



**City of Valdez
Request for Qualifications**

Date: May 31, 2019

Project: Design Services-Pavement Management Phase 1

Project Number: 19-310-1100

A. Overview

1. The purpose of this document is to solicit qualifications from professional consultants to provide design services, permitting support, and public outreach related to Phase one of a Citywide, multi-year, multi-phase pavement and utility replacement program. A Pavement Management Plan (PMP) developed in the fall of 2018 (see appendix A) will serve as the basis for the implementation program. Below outlines the components of the initial phase. The City, in consultation with the selected firm, reserves the right to modify the scope of design to incorporate any PMP identified roadways or utilities that need to be reprioritized into an earlier phase. It is anticipated that construction of designed projects will take place beginning spring, 2020 through fall, 2021. The City reserves the right to select the qualified firm and/or firms deemed most beneficial to the City. The Consultant will report to a City Project Manager and will be responsible for assisting with design development and value engineering where applicable. All applicable survey, design, permitting, and public outreach (web, social media, town hall, etc.), shall be considered inclusive of this contract. Firms should pay special attention to means and methods of creatively and effectively communicating project milestones and impacts to the public.
2. The following areas have been considered for Phase I:
 - a. Area: Robe River Subdivision
 - i. Design replacement AC pavement surface for subdivision
 - ii. Advise on incorporation of unpaved streets within project area
 - iii. Provide cost estimate to facilitate issuance of general obligation bond
 - iv. Note: Immediate, long term, repairs to Dylen and River Drives will take place in the summer of 2019.
 - b. Area: South Harbor Drive (inclusive of E. Kobuk Drive and Kennicott Avenue)
 - i. Design replacement AC pavement surface
 - ii. Design utility replacement for water, sewer, and storm drainage systems
 - iii. Design replacement of curb, gutter, and pedestrian walkways
 - iv. Coordinate with local electric and telecom utilities affected by the project area
 - v. Coordinate with local fish processors and Alyeska Pipeline Corporation
 - vi. Provide cost estimate to facilitate issuance of general obligation bond
 - vii. Note: Immediate, temporary, repairs to Kobuk Drive and Kennicott Avenue will take place in the summer of 2019.
 - c. Area: Meals Avenue; Egan to Pioneer



- i. Design replacement AC pavement surface
- ii. Design utility replacement for water, sewer, and storm drainage systems
- iii. Design replacement of curb, gutter, and pedestrian walkways
- iv. Coordinate with local electric and telecom utilities affected by the project area
- v. Coordinate with local and state businesses within the project area
- vi. Analyze utilities and present recommendation for City to evaluate future replacement within core of town.
- vii. Provide cost estimate to facilitate issuance of general obligation bond
- viii. Note: Immediate, temporary, repairs to Meals Avenue will take place in the summer of 2019.

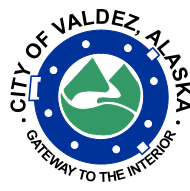
d. Area: West Egan Drive; Hazelet to Whalen Avenue

- i. Design replacement AC pavement surface
- ii. Design replacement of curb, gutter, and pedestrian walkways
- iii. Coordinate with local electric and telecom utilities affected by the project area
- iv. Coordinate with local businesses within the project area
- v. Provide cost estimate to facilitate issuance of general obligation bond

B. Scope of Work

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

1. Provide all engineering, design, and survey work necessary to provide complete and comprehensive plans and specifications for implementation.
2. Ensure the project meets the Owner's goals.
3. Assist with phasing review & value engineering.
4. Keep the project within budget and on schedule.
5. Provide cost estimates for various scopes within the phase and subsequent phases.
6. Report to City's Project Manager on progress, concerns, and needs.
7. Coordinate public outreach and provide information to inform community stakeholders regarding progress and timelines.
8. Provide all media materials required to effectively inform the community of project milestones.
9. Advise on and coordinate submittal of all required permit documentation with regulatory agencies on behalf of the City.
10. Coordinate and facilitate all needed meetings with oversight groups.
11. Oversight of the design team contract.
12. Assist Owner with selection of or provide quality assurance firm during construction.
13. Oversight of all project close-out requirements.
14. Review project redlines and final as-builts for completeness.
15. Provide City with survey, drawing, and specification files in a format agreeable to the City.



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 City 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.

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. Public outreach (20 pts).
 1. How will you assist the City with bond promotion?
 2. How will you gather consensus of citizens directly impacted by the project scopes?
 3. What means and methods will you utilize to provide updates to the community?

E. Submissions and Inquiries

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

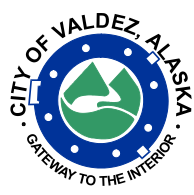
Submit four (4) hard copies and one (1) electronic copy of your Statement of Qualifications to:

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 Friday June 14, 2019.**

Interviews will take place between June 17, 2019 and June 21, 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: Design Services- Pavement Management Phase 1
Project Number: 19-310-1100**

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: Design Services- Pavement Management Phase 1
Project Number: 19-310-1100**

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 communications be handled with the design team(s) and the 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 within budget?
- Identify all deliverables to be provided to the City and their relative frequency.
- Methods of public outreach and stakeholder coordination.

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 _____