



# Municipality of Anchorage

Dave Bronson, Mayor  
Purchasing Department

May 4, 2023

REQUEST FOR PROPOSAL

**RFP 2023P024**

## **Water and Sewer Improvements Term Misc. Construction Contract**

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, May 12, 2023**

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

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

Chris Hunter  
Deputy Purchasing Director

**ANCHORAGE WATER & WASTEWATER UTILITY  
2023 WATER AND SEWER IMPROVEMENTS  
TERM MISCELLANEOUS CONSTRUCTION CONTRACT  
REQUEST FOR PROPOSAL 2023P024**

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**1.0 GENERAL INFORMATION**

**1.1 Purpose**

Anchorage Water and Wastewater Utility (AWWU) is soliciting proposals from Contractors to provide construction services on an as needed basis. All proposed Work is located within the Anchorage Water and Wastewater Utility service area. This area includes the Anchorage Bowl, Northern Communities and Girdwood. The successful Contractor under these specifications shall furnish all labor, materials, supervision, tools, transportation, equipment, and other facilities necessary to successfully complete the work set forth in the specifications.

These Contracts will provide the Anchorage Water and Wastewater Utility with the ability to respond to emergency or critical maintenance and construction activities. The Contractor will be on-call on an "as-required basis" to construct or reconstruct water and sewer facilities and related appurtenances. The work required will be agreed upon on a project-by-project basis. Payment for all work will be on a unit price basis as bid in the Bid Proposal except as described in these Special Provisions.

The Anchorage Water and Wastewater Utility does not guarantee a certain amount of work with these Contracts. This method of contracting will generally be used for a variety of projects where the estimated cost is under \$200,000 per task order. Task Orders can exceed \$200,000 depending upon the nature of the work and with prior approval of the Purchasing Officer. Due to the uncertainty of the work, AWWU cannot guarantee or

anticipate any amount of work. A total of two (2) Contracts shall be awarded. One contract was awarded under 2023P018. One additional contract shall be awarded under this RFP. Selected proposer from 2023P018 will not be eligible for this additional contract. The estimated range of the first year's Contract amounts will not exceed \$1,500,000. The Contracts will also include an option of two, one-year extensions not to exceed \$750,000 per year.

Included herein are instructions governing the proposals, a description of the work to be performed, requirements that shall be met to be eligible for consideration, evaluation criteria, and other requirements to be met by each Proposer.

The purpose of this RFP solicitation is to select one additional Contractor to provide construction services on an as needed basis. Proposals shall consist of (1) a Technical Proposal, including experience and qualifications and (2) a Cost Proposal indicating all costs necessary to complete the Work as outlined in this RFP in accordance with the full requirements of Attachment A to this RFP.

Throughout this RFP, the following terms are used as indicated below:

1. Bidding Documents – The complete set of documents provided to bidders/proposers as part of 'RFP2023P024 –which includes this document (RFP) and Attachment A.
2. Bid – The binding cost component of a proposal submitted (by a Bidder/Proposer) in response to this RFP using the Bid Proposal Form included in Attachment A –OR– the complete proposal within which the binding cost component is included.
3. Bidder – Any individual, firm, partnership, corporation, or combination thereof formally submitting a proposal in response to this RFP, which includes a binding cost proposal (bid) to perform the work as indicated on the Bid Proposal Form included in Attachment A and acting directly or through an authorized representative – synonymous with 'Proposer'.
4. Contract Documents – See MASS, Division 10, Section 10.01. Attachment A to this RFP contains the complete set of Contract Documents.
5. Proposal – A proposal submitted in response to this RFP, which includes a binding cost proposal to be submitted using the Bid Proposal Form included in Attachment A.
6. Proposer – See definition of 'Bidder' above.
7. Request for Proposal – this document.

## **1.2 General Statement of Work**

The Work presented in this RFP is for construction services on an as-needed basis consisting of providing all labor, equipment, materials, supervision, and other facilities necessary to complete the Work set forth in the terms of the Contract. At its option, AWWU reserves the right to self-perform work of similar nature throughout its service area.

### **1.3 Specifications, Codes, Ordinances, and Standards**

The successful Proposer shall perform all construction in accordance with the Contract Documents, which include the **Municipality of Anchorage Standard Specifications**, (hereinafter referred to as MASS), as herein revised and supplemented. These specifications are available for download on the Municipality of Anchorage website, at the following link:

[http://www.muni.org/departments/project\\_management/pages/mass.aspx](http://www.muni.org/departments/project_management/pages/mass.aspx)

The AWWU Design and Construction Practices Manual (DCPM) are available for download on the AWWU website at the following link:

<https://www.awwu.biz/about-us/reliable-infrastructure/design-and-construction-practices-manual>

All Work under this Contract shall comply with the latest edition of all applicable codes, ordinances, standards, and all associated addenda.

### **1.4 Changes to the Municipality of Anchorage Standard Specifications (MASS) are identified under Attachment A, Section II – Special Provisions.**

### **1.5 Questions**

Any questions regarding this proposal are to be submitted in writing to:

Municipality of Anchorage  
Purchasing Officer  
[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. Due to time constraints on this project, all questions regarding the scope of work should be received prior to the deadline indicated on the RFP cover letter.

## **1.6 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 attachments and 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.

The Proposer shall examine carefully the site of the proposed Work and the Bidding Documents before submitting a proposal. The submission of a proposal shall be an admission that the Proposer has made such examination and is satisfied as to the conditions to be encountered in performing the Work and as to the requirements and accuracy of the Bidding Documents. The Proposer further declares that the amount(s) bid are for the total Work as contained in the Contract Documents.

The Municipality assumes no responsibility for any understanding or representations concerning conditions made by any of its officers, agents, or employees prior to the execution of the Contract, unless such understanding or representations are expressly stated in the Bidding Documents or Addenda.

By submitting a proposal, the Contractor declares that he has carefully examined the Contract Documents, that he has full knowledge thereof and that he has investigated the site and satisfied as to the conditions affecting the Work, including, but not limited to those bearing upon transportation, disposal, handling and storage of materials, availability of labor, water, electrical power, roads, and uncertainties of weather, physical conditions at the site including all existing utilities, the conformation and conditions of the ground, the character of equipment and facilities needed preliminary to and during prosecution of the Work. The Contractor further declares that he is satisfied as to the character, quality and quantity of surface and subsurface materials or obstacles to be encountered insofar as this information is reasonably ascertainable from an inspection of the site, including all prior exploratory work, as well as from information presented by the Drawings and Specifications made a part of the Contract. Any failure by the Contractor to acquaint himself with the available information shall not relieve him from responsibility for estimating properly the difficulty or cost of successfully performing the Work.

## 2.2 Proposal Acceptance Period

Award of this proposal for construction is anticipated to be announced within 45 calendar days, although all offers must be complete and irrevocable for 90 days following the submission date.

## 2.3 Confidentiality

The content of proposals will be kept confidential until the selection of the Contractor(s) is publicly announced. At that time, the selected proposal is open for review. After the award of the Contract, proposals shall become public information.

## 2.4 Proposal Format

Proposals are to be prepared in such a way as to provide a straight forward, concise delineation of the proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on:

- 1) Conformance to the RFP instructions;
- 2) Responsiveness to the RFP requirements;
- 3) Completeness and clarity of content.

## 2.5 Signature Requirements

All proposals must be signed. A proposal may 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" will meet this requirement.

***Failure to sign the Proposals 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 nine (9) 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.

The Proposal shall, at a minimum, contain the following information:

1. A fully executed Proposal

2. Fully executed Bid Bond
3. Items required under Section 4 of this RFP – Proposal and Submission Requirements

2.6.2 In addition to the copies required by paragraph 2.6.1 above, a thumb drive must be provided containing a PDF copy of the complete proposal, including attachments. If the proposal requests information in a separate sealed package (e.g. fee proposal), this disk should also contain such information, and may be placed in that sealed package thereby avoiding early disclosure of fees.

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 materials 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.

Proposers shall notify the Purchasing Officer promptly of any error, omission, or inconsistency that may be discovered during examination of the Bidding Documents and the proposed construction site. Requests from Proposers for interpretation or clarification of the Bidding Documents shall be made in writing to the Purchasing Officer and shall arrive at least seven (7) working days prior to the date for opening proposals. Oral questions may be presented at a pre-proposal conference if one is provided for in the Bidding Documents. Interpretations, corrections, or changes, if any, to the Bidding Documents shall be made by Addendum. Proposers shall not rely upon interpretations, corrections, and changes made in any other manner, including orally at the pre-proposal conference. Interpretations, corrections, and changes shall not be binding unless included in an Addendum.

## **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 date and time designated for receipt, except for modifications requested by the Municipality after the date of receipt and following oral presentations.

## **2.13 Settlement of Procurement Issues and Proposal Protests**

In addition to Anchorage Municipal Code Section 7.20.130, Appeals, the following applies to this Request for Proposal:

**SETTLEMENT OF PROCUREMENT ISSUES.** Grantees and sub-grantees alone will be responsible for the settlement of all contracts and administrative issues arising out of procurement. Grantees and sub-grantees will have procedures to handle and resolve procurement issues. Such issues include, but are not limited to, source evaluation, proposal protests, disputes, and claims.

## **2.14 Late Submissions**

PROPOSALS NOT RECEIVED PRIOR TO THE DATE AND TIME SPECIFIED IN THE COVER LETTER WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF AWARD.

## **2.15 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.



## **3.0 SCOPE OF WORK**

### **3.1 Tasks and Summary of Work:**

The work includes all construction, data gathering, submittals, permitting, and closeout in accordance with the scope of work identified in Attachment A. Attachment A becomes the Contract Documents when the contract is signed and all Work in its entirety shall comply with the requirements of the Contract Documents. It shall be the responsibility of the proposer to prepare the proposal so that all materials and working arrangements harmoniously conform to the intent of the Contract Specifications and Special Provisions.

### **3.2 Project Time of Completion:**

Interested Proposers are requested to give careful consideration to their workload and capability of meeting project schedules.

- 3.2.1 AWWU scoring of non-cost portions of proposals: Two (2) weeks after receipt of proposals.
- 3.2.2 AWWU scoring of cost portions of proposals: Concurrent with scoring of non-cost portions of proposals.
- 3.2.3 Award of contract to successful proposer: Approximately four weeks following identification of highest ranked proposer.
- 3.2.4 Construction milestones are further identified in Attachment A, Special Provision Article – Time for Completion.

## **4.0 PROPOSAL AND SUBMISSION REQUIREMENTS**

Per the Special Provisions included in Attachment A and definitions provided in Section 1.0 of this RFP, the term “Bidder” and “Proposer” are used interchangeably in this Section.

Bidders are advised that notwithstanding any instructions or implications elsewhere in this Request for Proposal, only the documents shown and detailed below need be submitted with and made part of their proposal. Other documents may be required to be submitted after proposal time, but prior to award. Bidders are hereby advised that failure to submit the documents shown and detailed on this sheet shall be justification for rendering the proposal nonresponsive. Evaluation of proposals for responsiveness shall be accomplished in accordance with Anchorage Municipal Code, Title 7.

**REQUIRED DOCUMENTS TO BE SUBMITTED WITH THE PROPOSAL:**

- X 'Bid Proposal' consisting of six (6) pages numbered BP-1 of 6 through BP-6 of 6 as included in Attachment A, Section VI. Page BP-2 of 2 must be manually signed. Erasures or other changes made to the Proposal Sheet must be initialed by the person signing the proposal.
  
- X Bid Bond, certified check, cashier's check, money order or cash shall be submitted with the proposal in the amount indicated. Each Bid shall be accompanied by a certified check, cashier's check, or Bid Bond, in the amount of ten percent (10%) of the total amount of the Bid if the total amount of the bid is \$100,000 or more, with good and sufficient corporate surety acceptable to the Municipality. If the total bid amount of the bid is less than \$100,000, the bid shall be accompanied by a bid guarantee, in the form specified above, in the amount of \$2,000,. Bid Guarantees for the three (3) low Proposers shall be held until the Contract is executed. All other Bid Guarantees will be returned within seven (7) days of the bid opening. Power-of-Attorney for the person signing the Bid Bond for the Surety must be submitted with the Bid Bond.
  
- X All Addenda issued to this Request for Proposal shall be acknowledged in the space provided on the Bid Proposal sheet or by manually signing the Addenda sheet and submitting it prior to the proposal opening in accordance with Anchorage Municipal Code 7.20.020C.

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that proposals be organized in the manner specified below. **Proposals shall not exceed five (5) pages in length** excluding letter of transmittal, resumes (resumes shall not exceed two (2) pages in length each), title page(s), index/table of contents, attachments, or dividers. Information in excess of those allowed will not be evaluated/scored. One page shall be interpreted as one side of single-spaced, typed, 8 1/2" X 11", piece of paper.

**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**

Clearly identify the materials by section and page number.

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

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

#### **4.4 Experience**

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

4.4.2 Provide at least three (3) references for which the proposer has provided the same or similar services as Prime Contractor. Include projects where work was conducted at an operating water or wastewater treatment facility (or facility of similar complexity requiring minimal interrupted operation). Include a point of contact, telephone number, and a brief description of the projects.

#### **4.5 Project Methodology, Approach, and Stakeholder Interaction**

Discuss the proposer's overall approach to completing the work. Through the discussion of your proposed approach, demonstrate an understanding of the organization and sequencing for major work activities and how you will meet the unique requirements and constraints of this contract. Describe a typical project's critical path and how the proposer has sufficient staff, resources and availability to meet the project requirements.

Discuss the proposer's experience in interacting and coordinating with Municipal and AWWU stakeholders. Discuss quality control procedures, safety, and rework on previous projects.

#### **4.6 Project Manager and Superintendent**

Provide detailed information on the qualifications and experience of the Project Manager and Superintendent as it relates to the required services.

Include previous project references including contact name(s) and telephone number(s).

#### **4.7 Key Project Staff and Subcontractors**

Identify key project staff, foremen, and subcontractors expected to provide services. Resumes should be included for each of the individuals and subcontractors referenced, including those specific to structural, architectural, civil, electrical, building mechanical, process mechanical and instrumentation and controls work.

#### **4.8 Available Resources**

Describe the firm's ability to respond quickly to CTO requests. Provide information on resources available from your company which indicates you have access to necessary resources, and they are available to perform the work such as pipelayers, operators and support labor for work that may include cured-in-place pipe lining, deep excavations requiring shoring and mechanical and electrical work inside treatment facilities.

#### **4.9 Contractor Location**

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

#### **4.10 Cost**

Provide cost information as indicated on the Bid Proposal Form included in Attachment A, Section VI within a sealed, separate envelope.

Bids shall specify a unit price, typed or written in ink, for each bid item called for. Bids may be rejected if they show any omissions, alteration of the forms, additions not required, conditional or alternate bids not required, qualified bids, or irregularities of any kind.

## **5.0 EVALUATION CRITERIA AND PROCESS**

### **5.1 Criteria**

The Proposer shall be evaluated by two major areas: Credentials and Cost. The criteria to consider during evaluations, and the associated point values, are as follows:

Credentials:

- |   |           |
|---|-----------|
| 1. Experience   | 15 points |
| 2. Project Methodology, Approach, and Stakeholder Interaction | 15 points |
| 3. Project Manager and Superintendent                         | 10 points |
| 4. Key Project Staff and Subcontractors                       | 10 points |
| 5. Available Resources  | 5 points  |
| 6. Contractor Location  | 5 points  |

Cost:

- |         |                  |
|---------|------------------|
| 7. Cost | <u>40 points</u> |
|---------|------------------|

**Total Points Available** **100 points**

## 5.2 Qualitative Rating Factor

Firms will be ranked on the non-cost components of the proposal using the following qualitative rating factors for each RFP criteria:

- 1.0 Outstanding
- .9
- .8 Excellent
- .7
- .6 Good
- .5
- .4 Fair
- .3
- .2 Poor
- .1
- 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: For the evaluation of the experience factor if the evaluator feels the response as provided was "Good" they would assign a "qualitative rating factor" of .6 for that criterion. The final score for that criterion would be determined by multiplying the qualitative rating factor of .6 by the maximum points available 10 and the resulting score of 6 would be assigned to the experience factor. This process would be repeated for each criterion.

### 5.3 Quantitative Rating Factor

The Proposer with the lowest total costs submitted receives the 40 points maximum. All other proposers receive points based on their submitted costs, as it relates to the lowest costs, using the following formula:

$(\text{Lowest Cost Proposal} / \text{Cost Proposal}) \times 40 \text{ Points}$

Example: Contractor A, submitted cost \$1,500,000 (low)  
Contractor B, submitted cost \$1,600,000  
Contractor C, submitted cost \$1,650,000  
Contractor D, submitted cost \$1,700,000

Contractors receive points as follows

Contractor A, 40.00 points  
Contractor B, 37.50 points  
Contractor C, 36.36 points  
Contractor D, 35.29 points

#### EXAMPLE

Method used to convert Total Cost to Points (30 Points Maximum)

#### [STEP 1]

List all proposal costs.

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

#### [STEP 2]

The RFP awards a maximum of 30% (30 points) of the total of 100 points for fee schedule.

**Proposer #1 receives 30 points.**

Proposer #1 receives 30 points (the max) because they submitted the lowest cost proposal.

**Proposer #2 receives 26.7 points.**

$$\frac{\$40,000 \times 30}{\$45,000}$$

**Proposer #3 receives 25.0 points.**

$$\frac{\$40,000 \times 30}{\$48,000}$$

## **5.4 Evaluation Process**

A committee of individuals representing Municipality of Anchorage, AWWU will perform evaluation of the proposal. The committee will rank the proposal as submitted. Proposer must receive a minimum score of 40 on Items 1-6 or it will not be considered for award. The purpose of this is to ensure that the proposer has a high level of experience and qualifications in which to efficiently complete this work on time.

The Municipality of Anchorage, AWWU 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 proposers after the second scoring, if performed, may be invited to enter into Contract with the Municipality.

## **6.0 SELECTION PROCESS**

The Proposers with the two highest total evaluation points may be invited to enter into contract negotiations with the Municipality of Anchorage, AWWU. If an agreement cannot be reached, the third most highly evaluated 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, AWWU reserves the right to reject any and all proposals submitted.

## **7.0 ATTACHMENTS**

### **ATTACHMENT A – SPECIFICATIONS AND CONTRACT DOCUMENTS**