

JAN 22 2014

**REQUEST FOR PROPOSALS**  
**By the City of Homer, Alaska**  
**For an Operation & Maintenance Contract of the Port & Harbor Fish Grinding Facility**

City of Homer's Port and Harbor is requesting proposals from qualified firms for the seasonal operation of the Fish Grinding Facility. Successful proposer will be contracted to operate and maintain the Fish Waste Grinding Facility during sport/commercial fishing seasons, May 1 to October 20, for a consecutive three years, 2013 to 2016. Operation and maintenance tasks include, but are not limited to the following: provide labor to grind the fish waste that is delivered to the fish grinder; provide routine maintenance on the fish grinder equipment and the tote dump system; provide 20 non-insulated fish totes with lids and a forklift capable of lifting 1,500 pounds; verify the documented deliveries, collect samples required by ADEC, and submit findings and delivery record book to the Port and Harbor.

The City also invites alternative proposals from firms or individuals seeking to use fish carcasses that are collected at the Fish Grinding Facility, in more useful ways than what our current program is performing. In pursuit of a more useful way, though, the City is not interested in incurring more costs to the Port and Harbor Enterprise, nor of proposals that would cause more congestion to the high-traffic area surrounding Fish Dock Road.

Plan holder registration forms, and Plans and Specifications are available on line at <http://www.cityofhomer.ak.gov/rfps> All bidders must submit a City of Homer Plan Holders Registration form to be on the Plan Holders List and to be considered responsive. Sealed Proposals will be received by the Office of the City Clerk, at 491 E. Pioneer Avenue, Homer, Alaska 99603 **no later than 4:30 pm, Thursday, February 13, 2014**. Proposals received after the time fixed for receipt of the Proposal shall not be considered.

Please direct technical questions regarding this proposal in writing to Bryan Hawkins, City of Homer, Port Director/Harbormaster at [bhawkins@ci.homer.ak.us](mailto:bhawkins@ci.homer.ak.us) or to 4350 Homer Spit Road, Homer, AK 99603.

The City reserves the right to accept or reject any or all proposals, to waive irregularities or informalities in the proposals, and to award a contract to the respondent that best meets the selection criteria and the City's needs.

Dated the 22<sup>nd</sup> day of January, 2014.

CITY OF HOMER

  
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Walt Wrede, City Manager

Account #: 400-0600-5227

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**SCOPE OF WORK:**

The City estimates approximately 1,500,000 pounds of sport/commercial fish waste are processed per season. The Fish Grinding Facility's objective is to grind up to 6,000 lbs/hour of fish carcasses, heads, and viscera through the grinder system. These ½" particles then discharge with salt water into the outfall line vault; the outfall system pumps the fish particle/salt water through the outfall line, and is then discharged in 28' MLLW south of the Pioneer Dock. The City of Homer holds the permit for this process and is responsible for its management.

Fish carcasses are delivered to the fish grinder facility by three user groups:

1. Port staff – Fish carcass trailers are collected from the fish cleaning tables, located around the harbor, and emptied into totes at the Fish Grinder Facility every morning.
2. Sport charter fishing companies – Sport fish carcasses are delivered to the grinder facility every evening. Deliveries are required to be documented in a record book.
3. Sport/commercial fish processors – Processors deliver carcasses to the grinder facility every evening. Deliveries are required to be documented in a record book.

**TERM OF CONTRACT:**

Successful proposer will be required to enter into a contract with the City of Homer to operate and maintain the Fish Waste Grinding Facility during sport fishing seasons, May 1 to October 20, for a consecutive three years, 2013 to 2016. This contract will expire December 31, 2016.

**FUNCTIONAL REQUIREMENTS:**

Successful proposer is required to oversee the following:

- Operate the fish grinding and disposal system on a daily basis. The time required to process the waste each day is approximately 5 to 10 man hours per day.
- Be responsible for routine maintenance of the fish grinder and the attached tote dump system.
- Be responsible for running a safe and clean operation.
- Verify the documented deliveries and periodically submit the record book to the Port and Harbor for billing purposes. This information is critical for billing purposes as well as the mandatory APDES permit annual reporting.

- Be responsible for collecting samples required by ADEC and record/report findings to the Port and Harbor for the mandatory APDES permit annual reporting.
- Submit monthly invoices to the Port and Harbor for labor and maintenance costs. The Port and Harbor will review the invoices and submit them to the City's Finance Department for payment.

**INSURANCE:**

Prior to commencement of work, the Proposer shall be required to provide proof of insurance and to keep it in full force and effect, at its own expense, the following minimum policy limits. Also, the City of Homer shall be named as additional insured during the project's duration.

1. General Liability Insurance in the minimum amount of \$500,000.00 for any one person and not less than \$1,000,000.00 for any one accident or occurrence, for death, bodily injury, personal injury, and/or property damage.
2. Worker's Compensation in accordance with the laws of the State of Alaska, and Employer's Liability Insurance with minimum limits of \$1,000,000/\$1,000,000/\$1,000,000.
3. Property damage liability which shall include any and all property whether or not in control, custody or care of the contractor, in an amount of not less than \$1,000,000.00 on account of any one accident.
4. Automobile Liability Insurance covering owned, non-owned, or hired vehicles used by the firm, with limits not less than \$1,000,000 combined single limit for bodily injury and property damage.

**RFP GENERAL 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 that do not address the items listed in this request may be considered incomplete and may be deemed non-responsive by the City. Interested firms should submit the completed proposal using the following instructions:

One original and two copies of the completed proposal in an opaque envelope marked as follows:  
 FISH GRINDING FACILITY OPERATION & MAINTENANCE CONTRACT RFP  
 Homer, Alaska  
 PROPOSAL DATED: \_\_\_\_\_

Hard copy Proposal submittals shall be addressed to:  
 City of Homer, City Clerk  
 491 E. Pioneer Ave.  
 Homer, Alaska 99603

Proposals shall be received at the Office of the City Clerk **no later than 4:30 pm, Thursday, February 13, 2014.** Please direct technical questions regarding this proposal in writing to Bryan Hawkins, City of Homer, Port Director/Harbormaster at [bhawkins@ci.homer.ak.us](mailto:bhawkins@ci.homer.ak.us) or to 4350 Homer Spit Road, Homer, AK 99603. Direct proposal submission questions to Jo Johnson, City Clerk, at (907) 235-3130.

There will be a mandatory meeting held prior to the closure of the RFP. This will give all proposers involved the opportunity for questions/answers with Bryan Hawkins to ensure all information is open and concise. **The Pre-Close RFP meeting will be held Tuesday, February 11, 2014 at 2:00 pm at the Fish Grinder Facility located on Fish Dock Road on the Homer Spit.**

**PROPOSAL FORMAT AND CONTENT:**

**Letter of Transmittal (one page maximum):** The transmittal letter shall briefly state the firm's understanding of the City's request, make a positive commitment to provide the professional services specified, and give the name, title, address, and phone number of the person(s) authorized to make representations for the firm. The letter shall be signed by a corporate officer or other individual who has the authority to bind the firm.

**Proposal Narrative (five pages maximum):** The proposal narrative shall provide the following information:

1. Proposed Project Manager and Team Members: This section shall introduce the project manager (Single Point of Contact) and members of the firm that will be performing the work for this project and their experience with similar projects. Full resumes are not needed, one or two paragraphs on each member of the team will be sufficient. Note which members are licensed and qualified to operate the firm's forklift and the City's equipment.
2. Proposed Contract/Costs: Specify in detail the firm's ability to fulfill the Scope of Work, Functional Requirements, Contract Term, and Insurance, that has been outlined in this RFP, including any additional contractual requirements the firm chooses to propose. Each Proposer shall submit a standard, all-inclusive cost schedule that they propose to use in this contract; most importantly, the rate per man-hour or per season that the successful Proposer will charge the City.
3. Required Equipment: This section shall list the necessary equipment the firm must provide, including 20 non-insulated fish totes with lids and a forklift capable of lifting 1,500 pounds.

**References:** List the names, titles, and phone numbers of at least three businesses that are familiar with your firm's experience in maintenance and knowledge in the specified field.

**EVALUATION CRITERIA AND SELECTION PROCESS:**

The City of Homer reserves the right to reject any and all proposals submitted and shall not be liable for any costs incurred by any proposer in response to this solicitation or for any work done prior to the issuance of a notice to proceed or signed contract.

A selection committee will evaluate the proposals and make a recommendation to the City Manager. Evaluators may discuss factual knowledge of, and may investigate proposer's prior work experience and performance. This includes information referenced in the proposal, available written evaluations, and contacted references that were listed or other persons knowledgeable of a proposer's past performance. Factors such as overall experience relative to the proposed contract, quality of work, cost control, and the ability to meet schedules may be addressed during the evaluation. Submittals will be evaluated and scored in accordance with the following criteria:

- |                                    |                  |
|------------------------------------|------------------|
| 1. Proposed Project Manager & Team | 30 points        |
| 2. Experience & Knowledge          | 30 points        |
| 3. Proposed Contract/Costs         | 20 points        |
| 4. Insurance                       | 10 Points        |
| 5. Required Equipment              | <u>10 Points</u> |
| Maximum Score                      | 100 points       |

This request for proposals is designed to be qualifications based, with cost playing a secondary role in the selection process. The City of Homer reserves the right to award a contract to the highest ranked firm based solely on the written proposal or request oral interviews with a "short list" of the highest ranked firms. The highest ranked proposer will be invited to enter into negotiations with the City of Homer for the purposes of contract award. If an agreement with any proposer cannot be reached, the next highest ranked proposer may be contacted for negotiations. The City of Homer reserves the right to terminate negotiations with any proposer should it be in the City of Homer's best interest.

**PROPOSED TERM CONTRACT AWARD SCHEDULE:**

RFP Advertisement	January 29 & February 5, 2014 – Homer Tribune February 2, 2014 – Peninsula Clarion
Mandatory Pre-Closing Meeting	February 11, 2014 at 2:00 pm
Proposals Due	February 13, 2014 at 4:30 pm
Review of Proposals & Choosing of Firm	February 14 – 18, 2014
City Council Award	February 24, 2014
Initial Overview Meeting/Notice to Proceed	March 2014