



Engineering Department

REQUEST FOR QUALIFICATIONS

MR E20-139

TERM CONTRACTS for PROFESSIONAL SERVICES

for

**Architectural Services
Civil Engineering Services
Electrical Engineering Services
Environmental Engineering Services
Land Surveying Services
Landscape Architectural Services
Mechanical Engineering Services
Traffic Engineering Services**

Issued By:  Date: 10/29/2019
Greg Smith, Contract Administrator

REQUEST FOR QUALIFICATIONS (RFQ)

**Term Contracts for Professional Services
MR E20-139**

SCOPE OF SERVICES: The City and Borough of Juneau (CBJ) is requesting resumes from qualified Consultants to provide the following professional services: Architecture; Civil Engineering; Electrical Engineering; Environmental Engineering; Land Surveying; Landscape Architecture; Mechanical Engineering; and Traffic Engineering. Qualified consultants will be invited to enter into term contracts which will be in effect from the date they are executed and renewable annually, through December 31, 2022, and will cover small projects not to exceed \$50,000.00 each.

QUESTIONS REGARDING THIS RFQ: Greg Smith is the point of contact for all issues pertaining to this procurement. Phone (907) 586-0873, fax (907) 586-4530, or email greg.smith@juneau.org

DEADLINE FOR QUALIFICATIONS PROPOSALS: This solicitation is ongoing. Interested firms may submit 1 copy of qualifications proposals and all supporting information requested in this document any time following advertisement of this solicitation.

Proposal documents may be submitted in the following ways:

- By email to contracts@ci.juneau.ak.us
- In person or by courier service to:

PHYSICAL LOCATION:

City and Borough of Juneau, Engineering Department
230 South Franklin Street, 3rd Floor
Juneau, AK 99801

- By U.S. Postal Service mailed to:

MAILING ADDRESS:

City and Borough of Juneau, Engineering Department
155 South Seward Street
Juneau, AK 99801

Disadvantaged Business Enterprises are encouraged to respond.

TABLE OF CONTENTS

- 1.0 GENERAL INFORMATION**
 - 2.0 QUALIFICATIONS PROPOSAL CONTENT REQUIREMENTS**
 - 3.0 TERM CONTRACT AWARD PROCESS**
 - 4.0 INSURANCE REQUIREMENTS**
 - 5.0 JUNEAU BUSINESS SALES TAX AND PERSONAL PROPERTY TAX**
 - 6.0 JUNEAU PROPOSER PREFERENCE**
- ATTACHMENT 1 – STANDARD TERM CONTRACT**

1.0 GENERAL INFORMATION

1.1 Purpose

The purpose of this document is to solicit qualifications proposals from Consultants to provide the following professional services for small projects: Architecture; Civil Engineering; Electrical Engineering; Environmental Engineering; Land Surveying; Landscape Architecture; Mechanical Engineering; and Traffic Engineering. The initial term of this contract ends on December 31, 2020, and it will automatically renew annually through December 31, 2022, unless either party chooses to terminate the contract.

All firms meeting State of Alaska licensing requirements for professional services being proposed will be invited to enter into a term contract with CBJ.

Small projects, as defined in this document, result in total professional service fees that do not exceed \$50,000 for individual projects. The CBJ desires to hire professionals with local knowledge and expects a fast turn around on producing required services.

1.2 Scope of Services

Each project to be performed under the term contract will be executed by a written project agreement stating the specific scope of services, specific method of payment, performance period and any other conditions pertinent to the particular project.

The scope of services for each project agreement will be for the type of work typically done under the specific discipline. Some projects may require overlap between categories. Project agreements may involve services for design, technical studies and analysis, cost estimating, plan and specification review, field inspection, data acquisition, laboratory analysis, and drafting.

The CBJ does not guarantee that any project agreements will be made under these contracts or any minimum contract value. The contract will not be exclusive; the CBJ may contract with any other party for similar or related services.

The Project Agreement selection will be based on beneficial analysis for each project according to Engineering Department policy.

1.3 Consultant Selection Process

For each project under this term contract, consultants will be asked to respond in letter form to an informal email solicitation. Once received, responses will be reviewed by the CBJ Project Manager, and review comments will be forwarded to the Engineering Director for final selection. Final selection will include points assigned, which will include Juneau Proposer preference per 6.0 of this RFP.

1.4 Background

Juneau is Alaska's Capital City. The CBJ municipal offices are located at 155 South Seward Street, Juneau, Alaska 99801. The Engineering Department is located on the 3rd Floor of the Marine View Center, 230 South Franklin Street, Juneau, Alaska.

1.5 Questions

Questions regarding this proposal will be handled by:

Greg Smith, Contract Administrator
City and Borough of Juneau
ENGINEERING DEPARTMENT
Marine View Center Building - 3rd Floor **Email:** greg.smith@juneau.org
230 South Franklin Street **Telephone:** (907) 586-0873
Juneau, Alaska 99801 **FAX:** (907) 586-4530

Office hours are 8:00 am to 4:30 pm local time, Monday through Friday.

2.0 **QUALIFICATIONS PROPOSAL CONTENT REQUIREMENTS**

Proposals shall be in letter form, should not exceed five pages in length (excluding resumes required per 2.3 and copies of licenses required per 2.5), and shall be signed by a representative authorized to bind the firm. Proposals shall contain the following information:

2.1 General Information

- Specify which category or categories of services for which your firm is proposing. A Consultant may propose for multiple categories with one proposal.
- Briefly state your firm's understanding of the proposal requirements and summarize its capability to meet same. Give names of the person(s) who will be authorized to represent your firm, their title(s), along with all contact information for the firm.

2.2 The Firm: Experience, Capacity, & Past Performance

Provide general background information on the firm including specialized experience, capabilities, and unique qualifications to complete small projects efficiently and responsively. If the Consultant has experience with CBJ projects, identify specific knowledge of CBJ process and project conditions, including an understanding of CBJ contracting practices, as well as Juneau's environmental conditions, building codes, and permitting requirements.

It is desirable that the proposal include company names, individual contacts, and telephone numbers of references for at least two small commercial or public projects that were less than \$50,000 total professional services fees, and were required to be completed within short time frames.

2.3 Personnel Qualifications (can be included as appendices to proposal)

Furnish *brief* resumes for key personnel within the firm who will likely provide services under this term contract. The resumes should provide an informative, yet succinct description of recent projects that were completed on time and within budget.

List specialized expertise and training that would be useful to the CBJ in considering specific term contract project assignments.

2.4 Firm's Proposed Rates

The proposal shall contain the firm's rates for personnel and other services. These rates shall be the basis for negotiation of compensation for the initial term contract. The proposed compensation terms shall comply with Appendix B of the Standard Term Contract, attached to this RFR. **Note:** If hourly rates are generically described (i.e. Engineer III or Land Surveyor IV), please include in Resumes which job class/pay range applies to each person.

2.5 Proof of Licensing *Note: Copies of required licenses do not count toward the five page length restriction for proposals.*

The proposal shall contain the following:

- A copy of the firm's Alaska professional license to offer the proposed professional services, if the proposing firm is a Corporation, Limited Liability Company or Limited Liability Partnership
- A copy of the Alaska Professional Registration certificate(s) for key personnel in the firm, and for each category of service proposed;

Only firms holding all required State of Alaska licenses will be considered for term contracts. Any proposal which fails to include all information listed in Section 2.0 will be considered non-responsive. Proposals will not be considered until all of the above information is submitted.

3.0 TERM CONTRACT AWARD PROCESS

Upon submission of proposals, CBJ staff will review the provided licensing information, confirm that the firm meets all licensing requirements, and verify that all other requested information is included in the proposal. Once a proposal is determined to be complete, the proposing firm will be invited to enter into a term contract for the services proposed.

4.0 INSURANCE REQUIREMENTS

Insurance Requirements are specified in Appendix B of the attached Standard Term Contract.

5.0 CONSULTANT'S GOOD STANDING WITH CBJ FINANCE DEPARTMENT

Consultants must be in good standing with the CBJ prior to award, and prior to any contract renewals, and in any event no later than **seven business days** following notification by the CBJ of intent to award. **Good standing** means: all amounts owed to the CBJ are current and the Consultant is not delinquent with respect to any taxes, fees, assessment, or other monies due and owed the CBJ, or a Confession of Judgment has been executed and the Consultant is in compliance with the terms of any stipulation associated with the Confession of Judgment, including being current as to any installment payments due; and Consultant is current in all CBJ reporting obligations (such as sales tax registration and reporting and business personal property declarations). Failure to meet these requirements may be cause for rejection of your bid. To determine if your business is in good standing, or for further information, contact the CBJ Finance Department's Sales Tax Division at (907) 586-5265 for sales tax issues, Assessor's Office at (907)586-0930 for business personal property issues, or Collections Division at (907) 586-5268 for all other accounts.

Note: Juneau Proposer preference (6.0) has requirements regarding a firm's good standing with the City at the time a proposal is submitted. Please review the Purchasing Code cited.

6.0 JUNEAU PROPOSER POINTS

Juneau proposer points shall be awarded if the Proposer is determined to be a “Juneau proposer” meeting the criteria of CBJ’s Purchasing Ordinance 53.50, Section 53.50.010. CBJ Ordinance 53.50 can be viewed electronically at the following internet address: www.juneau.org/law. **Note:** *The criteria for meeting Juneau Proposer requirements have changed. Please review the new requirements and contact the CBJ Engineering Department or Purchasing Division with any questions.*

A paper copy of the CBJ Purchasing Ordinance is available upon request from the CBJ Engineering Department or Purchasing Division.