



City of Craig Harbor Concept Design – Architectural/Engineering (A/E) Services
Request for Proposals (July 23, 2021)
Proposals Due No Later than 3:00 pm, August 17, 2021

Section 1: Scope of Work

The City of Craig is currently seeking proposals to complete concept design services and initial engineering reviews of the Craig Cannery Site as part of the ongoing Craig Harbor Project Development in Craig, Alaska. The City of Craig intends to develop tidelands and adjacent uplands at the Craig Cannery Site to include a new harbor and upland improvements. The city has been working with the US Army Corps of Engineers (USACE) in the study and design of the General Navigation Improvements (GNI). GNI includes a 10.1-acre harbor basin and 1,900 linear feet of rubble mound breakwater. Final design of GNI (primarily breakwaters) will be complete by December 31, 2021 and the USACE anticipates award of a construction contract for the breakwaters in the first calendar quarter of 2022.

Design and engineering services covered under this scope of work include concept drawings, reports, and other A/E services related to future development of the Local Support Facilities (including floats, access, utilities, parking, restrooms, and other upland support facilities). The purpose of these drawings and reports is to assist the city with public outreach, planning, and development of the site.

A pre-bid conference for the RFP is scheduled for August 10, 2021. Firms may attend the pre-bid conference in person or by Zoom. A Zoom link will be sent to all bidders registered prior to the pre-design conference. Go to <https://www.craigak.com/planning/page/craig-harbor-concept-drawings-request-proposals> for full information regarding this proposal, backup documents, and to sign up for changes, addendums, and the pre-bid conference information. Scope of work for this bid is as follows:

1. Conduct pre-design meeting with the City of Craig.
2. Prepare a DRAFT conceptual drawing for a new harbor layout based on USACE drawings and recommendations for the harbor design adopted by the Craig City Council on January 16, 2020. Drawing set should include:
 - a. general site plan
 - b. artistic rendering of the concept harbor
3. Prepare a DRAFT conceptual drawing for upland access, harbor access points, parking, restrooms, and other facilities detailed in the harbor design recommendations adopted by the Craig City Council on January 16, 2020. Drawing set should include:
 - a. general site plan
 - b. artistic rendering of the concept upland improvements

4. Conduct at least three public meetings to take additional comment from the public regarding the proposed concept drawing. One meeting should be scheduled at noon and the other two meetings should be scheduled on consecutive evenings to allow for full comments.
5. Meet with the Craig Planning Commission and Craig Harbor Advisory Committee in a public meeting to review the concept design and make modifications based on this input from the planning commission and harbor committee.
6. Meet with the Craig City Council to present the final concept draft. Make modifications to the drawings based on input from the city council.
7. Prepare a report that includes a general review of high priority buildings identified in the Upland Development Recommendations adopted by the Craig City Council on January 16, 2020 summarizing the viability of preservation or restoration of the structures. Structures are identified on page 24 of the Ward Cove Cannery Site Land Development Plan – Phase 1, dated April 2007 and shown on the Draft Craig Harbor Improvements Plan View Sheet. High priority structures include the web loft (structure 1), administration building (structure 7), maintenance shop (structure 4) and boiler/retort (located adjacent to the northwest corner of the administration building). NOTE: The city does not require a detailed engineering study of the buildings at this time. Report should include potential hazardous material remediation issues based on age, type of construction, and other factors. This report should speak in broad terms based on a walk-through of the facilities.
8. ALTERNATE BID ITEM: Prepare a modified version of the National Park Service (NPS) Historic American Building Survey (HABS) Level II documentation to include a Historical Report using the HABS History Guidelines Outline Format as a guideline for the high priority buildings noted in item 7.

Completion of the public meetings, drawing sets, general engineering report on viability of high priority buildings, and HABS documentation (if included) should be completed no later than 60 days after notice of award is issued. Additional time will be allowed to accommodate planning commission, harbor advisory, and city council meeting schedules if necessary.

The City of Craig will provide the following documents related to this project:

- “DRAFT” Craig Harbor Navigation Improvements Plan View showing breakwater and harbor basin design
- January 16, 2020 City Council Adopted Cannery Site Recommendations
- April 2007 Ward Cove Site Development Plan
- 2019 Harbor Layout

Section 2: Project Manager/Contact

Questions or comments regarding this request for proposals should be directed to the City of Craig’s project manager at the information below:

Brian Templin (Project Manager), Craig City Planner
PO Box 725
Craig, AK 99921

Email: planner@craigak.com

Phone: 907-826-3275

Fax: 907-826-3278

Section 3: Proposal Deadline

Complete, sealed proposals must be submitted to the City of Craig no later than 3:00 pm, August 17, 2021. Proposals may be hand delivered to Craig City Hall at 500 3rd Street, Craig, AK 99921 OR mailed to City of Craig, PO Box 725, Craig, AK 99921. Proposals must be received by the city no later than the deadline shown above. Proposals may be emailed or faxed with prior arrangement only.

Section 4: Qualifications and Submittals

In order to be responsive to this Request for Proposals, must provide copies of the following with each bid. Each item listed shall be maintained by the Contractor for the entire duration of the project.

- Professional Architect/Engineer licensed in the State of Alaska;
- Rate sheet for services as a part of the proposal.

Proposals should conform to the format shown in section 5. Proposals that do not provide all items shown in Section 5 or do not meet the minimum qualifications shown in this section shall be deemed non-responsive. Late or non-responsive quotes shall not be considered.

The City of Craig reserves the right to withdraw this request at any time, and may reject any and all proposals, in its sole discretion. The City of Craig shall not compensate any firm for preparation of proposals made in response to this request. The City of Craig may choose, at its sole discretion, to award based on the base scope of work, the alternate bid item, or the base bid and the alternate bid.

The City of Craig reserves the right to reject any or all proposals, waive any informalities or irregularity in the bidding and/or not make an award.

Section 5: Proposal Format

Proposals should not exceed 20 pages and should be formatted as follows:

1. Brief description of firm and principals working on the project
2. Location of the firm's principal offices and staff members assigned to the project.
3. Similar experience and projects
4. Methodology
5. Timeline
6. Description of women and minority employment practices and ownership
7. Submittals shown in Section 4

Provide three (3) original copies of proposals with your submission.

Section 6: Scoring Criteria

Submitted proposals will be scored from 0 – 100 points based on the following criteria:

1. Experience and Staff
 - a. Firm and staff experience with harbor development projects (20 points)
 - b. Firm and staff experience with historical site planning and development (15 points)
 - c. Firm and staff experience with building condition assessments (10 points)
 - d. Firm and staff experience with similar projects in Southeast Alaska (15 points)
2. Method/Timeline

- a. Description of methodology and ability to complete the project within the timeframe shown in the scope of work. (25 points)
3. Proximity to the project site of the office of the firm and staff person(s) assigned to the project.
 - a. Firm and assigned staff located in Alaska (5 points)
 - b. Firm and assigned staff located in Southeast Alaska (5 points)
4. Employment practices of the firm or person with regard to women and minorities.
 - a. Description of women or minority employment practices (5 points)

The firm's proposal with the highest score will negotiate in good faith a final agreement with budget, method, timeline, and any adjustments to the project scope to meet the city's needs. In the event that the city does not feel that the highest scoring firm can meet the city's expectations within the city's budget, or for other reasons determined to be in the city's best interests, the city reserves the right to begin negotiations with the next highest scoring firm.