



REQUEST FOR PROPOSALS

CONSTRUCTION SERVICES

**SANITATION DEPARTMENT
SOLID WASTE BALER REPLACEMENT**

Proposal Due Date

2:00 PM, April 4, 2019

The Petersburg Borough is seeking proposals for construction services related to the Sanitation Department Solid Waste Baler Replacement. For more information, contact Public Works Director Chris Cotta at (907) 772-4430 or ccotta@petersburgak.gov.

1.0 GENERAL INFORMATION

1.1 Background and Purpose

In 1996 the Petersburg Borough stopped landfilling household garbage and installed a solid waste baling facility in order to be able to process and ship garbage and recyclables. The community of Petersburg bales about 2400 tons of garbage and recyclables each year. Petersburg's baling facility is served by a 50hp Mosley Badger solid waste baler and was originally equipped with a Duraquip conveyor (see Attachment A for photos of the solid waste baler and associated equipment). Due to age, wear and parts obsolescence, much of the original system is due for replacement. Petersburg Borough is seeking proposals from qualified firms to provide, install and startup a baler and conveyor system, as described in Section 3 Scope of Work.

1.2 Work Location and Logistics

All of the work described in this RFP will take place at the Petersburg Borough's baler/landfill facilities located at 1301 Reservoir Road in Petersburg, Alaska. The baler and conveyor are located inside the main building. Access into the building is through door openings approximately 20' high x 20' wide. Interior clearance is unknown although the minimum clearance inside the building is over 20'. This structure is heated and has electric and air outlets available for powering lights and tools. Access to the facility is via maintained gravel road that connects to the paved road system. It is important to note that the town of Petersburg is located on Mitkof Island in Southeast Alaska, which is accessible only by boat or plane. There is a road network on the island but no road access to the mainland. Any large machinery, vehicles and equipment will have to be shipped in/out via barge (Alaska Marine Lines, or Samson Tug & Barge). Regular jet service includes two commercial flights per day by Alaska Airlines.

1.3 Questions

Any questions regarding this proposal are to be submitted to:

Chris Cotta
Public Works Director
Petersburg Borough
Tel: 907-772-4430
Fax: 907-772-4102
ccotta@petersburgak.gov

8:00 a.m. to noon; 12:30 p.m. to 4:30 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.

1.5 Pre-proposal Conference

A pre-proposal conference will be held in Petersburg on Wednesday, March 20th, at 1:00 pm local time. This will consist of a teleconference at the Public Works Department offices, followed by a baler site visit for any parties wishing to get a first-hand look at existing site conditions. Detailed teleconference instructions will be provided to all RFP holders no later than 3 days prior to the conference.

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 within 15 calendar days, although all offers must be complete and irrevocable for 90 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. **Proposers should be aware of shipping considerations related to Petersburg's remote location and plan accordingly.** Fedex and UPS generally have extended, unpredictable shipping times (2 weeks or more) and cannot provide next day service to Petersburg. United States Postal Service (USPS) is more reliable but typically takes several days to a week for items to arrive from the lower 48. Alaska Airlines Goldstreak is faster but like the others, dependent on the weather. All copies of the proposals must be under sealed cover and plainly marked with the words Solid Waste Baler Replacement. Proposals shall be delivered or mailed to:

Physical Address
Public Works Dept.
303 S. 2nd Street
Petersburg, AK 99833

Mailing Address
Public Works Dept.
P.O. 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.

2.11 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.

2.12 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.

2.13 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.

2.14 State of Alaska Department of Labor Requirements

The State of Alaska's Wage and Hour Administration has determined that this project is subject to the provisions of AS 36.05, also known as the Little Davis-Bacon Act. This project is also subject to AS 36.10, Alaska's Employment Preference law. Performance and payment bonds must also be furnished per AS 36.25.010 Bonds of contractors for public buildings or works.

All proposers are encouraged to become familiar with the above statutes and any other pertinent sections of Alaska's labor laws and regulations in order to ensure that proposals adhere to the State of Alaska's requirements.

SECTION 3 - SCOPE OF WORK

The Borough will demolish and remove the existing baler and control console. The old conveyor and belt have already been demolished and removed from the site. The selected Contractor will furnish and install a new (unused) solid waste baler, conveyor, and control system. Baler will be a two-ram, horizontal type, Harris Badger L50 S-2-10/7 or equivalent. Conveyor will be a rubber belt type with drag chains, R.E.M. OSCAR Model or equivalent. The existing wire tie system is an Accent 470 and is only a few months old. This unit will be salvaged and reused on the new baler. The selected Contractor will be responsible for installation and setup of the Accent 470 unit onto the new baler.

Baler, conveyor and wire tie unit shall be served by an integrated, PLC-type control system that will be furnished by the Contractor and housed in the existing control tower structure - which will remain as is. The baling system will have both automatic and manual feed settings and will be furnished with panic buttons on the conveyor, wire tie, and in the control tower that will immediately shut down all baler functions in the event of an emergency.

An as-built diagram showing the layout of the original solid waste baler and conveyor system is attached (Attachment B). It is desired to replace the system with one having similar dimensions, features, capabilities and capacity, in order to keep from incurring additional costs by having to modify the plant or processes around the new system. One significant change to the layout will be to shorten the horizontal portion of the conveyor by approximately 12 feet. The new conveyor will have a 12' horizontal section upon which to deposit waste and recyclables. Site modifications to the pit will be made by the Borough and coordinated with the selected Contractor to ensure compatibility with the new conveyor system. The Borough will also repair concrete surfaces, install angle iron for the apron plates, and prepare existing steel imbeds to receive the new baler and conveyor. **Any other plant modifications necessary to accommodate the replacement baler and conveyor system will be the Contractor's responsibility and shall be noted in the proposal and included in the contract price.**

One area the Borough desires to upgrade from the original conveyor is corrosion control. The old conveyor structure was painted steel and experienced significant corrosion degradation prior to its failure and subsequent removal. The new conveyor shall be furnished with hot dipped galvanized pit frame and supports. All

other metal portions of the conveyor shall be coated with corrosion resistant primer and paint.

The steel deck plates that border the horizontal portion of the conveyor will be furnished by the Contractor. New plates provided must be able to safely bear the weight of the Cat IT14G loader that is used to push garbage onto the belt. Edges of the plates must also match up with the level of the adjacent concrete floor (this dimension to be coordinated between the Borough and Contractor).

Once installation and setup are fully complete, the new solid waste baler and conveyor will be turned over to the Borough in "ready to run" condition, with startup training provided in person to Borough staff by the Contractor. Upon delivery of the finished baler and conveyor, the Contractor shall also supply the following documents: Detailed as-builts of the baler, conveyor, belt and all controls; operations manual; maintenance schedule; and a list of recommended spare parts.

SECTION 4 - 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 name 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 two (2) pages).

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 the firm's experience in the same or similar areas of expertise, stability, and its adaptability to providing the required services.

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

4.5 Project Manager

Provide detailed information on the qualifications and experience of the Project Manager/Superintendent that will be on-site during the project as it relates to the required services. Include project reference contact name(s) and telephone number(s).

4.6 Key Project Staff and Sub-Contractors

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

4.7 Available Resources

Provide information on resources available to your firm, which indicates that you have access to the equipment, supplies and services necessary to perform the work.

4.8 Contractor Location

Describe the firm's location in relation to where the primary services are to be provided and the ability to meet in person with Borough personnel when required during the performance of the contract.

4.9 Project Methodology and Approach

Throughout the project, the Borough will be operating the baling facility building, scale, and landfill. Municipal Solid Waste (MSW) will be placed into open top containers that will be loaded via the Borough's bulkhead loading area adjacent to the building. Although some floor space within the building will be available for Contractor storage, ongoing operations will utilize significant space within the

building as well. This will require close coordination between the Contractor and Borough to avoid impacts to either the Borough's daily operations or the baler replacement project. Provide detailed information on the firm's methodology in meeting the scope of work requirements identified in Section 3 while allowing Borough operations to continue. Describe overall approach to include any special considerations, which may be envisioned.

4.10 Equipment and Warranty Information

The Borough is seeking equipment from established manufacturers with easily accessible technical support. Common repair and maintenance parts should be stocked and readily available from warehouses located within the continental United States. Proposers shall supply detailed information on all equipment to be furnished, including brand, complete specifications, and applicable warranties. Brand history (how many years has the manufacturing firm/firms been in business) should be described as well as present and future parts availability for any/all equipment specified. For the conveyor structure, in addition to the above information please furnish a detailed description of all paint, coatings and corrosion control measures to be supplied as part of the new equipment package.

4.11 Cost/Fee Schedule

Provide a lump sum cost to complete all services required in Section 3. This cost shall include but not be limited to: shipment, unpacking and furnishing/installing new equipment; placing new equipment in service; training Borough personnel on the proper use and care of the new equipment; all miscellaneous costs such as equipment rentals/shipping, employee travel, lodging, per diem, fasteners, paint/coatings, consumable supplies, and anything else required to fully implement the Scope of Work described in Section 3. An expanded description of the lump sum cost proposal requirements is provided as Attachment C.

In a separate, sealed envelope, submit three (3) copies of a fee schedule for all labor, materials, supplies, equipment and 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 be used to negotiate a final contract with the highest ranked firm in the evaluation process.

4.12 Schedule

Provide a detailed schedule, including proposed milestone and overall completion dates, for accomplishing all services required in Section 3. The desired completion date for this work is no later than October 31, 2019. Because recyclables must be baled in order to ship out for processing, the Borough's recycling program will likely be suspended for the duration of onsite construction. The Borough therefore

desires to have the work completed as quickly as possible once everything is mobilized to the site, to minimize impacts to ongoing operations and programs, especially the recycling program.

SECTION 5 - EVALUATION CRITERIA AND PROCESS

5.1 Criteria

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

1. Experience	20 points
2. Project Manager	5 points
3. Key staff/sub - Contractors	5 points
4. Methodology/Approach	5 points
5. Equipment and Warranty	20 points
6. Available Resources	15 points
7. Cost	30 points
<u>8. Schedule</u>	<u>20 points</u>
Total Points Available	120 points

5.2 Qualitative Rating Factor

Firms 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 (20) and the resulting score of 12 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 each 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 firms (short list). The purpose of the interviews with the highest ranked firms is to allow expansion upon the written responses. If interviews are conducted, a maximum of three (3) firms will be short-listed. A second score sheet will be used to score those firms 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 - 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 - 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 D). 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.

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