



## **RFP# PR-23-01 REQUEST FOR PROPOSALS**

### **PROJECT NAME: ODIAK CAMPER PARK ELECTRIC PEDESTAL REPLACEMENT**

#### **A. PURPOSE**

This RFP process is a solutions-based solicitation; meaning that the City of Cordova is seeking equipment, products, or services that meet the requirements of the scope of this RFP and that are commonly desired or are required by law or industry standards.

The City of Cordova requests written proposals from qualified Contractors interested in furnishing and providing all materials, supplies, tools, equipment, labor, supervision, and expertise to properly and professionally perform all required services described in this Scope of Work.

The following is the project description:

The removal and disposal of the existing twelve (12) doubled-sided electric pedestals. Supply and installation twelve (12) new single electric pedestals that meet the required specifications below.

The City is seeking Proposals, that provide a combination of equipment, products and services, delivery, and installation to a properly operating status.

#### **B. BACKGROUND**

The City of Cordova operates the Odiak Camper Park at 1401 Whitshed Road, Cordova, 99574. (ATS 1002 TRACT B and a portion of C). The Camper Park is located on top of a closed landfill. Trash may be encountered at 3 to 4 feet below the surface if trenching is required. Fill depth will vary across the property depending on past development and use.

In 2011, work was undertaken to install 12 double-sided Midwest Electric Products *ParkRanger* non-metallic RV Pedestals. Due to the unavailability of spare parts and decreasing demand, the City wishes to reconfigure the Camper Park and replace all the existing pedestals. Additional phases of redevelopment work are planned, including adding additional amenities to each site such as water/sewer connections.

#### **C. SUBMITTAL PROCEDURES**

**Bids are due at 3 P.M. Alaska time on July 6, 2023. Any proposal received after 3 P.M. will not be considered.**

For paper copy proposals, please submit one (1) copy in a sealed envelope plainly marked, "RFP# PR-23-01 Odiak Camper Park Electric Pedestal Replacement" addressed to the Parks and Recreation Director, City of Cordova, P.O. Box 1210, Cordova, AK 99574.

Electronically submitted proposals will be accepted by email and sent to [parksandrec@cityofcordova.net](mailto:parksandrec@cityofcordova.net). The email subject line shall read "RFP# PR-23-01" and the proposal shall be attached to the email as a PDF file.

A site visit is strongly encouraged but not required. Questions regarding this proposal and to arrange a site visit please contact Duncan Chisholm (907) 424-7264 or [parksandrec@cityofcordova.net](mailto:parksandrec@cityofcordova.net)

Contractor shall provide certificate of insurance, performance bond and have a city business license prior to beginning work. The contractor shall apply for and receive all necessary permits for projects.

All projects must be completed, and a final invoice sent to the city no later than October 31, 2023.

It is expected that Proposers have knowledge of all applicable industry standards, laws, and regulations and possess an ability to supply the equipment, products, or services to the City.

Please provide a lump sum to complete the scope of work. If value engineering is included in the proposal, please include the cost savings and how it meets the scope of work.

The maximum budget allocated for this project is not to exceed \$25,000.

Any further information or addendums for this RFP will only be posted and available on the City website, [www.cityofcordova.net](http://www.cityofcordova.net). Addendums should be acknowledged in the proposal.

The City of Cordova reserves the right to reject any and all proposals, to waive technical or legal deficiencies, to accept any proposal that is in the best interest of the City, and to negotiate the terms and conditions of any proposal leading to acceptance and final execution of a contract for services.

#### **D. SCOPE OF WORK**

The following scope of work is provided as a minimum guideline and is not inclusive of all work activities that may be required to complete the RFP# PR-23-01.

The contractor will provide the necessary materials, equipment, coordination, supervision, administration, labor and all other effort required to accomplish all items in the scope of work. This will be a collaborative effort between the owner and the contractor. Any Value Engineering changes will be considered with documentation that the changes will meet the scope of work. All designs and products will be approved by City prior to starting the project.

- Provide all necessary equipment and labor to remove, dispose of the existing power pedestals in the City provided dumpster.
- Provide and install twelve (12) replacement power pedestals meeting the following specifications:
  - a. 12 single sided pedestal that contain separate plugs and breakers for a standard 30-amp RV plug and a 50-amp RV plug, 20-amp RV plug. Must be Weather Resistant and commercial quality.
  - b. All Electrical work shall be done by a licensed electrician in accordance of relevant Federal, State and local code and regulations. The contractor shall be responsible for obtaining all

necessary permits to perform all phases of the project. The Contractor shall work closely with the Cordova Electric Cooperative to ensure the pedestals meet electrical needs.

- Provide and install all necessary equipment and labor to trench and install any new electrical service lines to the new pedestals, if required. If trenching is required, the City may also choose to install water/sewer lines.
- The replacement pedestals are to be installed in the same location or as close as possible to existing pedestals to maintain campsite lot dimensions.
- The contractor shall clean the job site of all project-related debris and back-fill any excavation areas as needed. All existing materials shall be removed from site and any other debris generated must be disposed of off-site and in a legal manner.
- The contractor shall at all times protect the work site during construction, including Provide temporary barricades and other protection required to prevent injury to people.
- The contractor should ensure that:
  - any material is delivered in the manufacturer's original, unopened containers and crates with labels intact and legible.
  - Any material delivered is in sufficient time and quantity to allow continuity of work and compliance with the approved construction schedule.
  - Materials are handled in a manner to prevent damage.
  - Materials are stored on clean raised platforms with weather protective coverings and provide continuous protection of materials against damage or deterioration.
  - Damaged materials are removed from site.

## **E. PROPOSAL FORMAT, CONTENT, AND SCORING**

Proposals will be reviewed by the City's selection team and scored based on the criteria noted below. The proposal with the highest scoring submittal (of 100 possible points) will be invited to negotiate a contract with the City.

### **Criteria**

Each proposal shall be evaluated based on the following criteria:

1. Total cost of proposal. (35 points)
2. The skill and experience demonstrated by the proposer in performing contracts of a similar nature. (30 points)
3. Proposal concept. (35 points)
  - How the firm will go about accomplishing the 'Scope of Work' by October 15th
  - The work that will be self-performed, and the work that will be subcontracted out.
  - A list of proposed subcontractors.
  - Any proposed value engineering changes the Owner may wish to consider.
  - A statement verifying receipt of any RFP addenda if any.

Total points = 100

## **Required Documents with Proposal**

The following listed documents are to be completed and submitted at the time of submitting your proposal.

1. Copy of current and appropriate Alaska Contractor License for this Scope of Work.
2. Copy of current City of Cordova Business License.
3. Certificate of Insurance.

The anticipated schedule is as follows:

- July 6<sup>th</sup> - Firms submit proposals.
- July 12<sup>th</sup> - City Council Approves Contract
- July 20<sup>th</sup> - Contract negotiated and notice to proceed NTP issued.
- October 15<sup>th</sup> Scope of work completed.
- October 31<sup>st</sup> - Project complete

## **SAMPLE AGREEMENT**

### AGREEMENT FOR SERVICES (LESS THAN \$25,000)

1. This Agreement for Services is between the City of Cordova ("OWNER") and \_\_\_\_\_ ("CONTRACTOR").
2. The CONTRACTOR shall provide professional services in accordance with the attached proposal and the terms and conditions herein.
3. The attached proposal from CONTRACTOR to OWNER ("Proposal") describes the scope of services, fees, and schedules under which the Work will be performed. The Proposal by the CONTRACTOR and this Agreement together form the total Agreement between the OWNER and the CONTRACTOR.
4. Where stipulated as such in the CONTRACTOR's Proposal, all work shall be performed for a fixed-fee amount described in the Proposal and not to exceed \$25,000.
5. In the event of a time-and-materials agreement, the CONTRACTOR shall invoice the OWNER on the basis of labor and materials, plus any additional costs, delivered by CONTRACTOR during the invoice period described in the Proposal. The total cost of work performed on a time-and-materials basis shall not exceed \$25,000.
6. In the event of a fixed-fee agreement, CONTRACTOR shall invoice OWNER on a monthly basis according to the fixed fee and the percentage of the work complete.
7. Any change in either the period of performance or the fixed fee of this Agreement must be mutually agreed to by the parties in writing. Any change in the scope of work under either a fixed-fee agreement or a time-and-materials agreement must be mutually agreed to by the parties in writing.
8. Any changes in this Agreement's scope of work that result in an increase in a fixed fee and are not the fault or responsibility of the CONTRACTOR, shall result in a change in the fixed fee agreed to by the parties in writing.
9. In the event of an excusable delay in the performance of the work, CONTRACTOR shall be entitled to a modification of the period of performance described in the Work Order. An excusable delay includes but is not limited to any delay in completion of the work on account of: fire, unusually severe weather, adverse governmental action, pandemic, quarantine restrictions, strikes, or acts of God. In no event shall CONTRACTOR be entitled to a change in the fixed fee to provide compensation for costs incurred by reason of any delay.
10. OWNER may terminate this Agreement in whole or in part at any time for its own convenience following seven (7) days written notice to the other party of the actual date of termination. Following such termination, CONTRACTOR shall be reimbursed for all work performed up to the date of termination, plus reasonable costs incurred by reason of the termination. In no event shall CONTRACTOR be entitled to lost profits on work not performed as of the date of termination.
11. The CONTRACTOR may terminate this Agreement on account of default by the OWNER following seven (7) days written notice to cure. Default includes: (1) failure to observe any of the obligations set forth in this Agreement; (2) failure to diligently prosecute the work; or (3) the filing of a petition in bankruptcy by CONTRACTOR.

12. The OWNER and CONTRACTOR agree to work in good faith towards equitably resolving disputes. If the parties cannot negotiate a resolution to a dispute, then they agree to third-party mediation by a mediator agreed-to by the parties. In the event that such mediation is unsuccessful, the dispute shall be subject to litigation in the Superior Court for the State of Alaska, Third Judicial District at Anchorage. This Agreement shall be governed by the laws of the State of Alaska.

13. To the fullest extent permitted by law, each party shall defend, indemnify, save, and hold harmless the other from any claims, lawsuits, or liability, including but not limited to reasonable attorney's fees and costs, arising from any wrongful or negligent act, error, or omission of the other.

14. The CONTRACTOR shall carry insurance, if any, according to the terms of its Proposal. At all times the CONTRACTOR shall carry Workers' Compensation Insurance as required by state law.

15. This Agreement shall be modified or amended only by agreement in writing signed by both parties. Both parties acknowledge that they have read and understand the Agreement, and are authorized to agree to these Terms and Conditions.

[CONTRACTOR]

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
APPROVED SIGNATURE

CITY OF CORDOVA

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
APPROVED SIGNATURE