REQUEST FOR QUALIFICATIONS (RFQ) by CITY OF VALDEZ, ALASKA for

EAST PIONEER STREET INVESTIGATION, DESIGN AND ADMINISTRATION

A. Overview

The purpose of this document is to solicit qualifications from professional consultants to provide engineering, and related professional services for the demolition and replacement of the pavement, curb, sidewalk, storm drain, base, and sub-base of East Pioneer Street. The Consultant shall conduct design, public meetings, develop traffic control plans, provide information, reports, and drawings necessary to develop and communicate the project program, education specifications, concept designs, project cost, final design, bid assistance, inspection, and contract administration.

The project consists of furnishing all labor, materials, equipment, tools, supervision, and other facilities necessary to perform the required services in accordance with the standards and criteria of the City of Valdez standards of the engineering profession.

B. Requirements for Statement of Qualifications

A detailed description of the requirements can be downloaded from the web:

www.ci.valdez.ak.us

(Click on Contracts Out For Bid on the left hand side of the screen)

C. Submissions and Inquiries

Valdez encourages disadvantaged, minority and women-owned consultant firms to respond.

Submit Six (6) copies of your Statement of Qualifications to:

City of Valdez, Alaska, Director of Capital Facilities PO Box 307 Valdez, AK 99686

Proposals will be accepted until: 5 pm local time, May 9th, 2013.

Any questions regarding this project should be directed to Dean Day, Capital Facilities Director, at dday@ci.valdez.ak.us, (907) 835-5478 Ext.1.

NOTICE GIVEN by	y the City Manage	er, City of Valdez	, Alaska, this	day of _	2013.

City of Valdez

City Manager

Dates of Publication:

Anchorage Daily News

Fairbanks Daily News Miner

Valdez Star

4/21/13 and 4/28/13

4/21/13 and 4/28/13

4/24/13 and 5/1/13

I. SCHEDULE:

A. Submittal of proposals due: May 9th, 2013

B. Interview selected finalists: May 23rd, 2013

C. Award of Contract: June 3rd, 2013 City Council meeting

II. PROPOSAL ORGANIZATION

Proposals should be organized to address the following rating criteria in a clear and concise manner. Proposal lengths should be as short as practical and all material included should be germane to the project. All drawings or documentation in support of the proposal must be complete at the time of submittal.

A. Professional Qualifications

Briefly describe the proposed methodology used to complete the proposed project. The descriptions should be clearly expressed and should reflect the major, individual elements of the overall effort set out as tasks to be accomplished. The **SCOPE OF WORK** should be logical, reasonable, and should indicate an understanding of the proposed project.

B. Schedule and Deliverable Products

A schedule should be included which represents the consultant's reasoned estimate of the time required for completion of each task. The schedule should be related to the **SCOPE OF WORK.** Deliverable products should be discussed and approximate submission dates included on the schedule.

C. Project Management

A discussion of the management scheme and the consultation team should be included. The responsibilities of each member of the project team should be discussed with detail being given to the project manager and other design, supervisory, or key project team members should possess the experience; education, background and record of accomplishment appropriate to carry out the tasks indentified in the SCOPE OF WORK. Discussion should be limited to the education experience and projects pertinent to the subject project.

D. Team Experience

Describe <u>briefly</u> the type of firm or firms comprising the project team and briefly explain areas of technical competence. Give specific examples of only related past projects annotating those projects that parallel this proposal.

The satisfactory completion of similar projects of equal size and complexity will be an important element in the proposal's evaluation. Include information on all subcontractors that will be used.

The City reserves the right to approve or disapprove the use of any or all subcontractor(s).

III. The Proposals will be rated according to the attached criteria ranking system.

IV. BACKGROUND INFORMATION:

East Pioneer Street between the Richardson Highway and Meals Avenue is one of the busiest streets in the City of Valdez. There is some large truck traffic on East Pioneer, and there are a few businesses that use the street for access. East Pioneer is one of the main points of access from the Richardson Highway to the City of Valdez, and it is used as the shortest route to the grocery store and hospital from east of the City.

East Pioneer Street's pavement is in disrepair. There are potholes, and low spots that accumulate water. Whether the pavement is failing due to drainage issues, poor sub-base, or other problems is unknown.

The City wants to employ a consulting engineer with a background in rural streets and drainage issues to help us re-build the street.

V. SCOPE OF WORK

- 1. The Engineer shall have East Pioneer Street surveyed for location and elevation, identify all utilities, drainages, driveways, and adjacent structures.
- 2. The Engineer shall investigate the drainage and sub-base of East Pioneer Street.
- 3. The Engineer shall prepare a preliminary design and review with the City.
- 4. The Engineer shall contact adjacent property owners and business for review of the preliminary design.
- 5. The Engineer shall contact the Corps of Engineers, Department of Environmental Conservation, Department of Natural Resources, Department of Transportation, and any other applicable agency and submit / obtain the plans and permits needed for construction.
- 6. The Engineer shall hold public hearings to notify the public of the improvements, and the difficulties involved during construction.
- 7. The Engineer shall prepare a final design and traffic control plan for review and approval with the City and all other permitting or affected agencies.
- 8. The Engineer shall issue plans and specifications to be used for bidding.
- 9. The Engineer shall review the bids and recommend the action the City should take.
- 10. The Engineer shall attend the pre-construction conference.
- 11. The Engineer shall inspect and administer the contract during construction.
- 12. The Engineer shall prepare and submit all close-out project / permitting documentation, and shall insure satisfaction of the final product to all affected agencies.

PROPOSAL RATING SHEET

PROJECT TITLE:	East Pioneer Street	
PROJECT NUMBER:	13-350-1100	
CONSULTANT:		
ADDRESS:		
EVALUATOR:		
DATE:		
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INSTRUCTION TO EVALUATOR:

This is a two-page form. Note that Column "A: has numerical values assigned by the Office of Engineering. These values are meant to guide the Evaluator and establish the relative importance of each item to be rated. Column "B: should be completed using a numerical scale of 1 to 10 points. Rating should be based upon the degree of thoroughness with which you think the Consultant has addressed each of the items. Upon completing the Column "B" entries, the Evaluator should then multiply the value for each item entered in Column "B" by the corresponding preprinted value in Column "A" placing the result in Column "C" then totaling Column "C".

PROPOSAL RATING SHEET

PROJECT TITLE:East Pioneer Street	_ PROJECT N	NO: <u>13-350</u>	<u>)-1100</u>
CONSULTANT:			
	A RELATIVE IMPORTANCE	B SCORE (1-10)	C TOTAL SCORE
RESPONSE TO RFP (are items below adequately addressed) Project Management Schedule/Products Scope of Work	<u>1</u>		
PROPOSAL Approach Appropriate to Project Scope, Tasks, Products ALL Relate Logically Adequate Effort Proposed Realistic Scheduling Realistic Design Consideration	2		
EXPERIENCE Related Experience of Firm(s) Related Experience of Project Personnel Experience in Municipal Work Experience in Alaska Experience in Valdez TOTAL (300 points possible)			
EVALUATOR		DATE	