



**REQUEST FOR PROPOSALS**  
**RFP DH23-040**  
**PROFESSIONAL DESIGN SERVICES**  
**JUNEAU PORT MASTER PLANNING**

Issued By: \_\_\_\_\_  
Carl J Uchtyl, P.E. Port Director

Date: January 31<sup>th</sup>, 2023

**PROFESSIONAL DESIGN SERVICES  
for  
JUNEAU PORT MASTER PLANNING  
RFP DH23-040**

**SCOPE AND INTENT:** The geographic area of Juneau Harbor (aka Port of Juneau) is posed for unprecedented capital investment from the private sector as well as from federal and local governments in the near future. The Alaska Congressional Delegation has communicated a desire to homeport an icebreaker in the state and the Coast Guard has evaluated Juneau as one possibility. Huna-Totem Corporation has been conveyed the 2.9 acre Subport property and publicly stated a goal for development by 2025. Goldbelt, Inc. has approached CBJ to acquire property which would facilitate redevelopment of their Seadrome Building. In 2021, CBJ Docks & Harbors completed a Small Cruise Ship Infrastructure Master Plan which would provide a new floating berth to serve this niche tourism market. Additionally, Docks & Harbors has completed conceptual design and is currently expending resources to provide shore power to the CBJ-owned docks. The Juneau Commission on Sustainability (JCOS), an Assembly appointed committee, has advocated for renewable power and strongly encourages commercial vessels to use local utility power when in port.

The City & Borough of Juneau has a vested interest to coordinate port partners' efforts to ensure competing interests are synchronized and has determined that a Port Master Plan is an appropriate vehicle to achieve this goal.

**DOCUMENTS:** Request for Proposal (RFP) documents may be obtained from the CBJ Port Director's Office, 76 Egan Drive, Juneau, AK 99801, telephone (907) 586-0292. Documents may also be obtained on-line [here](#). Proposers are encouraged to register as a plan holder to assure notification of addenda or other information regarding this RFP.

**QUESTIONS REGARDING THIS RFP:** Teena Larson, Administrative Officer, is the sole point of contact for all issues pertaining to this RFP (phone (907) 586-0292, fax (907) 586-0295, e-mail [teena.larson@juneau.gov](mailto:teena.larson@juneau.gov)). No oral interpretations concerning the RFP will be made to any person. Requests for interpretation must be made in writing and delivered, sent by fax, or e-mailed to CBJ Docks and Harbor at least four (4) days prior to submittal deadline.

**PRE-PROPOSAL CONFERENCE:** A non-mandatory pre-proposal conference about the scope and process will be held at 10:00 a.m. Tuesday, February 9th, 2023 in the CBJ Municipal Building Room 224 at 155 South Seward Street, Juneau, Alaska. Persons interested in submitting proposals are encouraged to attend. Conference call capability may be available for the Pre-Proposal Conference. Proposers intending to participate via teleconference shall notify the Port Director's Office, at (907) 586-0292 prior to the meeting.

**DEADLINE FOR PROPOSALS:** Six (6) copies of the proposal, in a sealed envelope, will be received until 2:00 p.m., Alaska Time on Tuesday, February 28th, 2023, or such later time as the Port Director may announce by addendum to holders of the RFP documents at any time prior to the submittal date. Late proposals will not be accepted and will be returned unopened. Faxed or e-mailed proposals will not be accepted.

Please affix the label below to outer envelope in the lower left hand corner.

<b>IMPORTANT NOTICE TO PROPOSER</b>		
<b>To submit your Proposal:</b> <b>1.</b> Provide your company name and address on the upper left corner of your envelope. <b>2. COMPLETE THIS LABEL AND PLACE IT ON THE LOWER LEFT CORNER OF YOUR ENVELOPE.</b>		
<b>S E A L E D</b>	<b>Proposal Number: RFP DH23-040</b> <b>Project: Juneau Port Master Planning</b> <b>DEADLINE DATE:</b>  <b>PRIOR TO 2:00PM ALASKA TIME</b>	<b>R F P</b>

Proposal documents delivered in person or by courier service must be delivered to:

**PHYSICAL LOCATION:**

City and Borough of Juneau  
Docks and Harbors – Port Director’s Office  
Second Floor – Seadrome Building  
76 Egan Drive  
Juneau, AK 99801

**NOTE:** Mailing/delivery times to Alaska may take longer than other areas of the U.S.

Proposal documents delivered by the U.S. Postal Service must be mailed to:

**MAILING ADDRESS:**

City and Borough of Juneau  
Port Director’s Office  
Docks and Harbors  
155 South Seward Street  
Juneau, AK 99801

The CBJ Docks and Harbors phone number is (907) 586-0292 and fax number is (907) 586-0295.

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## **1.0 GENERAL INFORMATION**

CBJ Docks and Harbors (D&H) is requesting proposals for professional design services. This Request for Proposals (RFP) defines the scope of the requested services, explains the procedures for selecting a firm to provide the requested services, and defines the documents required to respond to the RFP.

Late proposals will not be accepted and will be returned unopened. CBJ Docks and Harbors reserve the right to reject any or all proposals.

It must be noted that the City & Borough of Juneau Assembly has not yet approved the construction of a fifth cruise ship dock within the project boundary of this RFP. It is presumed that the information resulting from this effort will assist in the deliberative process from the elected officials.

### **1.1 PURPOSE**

The City and Borough of Juneau is requesting proposals from qualified consultants to provide professional planning and design services for comprehensive port planning efforts enabling CBJ decision makers to expand economic opportunities while balancing local priorities. With the appropriate level of planning and coordination, CBJ wishes to de-conflict anticipated public concerns for a variety of reasons, including but not limited to:

- A. There are potentially competing interests between cruise ship use and that of the US Coast Guard;
- B. It is not the role of Huna-Totem Corporation or the USCG to solve the broader port issues;
- C. CBJ continues to be interested in a contiguous waterfront Seawalk;
- D. The public will be interested in how a cruise ship dock affects a variety of issues including:
  - a. View plane
  - b. Anchoring of other cruise ships
  - c. Harbor navigation of large vessels
- E. CBJ is uniquely situated to weigh competing local interests in Juneau Harbor.

There are many benefits to our port partners for CBJ to lead a comprehensive port planning effort, including but not limited to:

- A. The public will get a coordinated effort;
- B. USCG efforts will be accelerated;
- C. Huna-Totem Corp will not have to plan outside of their immediate interests;
- D. Docks & Harbors can advance the Small Cruise Ship Infrastructure efforts beyond conceptual design;
- E. Goldbelt Inc will obtain refined Seawalk and Small Cruise Ship dock development plans;

F. Collaboration with the local power utility to apportion electrical loads and infrastructure on a rational basis.

The desired services would provide engineering and planning consultation, coordinated through CBJ and with the participation of the port partners, to propose and/or validate a broad harmonized Juneau waterfront expanding opportunities and efficiencies for each entity's infrastructure investments. The work may be phased to accommodate time-line dependent tasks contiguous upon available CBJ funding. Upon receipt of the final deliverable, D&H may elect to amend the scope of services to include planning, permitting through final design and construction documents of specific elements including Bidding, Construction Administration, Inspection, and other related services.

## 1.2 **BACKGROUND**

Juneau is Alaska's Capital City. The City and Borough of Juneau (CBJ) municipal offices are located at 155 South Seward Street, Juneau, Alaska 99801. The Port Director's Office is located on the 2<sup>nd</sup> floor of the Seadrome Building at 76 Egan Drive, Juneau, Alaska 99801.

The Port of Juneau hosts in excess of 1.2 million cruise ship passengers annually from "large" vessels. Cruise ships currently make calls at four permanent berths and one at-anchor position. Two cruise ship berths are owned by the City and Borough of Juneau and managed by Docks & Harbors, which is operated as a municipal enterprise.

	2017	2018	2019	2020	2021	2022
Large Cruise Ships	1,046,587	1,118,897	1,273,741	0	114,114	1,167,194
Small Cruise Ships	8,658	9,729	10,112	36	7,263	8,549
Total	1,055,245	1,128,626	1,283,857	36	121,377	1,175,743

In 2019, Norwegian Cruise Lines (NCL) acquired the 2.9 acre Subport Lot from the Alaska Mental Health Trust Authority through a sealed bid solicitation. NCL intentions were to construct the fifth neo-panamax sized cruise ship berth in Juneau as well as developing uplands in support of excursion bus staging, retail and restaurants. In 2022, NCL deeded the Subport Lot property to Huna-Totem Corporation (HTC), an Alaska Native village corporation. HTC has publicly indicated a desire to replicate the vision of NCL in constructing a cruise ship dock and supporting commercial uplands. The 2.9 acre Subport Lot does not include sufficient submerged lands necessary for development of a cruise ship dock. Approval from the CBJ Assembly will be required to acquire submerged lands lease rights to extend a cruise ship dock into Gastineau Channel. The planning process has not matured to where the Assembly has approved the proposed project through a formal vote.

In 2022, the Alaska Congressional Delegation, in open source documents, indicated their support for homeporting a Coast Guard icebreaker in the state. The Coast Guard currently owns a dock (i.e. wharf) adjacent to the HTC property. It is believed that Juneau is a suitable location for the Coast Guard's future icebreaker homeporting needs in Alaska. The CBJ Assembly approved [Resolution 3013](#) "Supporting the Homeporting of a U.S. Coast Guard Icebreaker in Juneau".

Adjacent to the Coast Guard Dock is the NOAA Dock which includes 2.4 acres of uplands. The condition of the NOAA is generally poor and is not suitable in its current condition for vessel mooring. CBJ Docks & Harbors has been keenly interested in acquiring this property from the federal government for several years. In 2022, there was draft congressional legislation which would have facilitated the conveyance, at fair market value, of the NOAA Dock to CBJ. This resulted in two [CBJ Assembly Resolutions](#) (2987 & 2997) inferring that Alaska Department of Fish & Game and Juneau Heating District would not be harmed in their operational requirements should the NOAA property be conveyed to CBJ. The recently enacted [FY2023 National Defense Authorization Act](#) (NDAA - Section 11710), allows the NOAA Dock to be conveyed to the US Coast Guard.

In 2021, CBJ Docks & Harbors completed the [Small Cruise Ship Infrastructure Master Plan](#). This effort studied opportunities to provide improved mooring facilities for the small cruise ships (< 275 foot in length) with a goal of establishing Juneau as a premiere turn-around port in Southeast Alaska. The preferred site location for infrastructure investment was adjacent to and included tideland portions of the NOAA Dock property.

Partially as a result of the Small Cruise Ship Infrastructure planning efforts, Goldbelt Inc, an Alaska Native urban corporation, expended resources to study the recapitalization of the Seadrome Building at 76 Egan Dr. This building adjoins the proposed small cruise ship facility and future Seawalk development. [Architectural rendering proposed by Goldbelt Inc](#) have been presented to the Docks & Harbors Board which have resulted in plans for a land exchange, which would enable Goldbelt to redevelop the Seadrome Building.

In 2022, Docks & Harbors completed the Juneau [Cruise Ship Dock Electrification Study](#). This report refines the ongoing design effort to bring shore power to the CBJ owned cruise ship docks. The report also discusses limitations to the power generating capability from the existing utility hydropower infrastructure. Planning for and synchronizing power demands along the Juneau waterfront will be addressed as part of this Port Planning study.

### **1.3 PROJECT DESCRIPTION**

The Consultant shall provide professional services to study, plan, evaluate and provide a port master plan (to a conceptual level with cost estimates) for consideration by CBJ and its port partners. D&H may, at its own discretion, extend the master planning effort to include additional design level efforts, permitting, cost estimating, construction documents, as well as scheduling and construction phasing recommendations for elements which are under its charge.

The scope of services is anticipated will include but not limited to the following milestones/deliverables:

- 1.3.1 Meetings with invited port partners, coordinated by D&H Staff, to include but not limited to:
  - A. Huna-Totem Corporation
  - B. US Coast Guard
  - C. Goldbelt, Inc
  - D. AELP
  - E. NOAA
  - F. ADFG
  - G. Juneau District Heating
- 1.3.2 Presentations to CBJ Staff, Docks & Harbors Board and Assembly
- 1.3.3 Public outreach & informational meetings
- 1.3.4 Comprehensive Port Master Plan Report harmonizing the Juneau Harbor port partners efforts

The product of the consultant's work will be phased and managed as specific milestones/deliverables are achieved. Future design elements, bidding assistance, construction administration, and inspection services may be amended to the contract if desired by the Port Director as result of final deliverables.

### **1.4 SCOPE OF SERVICES**

The proposed project area is located within Juneau Harbor (aka Port of Juneau). Attachment A provides a map of the facilities within the port planning area. It should not be considered as limiting and the consultant is encouraged to evaluate other waterfront locations, as appropriate.

The intent of the project is to advance the holistic benefits to individual partners through an area wide port planning approach. The following task



elements may be negotiated upon consultant selection but should not be considered as a limitation to the goals currently defined by CBJ or during the development of the port master plan:

1.4.1 New Cruise Ship Dock – Adjoining the Huna-Totem Corp owned Subport Property:

- A. Environmental (wind/current/wave) evaluation to ensure suitability for anticipated cruise vessels;
- B. Safety evaluation for suitability within Gastineau Channel, consistent with USCG COTP authorities including impact to vessels at anchor;
- C. Navigational evaluation for design vessel maneuverability to proposed dock approach and unmooring;
- C. Evaluation of dock location with deference to Coast Guard Dock and Standard Oil Dock (AJT Mining);
- D. Evaluation of dock alignment consistent with community values and desires of the upland property owners;
- E. Evaluation of the availability and opportunity for the local utility to provide shore power.

1.4.2 Coast Guard Dock

- A. In consultation with the federal government, coordinated through the CBJ Project Manager, evaluate conceptual mooring options and shoreside requirements for a hypothetical 360 foot, 13,000 gross ton vessel with similar restrictions described in 1.4.1;
- B. In consultation with the federal government, coordinated through the CBJ Project Manager, evaluate consistent with the 2002 Maritime Transportation Security Act and other DHS security requirements, opportunities to link a contiguous Seawalk along the Juneau Harbor waterfront.
- C. Evaluation of the availability and opportunity for the local utility to provide shore power.

1.4.3 CBJ Small Cruise Ship Infrastructure Project

- A. After consultation with the upland port partners in 1.4.1 and 1.4.2, advance the conceptual design contained in the [2021 Juneau Small Cruise Ship Infrastructure Master Plan](#) to 35% Design Effort;

B. In consultation with the federal government, coordinated through the CBJ Project Manager, evaluate solutions for the Coast Guard small boat moorings as well as operational needs for the ADFG Vessel MEDEIA;

C. Evaluation of the availability and opportunity for the local utility to provide shore power;

D. Evaluate and propose pipeline easement for seawater supply and discharge from/into Gastineau Channel necessary for future Juneau District Heating operations.

#### 1.4.4 CBJ Alaska Steamship Dock – Electrification

A. In consultation with the local utility, develop a rational plan to optimize the use of power, including shared use of infrastructure if appropriate, for all port partners.

B. Consistent with the efforts contained in the [2022 - Juneau Cruise Ship Dock Electrification Study](#) and with consultation with the local utility, develop Design-Build specifications enabling CBJ to solicit proposals.

### 1.5 **SCHEDULE OF WORK**

The schedule for specific elements of the project will be determined based upon contract award. It is anticipated and desired by D&H to receive the final deliverable within 9 months of Notice to Proceed.

A tentative schedule should be proposed in the RFP that would result in the desired timeline as identified above. The Consultant shall propose a schedule of work that identifies tasks necessary to accomplish the work.

The Consultant should anticipate a notice of selection for professional services not later than March 15<sup>th</sup>, 2023.

### 1.6 **QUESTIONS**

Questions regarding this proposal should be directed to:

Teena Larson, Administrative Officer

City and Borough of Juneau

Docks and Harbors

76 Egan Drive, 2<sup>nd</sup> Floor

Juneau, Alaska 99801

Phone: (907) 586-0292

Fax: (907) 586-0295

E-mail: [teena.larson@juneau.gov](mailto:teena.larson@juneau.gov)

Office hours are 8:00 a.m. to 4:30 p.m. local time, Monday through Friday.

## **1.7 STANDARD CONTRACT LANGUAGE**

Attached to this RFP is a CBJ standard contract sample (Attachment B) which should be carefully reviewed by proposers, as it is the form of agreement that the CBJ intends the selected consultant to sign in the event of acceptance of its proposal.

## **1.8 CONTRACT TERMS**

It is anticipated that this RFP would result in a contract for professional services. Fees would be negotiated and result in a lump sum and/or a not-to-exceed time and materials contract. The contract fees will be based on the proposed billing rates for the life of the contract, unless adjustments are approved in writing by CBJ.

## **2.0 RULES GOVERNING COMPETITION**

### **2.1 PRE-PROPOSAL**

Proposers should carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the services requested and the conditions likely to be encountered in performing the services. It is the sole responsibility of the proposer to assure they are in receipt of any and all addenda.

### **2.2 PROPOSAL DEVELOPMENT**

#### **2.2.1 General**

The content of proposals will be kept confidential until the selection of the Consultant is publicly announced. All materials submitted in response to this RFP will become the property of the CBJ Docks and Harbors. One copy will be retained for the official files of the CBJ Docks and Harbors and will become public record after signing a contract with the successful Proposer. CBJ Docks and Harbors will not return proposals to the Proposer. CBJ Docks and Harbors reserves the right to reject any or all proposals.

#### **2.2.2 Proposal Submission Process**

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.

This solicitation does not commit CBJ Docks and Harbors to select any Consultant(s) for the requested services. All costs associated with the respondents' preparations, submission and oral presentations (if applicable) shall be the responsibility of the Proposer.

All proposals must be signed. Proposals must be received in the number of copies stated in the RFP no later than the date and time specified in the cover sheet or issued addenda. All copies of the proposals must be under sealed cover and plainly marked. Proposals not received by the date and time specified in the cover sheet will not be considered.

### **3.0 PROPOSAL CONTENT REQUIREMENTS**

To achieve a uniform review process and obtain the maximum degree of comparability for the Selection Committee, proposals should be organized in the manner specified below:

#### **3.1 TITLE PAGE**

Show the RFP subject and contract number; the name of the firm; address; telephone numbers; name of contact person; and date of submission.

#### **3.2 TABLE OF CONTENTS**

Clearly identify the materials by section and page number.

#### **3.3 LETTER OF TRANSMITTAL**

Limit to one (1) or two (2) printed pages.

- 3.3.1 Briefly state your firm's understanding of the proposal requirements and summarize your capability to meet same.
- 3.3.2 Give names of the person(s) who will be authorized to represent your firm, their title(s), address (es) and telephone number(s).
- 3.3.3 The transmittal letter must be signed by a corporate officer who has authority to bind the firm. Name and title of the individual signing the proposal must be printed below or adjacent to the signature.
- 3.3.4 Acknowledge receipt of all addenda. Failure to acknowledge addenda may result in the proposal being considered non-responsive and subject to rejection.

#### **3.4 SCOPE OF SERVICES AND WORK PLAN**

- 3.4.1 Discuss the Scope of Services and how the firm will provide the desired services. Include a statement of approach and methodology for accomplishing the requested services.

- 3.4.2 Provide a work plan, which includes a proposed project schedule. This schedule should identify major tasks and critical components of the project. If the Consultant's team anticipates delays or problems with the design schedule, describe these issues in detail.
- 3.4.3 Discuss the incorporation of this project into the firm's current workload and the ability of the Consultant's team to meet the project schedule. Provide a staff schedule, identifying primary personnel and sub-consultants and their proposed work schedule during different phases of the project. How much priority can/will this project be given?

### **3.5 HISTORY AND EXPERIENCE**

- 3.5.1 Provide company names, individual contacts, and telephone numbers of references for at least three recent projects similar in scope and scale to the project subject of this RFP.
- 3.5.2 Provide general background information on the firm including specialized experience, capabilities, and unique qualifications in the field. This should include information outlining the firm's experience in the specific professional services requested. Provide examples of projects that demonstrate unique, well planned, and executed solutions to program, budget, and design challenges.
- 3.5.3 Provide information to establish a high level of client satisfaction for the firm's previous work with CBJ, other government agencies, and private clients.
- 3.5.4 Provide information that demonstrates the ability of the firm to deliver design services that result in project construction within established budget and on schedule.
- 3.5.5 Provide information that demonstrates ability of firm to negotiate and secure federal, state, and local permits for projects of the scope and scale of the subject project.

### **3.6 PROPOSER'S ORGANIZATION AND PERSONNEL QUALIFICATIONS**

- 3.6.1 Describe the organizational structure of the Consultant team for this project with an organizational chart or other diagrammatic explanation.
- 3.6.2 Specify the project manager and other key personnel who will be directly providing services for CBJ Docks and Harbors in various areas of the described project and state their position, role, and responsibility. The names, titles and resumes of listed personnel should be provided. Please indicate the experience of each member specifically as it applies to this type of project.
- 3.6.3 Describe quality control and quality assurance measures that the firm would use in the development of design documents for this project.

### **3.7 FIRM'S FEE SCHEDULE**

3.7.1 Include a fee schedule of hourly rates of pay for firm principals; project managers; and other key personnel who will be directly providing services on this project relative to the proposed tasks to accomplish the Scope of Services. For clarity the fee schedules shall identify the key personnel proposed for the project, their role and their pay rate. Include mark-up rates for sub-consultant work and list typical reimbursable expenses including mark-ups. Hourly rates shall include all markups and multipliers. Hourly rates shall remain in effect for the life of the contract with no increase unless agreed to by CBJ. Rates will not be evaluated but will be the basis for contract negotiation.

### **3.8 LICENSES**

3.8.1 Professional registration (Engineer/Architect) in the State of Alaska at the time of proposal submission is required (Alaska Statute 08.48.281).

If a corporate license is held, the professional licensed in the state of Alaska (in order to obtain a corporate license), as well as the professional stamping the work, must be in responsible charge of this project.

All survey work involving property or boundary surveys must be stamped by a Professional Land Surveyor licensed in the State of Alaska.

All reports prepared by a registered professional licensed in the State of Alaska must be stamped by the registered professional.

The proposal must include a statement indicating that all required business, corporate, professional occupational, and any other necessary licenses/certificates are currently held. License/certificate numbers must be provided.

## **4.0 EVALUATION OF PROPOSALS**

### **4.1 CRITERIA**

Proposals will be evaluated and scored, using the criteria on the Proposal Evaluation Form, found at the end of this document, in order to ascertain which proposal best meets the needs of CBJ Docks and Harbors. The items to be considered during the evaluation are explained below at Section 4.3 Evaluation Data. The associated point values are included on the Proposal Evaluation Form.

## **4.2 EVALUATION PROCESS**

Evaluation of the written proposals will be performed by a committee selected by the Port Director. Written proposals will be the primary basis for selection of the consultant team, unless the selection committee determines that oral interviews are necessary.

If oral interviews are used, the selection committee will prepare a “short list” of at least two finalists, who will then be invited to attend oral interviews in Juneau. Finalists will be notified and informed of specific interview requirements and procedures prior to the oral interview. Proposers will be allowed a maximum of three team members to participate in the interview process.

Oral interviews, if used, will be scored and ranked independently of the written proposal and will determine the outcome of the RFP process.

## **4.3 EVALUATION DATA**

The Evaluation Data discussed below is presented in an effort to delineate what criteria will be used to score proposals. Please do not include a separate section in your proposal for Evaluation Data. The information discussed and requested below should be included in the proposal as part of the Proposal Content Requirements discussed in Section 3.0 of this RFP.

### **4.3.1 Proposed Method to Accomplish the Project**

Work Schedule and methodology will be evaluated according to completeness and pertinence of the tasks submitted by the Proposer, as well as the logic of the overall approach. The proposal should show interest and insight about the specific project.

### **4.3.2 Capacity of the Firm**

Evaluation will be made on the Proposer’s ability to perform the desired services within the established schedule.

### **4.3.3 Past Record of Performance**

Evaluation of the Proposer’s experience with the CBJ, other governmental agencies and private industry will be made. Detailed references including companies, specific contact persons and their phone numbers and locations should be provided.

Specific attention will be paid to the following items:

- a. Monitors and maintains project schedules.

- b. Establishes overall project success through close coordination with all parties.
- c. Controls construction budgets, maintaining best interests of Owner.
- d. Delivers high quality services within established budgets.
- e. Ability to negotiate and secure federal, state, and local permits.

#### **4.3.4 Firm's Experience with Similar Projects**

Evaluation will include assessment of experience with projects of similar scale and scope. The proposal should succinctly describe these projects.

#### **4.3.5 Firm's Representation**

The proposal should specify readily available personnel to accomplish the desired services. The level of involvement should be displayed in a way which is consistent with the scale of the project.

Consideration will be given to the following:

- a. Schedule of availability of personnel who will work on the project.
- b. Scale of involvement is appropriate to the project.

#### **4.3.6 Proposer's Organization and Personnel Qualifications**

Evaluation will be made of the Proposer's organization and the ability of the personnel who will provide the equipment, technical, and supervisory assistance requested.

#### **4.3.7 Quality of Proposal**

Evaluation will include the clarity and professional quality of the document(s) submitted. Consideration will be given to the following:

- a. Is the proposal clear and concise?
- b. Is the proposal responsive to the needs of the project?

#### **4.3.8 Juneau Proposer According to Section 7.0**

Juneau proposer points will be given if the Prime Consultant meets Juneau Proposer requirements as stipulated in Section 7.0 - Juneau Proposer Points.

### **5.0 SELECTION AND AWARD**

An evaluation committee will review, evaluate, score, and rank proposals in accordance with criteria identified in Section 3 and the Evaluation Form. Each member of the Selection Committee will independently score the proposals. Each member's scores, as they relate to the group of proposals, are then ranked. The proposal receiving the highest score is given a ranking value of "one", the second



highest scored proposal receives a ranking of "two", and so on. The scores and rankings of each evaluation committee member will be checked for accuracy and combined to form a composite ranking.

The Proposer with the lowest composite numerical rank will be declared the apparent successful proposer. In the event of a tie in the ranking totals, the raw scores of the Proposers who are tied will be totaled to determine the successful Proposer. If oral interviews are used, the successful proposer will be chosen as provided in Section 4.2 of this RFP.

After the protest period, the successful Proposer will be invited to enter into contract negotiations with the CBJ. If negotiations are unsuccessful, discussions with the lowest ranked Proposer will be terminated and the second lowest ranked Proposer may be contacted for negotiations.

Award of contract, if made, will be to the responsible Proposer selected in accordance with the criteria described in Section 4 of this RFP, and whose final proposal and fee is accepted by the CBJ. The CBJ reserves the right to award the contract to the successful firm without further discussion.

## **6.0 INSURANCE REQUIREMENTS**

The insurance requirements for this project are specified in Sample Contract (Attachment E).

## **7.0 JUNEAU PROPOSER POINTS**

Juneau Proposer points shall be awarded if the Proposer is determined to be a "Juneau proposer" meeting the criteria of [53.50.010](#). A paper copy of the CBJ Purchasing Ordinance is available upon request from CBJ Docks and Harbors.

## **8.0 PROTESTS**

The protest period begins with the posting of a notice of apparent successful proposer, in the Port Director's Office, and expires at the close of the next business day.

Protests shall be executed in accordance with CBJ Ordinance [53.50.062 PROTESTS](#) and [53.50.080 ADMINISTRATION OF PROTEST](#). Copies of the ordinances describing protest procedures and procurement processes are available from CBJ Docks and Harbors or can be viewed electronically at: [53.50 CBJ Purchasing of Supplies and Services](#).

## **9.0 JUNEAU BUSINESS SALES TAX AND PERSONAL PROPERTY TAX**

Vendors/merchants conducting business within the CBJ are required by law to register with, and periodically report to, the CBJ regarding sales and property

taxes. Vendors/Merchants must be in good standing for all amounts owed to the CBJ prior to award and prior to any contract renewal and, in any event, no later than five business days following notification by the CBJ of intent to award or renew.

**Good standing** means all amounts owed to the CBJ are paid in full, including any Confession of Judgments, and the proposer is current in reporting sales tax filings and business personal property declarations. Failure to meet these requirements, if so subject, shall be cause for rejection of your proposal and/or contract renewal. To determine if your business is in good standing, or for further information, contact the CBJ Finance Department, Sales Tax Division, at (907) 586-5265 concerning sales tax and the Treasury Division at (907) 586-5268 concerning business personal property and real property tax.

## PROPOSAL EVALUATION FORM

**PROPOSER:** \_\_\_\_\_

**SCORED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

	<b>Points Possible</b>	<b><u>Score</u></b>
4.3.1. Proposed Method to Accomplish the Work	0 – 30	_____
4.3.2. Capacity of Firm	0 – 20	_____
4.3.3. Past Record of Performance		
a. Monitors and maintains project schedules.	0 – 10	_____
b. Establishes overall project success through close coordination with all parties.	0 – 10	_____
c. Controls construction budgets, maintaining best interests of Owner.	0 – 10	_____
d. Delivers high quality services within established budgets.	0 – 10	_____
e. Ability of firm to secure federal, state, and local permits	0 – 10	_____
4.3.4. Firm's Experience with Similar Projects	0 – 20	_____
4.3.5. Firm's Representation		
a. Schedule of availability of personnel.	0 – 20	_____
b. Scale of involvement is appropriate to the project.	0 – 20	_____
4.3.6. Proposer's Organization and Personnel Qualifications	0 – 20	_____
4.3.7. Quality of Proposal		
a. Is proposal clear and concise?	0 – 10	_____
b. Is proposal responsive to the needs of the projects?	0 – 10	_____
	Subtotal (Max 200)	_____
<b>The Port Director will assign points for criterion 4.3.9. below.</b>		
4.3.8. Juneau Proposer (according to SECTION 7.0).	0 or 10	_____
	<b>TOTAL POINTS</b> <b>(Max 210)</b>	_____
	<b>INDIVIDUAL RANKING</b>	_____

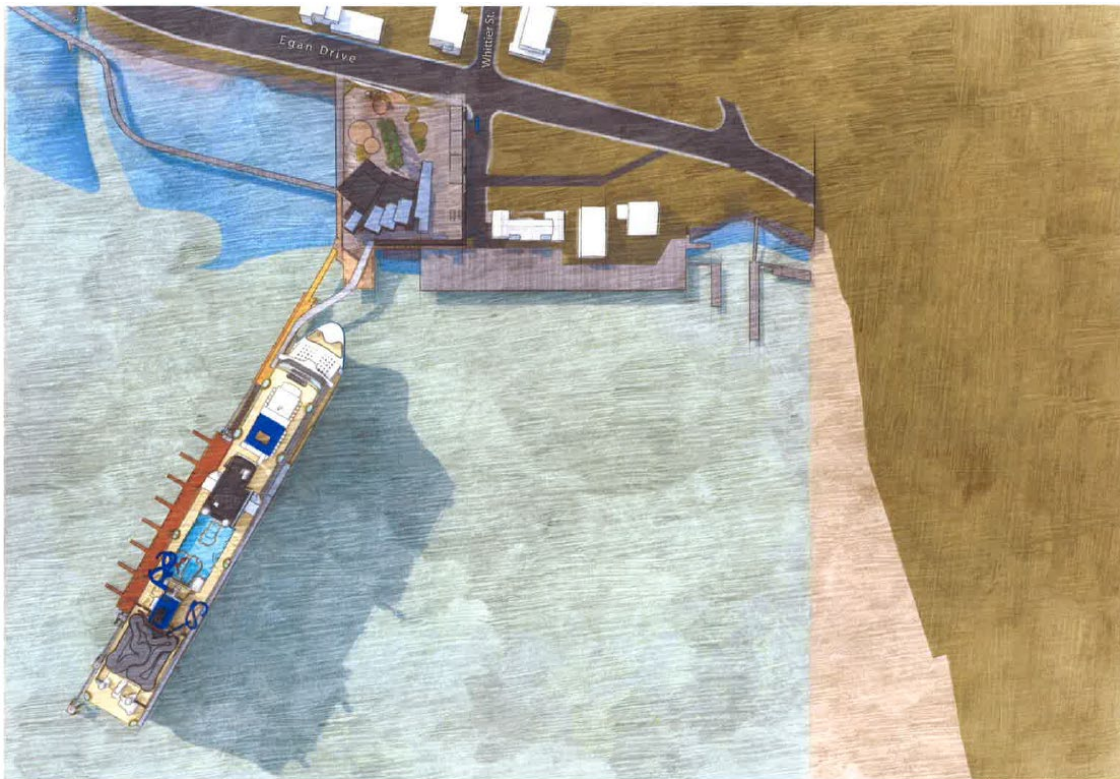
## **Attachment A Juneau Harbor Project Area Boundaries**





## Attachment B

### Huna-Totem Corporation Dock Concept



**Aak'w Landing**  
Huna Totem Corporation

**Overhead View**