



# Municipality of Anchorage

Dave Bronson, Mayor  
Purchasing Department

September 6, 2022

REQUEST FOR PROPOSAL

**RFP 2022P040**

## **GIS Utility Services Term Contract**

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 14, 2022**

Site Visit: **N/A**

Questions Due: **12:00 P.M. Local Time, September 16, 2022**

Proposals Due: **5:00 P.M. Local Time, September 30, 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

**ANCHORAGE WATER AND WASTEWATER UTILITY  
Request for Proposals**

**RFP# 2022P040**

**2023-2026 GIS Utility Services Term Contract(s)**

- 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
- Section 8 - Attachments

**1.0 GENERAL INFORMATION**

1.1 Purpose

The Anchorage Water and Wastewater Utility (AWWU) is soliciting proposals from qualified firms to provide professional Geographic Information System (GIS) utility services.

1.2 Background

The objective of the Term Contract(s) is to support AWWU's staff as necessary to respond to a variety of Contract Task Orders (CTOs) related to GIS utility services. GIS supports capital and operational efforts throughout the utility and include planned and unplanned activities. Proposers should be aware that the expectation of AWWU is that assigned CTOs will receive quick attention by the Term Contractor(s) and will generally be completed in a short duration.

1.3 Contract Award

The intent is to award up to two (2) contracts for professional GIS utility services to support AWWU's staff as necessary. The professional services required are on an "as-needed" basis over the term of the contract. For each contract, the period of performance is three years from the date of contract signature by MOA.

## 1.4 Questions

Any questions regarding this Request for 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.

## 1.5 Preparation Costs

The Municipality will not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest ranked Proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

## 2.0 RULES GOVERNING COMPETITION

### 2.1 Examination of Proposals

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

### 2.2 Proposal Acceptance Period

Award of this proposal is anticipated to be announced within 90 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 Paragraph 4.3) will meet this requirement.

*Failure to sign the Proposal is grounds for rejection.* The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

## 2.6 Proposal Submission Requirements

**2.6.1 ONE ORIGINAL, single sided unbound, plus five (5) complete copies** of the proposal must be received by the Municipality prior to the date and time specified in the cover letter. Copies may be bound or enclosed in folders/binders.

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

**2.6.3** All copies of the proposals shall be submitted in a single sealed cover which shall be plainly marked as a Request for Proposal Response with the Number and Title prominently displayed on the outside of the package.

**2.6.4** Proposals must be delivered or mailed to:

Physical Address  
Municipality of Anchorage  
Purchasing Department  
632 W. Sixth Avenue, Suite 520  
Anchorage, AK 99501

## 2.7 News Releases

News releases by or on the behalf of any Proposer pertaining to the award resulting from the RFP shall not be made without prior written approval of the Municipal Purchasing Officer.

## 2.8 Disposition of Proposals

All materials submitted in response to this RFP will become the property of the Municipality of Anchorage. One copy of the submitted material shall be retained for the official files of the Purchasing Department and will become public record after award of the Contract.

## 2.9 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Municipality.

## 2.10 Modification/Withdrawal of Proposals

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

## 2.11 Late Submissions

**PROPOSALS NOT RECEIVED BY THE DATE AND TIME AND AT THE LOCATION SPECIFIED IN THE RFP COVER LETTER WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED.**

## 2.12 Rejection of Proposals

The Municipality of Anchorage reserves the right to reject any or all proposals if determined to be in the best interest of the Municipality.

## 2.13 Equal Employment Opportunity Contract Compliance

2.13.1 Every municipal contract shall include language substantially the same as the following: "The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin,

ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability. The contractor will comply with all laws concerning the prohibition of discrimination including, but not limited to, Title 5 and Title 7 of the Anchorage Municipal Code.”

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

## 2.14 Confidential/Proprietary Information

The content of proposals will be kept confidential until the selection of the Contractor is announced. At that time, the selected proposal is open for review to the competing proposers only (except for information properly identified as being proprietary). After the award of the contract, all submitted proposals shall become public information except for properly identified proprietary information. If a proposer wishes individual pages, which contain actual business, proprietary information to be held confidential, each page must be marked and an explanation furnished of its proprietary nature. In addition to marking individual pages, the Proposal’s Cover must also be annotated with the words "THIS PROPOSAL CONTAINS PROPRIETARY INFORMATION". "Confidential and Proprietary" information is not meant to include any information which, at the time of disclosure, is generally known by the public and/or competitors. MOA’s ability to treat information submitted as confidential is limited by Anchorage Municipal Code. Proposers concerned with the confidentiality of information submitted should familiarize themselves with the following Anchorage Municipal Code provisions:

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

## 3.0 SCOPE OF WORK

### 3.1 Professional Services

3.1.1 The AWWU Engineering Division, Strategic Asset Services Section requires professional GIS utility services to support the water and sewer utilities and business processes. Contractors must have experience with ESRI’s ArcGIS Desktop, ArcGIS Pro, SAFE FME Software, ArcGIS Server, ArcGIS Online, ArcGIS Portal, and ArcGIS Hub. The selected proposer(s) may be required to:

- Integrate GIS data and analyses with utility business processes and software such as the AWWU Computerized Maintenance Management System (CMMS), the Asset Management Information System (AMIS)
- Perform spatial analyses, statistical analyses, and prepare maps using ESRI ArcGIS Desktop or ArcGIS Pro
- Develop web-based applications and maps with ArcGIS Online, Arc Portal, and/or ArcGIS Enterprise Portal
- Evaluate existing AWWU GIS procedures for obsolescence, upgrades, or elimination
- Develop and document GIS-related workflows and business practices
- Perform GIS services and other GIS-related data maintenance and management

3.1.2 Work will be assigned by Contract Task Order(s) (CTO) which will have a negotiated scope and fee. Once scope and fee are agreed upon, a Notice-to-Proceed will be issued and made a binding part of the Term Contract. The Notice-to-Proceed will state the scope of the work, maximum fee allowable, and completion date.

3.1.3 It is expected that each of the selected term contractors will perform more than one CTO during the contract period. However, AWWU does not guarantee any minimum amount to be paid under the Term Contract.

## **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 fifteen (15) pages in length (excluding letter of transmittal, resumes, title page(s), index/table of contents, required attachments, or dividers). One page shall be interpreted as one side of a single-spaced, letter size sheet (8-1/2" X 11"). Excess pages will be removed prior to evaluation, which could result in incomplete responses and lower scores.

### **4.1 Title Page**

Show the RFP number and subject, the name of your firm, address, telephone number(s), 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 one (1) page).

4.3.1 Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.

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

4.3.3 Give the name(s) of the person(s) who are authorized to make representations for your firm, their titles, address, and telephone numbers.

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

#### 4.4 Evaluation Criteria

##### 4.4.1 Firm's Qualification and Experience

4.4.1.1 Describe in detail the firm's qualifications, AWWU experience, and other industry experience as it relates to the required services in Paragraph 3.1.1.

4.4.1.2 All respondents shall provide a reference list of no less than three (3) former clients with the name of the contact person and a current phone number where they may be reached for verification of experience and qualifications.

##### 4.4.2 Project Manager

Provide detailed information on the qualifications, AWWU experience, and other industry experience of the Project Manager as it relates to the required services in Paragraph 3.1.1. Include project(s) reference contact name(s) and telephone number(s).

##### 4.4.3 Project Team Qualifications and Experience

Identify the organizational chart displaying term contract/contract task order manager, the project manager (if different than the contract manager), and the staff and subconsultants that will work on the term contract. Provide resumes for the contract manager, project manager, staff, and subconsultants identified in the organizational chart. Resumes should include education,



professional registrations, years of AWWU experience, and years other industry experience performing work as it relates to the services in Paragraph 3.1.1.

4.4.4 Availability of Personnel and Resources

Describe the firm’s ability to respond quickly to CTO requests, participate in meetings, and collaboratively review work products with AWWU staff during AWWU business hours (8:00 am – 5:00 pm Alaska Time, Monday through Friday, excluding holidays). Identify the location of the firm's and subconsultant’s office(s) where work will be performed. Identify any other client commitments that may cause a conflict in providing the services for this contract.

4.5 Fee Schedule

Under a separate cover, submit one (1) copy of a fee schedule for all services that may be required in performance of this work. The fee schedule shall be fully loaded to include overhead, G&A, fringe benefits, profit, insurance, etc. The fee schedule will not be used in evaluations. Only the highest ranked Proposer's fee schedule will be opened for the purpose of commencing contract negotiations.

**5.0 EVALUATION CRITERIA AND PROCESS**

5.1 Evaluation Criteria Weighting

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

5.1.1 Firm’s Qualifications and Experience	30 Points
5.1.2 Project Manager	30 Points
5.1.3 Project Team Qualifications and Experience	25 Points
5.1.4 Availability of Personnel and Resources	15 Points
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TOTAL POSSIBLE SCORE	100 Points Maximum

5.2 Qualitative Evaluation Criterion

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

- 1.0 Outstanding
- .8 Excellent
- .6 Good

- .4 Fair
- .2 Poor
- 0- Unsatisfactory

The rating factor for each criteria category will be multiplied against the points available to determine the total points for that category.

EXAMPLE: If an evaluator decides that the response provided for a criterion that has a maximum of 30 points was “Good,” they will assign a “qualitative rating factor” of 0.6 to that criterion. The qualitative rating factor is then multiplied by the maximum points available (30) for a resultant 18 points.

### 5.3 Evaluation Process

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

The Municipality also reserves the right to request oral interviews with the highest ranked firms (short list). The purpose of the interviews with the highest ranked firms is to allow expansion upon the written responses. If interviews are conducted, a maximum of 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 two (2) Proposers 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 third highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the Municipality reserves the right to terminate negotiations with any Proposer should it be in the Municipality's best interest. The Municipality of Anchorage reserves the right to reject any and all proposals submitted.

## 7.0 SAMPLE CONTRACT

All Proposers must carefully read and review the attached Sample Contract (ATTACHMENT 1). The final Contract with the Municipality of Anchorage will be substantially similar to it.

If a Proposer wishes to make changes to the Sample Contract, the proposed changes must be submitted with the proposal. All desired changes must be submitted in a separate document, and must be clear, legible, and conspicuous. The Proposer must also provide the rationale for all proposed changes. No changes will be considered until after the highest scored proposal(s) has been determined.

IF NO CHANGES ARE SUBMITTED WITH THE PROPOSAL, IT IS UNDERSTOOD THAT THE TERMS AND CONDITIONS OF THE SAMPLE CONTRACT HAS BEEN ACCEPTED.

## **8.0 ATTACHMENTS**

ATTACHMENT 1 – Sample Contract