

City of Whittier, Alaska

**Request for Proposals
Professional Services**

Head of Passage Canal Uplands Engineering Design

Proposals to provide professional services related to the Head of Passage Canal Uplands Engineering Design will be received **at the Office of the City Clerk, City of Whittier, first floor of the Begich Towers, Whittier, Alaska until 3:00 P.M. Thursday February 26, 2009.** The time of receipt will be determined by the City Clerk's time stamp. Proposals received after time fixed for the receipt of the proposals will not be considered.

For Proposal and Evaluation Criteria contact:

City Clerk
City of Whittier
P.O. Box 608
Whittier, AK 99693
907-472-2327 ph
907-472-2404 fax

The project consists of furnishing all labor, materials, equipment, tools, supervision, and other facilities necessary to perform the desired services. The work includes, but is not limited to the following:

Engineering Design for the development of harbor, industrial, commercial, residential and/or open space / recreational improvements at the Head of Passage Canal, in Whittier, Alaska.

Please direct all questions regarding this project to:

Mark Earnest, City Manager
City of Whittier
P.O. Box 608
Whittier, AK 99693
Phone: 907-472-2327
Fax: 907-472-2472

The City of Whittier reserves the right to accept or reject any or all proposals, to waive irregularities or informalities in the proposals, and to award the contract to the respondent that best meets the selection criteria.

Dated this 14th day of January, 2009.

CITY OF WHITTIER

Mark Earnest, City Manager

REQUEST FOR PROPOSALS

By the City of Whittier, Alaska

Head of Passage Canal Uplands Engineering Design

The City of Whittier, Alaska (City) is requesting proposals from qualified engineering and other professional firms for the project described herein. The project consists of furnishing all labor, materials, equipment, tools, supervision, and other facilities and assets to assist the City identify the best process for proceeding with the development of the lands within the study area.

The following subjects are discussed in this RFP to assist you in preparing your proposal.

- I. Introduction
- II. Background
- III. Scope of Services
- IV. General Requirements
- V. Proposal Format and Content
- VI. Selection Process and Evaluation Criteria
- VII. Project Schedule
- VIII. Project Location Map
- IX. Sections 17.16.080-220 of the Whittier Municipal Code

I. INTRODUCTION

The City is seeking proposals from qualified engineering and other professional firms to assist in the preparation of an engineering design and the provision of construction management services for the development of an area encompassing the westernmost portion of Passage Canal and adjacent uplands in Whittier, Alaska (see Exhibit 1, Location Map). The study area consists of approximately 105.057 acres of Alaska Railroad Corporation (ARRC) lands managed by the City at the head of Passage Canal, also known as "Head of the Bay" or "West Camp".

The Head of Passage Canal Uplands Engineering Design and Design Report (hereinafter referred to as "Design") is part of a comprehensive development effort for facilitating small boat harbor, residential, commercial, industrial, and/or open space / recreational development opportunities in the community of Whittier, Alaska. The final report to be prepared by the Consultant shall be in the form of a design report, with appropriate drawings and appendices, which shall also serve to fulfill the requirements of the following documents: (1) a "Management Plan" as identified in the Ground Lease and Management Agreement (Lease) between the ARRC and the City dated November 13, 1998 that would allow the City to develop and manage the property; and (2) Sections 17.16.080-220 of the Whittier Municipal Code (WMC), a copy of which is attached, for designating the study area as a Planned Unit Development (PUD).

The purposes of the Design are to provide a comprehensive layout for future development of the study area that best reflects the interests of the City, in consultation with the ARRC. The detail needed in this investigation is at the design level sufficient for

construction bidding. City staff and other resources will be provided to assist in the planning process to the greatest degree practicable and should be considered as a significant resource available to the consultant.

The City has the funding in place to perform the scope of services contained in this RFP. Funding for this project is provided through the following sources: (1) a grant through the U.S. Department of Commerce, Economic Development Administration (EDA); (2) State of Alaska Legislative Appropriation; and (3) City of Whittier. **All Proposers should become thoroughly familiar with a publication titled "Requirements for Approved Construction Projects" by the U.S. Department of Commerce prior to responding to this RFP. This document is available from the offices of the EDA in Anchorage, Alaska.**

In particular, those performing services awarded through this RFP ("Consultant") shall, in the performance of their services, comply with all applicable federal, state and local laws, ordinances, orders, rules and regulations applicable to its performance hereunder, including, without limitation, all such legal provisions pertaining to social security, income tax withholding, medical aid, industrial insurance, worker's compensation, and other employee benefit laws. Consultant also agrees to comply with all contract provisions pertaining to grant or other funding assistance which Owner may choose to utilize to perform work under this Agreement, and shall comply with all applicable standards, orders or requirements issued under the Clean Air Act (42 USC 7401, et seq.), including section 306 thereof, Executive Order 11738 and applicable EPA regulations 40 CFR Part 15(violations thereof shall be reported to the U.S. Environmental Protection Agency, Assistant Administrator for Enforcement) and the Federal Water Pollution Control Act (33 USC 1251, et seq.), Executive Order 11990, Executive Order 11988, the Water Resources Council's Flood plain Management Guidelines, the Endangered Species Act, the Natural Historic Preservation Act of 1966 as supplemented by 36 CFR Part 800 and Executive Order 11593, the Architectural Barriers Act of 1968, as implemented by General Services regulations 41 CFR 101-19.6, and Section 504 of the Rehabilitation Act of 1973 as implemented by 7 CFR Parts 15 and 15b, the Safe Drinking Water Act (Pub. L. 93-523), the Energy Policy and Conservation Act, Executive Order 11246 entitled, "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR Part 60), the Copeland Anti-Kickback Act (18 USC 874), as supplemented in Department of Labor regulations (29 CFR Part 3)- the Copeland Anti-Kickback Act provides that each Contractor shall be prohibited from inducing, by any means, any person in connection with the construction to give up any part of the compensation to which the person is otherwise entitled; the Restrictions on Lobbying (Public Law 101-121, section 319) as supplemented by Department of Agriculture regulations (7 CFR part 3018)- the Restrictions on Lobbying Law applies to the recipients of contracts and subcontracts that exceed \$100,000 at any tier under a Federal loan that exceeds \$150,000 or a Federal grant that exceeds \$100,000; if applicable, the Consultant must complete a certification form on lobbying activities related to a specific Federal loan or grant that is a funding source for this Contract- the certification and disclosure forms shall be provided by the Owner; the Davis-Bacon Act (40 USC 276a to a-7), as supplemented by Department of Labor regulations (29 CFR Part 5), Section 102 and 107 of the Contract Work Hours and Safety Standards Act (40 USC 327-330), as supplemented by Department of Labor regulations (29 CFR Part 5), applicable requirements of the Lead-Based Paint Poisoning Prevention Act, as amended (42 U.S.C. 4821 et seq.), and the Residential Lead-Based

Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851 et seq.), if any, and all Federal statutes relating to non-discrimination. These include but are not limited to:

- a. Title VI of the Civil Rights Act of 1964 (PL 88-352) which prohibits discrimination on the basis of race, color, or national origin;
- b. Section 112 of PL 92-45 and Title IX of the Education Amendments of 1972, as amended (20 USC 1681-1683 and 1685-1686), which prohibits discrimination on the basis of sex;
- c. Section 504 of the Rehabilitation Act of 1973, as amended (29 USC 794) which prohibits discrimination on the basis of handicaps;
- d. The Age Discrimination Act of 1975, as amended (42 USC 6101-6107) which prohibits discrimination because of age;
- e. The Drug Abuse Office and Treatment Act of 1972 (PL 93-255), as amended, relating to non-discrimination on the basis of drug abuse;
- f. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (PL 91-616), as amended, relating to non-discrimination on the basis of alcohol abuse or alcoholism;
- g. Sections 523 and 527 of the Public Health Service Act of 1912 (42 USC 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
- h. Title VII of the Civil Rights Act of 1968 (42 USC 3601, et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing;
- i. Any other non-discriminatory provisions in the specific statute(s) under which the application for Federal assistance is being made; and
- j. The requirements of any other non-discrimination statute(s) which may apply.

The Design will be used to assist in the following objectives: (1) constructing transportation access, including road, rail, and/or marine facilities, utilities, and other infrastructure at the Head of Passage Canal to support small boat harbor, residential, commercial, industrial, and/or open space / recreational uses; and (2) assist local, state, and federal funding agencies, elected officials, and others in securing various funding mechanisms for the design and construction of the recommended projects.

II. BACKGROUND

Located in western Prince William Sound, Whittier is host to one of the most dramatic and picturesque settings in Alaska. Surrounded on three sides by glacier-bearing mountains and fronted by Passage Canal fjord, Whittier is a community of 176 residents in the Chugach National Forest that is host to more than 750,000 visitors annually. The area is relatively undeveloped and ideally suited for seasonal recreational and commercial activities and other development.

As noted above, the Master Plan area encompasses approximately 105 acres that is owned by the ARRC and managed by the City through a long term lease. It is located near the eastern end of the Anton Anderson Memorial Tunnel which provides road and rail access to the National Highway System and Southcentral Alaska population centers including Anchorage, the Matanuska-Susitna and Kenai Peninsula Boroughs.

By entering into the Lease in 1998, the ARRC recognized that having essentially all of the developable land in the City under a single management regime will “enhance development of the Premises and the adjacent City-owned land (including tidelands), thereby generating needed lease revenues, and enable the City to tailor its long-term needs to its unique requirements.” Provided that the City complies with the terms and conditions of the Lease, it shall have the right to sublease the premises, or a portion thereof, for development purposes without specific approval from the ARRC.

The City will seek input from the ARRC and other potential recreational, residential, commercial, and industrial developers and individuals through a public involvement process facilitated by the City’s Port and Harbor and Planning and Zoning Commissions. The Plan will be submitted to the Whittier City Council and ARRC for their approval. It is anticipated that the Design, if approved by the City and ARRC, will then be submitted to the Whittier Planning and Zoning Commission as a required step in the PUD process.

The final work product resulting from this RFP shall include enough of the area surrounding the proposed planned unit development to indicate the relationship of the PUD to adjacent uses, both existing and proposed. The intent of this designation is to allow flexibility for planned unit developments which are designed to result in the following: a maximum choice in the type of environment available to the public; open space and recreation areas; a pattern of development which preserves trees, shorelines, natural topography and geologic features and prevents soil erosion; a creative approach to the use of land and related physical development; an efficient use of land resulting in smaller networks of utilities and streets; an environment of stable character in harmony with the surrounding area. Such development may consist of individual lots or it may have common recreation and open space surrounding clustered buildings. The project must be designed to provide variety and diversity, so that the maximum long-range benefit may be gained and the unique features of the development or site are preserved and enhanced.

The final work product resulting from this RFP will also form the basis of a development master plan (hereinafter referred to as the “Plan”) for the area. Although NOT part of this RFP, the scope of the Plan consists of the following:

Head of Passage Canal Economic Development Master Plan: anticipated duration is 12 months from Authorization to Proceed and will address the following objectives:

1. Develop a master plan and operations plan and identify optional improvements.
2. Identify impacts on development and operations.
3. Identify a workable financing plan complete with identification of the permits required and agencies that need to provide concurrence.
4. Define public and private sector tasks.

5. Prepare the final Report.

The Plan shall include an economic assessment of potential road and marine transportation and other infrastructure improvements at the Head of Passage Canal at Whittier, Alaska and the state's road network via the Anton Anderson Memorial Tunnel. The Plan combines elements of the Whittier Comprehensive Plan to address the long-term development needs of Whittier's commercial fishing, recreation, multimodal transportation, visitor industries, as well as improved transportation and other services. The investigation scope of work addresses the following elements:

- Harbor and other marine facilities development,
- Road development,
- Utilities and other support infrastructure development,
- Parking, recreational, and residential development,
- Material needs and availability,
- Construction techniques,
- Road uses and traffic,
- Environmental considerations,
- Costs and benefits, and
- Financing.

The Plan will serve as a final plan that may be submitted to the Planning and Zoning Commission for the designation of the study area as a PUD. This document is to be submitted within eighteen months following the approval of the concept plan by the Planning and Zoning Commission. The final plan must include the following information:

- a map showing the circulation system, off-street parking areas, loading areas and major points of access;
- a comprehensive plan shown on a map for all utility services, including storm drainage;
- areas, if any, shown on a map, which are proposed to be conveyed, dedicated or reserved for common open space, parks, parkways, playgrounds, school sites, public uses;
- a site plan showing the density, location of all uses (building, structures, and improvements), and indicating the parking, loading and open areas around buildings and structures. The site plan shall be in sufficient detail to enable the planning commission to evaluate the architectural, landscaping and design features of the planned unit development. At its discretion, the planning commission may require preliminary evaluation and perspective drawings of proposed structures and improvements;
- a development schedule indicating the approximate date when construction of the total project or stages of the project will be begun and completed;
- agreements, provisions or covenants which govern the use, maintenance and continued protection of the planned unit development and any of its common open spaces; and
- any other information which the planning commission determines to be needed because of any topographic, circulation, traffic, design, siting or other special problems of the proposed PUD.

The final plan as required in Sections 17.16.170 through 17.16.210 may be submitted as a preliminary plat for the proposed PUD area. Approval of the final plan shall also mean approval of the preliminary plat for subdivision.

The phrase "Project Team" in this RFP refers to City of Whittier personnel and other task-assigned individuals from various committees and organizations. The purposes of this approach include the following: (1) ensure that the process is open and public and that the community and its residents are fully and actively involved in the design process; (2) ensure that the project partners have the full value of the community's expertise and the community's perspective in both the technical and social arenas; and (3) provide additional Consultant resources.

The term "Consultant" in this RFP refers to the team of people needed to work alongside the Project Team to provide the important technical assistance while the Project Team works with other prospective stakeholders. An experienced engineer, planner, and economist professional with extensive experience in large harbor project development are needed for this work. Additionally, the Consultant needs to possess a thorough understanding of fisheries, visitor, and marine transportation industry economics in Southcentral Alaska; financing; and cost-benefit analysis. To expedite the process, it is important that the Consultant use existing information and available City resources to the greatest extent practicable.

Approach: The approach used by the Consultant in coordination with the Project Team to develop a final scope of services for this project shall include, but is not necessarily limited to the following:

Objective I – Program Definition and Evaluation of Development Options:

- Identify and meet with Project Team and prospective partners to discuss long-term development plans and identify areas of potential cooperation and mutual benefit.
- Identify strengths, weaknesses, and opportunities of the project area to support a variety of small boat harbor, open space / recreational, residential, commercial, and industrial development.
- Identify past and current uses and practices in the project area, inventory existing assets.
- Develop a "long list" of development alternatives, including transportation access, utilities, parking, and other infrastructure system development to serve the needs of prospective stakeholders, for preliminary evaluation and screening, identify major environmental and physical constraints, and recommend a program for evaluations.
- Recommend land use classifications (zoning) – This will form the basis of future possible action by the Whittier Planning and Zoning Commission to classify the study area as a PUD based on recommended development opportunities.

- Recommend development concept layouts – This will identify known or anticipated major small boat harbor, residential, commercial, industrial, and/or open space / recreational development opportunities, land use requirements, and spatial relationships, as well as required public infrastructure improvements. (Note: the proposed small boat harbor is the subject of an ongoing Feasibility Study conducted by the U.S. Army Corps of Engineers (USACE) and although the work covered needs to be coordinated with the USACE Study, it is not a part of this RFP.)
- Establish preliminary cost estimates – This will develop a conceptual level portrayal of infrastructure capital, operating, and other costs.
- Present design and construction timetable – The timetable can be used in concert with project cost estimates to suggest partnerships and coordination of other project development elements, as well as assist in future grant and other financing proposals.
- Proceed with engineering design and construction bid documents and other tasks identified in this RFP for the preferred concept design.

The proposed method of financing and sources of funds that will be used to finance future construction of the public works project upon completion of the design and engineering work, including commitments made, for the project's permanent financing and the likelihood that EDA or other Federal programs will be requested to provide funds for the construction of the project.

Future public infrastructure improvements include the following: access and service roads, bridges, and pathways; water, wastewater, solid waste, and electric utilities; parking lots and boat storage facilities; boat lift and travel trailer; and recreational enhancements. These improvements will likely require a mix of grants and financing through revenue bonds, user fees, and development charges. One of the primary purposes of the Design are to provide a layout of the future development of the uplands in support of the proposed new harbor facility, and how to share costs among the public and private entities having an interest in its development.

The Design combines elements of the Whittier Comprehensive Plan to address the long-term development needs of Whittier's commercial fishing, multimodal transportation, visitor industries, as well as improved transportation and other services. The proposed investment supports a regional economic development and harbor enhancement initiative that will address immediate and future commercial and recreational boating needs, boost private sector investments, and serve as a catalyst for ongoing and future transportation infrastructure improvements. The infrastructure improvements include roads, bridges, water and sewer extensions, and other improvements needed to support feasible, sustainable, and market-based economic and community development.

Strong cooperation already exists between the business sector, relevant regional partners and local, state and federal governments. The City has met with the Alaska Railroad Corporation and prospective private sector investors regarding the proposed development. There is strong support for this project and interest in locating businesses within the project area. The State of Alaska has provided matching funds for the EDA

grant through an appropriation. Additionally, the Water Resources Development Act (WRDA) contains a provision directing the Secretary of the Army to expedite completion of a Feasibility Report through the USACE and, if the project is determined to be feasible, expedite construction of a new harbor at the head of Passage Canal. The proposed new harbor at the head of Passage Canal has preliminary cost estimate of \$35 million.

The head of Passage Canal harbor development project is needed to address significant overcrowding and deterioration of the current harbor facilities, including the float system, access trestles and gangways, boat ramps, and Harbor Office, all of which have outlived their useful life and pose a significant safety issue. The existing harbor has room for 360 small recreational and commercial vessels, but there are more than 1,500 registered transient vessels and 500 vessel owners on a waiting list for slips at the Whittier Small Boat Harbor. A recent study estimates that 1,500-2,000 additional vessels would use the harbor if the slips were available. In addition to moorage needs, there is the potential use by up to 17,000 trailerable vessels from Anchorage alone.

Whittier has a very small year-round population (172) and corresponding tax base, yet 96 percent of the harbor use is non-resident. Whittier accommodates over 750,000 visitors annually and serves a larger population for the primary use of its harbor facilities, including commercial fishermen and day-cruise interests. The City is experiencing increasing overcrowding, congestion, and conflicts due to the expansion of cruise ship and tour bus, Alaska Marine Highway System ferry, and Alaska Railroad passenger train and rail-barge service. The municipality is also the closest full-service small boat harbor serving Anchorage and the Matanuska-Susitna Valley, but regional boating needs imposed on Whittier greatly outweigh the services that can be provided given the limited resources of the community. Additionally, significant overcrowding at the harbor causes inefficiency in harbor and commercial vessel operations, restricting the economic growth of ecotourism and passenger cruise ship industry.

Whittier's existing Small Boat Harbor was constructed in two phases (1971 and 1981) to address the recreational boating needs of Whittier, Anchorage, Kenai Peninsula, and the Matanuska-Susitna Valley. However, usage has steadily increased since that time, overcrowding the harbor and straining its already deteriorating facilities and infrastructure. Multiple boats are rafted together on a single float or are forced to anchor offshore, creating a safety and crowding hazard as well as significant delays in boat traffic. Moreover, not only are there too few slips, the float system itself is deteriorating and outmoded, with today's larger, modern boats forced to use slips that are too small to safely accommodate them.

With the completion of the Anton Anderson Memorial Tunnel in 2000 providing direct road access to and from Southcentral Alaska, expanded Alaska Marine Highway System (AMHS) ferry service, a new cruise ship dock, expanded Alaska Railroad passenger train and tour bus service, and other developments, the demand for additional harbor moorage and related facilities is overwhelming. Whittier's population is projected to increase significantly over the next 20 years. This demographic pressure places enormous importance on upgrading the harbor. Without necessary improvements, the harbor cannot sustain current or projected needs safely, or take full advantage of the unique opportunity to encourage the development of the large and small cruise ship industry in Whittier. Usage demand for moorage, dockage, and other marine related services in Whittier continues to grow, further necessitating the need for improved and expanded harbor facilities.

The project would also support and stimulate demand by the visitor industry in Whittier which is growing at an incredible rate. Large cruise ships returned to Whittier in 2004 with 44 dockings that year, increasing to 53 in 2007. Day-cruise vessels also offer a unique and up-close viewing of Prince William Sound's breathtaking wildlife and glaciers; last year, 31 day-cruise vessels, some capable of accommodating 300 passengers, operated out of Whittier carrying a total of 55,000 sightseers. The project would also support rafters, sea kayakers, charter and commercial fishing vessels, as well as the Whittier Coast Guard Auxiliary, one of the largest in the Nation, provided adequate and safe moorage is available. The harbor improvement project will also help sustain future economic development stimulated by the opening of the Anton Anderson Memorial Tunnel by supporting road access and development of an adjacent cove for community expansion.

The EDA investment is aimed at capitalizing on the region's competitive strengths and will result in an increased number of jobs, increased tax and lease income revenue, and increased private sector investment. As noted above, future construction funds will likely come from a variety of federal, state, and local government sources, as well as private investments. In addition to the EDA, prospective grant funding opportunities include the Economic Development Initiative, Alaska Department of Environmental Conservation, Alaska State Legislature, Denali Commission, among others.

III. SCOPE OF SERVICES

The City is requesting proposals from qualified engineering and other professional firms to assist in the following preparing a Design for the development of an area encompassing approximately 105.057 acres of Alaska Railroad Corporation (ARRC) lands managed by the City at the head of Passage Canal (see Exhibit 1, Location Map). This project consists of design and engineering components that will allow the City to develop for implementation the Head of Passage Canal Land Management Plan. This non-construction EDA investment is an estimated one-year effort for facilitating small boat harbor, residential, commercial, industrial, and/or open space / recreational development opportunities in Whittier. The Design will serve to fulfill the requirements of the following: (1) a "Management Plan" as identified in the Ground Lease and Management Agreement (Lease) between the ARRC and the City that allows the City to develop and manage the property; and (2) Sections 17.16.080-220 of the Whittier Municipal Code (WMC) for designating the study area as a Planned Unit Development (PUD). The scope of work for this project includes the following elements: survey; geotechnical investigation; engineering design and specifications; permitting; and bid documents. The scope of work also includes bidding assistance and construction phase services for EDA-approved equipment acquisition and construction, including tractor launchers, shuttle buses, bus shelter, attendant booth/storage building, portable toilets, dumpsters, generator, battery charger, and radios.

The purposes of the Design are to provide a layout of the future development of the uplands in support of the proposed new harbor facility, and how to share costs among the public and private entities having an interest in its development. The Design combines elements of the Whittier Comprehensive Plan to address the long-term development needs of Whittier's commercial fishing, multimodal transportation, visitor industries, as well as improved transportation and other services. The investigation scope of work addresses the following: harbor and other marine facilities development; road development; utilities and other support infrastructure development; parking,

commercial and light industrial development; road uses and traffic; environmental considerations; costs and benefits, and financing.

The Design is an estimated 12-month effort for facilitating small boat harbor, residential, commercial, industrial, and/or open space / recreational development opportunities in Whittier. The Design will serve to fulfill the requirements of the following: (1) a "Management Plan" as identified in the Ground Lease and Management Agreement (Lease) between the ARRC and the City that allows the City to develop and manage the property; and (2) Sections 17.16.080-220 of the Whittier Municipal Code (WMC) for designating the study area as a Planned Unit Development (PUD). A summary of the project elements are as follows:

Geotechnical Investigation

Information regarding soil/bedrock conditions is needed for the proposed development. Geotechnical research will be performed to review available soils/bedrock information for the project area. Test holes will likely be drilled in the proposed development area to verify the depth to bedrock, both to verify the feasibility of excavating/dredging to the proposed elevation and to determine foundation design requirements proposed facilities.

Engineering Design and Specifications

Utilizing the site base map prepared under the surveying task, detailed design drawings for the project, including the roads, excavation/dredging, dredge material stockpile area, development sites, and utilities (water, electricity, lighting, sewer) will be prepared. Plans will be submitted for utilities reviews (water and sewer), storm water pollution prevention, and City reviews. Final plans will be suitable for bidding and construction. Construction of the development project will occur using a phased approach. Design and bid packages will be broken down to match the assumed project development schedules. Deliverables from each development stage will consist of complete design drawings and technical specifications, ready for bidding and project construction.

Permitting

U. S. Army Corps of Engineers (USACE) and Alaska Division of Governmental Coordination (ADGC) permit applications will be submitted. Additional detailed information will likely be required before the project permitting can be completed, including: (1) property line surveys sufficient to identify present location of City leases at the site; (2) topographic surveys to determine required excavation/dredging and fill volumes for the various facilities which are planned; (3) detailed information regarding proposed construction methods (especially with regard to protecting water quality during construction); (4) detailed information regarding the existing fuel tank farm and ongoing remediation efforts; and (5) proposed development schedule for each stage of the project.

Bid Documents

Bid documents, including the construction contract, specifications, design drawings and all bid forms will be prepared as the design is finalized.

Bidding Assistance Services and Construction Phase Services

Bidding assistance and construction phase services for EDA-approved equipment acquisition and construction, including tractor launchers, shuttle buses, bus shelter, attendant booth/storage building, portable toilets, dumpsters, generator, battery charger, and radios. Construction-related services also include review of submittals and

fabrication inspection, onsite construction inspection, and preparation of as-built plans and a facility O&M Manual.

Note: A site survey for detailed project design and permitting was part of a separate RFP and is currently underway. Survey information includes: (1) bathymetry; (2) uplands topography in the proposed development area and the excavation/dredged material stockpile area, (3) shoreline surveys along the perimeter of the harbor area, and (4) survey of all utilities in the area that may require abandonment prior to construction, relocation, or which would be tied in to the new development (e.g. electrical supply, fresh water supply, etc.). The survey will be used to produce a 1-ft contour interval topographic/bathymetric map, showing the MLLW and MHW shorelines, all survey and boundary monuments, existing structures, utilities, drainage features, geotechnical test holes, roads, trails, streams, tree lines, etc. on the project site. This map serves as the base map for the detailed project design and project permitting.

IV. GENERAL REQUIREMENTS

The following information is presented as a guideline for the preparation of the proposals:

- a. To achieve a uniform review process and obtain the maximum degree of comparability, all proposals are required to be organized in the manner specified below. Proposals that do not address all of the items in this section may be considered incomplete and may be deemed non-responsive by the City. Interested firms shall submit one original and three copies of the completed proposal in an opaque envelope clearly marked on the outside as follows:

Head of Passage Canal Engineering Design
PROPOSAL DATED: _____, 2009

- b. The Proposals shall be addressed to:

City of Whittier
P.O. Box 608
Whittier, AK 99693

Proposals must be received at the Office of the City Clerk not later than 3:00 P.M. local time, Thursday, February 26, 2009.

- c. Mark Earnest, City Manager, 907-472-2327, is the sole point of contact for all issues pertaining to this procurement. No oral interpretations concerning this RFP will be made to any person. Requests for interpretation must be made in writing and delivered or sent by fax to the City at least five days before the submittal date.

V. PROPOSAL FORMAT AND CONTENT

Proposals shall consist of the following:

1. Title page (one page maximum) – At a minimum, the title page shall show the RFP Number and title of the project being proposed; the firm name; address; name of contact individual and contact information such as telephone and facsimile numbers and e-mail address; and date of proposal.
2. Transmittal Letter (one page maximum) – The transmittal letter shall identify the project for which the proposal has been prepared; briefly state your firm’s understanding of the services to be provided; the level of commitment to provide the services specified and the timeframes; and provide the name, title, address, and contact information of the person(s) authorized to make representations for your firm. The letter shall be signed by a corporate officer or other individual who has the authority to bind the firm. An affirmative statement should be included that the firm and all assigned professional staff and subconsultants, if any, are properly registered and/or licensed to practice in Alaska.
3. Table of Contents (one page maximum) – Clearly identify the proposal contents by section and page number.
4. Proposal Narrative (six pages maximum) – The proposal narrative shall provide the following information:
 - A. Project understanding and approach – This section shall outline your team’s approach to assuring the successful completion of the project. At a minimum, it should address the following:
 - i. project objectives appropriate to the proposed scope of services and schedule
 - ii. your understanding of the potential issues that may affect successful completion
 - iii. specific approach methodology to assure effective budget utilization
 - B. Proposed project manager – This section shall identify the proposed project manager and at a minimum address the following:
 - i. general qualifications to perform this assignment
 - ii. the project manager’s experience on similar economic development and/or land management plans, including small boat harbor projects, in Alaska
 - iii. experience on Whittier projects
 - C. Proposed project team – This section shall present the professionals who will actively participate in technical project activities and at a minimum address the following:
 - i. proposed project assignment and qualifications
 - ii. the team’s experience with similar projects and with other team members

- iii. experience on Whittier projects
 - iv. how subcontractors, if any, are expected to be used
- D. Firm resources and experience – At a minimum, address the following:
- i. size, resources, and business history
 - ii. the firm’s experience with economic development and/or land management plans, including small boat harbor projects, in Alaska
 - iii. expected use and management of subcontractors, if any, for this project
5. References and resumes – List the names, titles, and contact information of at least three clients who obtained similar services from your firm. The projects managed by the proposed project manager should also be referenced. The services provided should be described and the project manager listed. Please also include a resume for each proposed project team member.

VI. SELECTION PROCESS AND EVALUATION CRITERIA

It is the City’s intent to negotiate a lump sum fee for the work with the successful Consultant. Proposers are directed not to include any discussion or estimate of professional fees, hours to perform specific work tasks or schedule of fees and expenses, in response to this RFP. The City reserves the right, but is not obligated, to negotiate directly with the successful Consultant for additional services relating to the design, including future phases, design, permitting, and/or construction administration services, without advertising or initiating a subsequent selection process, at the City’s sole discretion.

The City of Whittier reserves the right to accept or reject any or all proposals, to waive irregularities or informalities in the proposals, and to award the contract to the respondent that best meets the selection criteria. All materials submitted in response to this RFP will become the property of the City. The City reserves the right to use any ideas in a proposal regardless whether that proposal is selected.

The City reserves the right to award the contract to the highest ranked firm without further discussion solely on the basis of written proposals or to reject any and all proposals if the City Manager determines that it is in the best interest of the City to do so. The City also reserves the right to request oral presentations and interviews at any time prior to recommendation of award of any contract resulting from this RFP. The City reserves the right to request additional information or clarifications from proposers or, at the City’s discretion, to allow corrections of errors or omissions, where it is in the best interest of the City.

The City also reserves the exclusive right to negotiate with the highest ranked firm for services to produce the Plan. However, it should be noted that because costs incurred for the Plan are not eligible for reimbursement by EDA, the Consultant will be required to submit separate invoicing for the Plan.

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 subcontractor's prior work experience and performance, including projects not referenced in the proposal, available written evaluations and may contact listed references or other persons knowledgeable of a proposer's and/or subcontractor's past performance. Factors such as overall experience relative to the proposed contract, quality of work, cost control, and the ability to meet schedules, and any other relevant issues, may be addressed during the evaluation.

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

A.	Project Understanding and Approach	25	points
B.	Proposed Project Manager	15	points
C.	Proposed Project Team	10	points
D.	Resources and Experience	35	points
E.	References	<u>15</u>	points
	Maximum Score	100	points

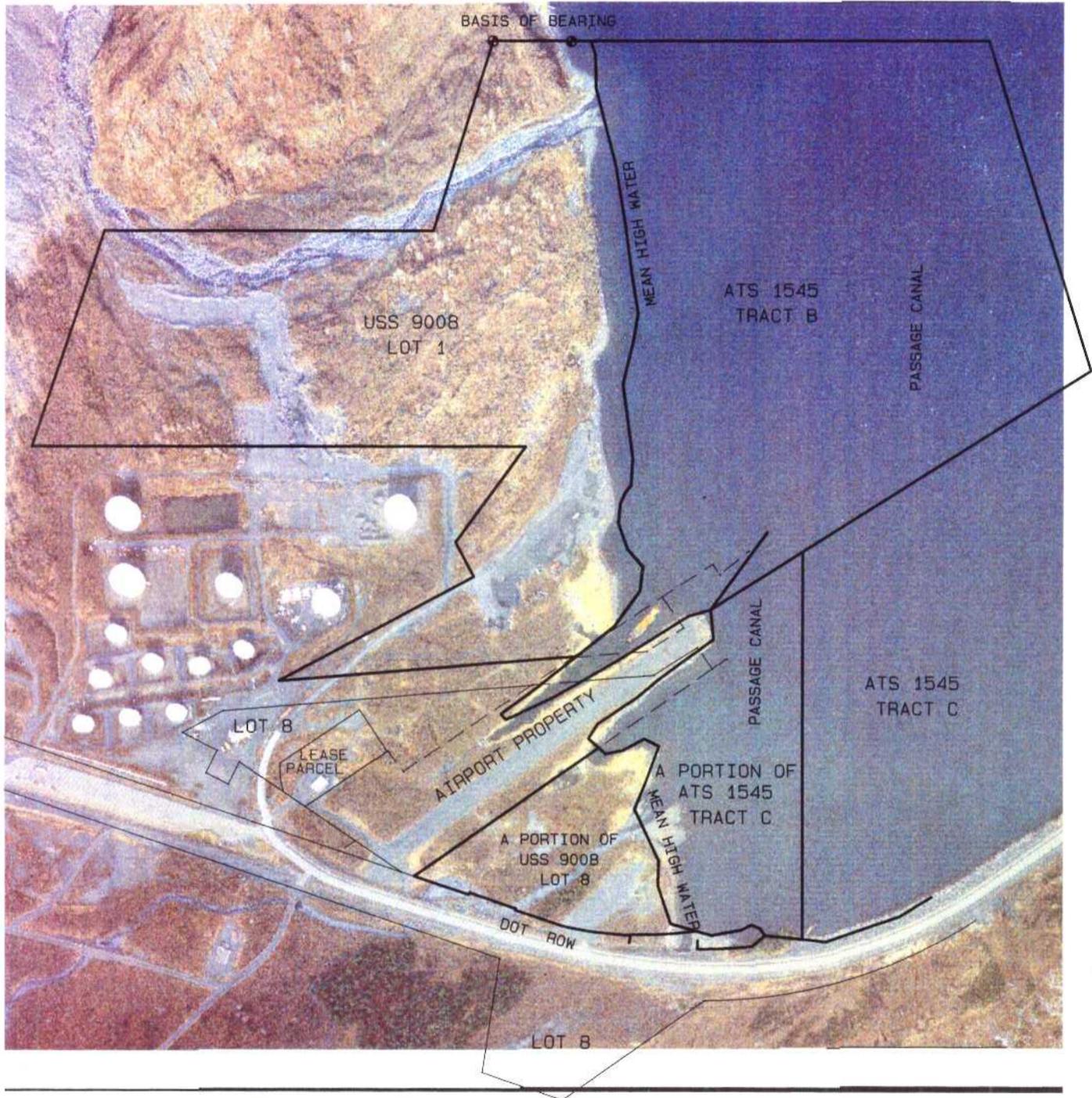
The City of Whittier reserves the right to award a contract to the highest ranked firm based solely on the written proposal or request oral interviews with a "short list" of the highest ranked firms. The highest ranked proposer will be invited to enter into negotiations with the City of Whittier for the purpose of contract award. The City of Whittier reserves the right to terminate negotiations with any proposer should it be deemed to be in the best interest of the City of Whittier.

VII. PROJECT SCHEDULE

The City and Consultant will negotiate a project schedule based on the general guidelines described in this RFP.



OVERVIEW



DRAWN RI
 CHKD MT
 DATE 1/10/08
 SCALE AS SHOWN



1506 West 36th Avenue
 Anchorage, Alaska 99503
 Phone: 907.561.1011
 Fax: 907.563.4220
 www.pndengineers.com

LEGAL DESCRIPTION
 OVERVIEW
 ALL WITHIN
 SECTION 14, 15, 22 & 23 TOWNSHIP 8
 NORTH, RANGE 4 EAST, S.M., ALASKA
 ANCHORAGE RECORDING DISTRICT

FB N/A
 GRID N/A
 PRJ.NO 051136
 DWG. NO. 1 OF 1

Figure 1
Location of
Whittier, Alaska

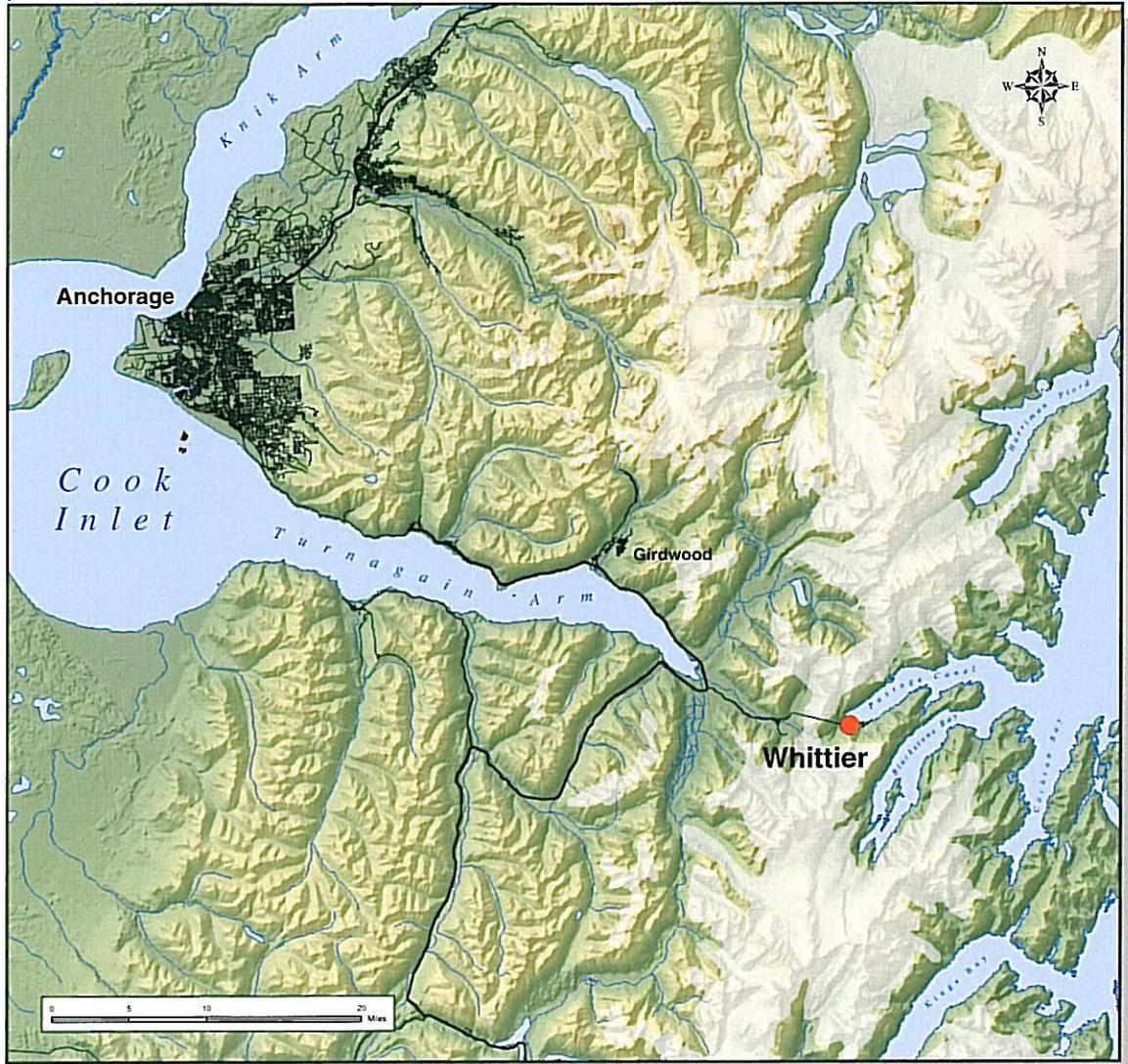


Figure 2
Whittier City Limits

