



Municipality of Anchorage

Dave Bronson, Mayor
Purchasing Department

January 25, 2023

REQUEST FOR PROPOSAL

RFP 2023P006

Professional Electrical and Electronic Engineering Services on a “As-Needed” Basis for Port of Alaska

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, February 16, 2023**

Site Visit: **10:00 A.M. Local Time, February 16, 2023**
2000 Anchorage Port Road

Questions Due: **12:00 P.M. Local Time, February 22, 2023**

Proposals Due: **5:00 P.M. Local Time, March 2, 2023**

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

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1.0 GENERAL INFORMATION

1.1 Purpose

The Municipality of Anchorage (MOA) Port of Alaska (POA) is soliciting proposals from qualified firms to provide professional electrical and electronics engineering services on an “AS-NEEDED” basis for POA infrastructure and systems. Award of Contract executed under this request does not constitute or guarantee authorization to proceed with any Work, however POA will budget annually for these services.

POA will award one contract under this Request for Proposal (RFP) to the highest ranked firm. The period of performance associated with this request will be one year with an option to extend for two additional one-year periods by mutual consent of the parties. **The contract awarded will be limited to a total work authorization of \$150,000 for each one-year contract period. Total contract value will not exceed \$450,000 if all options are exercised. This may increase at the convenience of a POA contract amendment.**

1.2 Background

POA is a MOA enterprise department that owns and operates Alaska’s primary, inbound cargo facility. POA handles half of all Alaskan inbound fuel and freight, half of which is delivered to final destinations outside the MOA. POA is open 24 hours a day, 7 days a week, 365 days a year. It is one of 17 Department of Defense commercial strategic seaports worldwide, and it is critical transportation infrastructure that is subject to Maritime Transportation Security Act security requirements.

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 Contractor shall provide electrical and electronic engineering services as assigned by the POA Contract Administrator for POA infrastructure and systems.

The infrastructure and systems include, but are not limited to the following:

3.1.1 Electrical

- Industrial and Commercial Power
- Distribution and Outside Plant
- Standby and Prime Generation
- Illumination
- Battery Plant and Uninterruptible Power
- Wind, Solar and Fuel Cell Generation

3.1.2 Electronics

- Electronic Security (CCTV Surveillance, Access Control)
- Local Area Network
- Enterprise Networking (IP, Telephone)
- Radio
- Fiber Optic
- Copper
- Mass Notification
- Communications Outside Plant
- Control Systems

3.2 Scope of Professional Services

- 3.2.1 Provide electrical and electronic systems technical advocacy and representation as necessary to meet operational requirements.
- 3.2.2 Provide electrical and electronic engineering support for the operations and maintenance of POA electronic security systems.
- 3.2.3 Provide technical review of projects and / or activities proposed by others at, or in the vicinity of, the POA.
- 3.2.4 Coordinate with stakeholders, regulatory agencies, authorities having jurisdiction, and utility companies. Assist with permit applications and compliance requirements.
- 3.2.5 Conduct project presentations to POA boards, commissions, and stakeholders.
- 3.2.6 Prepare and provide sealed construction services procurement documents, design drawings, specifications, engineer's construction cost estimates, and provide assistance during bidding by conducting bidder site visits, assisting with pre-bid conferences, responding to bidder questions and issuing addenda.
- 3.2.7 Serve as the authorized agent / representative of the Owner (POA) in accordance with Municipality of Anchorage Standard Specifications (MASS).
- 3.2.8 Develop operation and maintenance procedures and assist with training.
- 3.2.9 Assist in maintaining up-to-date facility record documents.
- 3.2.10 Provide engineering studies, power systems modeling, and CAD (AutoCAD) services.

From time to time the contractor may need to produce or work with Sensitive Security Information (SSI), subject to the protection requirements of the United States Coast Guard. When this occurs the contractor and relevant subcontractors shall execute a Non-Disclosure Agreement, similar to the document shown in Attachment A. Refusal to execute this agreement, and/or failure to properly safeguard SSI may result in termination of the contract, in addition to penalties provided by law.

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 three (3) 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 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 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 its adaptability to providing the required services listed in Section 3.0.
- Provide at least one (1) reference 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 Key Staff and Subconsultants

This section should present the proposed team. Only professionals who will actively participate in technical project activities should be presented. In addition to the items listed below, current resumes shall be provided for all key staff and subconsultants.

Identify the Contract and/or Project Manager, and Key Staff and/or Subconsultants expected to provide services for the contract. Include the following information for each key team member:

- Applicable qualifications, licenses, and/or certifications,
- Areas of expertise within the scope of work described in Section 3.0,
- Experience with similar assignments,
- Previous experience with MOA,
- One (1) reference for each of the key team members. Include telephone numbers.

4.4.3 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. Provide at a minimum the following:

- Description of the overall conceptual approach to meet various task order goals and objectives and include any special considerations that may be envisioned completing and managing tasks,
- Description of the management approach for communicating with POA and with the project team regarding task work plans, progress status, budget, and schedule.

4.4.4 Available Resources

Provide information on resources available to your firm which indicates you have access to the services necessary to perform the work. Provide at a minimum the following:

- List equipment and/or materials available to assist with efficient response to requested tasks,
- Provide current commitments and availability of staff proposed. Quantitatively describe the key team members availability to perform on the contract during the proposed period of service,
- Many tasks require assistance with security systems that demand immediate response when inoperable. Describe your firm's ability to adapt and adjust resources in response to unforeseen requests for emergent tasks.

4.4.5 Firm 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.

4.5 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. Firm Qualifications and Experience | 35 points |
| 2. Key Staff and Subconsultants | 30 points |
| 3. Methodology and Approach | 25 points |
| 4. Available Resources | 5 points |
| 5. Firm Location | <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:

- 10 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 6 to that criterion. The qualitative rating factor is then multiplied by the maximum points available (30) for a resultant 180 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

All Proposers must carefully read and review the attached Sample Contract (ATTACHMENT B). 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 – Non-Disclosure Agreement

Attachment B – Sample Contract