



	Approved	Denied
Date Action Taken: 7/27/09	X	
Other:		
Verified by: <i>K. Smith</i>		

**WASILLA CITY COUNCIL ACTION MEMORANDUM**

**AM No. 09-37**

**TITLE: CONTRACT AWARD TO USKH, INC. IN THE AMOUNT OF \$475,000 FOR THE AIRPORT MASTER PLAN AND LATERAL PRECISION WITH VERTICAL GUIDANCE SURVEY.**

**Agenda of:** July 27, 2009

**Date:** July 16, 2009

**Originator:** Public Works Director

Route to:	Department	Signature/Date
	Chief of Police	
	Recreational and Cultural Services Manager	
X	Director of Public Works	<i>[Signature]</i> 7/16/09
X	Director of Finance	<i>[Signature]</i> 7/17/09
X	Deputy Administrator	<i>[Signature]</i>
X	City Clerk	<i>[Signature]</i>

**REVIEWED BY MAYOR VERNE E. RUPRIGHT:** *[Signature]*

**FISCAL IMPACT:**  yes or  no Funds Available  yes  no

**Account name/number:**

Airport Master Plan-City	330-4379-437.45-01	\$11,875
Airport Master Plan-State	330-4379-437.45-31	\$11,875
Airport Master Plan-Fed	330-4379-437.45-32	\$451,250

**Attachments:** RFP Summary (3 pp)

**SUMMARY STATEMENT:** The City advertised for airport engineering services on October 9, 2008. Four proposals were received from R&M Consultants, Hattenburg, Dilley & Linnell, DOWL Engineers, and USKH, Inc. The proposals were evaluated and USKH, Inc. was determined to be the best qualified for the next phase of engineering work at the airport. USKH, Inc. has been under a \$10,000 contract to apply for grant FAA funding.

The City has received an FAA Grant in the amount of \$475,000 to update the Master Plan and conduct a ground survey for Lateral Precision with Vertical Guidance instrument approach. This contract award will allow USKH, Inc. to proceed using the grant funds. The Master Plan update will support future construction projects at the airport.

**STAFF RECOMMENDATION:** Authorize the Mayor to execute a contract with USKH, Inc. in the amount of \$475,000 for airport engineering services to update the master plan and conduct an instrument approach ground survey.

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## Bid Details

### Bid Information

<b>Agency</b>	City of Wasilla
<b>Bid Type</b>	Request for Proposal
<b>Bid Number</b>	RFP-0705-0-2009/AG
<b>Fiscal Year</b>	2009
<b>Bid Writer</b>	Archie Giddings
<b>Bid Name</b>	Wasilla Airport Engineering Services 2009-2012
<b>Bid Status</b>	Awarded
<b>Bid Status Text</b>	None
<b>Award To</b>	USKH, Inc \$10,000.00
<b>Due Date/Time</b>	11/21/2008 2:00 PM Alaska
<b>Broadcast Date</b>	10/9/2008
<b>Bid Bond</b>	
<b>Project Estimated Budget</b>	
<b>Plan (blueprint) Distribution Options</b>	None
<b>Distribution Method</b>	Download and Mail
<b>Distributed By</b>	Onvia DemandStar
<b>Distribution Notes</b>	None
<b>Scope of Work</b>	The City of Wasilla is requesting proposals and intends to select a qualified firm or individuals interested in providing Airport Engineering Services for the Wasilla Airport through a multi-year capital improvement contract. Engineering services will include annually updating the 5-year capital improvement project list for approval by the Federal Aviation Administration (FAA), preparing FAA grant applications for the projects, and designing, bidding, and providing construction oversight/project closeout for each project.
<b>E-Bidding</b>	No

### Legal Ad

[VIEW](#)

Please select either the View or Edit button to manage legal ad.

### Pre-Bid Conference

October 29, 2008  
 2:00 pm  
 City Hall Council Chambers  
 290 E. Hering Avenue  
 Wasilla Alaska.

### Publications

Anchorage Daily News 10/15/2008

### Documents

[VIEW](#)

# REQUEST FOR PROPOSALS PACKAGE

(Procurement per Wasilla Municipal Code (WMC) Chapter 5.08)

PART

**A**

## TABLE OF CONTENTS

Part A – Request for Proposals (RFP)  
Part B – Submittal Checklist  
Part C – Evaluation Criteria  
Part D – Proposal Form  
Part E – Indemnification & Insurance  
Part F – Pre-Audit Statement  
Part G – Proposed Statement of Services

### Proposed Statement of Services

The City of Wasilla is requesting proposals and intends to select a qualified firm or individuals interested in providing Airport Engineering Services for the Wasilla Airport through a multi-year capital improvement contract. Engineering services will include annually updating the 5-year capital improvement project list for approval by the Federal Aviation Administration (FAA), preparing FAA grant applications for the projects, and designing, bidding, and providing construction oversight/project closeout for each project.

## ISSUING OFFICE

Agency Contact & Phone No.....: William Miller, Purchasing/Contracting Officer, (907) 373-9047  
Contracting Department.....: City of Wasilla, Department of Public Works

## PROJECT

RFP NUMBER.....: RFP-0705-0-2009/WM  
Project Site (City, Village, etc.).....: Wasilla, Alaska  
Project Title & Contract Description.....: Wasilla Airport Engineering Services 2009-2012

This contract will be funded 95 percent by the Federal Aviation Administration and subject to United States Department of Transportation provisions and conditions.

## SCHEDULE & PAYMENT

Anticipated period for performance-Begin/End: February 2009 through December 2012

### Estimated annual amount of contract:

<input type="checkbox"/> less than \$100,000	<input type="checkbox"/> \$100,000 to \$150,000	<input type="checkbox"/> \$150,000 to \$250,000
<input checked="" type="checkbox"/> \$250,000 to \$500,000	<input type="checkbox"/> \$500,000 to \$1,000,000	<input type="checkbox"/> \$1,000,000 or greater
Proposed Method(s) of Payment:		
<input checked="" type="checkbox"/> Fixed Price Plus Expenses (FPPE)	<input type="checkbox"/> Firm Fixed Price (FFP)	<input type="checkbox"/> Cost Plus Fixed Fee (CPFF)
	<input type="checkbox"/> Other:	

## SUBMITTAL DEADLINE AND LOCATION

*OFFERORS ARE RESPONSIBLE TO ASSURE DELIVERY PRIOR TO DEADLINE (WMC 5.08.120(B)).  
ONLY PROPOSALS RECEIVED PRIOR TO THE FOLLOWING DATE AND TIME WILL BE OPENED.*

**DATE: November 21, 2008**

**PREVAILING TIME: 2:00 PM**

**HAND DELIVER ONLY TO FOLLOWING LOCATION:**

**William A. Miller  
Purchasing/Contracting Officer  
290 E. Herning Avenue  
Wasilla, AK 99654**

**IMPORTANT NOTICE:** A firm that submits a proposal **MUST** be on the official City of Wasilla plansholder list which is maintained at [http://www.demandstar.com/supplier/bids/agency\\_inc/bid\\_list.asp?f=search&mi=712050](http://www.demandstar.com/supplier/bids/agency_inc/bid_list.asp?f=search&mi=712050). Failure of a firm to be on the list will be cause for their proposal to be deemed non-responsive. In addition, any copies of this proposal, attachments or addendums obtained from any source other than [www.cityofwasilla.com/purchasing](http://www.cityofwasilla.com/purchasing) or the City of Wasilla Purchasing Officer are not valid.

## SELECTION PROCEDURE

1. Competitive Sealed Proposals will be evaluated by a committee (WMC 5.08.120(E)). Evaluation of responses to criteria set forth in Part C results in a numerical score for each proposal. Each criterion in Part C has an assigned weight for this RFP which demonstrates its relative importance. The total of all weights is 100 (100%). Each one-percent weight equates to a range of 0-5 points per Evaluator. The maximum points (score) obtainable for any proposal is equal to the product of 500 multiplied by the number of Evaluators.
2. Scoring of proposals will be accomplished as follows:
  - 2.1 Each Evaluator will individually read and rate each Offeror's response to each criterion described in Part C - Section I - Technical Proposal. Ratings will be based solely on contents of proposal and per the City of Wasilla's standard Instructions for Evaluation Committee. Except as may be stated within any criterion description in Part C, a rating of "5" = Best Response from all Offerors; "4" to "1" = Progressively Less Responsive; "0" = Non-Responsive. Ratings are multiplied by the assigned weights for each criterion to obtain criteria scores.
  - 2.2 After scoring Part C - Section I - Technical Proposal, criteria scores for Part C - Section II - Preferences, and Section III - Price (if applicable), will be determined as stated within such criteria descriptions.
  - 2.3 After completion of individual ratings, the Evaluation Committee will meet to discuss proposals. Evaluators may then alter their ratings; however, any changes shall be based solely on the criteria set forth in Part C.
  - 2.4 The total score for each Offeror will be obtained by summing the scores determined for each criterion in Sections I, II and III of Part C. The order of ranking for negotiations shall be as follows: highest scored Offeror will be ranked first, next highest scored second, and etcetera.
3. Evaluators may discuss factual knowledge of, and may investigate Offerors' and proposed Subcontractors' prior work experience and performance, including projects referenced in proposal, available written evaluations, etcetera, and may contact listed references or other persons knowledgeable of a Contractor's and/or a Subcontractor's past performance. Factors such as overall experience relative to the proposed contract, quality of work, control of cost, and ability to meet schedules may be addressed. If any issues of significant concern to the proposed contract are discovered, the Committee may:
  - 3.1 Provide written recommendations for consideration during contract negotiations;
  - 3.2 Recommend suspension of the Offeror from consideration for award of the contract (WMC 5.08.120(E)); or
  - 3.3 Conduct discussions in accordance with paragraph 4, below.
4. The Committee may decide to conduct discussions (or "interviews") with responsible Offerors whose proposals are determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements (5.08.120(E)). Offerors selected by the Committee for discussions may be permitted to submit Best and Final Offers (BAFO) for final Committee Evaluation. After discussions and any BAFO's, Evaluators will determine the final scoring and ranking for contract negotiations by evaluating written and oral responses using only the criteria set forth in Part C of this RFP.
5. All Offerors will be advised of the Offeror selected for negotiation and, after completion of negotiations, a Notice of Intent to Award will be provided to all Offerors. If contract negotiations are unsuccessful with Offeror(s) selected for negotiation, the City may either cancel the solicitation or negotiate with other Offerors in the order of ranking.