

City of Homer

Phase 1: Request for Qualifications

Computing and Data Storage Platform

Issue date: May 15, 2026



Submittal Deadline:

4:30 pm, June 5, 2026

City Clerk's Office

City of Homer

491 E Pioneer Avenue

Homer, Alaska 99603

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The City of Homer is soliciting qualifications from firms to design and supply equipment and software for a new on-premise computing and data storage platform. This Phase 1 document provides minimal project scope information. More detailed materials about requirements and the technical environment in which the platform will need to operate will be provided to approved plan-holders in Phase 2. Access to Phase 2 documents requires the execution of a City of Homer Non-Disclosure Agreement (NDA).

In selecting a firm to design an appropriate system, procure the equipment and assist with configuration, the City has initiated a two-stage process:

- **Phase 1 - Request for Qualifications (RFQ):** Reviewed and scored by a selection committee.
- **Phase 2 - Request for Proposals (RFP):** Those firms selected through the RFQ process will be provided RFP documents describing the specific business needs that the computing and data storage platform shall address, as well as details of the technical environment in which the platform will be required to operate. Approved plan holders may submit a proposal in response to the RFP, with a not-to-exceed amount of \$189,000, for review by a selection committee that will evaluate the proposals and make a recommendation to the City Manager.

The City wishes to have this work conducted immediately upon issuance of contract.

RECEIPT OF QUALIFICATIONS DEADLINE: Qualifications will be accepted until 4:30 p.m., Alaska Daylight Time, June 5, 2026. Qualifications shall be submitted via hard copy at the City Clerk's Office, City of Homer, 491 E Pioneer Ave, Homer, AK 99603. All proposers must submit a City of Homer Plan Holders Registration form to be on the Plan Holders List to be considered responsive.

SCOPE OF WORK: The winning firm will perform the following work:

- Procure and deliver hardware and software to implement the proposed design.
- Provide engineering assistance with installation, configuration and commissioning of platform after delivery at City of Homer facilities (Travel to Homer, Alaska is optional; City IT staff are available to assist with on-site activities by agreement with the winning firm).
- Remote technical support for a pre-determined initial period of normal operations.

Timeline for completion of this work by the end of calendar year 2026.

EVALUATION CRITERIA: The City will review and score RFQs by selection committee.

Interested parties shall submit the following items with their Statements of Qualifications:

1. Letter of interest confirming the organization’s capacity to conduct business in Alaska and resource availability to meet the project timeline.
2. Active entity registration information with the System of Award Management (SAM.gov)
3. Statements of Qualifications shall include the following information:
 - a. Name(s) of firm serving as prime and any subconsultants as well as an Organization Chart.
 - b. A brief history of the firm(s) serving on the team, including applicable licenses.
 - c. Resumes of key personnel, which shall include, as a minimum, the following personnel:
 - i. Project Manager
 - ii. Design Lead
 - iii. Engineering Lead
 - d. Information demonstrating team’s record of performance on similar past projects for organizations similar in size and character to the City of Homer. Provide names and contact information of five client contacts for reference purposes.

Scoring of firms

1. Team’s experience with projects of comparable size and nature	100 Points
2. Team’s experience with cost control and project scheduling	100 Points
3. Technologies and vendors that the team is experienced and proficient with	100 Points
4. Experience of Key Personnel	100 Points
5. Positive report from references	<u>100 Points</u>
Total:	500 Points

Proposed Project Schedule

Milestone	Date (Alaska Time)
Phase 1: Advertise Request for Qualifications	May 15, 2026
Plan-holder Application Deadline	June 5, 2026
Phase 2: Distribute Plan-holder Request for Proposals Package	June 12, 2026
Proposal Deadline	July 6, 2026
Award Contracts	July 27, 2026
Notice to Proceed (NTP)	July 30, 2026

Actual dates may be adjusted by addendum.