



**The City and Borough of Juneau  
Docks & Harbors**

**REQUEST FOR PROPOSALS**

**RFP No. DH22-031**

**Term Contract for  
General Electrical Work**

Issued By:

*Carl J. Uchytel*

Carl Uchytel, PE, Port Director

6/2/2022

Date

# Term Contract for General Electrical Work Contract No. DH22-031

**SCOPE AND INTENT:** The purpose of this document is to solicit proposals from qualified Contractors to provide general electrical work (labor) to the CBJ Docks and Harbors. The proposed term contract will cover small projects not-to-exceed \$50,000 each.

**REQUEST FOR PROPOSAL DOCUMENTS** may be obtained from the CBJ Port Director's Office, 76 Egan Drive, Juneau, AK 99801, telephone (907) 586-0292, and on our website at <https://juneau.org/harbors/public-notices-newsletter>

**QUESTIONS REGARDING THIS RFP:** Erich Schaal, CBJ Port Engineer, or Matthew Sill, Deputy Port Engineer, phone (907) 586-0397 or (907) 586-0398, fax (907) 586-0295 is the point of contact for all issues pertaining to this procurement. No oral interpretations concerning the RFP will be made to any person. *Requests for an interpretation must be made in writing and delivered or sent by fax to the CBJ Docks and Harbors at least 4 days before the submittal date.*

**PRE-PROPOSAL MEETING:** A non-mandatory pre-proposal meeting will be held in CBJ Room 224 Juneau, AK at **10:00 AM, Alaska Time on Thursday June 16th** Interested Contractors are encouraged to attend.

**DEADLINE FOR PROPOSALS:** Sealed proposals will be **received until 2:00 p.m., Alaska Time on Thursday, June 30th**, or such later time as the Port Director may announce by addendum to plan holders at any time prior to the deadline. Please provide **three** copies of your proposal. Late proposals will not be accepted and will be returned, unopened.

**NOTE:** Please register by sending an email to [teena.larson@juneau.org](mailto:teena.larson@juneau.org). Please reference the RFP number. Any information entered will be publicly available on the Plan Holder's list for this project.

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

**PHYSICAL LOCATION**  
City and Borough of Juneau  
Port Director's Office  
2<sup>nd</sup> floor  
76 Egan Drive  
Juneau, AK 99801

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

## 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 general electrical construction services through individual Project Agreements. 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.

**1.2 Scope of Services:** It is the intention of the CBJ to enter into a term contract with up to two Contractors to perform general electrical construction services, including marine related projects, installations and maintenance of security cameras and maintenance of existing electronic key card systems.

New construction and/or reconstruction work may be accomplished through this contract. The price estimate supplied by the Contractor for a specific project 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 CBJ Docks and Harbors.

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, 8:00a.m. – 4:30p.m.), including weekends and CBJ holidays.

The CBJ does not guarantee that any Project Agreements will be made under this contract, nor guarantee any minimum contract value.

In the event that no general electrical construction services are requested during the contract period, Project Agreements will not be assigned. Contractors selected for the Term Contract shall submit their current hourly rate, to be made a part of the Term Contract. If a renewal period is agreed upon, the hourly rate may be subject to a price adjustment increase based upon documentation by the Contractor relating to a union wage increase.

**1.3 Subcontractors:** Subcontracting will be accepted only with written authorization from the Port Director. If a Subcontractor is accepted, the following requirements shall apply.

- A Subcontract Report shall be submitted from the Contractor
- Verification that the Subcontractor is current in good standing with CBJ.

**1.4 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 Alaska and confirmed harbor-related work experience.

**1.5 Contract Period:** The initial contract period is from July 1<sup>st</sup>, 2022 through June 30, 2023, with an option to renew for three additional one-year periods upon mutual agreement.

**1.6 Background:** Juneau is Alaska's Capital City. The CBJ Port Director's office is located at 76 Egan Drive, Juneau, Alaska 99801. The Port Director's office is located on the 2<sup>nd</sup> floor of the Seadrome Building.

**1.7 Questions:** Questions regarding this proposal will be handled by:

Erich Schaal, Port Engineer, or Matthew Sill, Deputy Port Engineer  
City and Borough of Juneau  
**Telephone:** (907) 586-0397 or 0398  
**Fax:** (907) 586-0295

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

## **1.8 Sample Term Contract**

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

## **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 will be retained for the official files of Docks and Harbor 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, submission and oral presentations shall be the responsibility of the Proposer.

All proposals must be signed. A proposal may be signed by the Proposer or by an agent(s) only if the agent is an officer or a corporate representative authorized to sign contracts on the Proposer's behalf, a member of a partnership, or is 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. Proposals must be received in the number of copies stated in RFP cover letter not 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:

### **3.1 Title Page**

Show the Request for Proposals subject and RFP number, 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**

Briefly state your firm's understanding of the proposal requirements and summarize your capability to meet same.

Give names of the person(s) who will be authorized to represent your firm, their title(s), address(es) and telephone number(s).

The transmittal letter must be signed by a corporate officer who has authority to bind the firm. The letter must acknowledge receipt of all addenda.

### **3.3 Past Record of Performance**

Provide general background information on the firm including specialized experience, capabilities, and unique qualifications in the field.

Provide references and proof of five years work experience in Southeast Alaska.

### **3.4 Capacity of Firm**

Discuss the Scope of Services and how the firm will provide the desired services. Often services required are emergency in nature. Discuss the firms ability to respond in a timely manner including weekends and holidays.

Include a statement acknowledging the ability of the Contractor to meet potential project requirements for the variety of work listed under Scope of Services.

### **3.5 Hourly Rates and Mark-up**

Provide hourly rates for regular working hours (8:00a.m. to 4:30p.m. Monday – Friday).

Provide hourly rates for work outside of regular working hours, including weekends and CBJ holidays.

Provide mark-up percentages for materials.

### **3.6 Licenses**

The proposal must include a statement indicating that all necessary business, corporate, and professional 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 proposal best meets the needs of the CBJ. The items to be considered during the evaluation and the associated point values are numbered one through five (1 through 5).

### **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 this RFP.

#### 4.2.1 Past Record of Performance

Evaluation of the Proposer's experience with the CBJ, other governmental agencies and private industry 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 of the Proposer's ability to perform the desired services. The proposal should discuss the ability to provide the variety of services. These include but are not limited to the items listed in Section 1.2 Scope of Services.

#### 4.2.3 Hourly Rates

List hourly rates of personnel for work performed during regular working hours of 8:00a.m. – 4:30p.m. Monday – Friday.

#### 4.2.4 Hourly Rates Outside Regular Working Hours

List hourly rates for personnel for work performed outside regular working hours of 8:00a.m. – 4:30p.m. Monday – Friday.

#### 4.2.5 Mark-Up Rates

Submit mark-up percentages for materials and sub-contractors.

### **4.3 Evaluation Process**

Evaluation of the proposals will be performed by Docks and Harbors staff.

## **5.0 SELECTION AND AWARD PROCESS**

The proposals will be individually scored. The reviewers' scores are then ranked according to the individual scores, with the highest score given a ranking value of one. The lowest composite numerical rank will be used to determine the successful proposer. In the event of a tie, the raw scores of the proposers who are tied will be totaled. The proposer with the highest composite score will be selected.

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 4.0 EVALUATION OF PROPOSALS of this RFP.

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

The successful proposers shall submit certification of proper insurance coverage as required by the RFP for inclusion in the contract.

## **6.0 INSURANCE REQUIREMENTS**

The Contractor shall provide, as a minimum, the following insurance: The City must be named as an additional insured as respects their interest in this project, except for Professional Liability Insurance and Workers Compensation insurance. The Project Name and Number shall be referenced on the Certificate of Insurance. Proof of the following insurance is required prior to award:

**6.1 Commercial General Liability Insurance.** The Contractor must maintain Commercial General Liability Insurance in an amount sufficient to cover any suit that may be brought against the Contractor. This amount must be at least one million dollars (\$1,000,000.00) per occurrence, and two million dollars (\$2,000,000.00) aggregate. The Contractor must assume all insurable risks and bear any loss or injury to property or persons occasioned by neglect or accident during the terms of this Contract, except for sole negligence on the part of the City.

**6.2 Workers Compensation Insurance.** The Contractor must maintain Workers Compensation Insurance to protect the Contractor 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 Contractor's firm, the Contractor's Subcontractors and assignees, and anyone directly or indirectly employed to perform work under this contract. The Contractor must notify the City as well as the State Division of Workers Compensation immediately when changes in the Contractor's business operation affect the Contractor'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.

**6.3 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.

Each policy shall be endorsed to waive all rights of subrogation against the CBJ by reason of any payment made for claims under the above coverage, except Workers Compensation and Professional Liability.

## **7.0 LOCAL BONUS POINTS**



Local bonus 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(5).

A paper copy of the CBJ Purchasing Ordinance is available upon request from the CBJ 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](#) sections 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.

## **9.0 JUNEAU BUSINESS SALES TAX AND PERSONAL PROPERTY TAX**

Vendors/merchants conducting business within the CBJ are required by law to register with the CBJ for sales and property taxes. Vendors/Merchants must be in good standing for all amounts owed to the CBJ prior to award and prior to all contract renewals, but in any event no later than five business days following notification by the CBJ of intent to award. Failure to meet these requirements, if so subject, shall be cause for your proposal to be rejected. **To determine if your business is subject to these requirements, or for further information, contact the CBJ Finance Department, Treasury Division, at (907) 586-5265 concerning sales tax and 586-5268 concerning business personal property and real property tax.**

**9.1 Rejection of Proposals:** Docks and Harbors reserves the right to reject any proposal which:

- Is conditioned, incomplete, obscure, or irregular,
- Omits a proposal on any item or items on which bids are required,
- Is accompanied by insufficient or irregular proposal guaranty or,
- Is submitted by proposers who have previously failed to perform properly or to complete contracts as specified.

Docks and Harbors reserves the right to reject any or all proposals and to determine which proposal, if any, should be accepted in its best interest.

CONTRACTOR: \_\_\_\_\_

SCORED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

### EVALUATION/RANKING

		POINTS AWARDED	
		Points Possible	Score
1.	Past record of performance on contracts with the CBJ, other governmental agencies, and private industry.	0 – 30	_____
2.	Capacity of firm to perform the services.	0 – 20	_____
3.	Hourly rates for regular working hours.	0 – 20	_____
4.	Hourly rates for work outside of regular working hours.	0 – 20	_____
5.	Mark-up Rates.	0 – 10	_____
6.	Local Bonus Points.	0 or 5	_____
<b>TOTAL POINTS</b>		<b>105</b>	_____
		<b>INDIVIDUAL RANKING</b>	_____
			_____