



**THE CITY AND BOROUGH
OF
JUNEAU, ALASKA
DOCKS AND HARBORS**

REQUEST FOR PROPOSALS

RFP DH22-047

**HARBOR MAINTENANCE & REPAIR
SERVICES**

Issued By: *Carl J Uchytel*
Carl Uchytel, P.E.
Port Director

Date: 5/27/2022

**Term Contract for Harbor Maintenance & Repair Services
RFP DH22-047**

SERVICES REQUESTED: The purpose of this document is to solicit proposals from qualified Contractors to provide Harbor Maintenance & Repair Services to the City and Borough of Juneau (CBJ) Docks & Harbors. The proposed term contract will cover small projects not-to-exceed \$50,000.00 each. Up to two Contractors may be selected.

DOCUMENTS: Request for Proposal (RFP) documents may be obtained from the CBJ Port Director's Office, 76 Egan Drive, Juneau, Alaska 99801, telephone (907) 586-0292 or at <https://juneau.org/harbors/public-notices-newsletter>.

PRE-PROPOSAL MEETING: A non-mandatory pre-proposal meeting will be held in the Port Director's Conference room at **10:00 a.m., Alaska time on Tuesday, June 14th, 2022**. Persons interested in submitting proposals are encouraged to attend.

QUESTIONS REGARDING THIS REQUEST FOR PROPOSALS (RFP): Matthew Creswell, Harbormaster, phone (907) 586-5255, is the sole point of contact for all issues pertaining to this procurement.

DEADLINE FOR PROPOSALS: 5 copies of sealed proposals, along with one copy of pricing information sealed separately, will be **received until 2:00 p.m., Alaska time on Tuesday, July 5th, 2022**, or such later time as the Port Director may announce by addendum to RFP holders at any time prior to the submittal date. Proposals must be time-stamped by 2:00 p.m. Late proposals will not be accepted and will be returned, unopened.

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

PHYSICAL LOCATION:
City and Borough of Juneau
Docks & Harbors
76 Egan Drive
Juneau, AK 99801

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

MAILING ADDRESS:
City and Borough of Juneau
Docks & Harbors
155 South Seward Street
Juneau, AK 99801

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

The CBJ Docks & Harbors phone number is (907)586-0292 and fax number (907)586-0295.

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: RFP DH22-047	P R O P O S A L
	SUBJECT: Term Contract for Harbor Maintenance & Repair Services	
	DATE OF OPENING AT 2:00 P.M. ALASKA TIME:	

Disadvantaged Business Enterprises are encouraged to respond.

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1.0 GENERAL INFORMATION

This Request for Proposals (RFP) 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 Harbor Maintenance & Repair Services through individual Project Agreements. Up to two Contractors may be selected for the Term Contract. Each Project Agreement will be limited to a maximum fee of \$50,000. 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 this term contract may not exceed \$50,000.

1.2 Scope of 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 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.

Harbor Maintenance & Repair Service

The Contractor shall perform all work and furnish all labor, materials, parts and equipment needed to complete each project under this contract. Work would typically consist of, but not limited to the following:

- Carpentry
- Concrete work
- Float Repairs
- Regulatory Signage installation

New construction and/or reconstruction work may be accomplished through this contract. 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. Each Project Agreement will stand alone and must be authorized in the form of a written Notice to Proceed by a representative of the CBJ.

Subcontractors: Subcontracting portions of the work is acceptable with prior approval from the Docks & Harbors Procurement Officer. When subcontractors are used, the following requirements shall apply.

- Department of Labor (DOL) requirements as indicated in Section 1.8
- Contractor shall verify that any subcontractor maintains the insurance coverages indicated Appendix C of Attachment 1 – Standard Contract
- A Subcontract Report shall be submitted from the Contractor

1.3 Minimum Qualifications

In order to be considered for a term contract, proposing Contractors must have **at least** five years of experience as a licensed General Contractor in Southeast Alaska and confirmed harbor-related work experience. Individual owners of the companies may provide experience meeting this requirement.

1.4 Contract Period

The initial term of this contract will end on June 30th, 2023, with an option to renew for three one year periods upon mutual agreement.

Basic hourly rates may be adjusted once annually, upon the written request of the Contractor to the Port Director. See Appendix B – Compensation of Attachment 1 – Standard 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 Port Director's Office (of CBJ Docks and Harbors) is located on the 2nd floor of the Seadrome Building at 76 Eagan Drive, Juneau, Alaska 99801.

1.6 Questions

Questions regarding this proposal will be handled by:

Matthew Creswell, Harbormaster
City and Borough of Juneau
Docks & Harbors
Juneau, Alaska 99801
E-mail: matthew.creswell@juneau.org
Telephone: (907) 586-5255

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

1.7 Standard Contract Language

Attached to this RFP is a CBJ standard contract which should be carefully reviewed by proposers, as it is the basis of the agreement that the CBJ intends to contract with the selected Consultant in the event of acceptance of its proposal.

1.8 Alaska Statute 36 (Little Davis-Bacon) Requirements

The following will apply if work exceeds \$25,000 and employees or subcontractors 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 \$25,000.00 (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 (907)465-4842 or (907)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 and subcontractors.

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. One specific requirement is that all Contractors and subcontractors notify ADOL as to the identity of all subcontractors they may have.

Contractors and contracting agencies are required to keep the ADOL notified of all subcontractors. This requirement is two-fold; one is to ensure proper Contractor licensing of all subcontractors and two, to enable the ADOL to notify subcontractors of their legal obligations under Title 36. If a subcontractor fails to respond to its legal requirements, ADOL may hold the Contractor responsible.

Remember:

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

Matthew Creswell
Harbormaster
City and Borough of Juneau
Docks & Harbors
155 S. Seward St.
Juneau, AK 99801
(907) 586-5255

If you need additional information, contact the Alaska Department of Labor at (907)465-5011.

1.9 Terms and Conditions

See Attachment 1 – Standard 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. Work extending beyond regular business hours must be approved in writing by the CBJ Project Manager. All scheduled work shall be scheduled a minimum of 24 hours in advance.

- Scheduled Work During Non-Business Hours. The Contractor will not begin work on any job during non-business hours until a Notice to Proceed has been issued.
- Emergency or Non-Scheduled Work. This work may occur during regular business hours or non-business hours. The Contractor will not begin work on any job classified as emergency or non-scheduled work until a Notice to Proceed has been issued.

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, materials and equipment 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. Work is to begin and be completed within a reasonable timeframe, unless the CBJ Project Manager indicates that a longer response time is acceptable. A “reasonable time frame” implies that the work is to commence and be completed in an amount of time that is “reasonable” by industry standards and is acceptable to the City. If needed, the City will contact other vendors to determine/verify the industry standard. 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 working calendar days following the site visit, unless an extension is granted by the CBJ Project Manager.

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(s) 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. **Please note, 3.6 - Hourly Rates and Mark-up, this information must be submitted in a separate, sealed envelope within the same envelope as the proposals.**

3.1 Title Page

Show the Request for Proposals subject, the name of your firm, address, telephone numbers, 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) and telephone number(s).
- 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 *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 past projects for CBJ or other Southeast 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 and 1.10 Performance Specifications**.

3.6 Hourly Rates and Mark-up

Proposers are required to provide hourly rates and percentage of mark-up on materials and equipment. 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 June 30th, 2023. The Contractor may request a rate increase, once annually. Hourly rate increases may be negotiated 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 seven (7).

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

Evaluation of the Proposer's experience with the CBJ and in 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 the variety of services including not limited to the items listed in Section 1.2 Scope of Work.

4.2.3 Hourly Rates

Hourly rates shall be awarded points according to the following formula:

$$\text{Points Awarded} = \frac{(\text{Lowest Hourly Rates Total}) \times (\text{Maximum Points for Hourly Rates})}{(\text{Proposed Hourly Rates Total})}$$

4.2.4 Mark-up on Materials

Mark-up on Materials shall be awarded points according to the following formula:

$$\text{Points Awarded} = \frac{(\text{Lowest Mark-up Percentage}) \times (\text{Maximum Points for Mark-up})}{(\text{Proposed Mark-up Percentage})}$$

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 assigned by the Port Director.

5.0 SELECTION AND AWARD PROCESS

The proposals are individually scored by the Selection Committees Members. 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 Contractor(s). 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.

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.

6.0 INSURANCE REQUIREMENTS

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

7.0 JUNEAU PROPOSER

Juneau proposer points shall be awarded if Proposer is determined to be a “Juneau proposer” meeting the criteria of [CBJ's Purchasing Ordinance 53.50](#), section 53.50.010.

A paper copy of the CBJ Purchasing Ordinance is available upon request from the Port Director's Office.

8.0 PROTESTS

The protest period begins with the posting of a notice of apparent successful proposer, in the Port Director's Office, and expires at the close of the next business day.

Protests shall be executed in accordance with [CBJ Ordinance 53.50](#) section 53.50.062 PROTESTS and 53.50.080 ADMINISTRATION OF PROTEST. Copies of the ordinances describing protest procedures are available from 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.

9.0 JUNEAU BUSINESS SALES TAX AND PERSONAL PROPERTY TAX

Vendors/merchants conducting business within the City are required by law to register with, and periodically report to, the City for sales and property taxes. Primes and Subs must be in good standing with the City prior to award, and prior to any contract renewal and in any event no later than five business days following notification by the City of intent to award or renew. **Good standing** means: all amounts owed to the City are paid in full, including Confession of Judgments; and Primes and Subs current in reporting (sales tax filings, business personal property declarations). Failure to meet these requirements, if so subject, shall be cause for rejection of your proposal and/or contract renewal. **To determine if your business is in good standing, or for further information, contact the City Finance Department's Sales Tax Division, at (907) 586-5265, concerning sales tax and/or Treasury Division, (907) 586-5268, concerning business personal property and real property tax.**

**HOURLY RATE AND MARK-UP SCHEDULE
 CBJ TERM CONTRACT FOR HARBOR MAINTENANCE & REPAIR SERVICES
 RFP DH22-047**

COMPANY NAME: _____

Hourly Rates

Item	Description	Price per Hour
1.	Hourly Rate-off water (Normal Working Hours, 8:00a.m. to 5:00p.m., Monday through Friday)	\$
2.	Hourly Rate-on water (Normal Working Hours, 8:00a.m. to 5:00p.m., Monday through Friday)	\$
3.	Hourly Rate-off water (Evening/Weekend/Holiday Hours)	\$
4.	Hourly Rate-on water (Evening/Weekend/Holiday Hours)	\$
Total		\$

Material Markup

1.	Percentage markup on materials	%
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EVALUATION/RANKING

CONTRACTOR: _____

SCORED BY: _____

DATE: _____

POINTS AWARDED

		<u>Points Possible</u>	<u>Score</u>
1.	Past record of performance on contracts with the CBJ and in Southeast Alaska.	0 – 30	_____
2.	Qualifications and experience	0 - 30	_____
3.	Capacity of firm to perform the services.	0 – 30	_____

Subtotal _____

The Port Director will assign points for criteria 4-7 below.

4.	Hourly rates for regular working hours.- on and off water	0 – 20	_____
5.	Hourly rates for work outside of regular working hours- on and off water.	0 – 20	_____
6.	Mark – up on materials	0 - 5	_____
7.	Juneau Proposer	0 or 5	_____

TOTAL POINTS **140**

INDIVIDUAL RANKING
