



Municipality of Anchorage

Dave Bronson, Mayor
Purchasing Department

September 27, 2022
REQUEST FOR PROPOSAL
RFP 2022P045

Transit Center Site Selection Study

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, October 11, 2022**

Site Visit: **N/A**

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

Proposals Due: **5:00 P.M. Local Time, October 26, 2022**

ONE SIGNED ORIGINAL, single sided, unbound, plus five (5) complete copies of your proposal must be submitted. In addition to the copies, a flash-drive containing a PDF copy of the complete proposal, including attachments must also be provided.

If applicable, the call-in phone number for Pre-Bid Conferences is 907-343-6089. Conference lines are opened 5 minutes prior to the Pre-Bid Conference times. To attend meetings in person; you may do so at 632 W. 6th Avenue, Suite 520, Anchorage, AK 99501. FOR AUXILIARY AIDS, SERVICES, OR SPECIAL MODIFICATIONS TO PARTICIPATE PLEASE CONTACT THE PURCHASING DEPARTMENT TO REQUEST REASONABLE ACCOMMODATIONS AT 907-343-4590; OR wwpur@muni.org

For further information contact Purchasing at (907) 343-4590 or email wwpur@muni.org. All correspondence should include the **RFP** number and title.

The Municipality of Anchorage reserves the right to reject any and all proposals and to waive any informalities in procedures.

Sincerely,


Chris Hunter
Deputy Purchasing Director

Transit Center Site Selection Study RFP 2022P045

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

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1.0 GENERAL INFORMATION

1.1 Purpose

The Municipality of Anchorage (MOA), Public Transportation Department (PTD) is soliciting proposals from interested and qualified consultants to perform a site selection study to provide the PTD with a preferred location for a new transit center, as defined by the scope of work specified in this RFP.

The primary goal of the site selection study is to recommend the best location, provide a conceptual design, cost estimate, and implementation plan for a new transit transfer center in the downtown or midtown area of Anchorage, Alaska

1.2 Background

The Municipality of Anchorage (MOA) is Alaska's largest city, containing 40% of the state's population.

The MOA Public Transportation Department (PTD) provides three transportation services to the community: People Mover (fixed-route bus), AnchorRIDES (paratransit bus), and RideShare (vanpool). After extensive public involvement, People Mover launched a bus system redesign in October 2017 that introduced frequent service, longer hours of operation, and better transfer opportunities throughout the network. It replaced a mostly radial (hub and spoke) bus network that was anchored at the existing Downtown Transit Center. The old bus network required riders to come downtown to make transfers while the new (current) bus network is

more of a grid and designed to make it easier to catch a bus in the city's most populated areas and provide more transfer opportunities outside of downtown.

The Downtown Transit Center is currently located at 700 W 6th Ave. All four sides of the block are used for either passenger pick up / drop off or staging for bus operator breaks and lunches. The building is owned by the Anchorage Community Development Authority (ACDA) and PTD is a tenant with a small amount of federal interest left in the building. The customer service and sales office were located inside but have been temporarily relocated a few blocks away to make room for a redevelopment project. ACDA is currently working to redevelop the property into a boutique hotel and apartments. During construction, PTD's bus operations will be temporarily relocated to another site downtown during construction. While it has not been decided that the transit center and bus operations will need to be permanently relocated, this project will look at what other options exist in either downtown or midtown.

Downtown remains a major destination for bus passengers. In 2019 the Downtown Transit Center was the most used "bus stop" with 1,744 people boarding and 1,131 people alighting each weekday. Ten bus routes serve downtown and four of them have 15-minute frequency between 6 am and 7 pm on weekdays.

The idea of a midtown transit center was talked about prior to the system redesign in 2017. Municipal-owned land and its central location within Anchorage matched the radial design that was in operation. It is intended that this project will examine the validity of a midtown transit center with the new bus system currently in operation.

1.3 Questions

Any questions regarding this Request for Proposal are to 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 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 120 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 4.3.4) 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 Project Kickoff

The Proposer shall schedule and facilitate a project scoping meeting with representatives from the Public Transportation Department (PTD) upon contract authorization. The purpose of this meeting will be to confirm the project scope and deliverables, confirm the project objectives and study area, exchange existing information, establish contact information, discuss public participation plans, and confirm the schedule.

PTD's Project Manager (PM) will be Bart Rudolph, Planning & Communications Manager, or his designee. The PM shall approve project deliverables and distribute them as necessary, approve scheduling of project events, handle any media inquiries, grant initial approval of all invoices, and perform general project administration efforts. The PM shall also be responsible for the final acceptance of project deliverables.

The proposer shall recommend members for a Technical Advisory Committee (TAC). The TAC shall provide guidance on the overall study efforts, monitor progress, activity, and performance, and help reach a consensus on study recommendations for inclusion in the final Plan.

The Proposer shall provide project status reports to the PM throughout the project. The Proposer's reports shall include but not be limited to monthly progress reports which include an itemized statement of progress on work performed during the previous period, work expected to be completed in the upcoming period, and a statement as to whether the project is on schedule and within budget.

The Proposer shall schedule and facilitate in-person (unless otherwise agreed upon) meetings with the TAC. In addition to these meetings, the Proposer shall schedule and participate in conference calls with the PM on a regular basis. The Proposer shall invite TAC members to participate in these calls as well. Additional meetings to

engage the public and/or elected officials will also be expected, the details of which will be included in the Public Involvement Plan (PIP).

The Proposer shall outline their plan for engaging the public, business owners, surrounding community Councils, Public Transit Advisory Board (PTAB), and elected officials. For each public outreach or virtual meeting, the proposer will be responsible for organizing and conducting the meeting. They will be responsible for the preparation of all outreach materials, maps and graphics, handouts, brochures, and other materials used in the public meetings and for summarizing public input received during the public meetings. The Proposer shall develop a PIP to discuss the methods and approach with the TAC to determine the most effective methods for public/elected officials outreach and engagement.

3.2 Site Investigation, Data Gathering, and Analysis

The Proposer shall conduct data collection and analysis activities on PTD's existing needs at a Transit Center, including boarding and alighting areas, operational requirements, and dwelling locations, as well as project those needs moving forward for the next ten (10) years. The Proposer will review any relevant existing plans and studies including (at a minimum): PTD's Transit on the Move Plan; Anchorage 2040 Land Use Plan; Our Downtown – Anchorage Downtown Comprehensive Plan; Anchorage 2020-Anchorage Bowl Comprehensive Plan; and the AMATS Metropolitan Transportation Plan. The Proposer shall prepare an inventory of available data and shall identify any additional data or analysis needed in order to integrate the above components into a report. The Successful Bidder shall also review and summarize any significant changes in land use or transportation facilities and services that have occurred since the completion of any previous study or plan that may impact the results of those studies. The Proposer shall also develop a list of PTD needs including parking, Customer Service space requirements, bays for 40' buses, and other operational considerations to maintain the current level of bus service. This information shall be used to develop a site alternative analysis on which to base a choice of a preferred site to develop a more detailed concept plan.

3.3 Site Selection Analysis and Site Layout Feasibility

The Proposer shall build on the results of Task 3.2 and provide a broad scan of suitable sites to meet the Transit Center needs of the PTD and develop preliminary site layouts to test site feasibility and utilize this information to select a preferred site.

3.3.1 Site Selection Analysis

The Proposer shall develop a site selection matrix and apply that matrix to identify potential sites in the Downtown and Midtown areas. The Proposer will ultimately propose a screening system to score and rank the proposed sites based on a prioritization that includes the items listed below. Sites shall be prioritized based on public ownership and proximity to existing routes. Impacts on route frequency, alignments, and running times shall also be considered. Site selection will also include known environmental and transportation

access constraints, impacts on adjacent property owners, and barriers to site development.

3.3.2 Preliminary Site Layouts

The Proposer shall develop preliminary site layouts for a minimum of three (3) sites. At least one downtown and one midtown location must be included in the three. These layouts will be detailed to only sketch level. These sketches should be done in collaboration with the TAC.

3.4 Develop a Financial Plan for Construction of the Transit Center:

The Proposer shall use the three preliminary site layouts identified in task 3.3.2 to develop construction cost estimates including Design, ROW, Utilities, and Construction, and including any on-site improvements or any immediate off-site improvement needs. This estimate will be at a cursory level utilizing only visual identification and will not include topographic surveys or detailed utility or geotechnical surveys. Then with a review of the existing funding strategies available, present a reasonable achievable funding plan and schedule for the acquisition and construction of the facility. Estimated property values will be estimated based upon publicly available data.

3.5 Develop an operational plan for the center:

The Proposer will use the three preliminary site layouts identified in task 3.3.2 and report any operational impacts or efficiencies to existing bus service as a result of the proposed locations. A cost estimate shall be included for any service change requirements to maintain the same level of service system wide. This may include route realignments, new bus stops, additional running times, and/or adjustments to trip lengths. Additionally, an operational cost-neutral plan shall be included, outlining what impacts/cuts to service (if any) would be required to serve the locations without additional funding for bus operations.

Route realignments, service cuts, and other proposed service changes necessary to provide service to the proposed locations shall be accompanied by a high-level Title VI analysis to help measure populations that may be disparately impacted by the site locations.

Also included in the operational plan should be the financial piece to ensure the funds required to maintain the facility are identified and the sources of funding are proposed.

3.6 Draft Feasibility Report and Public Outreach

The proposer shall develop a PIP to present all the information gathered and findings to the public, TAC, PTAB, elected officials, and interested stakeholders, particularly of any agencies or bodies identified in the operations or financing plans. A Draft Transportation Center Feasibility Report (or something similar) shall be created, using the analyses and assessments conducted above, and presented at the public outreach event(s). The Proposer shall develop and provide public outreach materials.

3.7 Final Transit Center Site Selection and Concept Plan

The Proposer shall incorporate all public input into an appendix to guide the drafting of a final report compiling all of the above items as well as identifying a preferred alternative and setting the schedule for the next steps to implement the project.

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 twenty (20) 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), 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 Qualifications and Experience

- Detail the firm's experience in the same or similar areas of expertise, stability, and adaptability to providing the required services.

- Provide at least three (3) references for which your firm has provided the same or similar services. Include a point of contact, telephone number, and a brief description of the services provided.

4.4.2 Project Team Qualifications and Experience

Identify key project staff and subconsultants expected to provide services on behalf of the firm. Outline any unique qualifications or experience relevant to this project. Describe what local knowledge the team embodies. Resumes should be included for each of the individuals and subconsultants referenced.

4.4.3 Contractor Location

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

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 3.0. Describe overall approach to include any special considerations, which may be envisioned.

4.4.6 Cost

Provide a total cost for the project as defined in Section 3.0. Break down the cost by tasks identified in the Scope of Work.

For Example:

3.1	Project Kickoff	\$	_____
3.2	Site Investigation, Data Gathering, and Analysis	\$	_____
3.3	Site Selection Analysis and Site Layout Feasibility	\$	_____
3.4	Develop a Financial Plan for Construction	\$	_____
3.5	Develop an operational plan for the center	\$	_____
3.6	Draft Feasibility Report and Public Outreach	\$	_____
3.7	Final Transit Center Site Selection and Concept Plan	\$	_____
	Total	\$	_____

5.0 EVALUATION CRITERIA AND PROCESS

M 5.1 Evaluation Criteria Weighting

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

1. Firm Qualifications and Experience	20 points
2. Team Qualifications and Experience	30 points
3. Contractor Location	5 points
4. Project Methodology and Approach	40 points
4. Cost	<u>5 points</u>
Total Points Available	100 points

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 Quantitative Evaluation Criterion

If Cost is an evaluation criterion then the following shall be used:

The award of the “cost” points will be determined by the calculation shown below. The lowest cost proposal will receive the maximum number of points awarded for the “cost” criteria:

$$\frac{\text{Lowest cost proposal} \times \text{Maximum \# points for category}}{\text{Cost of proposal being scored}}$$

EXAMPLE

Method used to convert Total Cost to Points (15 Points Maximum)

[STEP 1]

List all proposal costs.

Proposer #1	-	\$40,000
Proposer #2	-	\$45,000
Proposer #3	-	\$48,000

[STEP 2]

The RFP awards a maximum of 15% (15 points) of the total of 100 points for fee schedule.

Proposer #1 receives 15 points.

Proposer #1 receives 15 points (the max) because they submitted the lowest cost proposal.

Proposer #2 receives 13.3 points.

$$\frac{\$40,000 \times 15}{\$45,000}$$

Proposer #3 receives 12.5 points.

$$\frac{\$40,000 \times 15}{\$48,000}$$

5.4 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 two (2) 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.

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

Attachment 2 – FTA Contract Requirements