

REQUEST FOR PROPOSALS
For the City of Homer, Alaska
for
ENGINEERING AND ARCHITECTURAL SERVICES TERM CONTRACTS

- I. **Overview.** The City of Homer, Alaska is requesting proposals from qualified firms to provide professional services under multi-year Term Contracts. The intent is to issue Term Contracts to multiple firms in each Category of Service. Representative projects expected to be completed under the various Categories of Service are listed below. The City reserves the right to accept or reject any or all proposals, to waive irregularities or informalities in the proposals, and to award Term Contract(s) to respondents that best meet the selection criteria and the City's needs.

- II. **CATEGORIES OF SERVICES** – Task Orders will be issued for individual projects as needs arise during the duration of the Term Contracts. Following is a list of projects the City is contemplating in the upcoming few years:
 1. Water Projects
 - Update City's 2005 Master Water & Sewer Plan
 - Design water main extensions for Special Assessment Districts
 - Help City research upgrades to water treatment process
 - Replace vulnerable water transmission line
 - Study the feasibility of Alternative Water Sources
 - Install micro-hydro turbine in transmission main PRV vaults
 2. Sewer Projects
 - Provide design support for repair/renovate sewer lift station(s)
 - Provide design support for major maintenance projects
 - Design sewer main extensions for Special Assessment Districts
 3. Road and Sidewalk/Trail Projects
 - Plan/design various sidewalk and other non-motorized transportation projects
 - Plan/design various road upgrade projects
 - Update the City's 2005 Homer Area Transportation Plan
 - Update the City's 2004 Non-Motorized Trails & Transportation Plan
 - Updating road development standards
 - Parking studies
 4. Drainage Projects
 - Research/plan green infrastructure storm water management projects
 - Design green infrastructure storm water management projects
 - Upgrade subdivision development standards re: drainage
 5. Architectural Projects
 - Develop conceptual design for new Mechanic Shop & Heavy Equipment Yard for Public Works Department
 - Design new Restrooms and other support facilities for various parks
 - Provide design support for various renovation projects to achieve ADA compliance
 6. Marine and Harbor Projects
 - Plan/design Small Boat Harbor Float Repairs
 - Plan/design Fishing Lagoon ADA Access Project
 - Plan/design coastal erosion control/mitigation measures
 7. Landscape Architecture
 - Develop master plans for various parks

The services provided by the successful proposer(s) could include such services as:

- Planning
- 35%, 60%, 95% and Final design
- Cost estimating
- Providing technical specifications for bid packages
- Submittal review
- Assistance with permitting
- Assistance with grant writing

III. RFP SUBMISSION

A. Proposals may be submitted in hard copy or emailed.

- If submitting hard copies, packages containing the hard copies should contain one original and four copies labeled as follows:

**Engineering and Architectural Services Term Contracts
City of Homer
PROPOSALS DUE 4:00 PM, Monday, April 25, 2022**

And addressed to:

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

- If submitting by email, send proposals in .pdf format to the City Clerk's Office at clerk@cityofhomer-ak.gov.

B. Proposals must be received at the City Clerk's Office no later than 4:00 PM, Monday, April 25, 2022.

C. Direct technical questions regarding this proposal to Janette ("Jan") Keiser, PE, Public Works Director, City of Homer, (907) 235-3170.

D. 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.

IV. PROPOSAL FORMAT AND CONTENT

A. Letter of Transmittal (two pages maximum) – The transmittal letter should briefly introduce your firm, identify the Categories of Services you are interested in providing and give the name, title, address, and phone number 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.

B. Proposal Narrative – The Proposal Narrative shall provide the following information:

1. **Project Manager (30 Points)** – The Project Manager will be the City’s single point of contact for the duration of the Term Contract. For this section, introduce the proposed Project Manager and describe their experience and approach with:
 - a. Managing multi-disciplinary teams
 - b. Communicating with clients and other stakeholders
 - c. Achieving innovative design
 - d. Managing to budget

2. **Project Team (45 Points)** – This section shall present the Key Personnel, including the Technical Lead and any senior engineers, for each Category of Service you are interested in providing. These Key Personnel will be expected to actively participate in technical project activities. For this section, introduce the Key Personnel and demonstrate their experience with:
 - a. Designing projects of similar type and complexity as those listed in Section II.
 - b. Designing to budget
 - c. Achieving innovative design
 - d. Special requirements:
 - i. Firms interested in providing services related to Homer’s Water Treatment or Sewer Treatment Plants must demonstrate with Homer’s unique technologies.
 - ii. Firms interested in providing services related to water/sewer projects must demonstrate experience with AK DEC rules/regulations/standards.
 - iii. Firms interested in providing services related to transportation projects must demonstrate experience with the AK DOT/PF rules/regulations/standards.

3. **References (10 Points)** – List the names, titles, and phone numbers of at least three clients who obtained similar services from your firm. References must reflect work performed by the proposed Project Manager and the Technical Leads.

4. **Cost (15 Points)** – Submit the Billing Rate Schedule you propose to use in the first year of the term contract including the hourly rates for the personnel you would be using for each Category of Service you propose to provide. The Billing Rate Schedule must include, as a minimum, rates for the Project Manager, Technical Lead, Engineering Technician and Administrative Support.

V. EVALUATION CRITERIA AND SELECTION PROCESS

A selection committee will evaluate the proposals and make a recommendation to the City Manager. Homer City Code requires City Council action for authorization to award most professional service contracts. Evaluators may investigate proposer’s prior work experience and performance, including projects referenced in the proposal, and may contact listed references or other persons knowledgeable about a proposer's past performance. Factors such as overall experience relative to the proposed Categories of Service, 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.	Project Manager	30 points
B.	Project Team	45 points
C.	References	10 points
D.	Cost*	<u>15 points</u>

Maximum Score 100 points

* The City will use the Billing Rate Schedule to compute a Unit Team Cost, which shall consist of the following

Project Manager	1 hour
Technical Lead	4 hours
Engineering Technician	8 hours
Administrative Support	4 hours

The Proposer with the lowest Unit Team Cost for a Category of Service will be awarded the maximum 15 points. Points for other firms proposing to provide the same Categories of Service will be prorated in inverse proportion to their relationship with the lowest Unit Team Cost. For example, a firm whose Unit Team Cost is twice as high as the lowest Unit Team Cost will receive ½ the points for this criterion. The City’s Local Preference regulations do not apply to procurements for engineering or other consultant services.

The Proposals will be ranked according to the criteria set forth in this Section. The City of Homer intends to award multiple Term Contracts for each Category of Service. Once a Term Contract is awarded, the City will work with selected firms to issue Task Orders identifying a scope, schedule and budget for a particular scope.

VI. CONTRACT TERM

A Term Contract will be for three years following the date of Contract Execution. The City may issue extensions for an additional two years.

VII. PROPOSED TERM CONTRACT AWARD SCHEDULE

Proposals Due	Monday, April 25, 2022 @ 4:00 p.m.
Selection Committee Recommendation	Wednesday, April 27, 2022
City Council Award	Monday, May 9, 2022 @ 6:00 p.m.