

REQUEST FOR PROPOSALS
For the City of Homer, Alaska
for
SURVEY SERVICES TERM CONTRACTS

- I. **Overview.** The City of Homer, Alaska is requesting proposals from qualified firms to provide survey services under multi-year Term Contracts. The intent is to issue Term Contracts to multiple firms. 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 may need survey services and support for in the upcoming few years:
- A. Water Projects
 - Designing/constructing water main extensions for Special Assessment Districts
 - Designing/constructing replacement for vulnerable water transmission line
 - B. Sewer Projects
 - Designing/constructing sewer main extensions for Special Assessment Districts
 - C. Road and Sidewalk/Trail Projects
 - Plan/designing/constructing sidewalk and other non-motorized transportation projects
 - D. Architectural Projects
 - Developing conceptual design for new Mechanic Shop & Heavy Equipment Yard for Public Works Department
 - Designing/constructing new restrooms and other support facilities for various parks
 - Designing/constructing various renovation projects to achieve ADA compliance
 - E. Marine and Harbor Projects
 - Planning/designing Small Boat Harbor Float Repairs
 - Planning/designing Fishing Lagoon ADA Access Project
 - Planning/designing coastal erosion control/mitigation measures
 - F. Landscape Architecture
 - Developing master plans for various parks

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:

Survey Services Term Contract
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 (one page maximum)** – The transmittal letter should briefly introduce your firm 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. For this section, introduce the proposed Project Manager and describe his/her experience and approach with:
 - a. Providing survey support for engineering design projects
 - b. Providing survey support for construction projects
 - c. Providing survey support for real estate development projects
 - d. Developing survey/plat documents for real estate development
 - e. Experience with Kenai Borough and City of Homer survey standards.
 - f. Communicating with clients and other stakeholder
 - g. Managing to budget
 2. **Lead Surveyor (30 Points)** – This section shall present the Lead Surveyor. For this section, introduce the Lead Surveyor and demonstrate his/her experience with:
 - a. Providing survey support for engineering design projects
 - b. Providing survey support for construction projects
 - c. Providing survey support for real estate development projects
 - d. Experience with Kenai Borough and City of Homer survey 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 Lead Surveyor.
 4. **Cost (30 Points)** – Submit the Billing Rate Schedule you propose to use in the first year of the term contract including the fully loaded hourly rates for the personnel you would be using for your Project Manager and Lead Surveyor.

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 is required 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.	Lead Surveyor	30 points
C.	References	10 points
D.	Cost*	<u>30 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
Lead Surveyor	4 hours
Survey Technician	8 hours
Administrative Support	2 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. Homer’s Local Preference regulations will apply.

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.