



REQUEST FOR PROPOSALS - RFP# PR-23-03
ODIAK CAMPER PARK DESIGN SERVICES – PHASE 1

RESPONSE DUE: SEPTEMBER 13, 2023, AT 3PM AKDT

Date of Issue: August 17, 2023.

Issued by:
Duncan Chisholm,
Director Parks and Recreation

Duncan Chisholm

Odiak Camper Park Design Services - Phase 1
RFP #PR-23-03

1. GENERAL INFORMATION

This Request for Proposals (RFP) defines the scope of the project, explains the procedures for selecting a firm to provide the requested services, and defines the documents required to respond to the RFP.

The complete RFP may be obtained for no charge via the City website – www.cityofcordova.net. It is the sole responsibility of the Firm to obtain any RFP updates or addenda from the City website.

1.1 Intent of the City

The City of Cordova (“The City”) is soliciting qualified professional planning and design services to improve the facilities at Odiak Camper Park, 1401 Whitshed Road, Cordova, Alaska.

1.2 Proposal

Interested Proposers are required to submit one digital (electronic) copy of their proposal. Failure to provide the proposal in the appropriate manner will result in disqualification. Hard-copy or fax proposals are not permitted and will not be accepted. One electronic copy, including attachments, shall be transmitted to the Parks and Recreation Department office and be no larger than 20mb in size. Receipt time of submittal will be considered the timestamp of the incoming email created automatically by the City’s email server. Consultants are encouraged to submit their proposal with adequate time for the email to be processed by the City’s email server.

Email submissions to the Director, Parks & Recreation:

dchisholm@cityofcordova.net

Subject line: REQUEST FOR PROPOSAL: Odiak Camper Park Design Services - Phase 1

1.3 Tentative Schedule

The City anticipates the following tentative schedule will be followed to evaluate submittals and select a Consultant to negotiate a contract.

- Release of the Request for Proposals: August 17, 2023
- Deadline for Written Questions September 4, 2023, by 5:00pm
- Proposals must be received no later than September 13, 2023, at 3:00pm.
- Interviews (if required): Week of September 18, 2023
- Anticipated City Council Award and Notice to Proceed: October 2023

1.4 Rejection of Proposals

The City reserves the right, in its sole and complete discretion, to reject all proposals or cancel the request for proposals, at any time prior to the time a contract is fully executed, when it is in its best interests. The City is not liable for any costs the Proposer incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of the contract.

1.5 Questions & Answers

Any questions regarding this RFP must be submitted by e-mail to the Parks & Recreation Director at dchisholm@cityofcordova.net no later than the date indicated on the Tentative Schedule. Answers to the questions will be posted as an Addendum to the RFP.

1.6 Late Proposals and Modifications

Proposals and modifications thereof received after the stated time of closing may be returned unopened. The City is not responsible for late deliveries. Time of closing is 3pm Alaska Daylight Time (AKDT).

1.7 Contract

The successful proposer shall negotiate price with the City and execute a contract with the City in a form substantially similar to the attached Appendix “A.”. The term of the contract will begin once the contract is fully executed and is anticipated to end by 31 March 2024. The selected Proposer shall not start the

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performance of any work, nor shall the City be liable to pay the selected Proposer for any service or work performed or expenses incurred before the contract is executed.

1.8 City Representatives

Duncan Chisholm - Director, Parks & Recreation
City of Cordova
103 Council Avenue
P.O. Box 1210
Cordova, AK 99574
dchisholm@cityofcordova.net

2.0 SCOPE OF WORK

The Consultant shall provide all necessary professional services required to achieve the scope of work. This work may include but is not limited to survey, site investigation and concept design.

The City is open to alternative approaches that may deviate from this scope to better meet project objectives. The final scope of services will be the result of negotiations between the City and the successful Proposer.

The primary goal of this project is to improve functionality and attractiveness of the Park. Improvements may include:

- Reducing the number of RV sites to improve attractiveness, functionality and privacy of sites while maximizing revenue potential.
- Upgrading the facility's water, sanitary and electricity services, to each campsite, as well as the potential upgrade and relocation of the shower/restroom/storage facility to service both the Camper Park and Orca Inlet Recreation Area.
- Making general improvements to the functional layout, appearance, landscaping, and overall attractiveness by enhancing key vistas of Odiak Slough and Orca Inlet
- Improving parking and access
- Development of a playground suitable for 5- to 12-year-olds
- Expansion and/or integration options at the site and adjacent city owned property.
- Other miscellaneous items as budget allows.

2.1 Project Phasing

The City wishes to utilize a multi-phase approach to park planning as budget and resources allow. The scope of this project is for the following.

Phase 1 – Preliminary Investigation & Concept Design (This phase)

Additional phases are currently unfunded:

Phase 2 – Schematic Design (30% design) & Public Engagement.

Phase 3 – Developed Design (65% design)

Phase 4 – Construction Documents (100% design)

Phase 5 – Bidding & Construction

The City is concurrently running an RFP process for a Parks and Recreation Master Plan. It is hoped that both projects can dovetail one-another. Work on the Parks and Recreation Master Plan may influence this project and vice-versa.

2.2 Background

The City of Cordova is a home-rule city, incorporated in 1909, of approximately 2,600 people located in Southcentral Alaska on the Prince William Sound. Surrounded by water and mountains, it is an oasis to its residents and to those who are lucky enough to visit.

The City sits on Orca Inlet, in the southeastern portion of the Sound and is surrounded by the untamed wilderness of the Chugach National Forest. Cordova is also the gateway to the 700,000 acres of the Copper River Delta which is the largest contiguous wetland on the Pacific Coast of North America.

The City encompasses 61.4 square miles of land and 14.3 square miles of water and can only be reached by air or by boat.

The Odiak Camper Park is a 5.4-acre public facility located on the shores of Odiak Slough with views of downtown Cordova, Hawkins Island and Orca Inlet.

The Odiak Camper Park was created circa 1980 via a Land, Water, Conservation Fund grant and is located on a former landfill. As the site is adjacent to the Orca Inlet Recreation Area there is potential to reconfigure both spaces to be more integrated.

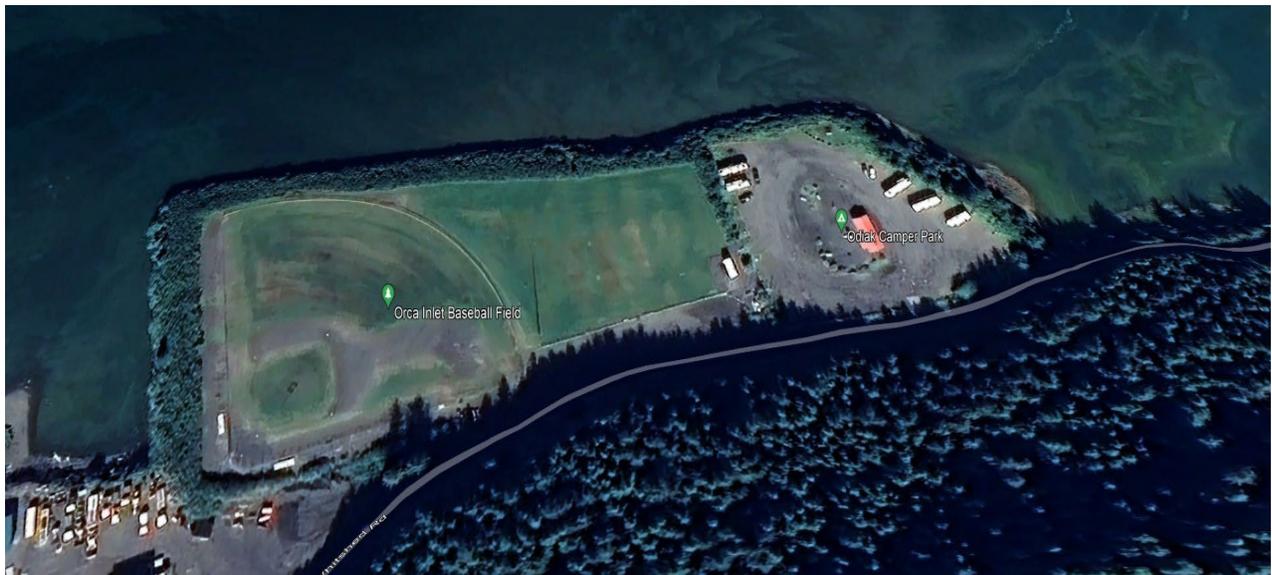
The site currently consists of approximately 20 trailer sites with electric hookup, three (3) unserved tent sites, a combined toilet/shower/storage facility, fire pits and picnic areas and a dump station.

The campground operates seasonally from approximately May to September annually. Traditionally, the Park has accommodated seasonal commercial fisherman and their families.

The campground has the potential to be an increased economic and tourism asset for the City. It is the only camping area within City limits and the only site within the area with electric hookups.

The campground infrastructure (restroom building, power sources) are in need of improvement as they are aged and deteriorating, and some components are original in design.

Figure 1: Site Map Location



2.3 Phase 1 – Preliminary Investigation & Concept Design

The scope of work represents the City's best estimate of the work needed to accomplish the objectives for this project.

The scope of work outlined below is to be used as a general guide and is not intended to be a complete list of tasks necessary to complete these phases of the project,

In Phase 1, the Proposer shall:

- a) Meet with City staff to review its understanding of the project requirements.
- b) Assemble and review existing plans, surveys, utility connections and other information, if available.
- c) Visit the site to investigate existing conditions to identify opportunities, constraints and onsite infrastructure,
- d) Perform topographical survey as required to complete an accurate base map. The base shall identify local and natural features including topography, vegetation, utilities, structures, boundaries and other features as necessary.
- e) Perform utility location and depth verification, as required.
- f) Prepare a conceptual plan for the development of the park along with preliminary cost estimates for the design concept.
- g) Review plans and estimates with City staff and incorporate requested revisions.
- h) Prepare and, if requested, present plans and estimates to the Parks and Recreation Commission.
- i) Incorporate requested revisions.
- j) Prepare and if requested, present the plans and estimate to the City Council.
- k) Meet as required with the City's Parks & Recreation Director

Deliverables shall include a graphic summary of site opportunities and constraints at an appropriate scale and a report that summarizes the site analysis.

2.4 Completion

- Fall 2023 – Phase 1
- Fall 2023 through Winter 2023/24 – Phase 2

2.5 Budget

\$25,000 is allocated in the 2023 Capital Improvements Projects budget for Phase 1 of this project and is inclusive of all planning and design costs.

Further phase budgets will be developed as part of the City's Capital Improvement Project list and are currently unfunded.

2.6 City Responsibilities

City staff will assist the selected Proposer where possible but said Proposer should anticipate and be prepared to be completely self-reliant in accomplishing the tasks associated with this RFP.

The City will provide, when available, project information and any other associated project documents, such as:

- Land Water Conservation Fund Grant information 1978 – 1985
- 2001 Topographic Survey.
- 2022 Facility Condition Assessment on Restroom Building

3.0 PROPOSAL REQUIREMENTS

The response to this RFP shall be in letter form, not more than ten (10) numbered pages in length.

The information requested below should be organized in the manner specified in order to achieve a uniform review process and obtain the maximum degree of comparability.

- **Cover Letter:** Please submit a one-page letter of intent listing the proposed team (prime and sub-consultants) and commitment to providing the services described in the Scope of Work.
- **State of Experience:** Identify the key personnel of the project team: include the relevant experience, qualifications, and project roles for each member. For each member, describe their experience in park planning and any other relevant experience.
- **Relevant Sample Work:** Please provide the following information for no more than three (3) relevant projects of a similar scope and size that have been completed or are in progress by members of the project team.
 1. Name of Project
 2. Project website. If applicable
 3. Brief project description highlighting special attributes/features of the project.
 4. Project design team
 5. Construction cost, if applicable.
- **Project Approach:** Describe your understanding of the project scope and a timeline that identifies major proposed tasks and products.
- **Proposed Fee:** Provide a proposed timeline, hours to be spent, and a proposed fee that is consistent with the tasks in Phase 1. The budget should include hourly rates for each team member.
- **References:** Three client references for similar planning projects (preferably from municipal clients) led by the proposed Project Manager. Please include the full name of the municipality, project manager, phone number and email.

4.0 CONSULTANT SELECTION AND AWARD

The proposals will be reviewed by City Staff. The intent of the selection process is to review proposals submitted and make an award based upon qualifications as described therein, successful negotiation of a price and execution of a contract with the City. Should the Proposer deemed most qualified fail to negotiate an acceptable price with the City and execute the contract, the City may move to the next most qualified proposer.

	Evaluation Criteria	Maximum Score
1	Form and Content of Proposal	5
2.	Qualifications of key personnel and project team	15
3.	Experience with projects of a similar scale and scope	15
4.	Methodology/Work Plan	25
5	Fee/Price Proposal	40
	TOTAL	100

The City has the right to refuse any and all RFPs in whole or in part and select the proposal deemed to be in the best interest of the City. Firms that are not selected will be notified in writing.

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Responsive proposals to this RFP will be reviewed by City staff appointed by the City Manager. The top-ranked respondents may be shortlisted. The City may, at its discretion, decide to interview the short-listed firms. City staff will present their rankings of the respondents to the City Manager for consideration. After reviewing the staff's recommendations, the City's financial resources, and following a 5-day protest period, the City Manager will present a recommendation to the City Council for its consideration. The goal is to award the contract to the Proposer that best meets the selection criteria set out in this RFP. Final action will be solely at the discretion of the City Council.

The City reserves the right to cancel this procurement effort. The City will not reimburse Proposers for any costs of preparation or submission of proposals.

Oral Interviews

The City reserves the right to request oral interviews with the highest ranked/rated proposers. The purpose of the interviews is to allow expansion upon the written responses. The final selection will be based on the total of all staff member scores achieved on the second rating. The same criteria and point ranges will be used during the second evaluation.

5.0 GENERAL CONDITIONS

- The City of Cordova must not be liable for any pre-contractual expenses incurred.
- The City reserves the right to withdraw this RFP at any time without prior notice and to reject any and all proposals submitted without indicating any reasons. Any award of contract for services will be made to the firm best qualified and responsive in the opinion of the City.
- The selected consultant must agree to indemnify, hold harmless and defend the City, its officers, officials, employees, volunteers, agents and assigns from and against any and all liability or loss resulting City of Cordova from any suits, claims or actions brought against the City which result directly or indirectly from the wrongful or negligent actions of the consultant in the performance of the contract.
- The selected Proposer will be required to comply with all existing State and Federal labor laws including those applicable to equal opportunity employment provisions.
- The City reserves the right to negotiate special requirements and service levels using the selected qualification as a basis. Compensation for additional services will be negotiable.
- All responses to this RFP become the property of the City of Cordova.
- No amendments, additions or alternates will be accepted after the submittal deadline.
- All documents, records, designs, and specifications developed by the selected Proposer with regard to this project will be the property of the City.

6.0 APPENDIX

The following exhibits are incorporated in this RFP:

Appendix A: City of Cordova Standard Professional Services Agreement.

----- **End of RFP** -----