



**City of Valdez
Request for Qualifications**

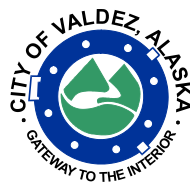
Date: May 22, 2019

Project: Construction Management & Inspection Services

Project Number: 19-001-43400

A. Overview

1. The purpose of this document is to solicit qualifications from professional consultants to provide construction management, owner's representation, and related professional services for a portfolio of City projects. Projects specifics will be outlined below. The suite of projects includes emergency power generation additions and electrical distribution upgrades for a variety of City infrastructure. The City reserves the right to select qualified candidates and/or firms on a project by project basis that is most beneficial to the City. The Consultant will report to the respective City Project Manager and will be responsible for assisting with design development and value engineering where applicable. The period of performance begins with pre construction and will continue throughout project completion. The anticipated duration will be for the 2019-2020 construction season (roughly April through December).
2. The following are identified projects for consideration:
 - a. Project: VCT Electrical Upgrades 17-350-1715
 - i. Designer: RSA Engineering INC
 - ii. Contractor: NPC Energy Services LLC
 - iii. Approximate Budget: \$3.3 Million
 - iv. Scope: Replace electrical distribution equipment, including transformers, switch boards, panel boards, and the addition of new refer pedestals on the North end of the Valdez Container Terminal. This project also includes the replacement of the standby generator with a 1000kW packaged generator assembly.
 - b. Project: Clinic Backup Generator 18-310-9310
 - i. Designer: RSA Engineering INC
 - ii. Contractor: TBD
 - iii. Approximate Budget: \$185,000
 - iv. Scope: The addition of a 35kW packaged generator assembly to the Valdez Medical Clinic.
 - c. Project: Valdez City Schools Generator Replacements
 - i. Designer: TBD
 - ii. Approximate Budget: \$1,500,000
 - iii. Scope: Design coordination & construction management for replacement of emergency backup generators at Valdez High School and Hermon Hutchens Elementary School.



- d. Project: City of Valdez Telephone/Network Upgrades
 - i. Designer: TBD
 - ii. Approximate Budget: TBD
 - iii. Scope: Design coordination and construction management for upgrades of existing telephone and network infrastructure throughout the City of Valdez.

B. Scope of Work

Construction Manager / Owner's Representative will be responsible for the following:

1. Ensuring the project meets the Owner's goals.
2. Assisting with design review & value engineering.
3. Keeping the project within budget and on schedule.
4. Report to City's Project Manager on progress, concerns, and needs.
5. Coordinating user requirements with the design team and all contractors.
6. Coordinating and facilitating all needed meetings of oversight groups.
7. Oversight of the design team contract.
8. Oversight of the general contractor contract(s).
9. Provide owner's representative inspection and daily progress reports.
10. Verify compliance with permitting and other State/Federal agency requirements.
11. Oversight of all project close-out requirements and accounting.
12. Review project redlines and final as-builts for completeness.

C. Selection Process

Submissions will be rated using a two-step process. Scores from step two are independent from step one.

1. Responses will be received by the City's Capital Facilities office and will be scored by a panel of City representatives. Additional representatives selected to participate in the scoring process may include design consultants, City Council Members, School District/Board representatives and Council Commission members. Scoring guidelines are outlined in section D (100 points max per evaluator).
2. Shortlisted consultants will be interviewed and ranked for selection.

The City reserves the right to divide the project scope, or otherwise award to firms however it deems to be most advantageous in accordance with City procurement policy, regardless of the result of scoring process.



D. Requirements of Statement of Qualifications

1. The firm or individual that submits a statement of qualifications must be licensed to do business in the State of Alaska, and all responsible personnel must have appropriate Alaska licenses to conduct the tasks identified in the proposal. The City of Valdez assumes no obligation by accepting a proposal.
2. Responses will be limited to page requirements below:
 - i. Cover Letter 1 page maximum
 - ii. Response to Criteria 10 page maximum
 - iii. Resumes 1 page each maximum

One page is defined as one side of a standard 8 ½” x 11” sheet of paper. Submittal shall be presented in 8 ½” x 11” format. A limited number of larger sheets may be included if folded to 8 ½” x 11” format. Larger sheets will count as two pages. Tabs and/or divider pages do not count against the maximums. Font may be no smaller than 10 point.

3. The following criteria will be considered during evaluation of responses. Each criterion is followed by its relative weight.
 - i. Experience and technical competence of key personnel in the following areas (50 pts):
 1. Alaskan (rural) project management experience.
 2. Coastal construction experience.
 3. Technical ability/experience for major project scopes.
 4. Municipal/public project management experience.
 5. Roles of key individuals and on site functions.
 6. Relevant similar project experience within the last 7 years.
 - a. Identify key personnel’s role in project.
 - b. Provide scope and size of project.
 - c. Provide references and contact information.
 - ii. Project approach and ability to manage project successfully (30 pts):
 1. How will communications be handled with the design team(s) and the Owner?
 2. How will you handle the demands of the project from design review through close-out?
 3. How will you keep the project on time and within budget?
 4. Identify all deliverables to be provided to the City and their relative frequency.
 5. Methods of public outreach and stakeholder coordination.



- iii. Availability of resources to manage the project in a timely and responsive manner throughout project close-out (20 pts).
 1. How will you meet construction schedule/work force demands?
 2. Who will serve as your support staff or backfill replacements?
 3. Explain engagement after field operations have ceased and closeout begins.

E. Submissions and Inquiries

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

Submit four (4) hard copies and one (1) electronic copy of your Statement of Qualifications to:

City of Valdez, Alaska, Director of Capital Facilities
PO Box 307
300 Airport Rd, Ste 201
Valdez, AK 99686
nduval@valdezak.gov

Proposals will be accepted until **2:00pm local time on Thursday June 6, 2019.**

Interviews will take place between June 12, 2019 and June 19, 2019.

Any questions regarding this project should be directed to Nathan Duval, Capital Facilities Director, at nduval@valdezak.gov, (907) 835-5478, ext. 1.



**City of Valdez
Proposal Rating Sheet
Page 1 of 2**

**Project: Construction Management & Inspection Services
Project Number: Multiple**

CONSULTANT: _____

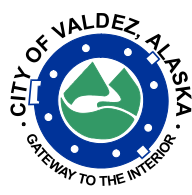
ADDRESS: _____

EVALUATOR: _____

DATE: _____

INSTRUCTION TO EVALUATOR:

This is a two-page form. Ratings should be based upon the degree of thoroughness with which you think the Consultant has addressed each of the items. Available points for each section are listed within each section.



**City of Valdez
Proposal Rating Sheet
Page 2 of 2**

**Project: Construction Management & Inspection Services
Project Number: Multiple**

CONSULTANT: _____

EXPERIENCE AND TECHNICAL COMPETENCE OF KEY PERSONNEL (50 PTS)

- Alaskan (rural) project management experience
- Coastal construction experience
- Technical ability/experience
- Municipal/public project management experience
- Stakeholder relations management
- Relevant similar project experience within the last 7 years
- Identify key personnel's role in project
- Provide scope and size of project
- Provide references and contact information

SCORE _____

PROJECT APPROACH & ABILITY TO MANAGE PROJECT SUCCESSFULLY (30 PTS)

- How will communication be handled with the design team(s) and Owner?
- How will you handle the demands of the project from design review through close-out?
- How will you keep the project on time and on budget?
- Identify any City requirements to meet your task objectives.

SCORE _____

AVAILABILITY OF RESOURCES TO MANAGE THE PROJECT IN A TIMELY AND RESPONSIVE MANNER THROUGHOUT TO PROJECT CLOSEOUT (20 PTS)

- How will you meet construction schedule/workforce demands?
- Who will serve as support staff or backfill replacements?
- Explain engagement after field operations have ceased and closeout begins.

SCORE _____

TOTAL (100 points possible) _____

EVALUATOR

DATE