CITY OF BETHEL

BETHEL, ALASKA

REQUEST FOR PROPOSALS

Hydrographic Survey of Kuskokwim River Section

RFP Release Date: July 11, 2016

Proposals Due: August 1, 2016

Due Date: Monday, August 1, 2016

Due Time: 4:00 pm

Proposal Opening Location: City of Bethel
City Hall
300 State Highway
Bethel, Alaska 99559
CITY OF BETHEL

REQUEST FOR PROPOSALS FOR

HYDROGRAPHIC SURVEY OF KUSKOKWIM RIVER SECTION

INSTRUCTIONS FOR PROPOSERS

1. BACKGROUND

A. The City of Bethel (hereafter “City”) owns and operates the Port of Bethel, a department that is responsible for operating the City Dock, Bethel Small Boat Harbor, Petro Port, float plane landing area, and maintaining the seawall.

B. Ocean-going barges and other vessels over 300 feet in length navigate up the Kuskokwim River from the mouth to Bethel and utilize the City Dock, Petro Port, and seawall.

C. The Port of Bethel has a vested interest in vessels over 300 feet being able to navigate the Kuskokwim River, especially the area in front of Bethel.

D. The City’s goal is to contract with a company (hereafter “Surveyor”) to conduct a hydrographic survey of a section of Kuskokwim River in front of Bethel and prepare a report containing the results.

E. The City intends to have the same or similar hydrographic survey done every two years. This Request for Proposals was developed for the purpose of hiring a Surveyor to conduct two surveys, one during summer 2016 and one during 2018.

2. SCOPE OF WORK

A. Perform a single- and multi-beam bathymetric survey and accompanying topographic survey using RTK-corrected GPS at 10-foot intervals.

B. The area marking the bottom of the river for the single-beam survey starts on the upriver transect that runs across the river from the north bank to the south bank. The north bank point is approximately (60°47’25.45"N) and (161°44’1.87”W). The south bank point is approximately (60°47’5.47"N) and (161°44’16.44”W). See map attached.

C. The downriver transect line for the single-beam survey runs across the river from the west bank to the east bank. The west bank point is approximately (60°46’32.61”N) and (161°46’41.18”W).
D. Perform a multi-beam survey of the bottom of the river that occupies the area in front of the City Dock and Beach 1 out into the river 100 feet. The transect line should be perpendicular to the river at the upriver and downriver locations.

E. Perform a multi-beam survey of the bottom of the river that occupies the area in front of the Petroleum Dock (face and wing walls) out into the river 100 feet. The transect line should be perpendicular to the river at the upriver and downriver locations.

F. Perform the following tasks and generate the following output for all single-beam surveys: mapping of all the areas surveyed, tied to the Mean Lower Low Water datum. The mapping will include cover and index sheets with projected information, survey control and the baseline with contours of the areas surveyed; provide subsequent sheets at a larger scale that show the details and contours of the areas surveyed; provide sheets with cross sections at 10-foot intervals of the areas surveyed.

G. The City intends to hire a Surveyor to conduct two of the same or similar surveys: one during summer 2016 and one during summer 2018. To that end, the Price Sheet (Attachment B) contains a place for the cost of each. Proposers should assume the scope of work and schedule will be the same or similar.

H. The Port of Bethel will provide use of a boat to conduct the survey: 28’ Sea Ark with 155 hp engine, with fuel, capable of installing a mobile single- and multi-beam transducer mount, GPS unit, and accompanying equipment. Equipment to be installed by Surveyor.

4. **IMPORTANT DATES**

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
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<tbody>
<tr>
<td>RFP Issued</td>
<td>July 11, 2016</td>
</tr>
<tr>
<td>Protest deadline</td>
<td>July 18, 2016</td>
</tr>
<tr>
<td>Proposers due</td>
<td>August 1, 2016</td>
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<tr>
<td>Anticipated Proposal scoring; selection made</td>
<td>August 3 2016</td>
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<tr>
<td>Bethel City Council meeting – anticipated contract approval</td>
<td>August 9, 2016</td>
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<tr>
<td>Surveyor collects data, performs survey</td>
<td>August 10, 2016 – October 1, 2016</td>
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<tr>
<td>Surveyor submits draft report</td>
<td>October 31, 2016</td>
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<tr>
<td>Surveyor submits final report</td>
<td>December 1, 2016</td>
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5. GENERAL INFORMATION

A. Equal Opportunity. The City of Bethel does not make contracting or awards based on, nor discriminate because of race, creed, color, religion, gender, sex, gender identity, sexual orientation, age, national origin or ancestry, marital status, change in marital status, physical or mental disability, political affiliation, genetic information, pregnancy, parenthood, status as a disabled veteran, or any other status or condition protected under federal, state and local laws. The City of Bethel will not do business with any company that discriminates against any person based on any of the above criterion. All vendors doing business with the City of Bethel agree not to discriminate and agree to provide the City with a copy of its non-discrimination policies within ten (10) calendar days of any contract award.

B. The City, at its sole discretion, reserves the right to accept or reject any or all proposals received as a result of this RFP, to issue subsequent Requests for Proposals, negotiate with any qualified source(s), or to cancel this RFP in part or in its entirety.

C. This RFP is not in any way to be construed as an agreement, obligation or other contract between the City and any person or firm submitting a proposal, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract.

D. All material submitted in response to this request become the property of the City of Bethel, will not be returned, and are subject to the provisions of the State of Alaska and City of Bethel after the announcement of an award is made. The City reserves the right to use any or all Proposer service ideas presented. Selection or rejection of the proposal does not affect this right.

E. The City may investigate the qualifications of any proposer under consideration, require confirmation of information furnished by the proposer and require additional evidence of qualifications to perform the services described in this RFP. Contract award will be made at the sole discretion of the City, based on the evaluation of all responses and the Proposer’s ability to best meet the City’s objectives.

F. Prices listed on the Price Sheet shall include all costs associated with the services described herein, including travel to Bethel, Alaska. Prices shall include all Federal and State of Alaska taxes. This purchase is exempt from City Sales taxes.

G. Proposals must be typewritten and legible.

H. The proposal price must be valid for a minimum of thirty (30) days from the date of the proposal opening.

I. Proposals may be withdrawn or modified prior to the scheduled time for the proposal opening.
opening or before any authorized postponement thereof. Any proposal or proposal modification received after the time and date specified shall NOT be considered. No respondent may withdraw a proposal within thirty (30) days after the Due Date. Conditional proposals will NOT be accepted.

J. According to the Bethel Municipal Code 4.20.070: No procurement contract may be awarded to a person, group, organization, or entity that is delinquent in the payment or collection of sales taxes, fees, charges, penalties, interest or other amounts that are due owing, or otherwise obligated to the City which is not remedied within ten (10) business days of notice to the selected proposer. See Bethel Municipal Code on City website (www.cityofbethel.org).

6. INSTRUCTIONS FOR PREPARING PROPOSALS

A. General Information
Proposals should be presented simply and economically, providing a straightforward, concise description of your capabilities to satisfy the conditions and requirements of this RFP. The City does not desire fancy bindings, colored displays, or promotional material unless it specifically enhances the City’s understanding of your offer. Your emphasis should be on completeness and clarity of content.

The City is not liable or responsible for any costs incurred by you or any Proposer in responding to this RFP including, without limitation, costs for presentations, demonstrations, or interviews, if requested or required.

B. Hard Copy Submission
Proposals submitted in hard copy form must be in an envelope and marked, “Proposal for Hydrographic Survey 2016.” Proposals must be received at the Bethel City Hall on or before the Due Date and Time shown on the cover of this document.

Mail complete proposal package to:        Deliver bid package to:
Hansel Mathlaw, Purchasing Agent        Hansel Mathlaw, Purchasing Agent
City of Bethel                         City Hall, 300 State Highway
PO Box 1388                            Bethel, Alaska 99559
Bethel, AK 99559

C. Electronic Submission
Proposals may be submitted by fax or email. Proposals submitted by email must be in either MS Word format or PDF format and sent to Hansel Mathlaw by email at (hmathlaw@cityofbethel.net) or by fax: 907-543-3817. In the subject line, put “Proposal for Hydrographic Survey 2016.” The City is not responsible for incomplete transmissions or unsuccessful delivery by electronic means. An email will be sent by
the City acknowledging receipt of the bid package.

D. **Addenda and Notifications**
All addenda related to this RFB will be posted on the City’s website ([www.cityofbethel.org](http://www.cityofbethel.org)) and can be found by following these links: Doing Business > Request for Proposals/Bids > Addendum. Proposers are responsible for visiting the City’s website throughout the bid period to read and respond appropriately to information contained in addenda. Per Bethel Municipal Code 4.20.050 D. “Only a proposal which acknowledges receipt of all addenda may be considered responsive.” Proposers must complete Attachment A, sign it, and submit it with their bid package as formal acknowledgement of addenda.

E. **Questions or Protests Regarding RFP**
Questions concerning interpretation, clarification, or other inquiries concerning any portion of this RFP should be made in writing via email to the Purchasing Agent, Hansel Mathlaw, who will be the official point of contact for this RFP. No questions other than written will be accepted, and no response other than written will be binding upon the City.

Any interested party may protest any actual or perceived improprieties or ambiguities to this request for proposals. All complaints and/or protests regarding this request for proposals must be submitted in writing no later than July 18, 2016 at 3:00 pm AST. Specific information about how to file a protest or complaint can be found in Section 4.20.270 of the Bethel Municipal Code located at [www.cityofbethel.org](http://www.cityofbethel.org).

F. **Written Addendum**
The issuance of a written addendum by the City’s Purchasing Agent is the only official method by which interpretation, clarification, or additional information can be given. The City will not be responsible for any oral representation given by any employee representative or others.

### 7. PROPOSAL PACKAGE CONTENTS

A. **Cover Letter**
1. One-page cover letter expressing interest in conducting hydrographic survey for the City of Bethel. Summarize company’s experience, skill-set, and resources that make it the ideal firm to complete the work.
8. **CRITERIA FOR EVALUATION**

A. **Expertise, Experience, and other qualifications (40 points)**
   1. Describe firm’s experience in conducting hydrographic surveys in Alaska over the last five years. Provide project details (e.g., scope, tasks, timeline, cost, report contents). Include equipment, personnel involved, and techniques.

   2. **References**
      Provide three client references for hydrographic survey work completed in Alaska over the last five years. Include name, title, and contact information for each reference.

B. **Methodology – Approach (30 points)**
   1. List the major tasks associated the provision of hydrographic survey services and how the firm intends to carry out those tasks relative to the Bethel project. What quality control measures will be employed to ensure collection and utilization of accurate data readings?

   2. Who will perform the majority of the work for the Surveyor? What qualifications does this person(s) have that make them ideally suited to perform the tasks necessary?

C. **Proposal Price (30 points)**
   1. Include the proposal price for 2016 and 2018 on the Proposal Price Sheet (Attachment B). Proposal with the lowest prices in total will receive the most points in this category as long it is reasonable relative to the work to be performed.
8. **INSURANCE REQUIREMENT**

Surveyor shall procure and maintain the following minimum insurance coverage/limits:

A. General Liability $1,000,000 per Occurrence.

B. Commercial Auto Liability $1,000,000 endorsed to cover non owned and hired autos.

C. Workers’ Compensation (statutory) Employers’ Liability: $1,000,000.

D. The City of Bethel shall be additional insured on a primary/non-contributory basis under each policy the contractor is required to maintain. Such additional insured endorsement shall also include a Waiver of Subrogation.

9. **CONTRACT MANAGEMENT**

A. The Port Director will be the managing authority for this contract.
Attachment A

SIGNATURE AND VERIFICATION

By signing below, I hereby acknowledge the following:

1. Proposer, nor any of their representatives or third party mandated by Proposer, has attempted to contact City representatives or members of the selection committee for the purpose of influencing their choice, judgment or recommendation relating to the contract, or with members of the City Council to influence their decision;

2. Proposer has produced the bid package without collusion, communication, agreement or arrangement with a competitor with regards to price, methods, factors or formulas for setting prices, to the decision to submit a bid package or to present a bid package that does not comply, directly or indirectly, with specifications contained in the Request for Bids;

3. Neither the Proposer nor any of its representatives engaged in discrimination, intimidating measures, influence peddling or corruption or entered into any form of collusion, communication, agreement or arrangement with other suppliers or third parties relating to a contract with the City of Bethel.

Acknowledgement of Receipt of Addenda

4. I hereby acknowledge receipt of any and all addenda to the Request for Proposals.

________________________________________
Signature Date

________________________________________
Printed Name

To find addenda, please visit the City of Bethel’s website at www.cityofbethel.org > Doing Business > Request for Proposals/Bids > Addendum Name.
Attachment B

PRICE SHEET

City of Bethel

Hydrographic Survey 2016

Proposal Date: ____________________ Price Submitted by: ____________________________

SIGNATURE AND VERIFICATION

Pursuant to and in compliance with the City of Bethel’s Request for Proposals document, the undersigned hereby proposes to complete the scope of work described herein and as specified in the signed contract at the amounts listed on this price sheet. The bid price includes all costs associated with the completion of the scope of work.

Total Price for 2016 Survey and Report  
$ ______________________

Total Price for 2018 Survey and Report  
$ ______________________

Note: If the City introduces major changes (greater than 10% of scope) in scope of work for 2018, then the City and Surveyor may negotiate a new price for 2018 Survey and Report at or near the time of the Survey.

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<tr>
<th>Respondent</th>
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<tbody>
<tr>
<td>Name (printed):</td>
<td>Title:</td>
</tr>
<tr>
<td>Company Name and Mailing Address:</td>
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<tr>
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<td>E-mail Address:</td>
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<tr>
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Approximate Hydrographic Survey Boundaries