

City of Craig
Request for Proposals
Design Services for Craig Wastewater Treatment Plant Roof Project

February 4, 2022

Project Overview

The City of Craig is soliciting proposal from qualified firms to provide professional Architectural and Engineering Services for inspection, repair, and replacement of the Craig Wastewater Treatment Plant roof.

The Project Scope is to provide inspection, design, and construction management services to remove existing roof and insulation and install a new roof with new insulation. Services will include the following.

1. Complete inspection, perform condition assessment and specify recommended repair or replacement of the following:
 - a. Building roof, and roof insulation.
2. Prepare a preliminary operational cost estimate to remove existing roof, and install a new roof. The existing roof space is 4,030 square feet. 65ft x 62ft.

It is anticipated that the following disciplines will be required: (1) Civil Engineering, (2) Electrical Engineering, and (3) Cost Estimating. It is the responsibility of the Design Team to ensure that all applicable Federal, State and Local Jurisdictional code requirements are incorporated into the design and that the design is permissible under these same codes.

Project Deliverables

1. Pre-Design/Pre-Inspection Meeting. Contractor shall meet with city staff (Public Works Director, Parks and Facilities Manager, City Administrator) to discuss project scope and management.
2. Inspection Report. Contractor shall provide a narrative report on items 1 and 2 as shown in the project scope of work. Narrative report shall contain a description of the current conditions; recommendations for upgrades, repairs or replacements; cost estimate for upgrades, repairs or replacements; and preliminary operational cost estimate of roof replacement.
3. Design Services. Based on the information contained in the inspection report, city staff will refine the scope of design services to include some or all of those upgrades, repairs, and improvements to the Wastewater Treatment Plant roof discussed in the inspection report. The contractor shall provide design services for items selected by the city as follows:

- a. Conceptual Design. The contractor shall provide a conceptual design for upgrades, improvements, changes to interior space and additions to the building based on direction from city staff. Contractor shall meet with staff to review the conceptual design and to ensure that all recommendations have been incorporated, questions have been addressed and that the facility design meets the city's requirements. Contractor shall submit all plans, drawings, and information in electronic format (Adobe PDF), and shall proceed with preparation of construction designs and bid documents as outlined below.
- b. Construction Specifications. Proposer shall submit final construction specifications and product cutsheets for the project incorporating all changes requested by the city. Proposer shall submit all plans, drawings, and information in electronic format (Adobe PDF). Proposer shall also provide two (2) complete printed and bound sets of all Conceptual Design, construction specifications, product cutsheets, cost estimates and any other information provided under this contract.
- c. Proposer shall submit plans and information required by the state fire marshal, Alaska Department of Environmental Conservation and other agencies as required for permitting prior to upgrade, replacement, or construction.
- d. Construction and Operational Cost Estimate. Proposer shall provide an engineer's cost estimate of construction, installation, repair or upgrade of all items included in the design scope of work.

*All design meetings may be conducted either in person or electronically/telephonically. If proposer chooses to conduct meetings electronically/telephonically the proposer shall be responsible for setting up meetings and working with the city to ensure that city equipment is compatible.

Project Timeline

1. Contract Submittals. Submitted no later than 20 days after notice of award to proposer.
2. Pre-Design/Pre-Inspection Meeting. Scheduled no later than 20 days after contract signing.
3. Inspection Report. Draft submitted no more than 20 days after Pre-Design/Pre-Inspection Meeting with city staff. Final report due no more than 20 days after review comments submitted by city staff.
4. Design Meeting and Refined Scope of Work. City staff will submit a refined design scope of work to the proposer no later than 20 days after acceptance of the Inspection Report.
5. Conceptual Design. Submitted no more than 20 days after issuance of the notice to proceed for design services.

Preparation and Presentation Costs

The city shall not be responsible for proposal costs, costs related to any site visit, costs related to presentation of proposals, nor for costs including attorney fees associated with any challenge (administrative, judicial, or otherwise) 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.

Site Visit

The city shall conduct a site visit and pre-bid meeting at 10:00 am, March 4, 2022. The meeting will be held at the Craig Wastewater Treatment Plant, Cemetery Island Craig, AK 99921. Current Drawings of the Wastewater Treatment Plant will be available for review at that time.

Proposal Format and Submittals

Proposers shall provide the following information as part of their proposal:

1. Project Management Plan/Project Approach and Project Timeline
2. Documentation that the proposer and all subcontractors are licensed in the State of Alaska to perform all architectural, engineering, surveying and other work required to complete this project.
3. List of completed projects demonstrating similar work performed by proposer with an emphasis on work performed on municipalities in Alaska and particularly in rural Alaska in similar sized communities.
4. List of project principals including qualifications and licenses.
5. Proposed budget and overall cost to complete the project. Cost shall include all labor, travel, materials, supplies, permits, fees, and other costs associated with the project deliverables shown below. Costs should be clearly shown as follows:
 - a. Lump sum, not to exceed cost for project deliverables 1 and 2.
6. Current fee schedule for services associated with preparation of the project deliverables.
7. Proposer shall provide documentation upon demand that they carry professional liability insurance, general liability, workers compensation and automobile insurance at the proposer's expense.
8. Proposers shall make a presentation of their proposals to City staff in person or via electronic presentation (audio and electronic presentation). If proposer chooses to present their proposal electronically they shall be responsible for all arrangements for audio and video/electronic presentation.

Submissions and Inquiries

Submit sealed proposals clearly marked “City of Craig Wastewater Treatment Plant Roof Project” to Craig City Hall by 3:00 pm, March 11, 2022. Inquiries and questions are required to be submitted either electronically or in written correspondence and received by March 4, 2022. Any party considering submitting a proposal on this project must provide a contact and email address to the city staff listed below to ensure notification of proposal addendums, proposal schedule changes or inquiries.

Proposals may be delivered to Craig City Hall at 500 3rd Street or mailed to PO Box 725, Craig, AK 99921. Email proposals will be accepted by prearrangement only. To arrange to submit an email proposal contact Mr. Russell Dill, Craig Public Works Director at the information below. Fax proposals will not be accepted. Proposers must submit all required items shown above as part of the proposal submittal. Proposals not received by the published deadline or proposals that do not contain all required information may be deemed late or non-responsive and may not be considered.

Selection of the successful proposer will be made upon the following criteria:

1. Project experience with emphasis on similar projects in rural Alaska and in communities sized similar to Craig.
2. Project Management Plan/Project Approach and timeline.
3. Cost and Budget.

The City of Craig reserves the right to award a portion of the work shown above and negotiate a reduced scope of work or alternate project timeline with the successful proposer based on the city’s needs and available funding.

The City of Craig reserves the right to reject all proposals, waive any informalities or irregularity in the proposal process, and/or not make an award. The City of Craig shall determine in its own discretion whether a proposer is responsible and qualified to perform the contract, and what proposal is in the best interests of the city.

Any questions regarding this RFP should be directed to Mr. Russell Dill, Craig Public Works Director publicworks@craigak.com, 907-826-3405.