



# Municipality of Anchorage

Dave Bronson, Mayor

Purchasing Department

February 27, 2023

REQUEST FOR PROPOSAL

**RFP 2023P010**

## **Provide Architectural/ Engineering Services for ARL Residential Scale Booth and Miscellaneous Repairs**

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: **10:00 A.M Local Time, March 13, 2023**  
**15500 E. Eagle River Rd. Eagle River, AK 99577**  
**(Vest and closed toed shoes)**

Questions Due: **12:00 P.M. Local Time, March 14, 2023**

Proposals Due: **5:00 P.M. Local Time, March 22, 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. 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

# **MUNICIPALITY OF ANCHORAGE SOLID WASTE SERVICES DEPARTMENT**

## **Request for Proposals 2023P010**

### **Provide AE Services for Anchorage Regional Landfill Scale Booth and Miscellaneous Repairs**

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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 MOA is requesting proposals from qualified firms to perform professional engineering services for design and preparation of bid documents for construction of a new residential cash booth, residential entrance and exit scales, and various site upgrades including but not limited to paving, grading, retaining wall, recycling area improvements, and residential tipping building renovation/replacement.

##### **1.2 Background**

The Municipality of Anchorage (MOA) Department of Solid Waste Services (SWS) owns and operates the Anchorage Regional Landfill (ARL) located west of the Highland Road-Glenn Highway intersection, north of Anchorage. The Facility has operated since 1987 and accepts approximately 300,000 tons per year of municipal solid waste. The landfill is constructed on 275-acre parcel of land. The landfill footprint covers approximately 165 acres.

Residential Customers at the Landfill deposit their refuse at the public tipping building, and the refuse is transported via SWS transfer trucks to the working face within the landfill. Currently the residential traffic is flat rated based on vehicle size, or number of bags. SWS intends through this RFP to design infrastructure for 2023

construction to weigh all residential waste loads going into and coming out of the public tipping building. Customers that have recycling to drop off will be able to do so prior to weighing in so that they are not charged. The existing tipping structure at the landfill (siding, concrete pedestals, secondary steel, roof) has a lot of wear and tear and needs to be upgraded.

### 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](mailto: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 90 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 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) 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

The MOA SWS is responsible for operation of the ARL. SWS intends to select an engineering consultant to complete final design analysis and to maximize the efficiency of scaling all customers at ARL. Consultant will prepare plans and specifications for procurement of a contractor to construct the proposed improvements as identified in the following scoping tasks.

Task 1- Consultant will attend a kick-off meeting with SWS to outline scope/tasks and schedule for the project. Consultant will make a site visit to familiarize themselves with existing conditions. Investigation work will begin with the submission of an RFI to SWS for a data request. Included in the data will be CAD files, photos, geotechnical information, utility maps, commercial and residential traffic/loads and record drawings. Consultant will prepare a design survey for base mapping traffic patterns and present options to SWS Engineering/Operations for proposed locations for two (2) new scales, one (1) new residential cash booth, one (1) area for recycling, one (1) area for used oil disposal, and the site upgrades (clearing and grubbing, paving, grading, foundation, retaining wall, and utility infrastructure) that will be required. This will be a back-and-forth iterative process to establish an overall concept design, construction cost, and timeline. Consultant will account for several iterations/meeting with SWS to reach a group consensus and approval to move on to Task 2.

Task 2- Consultant will prepare and present a 35% design deliverable, and basis of design narrative memo to SWS.

2.1 The 35% design deliverable, at a minimum will consist of the following drawings:

- Cover sheet
- Abbreviations, notes, and key map sheet
- Site Layout – Base map as developed in task 1
- Existing Conditions/Demo sheet
- Structural Foundations for scales and cash booth
- Architectural sheets for cash booth (or submittal from manufacturer of premanufactured modular building)
- Structural Steel, siding, and roof replacement for existing tipping building
- Enhancements to the Secondary Confinement of the public wall used oil tank
- Site Utility drawings- Electrical, Water, and Sewer (leach field)

2.2 The 35% design deliverable, at a minimum will consist of the following specifications:

- Concrete and reinforcing for scale foundations
- Structural steel and joist framing, siding, and roof for Tipping building
- Cash Booth Architectural and MEP requirements
- Exterior Improvements
- Used Oil Tank
- Utilities
- Scales and scale automation

2.3 The 35% Basis of Design Memo will be in narrative form justifying the major design decisions including but not limited to modular vs stick-built building selection, scale selection, material selection, environmental safety and scale automation.

Consultant will submit a preliminary 35% design package to SWS in electronic form for review. Consultant shall account for one meeting with SWS to present their 35% design package, and consultant will account for one iteration incorporating SWS comments in order to finalize the 35% design package before moving on to Task 3.

Task 3: Consultant will prepare and present a 65% design deliverable, itemized Engineering Estimate of Construction Costs with Value Engineering (VE) Options, and a memo outlining the pro and cons of each of the VE options. SWS will then determine which VE options to accept, and consultant will make the corresponding revisions to the 65% design deliverable in order to finalize and to move on to Task 4.

Task 4: Consultant will prepare and submit a bid ready 95% design deliverable and corresponding RFP. Drawings are to be in 'final form', and fully defined. Drawings are to be 'to scale', schedules and notes are to be filled out with nothing left to guesswork when the contractor bids this drawing set. The Drawings and specs shall work in harmony, and there shall be no conflicting information when this set is finalized. Please account for one (1) SWS review, and corresponding iteration to address any remaining concerns/comments before this 95% design deliverable is considered bid ready, and consultant moves on to Task 5.

Task 5: At this point the design package shall be put out to bid, and the consultant will attend the pre-bid conference, answer contractor pre-bid questions and revise the drawings as needed to finalize the 100% design deliverable. The 100% design deliverable will be the Issued for Construction set of drawings submitted as the final addendum that contractors bid.

Task 6: Consultant will perform Construction Administration (CA) duties for the duration of the project. These duties will generally consist of the following:

- Field Inspections, including logging construction work through daily inspection reports.
- Answering RFIs and Submittals
- Field walks and job status updates
- Attending weekly construction meetings
- Issuing Architectural Supplemental Instructions to update the drawings and keep them current throughout construction.
- Change order negotiations with the contractor
- Quality Assurance (QA), punch list, and project closeout documentation



## 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

Show 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, 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

Provide a descriptive overview of the firm's specific qualifications, capabilities and experience related to landfill design and knowledge of solid waste operations. Provide at least three (3) project histories for projects of the same or similar scope, that demonstrate the firm's capability to perform the work outlined in this RFP. Include a description of each project, the firm's role in the project, the specific role and level of involvement of key project

team personnel to be assigned to this project and the names, mailing addresses and telephone numbers for at least one reference for each project.

#### 4.4.1 Project Manager

Provide detailed information on the qualifications and experience of the Project Manager as it relates to the required services. Provide details of this individual's involvement in projects listed in Section 4.4, if applicable. Describe how the project will be coordinated with the Solid Waste Services Department for the various phases of the project. Include three project reference contact name(s) and telephone number(s). A full resume for this individual may be included as an appendix to the document. The resume should be limited to a maximum of two (2) pages.

#### 4.4.2 Key Project Staff and Subconsultants

Provide a project organization chart showing the lines of responsibility and communication. Indicate the names and role of key personnel and subconsultants to be assigned to the various activities on the project. For each key person or subconsultant, describe the specific role the entity will provide and anticipated level of involvement in the project. Provide a brief description of the entity's capabilities and experience in performing similar projects including a description of responsibilities for projects listed in Section 4.4, if applicable. Full resumes of each individual may be included as an appendix to the document. Resumes should be limited to a maximum of one (1) page per person.

#### 4.4.3 Available Resources/Contractor Location

Provide information on resources available to your firm. 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. If key personnel are in different physical locations, how do you intend to coordinate the project.

#### 4.4.5 Project Methodology and Approach

Provide detailed information on the firm's methodology in meeting the scope of work and timeframe requirements identified in Section 3. Describe overall approach to include any special considerations, which may be envisioned. The project approach should describe what phasing is being considered to

complete the scope of work within the timeframes required. Describe any benefits or efficiencies which the Municipality will gain from your anticipated approach. Describe any risks you foresee that could adversely affect your project approach.

Provide a detailed descriptive work plan that identifies the major tasks and activates to be accomplished for the scope of work described in Section 3. Present in tabular form, for each of the tasks and activates identified, the level of effort (in man-hours) of each of the key personnel whose qualifications are described in Section 4.4.1 & 4.4.2 and/or whose resumes are attached to the proposal. In addition, in an effort to assist in the evaluation of your understanding of the various tasks associated with this project, it is suggested that you also provide the total level of effort (in man-hours) of all individuals associated with this project.

#### 4.5 Fee Schedule

Under a separate cover, submit two (2) copies of a fee schedule for all services that may be required in performance of this work. The fee schedule shall be fully loaded to include overhead, G&A, fringe benefits, profit, insurance, etc. The fee schedule will not be used in evaluations. Only the highest ranked Proposer's fee schedule will be opened for the purpose of commencing contract negotiations.

### 5.0 EVALUATION CRITERIA AND PROCESS

#### 5.1 Evaluation Criteria Weighting

Proposals will be evaluated and ranked on the following criteria and point range respectively.

1. Experience	30 points
2. Project Manager/Key Staff & Subs	30 points
3. Methodology/Approach	35 points
4. Available Resources/Location	5 points
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 on 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 a combination of written proposals and interviews. 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 HAVE BEEN ACCEPTED.

## **8.0 ATTACHMENTS**

Attachment 1 - Sample Contract

Attachment 2 – Facilities Map

Attachment 3 – Entrance Facility As-built

Attachment 4 – Cash booth As-built