition of environmental permitting necessary to perform the work.
6. Provision of as-needed technical support for permitting and bidding.
7. Construction inspection and/or engineering support during construction and providing record drawings after construction may be added as additional services.

### 3.3 Project Schedule

The design is on an schedule because POA desires construction for this project to begin Summer of 2023, however, the schedule is subject to change with POA approval.

Technical Memorandum	10/2022
Preliminary Design	10/2022 – 12/2022
Final Design	12/2022 – 01/2023
Bidding and Award	01/2023 – 03/2023
Construction	05/2023 – 10/2023

## 4.0 PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals shall not exceed five (5) pages in length (excluding the title page(s), index/table of contents, letter of transmittal, licenses/certifications, resumes, 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 the firm, address, telephone number(s), email address, 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 the firm's understanding of the services to be performed and make a positive commitment to provide the services as specified (see Section 3.0 – Scope of Work).

4.3.2 List the company's contact for this RFP along with the phone number and email address.

4.3.3 Give the name(s) of the person(s) who are authorized to make representations for the firm, their title(s), address(es), and telephone number(s).

4.3.4 **The letter of transmittal must be signed by a corporate officer or other individual who has the authority to bind the firm.**

#### 4.4 Evaluation Criteria

Proposals shall address the following:

##### 4.4.1 Project Scoping

This section should present the Proposer's understanding of and experience with conditions in and around the project area. At a minimum, this section should address the following:

- Project goals and objectives appropriate to the scope of professional services and schedule presented in Section 3 Scope of Services.
- Understanding of the project area conditions, especially potential issues and conditions unique to the Port which may affect project goals and objectives.

##### 4.4.2 Project Methodology and Approach

This section should present the Proposer's work plan. This work plan should demonstrate an understanding of the appropriate design process necessary to meet project goals and objectives. At a minimum, this section should address the following:

- A methodology and approach that is tailored to the project's goals and objectives.
- Illustrate Proposer's understanding of MOA, State and Federal procedures and policies.
- Illustrate Proposer's knowledge and experience with MOA's project

development process.

#### 4.4.3 Project Team and Experience

This section should present the proposed project team. Only professionals who will actively participate in technical project activities should be presented. At a minimum, this section should address the following for all professionals proposed for the project:

- Proposed assignment for this project and qualifications to perform this assignment.
- Experience with similar project assignments.
- Experience with the MOA's policies and procedures.
- Previous experience with MOA.
- Current commitments for the duration of the proposed project. Quantitatively demonstrate the design team member's availability to the project during the proposed period of service.
- Three (3) references each (with current telephone numbers) for the key team members.

#### 4.4.4 Available Resources

Provide a description of the firm's resources which indicate that your firm has access to the services necessary to perform the work.

#### 4.4.5 Fee Schedule

After proposals are evaluated and scored, the highest rated Proposer will be required to provide a fee schedule to show direct labor rates, indirect labor rates, (General and Administrative (G&A) expense; overhead, fringe benefits, insurance, etc.), and proposed profit in a tabular format for the personnel to be utilized on this contract.

Payments for Other Direct Costs (EXPENSES) will be made for actual substantiated costs that are directly chargeable to and necessary for performance of services assuming they are not recovered through the Indirect Cost Rate. "Markup" of Expenses is prohibited. This does not include mark-up on subconsultants, which will be negotiated and treated as a fixed fee.

After contract negotiations are complete, the selected contractor will provide a fully loaded fee schedule for all services required for the performance of the work. This fee schedule shall be inclusive of all direct labor rates, indirect labor rates, and profit, and will become an appendix to the contract, which will become public information.

## 5.0 EVALUATION CRITERIA AND PROCESS

### 5.1 Evaluation Criteria Score

The following criteria to consider during evaluations as described in Section 4.4, and the associated point values, are as follows:

- |                                     |           |
|-------------------------------------|-----------|
| A. Project Scoping                  | 20 points |
| B. Project Methodology and Approach | 30 points |
| C. Project Team and Experience      | 35 points |
| D. Available Resources              | 15 points |

### 5.2 Qualitative Evaluation Criterion

Firms will be ranked using the following weighted factors for each RFP criterion:

- 10 Outstanding
- 8 Excellent
- 6 Good
- 4 Fair
- 2 Poor
- 0 Unsatisfactory

The weighted factor for each criteria category will be multiplied against the point value to determine the total points for that category.

**EXAMPLE:** If an evaluator decides that the response provided for a criterion that has a point value of 30 points was “Good”, they will assign a “weighted factor” of 6 to that criterion. The weighted factor is then multiplied by the point value (30) for a resultant 180 points.

### 5.3 Evaluation Process

A committee of individuals representing the Municipality of Anchorage will perform an evaluation of the proposal(s). The committee will rank the proposal(s) as submitted. The Municipality of Anchorage reserves the right to award a contract solely on the written proposal.

The Municipality also reserves the right to request oral interviews with the highest ranked firms (short list). The purpose of the interviews with the highest ranked firms is to allow expansion upon the written responses. If interviews are conducted, a maximum of three (3) 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.

In the event, that oral interviews are requested by the Municipality of Anchorage, the highest ranked proposer after the second scoring, may be invited to enter into final negotiations with the Municipality of Anchorage for the purposes of contract award. This solicitation does not guarantee that a contract will be awarded. This solicitation does not commit the Municipality of Anchorage to pay any costs incurred during proposal preparation, proposal presentation, to return submittals or to select any consultant who responds.

## **7.0 SAMPLE CONTRACT OR MINIMUM MANDATORY CONTRACT PROVISIONS**

All Proposers must carefully read and review the attached Sample Contract (ATTACHMENT B). 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 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 SMAPLE CONTRACT HAS BEEN ACCEPTED.

## **8.0 ATTACHMENTS**

Attachment A – Non-Disclosure Agreement

Attachment B – Sample Contract

Attachment C – Project Location and Limits

Attachment D – Condition Assessment Summary

Attachment E – 1997 POA Drainage Study

Attachment F – Record Drawings