



**Petersburg Borough**

**REQUEST FOR PROPOSALS**

**for the**

**Petersburg Public Library Landscaping Project**

**Sealed Submissions Due:  
January 30, 2015  
2:00pm**

**Authorized by: Steve Giesbrecht, Borough Manager  
December 15, 2014**

## 1.0 GENERAL INFORMATION

### 1.1 Purpose

The Petersburg Borough is planning for the completion of landscaping at the Petersburg Public Library. Proposals are being sought from qualified contractors for construction of a landscaping design with emphasis on value engineering and project scheduling that best meets the Borough's needs.

### 1.2 Background

The new Petersburg Public Library, located at Second Street and Haugen Drive, was completed in 2013. As part of the project plan, landscaping design and construction was planned for after the vertical construction with remaining funding from the project capital improvement fund. A design has been commissioned and completed and bids for construction of the landscaping have been advertised two separate times in 2014. No bids were received for either solicitation.

At this time, the Borough is seeking to accept proposals from qualified contractors who can offer locally available alternatives to design aspects and materials as well as a project completion schedule that meets the Borough's grant funding deadline.

It is anticipated that by offering contractors some latitude in materials and schedule, proposals will be submitted and a contractor awarded this project for completion.

### 1.3 General Scope of Work

Landscape work includes all earthwork and hardscape improvements on the library property, including but not limited to: Excavation, formation and grading of small berms and other site improvements; site staking and layout of site features; placement of selected material and D-1; installation of site concrete and decorative concrete; installation of rock wall, gravel path and trail rockery; fabrication and installation of nordic columns and arches; transportation and installation of owner-supplied anchor; installation of owner-supplied signs; manufacturing and installation of topsoil; installation of rock and bark mulch; installation of landscape edging; selection, transportation and installation of owner-supplied boulders; and seeding with a maintenance warranty.

Estimate for the work is: \$110,000 - \$170,000, including Additive Alternates.

### 1.4 Contract Documents

Project plans and specifications may be obtained by contacting Tara Alcock, Library Director at: [talcock@petersburgak.gov](mailto:talcock@petersburgak.gov)

Project documents may be downloaded from the Borough website ([www.ci.petersburg.ak.us](http://www.ci.petersburg.ak.us)) at no charge.

### 1.5 Inquiries/Questions/Addenda

Any questions regarding this proposal are to be submitted to:

Tara Alcock, Library Director 907-772-3349 - [talcock@petersburgak.gov](mailto:talcock@petersburgak.gov)

8:00 a.m. to noon; 1:00 p.m. to 5:00 p.m. local time Monday through Friday.

A pre-proposal conference has been scheduled for January 7, 2015 at 2pm at Petersburg Library, 14 S. Second Street, Petersburg, AK.

Final date and time for questions is 5:00pm local standard time, January 16, 2015.

Addenda may be issued during the RFP period. All Addenda become part of the Contract Documents. Include resultant costs in the Bid Amount.

### 1.6 Preparation Costs

The Borough shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest ranked proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each proposer agrees to be bound in this respect and waives all claims to such costs and fees.

## **2.0 RULES GOVERNING COMPETITION**

### 2.1 Examination of Proposals

Proposers should carefully examine the entire RFP and any addenda thereto, the original landscaping plans and specifications, the Petersburg Borough Standard Specifications as referenced in the RFP, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

### 2.2 Proposal Acceptance period

Award of this proposal is anticipated to be announced within 21 calendar days of the submission deadline, although all offers must be complete and irrevocable for 45 days following the submission deadline.

### 2.3 Confidentiality

The content of all proposals will be kept confidential until the selection of the Contractor is publicly announced. At that time the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

#### 2.4 Proposal Format

Proposals are to be prepared in such a way as to provide a straight forward, concise delineation of the proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on 1) conformance to the RFP instructions; 2) responsiveness to the RFP requirements; 3) completeness and clarity of content.

#### 2.5 Signature Requirements

All proposals must be signed. A proposal may be signed: by an officer or other agent of a corporate vendor, if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately-owned vendor; or other agent if properly authorized by a power of attorney or equivalent document. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

#### 2.6 Proposal Submission

Five (5) copies of the proposal must be received by the Borough prior to the date and time specified in the cover letter. All copies of the proposals must be under sealed cover and plainly marked as "Library Landscaping". Proposals shall be delivered or mailed to:

Physical Address  
Petersburg Library  
14 S. Second Street  
Petersburg, AK 99833

Mailing Address  
Petersburg Public Library  
PO Box 549  
Petersburg, AK 99833

#### 2.7 News Releases

News releases pertaining to the award resulting from the RFPs shall not be made without prior written approval of the Borough Manager.

#### 2.8 Disposition of Proposals

All materials submitted in response to this RFP will become the property of the Petersburg Borough. One copy shall be retained for the official files of the Purchasing Department and will become public record after award of the Contract.

#### 2.9 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Borough.

#### 2.10 Modification/Withdrawal of Proposals

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new proposal prior to the final submission date; or submit written modification or addition to a proposal prior to the final submission date. Modifications offered in any other manner will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the Borough after the date of receipt and following oral presentations.

#### 2.11 Late Submissions

PROPOSALS NOT RECEIVED PRIOR TO THE DATE AND TIME SPECIFIED IN THE COVER LETTER WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF AWARD.

#### 2.12 Rejection of Proposals

The Petersburg Borough reserves the right to reject any or all proposals if determined to be in the best interest of the Borough.

### **3.0 SCOPE OF WORK**

1. The goal of this solicitation is to award a construction contract to a qualified contractor who offers the best proposal for completion of the Petersburg Public Library Landscaping project, as presented in the drawings and specifications attached to this RFP and modified by agreement to the highest rated proposer's suggested changes and construction schedule.
2. The Contractor shall provide a construction plan to the Borough in response to this solicitation. The plan shall use the Library Landscape Design Drawings as the basis for all proposals. The Contractor shall offer clear and concise proposed changes to the use of alternate materials that are available to the proposer and will meet the intended aesthetics of the project.
3. All final elevations, lines and grades contained in the Landscaping Design shall remain as the final goals of the project. Changes to the plan layout or elevations

will not be considered by the Borough. Aggregate and soil thicknesses called out in the plans shall be considered the minimum thickness allowed.

4. The proposal shall include a construction schedule which shall detail the total overall construction period, proposed mobilization/start of construction date, completion dates of major milestones of the landscaping design elements, date of substantial completion and date of final completion. Final completion date is preferred by Sept 30, 2015 but a later schedule into 2016 is acceptable. No final completion date after June 30, 2016 shall be accepted. It is desired to have the construction period as condensed as possible to minimize Library and neighborhood disruptions. Construction schedules shall take into consideration seasonal limitations for earth work, concrete work and winter weather work stoppages.
5. The proposal shall include a cost proposal for the base work, with separate cost proposals for each additive alternate. It will be understood that the cost proposals will be subject to any proposed materials substitutions from the original design and drawings and detailed in response to section 3.1 above.
6. For all work and materials that are proposed to remain unchanged from the original landscaping design and plan, a statement to that effect shall be included in the submitted proposal.
7. All work on this project will be bound by the Petersburg Borough Standard Specifications, unless an alternate specification or contract provision is specifically negotiated into the construction contract. This includes, but is not limited to, Division 10 – Standard General Provisions (Bidding, Award, Scope of Work, Control of Work, Legal Relations, Measurement and Payment and Forms), Division 20 - Earthwork, Division 30 - Portland Cement Concrete and Division 75 – Landscaping.

#### **4.0 - PROPOSAL AND SUBMISSION REQUIREMENTS**

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals shall not exceed six (6) pages in length (excluding letter of transmittal, resumes, title page(s), index/table of contents, attachments, dividers or D/WBE forms if required). Information in excess of those allowed will not be evaluated/scored. One page shall be interpreted as one side of single lined, typed, 8 1/2" X 11", piece of paper.

##### **4.1 Title Page**

Show the RFP title and subject, the name of your firm, address, telephone number(s), name of contact person, and date.

## 4.2 Table of Contents

Clearly identify the materials by section and page number.

## 4.3 Letter of Transmittal (Limited to one (1) page.

4.3.1 Briefly state your understanding of the goal of the project and make a positive commitment to provide the services as specified and proposed.

4.3.2 Give the name(s) of the person(s) who are authorized to make representations for your company, their titles, address, and telephone numbers.

**4.3.3 The letter must be signed by a corporate officer or other individual who has the authority to bind the company.**

## 4.4 Experience

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

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

## 4.5 Project Manager

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

## 4.6 Key Project Staff and Sub-Contractors

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

## 4.7 Available Resources

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

#### 4.8 Contractor Location

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

#### 4.9 Construction Plan and Schedule

Provide detailed information on the company's proposed construction plan and schedule in meeting the scope of work requirements identified in Section 3. Describe overall approach to include any special considerations, which may be envisioned.

#### 4.9 Cost

Provide a lump sum cost to construct the base bid work.

Provide lump sum costs for each separate additive alternate item.

#### 4.10 Proposal Security

Proposing company shall provide proposal security in the form of a bid bond or certified check for an amount equal to 5% of the total bid amount, including all alternatives.

#### 4.11 Current Alaskan Contractor's License

The proposing company shall provide a copy of their current State of Alaska Construction Contractor's license.

### **5.0 - EVALUATION CRITERIA AND PROCESS**

#### 5.1 Criteria

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

- |                              |           |
|------------------------------|-----------|
| 1. Experience                | 10 points |
| 2. Project Manager           | 10 points |
| 3. Key staff/sub-Contractors | 10 points |
| 4. Available Resources       | 20 points |

5. Contractor Location	10 points
5. Construction Plan/Schedule	30 points
6. Cost	30 points
7. Proposal Security	10 points
8. Contractor's License	5 points
Total Points Available	135 points

## 5.2 Qualitative Rating Factor

Proposals will be ranked using the following qualitative rating factors for each RFP criteria:

- 1.0 Outstanding
- .8 Excellent
- .6 Good
- .4 Fair
- .2 Poor
- 0- Unsatisfactory

The rating factor for each criteria category will be multiplied against the points available to determine the total points for that category.

EXAMPLE: For the evaluation of the experience factor if the evaluator feels the response as provided was "Good" they would assign a "qualitative rating factor" of .6 for that criterion. The final score for that criterion would be determined by multiplying the qualitative rating factor of .6 by the maximum points available (30) and the resulting score of 18 would be assigned to the experience factor. This process would be repeated for each criterion.

## 5.3 Evaluation Process

A committee of individuals representing the Petersburg Borough will perform evaluation of the proposal. The committee will rank the proposal as submitted. The Petersburg Borough reserves the right to award a contract solely on the written proposal.

The Borough also reserves the right to request oral interviews with the highest ranked firms (short list). The purpose of the interviews with the highest ranked firms is to allow expansion upon the written responses. If interviews are conducted, a maximum of three (3) company's will be short-listed. A second score sheet will be used to score those firms interviewed. The final selection will be based on the total of all evaluators scores achieved on the second rating. The same categories

and point ranges will be used during the second evaluation as for the first. The highest ranked proposer after the second scoring, if performed, may be invited to enter into final negotiations with the Borough for the purposes of contract award.

## **6.0 - SELECTION PROCESS**

The Proposer with the highest total evaluation points may be invited to enter into contract negotiations with the Petersburg Borough. If an agreement cannot be reached, the second highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the Borough reserves the right to terminate negotiations with any proposer should it be in the Borough's best interest. The Petersburg Borough reserves the right to reject any and all proposals submitted.

## **7.0 - SAMPLE CONTRACT OR MINIMUM MANDATORY CONTRACT PROVISIONS**

In addition to carefully reading all of the information in the RFP, all Proposers must carefully read and review the attached sample contract (ATTACHMENT A). The successful Proposer shall be required to enter into a Contract with the Petersburg Borough, which will be substantially similar to the sample.

Therefore, the Proposer must make any proposed changes to the sample Contract that the Proposer desires. All changes must be made legibly and conspicuously in red ink on all copies submitted. Page(s) on which the change(s) appear must be tabbed as to be easily identified. The respondent must also provide the rationale for all changes.

IF NO CHANGES ARE MADE, THE PROPOSER SHALL BE DEEMED TO HAVE ACCEPTED THE SAMPLE CONTRACT. IF THE RESPONDENT MAKES CHANGES, SUCH CHANGES WILL BE CONSIDERED IN ANY NEGOTIATIONS WITH THE BOROUGH OF PETERSBURG. CHANGES MADE TO THE SAMPLE CONTRACT SHALL NOT BE CONSIDERED DURING PROPOSAL EVALUATIONS.