



City of Homer, Alaska Request for Proposals

Fish Grinding Facility Operation & Maintenance Contract

Sealed Proposals Due December 2, 2021 at 4:30 p.m.

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

The City of Homer, Alaska is requesting proposals from qualified firms for the seasonal operation of the Fish Grinding Facility. Successful proposer will enter into a contract with the City of Homer to operate and maintain the Fish Waste Grinding Facility during sport/commercial fishing seasons, May 1 to October 31, for three consecutive years, 2022 to 2024. 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.

Sealed proposals must be received by the City Clerk's Office, City of Homer, 491 E. Pioneer Avenue, Homer, Alaska **no later than 4:30 pm, Thursday, December 2, 2021**. Proposals received after the time fixed for the receipt of proposals shall not be considered. All proposers must submit a City of Homer Plan Holders Registration form to be on the Plan Holders List to be considered responsive.

There will be an optional Pre-Close RFP meeting/teleconference held prior to the closure of the RFP on **Friday, November 5, 2021 at 2:00 p.m.** at the Fish Grinder Facility located at 810 Fish Dock Road, Homer, AK 99603.

An electronic copy of the RFP Requirements and Plan Holder Registration forms are available online at <http://www.cityofhomer-ak.gov/rfps>. Paper copies of the Proposal Documents may be purchased at the City Clerk's Office upon payment of \$10 per set (\$15 for priority mail delivery). All fees are non-refundable.

Direct technical questions regarding this proposal in writing to Bryan Hawkins, Port Director/Harbormaster at bhawkins@ci.homer.ak.us or to 4311 Freight Dock Road, Homer, AK 99603.

Direct general RFP and proposal submission inquiries in writing to the City Clerk's Office at clerk@ci.homer.ak.us or to 491 E. Pioneer Avenue, Homer, AK 99603.

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

Dated this 15th day of October, 2021.

CITY OF HOMER



Rob Dumouchel, City Manager

Publish: Homer News – October 21 & 28, 2021
Fiscal Note: #400-0600-5227

REQUEST FOR PROPOSALS
By the City of Homer, Alaska
For a Fish Grinding Facility Operation & Maintenance Contract

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 enter into a contract with the City of Homer to operate and maintain the Fish Waste Grinding Facility during sport/commercial fishing seasons, May 1 to October 31, for three consecutive years, 2022 to 2024. 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 following subjects are discussed in this RFP to assist in preparing a proposal.

- I. Scope of Work
- II. Term of Contract
- III. Functional Requirements
- IV. RFP General Requirements & Submittal Instructions
- V. Proposal Format & Content Requirements
- VI. Evaluation Criteria & Selection Process
- VII. RFP Timeline & Award Schedule

I. 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.

II. 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 31, for a consecutive three years, 2022 to 2024. This contract will expire December 31, 2024.

III. 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.

IV. RFP GENERAL REQUIREMENTS & SUBMITTAL INSTRUCTIONS

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.

- A. There will be an OPTIONAL Pre-Close RFP meeting on November 5, 2021 at 2:00 p.m. at the Fish Grinder Facility located at 810 Fish Dock Road, Homer, AK 99603.** This will give all proposers involved the opportunity for questions/ answers with City Staff to ensure all information is open and concise.
- B. All bidders must submit a City of Homer Plan Holders Registration form to be on the Plan Holders List and to be considered responsive.**
- C. Sealed proposals must be received by the City Clerk's Office at the address referenced below no later than 4:30 pm, Thursday, December 2, 2021.** The time of receipt will be determined by the City Clerk's time stamp. Proposals received after that time shall not be considered.
- D. Proposers must submit one original and two (2) copies of the completed proposal in an opaque envelope marked as follows:

FISH GRINDING FACILITY OPERATION & MAINTENANCE CONTRACT RFP

City of Homer, Alaska

December 2, 2021

[Bidders Name and Address]

- E. Proposal submittals shall be delivered in person or mailed to:

City of Homer

City Clerk's Office

491 E. Pioneer Avenue

Homer, Alaska 99603

- F. The City Clerk's Office does not provide envelopes for responsive firms to put their completed proposals in, nor will the Clerk's Office Staff write proposer's information on the envelope on their behalf. Facsimile, email, electronic or telephone proposals will not be accepted. City procurement policies require a paper submittal by the stated time and date.
- G. Proposals may be withdrawn by written, email, or facsimile notice received prior to the deadline for proposal submittal. Withdrawals received after the proposal submittal deadline will not be considered.
- H. Inquiries must be received at least 10 days prior to the RFP submittal deadline. Copies of all written requests and replies will be forwarded to each Proposer on the Official Plan Holders List. Only formal, written responses to properly submitted questions will be binding.
- I. Technical inquiries regarding the RFP must be directed in writing to:
Bryan Hawkins, Port Director/Harbormaster
4311 Freight Dock Road
Homer, Alaska 99603
Email: bhawkins@ci.homer.ak.us
- J. General RFP and proposal submission inquiries must be directed to:
City Clerk's Office
491 E. Pioneer Avenue
Homer, AK 99603
Phone: (907) 235-3130
Email: clerk@ci.homer.ak.us

V. PROPOSAL FORMAT & CONTENT REQUIREMENTS

For ease of evaluation, the proposal should be presented in a format that corresponds to and references/labels the sections outlined in this RFP. Proposals should be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP.

To be considered responsive, each proposal must include (at a minimum) the following:

- A. 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. It will also acknowledge receipt of any and all addendums to this RFP by specific number. The letter shall be signed by a corporate officer or other individual who has the authority to bind the firm.
- B. Proposal Narrative (5 pages maximum):** The proposal narrative shall specify in detail the firm's ability to fulfill the Scope of Work, Functional Requirements, and Contract Term that has been outlined in this RFP, including any additional contractual requirements the firm chooses to propose. Other items that must be included in the proposal:
1. Cost Schedule: 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.

2. 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.
3. 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:
 - i. The City of Homer shall be named as additional insured for the contract duration.
 - ii. 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.
 - iii. 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.
 - iv. 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.
 - v. 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.
4. Proposed Contract Manager and Team Members: This section shall introduce the contract manager (Single Point of Contact) and members of the firm that will be performing the work for this contract 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.
5. 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.

VI. EVALUATION CRITERIA & SELECTION PROCESS

A. Evaluation Criteria: Proposals will be evaluated on the following criteria and scored according to the point scale:

Proposed Contract Manager & Team Members	30 points
Experience & Knowledge	30 points
Proposed Contract/Costs	20 points
Insurance	10 Points
Required Equipment	10 Points
Maximum Score	100 points

B. Selection Process: A selection committee comprised of City Staff will evaluate the proposals and make a recommendation to the City Manager and Homer City Council. If the Council approves, the City will offer the highest ranking Proposer an opportunity to negotiate a Contract.

Other Proposal selection terms, conditions, and exceptions:

1. Evaluators may discuss factual knowledge of, and may investigate proposer's prior work experience and performance. This includes projects 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.
2. 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. 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 contract negotiations with any proposer should it be in the City of Homer's best interest.
3. The City reserves the right to alter, amend, or modify any provisions of this RFP, or to withdraw this RFP, at any time prior to the award of a contract pursuant hereto, if it is in the best interest of the City to do so.
4. The City reserves the right to waive informalities and minor irregularities in proposals received. Alterations, modifications or variations to a proposal may not be considered unless authorized by the RFP or by addendum or amendment.
5. The City 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.
6. Proposals will be kept confidential until contract is awarded, subject to law.

VII. RFP TIMELINE & AWARD SCHEDULE

These dates represent a tentative schedule of events. The City reserves the right to modify these dates at any time, with appropriate notice to applicable proposers on the Plan Holders List.

<u>ACTIVITY</u>	<u>DATE/TIME</u>
Publish Dates	Homer News – October 21 & 28, 2021
Optional Pre-Close Meeting	Friday, November 5, 2021 at 2:00 p.m.
Submittal Deadline for Proposals	Thursday, December 2, 2021 at 4:30 p.m.
Evaluation Period and Proposal Selection	December 3-7, 2021
Contract Approval by Homer City Council	December 13, 2021
Initial Overview Meeting/Notice to Proceed	January – March 2022