

## **REQUEST FOR PROPOSAL**

### **PROFESSIONAL ENGINEERING SERVICES FOR THE**

#### **Planning, Design and Construction Administration of Port/Harbor/Marine Projects City of Homer, Alaska (April 2017 – April 2022)**

The City of Homer, Alaska is requesting proposals from qualified firms to provide port/harbor/marine engineering services under a multi-year term contract. The intent is to select up to two firms to complete small and medium-size projects. Although it is not known specifically what services will be needed over the term of the contract; this RFP describes several projects that are expected to be completed under the contract, to help the proposer focus their team's capabilities on the City's expected needs. 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.

**SCOPE OF SERVICES** - The projects, awarded through individual task orders, may include the following (see attached map):

- Marine Haul Out and Repair Facility
- System 4 Harbor Float Replacement
- Various Dock/Harbor Maintenance/Damage Repair projects
- Deep Water Dock Expansion

The services provided by the successful proposer(s) will consist mainly of planning, design, cost estimating, and project management support. The design stage would consist of selecting the most economically feasible and cost effective alternative (based on user needs and construction/maintenance costs) and preparing 35%, 95% and 100% bid documents (including environmental/regulatory permit submittals). The construction phase would consist of providing bidding assistance, construction contract management, milestone inspections and project close-out services. Grant writing and major maintenance project support may also be the subject of task orders issues under the proposed term contract.

**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 section may be considered incomplete and may be deemed non-responsive by the City.

Interested firms must submit an electronic copy in .pdf format to the City Clerk's office at [rkrause@ci.homer.ak.us](mailto:rkrause@ci.homer.ak.us); no hard copies are required.

Proposals shall be received at the office of the City Clerk until 4:30 PM, Monday, March 13, 2017. Direct technical questions regarding this proposal to Carey Meyer, Public Works Director, City of Homer, (907) 235-3170. Direct proposal submission questions to Jo Johnson, City Clerk, (907) 235-3130.

## **PROPOSAL FORMAT AND CONTENT**

Proposals shall be submitted or formatted to fit on 8 ½ x 11” paper, single spaced type no smaller than 11 font.

**Letter of Transmittal (one page maximum)** – The transmittal letter shall identify the subject of the proposal; briefly state your firm’s understanding of the services to be provided; make a positive commitment to provide the services specified; acknowledge receipt of any addendums issued; and give the name, title, physical address, phone number, and email address of the person(s) authorized to make representations for your firm. The letter shall be signed by a corporate officer or other individual who has the authority to bind the firm.

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

A. *Proposed Project Manager* (Single Point of Contact) – This section shall present the proposed project manager and at a minimum address:

- Specific project management experience
- Technical experience on Alaska harbor and marine projects

B. *Proposed Project Team* – This section shall present no more than four key professionals who will actively participate in technical project activities (do not submit full resumes, a few paragraphs are sufficient) and at a minimum address the following:

- Proposed project assignment and qualifications
- Experience with similar projects and with other team members

Do not include survey, inspection, geotechnical or subconsultant design engineering personnel.

C. *References* – List the names, titles, and phone numbers of at least three clients who have obtained similar services from your firm. Ideally, projects/contracts managed by the proposed project manager and completed by the proposed project team should be referenced.

D. *Firm Capabilities* – Recognizing that firms in themselves do not have experience – their employees do; what unique characteristics or capabilities does your firm or organization have that would benefit the City of Homer?

## **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.

A selection committee will evaluate the proposals and make a recommendation to the City Council. Evaluators may discuss factual knowledge of and may investigate proposer’s prior work experience and performance, including projects referenced in the proposal, available written evaluations and may contact listed references 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:

A.	Proposed Project Manager	25 points
B.	Proposed Project Team	55 points
C.	References	10 points
D.	Firm Capabilities	10 points

The City of Homer reserves the right to award a contract to the highest ranked firms based solely on the written proposal or request oral interviews with a “short list” of the highest ranked firms. The highest ranked proposers 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**

Proposals Due	March 13, 2017
Selection Committee Recommends Consultant Selection	April 3, 2017
City Council Award	April 10, 2017

**INSURANCE REQUIREMENTS**

The successful proposer(s) will be required to have the following insurance coverages at the time the term contract is signed:

- 1) General liability policy with \$1,000,000 combined single limits (with the City of Homer, Alaska as an additionally insured).
- 2) Workman’s Compensation coverage in compliance with the laws of the State of Alaska.
- 3) Auto liability insurance with limits of at least \$1,000,000.
- 4) Professional Liability insurance with the limit of at least \$1,000,000.