

**CITY OF KODIAK**  
**REQUEST FOR PROPOSAL**

Sealed Proposals for the St Herman Harbor Replace-Phase I; Preliminary Engineering and Environmental Permitting PN 20-08/8537 will be received by the City of Kodiak at the office of the City Manager, 710 Mill Bay Road, Room 114, Kodiak, Alaska 99615 until 3:00 p.m. (AK) on September 29, 2023 and then publicly opened and read aloud in the City's Conference Room.

RFP documents may be examined at the Engineering Department, 2410 Mill Bay Road, Kodiak, Alaska or call (907) 486-8065 or they may be viewed and downloaded online at <http://www.city.kodiak.ak.us/rfps>.

The City of Kodiak reserves the right to waive any informality or to reject any and all bids.



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Mike Tvenge  
City Manager

August 29, 2023  
Date of Invitation

Published: Kodiak Daily Mirror on August 29, September 1, 6, 13 and 20

**I. Introduction**

The purpose of this request for proposal is to obtain preliminary engineering and environmental permitting services to provide the City of Kodiak with environmental permits for the reconstruction of St Herman Harbor.

**Background**

Kodiak has a critical need to reconstruct St Herman’s Harbor (SHH), the facility has exceeded its service life and is suffering critical failures. St. Herman Harbor needs regular and substantial maintenance to stay operational. Kodiak has purchased \$103,000 in piling sleeves to maintain the harbor’s aging infrastructure, but the decades-old facility’s failure rate has greatly outpaced maintenance schedules. The need for harbor replacement is imminent. There is an extreme urgency to fix the floats that have failed and others that have temporary fixes. As the steel piling corrodes, temporary sleeves are installed with divers to prolong the life and prevent the loss of a float. SHH is used by homeported and transient commercial fishing vessels. Most of the vessels berthed in SHH are used by residents and non-residents alike who participate in the Bristol Bay and Kodiak Archipelago salmon fisheries along with local subsistence and recreational users.

**Project Schedule**

The anticipated project schedule is as follows:

RFP Issued .....	August 29, 2023
RFP Responses Due .....	September 29, 2023
Evaluation Committee .....	October 2 to October 6, 2023
Shortlist to 3 firms .....	October 6, 2023
Presentation/Interview (Optional).....	October 12 & 13, 2023
Selection.....	October 17, 2023
Fee Proposal/Negotiations/Contract .....	October 24 to October 27
City Council Vote on Award .....	November 9, 2023
Commence Work .....	November 13, 2023

**II. Scope of Work**

The major tasks should include:

1. Data collection, project kickoff and initial scoping: Most work under this task is complete and initial layouts previously completed for the City will be used as the starting point for development of layout.
2. Public involvement and stakeholder engagement: Assist the city with public involvement and stakeholder engagement. It is very important to ensure support of the design prior to submitting permit applications. Work under this task would include attending two public involvement meetings in Kodiak. The first meeting will be held concurrent with a design coordination site visit under Task 3 to reduce project expenses. At least six additional remote-attendance (Zoom, MS Teams, or teleconference) public meetings and individual coordination anticipated with specific users. Bidder will compile a Public Involvement Process (PIP) document that summarizes the meetings held, and will review and respond to public comments in coordination with the City.

3. Site inspection: During completion of design for permitting, perform a plans-in-hand walk-through of the site to validate our topographic survey and geometric layout of the floats, as well as to coordinate other existing site features.
4. Topographic and bathymetric surveys: using the existing and proposed U.S. Army Corps of Engineers (USACE) harbor condition survey as the base for much of the project survey data. Surveyors will collect uplands survey along the shoreline of the existing harbor sufficient for 1-foot contour intervals; identify all relevant aboveground features such as existing gangway abutments, as-built location of utilities (located by others), and as-built existing float locations; and perform isolated bathymetric survey in areas not collected by USACE, such as the void in bathymetry noted at the north end of the harbor basin. Deliverables for this task will be survey base drawings to be incorporated into Tasks 5 and 6.
5. Design for permitting package: work under this task includes design to the level necessary to support permit applications. At a minimum, all in-water construction elements will be designed to the level needed to identify pile quantities and sizes.
6. Permitting: assist the City in acquiring all permits necessary to complete in-water work and in performing an Environmental Assessment (EA). Anticipated permit requirements include:
  - NEPA Assessment for the use of Federal grant funding
  - USACE Department of the Army (DAP) Permit
  - Required for Section 404 (Clean Water Act) and Section 10 (Navigable Waters) compliance
  - USACE Section 408 Review
  - Required for impacts to USACE Civil Works projects (navigation channel, dredge areas)
  - Alaska Department of Environmental Conservation (ADEC) Section 401 and antidegradation project review
  - Endangered Species Act (ESA) protected species consultations
  - Marine Mammal Protection Act (MMPA) Incidental Harassment Authorization (IHA) if impacts to protected species cannot be avoided
  - Any required local permits

The proposed scope for permitting assistance is:

- The scope of NEPA funding will be determined by the applicable regulations associated with the grant programs pursued and specifications of the administering agency of any successful award. Proposals should conservatively estimate that a comprehensive Environmental Assessment (EA) would be required, including associated scoping documents and public process. Upon award, this estimate can be reassessed in accordance with award requirements.
- Following City review and concurrence on the project scope contained in the permit application design documents, specialists will coordinate with the project engineering

and drafting team to develop a detailed description of the project, pertinent quantity calculations, and required permit drawing formats to accompany the applications.

- If needed, project engineers will prepare alternatives analyses, including detailed site and cost considerations.
- If impacts to the USACE Civil Works project in the harbor are unavoidable, engineers and the permit team will cooperate to provide all required review materials.
- A Tier I Analysis of the potential for contaminated soils will be required to determine whether soil sampling will be needed prior to dredging or if sufficient existing sampling data exist.
- A Biological Assessment (BA) will be developed to evaluate potential impacts from the project on endangered species with ranges overlapping the construction impacts area and any vessel-related transit routes. For this proposal, it is assumed that existing sufficient data already exist regarding species occurrence in the area and that no additional field studies are required.
- If impacts to marine mammals cannot be avoided, an IHA application will be developed to request take authorization during construction.
- Permit application documents will be provided to the owner for review and comment, then updated as required before submission. Owner signatories will be required for the application submissions. Following submission, the permitting team will coordinate with the agencies to respond to any requests for additional information.
- The project engineers will develop documentation and any required details for utility and Fire Marshall plans review and will coordinate with the appropriate authorities for approval. Fire Marshal and ADEC reviews will be performed near completion of the design and prior to construction as required by the reviewing agency.

#### **Potential additional scope excluded from these design services**

There are additional potential regulatory requirements that the City does not anticipate for this project and are not included within the scope. Should conditions require it, these services could be authorized under a separate agreement:

- An Environmental Impact Statement (EIS) is not anticipated for a project of this scale and is not included. Should the result of an EA process show that significant impacts would result from the project, contractor will prepare a scoping document describing any additional assessment and studies that might be required to progress the project.
- Sampling of dredge materials could be necessary if environmental conditions require it, but it is not anticipated for routine maintenance dredging that may be required by proposed float layouts.
- Mitigation for impacts to waters of the U.S. is not anticipated for maintenance of existing authorized structures but is at the discretion of the USACE project manager and could be required. Mitigation could take the form of a mitigation project or compensatory fee and would require additional agency coordination.

#### **Deliverables:**

- Complete permit applications and consultation with appropriate agencies during review process.
- Layout of harbor to level necessary to support permit applications.
- Preliminary design package showing the general geometric layouts of the new float system and pile locations sufficient to complete the permitting outlined in Task 6. A rough-order-magnitude (ROM) cost estimate for the project will also be included as well as a list of typical specifications for the project.
- Meeting summaries for all meetings and workshops, including written records of all public comments (with the exception of City Council meetings);
- GIS layers/shapefiles of all completed mapping and survey work;
- Digital copies of all progress and design documents.

### **Possible Future Work**

Separate authorizations by the City Council will be provided to proceed with each subsequent phase of Design Development and preparation of Construction Documents. Authorizations will include a detailed scope of work, deliverable and itemized fee proposal. The successful proper for these design services will be eligible to compete for future design services.

### **III. Evaluation & Selection Criteria**

The selection of a firm for award of the contract will be by a selection committee which will evaluate the responses to this solicitation.

Responses will be evaluated on the basis of the advantages and disadvantages to the City of Kodiak using the criteria set forth below.

#### **Proposal**

##### **1. Firm Qualifications and Experience: **40 points****

- Provide detailed information on at least two projects of similar scope to the services requested. Please specifically address your demonstrated experience with preliminary engineering and environment permitting of harbor projects. Provide two references for each project submitted. (20 points)
- Discuss other projects that your firm has completed that you believe would qualify your firm for this project. (5 points)
- Describe specific, notable, successes where your planning, sequencing, and budgeting efforts resulted in successfully obtaining permits on time and within the owner's budget. (10 points)
- Discuss your past performance and describe why your firm may be particularly qualified to be selected for this project. (5 points)

**2. Management Plan: 25 Points**

- Discuss your proposed management plan and approach for this project. Provide a table or chart that shows organizational structure, chain of supervision, decision authority and communications. (5 points)
- The scope of work presents 6 major tasks, briefly discuss your understanding of each of these tasks and the approach you will take to accomplish them. (15 points)
- Name the individual who will be the City's primary point of contact during the project. Outline how your team will interact with City staff to become familiar with the project and clearly understand the City's needs. (5 points)

**3. Proposed Project Team: 20 Points**

- Provide the professional qualifications and experiences of the proposed project team members. (A response prepared specifically for this proposal is required. Marketing resumes often include non-relevant information which may detract from the evaluation of the proposal. Lists of projects are not useful. Focus on the individual's specific duties and responsibilities and how project experience is relevant to the proposed contract.)
- Discuss your demonstrated experience in working as a team on recent projects.
- List at least three references (contact persons and telephone numbers) for each person proposed.

**4. Preliminary Schedule: 5 Points**

- Outline a schedule for completing the requested services based on your previous experience with similar projects. Identify major milestones. Outline time commitments the City must make for your work to be completed on schedule.

**5. Quality of Proposal: 10 Points**

- A primary portion of the work is the presentation of reports and plans for public review. It is important that these written reports are as concise as possible, easy to understand, and effectively communicate ideas. Your proposal will be evaluated on how well you meet these requirements.

**Proposal Format**

Submit six (6) original copies of the proposal. The response must contain a statement of qualifications and a concise narrative, which addresses, in the order presented, the evaluation criteria set forth in this solicitation. The narrative response shall not exceed fifteen (15) pages in length, exclusive of appendix, cover page, letter of transmittal and table of contents.

Submit proposals to:

Mike Tvenge, City Manager  
City Of Kodiak  
710 Mill Bay Road, Room 114  
Kodiak, Alaska 99615

Proposals should be bound and organized according to the following outline:

Letter of Transmittal: A letter of transmittal shall include the following:

- The proposer's name and address;
- Statement that indicates the proposal is valid for at least 90 days from the proposal submission deadline;
- Statement that indicates the proposer's willingness to perform the services described in this RFP;
- A statement that all staff and other resources which are required to perform the services described in this RFP will be made available by your organization over the life of the anticipated contract;
- Statement that the signatory has authority to bind the proposer; and
- Signature of authorized individual.

Proposal Response

- Table of Contents
- Firm Qualifications and Experience
- Management Plan
- Proposed Project Team
- Preliminary Schedule

#### **Review of Proposals**

1. **Evaluation Process**: An evaluation committee consisting of at least four (4) evaluators will evaluate responsive proposals. Each proposal will be independently evaluated by each member of the evaluation committee.
2. **Interviews**: At the City's option, selected proposers will be requested to interview with the selection committee. Proposers will be notified in writing of the interview requirements, date, time, location, and amount of time allowed for an interview/presentation and question and answer period.

#### **IV. Administrative Information**

1. **Contact Person**: Any information required or questions regarding this RFP should be addressed and/or delivered to:  
Matt Holmstrom, City Engineer  
City of Kodiak  
2410 Mill Bay Road  
Kodiak, Alaska 99615-6398  
Tel: (907) 486-8065 / Email: [engineeringdept@city.kodiak.ak.us](mailto:engineeringdept@city.kodiak.ak.us)
2. **Deadline for Receipt of Proposals**: Proposals may be mailed or hand delivered, as long as six (6) copies are physically received by the City of Kodiak no later than **3:00 p.m., prevailing time (AK), September 29, 2023**. Faxed proposals are not acceptable. Proposals received after the above proposal submission deadline will not be considered and will be returned.

3. **Proposer's Review and Substantive Questions:** Proposer's should carefully review this RFP for errors, questionable or objectionable materials, and items requiring clarification. Proposer's shall put these comments and/or questions in writing and submit them to the contact person noted above. Please submit questions at least five days before the due date of proposals. This will allow time for an addendum to the RFP to be issued, if required, to all recipients of the initial RFP.
4. **Addendum to the RFP:** The City of Kodiak reserves the right to issue written addendums to revise or clarify the RFP, respond to questions, and/or extend or shorten the due date of proposals.
5. **Cancellation of the RFP:** The City of Kodiak retains the right to cancel the RFP process if it is in the City of Kodiak's best interest. The City of Kodiak shall not be responsible for costs incurred by proposers for proposal preparation.
6. **Proposal Withdrawal and Correction:** A proposal may be corrected or withdrawn by a written request received prior to the deadline for receipt of proposals.
7. **Retention of Proposals:** All proposals and other material submitted become the City of Kodiak's property and may be returned only at the City of Kodiak's option.
8. **Cost of Proposal Preparation:** Any and all costs incurred by proposer's in preparing and submitting a proposal are the proposer's responsibility and shall not be charged to the City of Kodiak or reflected as an expense of the resulting contract.
9. **Delivery of Proposals:** The City of Kodiak assumes no responsibility or liability for the transmission, delay, or delivery of proposals by either public or private carriers.
10. **Media Announcements:** Any and all media announcements pertaining to this RFP require the City of Kodiak's prior written approval.
11. **Fee Negotiations:** The City will negotiate a fee proposal with the top ranked firm. Should the parties be unable to reach agreement on an appropriate fee, the City, at its option, may terminate negotiations with the top ranked firm and enter into fee negotiations with the second ranked firm.
12. **Binding Contract:** This RFP does not obligate the City of Kodiak or the selected proposer until a contract is signed and approved by both parties.