



**CITY OF KOTZEBUE
RESOLUTION NO. 24-43**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE
AUTHORIZING THE CITY MANAGER OR HER DESIGNEE TO FINALIZE AND
PUBLISH A REQUEST FOR PROPOSAL (“RFP”) FOR THE SWAN LAKE AND
LAGOON WATER LOOPS REPLACEMENT PROJECT.**

WHEREAS, the City of Kotzebue earlier this year suffered a catastrophic failure of the Swan Lake Water Loop which requires a permanent replacement of that Loop;

WHEREAS, the Lagoon Lake Water Loop is at the end of its useful life and must be replaced before it suffers a similar catastrophic failure;

WHEREAS, the City of Kotzebue has received notice from the State of Alaska, Department of Environmental Conservation, Division of Water, that the City of Kotzebue is eligible for State Revolving Fund (“SRF”) monies for the Preliminary Engineering Report (“PER”) and planning phases for replacement of the Swan Lake and Lagoon Water Loops;

WHEREAS, the City of Kotzebue Administration has prepared a preliminary draft of an RFP for the Preliminary Engineering Report (“PER”) and planning phases for replacement of the Swan Lake and Lagoon Water Loops which is being reviewed by senior Administration staff and a copy of which is attached hereto at Exhibit “A” and incorporated by reference herein;

WHEREAS, this RFP must be finalized and published as soon as possible;
and,

WHEREAS,
The RFP committee made up of both city council and administrative staff will review the RFPs submitted and make a full recommendation to the city council on the selected proposal at a later date.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Kotzebue authorizes the City Manager or her designee to finalize and publish an RFP for the Preliminary Engineering Report (“PER”) for replacement of the Swan Lake and Lagoon Water Loops in a form substantially similar to the draft RFP attached hereto as Exhibit “A”.

**Resolution 24-43 for August 1, 2024 RCCM
RFP for PER and Planning Phases for Swan Lake and Lagoon Water Loops Replacement
Page 2 of 2**

PASSED AND APPROVED by a duly constituted quorum of the City Council of the City of Kotzebue, Alaska, this 1st day of August, 2024.

CITY OF KOTZEBUE

Saima Chase, Mayor

[SEAL]

ATTEST:

Acting City Clerk

Attachment: Exhibit “A” – DRAFT RFP [5 pages]

Request for Proposals (RFP)

City of Kotzebue

Replacement of Swan Lake Loop and Lagoon Loop Water Mains

Preliminary Engineering Report (PER) and Planning Phase

Issued: July 2024

I. Introduction

The City of Kotzebue is seeking proposals from qualified consulting firms for the preliminary engineering and design for projects to replace the Swan Lake Loop and Lagoon Loop circulating water loops. This project aims to assess the condition and criticality of existing water circulation loops, prioritize and phase reconstruction capital projects, prepare a preliminary engineering report (PER) that the City will use to seek capital project funds, and develop construction documents for the City to solicit bids and administer construction.

II. Background

The Swan Lake and Lagoon water service loops in Kotzebue frequently experience freeze-ups and breakages, causing service disruptions and a significant number of emergency repairs. The Swan Lake loop serves approximately 140 homes, while the Lagoon loop serves about 180 homes and the hospital. Swan Lake Loop is approximately 14,000 linear feet while Lagoon Loop is approximately 23,000 linear feet.

In Winter 2024 Swan Lake Loop had a water main failure. During this time 162 homes had no running water. The state of this loop needs major repairs. Currently there are emergency bands in many sectors of this water main loop. Lagoon Loop is in similar condition with many breakages and high level of repairs.

III. Project Scope

The scope of this project includes:

TASK 1: Preliminary Engineering Report (PER) for Swan Lake and Lagoon Circulation Loops

- The content and format of the PER must adhere to the 2013 USDA Rural Development Bulletin 1780-2 and PER Review Committee Guidelines (Appendix A). See Appendix A for additional information and clarification on PER requirements.
- **Initial Investigation:**
 - Conduct discussions with city representatives, operators, and relevant parties.
 - Inspect and evaluate the existing water service loops.
 - Identify failed or deficient service lines and connections.
 - Verify and summarize deficiencies using historical documents provided by the City of Kotzebue
 - **Alternatives Memorandum:**
 - Prepare an alternatives memo for review by ANTHC, the community, and the multi-agency PER review committee. The Alternatives Memo shall include a clear description of the sanitation deficiency and potential solutions.
- **Proposed Solution:**
 - The Consultant shall use a risk-based asset management framework to prioritize and phase capital projects to repair or replace the circulating water loops.
 - The purpose of phasing is to prioritize projects that align in size with the expected maximum amount of funding to be available per application (approximately \$4M-6M). Generally the City is able to submit one funding application per year.
- **Cost Estimation:**
 - Prepare a detailed Engineer's Opinion of Probable Construction Cost, including a 15% contingency.
- **Deliverables:**
 - Alternatives Memo
 - 65% PER Package
 - 95% PER Package
 - Final PER Package with signed and sealed document

TASK 2: Development of Construction Documents

- The Consultant shall prepare complete set(s) of construction documents, including plan-set drawings, technical specifications, and contract documents. Design documents shall be developed in order of the phasing established under Task 1.
- Construction Administration (CA) services are not included in this Request for Proposals.
- The consultant should host bi-weekly to monthly meetings with the City of Kotzebue to discuss progress and design.
- **65% Design Package**
 - Topographic survey
 - Title Records Research
 - Quality Level C Subsurface Utilities Survey
 - Geotechnical Investigation
 - 65% Design Drawings
 - 65% Technical Specifications:
 - Division 1 Compiled: General Requirements

- Full Specification Outline Only: Division 02 through 49
 - **95% Design Package**
 - 95% Design Drawings
 - 95% Specifications:
 - Division 02 through 49 compiled
 - **Issued for Construction (IFC) Construction Documents Package:**
 - IFC Design Drawings
 - IFC Specifications
 - IFC Construction Cost Estimate
 - Identify Permits required for Construction
 - Easements (if necessary)
 - ADEC Water Approval to Construct (ATC) plan review package
 - **Deliverables**
 - 65% Design Package
 - 95% Design Package
 - IFC Documents Packag
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IV. Proposal Requirements

Proposals must include:

1. Define the Period of Performance for this contract.

1. Company Information:

- Company name, address, and contact information.
- Primary point of contact.
- Description of the company's qualifications and experience with similar projects.
 1. Resumes and short biography of Key Personnel

2. Project Approach:

- Detailed approach and methodology for completing the project scope.
- Proposals not to exceed 10 pages (not including appendices or attachments)
- Proposal must keep costs out of the written proposal and placed in a separate document..
- Proposal should also include bi-weekly meeting schedule with the City of Kotzebue personnel.
- Proposed schedule, including milestone dates and final deliverable due:
 1. PER for Committee Review:
 2. IFC Design Package:
 3. Complete Project

3. Cost Proposal:

- A Firm-Fixed price proposal with a detailed breakdown of each task, hours required per employee, and associated costs.

- Sub-Contractors' fee proposals and quotes for work if applicable for proposal.
Quotes for this would include subcontractors, materials, parts, and specialty work.

4. **Experience and References:**

- Examples of similar projects completed by the company.
- References from previous clients.

First Question Period: Answers to the first set of questions will be provided to all interested parties by August 23, 2024.

Second Question Period: Answers to the second set of questions will be provided to all interested parties by September 6, 2024.

Submission Deadline: Proposals must be submitted by September 20, 2024.

V. Submission Instructions

Proposals must be submitted electronically to the City of Kotzebue by 5:00 PM on September 1, 2024. Send [teh](mailto:customerservice@kotzebue.org) City of Kotzebue Customer Service Email at customerservice@kotzebue.org with the subject line "Swan Lake and Lagoon Loop Replacement Proposal."

Any questions regarding submission can be directed to the Office of the City Manager at tbaldwin@kotzebue.org or by phone at 907-442-5101.

VI. Evaluation Criteria

The City of Kotzebue City Council has created a RFP committee in which they will review proposals to make a recommendation on the selection. Proposals will be evaluated based on the following criteria:

1. Qualifications and experience of the firm and project team.
 2. Approach and methodology.
 3. Proposed schedule and ability to meet deadlines.
 4. Cost proposal and value for money.
 5. References and past performance.
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VII. Contact Information

For any questions or further information, please contact:

Tessa Baldwin, City Manager, City of Kotzebue tbaldwin@kotzebue.org

VIII. Appendices

- Appendix A: Standards and Resources
 - Appendix B: Historic Drawings Documentation
 - Appendix C: Clarifying Information
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Thank you for your interest in this project. We look forward to receiving your proposal.

DRAFT