

REQUEST FOR PROPOSALS

By the City of Homer, Alaska

PROFESSIONAL ENGINEERING SERVICES FOR DESIGN OF THE A-FRAME TRANSMISSION LINE REPLACEMENT PROJECT

The City of Homer, Alaska is requesting proposals from qualified engineering firms for the design of the A-Frame Transmission Line Replacement Project. 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. **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 project consists of furnishing all labor, materials, equipment, tools, supervision, and other facilities necessary to prepare planning documents and bid documents. We envision the project to be comprised of two stages: design and construction. The **design stage** would consist of preparing 35%, 65%, 95% and 100% bid documents, including obtaining all environmental and regulatory permits and incorporation of funding conditions). The **construction phase** would consist of providing bidding assistance, construction contract management, inspection services and project close-out services.

Proposals are due on Wednesday, September 17, 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 be rejected. It is the Proposer's responsibility to ensure its proposal is received at the specified location and time. An optional Pre-Proposal RFP meeting will be held on Tuesday, September 2, 2025 at 3:00 p.m. in the City Hall upstairs conference room at 491 E. Pioneer Avenue.

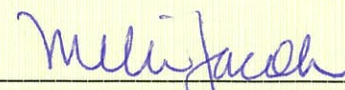
For Proposal Documents or questions regarding submittal contact: City Clerk's Office, City of Homer, 491 E. Pioneer Avenue Homer, Alaska 99603 or call 907-235-3130.

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.

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 11th day of August, 2025

CITY OF HOMER



Melissa Jacobsen, City Manager

Publish: Homer News

August 21 & 28, 2025

Anchorage Daily News

August 24, 2025

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Dated this 11th day of August, 2025

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Melissa Jacobsen, City Manager

Publish: Homer News
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The following subjects are discussed in this Request for Proposal (RFP) to assist you in preparing your proposal.

- I. Introduction
- II. Scope of Services
- III. RFP Submission
- IV. Rules Governing Competition
- V. Proposal Format and Content
- VI. Evaluation Criteria and Selection Process
- VII. Proposed Project Schedule
- VIII. Protest

I. Introduction

This project is to replace the 60-year old, cast iron trunk line carrying water from the drinking water treatment plant to the west side of Homer. The line runs from the drinking water treatment plant down the steep hill behind the hospital to feed into the water mains on Mountain View and Island View. The Public Works Department is concerned that the 60-year old pipe is near the end of its service life and additionally concerned that the existing 60-year old pipe is installed on a 50 – 65% slope, which is susceptible to movement from an earthquake or slope failure, potentially causing the 60-year old pipe to fail.

The project's proposed scope of work will be to replace 1,200 feet of existing 8-inch cast iron pipe running from Tulin Bluff Court to the Dehel Avenue Pressure Reducing Valve (PRV) station. The engineer will be required to produce a bid-ready plan set, specifications and estimate, and provide bidding and construction assistance services.

II. Scope of Services

The project consists of furnishing all labor, materials, equipment, tools, supervision, and other facilities necessary to prepare planning documents and bid documents. We envision the project to be comprised of two stages; design and construction. The **design stage** would consist of preparing 35%, 65%, 95% and 100% bid documents, including obtaining all environmental and regulatory permits and incorporation of funding conditions). The **construction phase** would consist of providing bidding assistance, construction contract management, inspection services and project close-out services.

Deliverables: 35% Design Documents
65% Design Documents
95% Design Documents
100% Design and Bid Documents
Construction Estimates
Environmental and Regulatory Permits

III. RFP Submission

- a. **There will be an optional Pre-Proposal RFP meeting/teleconference on Tuesday, September 2, 2025 at 3:00 p.m. at the City Hall Upstairs Conference Room 491 E Pioneer Avenue Homer, Alaska.** This will give all proposers involved the opportunity to present project questions to City staff.

The City Clerk's Office will schedule a Zoom invitation for those proposers listed on the Official Plan Holders List the day before the scheduled pre-proposal meeting.

- b. **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 17, 2025.** The time of receipt will be determined by the City Clerk's time stamp. Proposals received after that time shall not be considered.
- c. Proposers must submit one original and two (2) copies of the completed proposal in an opaque envelope marked as follows:

City of Homer RFP
A-Frame Transmission Line Design
September 17, 2025
Proposer's Name and Address

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

City of Homer
City Clerk's Office
491 E. Pioneer Avenue
Homer, Alaska 99603
- e. 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.
- f. 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.
- g. 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.
- h. 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 Department
3575 Heath Street
Homer, AK 99603
Email: dkort@ci.homer.ak.us

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

City Clerk's Office
City of Homer
491 E. Pioneer Avenue
Homer, AK 99603
Email: 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 Consultant 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 proposers must submit a City of Homer Plan Holders Registration form to be on the Plan Holders List and to be considered responsive. This must be submitted separately from the RFP Submission. To be considered, each proposal must include two separate sealed envelopes, the contents of which shall be as follows:

ENVELOPE 1:

- A. Letter of Transmittal (two pages maximum)** The transmittal letter should briefly introduce your firm, 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. **Similar Projects (40 Points)** – Provide a list of at least four (4) projects your firm has completed of a similar nature to the project advertised in this RFP. Include the following information regarding each project.
 - a. A brief narrative describing the purpose of the project.
 - b. 100% design your firm produced for the project.
 - c. Engineer's estimate.
 - d. Contact information (email and phone number) for the client.
 2. **Project Manager (20 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, describe their related experience with projects of a similar nature to this one and provide their resume.
 3. **Project Team (30 Points)** – This section shall present the Key Personnel as well as identify Sub consultants the proposer is planning on teaming with to accomplish this project. Include the following information at minimum:
 - a. A description of each team member's experience with design of water lines on steep slopes.
 - b. A description of how each team member will be utilized.
 - c. Each team member's resume.
 - d. How sub-consultants are expected to be utilized.
 - e. Description of your team's familiarity with ADEC regulations.

ENVELOPE 2:

Cost (10 Points) – Submit the total cost of the proposal broken down into hours and billing rates for each team member and sub-consultant. No pricing information may be included in Envelope 1.

VI. 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.

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 and sub-consultant's prior work experience and performance, including projects referenced in the proposal, available written evaluations and may contact listed references or other persons knowledgeable of a proposer's and/or sub-consultant'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 address during the evaluation.

Submittals will be evaluated and scored in accordance with the following criteria:

A.	Similar Projects	40 points
B.	Proposed Project Manager	20 points
C.	Proposed Project Team	30 points
D.	Cost	<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.

VII. Proposed Project Award Schedule

ACTIVITY	DATE/TIME
RFP Publish Dates	City of Homer Website August 18, 2025 Homer News August 21 and August 28, 2025
Optional Pre-Close Meeting	September 2, 2025
Submittal Deadline for Proposals	September 17, 2025
Evaluation Period and Proposal Selection	September 18 – October 1, 2025
Notice of Intent to Award	October 2, 2025
Authority to Proceed by Homer City Council	October 13, 2025
Contract Signing/Notice to Proceed	October 15, 2025

VIII. 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.