



Engineering Department

REQUEST FOR PROPOSALS

(C3)RFP E18-259

CBJ DOWNTOWN STAIR REHABILITATION SERVICES TERM CONTRACT

Issued By: *Greg Smith* Date: *5/3/18*
Greg Smith, Contracts Administrator

**CBJ Downtown Stair Rehabilitation Services Term Contract
(C3)RFP E18-259**

SCOPE OF WORK: The purpose of this document is to solicit proposals from qualified Contractors to provide construction services at various locations within the CBJ to repair, refurbish, or reconstruct stairs within CBJ rights-of-way. The proposed term contract will cover small projects not-to-exceed \$50,000 each. Three Contractors will be selected. Work will be contracted on a rotational basis among the selected three.

PRE-PROPOSAL MEETING: A non-mandatory pre-proposal meeting will be held in the 3rd floor Engineering Department conference room, 230 South Franklin Street, Marine View Center, at **10:00 a.m., Alaska time on May 15, 2018.** Persons interested in submitting proposals are encouraged to attend. **QUESTIONS REGARDING THIS REQUEST FOR PROPOSALS (RFP):** Greg Smith, Contract Administrator, phone (907) 586-0873 or the Contract's Office at (907) 586-0490 or Contracts@juneau.org.

DEADLINE FOR PROPOSALS: 2 copies of the proposal, in a ***sealed envelope***, must be received by the Purchasing Division prior to **May 25, 2018, 2:00 p.m. Alaska Time,** or such later time as the Contract Administrator may announce by addendum to plan holders at any time prior to the submittal date. Proposals will be time-stamped by the Purchasing Division, which will establish the official time of receipt of proposals. Late proposals will not be accepted and will be returned unopened. Faxed or emailed proposals will not be accepted.

NOTE: Mailing/delivery times to Juneau may take longer than other areas of the U.S.

Proposal documents delivered in person or by courier service must be delivered to:

PHYSICAL LOCATION:

City and Borough of Juneau, Purchasing Division
105 Municipal Way, Room 300
Juneau, AK 99801

Proposal documents delivered by the U.S. Postal Service must be mailed to:

MAILING ADDRESS:

City and Borough of Juneau, Purchasing Division
155 South Seward Street
Juneau, AK 99801

The CBJ Purchasing Division's phone number is (907)586-5258 and fax number (907)586-4561.

Please affix the label below to the outer envelope in the lower left hand corner.

IMPORTANT --	NOTICE TO PROPOSER	
To submit your proposal: 1. Print your company name and address on the upper left corner of your envelope. 2. Complete this label and place it on the lower left corner of your envelope.		
S E A L E D	PROPOSAL NUMBER: (C3) RFP E18-259 SUBJECT: CBJ DOWNTOWN STAIR REHABILITATION SERVICES TERM CONTRACT DATE OF OPENING AT 2:00 P.M. ALASKA TIME: _____	P R O P O S A L

Disadvantaged Business Enterprises are encouraged to respond.

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1.0 GENERAL INFORMATION

This Class 3 Request for Proposals (C3RFP) defines the scope of the project, explains the procedures for selecting a firm to provide the requested services, and defines the documents required to respond to the RFP.

1.1 Purpose

The purpose of this document is to solicit proposals from qualified Contractors to provide general civil construction services through individual Project Agreements. Up to three Contractors will be selected for the Term Contract. Each Project Agreement will be limited to a maximum fee of \$50,000. Contractors will be selected on a rotational basis for a given Project Agreement and the selection will be based on the availability of the Contractor for the given Project Agreement. If a Project Agreement is assigned to a Contractor, a scope of work, schedule and fee will be mutually agreed upon by the CBJ Project Manager and the Contractor. The CBJ has the right to refuse fees deemed unreasonable. After a signed Project Agreement between the CBJ and the Contractor has been completed, a Notice to Proceed and a purchase order will be issued.

The cost of each individual project performed under these term contracts may not exceed \$50,000. For projects costing \$5,000 or less, contractors may be offered work without adherence to the rotation schedule described above.

1.2 Scope of Work

General Construction Repair, Rehabilitation, and New Work

The Contractor shall perform all work according to the City and Borough of Juneau's Standard Details 4th Edition, August 2011 and furnish all labor, materials, parts and equipment needed to complete each project under this contract. Work shall include but not be limited to:

- Stairway repair
- Stairway refurbishment
- Stairway reconstruction
- Miscellaneous associated carpentry
- Miscellaneous associated concrete work

General Information

The price estimate supplied by the Contractor for a specific contract must be reasonable and within the maximum allowable amount of \$50,000 and shall include all labor, materials and equipment. If a project task is assigned to a Contractor, a scope of work, schedule and fee will be mutually agreed upon by the CBJ Project Manager and the Contractor. A Project Agreement will be signed by the Contractor and the CBJ Contracts Officer. Each project will stand alone and must be authorized in the form of a written Notice to Proceed from the Contracts Officer.

Although the primary purpose of this contract is to perform work that has been pre-scheduled, there may be work that requires an immediate response. Work may also be required outside of the CBJ's regular business hours (Monday – Friday, 8:00 a.m. – 4:30 p.m.), including weekends and CBJ holidays.

In the event that no construction contracting services are requested during the contract period, project tasks will not be assigned.

1.3 Qualifications

In order to be considered for a term contract, proposing Contractors must be an Alaska-licensed General Contractor and must maintain the required insurance listed in Appendix C of Attachment 1 - Sample Term Contract.

Desirable qualifications include Contractors with experience working in CBJ stairway construction or similar construction projects and general carpentry. Contractor should also demonstrate the ability to work independently with basic direction and minimal supervision – provide project descriptions and references demonstrating such work.

1.4 Contract Period

The initial contract period is from the date of award through December 31, 2018, with an automatic renewal for three additional years.

If a renewal period is mutually agreed upon between the City and the Contractor, Hourly Rates Mark-ups on materials may be adjusted. See Appendix B – Compensation of Attachment 1 – Sample Term Contract.

1.5 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.

1.6 Questions

Questions regarding this proposal will be handled by:

Greg Smith, Contract Administrator
City and Borough of Juneau
ENGINEERING DEPARTMENT
Marine View Center - 3rd Floor
230 South Franklin Street
Juneau, Alaska 99801

CBJ Contracts Office
E-mail: contracts@ci.juneau.ak.us
Telephone: (907) 586-0490
FAX: (907) 586-4530

Office hours are 8:00 a.m. to 4:30 p.m. local time, Monday through Friday.

1.7 Sample Term Contract

Term contract clauses, hourly rates/mark-up percentages and insurance requirements are shown in Attachment 1 – Sample Term Contract.

1.8 Alaska Statute 36 (Little Davis-Bacon) Requirements

The following will apply if work exceeds \$25,000 and employees are hired to perform the work.

Title 36 AS (Little Davis-Bacon) requires that prevailing rates of pay be paid for work performed on any public works project which exceeds \$25,000 (contained in pamphlet number 600 and 400, copies available from the Alaska Department of Labor (ADOL), P.O. Box 020630, Juneau, Alaska 99802, or call 465-4842 or 465-4839).

AS 36.05.035 requires that the contracting agencies notify ADOL of the award of public contracts, as well as the name of the Contractors.

AS 36.05.040 requires the weekly filing of certified payrolls directly with the Wage and Hour Administration. It also requires any other information which ADOL may request.

Remember:

- 1) The contracting agency and the Contractors must notify the ADOL of all Contractors on the project on a continuing basis.
- 2) Certified payrolls must be sent bi-weekly to the address below by each Contractor on the project.
- 3) Failure to comply may result in the ADOL withholding progress payments to obtain compliance and/or debarment of the Contractor found to be in non-compliance.

Certified payrolls must be sent to the following:

Wage and Hour Section and
State of Alaska
Department of Labor and Workforce Development
Labor Standards and Safety Division
Wage and Hour Administration
P.O. Box 11149
Juneau, AK 99811-1149
907-465-4842

CBJ Engineering Contracts
City and Borough of Juneau
155 S. Seward Street
Juneau, AK 99801
(907) 586-0490

If you need additional information, contact the Alaska Department of Labor at 465-5011.

1.9 Terms and Conditions

See Attachment 1 – Sample Term Contract.

1.10 Performance Specifications

Scheduled Work During Business Hours. Regular business hours are from 8:00 am to 4:30 pm. Monday through Friday, excluding City holidays. The Contractor will not begin work on any job until a Notice to Proceed has been issued. Should the Contractor elect to work outside of regular business hours, no premium wages / overtime will be paid unless specifically Authorized by CBJ, in writing, prior to the work occurring.

Response Time

All projects shall require a signed proposal provided by the Contractor which includes a complete description of the work to be performed, written cost estimate and schedule of completion that includes all labor, and materials costs. An appointment to visit the job must be scheduled within 3 business days of the request from the CBJ Project Manager. The City shall not be charged for the preparation of the proposal and cost estimate. If the Contractor does not schedule a visit to the job site and does not provide a timely cost proposal, the Contractor shall lose their spot in the rotation. Cost proposals shall be provided within ten calendar days following the site visit, unless an extension is granted by the CBJ Project Manager. There may

be work that requires an immediate response. If the price for the work cannot be agreed upon or if contractor's proposed schedule to accomplish the work does not meet the CBJ Project Manager's needs the City will be free to contact the next contractor on the term contract rotation list.

2.0 RULES GOVERNING COMPETITION

2.1 Pre-Proposal

2.1.1 Examination of the Request for Proposals

Proposers should carefully examine the entire Request for Proposals (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 services requested and the conditions likely to be encountered in performing the services.

2.2 Proposal Development

2.2.1 Confidentiality

The content of proposals will be kept confidential until the selection of the Contractor is publicly announced. All materials submitted in response to this RFP will become the property of the CBJ. One copy shall be retained for the official files of the Engineering Department and will become public record after announcement of the successful Proposer. The CBJ will not return proposals to the Proposer. The CBJ reserves the right to reject any or all proposals.

2.2.2 Proposal Submission Process

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.

This solicitation does not commit CBJ to select any Contractors for the requested services. All costs associated with the respondents' preparations and submission shall be the responsibility of the Proposer.

Proposals must be received in the number of copies stated in the RFP no later than the date and time specified in the cover letter. All copies of the proposals must be under sealed cover and plainly marked. Proposals not received by the date and time specified in the cover letter will not be considered.

3.0 PROPOSAL CONTENT REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability for the Selection Committee, proposals should be organized in the manner specified below. **Proposal length may not exceed 10 pages.**

3.1 Title Page

Show the Request for Proposals subject, the name of your firm, address, telephone numbers, and name of contact person and date of submission.

3.2 Table of Contents

Clearly identify the materials by section and page number.

3.3 Letter of Transmittal

Limit to one or two printed pages.

- 3.3.1 Give names of the person(s) who will be authorized to represent your firm, their title(s), address(es), telephone number(s) and email address.
- 3.3.2 The transmittal letter must be signed by a representative who has authority to bind the firm. Name and title of the individual signing the transmittal letter must be printed below or adjacent to the signature.
- 3.3.3. State whether the firm is a Juneau proposer per Section 7.0.
- 3.3.4. State if the firm is a proposer with disabilities. If so, please attach certification.

3.3.5 *Acknowledge receipt of all addenda.*

3.4 Past Record of Performance

- 3.4.1 Provide background information on the firm including specialized experience, capabilities, unique qualifications in the field and proof of five years work experience in Southeast Alaska.
- 3.4.2 Provide a list of at least three similar projects for CBJ or other Southeast Alaska agencies. Include project description, dates the work was performed and contact information for references on the project.

3.5 Capacity of Firm

- 3.5.1 Describe the ability of the Contractor to meet potential project requirements for the variety of work listed in section 1.2 Scope of Work.
- 3.5.2 Discuss the Contractor's ability to respond to projects requiring a fast response.

3.6 Hourly Rates and Mark-up

Proposers are required to provide hourly rates and percentage of mark-up on materials. Incomplete pricing may result in the rejection of a proposal. **Proposer must submit all pricing information sealed separately but within the same package as the proposals.** (Only one copy of the pricing information is required.) Submitted labor rates shall include all health and welfare benefits, insurance, taxes, overhead, profit, and all other applicable fringe benefits in the total hourly rate shown on the hourly rate and mark-up schedule. (Attached to this Request for Proposals.) Hourly rates shall remain the same for the life of the initial term contract, expiring **December 31, 2018, with an automatic renewal for three additional years. The**

Contractor may request, in writing, by December 1, a rate increase once per year. Hourly rate increases may be negotiated on a yearly basis and shall not exceed the percentage increase of the Anchorage Consumer Price Index. Proposers are required to provide the percentage mark-up to be used for materials. This mark-up will be applied to the invoice amount of the materials used for any given project.

3.7 Licenses

The proposal must include a statement indicating that all necessary business and corporate licenses are currently held and must provide the license numbers. If all necessary licenses are not currently held, the proposal must indicate that the necessary applications have been made and that the firm is qualified for the licenses.

4.0 EVALUATION OF PROPOSALS

4.1 Criteria

Proposals will be evaluated and scored, using the criteria on the EVALUATION/RANKING page, found at the end of this document, in order to ascertain which proposals best meet the needs of the CBJ. The items to be considered during the evaluation and the associated point values are numbered one (1) through six (6).

4.2 Evaluation Data

The Evaluation Data discussed below is presented in an effort to delineate what criteria will be used to score proposals. Please do not include a separate section in your proposal for Evaluation Data. Much of the information discussed and requested below should be included in the proposal as part of the Proposal Content Requirements discussed in SECTION 3.0 of this RFP.

4.2.1 Past Record of Performance

Stair Construction Work: evaluation of the Proposer's experience in stair reconstruction within the CBJ right-of-way as well as related work throughout Southeast Alaska will be made. Detailed references including companies, specific contact persons and their phone numbers and locations should be provided.

4.2.2 Capacity of the Firm

Evaluation will be made on the Proposer's ability to perform the desired services. The proposal should discuss the ability to provide a variety of services including but not limited to the items listed in Section 1.2 Scope of Work and experience with past project requiring a fast response.

4.2.3 Hourly Rates

Hourly rates shall be awarded points according to the following formula:
Points Awarded = (Lowest Hourly Rates Total) X (Maximum Points for Hourly Rates)
÷ (Proposed Hourly Rates Total)

4.2.4 Mark-up on Materials

Mark-up on Materials shall be awarded points according to the following formula:
Points Awarded = (Lowest Mark-up Percentage) X (Maximum Points for Mark-up) ÷
(Proposed Mark-up Percentage)

4.2.5 Established Juneau proposer according to SECTION 7.0.

4.3 Evaluation Process

Evaluation of the proposals will be performed by a committee selected by CBJ.

5.0 SELECTION AND AWARD PROCESS

The proposals are individually scored by the Selection Committees. The reviewers' scores are then ranked according to the individual scores, with the highest score given a ranking value of one. The rankings are then determined. The lowest numerical rankings will be used to determine the successful term contract Contractors. In the event of a tie in the ranking totals, the raw scores of the proposers who are tied will be totaled to determine the final order.

The numerical rankings will be used to establish the rotation sequence for individual project award. The Proposers ranked 1, 2 and 3 will be asked to enter into a term contract with the CBJ.

Proposal evaluation results are anticipated to be announced within 15 calendar days of the submission date, although all offers must be complete and irrevocable for 60 days following the submission date.

Award of a term contract, if made, will be to the responsible proposers selected in accordance with the criteria described in SECTION 4 of this RFP.

The CBJ reserves the right to award term contracts solely on the basis of written proposals and reserves the right to award term contracts to the successful firms without further discussion.

6.0 INSURANCE REQUIREMENTS

Insurance requirements are described in Appendix C of Attachment 1 – Sample Term Contract.

7.0 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. *Please review the 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.

8.0 PROTESTS

The protest period begins with the posting of a notice of apparent successful proposer, in the CBJ Purchasing Division, and expires at the close of the next business day.

Protests shall be executed in accordance with CBJ Ordinance 53.50.062 PROTESTS and 53.50.080 ADMINISTRATION OF PROTEST. Copies of the ordinances describing protest procedures are available from the CBJ Purchasing Division, 155 South Seward Street, Juneau, Alaska. Questions concerning protests or protest procedures should be directed to the CBJ Purchasing Officer, at 586-5258. CBJ Ordinance 53.50 can be viewed electronically at the following Internet address: <http://www.juneau.org/law/code/purchasing.pdf>.

5.0 CONTRACTOR'S GOOD STANDING WITH CBJ FINANCE DEPARTMENT

Contractors 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 Contractor 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 Contractor 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 Contractor 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 proposal. 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 (7.0) has requirements regarding a firm's good standing with the City at the time a proposal is submitted. Please review the Purchasing Code cited.

**HOURLY RATE AND MARK-UP SCHEDULE
CBJ DOWNTOWN STAIR REHABILITATION SERVICES TERM CONTRACT
(C3) RFP E18-259**

HOURLY RATES

COMPANY NAME: _____

Hourly Rate

1.	Labor Rate (Normal Working Hours)	\$
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Material Mark-up

1.	Percentage mark-up on materials	%
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Proposer must submit all pricing information sealed separately but within the same package as the proposals.

EVALUATION/RANKING

CONTRACTOR: _____

SCORED BY: _____

DATE: _____

....

POINTS AWARDED

		<u>Points Possible</u>	<u>Score</u>
1.	Past record of performance at CBJ Stair Construction and similar work within Southeast Alaska.	0 – 30	_____
2.	Capacity of firm to perform the services	0 – 25	_____
3	Experience with projects requiring a fast response	0 – 15	_____
		Subtotal	_____

The Contracts Officer will assign points for criteria 4 - 6 below.

4.	Labor Rates	0 – 15	_____
5	Mark-up on Materials	0 – 10	_____
6.	Firm meets Juneau proposer requirements.	0 or 5	_____

TOTAL POINTS 100

INDIVIDUAL RANKING



ENGINEERING DEPARTMENT

ATTACHMENT 1
CBJ DOWNTOWN STAIR REHABILITATION SERVICES
TERM CONTRACT
(C3) RFP E18-259

This Agreement is entered into by and between the City and Borough of Juneau, Alaska ("City"), and _____ company name _____ whose address is _____ phone, fax__ and email ____ ("Contractor").

Witnesseth:

Whereas, the City desires to engage the Contractor for the purpose of rendering certain professional services, and

Whereas, the Contractor represents that it is in all respects licensed and qualified to perform such services;

Now, Therefore, the parties agree as follows:

1. CONTRACTUAL RELATIONSHIP. The parties intend that an independent Contractor/City relationship will be created by this Contract. City is interested only in the results to be achieved, and the conduct and control of the work will lie solely with the Contractor. Contractor is not considered to be an agent or employee of City for any purpose, and the employees of Contractor are not entitled to any benefits that City provides for City's employees. It is understood that the City does not agree to use the Contractor exclusively. It is further understood that the Contractor is free to contract for similar services to be performed for others while it is under contract with the City.

2. SCOPE OF SERVICE. The Contractor shall carry out in a professional and prudent manner all of the services required by the Contract. These services include all of the services described in Appendix A. Contractor will diligently proceed with the Scope of Services, and will provide such services in a timely manner.

3. PERSONNEL, EQUIPMENT, SUPPLIES, AND LICENSES.

(A) Except as noted in Appendix A, the Contractor represents that it has or will secure at its own expense all personnel, equipment, and supplies required in performing the services under this Contract.

(B) All of the services required hereunder will be performed by the Contractor or under its supervision.

(C) None of the work or services covered by this Contract shall be subcontracted without prior written approval of the Contract Administrator.

(D) Contractor warrants that it is fully licensed under all applicable local, state, and federal laws to perform the services to be provided hereunder.

4. TIME OF PERFORMANCE. The services performed under this term contract shall commence after execution of any Project Agreement and issuance of Notice to Proceed. Amendments to this Contract or any Project Agreement may be made upon mutual, written agreement prior to the stated expiration date. **This Contract expires December 31, 2018, with an automatic renewal for three additional years.**

5. REPORTING. Except as authorized within Appendix A, the City's primary representative for this Contract shall be Paul Beck, Project Manager. The City Manager shall be an alternate representative. The City shall not be liable for Contractor's expenses incurred in reliance on directions received from any other municipal officer or employee. The Contractor's representative shall be _____.

6. COMPENSATION. The City agrees to pay the Contractor according to the schedule attached as Appendix B. The Contractor's estimated fee schedule is attached to Appendix B.

7. TERMINATION OF CONTRACT FOR CAUSE. If, through any cause, except causes beyond the control of the Contractor, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Contract; or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Contract, the City shall have the right to terminate this Contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least ten days before the effective date of such termination. In that event, all finished or unfinished documents, or other data, in whatever form, prepared by the Contractor under this Contract shall, at the option of the City, become its property, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and materials, not to exceed the Contract amount.

8. TERMINATION FOR CONVENIENCE OF CITY. The City may terminate this Contract at any time by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least thirty days before the effective day of such termination. In that event, all finished or unfinished documents and other materials as described in paragraph 7 above shall, at the option of the City become its property, and the Contractor will be paid an amount not to exceed the sum set forth in Appendix B for work satisfactorily completed on or before the date of termination, less payments of compensation previously made.

9. CONTRACT AGREEMENT. All parties mutually agreed to the terms of this Contract. The Contract should not be construed in favor of or against any party. This Contract contains the entire agreement between the parties; there are no other promises, terms, conditions, or obligations other than those contained herein; and this Contract shall supersede all previous communications, representations or agreements, either oral or written, between the parties.

10. CHANGES. The City may, from time to time, require changes in the scope of services to be performed under this Contract. Such changes, including any increase or decrease in the amount of the Contractor's compensation, must be mutually agreed upon in writing before they will be regarded as part of this Contract.

11. EQUAL EMPLOYMENT OPPORTUNITY. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.

12. CONFLICTS OF INTEREST. Contractor agrees that no employee of the City who has exercised or will exercise any authority over the specifications, procurement, supervision or payment for this Contract, and no member of the employee's immediate family, has had or will have any direct or indirect financial interest in this Contract. If the Contractor learns of any such interest, the Contractor shall without delay inform the City Attorney or one of the officers specified in Paragraph 5.

13. ETHICS. Contractor shall discharge its duties fairly, impartially and maintain a standard of conduct that competently serves the City and the interests of the City. Contractor shall at all times exercise unbiased judgment when performing its duties under this contract.

14. PUBLIC RELATIONS. Contractor shall issue press releases, respond to press inquiries, make public speeches, appear on broadcast media or otherwise engage in public relations regarding the project only with the specific approval of the CBJ Project Manager.

15. ELECTED OFFICIALS. The Contractor shall respond to project-related inquiries from elected officials by providing impartial, factual information, but shall not initiate contact or attempt to persuade an elected official to agree with any viewpoint or to take any official action. The Contractor will promptly notify the Project manager of any request by an elected official for project-related information.

16. ASSIGNABILITY. The Contractor shall not assign any interest in this Contract and shall not transfer any interest in the same without the prior written consent of the City; however, claims for money due or to become due to the Contractor from the City under this Contract may be assigned to a bank, trust company, or other financial institution without approval. Notice of any such assignment or transfer shall be furnished promptly to the City.

17. RECORDS. During performance and after termination of this Contract, each party shall make available to the other party for inspection and copying, all records, whether external or internal, having any relevance to this Contract.

18. INSURANCE REQUIREMENTS. The Contractor has secured and shall maintain insurance for the risks and in the amounts specified in Appendix C. The Contractor and its insurance carrier waive subrogation against the City.

19. INDEMNIFICATION. Contractor agrees to defend, indemnify, and hold harmless City, its employees, volunteers, Contractors, and insurers, with respect to any action, claim or lawsuit arising out of this contract, without limitation as to the amount of fees, and without limitation as to any damages resulting from settlement, judgment, or verdict, and includes the award of any attorneys fees even if in excess of Alaska Civil Rule 82, but only to the extent such action, claim, or lawsuit is caused or alleged to have been caused by Contractor's negligence. "Contractor" includes the Contractor's employees, its agents, and its subcontractors. The Contractor shall not be required to indemnify City for a claim of, or liability for, the independent negligence of City. "Independent negligence" is negligence other than in the City's selection, administration, monitoring, or controlling of the Contractor and in approving or accepting the Contractor's work. If there is a claim of, or liability for, the joint negligent error or omission of the City and Contractor, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. City shall notify Contractor in a timely manner of the need for indemnification, but such notice is not a condition precedent to Contractor's obligations and may be waived where the Contractor has actual notice.

20. CHOICE OF LAW; JURISDICTION. This Contract shall be governed by the laws of the State of Alaska. Jurisdiction shall be in the State of Alaska, First Judicial District.

21. SUCCESSORS. This Contract shall be binding upon the successors and assigns of the parties.

22. PRECEDENCE OF DOCUMENTS. In the event of a conflict between the provisions of this document and its appendices, the order of precedence shall be this document, Appendix A, Appendix B and Appendix C.

23. TERMS AND CONDITIONS.

Defective Work: The Contractor, at its own expense, must remedy and correct any defect in its work or in articles, materials or services which it provides in connection with the work when said defects are brought to its attention within one year of completion of the work. The CBJ has the right to withhold 10% percent of the payment until the project is completed and accepted by the CBJ Project Manager. The Contractor must, without additional expense to the City, be responsible and make whole all injury, loss or damages to persons or property which may result from the use of any equipment, materials or workmanship which is inferior, defective or not in conformance with the terms or conditions, as specified in this bid.

If the Contractor fails to correct any defective work within a reasonable time frame set by the City, the City may, at its sole option, terminate the contract and/or obtain the necessary contract services from another source. The City may hold the original Contractor responsible for any excess costs the City has incurred in order to correct the deficiencies.

Permits, Laws and Taxes: The Contractor must obtain all required permits (including building permits, if needed), licenses and bonds to comply with applicable municipal, state and federal laws, unless otherwise specified in each project agreement.

Compliance: The Contractor must comply with all applicable federal and state labor, wage, hour and safety laws. To determine compliance, the City reserves the right to inspect and audit the Contractor's records and to inspect the Contractor's premises and job sites.

Contract and Project Agreement Amendments: Any requested changes or alterations to the contract must be approved by the Contract Administrator. Any requested changes or alterations to a specific project agreement must be approved by the designated CBJ Project Manager for that project. Any changes or work performed without such approval, will not be binding.

Impossibility to Perform: The Contractor will not be liable for default or breach of contract resulting from impossibility to perform when caused by "Acts of God" or as otherwise provided by the law.

Performance of Contract: If the Contractor is not performing according to the conditions stated in the bid document (contract), City staff will list the nonconformance issues and notify the Purchasing Division in writing and copy the Contractor. If, for some reason, these complaints are not resolved and/or the same type of complaint is being demonstrated over and over and the "good faith effort" in correcting differences appears to be ignored, the Purchasing Division

APPENDIX A: SCOPE OF SERVICES
CBJ Downtown Stair Rehabilitation Services Term Contract
Contract No. RFP E18-259

General Construction Repair, Rehabilitation, and New Work

The Contractor shall perform all work according to the City and Borough of Juneau's Standard Details 4th Edition, August 2011 and furnish all labor, materials, parts and equipment needed to complete each project under this contract. Work shall include but not be limited to:

- Stairway repair
- Stairway refurbishment
- Stairway reconstruction
- Miscellaneous associated carpentry
- Miscellaneous associated concrete work

General Information

The price estimate supplied by the Contractor for a specific contract must be reasonable and within the maximum allowable amount of \$50,000 and shall include all labor, materials and equipment. If a project task is assigned to a Contractor, a scope of work, schedule and fee will be mutually agreed upon by the CBJ Project Manager and the Contractor. A Project Agreement will be signed by the Contractor and the CBJ Contract Administrator. Each project will stand alone and must be authorized in the form of a written Notice to Proceed from the Contract Administrator.

Although the primary purpose of this contract is to perform work that has been pre-scheduled, there may be work that requires an immediate response. Work may also be required outside of the CBJ's regular business hours (Monday – Friday, 8:00 a.m. – 4:30 p.m.), including weekends and CBJ holidays.

In the event that no construction contracting services are requested during the contract period, project tasks will not be assigned.

Subcontractors

Subcontracting will be accepted only upon approval from the CBJ Contract's Office. If a Subcontractor is accepted, the following requirements shall apply.

- Department of Labor (DOL) requirements as indicated in Section 1.8 of RFP.
- Required insurance as indicated in Section 6.0 of RFP.
- A Subcontract Report shall be submitted from the Contractor

APPENDIX B: COMPENSATION
CBJ Downtown Stair Rehabilitation Services Term Contract
Contract No. RFP E18-259

Amount of Payment

Compensation will be based on equipment and hourly rates identified in the Equipment Rate Schedule submitted as part of the Contractor's proposal. Other costs associated with a specific projects will be negotiated and agreed to within individual project agreements. The following basic terms apply:

EQUIPMENT AND HOURLY RATES

Basic Hourly Rate, Labor Prices and Administrative Overhead: Basic hourly rate during regular business hours includes all labor and tools. Basic hourly rate shall include all provisions necessary to perform work defined under the scope of work. No charges may be made for freight, delivery, non-required supervision, or other miscellaneous expenses. The Contractor must invoice lesser rates for apprentice labor. The City reserves the right to audit or inspect the Contractor's records to determine accuracy of any charges.

Price Adjustment: Hourly rates and equipment rates will be held firm throughout the initial contract period **December 31, 2018, with an automatic renewal for three additional years. The Contractor may request, in writing, by December 1, a rate increase once per year.** If a renewal period is agreed upon, rates may be subject to price adjustment increase, if agreeable by both parties.

Billing Invoices: A separate invoice must be submitted for each job and must include detailed hourly labor, equipment, material costs and any other items chargeable to that job, along with the CBJ purchase order number. Invoices without a purchase order number may be returned to the Contractor. The CBJ Project Manager will review each invoice individually to determine if charges are applicable and make payment accordingly. Invoices must be submitted within 30 calendar days of completion of the work. Failure to provide invoices in a timely manner may result in cancellation of contract.

APPENDIX C: INSURANCE REQUIREMENTS
CBJ Downtown Stair Rehabilitation Services Term Contract
Contract No. RFP E18-259

The Consultant must provide certification of proper insurance coverage and amendatory endorsements or copies of the applicable policy language affecting coverage required in this agreement to the City and Borough of Juneau. Failure of the City to demand such certificate or other evidence of full compliance with these insurance requirements or failure of the City to identify a deficiency from evidence that is provided shall not be construed as a waiver of the obligation of the Consultant to maintain the insurance required by this contract.

Contractor agrees to maintain insurance as follows at all times while the contract is in effect, including during any periods of renewal.

Commercial General Liability Insurance. The Consultant must maintain Commercial General Liability Insurance in an amount it deems reasonably sufficient to cover any suit that may be brought against the Consultant. This amount must be at least one million dollars (\$1,000,000.00) per occurrence, and two million dollars (\$2,000,000.00) aggregate.

This insurance policy is to contain, or be endorsed to contain, additional insured status for the CBJ, its officers, officials, employees, and volunteers. If Additional insured status is provided in the form of an endorsement to the Contractor's insurance, the endorsement shall be at least as broad as ISO Form CG 20 10 11 85 or **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 forms if later revisions used).

Professional Liability Insurance. The Consultant must maintain Professional Liability Insurance in an amount not less than one million dollars (\$1,000,000.00) aggregate to protect the Consultant from any claims or damages for any error, omission, or negligent act of the Consultant, the Consultant's firm and employees. This requirement applies to the Consultant's firm, the Consultant's subcontractors and assignees, and anyone directly or indirectly employed to perform work under this contract.

Workers Compensation Insurance. The Consultant must maintain Workers Compensation Insurance to protect the Consultant from any claims or damages for any personal injury or death which may arise from services performed under this contract. This requirement applies to the Consultant's firm, the Consultant's subcontractors and assignees, and anyone directly or indirectly employed to perform work under this contract. The Consultant must notify the City as well as the State Division of Workers Compensation immediately when changes in the Consultant's business operation affect the Consultant's insurance status. Statutory limits apply to Workers Compensation Insurance. The policy must include employer's liability coverage of one hundred thousand dollars (\$100,000.00) per injury, and five hundred thousand dollars (\$500,000.00) policy limits. **If the Consultant is exempt from Alaska Statutory Requirements, the Consultant will provide written confirmation of this status in order for the City to waive this requirement. The policy shall be endorsed to waive subrogation rights against the City.**

Comprehensive Automobile Liability Insurance. The coverage shall include all owned, hired, and non-owned vehicles to a one million dollar (\$1,000,000.00) combined single limit coverage.