



# Municipality of Anchorage

Dave Bronson, Mayor

Purchasing Department

October 18, 2022

REQUEST FOR PROPOSAL

**RFP 2022P052**

## **Professional Project Management, Planning, Landscape Architecture, Civil Engineering, Surveying, and Construction Management Services**

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 31, 2022**

Proposals Due: **5:00 P.M. Local Time, November 8, 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  
Deputy Purchasing Director

**REQUEST FOR PROPOSALS  
RFP 2022P052  
FOR 2022 PROFESSIONAL PROJECT MANAGEMENT, PLANNING,  
LANDSCAPE ARCHITECTURE, CIVIL ENGINEERING, SURVEYING,  
AND CONSTRUCTION MANAGEMENT SERVICES**

**Table of Contents**

- 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 Municipality of Anchorage (MOA) Parks & Recreation Department (PRD) is soliciting proposals from qualified Consultants to provide professional project management, landscape architecture, civil engineering, surveying, and construction management services to assist the PRD Director or his designee and his staff in the management and administration of various municipal park development, construction, and maintenance projects.

1.2 Background

PRD is responsible for beautifying, operating, and maintaining Park and Recreation assets, including parks, trails, community recreation centers, and community pools. PRD also implements year-round recreation programs, cares for natural resource areas, and is responsible for horticulture and park maintenance.

PRD will award one contract from this RFP to a qualified consulting firm. The period of performance under this contract will be two years with the option to renew for one (1) additional year. The annual maximum amount is one million (\$1,000,000) and total contract three million (\$3,000,000)

At times, PRD needs consulting assistance for park development projects. This RFP is aimed at addressing that need.

### 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 project/title 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 regarding the scope of work 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.

## **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 straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on

- 1) conformance to the RFP instructions.
- 2) responsiveness to the RFP requirements.
- 3) completeness and clarity of content.

## 2.5 Signature Requirements

All proposals must be signed. A proposal shall be signed: by an officer or other agent of a corporate vendor, if authorized to sign contracts on its behalf; by 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 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.

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

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:

RFP 2022P052

Professional Project Management, Landscape Architecture,  
Civil Engineering, Surveying and Construction Management Services

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

Work under this proposal consists of providing sufficient manpower as requested by the PRD Director or his designee on various municipal projects. Duties required under this Contract may include, but may not be limited to, the following:

- Management of projects under study/design.
- Management of projects during construction.
- Providing planning and public involvement services.
- Providing construction inspectors for use on PRD projects.
- Providing landscape architecture services.
- Providing civil engineering services.
- Providing surveying services.

The period of performance under this Contract is estimated to be two (2) years from the date of Contract Award, with an option to renew for an additional one (1) year, by mutual consent of both parties. The amount of the Contract is expected to be approximately **THREE MILLION DOLLARS (\$3,000,000.00)** over three years, with an annual maximum of **One Million (\$1,000,000.00)**, although no amount is guaranteed.

### 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

Include the RFP number and subject, the name of your firm, address, telephone number(s), name of contact person, contact information (phone number, email address), and date .

## 4.2 Table of Contents

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

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

4.3.1 Briefly state 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 on the proposal cover page.

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

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

## 4.4 Evaluation Criteria

### 4.4.1 Firm Qualifications and Experience

- Detail the firm's experience in the same or similar areas of expertise, stability, and its 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 Manager

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

### 4.4.3 Firm Resources

Provide information on resources available to your firm, which indicates that you have access to the services necessary to perform the work.



#### 4.4.4 Project Understanding

Discuss the firm's previous experience in project management, landscape architecture, civil engineering, surveying, and construction management of this type, emphasizing familiarity with local public concerns, environmental constraints, and management of design and construction projects.

#### 4.4.5 Project Methodology and Approach

Discuss the firm's understanding of the project requirements, providing the methodology and approach for completing the management of assigned projects in a timely, thorough, and efficient manner.

#### 4.5 Fee Schedule

A Fee Schedule is not required with the proposal as it will not be used in the evaluation. 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.

"Markup" of Expenses is prohibited. Payments for expenses, including for subcontractors, will be negotiated by task as a fixed fee prior to release of work. Tasks will be approved through a Purchase Order. No work is authorized without a Purchase Order.

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, overhead, G&A, insurance, fringe benefits, profit, etc. This Fee Schedule will become an appendix to the contract, which will become public information.

### 5.0 EVALUATION CRITERIA AND PROCESS

#### 5.1 Criteria

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

1.	Firm Qualifications and Experience	20 points
2.	Project Manager	20 points
3.	Firm Resources	20 points
4.	Project Understanding	15 points
5.	<u>Project Methodology and Approach</u>	<u>25 points</u>
	Total Points Available	100 points

## 5.2 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.

## 7.0 SAMPLE CONTRACT

All Proposers must carefully read and review ATTACHMENT \_\_\_ - Sample Contract. The final Contract with the Municipality of Anchorage will be substantially similar to it.

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

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

## 8.0 ATTACHMENTS

Attachment A – Sample Contract