

**REQUEST FOR PROPOSALS**  
**For the City of Homer, Alaska for**

**PROFESSIONAL ENGINEERING & ARCHITECTURAL SERVICES TERM CONTRACTS**

The City of Homer, Alaska (the City) is requesting proposals from qualified firms (Proposers) for professional engineering and architectural services. The successful proposer will enter into a professional services term contract with the City, on a form provided by the City. The successful proposers will be awarded a 3-year term contract subject to a possible 2-year extension. **All proposers must submit a City of Homer Plan Holders Registration Form separate from their proposal to be on the Plan Holder's List and receive communication about this Request for Proposals (RFP).**

The services provided by the successful proposer(s) could include such services as: Engineering Design providing: Conceptual Design, design studies, Design % and Final design plans depending upon project and scope, Construction Cost estimating, Providing technical specifications for bid packages, Submittal reviews, Assistance with permitting, Bidding and Construction Assistance, Construction Administration

**Proposals are due on September 3, 2025 at 3:00 p.m.** sealed proposals must be delivered or mailed to the City Clerk's Office, City of Homer, 491 E Pioneer Avenue Homer, AK 99603 by the date and time established herein. Proposals received after the proposal due date and time will not be considered. It is the Proposer's responsibility to ensure its proposal is received at the specified location and time.

An optional Pre-Close RFP meeting will be held on August 27, 2025 at 2:00 p.m. in the City Hall upstairs conference room at 491 E. Pioneer Avenue, Homer, AK 99603. Attendance by Zoom will be available and the City Clerk's Office will schedule Zoom invitations for all companies, persons listed on the Plan Holders List the day before the scheduled meeting.

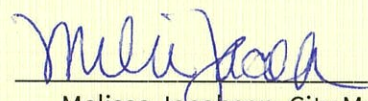
For Proposal Documents or questions regarding submittal contact: City Clerk's Office, City of Homer, 491 E. Pioneer Avenue Homer, Alaska 99603 or call 907-235-3130 or email: [clerk@ci.homer.ak.us](mailto:clerk@ci.homer.ak.us)

Submit questions regarding technical details in writing to: Daniel Kort, Public Works Director, City of Homer Public Works Department 3575 Heath Street, Homer, AK 99603 or email: [dkort@ci.homer.ak.us](mailto:dkort@ci.homer.ak.us).

An electronic copy of the Proposal Documents is available on the City's website or you may purchase hard copies at the City Clerk's Office upon payment of \$10.00 per set (\$40.00 for priority mail). All fees are non-refundable. 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 a contract to the proposer that best meets the selection criteria and the City's needs.

Dated this 8th day of August, 2025

CITY OF HOMER

  
Melissa Jacobsen, City Manager

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- 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. TERM CONTRACT CATEGORIES OF SERVICES** – Task Orders will be issued for individual projects as needs arise during the duration of the Term Contracts. The following are lists of Term Contract Discipline's and a partial list of hypothetical descriptions of future work.
- a. Civil Engineering
  - b. Mechanical Engineering
  - c. Architectural and Structural Engineering
  - d. Electrical Engineering
  - e. Marine and Harbor Engineering
  - f. Landscape Architecture
  - g. Land or Marine Surveying
  - h. Environmental Science or Engineering
  - i. Geotechnical Engineering

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

- Engineering Design providing: Conceptual Design, design studies, 35% Design, 60% Design, 95% Design and Final design plans depending upon project and scope.
- Construction Cost estimating
- Providing technical specifications for bid packages
- Submittal reviews
- Assistance with permitting
- Bidding and Construction Assistance
- Construction Administration

### III. RFP SUBMISSION

**There will be an optional Pre-Close RFP meeting/teleconference on Wednesday, August 27, 2025 at 2:00 p.m. at the City Hall Upstairs Conference Room located at 491 Pioneer Avenue, Homer, Alaska.** This will give all proposers involved the opportunity to present project questions to City staff. Attendance by Zoom will be available and the City Clerk's Office will schedule Zoom invitations for all proposers listed on the Plan Holders List the day before the scheduled meeting.

- a. **Sealed proposals must be received by the City Clerk's Office at the address referenced below no later than 3:00 p.m. on Wednesday, September 3, 2025.** The time of receipt will be determined by the City Clerk's time stamp. Proposals received after that time shall not be considered.
- b. Proposers must submit one original and two (2) copies of the completed proposal in an opaque envelope marked as follows:

City of Homer 2025 RFP  
Professional Services Term Contract  
**September 3, 2025**  
Bidders Name and Address

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

City of Homer  
City Clerk's Office  
491 E. Pioneer Avenue  
Homer, Alaska 99603
- d. 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. Electronic submissions will not be accepted.
- e. 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.
- f. 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. The City will not be bound by any oral interpretation of this RFP. Only formal, written responses to properly submitted questions will be binding.

- g. Inquiries regarding the Scope of Work or clarification of the RFP must be directed in writing to:

Daniel Kort, Public Works Director  
City of Homer – Public Works Office  
3575 Heath Street  
Homer, AK 99603  
Email: [dkort@ci.homer.ak.us](mailto:dkort@ci.homer.ak.us)

- h. General RFP and proposal submission inquiries must be directed in writing to:

City Clerk's Office  
491 E. Pioneer Avenue  
Homer, AK 99603  
Email: [clerk@ci.homer.ak.us](mailto:clerk@ci.homer.ak.us)

#### IV. RULES GOVERNING COMPETITION

- A. Examination of RFP. Proposers should carefully examine the entire Request for Proposal (RFP) and any addenda thereto, and all related materials and data referenced in the RFP. Proposer should become fully aware of the nature of the work and conditions likely to be encountered in performing the work.
- B. Proposal Acceptance Period. Award of this proposal is anticipated to be announced within 14 calendar days of the proposal submission due date.
- C. Confidentiality. The content of all proposals will be kept confidential until the selection of the Contractor is announced. At that time, the selected proposal is open for review by the competing proposers, excluding any tabulation and evaluations thereof. After the award of the Contract, all proposals, tabulations and evaluation will then become public information.
- D. Proposal Format. Proposals are to be prepared in such a way as to provide a straight forward, concise delineation of the proposers' capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on:
  - (1) Conformance to the RFP instructions;
  - (2) Responsiveness to the RFP requirements;
  - (3) Completeness and clarity of content.
- E. Signature Requirement. All proposals must be manually signed. A proposal may be signed by: an officer or other agent of the corporate vendor, if authorized to sign contracts on its behalf; a member of a partnership; an owner of a privately-owned vendor; or other agent if properly authorized by power of attorney or equivalent document. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.
- F. Licenses and Certifications. Proposers shall include with their proposals copies of all licenses, certificates, registrations and other credentials required for performance under the contract. Documentation must be current and must have been issued by or under authority of the State of Alaska or, if documentation is from an outside jurisdiction, such documentation must be accepted as valid by the State of Alaska for performance in Alaska. Such documentation shall include, but is not limited to, Alaska business license and applicable professional licenses, registrations and certificates.

#### V. PROPOSAL FORMAT AND CONTENT.

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 deemed non-responsive by the City.

**All bidders must submit a City of Homer Plan Holders Registration form to be on the Plan Holders List and to be considered responsive.**

**To be considered,** each sealed proposal must include two separate sealed envelopes the contents of these envelopes shall be as follows:

## ENVELOPE 1:

- A. Letter of Transmittal (two pages maximum)** The transmittal letter should briefly introduce your firm, clearly identify the list of Categories of Services you are interested in providing from the TERM CONTRACT CATEGORIES OF SERVICE and give the name, title, address, and phone number of the person(s) authorized to make representations for your firm. Lastly, 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 related project experience (professional resume) 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 (30 Points)** – This section shall present the Key Personnel (professional resume's) as well as identify Sub consultants the bidder is planning on teaming with to support any Category of Service that may not be provided in-house by the bidder, including the Technical Leads 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 experience 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. **Company Project Experience (20 Points)** – This section shall define the companies experience on similar projects to what may be anticipated for the City of Homer. Provide detail towards experience with each discipline category that the company is proposing on.
  4. **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.

## ENVELOPE 2:

**Cost (10 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. No pricing information may be included in envelope 1.

## VI. 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	30 points
C.	Company Project Experience	20 points
D.	References	10 points
E.	Cost*	<u>10 points</u>

Maximum Score     100 points

\* The City will use the Billing Rate Schedule to compute a Unit Team Cost. For the purpose of comparison, a Unit Team 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 10 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  $\frac{1}{2}$  the points for this criterion.

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 project.

For firms submitting proposals under the survey category, just include the hourly rate of the surveyor.

## VII. 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.

## **VIII. PROPOSED TERM CONTRACT AWARD SCHEDULE**

<b>ACTIVITY</b>	<b>DATE/TIME</b>
RFP Publish Dates	City of Homer Website August 11, 2025 Homer News August 14 and August 21, 2025
Optional Pre-Close Meeting	August 27, 2025
Submittal Deadline for Proposals	September 3, 2025
Evaluation Period and Proposal Selection	September 4 – September 12, 2025
Authority to Proceed by Homer City Council	September 22, 2025
Contract Signing/Notice to Proceed	September 24, 2025

## **IX. PROTEST**

An interested party is defined in 2 AAC 12.990(a) (7) as “an actual or prospective bidder or offer or whose economic interest might be affected substantially and directly by the issuance of a contract solicitation, the award of a contract, or the failure to award a contract.”

If an interested party wishes to protest the content of this RFP, the protest must be received, in writing, by the City Clerk at least ten days prior to the deadline for receipt of bids.

If a proposer wishes to protest the award of a contract or the proposed award of a contract, the protest must be received, in writing, by the City Clerk within ten days after the date the Notice of Intent to Award the contract is issued.

A hearing officer shall be appointed by the City Manager to hear and decide protests.

A protester must have submitted a proposal in order to have sufficient standing to protest the proposed award of a contract. Protests must include the following information:

- the name, address, and telephone number of the protester;
- the signature of the protester or the protester's representative;
- identification of the solicitation or contract at issue;
- a detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and
- the form of relief requested.

All Proposers will be notified of any protest.

If a protest is filed, the award may be made unless the City Manager and Public Works Director determine in writing that a reasonable probability exists that the protest will be sustained; or stay of the award is not contrary to the best interests of the City. The City Manager will issue a written response to the protest within 15 days after a protest has been filed. The response will set out the contracting officer's decision and contain the basis of the decision. Notwithstanding the outcome of a protest, the City will not be responsible for any disappointed Proposer's proposal preparation costs.

The decision of the City Manager may be appealed to the Superior Court within 30 days after the date the decision was issued. For the purposes of this section the date of issuance is the date upon which the decision was mailed or delivered to the parties.