



## Request for Proposals

---

### I. SUMMARY

The **City of Valdez** is requesting proposals from qualified professional firms to provide engineering and feasibility professional services for:

#### **Planning and Feasibility for, and Design of Comprehensive Municipal Harbor Facilities**

Proposals will be received until 2:00 pm, Tuesday, October 30, 2012; addressed to **CITY OF VALDEZ, P.O. BOX 307, VALDEZ, ALASKA, 99686, ATTN: CITY MANAGER.**

More specific information concerning the proposed project and proposal submittal guidelines follow:

**One signed original, six hard copies, and one electronic copy of the proposal shall be enclosed in an opaque, sealed envelope marked with the project title and name and address of proposer. If the proposal is sent through the mail or other delivery system, the sealed envelope shall be enclosed in a separate envelope with the notation "PROPOSAL ENCLOSED" on the face thereof.**

It is expected that each respondent will become thoroughly acquainted with the project prior to preparation of a proposal. Consultants should demonstrate the professional, technical expertise necessary to accomplish the project. Unique solutions are encouraged which would result in a marked advance in scheduling, cost savings, or would use a state-of-the-art technique. For purposes of comparison, any unique solutions proposed should be made supplemental to, and not instead of, the **SCOPE OF WORK** as outlined.

### II. SCHEDULE

- |    |   |                  |
|----|---|------------------|
| A. | Pre-proposal meeting/Teleconference (optional): | October 24, 2012 |
| B. | Submittal of proposals due:                     | October 30, 2012 |
| C. | Anticipated award of contract:                  | November, 2012   |



## Request for Proposals

---

### III. PROPOSAL ORGANIZATION

Proposals should be organized in a clear and concise manner. Proposal lengths should be as short as practical and all material included should be germane to the project. In no case shall the entire proposal package exceed ten (10) pages. All drawings or documentation in support of the proposal must be complete at the time of submittal.

#### A. Approach

Briefly describe the proposed methodology used to complete the 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 goals.

#### 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 who should possess the experience; education, background and record of accomplishment appropriate to carry out the tasks identified in the **SCOPE OF WORK**. Discussion should be limited to the education, experience, and projects pertinent to the subject project.

#### D. Team Experience

**Briefly** describe 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



## Request for Proposals

---

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).**

### IV. FEE PROPOSAL

The proposers will provide an estimated level of effort required to achieve the **SCOPE OF WORK** and include a fee proposal based on that estimate. Rate sheets, as well as travel/per diem costs are to be included in the fee proposal.

### V. EVALUATION

Proposals will be evaluated on a qualitative basis referring to the requirements listed in "Proposal Organization." Consideration will also be given to the overall value offered.

### VI. BACKGROUND INFORMATION

For over ten years the City of Valdez has been working with the Army Corps of Engineers (ACOE) to expand its small boat harbor capacity by developing a second harbor basin. The ACOE has completed federal feasibility on the project and the city has received federal authorization for construction through the 2007 WRDA legislation. The ACOE has begun design of the federal portion of the project (the breakwaters and navigational channels). However to complete their work, the ACOE needs to know how the city intends to configure the internal portions of the harbor (the non-federal portion of the project).

In order for the city to properly plan for and design the internal components of the new basin and its uplands, the existing harbor and related facilities must be evaluated and taken into consideration. To develop the most efficient and effective use of all harbor facilities (old and new), optimization of all infrastructure is required. The city therefore seeks assistance with the research and feasibility necessary to develop a plan to maximize the utilization of all harbor facilities within the city.

The city also seeks an economic analysis of the existing harbor, from which an extrapolation could be conducted to reasonably determine the probable expected future maintenance, operational and eventual replacement costs for the new



## Request for Proposals

---

harbor. Additionally, projections of probable future revenues will be required to determine the economic viability of the new harbor and whether any municipal subsidy would be required for ongoing operations or maintenance/replacement costs.

The City is interested in getting the final report to the ACOE as soon as possible.

### VII. SCOPE OF WORK

The City of Valdez is seeking proposals from qualified firms to:

1. Conduct a thorough review of all existing City of Valdez harbor facilities, operations, finances, policies/procedures, and planning documents; as well as to interview city staff, the Ports & Harbor Commission, harbor users (commercial/industrial, Coast Guard, recreational, emergency response, etc.), and potential future harbor users, to gain an intimate understanding of current and future needs for small boat harbors in Valdez.
2. Review all ACOE planning, feasibility, and design documents for the new harbor project and be knowledgeable of all ACOE related processes.
3. Compile a list of needed infrastructure components (for harbors & uplands) for both the new and existing harbors.
4. Develop a plan and multiple conceptual design options for maximizing the utilization of all required infrastructure. Produce drawings and three dimensional renderings of all options.
5. Conduct an economic analysis of the existing harbor, from which an extrapolation will be made to estimate the probable expected future maintenance, operational and eventual replacement costs for the new harbor. Additionally, projections of future revenues will be estimated and a determination made regarding the economic viability of the new harbor and whether any municipal subsidy will be required for ongoing operations and/or maintenance/replacement costs.
6. Present findings to City Administration, the Ports & Harbor Commission and the City Council.
7. Prepare a final report with all findings and recommendations to include input from City Administration, the Ports & Harbor Commission and the City Council.
8. Develop approved solution to preliminary design sufficient to obtain construction cost estimates.
9. Provide preliminary construction cost estimates for the approved solutions.

**Note: the City of Valdez reserves the option at its sole discretion to retain the successful firm for additional design services under a separate contract.**

Date: October 4, 2012

Project Name: Planning and Feasibility for and Design of Comprehensive  
Municipal Harbor Facilities

**REQUEST FOR ADDENDUM & PLAN HOLDERS LIST**

***To receive addendums associated with projects, interested contractor must submit a Request for Addendum form for EACH project. Fill out above highlighted section. Incomplete requests will not be considered.***

City of Valdez-City Manager's  
Office  
Attn: Tina Fifarek P.O. Box 307  
Valdez, AK 99686  
Fax: (907)-835-5574  
[tfifarek@ci.valdez.ak.us](mailto:tfifarek@ci.valdez.ak.us)

Company: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone No.: \_\_\_\_\_  
Fax No.: \_\_\_\_\_  
Email: **(required)** \_\_\_\_\_

Bid Documents will not be available in Valdez for purchase,  
but may be downloaded from the City of Valdez Website at [www.ci.valdez.ak.us](http://www.ci.valdez.ak.us)