



**City of Palmer
Request for Proposals
For
Architectural services to upgrade backup power at the Alaska State Trooper
Offices located at 453 S. Valley Way in Palmer.**

RFP# 24-04 ASTGEN

Due Tuesday, September 10th, 2024, at 2:00pm Alaska Time

SECTION 1.1 - SCOPE

A. SCOPE OF SERVICES

The City of Palmer (City) is seeking proposals for architectural services to consolidate and upgrade generator backup power at the Alaska State Trooper Office located in Palmer, AK.

The successful proposal shall provide the City with design concepts, final design/bid documents, and an engineer's cost estimate for the project.

The Construction Budget is estimated to be \$70,000.

The project is being performed under state and federal guidelines governing grants and loans.

SECTION 1.2 – INSTRUCTIONS FOR SUBMITTING PROPOSALS

A. EXAMINATION OF DOCUMENTS

Before submitting their proposal, the proposer shall:

1. Carefully examine and acquaint themselves with all portions of the work and requirements.
2. Fully inform themselves of existing conditions and limitations.
3. If information necessary for submitting the proposal is found to be absent, the proposer is required to notify Public Works at 907-745-3400 or by email at cdermer@palmerak.org

The City and/or its employees will not be responsible for any oral interpretations. All replies to questions will be responded to in writing to all RFP holders by addendum. Questions received less than five (5) days before proposals are due will not be answered.

The proposer shall acknowledge receipt of all addenda in their proposal.

B. SUBMISSION REQUIREMENTS

Each proposal package shall be enclosed in a sealed envelope clearly marked in the lower left-hand corner as follows:

CITY OF PALMER
PROPOSAL FOR ARCHITECTURAL SERVICES
Alaska State Trooper Generator Project

DUE: Tuesday, September 10th, 2024, at 2:00pm Alaska Time

Proposals will be delivered to Palmer City Hall, 231 W. Evergreen Ave., Palmer, Alaska, 99645. Proposals received after the stipulated date and time will not be considered and will be returned unopened.

An official who is authorized to bind the proposer to its provisions shall sign the proposal. The signature shall be in longhand with his/her usual signature. The full name and title of each person signing shall be typed or printed below the signature.

Proposals by partnerships must be signed with the partnership name by one of the partners, followed by the signature and designation of the partner signing.

Proposals by corporations must be signed with the legal name of the corporation, followed by the name of the State of incorporation, and by the signature of the president, secretary, or other person authorized to bind in the matter. If signed by other than the corporate president, a corporate resolution of authority designating the signer must be approved by corporation's board and included with the proposal.

Each proposal must include one (1) original and four (4) bound copies.

All proposals and other material submitted become the property of the City and may be returned only at the City's option. The City retains the right to use any ideas presented in any response to the RFP. All proposal information including detailed price and cost information will be held in confidence during the evaluation process and prior to the issuance of a professional services agreement contract. Thereafter, proposals will become public information.

Proposals will remain valid for sixty (60) days. Proposals shall be limited to fifteen (15) pages not including attached resumes and licenses. The front of a sheet and the back of a sheet will be considered as two pages and 11x17 counts as two pages.

No oral, telephone, facsimile, or electronic modifications of any proposal submitted will be considered. Any proposer may withdraw their proposal by written notice prior to the time set for the proposal opening. No proposal may be withdrawn or modified after the time set for proposal opening.

No costs incurred by the proposers in preparation of the proposals, including travel and

personnel expenses, may be charged as an expense of performing the contract. The City shall not pay for costs incurred for proposal or contract preparation as a result of termination of this RFP or termination of the contract resulting from this RFP.

Multiple proposals will not be accepted.

Proposers shall provide evidence of their capability to perform the defined tasks in the specifications section of this packet by submitting the following:

1. Full description of proposed services.
2. Description of the firm(s) expertise and resources which apply to this project.
3. Licensing, bonding, and insurance. Submit copies of professional registrations.
4. Qualifications in civil, mechanical, structural, and electrical engineering.
5. References.
6. Experience working within federal and state requirements.
7. Experience working with Alaskan municipalities.
8. Timeline for the design and construction of the proposed project(s) must be submitted.

The proposer shall furnish the anticipated dates for each of the following project milestones:

1. Preliminary design review.
2. Preliminary cost estimates
3. Final design documents and cost estimates.

The successful firm will conduct in-person monthly meetings with designated City staff. The meetings will be held at Palmer City Hall or other location mutually agreed upon.

SECTION 1.3 - PROJECT DESCRIPTION

- A. The City of Palmer is soliciting proposals for engineering services to design, engineer, and develop plans to consolidate and upgrade generator backup power at the Alaska State Trooper Office located in Palmer, AK. The current generator system is inadequate and unreliable and a new system is required.
- B. Key Goals
 - a) Design a system to ensure power is seamlessly transferred to/from the generator during power outages.
 - b) Replace or completely overhaul the connections and switches.
 - c) Provide an exterior location and housing unit for the generator.

C. Project Funding

Funding for the project will be from a combination of municipal funds, as well as state and federal grant monies.

SECTION 1.4 - SCOPE OF SERVICES

A. Conceptual and Schematic Design and Cost Estimates

1. Provide cost estimates for the completion of each of these projects.
2. Provide all of the necessary documents (blueprints, drawings, schematics, etc..) for the construction and installation
3. Consult with the City of Palmer Utilities Foreman to determine and confirm the scope and requirements of the project.

SECTION 1.5 - SCHEDULE

The consultant is responsible for proposing a schedule of major milestones for the project details.

SECTION 1.6 - SELECTION PROCESS

- A. The proposals will be reviewed by a select group of City of Palmer employees and scored against the evaluation criterion. The city may, at its discretion, choose to interview one or more of the top three responsive/qualified proposers. If needed, interviews will take place on Tuesday, September 17th, 2024. If conducted, the interviews will be with no more than two people per firm. No competing proposer may be present to hear the presentation of any other competing proposer.
- B. Once a final selection has been made, the city manager or designee will negotiate a professional service agreement with the first ranked Proposer. If this negotiation is not successful, the city manager will negotiate with the second ranked Proposer, and so on if necessary. The city manager should recommend a contract award to the City Council for final award at the regularly scheduled Council meeting on October 8th, 2024, or at a subsequent meeting if necessary. All Proposers will be notified in writing of a qualified proposer list or the recommended proposed awardee.
- C. Miscellaneous
1. The City of Palmer reserves the right to award the responsive and responsible proposer whose proposal is judged to be in the best interests of the City, with the City being the sole judge thereof; to negotiate with any or all proposers; to reject any or all proposals, in whole or any part; and to waive any minor technicalities or informalities in accordance with the City's determination of its own best interest.
 2. The city reserves the right to negotiate final contract terms with any proposer selected. The contract between the parties will consist of the RFP, including the professional services agreement, together with any modifications, and the awarded proposer's proposal, together with any modifications and clarifications that are submitted at the request of the city during the evaluation and negotiation process. In the event of a conflict in language between the documents referenced above, the provisions and requirements set forth and/or referenced in the RFP shall govern. However, the City of Palmer reserves the right to clarify any contractual relationship in writing with the concurrence of the contractor, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the contractor's proposal. In all other matters not affected by the written clarifications, if any, the RFP shall govern. Form of a Professional Service Contract is attached as Appendix A.

3. Any dispute or controversy arising out of this Request for Proposals shall be governed by the Palmer Municipal Code, laws of the State of Alaska, and the venue shall be in Palmer, Alaska only.

The City reserves the right to reject any or all proposals for any reason. The City also reserves the right to negotiate with the selected vendor to clarify details and achieve the best overall services for the City.

**CITY OF PALMER
PROPOSER INFORMATION FORM**

Alaska State Trooper Generator Design Services RFP

1. Firm Name _____
2. Mailing Address _____
3. City, State, Zip _____
4. Physical Address, if different _____

5. Telephone Number _____
6. Facsimile Number _____
7. Toll Free Number, if any _____
8. Federal Tax Identification Number _____
9. Contact Person for questions and contract negotiations, including address if different than above.

10. Contact Person Telephone Number _____
11. Facsimile Number _____
12. Name of Individual Authorized to Bind the Organization _____
Title _____
13. Signature - **Must be in blue ink and individual must be authorized to bind the organization**

Name: _____ Date: _____

City of Palmer 231 W. Evergreen Avenue, Palmer AK 99645 907-745-3271