

Petersburg Borough, Alaska

REQUEST FOR PROPOSALS

for

**Municipal Building ON-SITE CONSTRUCTION
ADMINISTRATION SERVICES
In Petersburg, Alaska**

Advertised: March 22, 2016

Proposal Submission Deadline: April 8, 2016 5:00pm

**Authorized by: Stephen Giesbrecht, Borough Manager
March 22, 2016**

1.0 GENERAL INFORMATION

1.1 Purpose

The On-Site Construction Administrator (OCA) will act as the Borough's on-site representative for the construction of the municipal building facility. The job will require that the OCA be available during normal working hours plus some holidays, weekends, and evenings. The work schedule will be dictated by construction activities. Successful respondent will be required to be at a specific location during critical portions of construction. Unless pre-approved by the Borough Manager, the OCA will be expected to be on site whenever critical construction activities are in progress.

1.2 Background

The On-Site Construction Administrator will be under contract to the Petersburg Borough with contract terms to be negotiated and will function under the direction of the Borough's Building Official (BBC). As an independent contractor the OCA will not be entitled to unemployment insurance benefits or personal benefits from the Borough and is obligated to pay federal and state income taxes on any moneys paid as a result of his contract with the Borough. Applicable state and local licenses will be required. The OCA will be responsible for furnishing their own housing and transportation and for their own personal safety while on the work site. The contractor will be providing office space for the OCA.

The Project Team will consist of the Architect, the On-Site Construction Administrator, the Borough's Building Official, the Borough Manager and representatives of contractors retained for the Project. The Project Team will work in a cooperative manner to consult with each other on the time and cost consequences of design and construction decisions, scheduling, cost control, coordination of contract negotiation and bid awards, timely purchasing of critical material and coordination of construction activities.

The Architect is the leader of the Project Team. The On-Site Construction Administrator will report to the Borough's Building Official in assisting the Project Team with specific tasks identified in this Scope of Work; including scheduling, staffing and documenting periodic progress meetings of the Project Team and the Building Committee. Regular progress reports to the Borough Assembly under the director of the Borough Manager are also required.

1.3 Questions

Any questions regarding this proposal are to be submitted to:
Building Official, Dept. of Community Development, 907-772-4430 x21

8:00 a.m. to noon; 1:00 p.m. to 5:00 p.m. local time Monday through Friday.

1.4 Preparation Costs

The Borough shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest ranked proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each proposer agrees to be bound in this respect and waives all claims to such costs and fees.

2.0 RULES GOVERNING COMPETITION

2.1 Examination of Proposals

Proposers should carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

2.2 Proposal Acceptance Period

Award of this proposal is anticipated to be announced on April 11, 2016, although all offers must be complete and irrevocable for 60 days following the submission date.

2.3 Confidentiality

The content of all proposals will be kept confidential until the selection of the Contractor is publicly announced. At that time the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

2.4 Proposal Format

Proposals are to be prepared in such a way as to provide a straight forward, concise delineation of the proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on 1) conformance to the RFP instructions; 2) responsiveness to the RFP requirements; 3) completeness and clarity of content.

2.5 Signature Requirements

All proposals must be signed. A proposal may be signed: by an officer or other agent of a corporate vendor, if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately-owned vendor; or other agent if properly authorized by a power of attorney or equivalent document. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

2.6 Proposal Submission

Five (5) copies of the proposal must be received by the Borough prior to the date and time specified in the cover letter. All copies of the proposals must be under sealed cover and plainly marked. Proposals shall be delivered or mailed to:

Physical Address

Petersburg Borough
RFP Muni Building
12 S Nordic
Petersburg, AK

Mailing Address

Petersburg Borough
RFP Muni Building
PO Box 329
Petersburg, AK 99833

2.7 News Releases

News releases pertaining to the award resulting from the RFPs shall not be made without prior written approval of the Borough staff member listed in Section 1.3.

2.8 Disposition of Proposals

All materials submitted in response to this RFP will become the property of the Petersburg Borough. One copy shall be retained for the official files of the Purchasing Department and will become public record after award of the Contract.

2.9 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Borough.

2.10 Modification/Withdrawal of Proposals

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new proposal prior to the final submission date; or submit written modification or addition to a proposal prior to the final submission date. Modifications offered in any other manner, oral or written will not be considered. A final proposal cannot be changed

or withdrawn after the time designated for receipt, except for modifications requested by the Borough after the date of receipt and following oral presentations.

2.12 Late Submissions

PROPOSALS NOT RECEIVED PRIOR TO THE DATE AND TIME SPECIFIED IN THE COVER LETTER WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF AWARD.

2.13 Rejection of Proposals

The Petersburg Borough reserves the right to reject any or all proposals if determined to be in the best interest of the Borough.

2.14 Equal Employment Opportunity Reporting Requirements

The successful proposer shall be required to execute and return such forms as may be necessary to the Equal Employment Opportunity Contract Compliance Officer in accordance with Alaska Statute and the Petersburg Municipal Code, prior to the award of a contract. Failure to complete and return the forms, or failure to meet the requirements of the Regulation, shall be grounds for not awarding a contract to that proposer.

SECTION 3.0 - SCOPE OF WORK

ATTRIBUTES AND SKILLS:

The On-Site Construction Administrator shall possess the following attributes and skills:

- Experience in the construction field, including a minimum of five years experience in field-work associated with a range of construction tasks.
- Construction experience including managerial tasks associated with construction involving the preparation of estimates, preparation of paperwork such as change orders, cost proposals, as-built documents, and project close-out.
- Ability to climb ladders, gain access to crawl spaces, pipe chases, attic spaces, and other confined areas, and to traverse the construction site.
- Ability to communicate effectively, verbally, in writing, and in simplified graphic form with architects, engineers, contractors and Borough personnel.
- Ability to read blue prints, contract forms, and specifications, and interpret these documents to others.
- Ability to operate a PC platform computer, printer, scanner, camera and other required peripherals associated with report writing and data transfer.
- Proficiency in the use of MS Word, Excel and ability to generate reports that incorporate photographs and provide a written description of daily construction activities. Frequent reports and communication with the Architect's Project Manager and the BBC is required.

- Good communication skills, ability to work with people, good record keeping attributes, and knowledge of construction trades are required. The ability to use tape recorders, word processors, calculators, and photography and video equipment are required.

DUTIES AND RESPONSIBILITIES:

The On-Site Construction Administrator (OCA) will be the Borough's primary representative at the construction site and shall combine the necessary skills to coordinate among the Building Official, Borough Manager, Architect, and Contractor; monitor the construction; record all activities; monitor the flow of needed information between parties; and otherwise work professionally to insure that the indicated facilities are being constructed as designed. The OCA will meet with the Petersburg Borough Assembly 1-2 times per month to appraise them of the project progress and issues of concern. Specific tasks are enumerated as follows:

Construction Phase Services

- Perform on-site daily observations of the progress and quality of the Work to ensure that it is in conformance with the Contract Documents. The OCA will be on-site to monitor all critical construction activities. OCA time on-site will vary, but it is anticipated OCA will be on-site for a minimum of several hours each weekly workday for the duration of construction (April 30, 2016 – June 15, 2017) plus weekends and holidays as required by construction activities.
- Prepare daily, weekly and monthly activity reports with photos documenting performance of the work.
- Communicate with the Architect's Project Manager and Borough's Building Official on a regular basis to share project progress and identify issues which may affect construction progress and success. Coordinate with Architect concerning design team periodic visits.
- Monitor the Contractor's construction schedules on an ongoing basis and alert the BBC and Architect to conditions that may lead to delays in completion of the Work.
- Maintain a visual record using a digital camera on daily progress through the course of construction. Digital photographs will be captioned and dated explaining what the photograph is depicting and be included in each daily report.
- Maintain a log book of activities at the site, including weather conditions, nature and location of Work being performed, and specific observations. Record any occurrence or Work that might result in a claim for a change in Contract Sum or Contract Time. Maintain a list of visitors, their titles and time and purpose of their visit.
- Maintain records at the construction site in an orderly manner. Include correspondence, Contract Documents, Change Orders, Construction Change Directives, reports of site meetings, Shop Drawings, Product Data, and similar submittals; supplementary drawings, color schedules, requests for payment; and

names, addresses and telephone numbers of the Contractors, Subcontractors and principal material suppliers.

- Monitor and report on the contractor's on-site safety program.
- Observe construction surveying and testing by third parties for compliance with the design specifications prepared by the Architect.
- Confirm as-built documentation is being maintained.
- Review Applications for Payment and forward to the BBC and Architect with recommendations.
- Observe tests required by the Contract Documents. Record and report to the BBC and Architect on test procedures and test results.
- Attend weekly Progress Meetings.
- Attend additional meetings as directed by the BBC and report to the BBC and Architect on the proceedings.
- Process, evaluate and recommend action on change order requests.
- Evaluate contractor claims.
- Facilitate the resolution of construction difficulties, including interpretation of documents, encountering unanticipated conditions, or document coordination issues. Involve the Architect, BCC and Contractor as required for the efficient resolution of issues.

Contract Close-out Services

- Monitor start-up and testing.
- Verify that all terms and conditions of the contract are met.
- Review the list of items to be completed or corrected which is submitted by the Contractor with a request for issuance of a Certificate of Substantial Completion.
- Assist the Architect in conducting inspections to determine the date or dates of Substantial Completion and the date of final completion.
- Coordinate transfer of all manuals, warranties, etc. to the Borough.
- Recommend final payment.

LIMITATIONS OF AUTHORITY

The Project Representative SHALL NOT:

- Authorize deviations from the Contract Documents.
- Approve substitute materials or equipment.
- Personally conduct or participate in tests or third party inspections, unless specifically approved by the Borough.
- Assume any of the responsibilities of the Contractor's superintendent or of Subcontractors.
- Expedite the Work for the Contractor.
- Have control over or charge of or be responsible for construction means, methods, techniques, sequences or procedures, or for the safety precautions and programs in connection with the Work.
- Issue a Certificate for Payment or Certificate of Substantial Completion.

- Prepare or certify to the preparation of a record copy of the Drawings, Specifications, Addenda, Change Orders and other Modifications.
- Reject Work or require special inspection or testing without concurrence of the BBC and Architect.
- Accept, distribute, or transmit submittals made by the Contractor that are not required by the Contract Documents.
- Order the Contractor to stop the Work or any portion thereof.

On-Site Construction Administrator assumes no financial risk of unsatisfactory performance by the Architect, General Contractors and other firms with which the Borough will contract directly for construction services. The OCA's liability standard is prescribed by standards of quality and care applicable to the Construction Management Association of America's *Standard Services and Practice*. The OCA assumes no liability for cost overruns, timeliness of performance, quality of construction or design deficiencies.

SECTION 4.0 - PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals shall not exceed five (5) pages in length (excluding letter of transmittal, resumes, title page(s), index/table of contents, attachments, dividers or D/WBE forms if required). Information in excess of those allowed will not be evaluated/scored. One page shall be interpreted as one side of single lined, typed, 8 1/2" X 11", piece of paper.

4.1 Title Page

Show the RFP number and subject, the name of your firm, address, telephone number(s), name of contact person, and date.

4.2 Table of Contents

Clearly identify the materials by section and page number.

4.3 Letter of Transmittal (Limited to one (1) page.

4.3.1 Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.

4.3.2 Give the name(s) of the person(s) who are authorized to make representations for your firm, their titles, address, and telephone numbers.

4.3.3 **The letter must be signed by a corporate officer or other individual who has the authority to bind the firm.**

4.4 Experience

4.4.1 Detail your experience and qualifications in the same or similar areas of expertise, stability, and your adaptability to providing the required services.

4.4.2 Provide at least three (3) references for which you have provided the same or similar services. Include a point of contact, telephone number, and a brief description of the services provided.

4.5 Key Project Staff and Sub-consultants

Identify key project staff and sub-consultants expected to provide services on your behalf. Resumes should be included for each of the individuals and sub-consultants referenced.

4.6 Available Resources

Provide information on resources available to you, which indicate that you have access to the services necessary to perform the work.

4.7 Project Methodology and Approach

Provide detailed information on your methodology in meeting the scope of work requirements identified in Section 3. Describe overall approach to include any special considerations which may be envisioned.

4.8 Fee Schedule

Under a separate cover, submit three (3) copies of a fee schedule for all services, which may be required in performance of this work. The fee schedule shall be all inclusive of overhead, G&A, fringe benefits, profit, insurance, etc. The fee schedule shall not be used in evaluations. Only the highest ranked proposer's fee schedule will be opened for the purpose of commencing contract negotiations.

4.9 Cost

Provide a total not-to-exceed cost estimate, based on Time and Materials, for all services required in Section 3.

SECTION 5.0 - EVALUATION CRITERIA AND PROCESS

5.1 Criteria

The criteria to consider during evaluations, and the associated point values, are as follows:

1. Experience	30 points
2. Key staff/sub - consultants	10 points
3. Methodology/Approach	20 points
4. Available Resources	25 points
<u>5. Cost</u>	<u>10 points</u>
Total Points Available	95 points

5.2 Qualitative Rating Factor

Individuals will be ranked using the following qualitative rating factors for each RFP criteria:

- 1.0 Outstanding
- .8 Excellent
- .6 Good
- .4 Fair
- .2 Poor
- 0- Unsatisfactory

The rating factor for each criteria category will be multiplied against the points available to determine the total points for that category.

EXAMPLE: For the evaluation of the experience factor if the evaluator feels the response as provided was "Good" they would assign a "qualitative rating factor" of .6 for that criterion. The final score for that criterion would be determined by multiplying the qualitative rating factor of .6 by the maximum points available (30) and the resulting score of 18 would be assigned to the experience factor. This process would be repeated for each criterion.

5.3 Evaluation Process

A committee of individuals representing the Petersburg Borough will perform evaluation of the proposal. The committee will rank the proposal as submitted. The Petersburg Borough reserves the right to award a contract solely on the written proposal.

The Borough also reserves the right to request oral interviews with the highest ranked individuals (short list). The purpose of the interviews with the highest

ranked individuals is to allow expansion upon the written responses. If interviews are conducted, a maximum of three (3) individuals will be short-listed. A second score sheet will be used to score those individuals interviewed. The final selection will be based on the total of all evaluators scores achieved on the second rating. The same categories and point ranges will be used during the second evaluation as for the first. The highest ranked proposer after the second scoring, if performed, may be invited to enter into final negotiations with the Borough for the purposes of contract award.

SECTION 6.0 - SELECTION PROCESS

The Proposer with the highest total evaluation points may be invited to enter into contract negotiations with the Petersburg Borough. If an agreement cannot be reached, the second highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the Borough reserves the right to terminate negotiations with any proposer should it be in the Borough's best interest. The Petersburg Borough reserves the right to reject any and all proposals submitted.

SECTION 7.0 - SAMPLE CONTRACT OR MINIMUM MANDATORY CONTRACT PROVISIONS

In addition to carefully reading all of the information in the RFP, all Proposers must carefully read and review the attached sample contract (ATTACHMENT A). The successful Proposer shall be required to enter into a Contract with the Petersburg Borough, which will be substantially similar to the sample.

Therefore, the Proposer must make any proposed changes to the sample Contract that the Proposer desires. All changes must be made legibly and conspicuously in red ink on all copies submitted. Page(s) on which the change(s) appear must be tabbed as to be easily identified. The respondent must also provide the rationale for all changes.

IF NO CHANGES ARE MADE, THE PROPOSER SHALL BE DEEMED TO HAVE ACCEPTED THE SAMPLE CONTRACT. IF THE RESPONDENT MAKES CHANGES, SUCH CHANGES WILL BE CONSIDERED IN ANY NEGOTIATIONS WITH THE PETERSBURG BOROUGH. CHANGES MADE TO THE SAMPLE CONTRACT SHALL NOT BE CONSIDERED DURING PROPOSAL EVALUATIONS.