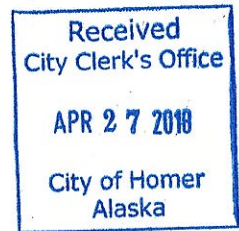


REQUEST FOR PROPOSALS
By the City of Homer, Alaska
For Design and Build Completion of Fish Dock
Waterline and Heat Trace System Replacement



City of Homer's Port and Harbor is requesting proposals from qualified firms for the design and replacement of the Fish Dock waterline and heat trace system. The City of Homer currently provides potable water at seven locations on the Fish Dock during the summer and at three locations during the winter. The current waterline is 30 year old galvanized pipe which is heavily pitted and needs to be replaced. The heat trace system is also old and failing. We are therefore soliciting bids from contractors to replace this old system. The City is open to new technology, materials, and ideas that help us reach our goals in the most cost effective way possible, and would be willing to assist the proposer in site preparation and possible needed modifications to the old system in order to utilize more cost effective modern materials.

There is a **mandatory Pre-Bid meeting and walk-through** to be held on **Tuesday, May 15, 2018 at 10:00 a.m.**, located at the **Ice Plant, 795 Fish Dock Rd.** This question and answer period is for general understanding and scope of the offered project to interested proposers. Any questions or requests that interested proposers have that involve possible changes to the project or requirements will have to be submitted in writing to which we will respond in kind. Any actual changes to the RFP once advertised will be done as an addendum to the RFP which all bidders on the plan holders list must respond that they received.

Please direct technical questions regarding this proposal in writing to Bryan Hawkins, City of Homer, Port Director/Harbormaster at bhawkins@ci.homer.ak.us or to 4311 Freight Dock Rd Road, Homer, AK 99603. Direct proposal submission questions to Melissa Jacobsen, City Clerk, at (907) 235-3130.

Sealed Proposals for **Design and Build Completion of Fish Dock Waterline and Heat Trace System Replacement** shall be received at the Office of the City Clerk **no later than 4:30 p.m., Thursday, June 7, 2018.** The time of receipt will be determined by the City Clerk's time stamp.

Proposals received after the time fixed for the receipt of the bid/rfps shall not be considered. All proposers must submit a City of Homer Proposal Holders Registration form to be on the Proposal Holders List. The Proposal registration form and RFP package are available online at <http://www.cityofhomer-ak.gov/rfps> or at the City Clerk's office.

Electronic copies of this Request for Proposal and requirements are available. There is a fee of \$10.00 for a hard copy, postage not included.

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 this 27th day of April, 2018

CITY OF HOMER


Katie Koester, City Manager

Account#: 400-0600-5227

Publish: 5/3 & 5/10/18 Homer News

REQUEST FOR PROPOSALS
By the City of Homer, Alaska
For

Design/Build- Fish Dock Waterline and Heat Trace System Replacement

City of Homer's Port and Harbor is requesting proposals from qualified firms for the design and replacement of the existing Fish Dock waterline and heat trace system. The City of Homer currently provides potable water at seven locations on the Fish Dock during the summer and at three locations during the winter. The current waterline is 30 year old galvanized pipe which is heavily pitted and needs to be replaced. The heat trace system is also old and failing. We are therefore soliciting bids from contractors to replace this old system. The City is open to new technology, materials, and ideas that help us reach our goals in the most cost effective way possible, and would be willing to assist the proposer in site preparation and possible needed modifications to the old system in order to utilize more cost effective modern materials.

Key project outcomes and conditions:

Project contracting/costs - Fixed cost bids only.

Timing- Complete the project by December 31, 2018. The work phase for this project will Not Begin until on or after October 15th 2018 to avoid disruption during the busy summer season.

Quality of work- Materials and workmanship appropriate for commercial installation.

Operational performance- This is a functional water supply system that will be in use at the time of replacement. Services must be completed with minimal disturbance to systems and customers. In order to reduce potential conflicts between contractors and Fish Dock customers, the contractor will provide Ice Plant personnel with advance notice of contractor work and planned water shut off schedules. **The Ice Plant's water supply can be disrupted up to 8 hours maximum and a total shutdown of the dock's water system will be allowed for up to 2 weeks**

Conditions for Design- **All measurements are approximate. Exact measurements are the contractor's responsibility.** Contractors are expected to inspect the current waterline in the company of the Fish Dock Supervisor prior to bidding in order to ask questions and see the project for themselves (see mandatory meeting/walkthrough time and date information listed below)

Other-

- legal- project design and installation meets all legal requirements including building code , employee laws, and concerning materials used for potable water
- insurance- all parties insured
- contractors are qualified- contractor and subs are certified as required

SCOPE OF WORK:

Proposers will be required to complete and submit, at time of proposal, field drawings (not engineered) of the new systems showing the piping routes, size, valve locations and type, heat trace routing, and any other pertinent information needed for the long range maintenance of this system. The proposer/contractor will be responsible for preparing a detailed construction drawing showing the work that will be reviewed by the City Engineer. It need not be prepared by a registered engineer. If it is determined that the work requires a review by ADEC or any other regulatory agency, the City will submit for a separate plan review, under the seal of the City Engineer, and pay all plan review fees.

The City requests any submissions to include product information in the proposals on materials to be installed for this project. This should include, but not be limited to: pipes, valves, heat-trace system, fittings, and hangers. It will be the responsibility of the proposer to provide to the City an As-Built of the completed work within 30 days of completion.

Minimum Requirements

Except where noted, the Bid is for a simple replacement of the system in use today. Elements of the system not in use, such as the old fire-stations, will not be replaced. An isolation valve will be added where the waterline project starts and anywhere the materials will change. The replacement supply **lines are designed to “T”** within the building and exit through the walls at two separate points. This chosen route allows the waterline to navigate around the most congested area of the ice delivery equipment and simplifies the installation significantly. This also allows a natural elevation of the water lines over the main entrances to the dock to prevent impact from forklifts. This is most important at **entrance “A” (see diagram)**.

Some site preparation, including demolition of old waterlines and access holes that pass through of the **building’s walls will be completed by City staff before the proposer required elements of the project**. Site preparation and access will be done before the project begins. Demolition of the old waterlines will be done in parallel with the proposer’s/contractor’s **timeline to minimize disruption to the waterline system**. **It will be the proposer’s responsibility to tie the new replacement water line into the existing supply line located within the building and continue the replacement of the waterline with the required materials to all areas along the route described in detail below:**

- **185’ of 2”** pipe, pre-insulated (**2-3” with jacket**) and heat traced. This pipe will exit the building and extend from location 1a (see following diagram) to location 5.
- **110’ of 1” (minimum)** pipe, insulated (**2-3” with jacket**) and heat traced. This pipe will run **from the 2” insulated** pipe to the faucets at locations 3 and 6.
- **48’ of 2” pipe, un-insulated**. This pipe will extend from 1a to 1b
- **341’ of 1”** pipe, uninsulated. **This pipe will run from the 2” pipe** to the faucets at locations 1b, 2, 4, 5, 7 & 8. These pipes must be isolated with valves and drained during winter months.
- Isolation valves installed at termination of existing waterline, the base of each trunk line, the base of each uninsulated pipe, and at attachment to wood grid pipe (location 7)

- Drain valve at appropriate locations on each uninsulated pipe
- **Garden hose fitting & 1” camlock fitting in same locations as original installation**
- Materials used must not create a corrosion hazard to the existing galvanized steel service structure
- (Also see diagram- Attachment A)

Other project Requirements of Note:

- 1) Proposers should be aware that the potable water systems will be required to be pressure tested and disinfected prior to acceptance. Requirements for pressure testing and disinfection **of potable water lines can be found within the City of Homer’s Standard Construction Specifications (available for review on the City’s Public Works webpage).**
- 2) When calculating labor and wage costs, please note that this project will require Alaska Prevailing Wages, as per Alaska Statute 36.05 & 36.10, if the proposed contract exceeds \$25,000. A complete pamphlet outlining Alaskan Prevailing Wage information can be found on line here: <http://labor.alaska.gov/lss/forms/pamp600-090117.pdf>

INSURANCE:

The successful Proposer shall maintain in force at all times during their agreement with the City the following policies of insurance:

1. General liability insurance providing coverage for bodily injury, including death, in an amount not less than \$500,000 for any one person and not less than \$1,000,000 for any one accident or occurrence.
2. Workers' Compensation or Longshoremen's and Harbor Workers' Compensation Insurance as may be required by state or federal law, and Employer's Liability Insurance.
3. Property damage liability, which shall include any and all property whether or not in the care, custody, or control of the Permittee, in an amount of not less than \$1,000,000 on account of any one accident.
4. The insurance obtained shall name the City, its officers, and employees as additionally insured.

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 (2) copies of the completed proposal in an opaque envelope marked as follows:

Design/ Build - Fish Dock Waterline and Heat Trace system Replacement RFP

Proposal Date

Bidders Name

The Proposal submittals shall be addressed to:

City of Homer
City Clerk's Office
491 E. Pioneer Ave.
Homer, Alaska 99603

Proposals shall be received at the Office of the City Clerk no later than 4:30 p.m., Thursday, June 7, 2018

Please direct technical questions regarding this proposal in writing to Bryan Hawkins, City of Homer, Port Director/Harbormaster at bhawkins@ci.homer.ak.us or to 4311 Freight Dock Rd Road, Homer, AK 99603. Direct proposal submission questions to Melissa Jacobsen, City Clerk, at (907) 235-3130.

There will be a mandatory meeting and walk through. This will give all Proposers involved the opportunity for questions and answers with the Fish Dock Supervisor to ensure all information is open and concise. The mandatory Pre-Bid meeting and walk-through will be held on Tuesday, May 15, 2018 at 10:00 a.m., located at the Ice Plant, 795 Fish Dock Rd. This question and answer period is for general understanding and scope of the project to interested proposers. Any questions or requests that interested proposers have that involve possible changes to the project or requirements will have to be submitted in writing to which we will respond in kind. Any actual changes to the RFP once advertised will be done as an addendum to the RFP. All bidders must acknowledge receipt of any and all addendums in their proposal.

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** and shall acknowledge all addendums listed by number. It will 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, certified and qualifications.
2. Proposed Design and Execution Costs: **Specify in detail the firm's ability to fulfill the Scope of Work, Functional Requirements, 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

3. Required Equipment: This section shall list the necessary equipment the firm must provide and materials specifications that are proposed for use in this contract. This is in order that we may verify that it meets standards for a potable water system.

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:

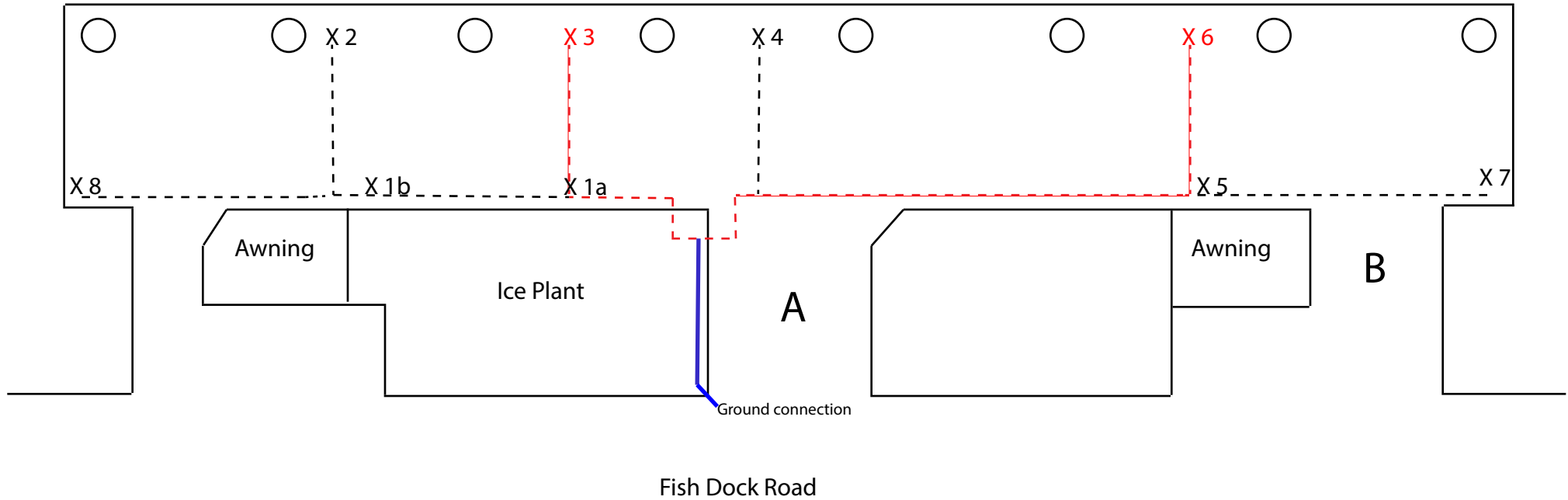
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|--|------------------|
| 1. Proposed Contract/Costs | 40 points |
| 2. Proposed Project Manager & Team/Experience & Knowledge | 20 points |
| 3. Proposal method of install, materials, and time line for installation | 20 points |
| 4. Insurance | 10 points |
| 5. Required Equipment | <u>10 points</u> |
| Maximum Score | 100 points |

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	May 3 rd and May 10th 2018
Mandatory Pre-Bid Meeting	Tuesday, May 15, 2018 at 10am
Proposals Due	Thursday, June 7, 2018
Review of Proposals & Choosing of Firm	June 8- 10, 2018
City Council approval for allocation of project funds	June 11, 2018
Second Reading of the Ordinance for allocation of project funds	June 25, 2018
City Council Award	July 24th, 2018
Notice to Proceed	July 25th, 2018
Start of Project work phase	October 15, 2018

Attachment A



Minimum Requirements: Have locations 3 and 6 heat traced for winter operations while locations 1b, 2, 4, 7 and 8 are drained

"X" s Mark faucet locations (with the exception of " X1a" which is used only as a distance and junction reference point)

- Existing Water Line Supply Line
- - - Required Heat Traced Water Line
- - - Required Un-Insulated Water Line

Measurements(approximate) :

- x8 to "T" for x2 = 71'
- "T" for x2 to x1b = 12'
- x1b to x1a = 48'
- x1a to x5 = 173'
- x5 to x7 = 80'
- x2, x3, x4, x6 to supply pipe connection along back wall = 40'
(drops are 14' except for x2 which is 28' total due to 7' raised trellis)