



Municipality of Anchorage

Dave Bronson, Mayor
Purchasing Department

September 26, 2022

REQUEST FOR PROPOSAL

RFP 2022P044

Provide Professional Services for Multiple Term Contracts

The Municipality of Anchorage is an equal opportunity employer.

Enclosed is pertinent information for use in preparing your proposal.

Pre-Proposal Conference: **N/A**

Site Visit: **N/A**

Questions Due: **12:00 P.M. Local Time, October 10, 2022**

Proposals Due: **5:00 P.M. Local Time, October 25, 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

Chris Hunter
Deputy Purchasing Director

REQUEST FOR PROPOSAL
PROVIDE PROFESSIONAL SERVICES FOR MULTIPLE TERM CONTRACTS
RFP 2022P044

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SECTION 1 - GENERAL INFORMATION

1.1 Purpose

The Municipality of Anchorage (MOA) Project Management & Engineering Department (PM&E) is soliciting proposals from qualified Consultants to provide professional services for multiple term contracts. A description of the requested services (ATTACHMENT A), along with the sample Professional Services Contract (ATTACHMENT B) to be executed follow, and in their entirety are a part of this Request for Proposals (RFP). PM&E's intent is to award three separate Contracts. PM&E will select three consultants – one for each contract-discipline – for work on a per-task basis for PM&E. Each contract will be awarded separately and on its own merits. Firms wishing to apply for one or more contract-disciplines, i.e., the electrical, structural and landscape architecture contracts, shall submit separate proposals for each discipline.

1.2 Background

PM&E is responsible for, among other areas, design, management and construction of streets, storm drainage, and other site improvement projects for the Municipality of Anchorage. In addition, PM&E is periodically requested to provide design and construction-phase services in support of other departments for various on-site improvements and tasks. In order to effectively respond to these projects, PM&E is soliciting proposals for technical support services that will complement and augment capabilities that are otherwise unavailable to the Department.

The Department will utilize individual task requests as the vehicle for defining and pricing specific tasks to be undertaken. A successful Consultant will be required to respond within a limited and specified time frame on the approach, staff, time, and cost associated

with completing the task requested; and a specific Task Authorization will be issued for each task. Each specific Task Authorization will be negotiated and be made a binding part of the Contract itself. The Task Authorization will state the scope of the Work for a task, authorize the work for the task, and establish the maximum fee allowable for that specific task.

The Department will appoint a designated Project Manager to be the sole point of contact in regard to contractual matters.

The Municipality anticipates awarding three Professional Services Contracts: one electrical engineering services contract, one structural engineering services contract and one landscape architectural services contract. The Contracts awarded will be limited to a total work authorization of \$250,000 each for each one-year contract period. The attached General Conditions of the Professional Services Agreement, with appropriate minor modifications, will be utilized to employ the chosen firm(s). Award of Contracts executed under this request does not constitute or guarantee authorization to proceed with any Work.

The period of performance associated with this request is anticipated to be one year with an option to extend for two one-year periods by mutual consent of the parties.

1.3 Questions

Questions regarding this proposal shall be submitted in writing to:

Municipality of Anchorage

Purchasing Department

WWPUR@muni.org

For ease of identification please identify the RFP number in the subject line of any correspondence.

Purchasing Office hours of operation are: 8:00 a.m. to 5:00 p.m. local time Monday through Friday, excluding Municipal holidays. All questions must be received prior to the deadline indicated on the RFP cover letter.

1.4 Preparation Costs

The Municipality 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.

SECTION 2 - RULES GOVERNING COMPETITION

2.1 Examination of Proposals

Proposers should carefully examine the entire RFP, 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 Consultant 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 straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on:

- Conformance to the RFP instructions
- Responsiveness to the RFP requirements
- Overall 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 Para 4.3.3) 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 SIX (6) 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 proposer chooses.

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. If the proposal requests a fee schedule in a separate sealed package, this flash drive which should also contain the fee schedule, and may be placed in that sealed package thereby avoiding early disclosure of fees.

2.6.3 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 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 PRIOR TO THE DATE AND TIME SPECIFIED IN THE 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

2.15 Disadvantaged Business Enterprise (DBE) Requirements

This proposal will consist of multiple tasks assigned on an as-needed-basis. Some of these may involve federal funding with DBE participation goals having been established. Instructions and DBE specification requirements are contained in the appendices of this RFP and made a part hereof. FAILURE TO SUBMIT THE REQUIRED DBE FORMS MAY RENDER THE PROPOSAL NON-RESPONSIVE. 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>

SECTION 3 - SCOPE OF WORK

3.1 Scope of Work

The selected firm(s) may be asked to provide all or a portion of the professional services as listed during the following project phases:

- 3.1.1 Study and Report Phase: Provide permitting applications, planning surveys, site evaluations, comparative studies of prospective projects, solutions, economic analysis, schematic layouts, conceptual design criteria, and exhibits for various projects.
- 3.1.2 Preliminary Design Phase: Provide preliminary design documents (consisting of final design criteria, preliminary drawings, outline specifications, and project descriptions), economic analysis, exhibits for various projects, and coordination with utilities.
- 3.1.3 Final Design Phase: Provide final design documents (consisting of bidding requirements, contract forms, contract conditions, specifications, and drawings), assistance during permitting, economic analysis, exhibits for various projects, and coordination with utilities.
- 3.1.4 Bidding Phase: Provide addenda to bidding documents and assist with pre-bid conference, acceptability of substitute materials and equipment, bid opening, bid evaluation, and bid award.
- 3.1.5 Construction Phase: Assist resident project representatives with site visits and field observations of construction, evaluation of defective Work, interpretation and clarification of contract documents, review of shop drawings, evaluation of product substitutions, inspection and testing, resolution of disputes, contractor application for payment, substantial completion review, and document completion.
- 3.1.6 Operation Phase: Provide project review during the warranty period, accuracy of Contractor's marked-up documents and recommendations for correction of defective work.

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 ten (10) pages in length (excluding letter of transmittal, resumes, title page(s), index/table of contents, attachments, or dividers). Information in excess of those allowed will not be evaluated/scored. One page shall be interpreted as one side of single-spaced, typed, 8 1/2" X 11", piece of paper.

4.1 Title Page (1 page)

Show the RFP number and project discipline being proposed on, the name of your firm, address, telephone number(s), name of contact person, and date.

4.2 Table of Contents (1 page)

Clearly identify the materials by section and page number.

4.3 Letter of Transmittal (limited to 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 Give the name(s) of the person(s) who are authorized to make representations for your firm, their titles, address, and telephone numbers.
- 4.3.3 Provide a statement that your firm is compliant with the requirements of Section 2.14 Equal Employment Opportunity Contract Compliance.
- 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 Evaluation Criteria

4.4.1 Firm Qualifications and Experience

- A. Detail the firm's experience types of Work listed in the Architectural and Engineering Services List (Attachment A), stability, and its adaptability to providing the required services.
- B. Provide at least three references for which your firm has provided the same or similar services. Include a point of contact, current telephone number, and a brief description of the services provided.
- C. Identify your firm's performance on similar projects, especially noting municipal work, municipal work in the project area, and task-work of this type. Provide a point of contact for all work identified. A current telephone number should also be provided.

4.4.2 Project Engineer

Provide detailed information on the qualifications and relevant experience of the Project Engineer as it relates to the required services. Include project reference contact name(s) and current telephone number(s).

4.4.3 Firm Resources

- A. Business History: Provide information on size, resources and business history of the firm.
- B. Provide information on personnel resources available to your firm which indicates that you have access to the services necessary to perform the work, in the time available, and within the required standard. Indicate whether individual personnel resources are direct-hire or subconsultant staff, and where personnel are based.

4.4.4 Project Methodology and Approach

Provide detailed information on the firm's methodology in meeting the scope of work requirements identified in Section 3. Describe overall approach to completing tasks. Describe special considerations which may be envisioned in scoping, completing and managing small tasks. Provide detailed information on Project Engineer's role in scoping tasks with the Municipality and working with key staff or task leaders.

4.4.5 Consultant Location

Describe the firm's location where the primary services are to be provided and the ability for consultant staff to meet in person with Department personnel when required during the performance of the Contract.

4.5 Fee Schedule

Under a separate cover, submit two (2) copies of a fee schedule for all services, which may be required in performance of this work. 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.

SECTION 5 - EVALUATION CRITERIA AND PROCESS

5.1 Evaluation Criteria Weighting

Submittals will be evaluated in accordance with the following criteria:

- | | |
|--|------------------|
| 5.1.1 Firm Qualifications and Experience | 25 points |
| <ul style="list-style-type: none"> A. Experience with the types of Work listed in the Architectural and Engineering Services List (Attachment A) B. Experience with municipal projects C. Workload and size of firm as related to project schedule (reliability) D. Firm's technical and professional qualifications | |
| 5.1.2 Project Engineer | 25 points |
| <ul style="list-style-type: none"> A. Qualifications B. Experience with the required services C. Experience on municipal projects D. Reliability | |
| 5.1.3 Firm Resources | 20 points |
| <ul style="list-style-type: none"> A. Qualifications and experience of key project personnel B. Qualifications and experience of subconsultants C. Staffing and equipment available | |
| 5.1.4 Project Methodology and Approach | 25 points |
| <ul style="list-style-type: none"> A. Clarity in presentation of methodology and approach B. Understanding of municipal policies and procedures C. Quality control standards D. Schedule maintenance E. Budget maintenance F. Public relations | |

G. Understanding of Federal highway funded project procedures and approach

5.1.5 Consultant Location **5 points**

A. Availability of consultant to meet in-person with PM&E staff and conduct in-person visits on PM&E projects

5.1.6 Maximum Score **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 for each criteria category will be multiplied against the points available to determine the total points for that category.

EXAMPLE: For the evaluation of the experience factor, if the evaluator feels the response as provided was “Good” they would assign a “qualitative rating factor” of .6 for that criterion. The final score for that criterion would be determined by multiplying the qualitative rating factor of .6 by the maximum points available (30) and the resulting score of 18 would be assigned to the criterion. This process would be repeated for each criterion.

5.3 Evaluation Process

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

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

The Proposer(s) 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 OR MANDATORY CONTRACT PROVISIONS

In addition to carefully reading all of the information in the RFP, all Proposers must carefully read and review the attached sample contract (ATTACHMENT B). The successful Proposer shall be required to enter into a Contract with the Municipality of Anchorage, which will be substantially similar to the sample.

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 A** Architectural and Engineering Services List

- Attachment B** Sample Contract for Professional Services

- Attachment C** DBE Forms and instructions for their use

- Attachment D** MOA DBE Specifications for Municipal Contracts