



Public Works Department

April 2019

**REQUEST FOR QUALIFICATIONS
ESTABLISHMENT OF PROFESSIONAL SERVICES ROSTER**

for

**Architectural Services
AutoCAD Drafting Services
Civil Engineering Services
Contract Advisory Services
Economic Consulting Services
Electrical Engineering Services
Energy Service Company (ESCO) Services
Environmental Engineering Services
Geotechnical Engineering Services
Geographic Information System (GIS) Services
Hazardous Waste Management Services
Land Surveying Services
Landscape Architectural Services
Marine/Waterfront Engineering Services
Material Testing Services
Mechanical Engineering Services
Permitting/Regulatory Compliance Services
Project/Construction Management Services
Supervisory Control and Data Acquisition (SCADA) Services
Special Inspection Services
Structural Engineering Services
Traffic Engineering Services**

Issued By: 
Michael Harmon, Director of Public Works

Date: 4/9/19

CBS PROFESSIONAL SERVICES ROSTER SOLICITATION

REQUEST FOR QUALIFICATIONS (RFQ)

Establishment of Professional Services Roster

SCOPE OF SERVICES: The City and Borough of Sitka (CBS) is requesting qualifications from Consultants to provide the following professional services: Architecture; AutoCAD; Civil Engineering; Contract Advisory; Economic Consulting; Electrical Engineering; Energy Service Company (ESCO); Environmental Engineering; Geotechnical Engineering; Geographic Information Systems (GIS); Hazardous Waste Management; Land Surveying; Landscape Architecture; Marine/Waterfront Engineering; Material Testing; Mechanical Engineering; Permitting/Regulatory Compliance; Project/Construction Management; Supervisory Control and Data Acquisition (SCADA); Special Inspections; Structural Engineering; and Traffic Engineering.

Qualified consultants will be registered on the CBS Professional Services Roster. CBS may consult its roster for the execution of professional services included in this solicitation and either directly select the most-qualified firm for a given project, or issue a mini-request for qualifications (mini-RFQ) for a specific task to a short list of consultants identified by CBS to be the most qualified to complete the work. The consultant selected as most qualified for a specific task will enter into contract negotiations with CBS. The CBS Public Works Department expects to rely primarily on its Professional Services Roster to award professional service contracts, but reserves the right to issue project-specific RFQs if it is deemed in the best interest of CBS. CBS expects to maintain this Professional Services Roster through 2023 as described in this solicitation, until a new roster is established in 2024. Contracts using federal funding may result from this solicitation.

QUESTIONS REGARDING THIS RFQ: Cliff Richter, Municipal Engineer, is the point of contact for all issues pertaining to the establishment, use and maintenance of the Professional Services Roster. Phone (907) 747-1807 or e-mail at publicworks@cityofsitka.org

DEADLINE FOR QUALIFICATIONS PROPOSALS: There is no deadline for submitting qualifications. However, the term for the current Professional Services Roster expires on April 30, 2019. Firms wishing to be considered for any projects awarded in May 2019 should submit their proposals no later than April 30, 2019. A new roster will be established and posted on the CBS Public Works web site (<http://cityofsitka.com/government/departments/publicworks/index.html>) prior to May 1, 2019, which is the date when the updated roster takes effect.

Interested firms shall submit one electronic copy of qualifications and all supporting information requested in this document in .pdf format to the address below (if sent via thumb drive). E-mailing .pdf submittals to publicworks@cityofsitka.org is also acceptable.

City and Borough of Sitka
Public Works Department
ATTN: Professional Services Roster
100 Lincoln Street
Sitka AK 99835

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1.0 GENERAL INFORMATION

1.1 Purpose

The purpose of this document is to solicit qualifications-based proposals from Consultants to provide the following professional services: Architecture; AutoCAD; Civil Engineering; Contract Advisory; Economic Consulting; Electrical Engineering; Energy Service Company (ESCO); Environmental Engineering; Geotechnical Engineering; Geographic Information Systems (GIS); Hazardous Waste Management; Land Surveying; Landscape Architecture; Marine/Waterfront Engineering; Material Testing; Mechanical Engineering; Permitting/Regulatory Compliance; Project/Construction Management; SCADA; Special Inspections; Structural Engineering; and Traffic Engineering.

CBS will include all firms it determines to be qualified to populate the roster. Only those firms on the roster will be considered for contracts to be awarded as described in this solicitation. For each specific project, CBS will either select the firm from the roster it deems the most qualified for that project, or issue a mini-RFQ to a short list of firms on the roster it deems the most qualified to do the work. Each selection will be based on the qualifications of the firm without consideration of costs or price. If CBS and the selected firm cannot agree on the scope, schedule and fee for a project, CBS will select the next-most qualified firm to engage in negotiations. This selection procedure is intended to satisfy the qualifications-based selection (QBS) requirements of the Brooks Act. CBS may award contracts for federally funded projects under this solicitation. These projects would be subject to laws pertaining to the federal program funding the project. These provisions and clauses will be communicated if a mini-RFQ is issued, and/or when CBS is negotiating a contract with the selected consultant.

CBS does not intend to formally solicit for a new Professional Services Roster again until November of 2023. Rather, in December of each year prior to that, CBS will e-mail each of the firms on the roster, updating the anticipated projects list and requesting a new letter of interest and proof of licensing. New letters of interest and updated proof of licensing will be required annually. This solicitation will be open and posted on the CBS web site for the duration of the roster (through 2023). In this manner, CBS will add and delete firms from the roster through 2023, until a completely new roster is established for 2024.

1.2 Scope of Services

Each project to be performed under this RFQ may be executed by separate contract stating the specific scope of services, specific method of payment, performance period and any other conditions pertinent to the particular project. Term contracts of \$50,000 or less may also result from this RFQ.

The scope of services for each contract will be for the type of work typically done under the specific discipline. Contracts may involve services for design, technical studies and analysis, cost estimating, plan and specification review, field inspection, data acquisition, laboratory analysis, and drafting.

CBS does not guarantee that any firm listed on the Professional Services Roster will be awarded a contract. CBS may elect to issue a separate RFQ for projects within the scope of this solicitation if it is deemed in the best interest of CBS.

CBS may award contracts for the projects listed below during the term of this Professional

Services Roster. Highlight in your submittals projects that your firm is especially well-suited for. Anticipated upcoming projects include, but are not limited to:

- **Lake, Monastery, Hirst and Kinkead Utility and Street Improvements design:** This project will replace approximately 2,800 LF of water main and 2,800 LF of sewer main, storm drainage structures and pipes, pavement, curb, gutter & sidewalk in an area underlain with muskeg. Water system improvements will replace corroded pipes and increase flow capacity. Sewer improvements in this area were identified in the CBS Sewer Master Plan, primarily due to sewage backups resulting from misaligned joints and flat grades. The construction, which will be bracketed by DeGross Street to the south and Arrowhead Street to the north, will take place over two summers, and the design will be phased to match the construction schedule. This project will utilize funding provided from the Alaska Department of Environmental Conservation's Municipal Grants & Loans (ADEC MGL) program. Anticipated total costs, including design, for the two-phase project is \$4.5 million.
- **Gavan-Brady-Moller Utility and Street Improvements design:** The roadway, sidewalk, curb and gutter of Brady and Gavan, all constructed between 1975 and 1979, are deteriorated. The water main of the same vintage has broken two times in the last four years and will be replaced with new HDPE pipe. The project includes replacing the pavement, most of the sidewalk, curb and gutter on Brady and upper Gavan, and installing roadside ditching on lower Gavan and Moller. Anticipated total costs, including design, for the project is \$1.5 million.
- **Sea Walk Phase II – Totem Square to Sitka Public Library design:** The Sitka Sea Walk Phase II will span from the Harrigan Centennial Hall / Sitka Public Library campus to the O'Connell lightering facility with a connector to Lincoln Street, downtown shopping and Totem Square. This Sea Walk route around the seaward side of the O'Connell Bridge solves a long-standing, identified safety issue with pedestrians making uncontrolled crossings of the State of Alaska owned and maintained Harbor Drive. A detailed topographic/as-built survey of the proposed corridor has been completed. CBS has obtained design funds via the Federal Lands Access Program and construction funds via the Transportation Alternatives Program for this project. Anticipated total costs, including design, for the project is \$1.7 million.
- **Japonski Island sewer force main assessment and technical memo:** The 16" ductile iron force main conveying most of the wastewater collected on Baranof Island to the WWTP broke twice in the Fall of 2017. The pipe was found to be badly corroded (external corrosion) at the locations where it broke. CBS wishes to non-destructively assess the condition of this force main and some critical steel mains in the water system to help with capital project planning. Anticipated costs for this assessment is unknown. Depending on the results of this study, scope may expand to include detailed design of a pipe replacement or trenchless rehabilitation project.
- **Eliason Harbor Electrical Replacement design:** Eliason Harbor was originally designed by the State of Alaska Department of Transportation and Public Facilities (ADOT&PF) with Phase II construction completed in 1999. The Eliason Harbor electrical system has reached the end of its service life. It has experienced multiple main feeder cable failures in recent years due to failed insulation. The load centers and pedestals exhibit severe rusting of structural components and major corrosion. The digital meters

lose their accuracy in the marine environment and in many cases, fail completely. CBS desires to replace the components of the harbor that are in the worst condition: main service equipment, main distribution panelboard and load centers on the floats, and main cables between these components and new pedestals. The scope includes using materials and components that are proven to have a long service life in a marine environment as well as modifications to the float to allow the cables to have proper bending radii and chafe protection. This will allow the new electrical system to have a service life equivalent to or greater than the remaining service life of the floats themselves. Anticipated total costs, including design, for the project is \$3.8 million.

- **Seaplane Base EA and design:** The current Sitka Seaplane Base has exceeded its useful life and must be replaced in its entirety. Several siting studies have recommended an alternate location on Japonski Island. These studies can be found on the CBS Harbor Department website at: <http://www.cityofsitka.com/government/departments/harbor/index.html> . Federal Aviation Administration grant funding may be available to develop necessary environmental documentation, an airport layout plan, and complete a concept design for the new facility. Anticipated costs for environmental permitting and concept design is \$450,000.
- **SCADA Maintenance and Upgrades:** CBS needs an on-call SCADA contractor for maintenance, troubleshooting, etc.
- **Household Hazardous Waste support:** Collect and dispose of household hazardous waste collected at once-a-year events. Provide labels and shipping papers for transportation, recycling, reclaiming and/or disposal of materials.
- **Lincoln Street Utility & Street Improvements design:** Lincoln Street between Lake Street/Harbor Drive and Jeff Davis Street was constructed in 1985. The asphalt is deteriorated and must be replaced. The storm drain was installed in 1985 and the current condition is not known. The water main is 8" ductile iron, too small to serve as a transmission main. The project consists of replacing the paving either as a grind and overlay or pavement replacement project. Select portions of the existing sidewalk, curb and gutter will be replaced. Non-compliant ADA ramps will be replaced. The existing storm drain will be evaluated and replaced or trenchlessly rehabilitated as needed. The water main will be replaced with 16" HDPE pipe. Anticipated total cost, including design, for the project is approximately \$1.3 million.
- **Utility Master Planning:** CBS's Drinking Water, Sanitary Sewer and Storm Sewer master plans are outdated. Public Works wishes to update or issue new master plans for these utilities. The plans will focus on a description of the layout of existing infrastructure, a condition assessment for the infrastructure, and a plan for improvements or maintenance of the infrastructure. Current master plans are available for review on CBS's Public Works web site: <https://www.cityofsitka.com/government/departments/publicworks/index.html>

In addition to the projects listed above, CBS may utilize the Professional Services Roster to award additional projects as necessary within the various technical disciplines included in the RFQ.

1.3 Consultant Selection Process

CBS may choose to select a consultant from the Professional Services Roster for any given project within the scope of this solicitation if it determines that the firm is the most qualified to do the work.

For each project for which CBS decides to issue a mini-RFQ, selected firms from the Professional Services Roster will be asked to respond to an informal email solicitation. Once received, responses will be reviewed by the CBS Project Manager, and review comments will be forwarded to the Municipal Engineer for final selection.

1.4 Background

Sitka is a community of approximately 9,000 residents, located on Baranof Island. Access is by boat or plane only. Due to our isolation, the procurement of construction materials is expensive. Much of Sitka's civil infrastructure (especially roads and stormwater pipes and structures) was constructed in the mid-1980s, and is ready for replacement. The City and Borough of Sitka provides treated drinking water from Blue Lake, located at the southern end of the road system. Wastewater is collected and pumped (utilizing 39 lift stations) to the primary wastewater treatment plant on Japonski Island. CBS owns and maintains 5 boat harbors and 22 miles of roads.

2.0 STATEMENT OF QUALIFICATIONS CONTENT REQUIREMENTS

Any Statement of Qualifications that fails to include all information listed in Section 2.0 will be considered non-responsive, except as allowed in Section 2.5.

2.1 Letter of Interest

Provide a Letter of Interest signed by an authorized representative of the firm. Indicate in the letter the professional discipline or disciplines for which your firm is proposing. If you are submitting information on more than one discipline, separate information for each discipline provided in response to Sections 2.2 and 2.3 below with dividers.

2.2 The Firm: Experience & Capacity (5 pages maximum per discipline)

Provide general background information on the firm including specialized experience, capabilities, and unique qualifications to complete projects efficiently and responsively. Provide insight and/or lessons learned from any projects previously completed for CBS. If your firm is interested in completing any of the projects described in Section 1.2, describe how it is uniquely qualified to complete the project.

The proposal shall include names, individual contacts, and telephone numbers of references for at least two projects that were completed in the last three years for each discipline for which your firm is proposing.

2.3 Personnel Qualifications

Furnish *brief* resumes for key personnel within the firm who will likely provide services under this term contract. The resumes should provide an informative, yet succinct description of recent projects that were completed on time and within budget.

List any specialized expertise that would be useful to CBS in considering specific projects.

2.4 Proof of Licensing

The proposal shall contain the following:

The license number of the firm's Alaska Certificate of Authorization to offer the proposed professional services, if the proposing firm is a Corporation, Limited Liability Company or Limited Liability Partnership; and

The license number of the Alaska Professional Registration certificate(s) for key personnel in the firm, and for each professional service discipline.

Only firms holding all required State of Alaska licenses will be considered for inclusion on the Professional Services Roster.

2.5 Proposal Update

Firms on the 2018 Professional Services Roster may choose to send only a Letter of Interest and Proof of Licensing meeting the requirements of Paragraphs 2.1 and 2.4, respectively, and expressing their desire to be included on the 2019 roster, in lieu of an entirely new proposal. This is acceptable. CBS encourages firms who elect to do this to describe changes to the firm, personnel (updated resumes), 2018 projects completed, and any other information that demonstrates the firm's capabilities.

3.0 ESTABLISHMENT OF PROFESSIONAL SERVICES ROSTER

Upon submission of proposals, CBS staff will review the provided licensing information, confirm that the firm meets all licensing requirements, and verify that all other requested information is included in the proposal. CBS will include the responsive proposals received from qualified firms on the Professional Services Roster.

4.0 SUBMISSIONS AND INQUIRIES

CBS encourages disadvantaged, minority, and women-owned consultant firms to respond. Submit one electronic copy of your Statement of Qualifications to:

City and Borough of Sitka, Public Works Department
100 Lincoln Street,
Sitka, Alaska 99835

Proposals will be received on an ongoing basis.

Any questions regarding this project should be directed to Cliff Richter, P.E., Municipal Engineer, at (907) 747-1807, or by email at publicworks@cityofsitka.org.

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