



Municipality of Anchorage

Dave Bronson, Mayor

Purchasing Department

November 21, 2022

REQUEST FOR PROPOSAL

RFP 2022P057

Provide Professional Architectural/Engineering Services for West Bluff Drive/Ocean Dock Road Area Storm Drain Improvements

The Municipality of Anchorage is an equal opportunity employer.

Enclosed is pertinent information for use in preparing your proposal.

Pre-Proposal Conference: **3:00 P.M. Local Time, November 29, 2022**

Site Visit: **N/A**

Questions Due: **12:00 P.M. Local Time, December 1, 2022**

Proposals Due: **5:00 P.M. Local Time, December 13, 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,

A handwritten signature in cursive script that reads "Chris Hunter".

Chris Hunter
Deputy Purchasing Director

MUNICIPALITY OF ANCHORAGE REQUEST FOR PROPOSALS 2022P057

PROVIDE PROFESSIONAL ARCHITECTURAL/ENGINEERING SERVICES FOR WEST BLUFF DRIVE/OCEAN DOCK ROAD AREA STORM DRAIN IMPROVEMENTS

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1.0 GENERAL INFORMATION

1.1 Purpose

The Municipality of Anchorage (MOA), Project Management and Engineering Department (PM&E) designs and builds public works projects that provide a safe, convenient, and efficient transportation network throughout Anchorage. Voter-approved bonds fund the majority of these projects, which include roads, trails, transit facilities and drainage improvements. PM&E is soliciting proposals from qualified consultants to provide professional architectural/engineering (A/E) services for the West Bluff Drive/Ocean Dock Road Area Storm Drain Improvements project.

1.2 Background

The West Bluff Drive/Ocean Dock Road Area (WBD/ODR) storm drain system collects storm water from Government Hill, West Bluff Drive, Ocean Dock Road, and Alaska Railroad leased property. The storm drain system was originally constructed in 1966. It originates in the residential neighborhood of Government Hill, then exits the neighborhood

to W Bluff Drive continuing west towards Ocean Dock Road. Storm facilities are installed under a rail crossing including underground petroleum fuel lines and other deep utilities. At Ocean Dock Road, the system flows north for approximately 275 feet, then continues west approximately 950 feet through Alaska Railroad (ARRC) property leased by Marathon Petroleum. The system outfalls into a Port of Alaska (POA) storm drain structure before discharging into Upper Cook Inlet. See Attachment B for an overview of the storm drain system.

The property surrounding the storm drain along lower W Bluff Drive and Ocean Dock Road is owned by ARRC and has been primarily used as fuel storage facilities. The facilities are active cleanup sites per Alaska Department of Environmental Conservation (ADEC). Hydrocarbon contamination was recently detected in storm water from structures beginning at lower W Bluff Drive continuing to the outfall.

The original 1966 storm drain outfall was comprised of 30-inch Type “D” aluminum pipe that extended 410 feet west of Ocean Dock Road into the Upper Cook Inlet. Since 1966, the ARRC has twice expanded the Marathon leased property into the waters of Upper Cook Inlet requiring an extension of the WBD/ODR outfall each time. The second expansion occurred in 2001 and required installation of three storm drain structures and approximately 800 feet of 24-inch corrugated polyethylene pipe (CPEP) to reach Upper Cook Inlet. The additional 800 feet of 24-in CPEP was installed approximately 7 feet above the original system. In 2008, POA installed Storm Drain System 006 as part of a port expansion project. The project intercepted the WBD/ODR outfall pipe with a new structure combining the flow of both systems before discharging through a 24-inch ductile iron (DI) pipe into Upper Cook Inlet. See Appendix C for available record drawings of the storm drain system.

In June of 2022 a sink hole appeared on W Bluff Drive. MOA Street Maintenance performed a CCTV of the storm drain in this location and found that the existing 15” Aluminum CMP pipe was corroded and collapsed, creating a void above. Street Maintenance repaired this section of pipe; however, it is possible this will continue to occur in other locations. See Attachment B and Attachment E for the location and additional information.

An inspection of the system from W Bluff Dr to the outfall was performed in 2020-2021. The inspection reports, videos, and photos, are provided through a file share link in Attachment E.

1.3 Questions

Any questions regarding this 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 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 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. Proposals shall 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 are to 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 PRIOR TO 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 Scope and Description

The main objectives of the W Bluff Drive/Ocean Dock Road Area Storm Drain Improvements project are to evaluate and characterize existing hydrocarbon contamination in the project area and evaluate design alternatives to rehabilitate the existing drainage system. Note that consultants currently under contract to provide environmental consultations or evaluations for ARRC, Marathon Petroleum and/or Crowley Fuels are precluded from proposing due to conflict of interest.

While potential design alternatives may require relocation of portions of the system, the goal is to restore the integrity and longevity of the system minimizing ground disturbance where possible. At a minimum, design alternatives will take into consideration the mitigation of contamination infiltration, eliminating/minimizing the upstream surcharge, and detaching from the POA storm drain outfall.

The anticipated project limits include 3260 LF of storm drain consisting of 3015 LF of main line piping, 22 structures and 245 LF of branch piping. The piping consists of metal and/or plastic of various types and sizes. The structures are comprised of field inlets, catch basins and manholes.

Additional site investigations to determine the actual condition of the system may be necessary. The pipes and structures along lower W Bluff to the Outfall are inundated with sediment, storm water and groundwater compromised with hydrocarbon contamination. Because of this, the actual condition of much of the infrastructure is not known. The system will need to be cleaned to allow for site inspection and closed-circuit television camera (CCTV) inspection. Proposers should be prepared to coordinate cleaning of the system, including obtaining permitting necessary for proper disposal of contaminated soil and groundwater, and control of inflow.

The map exhibits in Attachment B provide detailed information about the system pipe and structures, illustrate the project location, and define the project limits (indicated by a red boundary). The project limits are approximate and may need to be amended based on findings during preliminary design.

3.2 Scope of Professional Services

1. Review of preliminary engineering investigations performed to date, which include but are not limited to, MOA-provided maintenance records, system inspection reports, videos, photos, and drainage study. Additional investigation of site conditions may be authorized if determined necessary.
2. Preliminary engineering investigations which may include but not be limited to, design surveys, geotechnical investigation, pipe cleaning for CCTV and further inspection, utility research, and drainage study development.
3. Perform an environmental analysis to characterize existing hydrocarbon contamination in the soil and groundwater surrounding the WBD/ODR storm drain system. **Qualified environmental professionals currently under contract to provide environmental consultations or evaluations for ARRC, Marathon Petroleum, and/or Crowley Fuels are precluded from proposing due to conflict of interest.**
4. Preparation of a design study memorandum that evaluates and summarizes the site conditions and presents recommendations for repair/replacement of existing infrastructure. The design study memorandum will discuss anticipated environmental contaminated water and soil management handling and permitting requirements for each alternative presented.

The following tasks may be included in the contract as additional services, or issued as part of an amendment:

1. Participating in public involvement including preparation of a public involvement plan, and making presentations to agencies, stakeholders, and the public.

2. Provision for preparation of preliminary and final plans, specifications, and estimates that results in a bid-ready document package.
3. Provision of as-needed technical support for permitting and bidding.
4. Preparation and acquisition of environmental permitting necessary to perform the work.
5. Development of utility conflict reports and relocation agreements.
6. Construction inspection and/or engineering support services.
7. Record drawing preparation.

3.3 Project Schedule

The schedule presented below is conceptual and subject to revision with MOA approval.

Preliminary Engineering	2023
Design Study Memorandum	2023
Preliminary Design	2023
Final Design	2023
Bidding and Award	2023/2024
Construction	2024

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 ten (10) 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 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 2 (two) 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.
- 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

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:

1. Project goals and objectives appropriate to the scope of professional services and schedule presented in Section 3.0 Scope of Work.
2. Understanding of project area conditions, especially potential issues and conditions which may affect project goals and objectives.

4.4.2 Project Methodology and Approach

This section should present the Proposer's work plan. Provide detailed information on the firm's methodology in meeting the scope of work requirements identified in Section 3.0. Present your work plan and overall approach to meet the project goals and objectives. Provide at a minimum the following:

1. A methodology and approach that is tailored to the project's goals and objectives.

2. Project specific considerations that minimize or expand work plan components. Examples may include the preparation of brief design memorandum rather than a full design study, or use of a limited geotechnical program that builds upon existing soils information.
3. Illustrate Proposer's understanding of Municipal, State and Federal procedures and policies.
4. Illustrate Proposer's knowledge and experience with MOA's project development process.
5. As appropriate, illustrate Proposer's knowledge and experience with project development procedures for federal and state-funded projects.

4.4.3 Project Team

This section should present the proposed project team and only include professionals who will actively participate in technical project activities. At a minimum, please provide the following information for all professionals proposed for the project:

1. Name the individuals to perform the project activities and describe the work to be performed by the individuals. Detail their specific qualifications and substantive experience directly related to the proposed contract.
2. For each person named, identify their: employer, professional discipline or job classification, state of residency. List three professional references (contact persons and current telephone numbers) for each person.
3. Organizational chart of the project team.
4. Current commitments for the duration of the proposed project. Quantitatively demonstrate the individual's availability to the project during the proposed period of service.
5. Experience with Port, MOA PM&E, and if applicable ADEC, policies and procedures.
6. Previous experience in the project vicinity.

4.4.4 Project Control

1. Describe management approach for communicating with the Municipality of Anchorage and with the project team regarding project work plan, progress status, budget, and schedule.

2. Provide information on capacity of staff resources available to your firm and the ability to adjust staffing levels in response to potential project scope or schedule changes.
3. Detail your firm's quality control process and other methods proposed to guide a project toward success.

4.4.5 Experience

Describe previous projects the project team members have worked on that are related in size and scope to this project. Provide the construction contract dollar amount, a brief narrative of the successes of the project, and the year of completion. Address how the experience will help your team to perform under this contract. Provide references (contact name and current phone number for each project). Indicate which of the proposed firms and project staff was involved in each project.

4.4.6 Public Involvement

This section should focus specifically on the public involvement approach and methodology, more specifically:

1. Outline a project-specific public involvement program that is appropriate to the anticipated public interest in the project.
2. Proposed public involvement lead person.
3. Experience with similar projects.
4. Previous experience in the geographical area.
5. Methodologies for obtaining public comment and for disseminating design information.

4.5 Fee Schedule

A Fee Schedule 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.

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 all 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 Weighting

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

1. Project Scoping	20 points
2. Project Methodology and Approach	20 points
3. Project Team and Experience	20 points
4. Project Control	10 points
5. Experience	20 points
6. Public Involvement	<u>10 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 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 OR MINIMUM MANDATORY CONTRACT PROVISIONS

All Proposers must carefully read and review the attached Sample Contract (ATTACHMENT A). 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 – Sample Contract

Attachment B – Project Location, Limits, and Storm System Survey Data

Attachment C – Record Drawings

Attachment D – 1997 Port of Anchorage Drainage Study

Attachment E – Storm System Inspection Data (File Transfer Link)