The City of Dillingham is soliciting sealed bids for a firm possessing the skills and ability required to render professional engineering and owner’s representative services to the City of Dillingham in the support of the development of projects not limited to wastewater treatment, all tide dock, and landfill. The resulting contract will result in tasks related to design and construction of projects as directed by the City. The contract will be for three years with a possibility of extending an additional year.

Inquiries should be directed to Rose Loera at manager@dillinghamak.us.

A contract to award will be confirmed at the August 7, 2014 Regular Council Meeting.

**SPECIFICATIONS**

**Submittal Requirements and Information**

To be considered, one original and two copies of the proposal must be delivered to the address below, on or before the deadline no later than 3:00 p.m. on Friday, July 25, 2014. Proposals must include original signatures by an individual able to legally represent the firm. Late proposals will not be opened or evaluated.

Please mark the envelope to identify the project:  **RFP 14-12 Engineering Services**

Delivery instructions – mail or hand deliver in a sealed envelope to:

City Clerk’s Office  
City of Dillingham  
PO Box 889  
Dillingham, AK  99576

**Electronic and faxed proposals will not be accepted.**

**A pre-proposal meeting will not be held.**

**Background**

The City of Dillingham has a need for an engineering and owner’s representative services that will provide support in the development of a number of projects that the city is undertaking. The engineering firm will work with the City Manager or designee on projects throughout the design and construction. The projects could include, but not limited to, the next phases of the wastewater treatment facility, to bring into DEC compliance, as laid out in the plan; the All Tide Dock to install
“dolphins” to protect the bulkhead when funding is acquired; and the construction of a building and pad to house a Thermal Conversion System. The engineer firm may be called upon to provide the services identified in the Scope of Services upon request by the City Manager on a time and material basis for consultation services and as authorized by the City Council and supported by a Task Order for design and development of projects. The contract, once awarded, will be for a three year period with the possibility of extension by both parties.

Scope of Work
The work may include, but is not inclusive or limited to the following tasks in support of the City of Dillingham in their development of projects:

- Pre-qualify and recommend selection of A/E and construction contractors and assist with the negotiation of the final contract;
- Monitor architectural and engineering contracts to ensure that construction projects are satisfactorily at, or under, the local government’s budget for the project;
- Monitor the A/E and construction firms from pre-design through completion of construction;
- Provide construction inspections when requested;
- Provide value engineering of the A/E firm’s estimates and cost estimates to check against the A/E firm’s estimates;
- Inspect projects, streets, and building for acceptance by the City when requested;
- Provide technical advice to City staff as directed by City Manager and City Council on matters relating to public facilities, such as landfill, water and wastewater, harbor, dock and environmental permitting;
- Provide the City with assistance in locating and obtaining capital funding for capital projects;
- Provide assistance in developing grant/loan application for capital projects;
- Assist the City with permitting application;
- Update the City’s management plans for solid waste, water and wastewater as needed;
- Additional Services as required

Funding
Services under the contract will be paid for initially through grants obtained for the projects. The successful proposer will be responsible to assist the City of Dillingham with identifying and preparing all project information and documents in accordance with applicable industry, State, Federal government and/or individual agency standards.

Oral Interpretations and RFP Modifications
No oral change or interpretation of any provision contained in this RFP is valid. Written addenda will be issued when changes, clarifications or amendments are deemed necessary. It is the responsibility of the proposer to ensure their information is included on the proposal plan holder list.

Acknowledgement of all addenda made part of this RFP is required to be stated in the proposal cover letter.

Confidentiality
The content of all proposals will be kept confidential until the contract agreement is signed and a Notice to Proceed is issued to the selected Engineer Firm. All materials submitted in response to this RFP will become the property of the City of Dillingham.

SUBMISSIONS OF PROPOSALS AND BIDS
Proposal Content
Proposals and bids are to be prepared in such manner as to provide a straightforward, concise
delineation of the proposer’s capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on:

- Conformance to the RFP instructions
- Completeness and clarity of content
- Understanding of Scope of Work

Proposal Format
To achieve a uniform review process and obtain the maximum degree of compatibility, it is required that the proposals and bids be organized in the manner specified below. Information in excess of pages allowed will not be evaluated/scored. One page shall be interpreted as one side of single spaced, typed, 8-1/2” x 11” piece of paper, minimum 10 point font.

- Cover Letter 1 page maximum
- Index/Table of Contents 1 page maximum
- Proposal Narrative 10 pages maximum
- Resumes (Key staff only) 2 pages maximum (each)

Scoring Criteria
Proposals and bids summarizing and explaining the Consultant’s qualifications shall contain at minimum the following and will be ranked accordingly.

- Senior Engineer and proposed team (30 points)

  Identify the Senior Engineer for the team and how he or she will manage the Team and potential projects.

  Identify who are the key individuals who will perform this work and how they will be organized in support of the Senior Engineer. Do not include principals or other senior level engineers who will not be involved in the management or performance of the work.

  Provide a description of each key team member’s experience. Provide specific work experience or knowledge relevant to the development of water or wastewater treatment projects, landfill, dock, harbor and construction or projects and work with municipal governments. Include information of sub-consultants’ experience.

  Resumes are required of the key personnel who will be assigned to the project. The resumes must specify their qualifications and experience as it relates to the requirements of this RFP. Include resumes for sub consultants who will be members of the team.

- Project Fee (30 points)

  Provide the fee the firm will be charging for all team members and Senior Engineer that will be working with the City.

- Project Experience (15 points)

  Provide 3 specific examples of firm project experience with capital projects that includes all phases of planning, design, construction and operational support.

  Include experience with rural Alaskan projects and experience in working with Municipalities, and State and Federal Agencies.
• **Project Methodology** (15 points)
  Provide a brief description of how the work will be organized, managed and performed at good value working with and in support of the City of Dillingham.

  Include a summary level plan and schedule with anticipated and realistic timeframes for each phase and task. Describe how the schedule can be accelerated or phased if necessary due to project challenges or funding shortages.

  Include any special or unique challenges you foresee working with projects in our area and how they may be overcome. Summarize any innovations your team may be able to offer.

• **References** (10 points)
  Include reference contact information; phone and email, for 3 prior projects. Provide the name of the project, contract amount, and completion date.

**Proposal Submittal**
The submittal must include a provision for notifying the City of Dillingham Representative within 14 days of any changes of personnel from those included in the proposal. The City reserves the right to approve all personnel changes and reserves the right to cancel any task request in effect, should the representative determine the new proposed staff or level of service provided with the change is not per the requirements of the RFP and contract. Failure to provide stated notification of personnel changes are ground for potential termination of the contract.

**Equal Employment Opportunity Reporting Requirements**
The successful proposer shall be required to comply with all federal and state laws including Equal Employment Opportunity hiring. Failure to meet these regulations shall be grounds for not awarding a contract.

**SELECTION PROCESS & CONTRACT AWARD**

**Criteria**
The criteria used in selecting the proposer will be as described and per the point values listed in the Scoring Criteria.

**Evaluation Process**
Proposals will be reviewed by a Selection Committee established for this particular RFP. Each committee member will rate each proposal on each of the selection criteria listed below. Scores for each criteria will be determined by multiplying a raw score from 0 – 10 by the appropriate weight. A combined committee score will be assigned to each proposal to determine an initial ranking. The highest rated firms from this list may be invited to make oral presentations to the committee. If interviews are conducted, those firms will be re-scored by the committee using the same criteria listed below. The City of Dillingham intends to negotiate a contract with the firm which in the committee’s sole judgment, is best qualified to provide the required services.

**Contact Negotiations**
The highest ranked Consultant may be invited to enter in negotiations with the City of Dillingham for purposes of award. If a professional services agreement cannot be reached with the highest ranked proposer, the second-highest ranked proposer may be contacted for negotiations. This
process may continue until successful negotiations are achieved. However, the City reserves the right to terminate negotiations with any proposer should it be in their best interest.

**Proof of Insurance and Licensing**

Responding bidders will be required to provide the following prior to a “Notice of Award”:

- Copy of 2014 City of Dillingham Business License
- State of Alaska Business License
- Certification of Insurance and Workers Compensation as required under AS23.30 naming all employees
- Proof of commercial insurance, covering bodily injury, death, and property damage with a single limit not less than one million dollars
- Vehicle Liability insurance including applicable Uninsured/Underinsured coverage with limits of liability not less than One Million ($1,000,000) dollars per occurrence combined
- Single limit Bodily Injury and Property Damage
Conditions of Offering and Acceptance

This is a Request for Proposal and is not a guarantee the City of Dillingham will purchase any or all of the products or services indicated in this proposal.

The City of Dillingham reserves the right to reject or accept any and all bids, to waive irregularities or informalities in the procurement process, and to give particular attention to the qualifications of the proposer.

The City reserves the right to revise or clarify the Request for Proposal, respond to questions, and/or extend or shorten the due date of proposals.

The City retains the right to cancel the Request for Proposal process if the City determines it is in their best interest.

All costs incurred during proposal preparation, or in any way associated with the proposer's preparation, response, submission, presentation or oral interview if required, shall be the sole responsibility of the proposer and shall not be reimbursed.

A proposal may be corrected or withdrawn at any time prior to the final submission date by sending written notification of this withdrawal, signed by an agent authorized to represent the respondent, to the City's Designated Representative indicated above. The proposer may thereafter submit a new or modified proposal prior to the submission date. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the City after the date of receipt and following oral presentation (if requested).

All bid proposals and other material submitted become City property and may be returned only at their option.

The City assumes no responsibility or liability for the transmission, delay, or delivery of bid proposals by either public or private carriers.

Any and all media announcements pertaining to this RFP require the City's prior written approval.

The bidder agrees to allow the City at least 30 days from the bid date to enter into a contract with the selected bidder for the price offered by the bidder.

The City intends to award a contract, subject to negotiation of a satisfactory agreement based upon the City's standard professional services contract form.

Contractor shall in the performance of a contract, comply with all applicable federal, state and local laws, ordinance, orders, rules and regulations applicable to its performance.