



P.O. Box B Seldovia, Alaska 99663 Phone: (907) 234-7643, email: citymanager@cityofseldovia.com

Request for Proposals (RFP) # 02-2024:

Professional Consultation Services for Jakolof Bay Dock Replacement Project

PROPOSALS MUST BE RECEIVED BY: 3:00 PM Alaska Standard Time (AKST), Wednesday, March 20, 2024

1.0 GENERAL INFORMATION

1.1 Purpose

The City of Seldovia is soliciting proposals from qualified and experienced professional Consultants to provide an environmental analysis under the National Environmental Policy Act ("NEPA"), assistance with preconstruction activities, procurement strategy, assistance with federal guidelines and compliance, and design and consultation services for the construction of the Jakolof Bay Dock Replacement Project ("Project") located in Seldovia, Alaska.

The primary objective of this project is to replace the existing Jakolof Bay Dock, ensuring compliance with regulatory requirements, Port Infrastructure Development Program (PIDP) requirements, environmental considerations, and community needs. The selected consultant will play a critical role in guiding the preconstruction process, including obtaining all necessary permits, conducting the NEPA review, design development and preparation of construction contract bundling/packaging with minimum design criteria and RFP, and providing overall project support for the City of Seldovia. This shall include but not be limited to preparing and submitting all documentation in conjunction with state and federal guidelines, all necessary environmental/cultural resources studies, holding public hearings, as well as obtaining all necessary clearances and approvals from both federal and state agencies with regards to the NEPA process and any additional permitting required. An Environmental Assessment (EA) was determined to be required to fulfil NEPA requirements prior to grant execution. More information is found under Scope of Services.

1.2 Background

The City of Seldovia is set to receive \$2,376,646 in FY23 Port Infrastructure Development Program (PIDP) Small Project/Small Port grant funding for the Jakolof Bay Dock Replacement Project (Project). Jakolof Bay Dock is one of two accessible entry ports for the remote community of Seldovia, Alaska located in the Kenai Peninsula Borough. The Project will replace critical aging infrastructure, which will improve the mooring capacity for commercial fishing, subsistence, freight service, and delivery of people and services. Jakolof Bay Dock – 46-year-old infrastructure that is at the center of the community's freight delivery – is at the end of its useful life and is anticipated to fail within the next three to five years. The project will enhance

safety and economic competitiveness by replacing the current structure with a floating dock that allows for large vessels to moor without safety restrictions or limitations.

The anticipated timeline for completing this project is two and a half (2 ½) years, with the preconstruction phase of this project anticipated to take twelve (12) months and the construction phase an additional eighteen (18) months to complete.

1.3 Questions

For questions regarding this RFP, contact City Clerk Liz Diamant at cityclerk@cityofseldovia.com or 907-234-7643. Questions regarding this proposal must be submitted in writing to City Clerk Diamant at the above email address no later than Friday, March 15, 2024, at 3:00 PM (AKST). Questions posed will be collected and staff will respond as soon as possible. Once answered, these Q&As will be posted on the City's website, <https://cityofseldovia.com/bids-rfps>

2.0 SCOPE OF SERVICES

All proposals must be made based on, and either meet or exceed, the requirements contained herein. All Offerors must be able to provide professional expertise for which they desire consideration for selection. The services to be provided will include, but not be limited to, the following:

The major tasks should include:

2.1 Permitting: assist the City in acquiring all permits necessary and provide an Environmental Assessment (EA) under the National Environmental Policy Act.

Anticipated permit requirements include:

- NEPA Environmental Assessment for the use of Federal grant funding
- USACE Department of the Army (DAP) Permit
- Required for Section 404 (Clean Water Act) and Section 10 (Navigable Waters) compliance
- USACE Section 408 Review
- Required for impacts to USACE Civil Works projects (navigation channel, dredge areas)
- Alaska Department of Environmental Conservation (ADEC) Section 401 and antidegradation project review
- Endangered Species Act (ESA) protected species consultations
- Marine Mammal Protection Act (MMPA) Incidental Harassment Authorization (IHA) if impacts to protected species cannot be avoided
- Any required local permits

2.2 Engineering and Design for permitting and construction package: work under this task includes design to the level necessary to support permit applications and facilitate construction proposals. At a minimum, project elements will be designed to the level needed to develop a construction package for requests for proposals and complete permitting requirements for the project.

2.3 Assist with Federal guidelines, compliance, and procurement strategy.

- Provide regulatory strategic services to analyze and ensure regulatory compliance during delivery of the Project, and to track regulatory compliance requirements, approvals, and permits throughout the Project life cycle.
- Regulatory compliance includes general terms and conditions under the Fiscal Year 2023 Port Infrastructure Development Program Grants; ensuring compliance with the Build America, Buy America Act, Title VI and Civil Rights, and that all contracts in excess of \$2,000 for work on the Project that involve labor include provisions establishing minimum rates of wages, as predetermined by the United States Secretary of Labor, in accordance with the Davis-Bacon Act, 40 U.S.C. 3141–3148, that contractors shall pay to skilled and unskilled labor, and that such minimum rates shall be stated in the invitation for bids and shall be included in proposals or bids for the work
- Provide procurement advisory services, recommended design and construction contract bundling/packaging with minimum design criteria, approach, and delivery methods. These may include consideration of traditional Design Bid Build (DBB), Progressive Design-Build (PDB), Design-Build (DB), and other methods as applicable.
- Assist with performance measurements: baseline, post-construction, and project outcomes reporting.

2.4 Consultation services for the construction

- Recommended actions and steps for implementation of the project, including further analyses and decision-making.
- Perform owner advisory services for project preconstruction and construction activities. This may include but is not limited to outreach services to MARAD, stakeholders, community members, and qualifying construction firms.
- Prepare and provide input for contract documents, including scopes of work for completing designs, studies, alternative delivery procurements, draft RFP, and other Project tasks.
- Provide additional preconstruction phase advisory services and construction phase advisory services, as needed.

3.0 RULES GOVERNING COMPETITION

3.1 Deadline. To be considered, Proposers must deliver one electronic proposal to the address below, on or before the deadline.

- a. Deadline: Proposals will be accepted until Wednesday, March 20, 2024 at 3:00 PM Alaska Standard Time (AKST). Proposers must confirm receipt of submittals. The City is not responsible for undelivered or misdirected submittals.

Proposals received after the deadline will not be considered. Failure to meet the deadline will result in disqualification of the proposal without review. Late proposals will not be opened, and may not be returned to the originator. *The City highly encourages early submission of proposals.*

3.2 Electronic/Digital Submission. Applicant shall submit one electronic version of the proposal, including any supporting documentation, to the following address:

Liz Diament, City Clerk
Email: cityclerk@cityofseldovia.com

The email's subject line must clearly state: "Proposal Attached – RFP # 02-2024 Jakolof Professional Services"

3.3 Addendum. The City of Seldovia Addendum Form must be submitted with the Applicant's Proposal. The terms of an invitation for bids may be modified or interpreted only by written addendum. Each addendum to an invitation for bids shall be sent to each recipient of the invitation for bids. *A bid is responsive only if it acknowledges receipt of all addenda to the invitation for bids.*

4.0 PROPOSAL SUBMISSION REQUIREMENTS

4.1 Required: Assurances, Information and Proof of Documentation

Applicants must provide the City with the following assurances:

- that the applicant will maintain all relevant professional licenses during this project
- that any work performed or recommended will be in compliance with FY2023 PIDP Terms and Conditions and all applicable state and federal standards and codes;
- that the Applicant will maintain Workers' Compensation Insurance for all employees, Liability Insurance that lists the City of Seldovia as Additional Insured, and Proof that the Applicant is licensed, bonded and insured for at least the total amount of the project as proposed by the Applicant;
- that they will be willing to work with MARAD, and other state or federal agencies or city staff that may need to review the Applicant's proposed plans and final improvements;
- that they have the administrative staff necessary to oversee the administrative side to this project (invoicing, quotes, payroll, etc.);
- that the Applicant has read RFP # 02-2024 and the FY2023 PIDP Terms and Conditions and understands the commitment and has the capacity to complete the project.

In addition to these assurances, applicants must also provide the City with the following information:

4.2 Complete pre-construction schedule with milestones Providing as much of an in-depth timeline as possible is advantageous to evaluating the Applicant's proposal to assess how realistic it is.

4.3 A total budget detailing cost estimates within 21 days upon contract award such as:

- Materials, including printing of drafts, designs, and reports
- Travel expenses
- The Applicant/contractor is responsible for providing 100% of the necessary labor to complete this work, unless there are partnerships with other entities such as the State of Alaska
- Fringe benefits associated with that labor (Workers Comp, ESC, Social Security, Medicare, etc.)
- Equipment rental costs, if applicable
- Insurance
- Any other costs associated with this project.

4.4 Composition of staff (number of staff and levels of experience/qualifications).

4.5 A current State of Alaska Business License at the time of bidding that is kept current throughout the contract term.

4.6 Any subcontractor(s) hired by the Contractor for this project must also provide current State of Alaska Business License(s) as well as proof of bonding for at least the amount of the subcontract. Construction subcontracts that involve labor in excess of \$2,000, provisions establishing minimum rates of wages, to be predetermined by the United States Secretary of Labor, in accordance with the Davis-Bacon Act, 40 U.S.C. 3141–3148, that contractors shall pay to skilled and unskilled labor, and such minimum rates shall be stated in the invitation for bids and shall be included in proposals or bids for the work.

4.7 Proof of the following documents will be required by the proposed project start date:

- Proof of Workers' Compensation Insurance for all employees and subcontractors;
- Liability Insurance that lists the City of Seldovia as Additional Insured; and
- Proof that the Applicant is licensed, bonded and insured for at least the total amount of the project.

5.0 EVALUATION CRITERIA AND PROCESS

Competitive sealed proposals will be opened publicly and evaluated by the City Manager and review committee on Thursday, March 21, 2024 at the City Office, located at 245 Dock Street.

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. Firms' Experience with Port and Harbor Projects (20 points)
- B. Firms' Experience with Federal Grants and Programs (20 points)
- C. Qualifications of key staff and sub-consultants (20 points)
- D. Available Resources (10 points)
- E. Project Methodology / Approach (15 points)
- F. Cost (15 points)

Maximum Score 100 points

If the City Manager or Council determines that it is in the best interest of the City to do so, the City may reject all bids. The City may interview selected Proposer. The City of Seldovia further reserves the right to award the contract to other than the lowest-bid Proposer if such action is deemed to be in the best interest of the City.

6.0 SELECTION PROCESS

A Notice of Intent to Award will be issued to the Proposer with the highest total evaluation points and provided to all applicants by March 22, 2024. A resolution awarding the contract to the proposer will be provided to the Seldovia City Council during a special City Council meeting the week of March 25, 2024. No contract may be awarded unless the Seldovia City Council has approved the award by resolution.

If the City Manager or Council determines that it is in the best interest of the City to do so, the City may reject all bids.

CITY OF SELDOVIA- ADDENDUM FORM
PROFESSIONAL CONSULTATION SERVICES FOR JAKOLOF BAY DOCK REPLACEMENT PROJECT

This form must be completed and returned to ensure receipt of future addenda or additional information. Email form to: cityclerk@cityofseldovia.com All addenda will be forwarded to the contact name and number listed below.

Firms that have not returned this cover sheet will not be informed of addenda and will only be alerted to addenda by checking with the City Clerk or the City's website:
www.cityofseldovia.com.

Bidders must acknowledge the receipt of all issued addendums in their proposal/bid submittal.

Name of firm: _____

Address: _____

Corporate Officer: _____ Phone: _____

Contact Person: _____ Phone: _____

(If different from Corporate Officer)