

Request for Proposals

City of North Pole Water Main Replacement Design Project

City of North Pole
125 Snowman Lane
North Pole, AK 99705
Tel: 907-488-8593; Fax: 907-488-3002

I. Downtown Water Main Replacement Design Project

The purpose of this Request for Proposals (RFP) is to identify an engineering firm to assist the City of North Pole in the assessment and design to replace the current Downtown Water Main system.

The City of North Pole's public water system provides the community with water utilities, including sanitation and safety services. The Downtown Loop area, which was developed in the 1970s and early 1980s, consists of approximately eight miles of distribution water mains. However, most of these mains are over 50 years old and made of thin-gauge steel piping, which experience significant and constant leaks at the fittings and joints. The Downtown Loop water mains typically operate between 80 to 135 pounds per square gauge (psig), exceeding the 100-psig pressure rating of the system pipes and contributing to the leaking issue. This operating range does not include the increased range during the tourism season or the winter months when the pipes can freeze, causing further damage to the system and aging pipes. The water main lines' age and pipe makeup in the Downtown Loop raise serious concerns regarding pipe failure, which have dangerous consequences for the community. This location includes critical municipal infrastructure and lifelines, such as City Hall, the Police and Fire Departments, Public Works, three public schools, medical clinics, Senior Citizen Centers and Housing, and many residences. There is a significant community safety concern regarding the water main and fire hydrants. Currently, the fire hydrants in the Downtown Loop are installed in the main line and do not have isolation valves. If the main line were to have a failure, hydrants may be without water for use by the Fire Department. Additionally, without the means to isolate the hydrants, the equipment cannot be serviced without portions of the loop being offline, causing disruptions to customers, City Hall, and the elementary, middle, and high schools. As the population is expected to increase, the risk current system failure is an important issue for the City. Leaks and failures will result in infrastructure damage, emergency service disruptions, human health risks, safety issues, and will negatively impact economic development.

II. Project Components and Scope

The City is requesting proposals from engineering firms to conduct an engineering analysis and design project that will both pave the way for future construction and funding acquisition efforts.

Task 1 – Schematic Design (35% Design)	Jan 31, 2024 – Sep 30, 2024
Task 1 is to plan and design major details of the water main replacements, including updating construction cost estimates. The contracted engineering firm will carry out this task, including coordinating weekly meetings with North Pole leaders and City staff when necessary. This task also includes survey work of the water mains and hydrants, which requires snowless conditions. Deliverables include the development of plan and profile (P&P) sheets, design drawings, and general notes. Coordination with ADEC for permit review will occur alongside contacting environmental technicians and geotechnical engineers on previous study information to verify impacts that may	

require additional permits or details. If required, public meetings will be facilitated to inform residents and businesses along the project corridor of upcoming activities. City staff will be in support roles for this task and managing grant drawdown requests.

Task 2 – Pre-Final Construction Design (95% Design) | Oct 1, 2024 – Jan 31, 2025

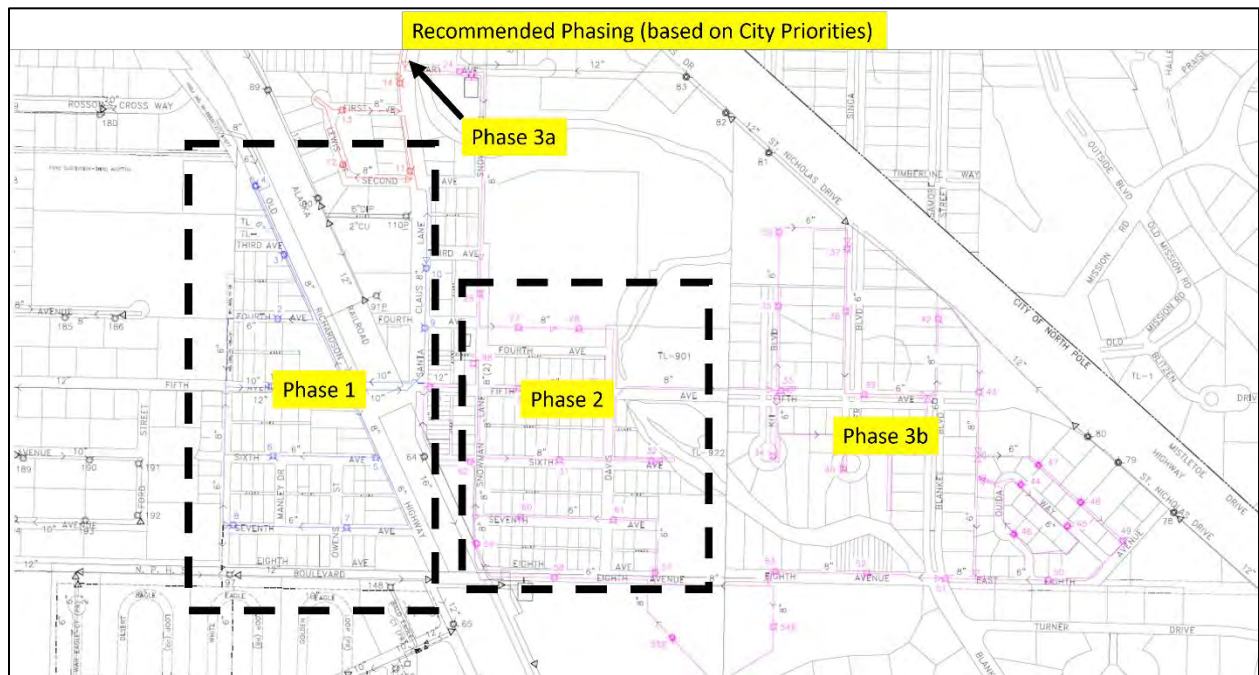
Task 2 is to update all necessary documentation, including cover/index sheets, general notes, index, P&P sheets, and roadway sections that will be affected. Deliverables include Technical Specifications to supplement all design drawings that will be developed, division 1 specifications to describe construction management and quality control requirements. The ADEC permit and construction application will be prepared for approval to construct. City staff will be in support roles for this task and managing grant drawdown requests.

Task 3 – Generation of Construction Documents | Jan 1, 2025 – Feb 28, 2025

Task 3 is to finalize all documents to move the project from planning and design to construction. Deliverables include Technical Specifications, Division 1 Specifications, and the Construction Contract being finalized. All permits will be finalized or applied for, including coordinating with ADEC for approval to construct based on comments received during their review. The construction cost estimate will be updated and finalized. City staff will be in support roles for this task and managing grant drawdown requests and providing final approval on project deliverables to close out the tasks.

Scope

The City’s Downtown Water Main lies in an area bounded by St. Nicholas Drive (north and east edge), Eighth Ave (south edge), and Holiday Rd (west edge). This project is separated into three phases as shown below (more detailed maps in Appendix 1)



Design quotes must include all three phases, listed per phase. The quote format is listed on p. 9 (Fee Schedule).

Proposal Narrative

The proposal narrative should explain the firm’s qualifications to conduct the project, including key personnel who will be assigned to conduct the project; how the assessment will be conducted; and the proposed timeline to conduct the project. All components of the project shall be completed no later than February 28, 2025. The project deliverables shall be of sufficient detail to be used by the City to generate grant and loan applications for submission to state and federal funding agencies. Engineering and design plans shall be to the 100% completion level. Documents and electronic files submitted as part of the project shall become the property of the City and may be modified or amended by the City as necessary to meet the City’s needs. Text documents shall be submitted in Microsoft Word format compatible with the current program used in the City; engineering design documents shall be submitted in modifiable CAD format, a PDF file and a hard copy set printed on 11x17 inch paper or larger; and any pictures shall be submitted in jpg or equivalent format.

III. Proposal Assessment Criteria

Proposals will be evaluated based upon the following criteria at the relative weights indicated.

- 1. Project Services15**
The firm states, in a concise manner, its interpretation and understanding of the project. Proposal demonstrates the firm’s comprehension of the objectives and services of the proposed project. The firm identifies what aspects of the project it believes will prove to be the most challenging and how such challenges will be overcome by the firm.
- 2. Methods.....15**
The proposal outlines the methods for accomplishing the proposed project. The proposal describes what, when, where, how and in what sequence the work will be done and identifies the amount and type of work to be performed by any Subcontractors. The proposal explains how each task will be carried out, what services will be required from the City and plans for coordinating work with the City.
- 3. Project Management.....5**
The proposal describes the administrative and operational structures that will be used to perform the proposed work; for example, who has overall responsibility for the contract? What will the lines of authority be? Inclusion of a graphic depiction is preferred in the response to this criterion. The proposal discusses how the physical location of the firm’s offices with respect to the project site and the City’s offices affect the firm’s ability to provide services.
- 4. Project Staff.....15**
The proposal names the key individuals who will perform the following functions, and other professional/technical functions deemed essential to the performance of the project.
 - A. Project Manager: Single point of contact directly engaged in contract performance and compliance.

B. Project Staff: The proposal describes the work to be performed by the individuals named in the proposal and details their specific qualifications and substantive experience directly related to the proposed project.

5. Professional Experience.....20

The proposal identifies the period of time the firm has been performing work similar to that requested in the RFP and the proposal needs to demonstrate that the firm has previous experience designing water main systems in regions where the climate is similar to that in the City of North Pole. The proposal must include descriptions of a minimum of three (3) prior projects that the firm conducted that were similar to the work requested in this RFP. The discussions shall include a summary of the work performed; identifies any of the Project Staff to be assigned to the North Pole project who participated in a prior project; and when and where the work was done. For each contract discussed, the proposal must provide the name of the contracting entity and a reference (contact person and a telephone number). More than three reference projects may be listed. Any project references beyond the minimum three required shall be listed in an appendix. The level of experience will be a factor in assessing a firm's professional experience.

6. Proximity/Affordability to Geographic Location5

The proposal identifies offices and staff responsible for the project and their proximity to the project site and City offices. The proposal documents what measures will be taken to reduce the engineering firm's cost for visiting with city staff and required inspections. Proximity is a criterion related to familiarity and experience with local conditions that affect the conduct of the project.

7. Estimated Fee Schedule.....20

Proposal provides a reasonable fee estimate in relation to the proposed project activities. The fee estimate contains a breakdown of project activities that at a minimum address:

- Generation of engineering and design documents to the 100% completion level.
- Generation of detailed cost estimates for the different components of the phased design schedule.
- Other. List and describe any other services the firm proposes to provide.

8. Quality of Proposal5

Submitters do not respond to this criterion. Review Committee members will rate this criterion based upon their evaluation of the clarity, completeness and presentation of the proposal. Note: This criterion is NOT used to evaluate color, graphics or other visual techniques except as they may detract from legibility.

IV. Bid Submission Documents

The firm shall submit four complete copies of the proposal.

Section 1: Proposal Narrative. The body of the proposal shall be labeled **Proposal Narrative**. The Proposal Narrative shall outline how the firm will address each of the project activities listed below. The proposal should address the firm's unique qualifications to conduct the project. The

Proposal Narrative shall use the subheadings listed below and shall be single-spaced, printed on single-sided pages using a font size no smaller than 12 point.

- **Project Services**
- **Methods**
- **Project Management**
- **Project Staff**
- **Professional Experience**
- **Geographic Location of Firm**
- **Other** (not required)
- **Appendix.** The Appendix is for the inclusion of Other Submissions and for supplemental information not contained in the body of the proposal like additional project references and project staff resumes. (See Section 4 below.)

Section 2: Proposal Submittals. The proposal submission shall include all the **Required Submittals** that include the items listed below. **Supplemental Submittals** will be required from the winning contractor within ten (10) days of receipt of Notice-of-Intent to Award.

Required Submittals

- **Contact Information Form (includes acknowledgment of any Addenda issued)--Required with proposal**
- **Fee Schedule--Required with proposal**
- **Alaska Business License--Required with proposal**

Supplemental Submittals

- **Certificate of Insurance—Required with proposal (See Insurance Requirements below.)**

Insurance requirements: Certificate of Insurance

Contractor must furnish a certificate of insurance within the (10) days of receipt of the Notice-of-Intent to Award and must provide for a thirty (30) day prior notice of cancellation, non-renewal or material change of the policies. Failure to furnish satisfactory evidence of insurance or lapse of policy shall disqualify any submittal. All policies shall be endorsed with a waiver of subrogation in favor of the Owner. All other insurance policies required of the Contractor by this agreement shall be endorsed to provide that such insurance shall apply as primary insurance and that any insurance or self-insured carried by the Owner will be excess only and will not contribute with the insurance required by this agreement. All other insurance policies required of the Contractor and subcontractors by this Agreement shall be endorsed to name the Owner as additional insured. All insurance shall be on an occurrence from acceptable to the Owner.

1. Workers' Compensation and Employers' Liability Insurance as required by any applicable law or regulation. Employers' liability insurance shall be in the amount no less than \$500,000 each accident for bodily injury, \$500,000 policy limit for bodily injury by disease and \$500,000 each employee for bodily injury by disease. The Contractor shall be responsible for Workers' Compensation Insurance for any subcontractor who directly or indirectly provides

services under this contract. This coverage must include statutory coverage for states in which employees are engaging work. If there is an exposure of injury to Contractor's employees under the U.S. Longshoremen's Harbor Workers' Compensation Act, the Jones Act, or under laws, regulations or statutes applicable to maritime employee, coverage shall be included for such injuries or claims.

2. Commercial General Liability Insurance: The Contractor is required to provide Commercial General Liability (CGL) insurance with limits not less than \$1,000,000 combined single limit per occurrence and \$2,000,000 in the aggregate not excluding premises operations, independent contractors, products, and completed operations, broad form property damage, blanket contractual, explosion, collapse and underground hazards. Limits may be a combination of primary and excess (umbrella) policy forms.
3. Comprehensive Automobile Liability Insurance: Covering all owned, hired and non-owned vehicles with coverage limits not less than \$1,000,000 single limit per occurrence bodily injury and property damage.
4. Property Insurance: The Contractor shall submit to the Owner evidence of All Risk Builder's Risk Insurance for all physical loss, including earthquake and flood (100% completed value basis) upon the entire work naming the Owner, the Contractor and the subcontractors as additional insured parties and as their interests may appear to the full contract sum thereof, until the project is completed by the Contractor and accepted by the Owner. The policy, by endorsement, shall specifically permit partial or beneficial occupancy at or prior to substantial completion or final acceptance of the entire work.
 - A. PROOF OF INSURANCE: The Contractor shall furnish the Owner with a Certificate of Insurance or where requested by the Owner, the policy declaration page with required endorsements attached thereto showing the type, amount, effective dates and dates of expiration of all policies. All endorsements shall reference policy number and the project name and project number.
 - B. To the fullest extent permitted by law, the Contractor shall, upon demand, defend, indemnify and hold harmless the Owner occurs, and employees from and against any and all loss, expense, damage, claim, demand, judgment, fine, charge, lien, liability, action, cause of action, or proceedings of any kind whatsoever (whether arising on account of damage to or loss of property, or personal injury, emotional distress or death) arising directly or indirectly in connection with the performance or activities of the Contractor hereunder, whether the same arises before or after completion of the contractor's operations or expiration of this Agreement, except for damage, loss or injury resulting from the Owner's gross negligence or willful misconduct.
 - C. Without limiting its indemnification, the Contractor shall maintain, until acceptance of the project by the Owner, occurrence type coverage of the kinds and minimum amounts set forth herein All insurance limits are minimum. If the Contractor's policy contains higher limits, the Owner shall be entitled to coverage to the extent of such higher limits. The Owner, at its sole discretion, may rise or lower the limit.

V. Proposal Submission

Proposals are due to the City of North Pole by 2:00 PM, January 17 (Wed), 2024. It is the sole responsibility of the proposal submitter to see that his/her proposal is submitted on time. The outside of the envelope shall clearly identify the proposal as **City of North Pole Water Main Replacement Design Project**. Any proposal received after the due date will not be considered and will be held unopened. No responsibility will be attached to any officer or City employee for the premature opening of or failure to open a proposal not properly addressed and identified. Telegraphic or electronic proposals will not be accepted. Proposals should be addressed to:

City of North Pole
City Clerk
125 Snowman Lane
North Pole, AK 99708

The City of North Pole reserves the right to reject any or all proposals, to waive any informalities in the procedures, or to cancel the solicitation if it is in the best interest of the City. The City of North Pole shall have the right to reject any proposals from a submitter determined by the City at its discretion, to not be responsible or not qualified to perform the proposal specifications. A determination that a proposal submitter is not responsible may be made solely on the basis of previous failure to perform properly or to complete contracts.

VI. Questions/Interpretations

Any questions or requests for clarification must be submitted in writing. Written requests for interpretation or correction of any ambiguity, inconsistency, discrepancy, omission, or error in the RFP shall be directed to Danny Wallace, Director of City Services at rwallace@northpolealaska.org or 907-488-8593. The deadline for submission of questions is by 2:00 PM, DAY, DATE, 2023, Alaska Standard Time.. Any interpretations or corrections will be issued in an addendum. Only written interpretations issued by the City of North Pole shall be binding. No other interpretations or corrections shall be considered valid for the preparation of a proposal.

Contractor Information Form

City of North Pole Water Main Replacement Design Project

City of North Pole
 125 Snowman Lane
 North Pole, AK 99705
 Tel: 907-488-2281; Fax: 907-488-3002

 Firm's name

 Authorized signature

 Address

 Name/title authorized individual (print)

 Address 2

 Telephone

 City, State, ZIP

 Fax

Addenda

Submitter has received and examined the Addenda listed below, receipt of which is hereby acknowledged by listing the Addendum Number and Addendum Date.

Addendum Number	Addendum Date

Fee Schedule

City of North Pole Water Main Replacement Design Project

City of North Pole
 125 Snowman Lane
 North Pole, AK 99705
 Tel: 907-488-2281; Fax: 907-488-3002

Price Proposal

Service	Phase 1	Phase 2	Phase 3
Generation of Preliminary Environmental Report			
Generation of Engineering Report (35%)			
Generation of engineering and design documents to the 100% completion level			
Generation of a recommended phased construction schedule			
Generation of detailed cost estimates for the different components of the phased construction schedule			
Other			
Total Cost			

Note: The City, at its sole discretion, may choose to fund one or more Phases (rather than all Phases)

Attachment 1 – Existing Downtown Loop

