

**City of Valdez
Request for Qualifications**

Date: March 2, 2022

**Project: Construction Administration and Special Inspection
Services – Whalen Avenue and St. Patrick Subdivision**

Project Number: 20-310-1200

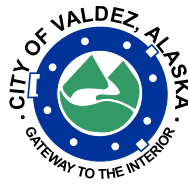
A. Overview

The City of Valdez is soliciting proposals to include qualifications and basic cost information from qualified firms to provide Civil Construction Administration Services and Special Inspections during construction of Pavement Management Phase III Whalen Avenue and the St. Patrick Subdivision Projects. Additionally, the City will use this solicitation for other special inspections and construction administration services as needed throughout the 2022 construction season.

Kinney Engineering was selected to do the design for Pavement Management Phase III Whalen Avenue. CRW was hired by the developer to design the St. Patrick Subdivision. They are working together to produce a cohesive design for both projects. The selected firm for this solicitation will be working with both above mentioned consultants to achieve a successful outcome for these projects.

The proposal must include the qualifications and experience of the firm, key personnel assigned to perform the required services, including training, certifications, accreditations and licenses. Staffing plan, resource availability, travel and per diem policy, location of laboratory, work to be performed by subcontractor(s) and reporting must be explained. The proposal must also include a list of the required tests with unit prices and estimated quantities with a separate rate schedule for field labor.

The project consists of furnishing all labor, materials, equipment, tools, supervision, and other facilities necessary to perform the required services in accordance with the criteria of the City of Valdez Standard Specifications.



B. Scope of work

Provide Construction Administration Services and Special Inspections for Pavement Management Phase III Whalen Drive, St. Patrick Subdivision, and additional projects during the 2022 construction season.

The Construction Administration firm will be responsible for the following:

- Report to the City's Project Manager on progress, concerns, and needs
- Attend project meetings as needed and coordinate all special inspections with the Contractor and City Project Manager
- Provide Owner with inspection and daily progress reports
- Responsible for lab results/chain of custody

The Special Inspection firm will provide:

- All personnel, supervision, materials, supplies, transportation and equipment to perform all Special Inspections, testing and laboratory services required within Division 10 of the City of Valdez Standard Specifications
- Special Inspection services include but are not limited to compaction tests (fill & asphalt), reinforced concrete inspection and testing

C. Selection Process

Submissions will be rated using a two-step process. Scores from steps two are independent from and supersede step one.

1. Responses will be received by the City's Capital Facilities office and will be scored by a panel of City representatives. Additional representatives selected to participate in the scoring process may include Design consultants, City Council Members, School District/Board representatives and City Commission members. Scoring guidelines are outlined in Section D (100 points max per evaluator)
2. The City reserves the right to divide the project scopes or otherwise award to firms however it deems to be most advantageous in accordance with City procurement policy, regardless of the result of the scoring process.



D. Requirements for Statement of Qualifications

1. The firm or individual that submits a statement of qualifications must be licensed to do business in the State of Alaska, and all responsible personnel must have appropriate Alaska licenses to conduct the tasks identified in the proposal. The City of Valdez assumes no obligation by accepting a proposal.
2. Responses will be limited to page requirements below
 - i. Cover Letter 1 page maximum
 - ii. Response to Criteria 10 page maximum
 - iii. Resumes 1 page each maximum

One page is defined as one side of a standard 8 ½" x 11" sheet of paper. Submittal shall be presented in 8 ½" x 11" format. A limited number of larger sheets may be included if folded to the 8 ½" x 11" format. Larger sheets will count as two pages. Tabs and/or divider pages do not count against the maximums. Font may be no smaller than 10 pt.

3. The following criteria will be considered during evaluation of responses. Each criterion is followed by its relative weight:
 - i. Experience and technical competence of key personnel in the following areas: (35pts)
 1. Alaskan (rural) special inspection experience
 2. Coastal construction experience
 3. Technical ability/experience for similar project scopes
 4. Municipal/public project inspection experience
 5. Relevant similar project experience within the last 10 years
 - a. Identify key personnel's role in project
 - b. Provide scope and size of project
 - c. Provide references and contact information
 - ii. Project approach and ability to manage special inspections and testing for this specific project successfully. (35pts)
 1. How will communications be handled with the Owner, Contractor, and Consultants?
 2. How will you handle the demands of the project from start of construction through close-out?
 3. What is the turn-around time for lab results when lab services are required?
 4. Identify any City requirements to meet your task objectives.
 5. Explain how you plan to mobilize or be on site to perform the necessary inspections in a timely manner, in order to keep the project on schedule.



6. Include a Separate “Price Sheet” listing required tests with unit prices and estimated quantities and a Separate “Rate Schedule” for field labor in your proposal. This will not count as one of the required pages.

- iii. Availability of resources to manage the project in a timely & responsive manner and throughout project close-out. (25pts)
 1. How will you meet construction schedule /workforce demands
 2. Who will serve as support staff or backfill replacements
 3. Explain company chain of command and management process.

- iv. Overall quality and completeness of proposal (5pts)

E. Submissions and Inquiries

Valdez encourages disadvantaged, minority and women-owned consultant firms to respond.

Submissions should meet criteria identified in Section D and firms will submit one (1) proposal electronically through the City’s drop box application:

In order to submit an electronic proposal firms must request access to the Box file by 4:00pm at least 1 business day in advance of the submission deadline by emailing wrobertson@valdezak.gov and cc: bsontag@valdezak.gov

Proposals will be accepted until 4:00pm local time, March 18, 2022. If necessary, interviews will be held at a later date.

Any questions regarding this project should be directed to Brad Sontag, Project Manager, bsontag@valdezak.gov. Questions regarding this RFQ will be received until 4:00pm March 11, 2022.



**City of Valdez
Proposal Rating Sheet
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**Project: Construction Administration and Special Inspection
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CONSULTANT: _____

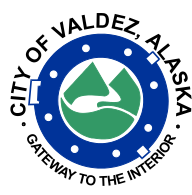
ADDRESS: _____

EVALUATOR: _____

DATE: _____

INSTRUCTIONS TO EVALUATOR:

This is a three-page form. Top scoring proposals will be given interviews (number of proposals chosen for an interview is at the discretion of the City). Please note that previous proposal scores will no longer be taken into consideration during the interview stage for award. Interview scores will supersede previous proposal scores.



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PROPOSAL RATING SHEET

Project Title: _____ Project NO: _____

Consultant: _____

Experience and Technical Competence of Key Personnel (35pts)

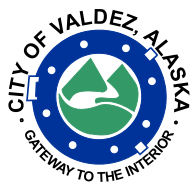
- Alaskan (rural) special inspection experience
- Coastal construction experience
- Technical ability/ experience for similar project scopes
- Municipal/public project inspection experience
- Relevant similar project experience within the last 10 years
 - a. Identify key personnel's role in project
 - b. Provide scope and size of project
 - c. Provide references and contact information

SCORE _____

Project Approach & Ability to Manage Special Inspections for the Project Successfully (35pts)

- How will communications be handled with the Owner, Contractor, and Consultants?
- How will you handle the demands of the project from start of construction through close-out?
- How will you keep the project on time and on budget?
- What is the turn-around time for lab results when lab services are required?
- Identify any City requirements to meet your task objectives.
- Explain how you plan to mobilize or be on site and perform the necessary inspections in a timely manner, in order to keep the project on schedule.
- Separate "Price Sheet" listing required tests with unit prices and estimated quantities and a "Separate Rate Schedule" for field labor is included with the proposal.

SCORE _____



**City of Valdez
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**Project: Construction Administration and Special Inspection
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Availability of Resources to Provide Special Inspections in a Timely and Responsive Manner
Successfully (25pts)

- How will you meet the construction schedule/workforce demands?
- Who will serve as support staff or backfill replacements?
- Explain company chain of command and management process. SCORE _____

Overall Quality and Completeness of Proposal (5pts) SCORE _____

TOTAL (100 Points Possible) _____

Evaluator

Date