

City of Valdez Request for Qualifications

Date: June 23, 2017

**Project: City Dock Information & Interpretive Center
Project Number: 17-312-6400**

A. Overview

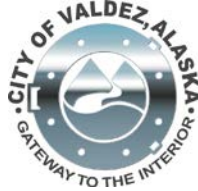
The purpose of this document is to solicit qualifications from professional consultants to develop project scope, architectural, engineering, and related professional services for the development of an information and interpretive center, and other improvements at the City (Kelsey) Dock. The project must consider and adhere to the conditions of two existing State grants, but total project funding may not be limited to the grant funding. Action on the status of an older large City owned metal building is considered one focal point of action within this project. The project is also expected to consider beautification, utilities, City department storage needs if relocation is necessary, City museum facilities, City department office needs if relocation is necessary, an outdoor shelter, amphitheater, and interpretive center. The Consultant shall conduct and attend public meetings in Valdez to achieve practical and affordable project scope consensus, create a project budget, provide information and reports, provide drawings and specifications necessary to design, bid, and construct facilities that are agreed to in the project scoping phase.

The project consists of furnishing all labor, materials, equipment, tools, supervision, and other facilities necessary to perform the required services in accordance with the standards and criteria of the professions utilized.

B. Requirements for Statement of Qualifications

The firm that submits a statement of qualifications must be licensed to do business in the State of Alaska, and all responsible personnel must have appropriate Alaskan licenses to conduct the tasks identified in the proposal. The City of Valdez assumes no obligation by accepting a proposal. The City of Valdez may or may not choose to interview the top ranked firms before selecting the best firm for price negotiations. The proposals shall be ranked on the following:

- A detailed description of at least three similar ocean community beautification projects (with references and photographs) that your firm has accomplished in the past ten years. Alaskan projects will be given higher consideration. Consultant's experience. (Fifteen points).



- A list of personnel that will be working on the project with license numbers, contact numbers, project histories, and resumes. Project manager and team general experience and qualifications. (Ten points).
- A detailed description of the project manager and team member's individual experience and experience working together on previous similar projects. Project manager and team specific experience. (Ten points).
- A detailed description of how the firm anticipates accomplishing the project listing personnel and specific activities. Project understanding and approach. (Fifteen points).

C. Submissions and Inquiries

Valdez encourages disadvantaged, minority and women-owned consultant firms to respond.

Submit Six (6) copies of your Statement of Qualifications to:

City of Valdez, Alaska, Director of Capital Facilities
PO Box 307
Valdez, AK 99686

Proposals will be accepted until: **4 pm local time, July 21, 2017.**

Any questions regarding this project should be directed to Dean Day, Capital Facilities Director, (907) 835-5478.



DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT
DIVISION OF COMMUNITY AND REGIONAL AFFAIRS

Designated Legislative Grant Program
Grant Agreement

Grant Agreement Number 15-RR-007	Vendor Number CIV84401	Amount of State Funds \$800,000.00	
Encumbrance Number/AR/Lapse Date /10073/06/30/2019		Project Title City Dock Information and Interpretive Center	
Grantee		Department Contact Person	
Name City of Valdez		Name Robin Park	
Street/PO Box PO Box 307		Title Grants Administrator II	
City/State/Zip Valdez, AK 99686		Street/PO Box PO Box 110809	
Contact Person John Hozey, City Manager		City/State/Zip Juneau, AK 99811-0809	
Phone 907-834-3466	Fax 907-835-2992	Phone 907-465-4731	Fax 907-465-5867
Email jhozey@ci.valdez.ak.us		Email robin.park@alaska.gov	

AGREEMENT

The Alaska Department of Commerce, Community, and Economic Development, Division of Community and Regional Affairs (hereinafter 'Department') and City of Valdez (hereinafter 'Grantee') agree as set forth herein.

Section I. The Department shall pay the Grantee for the performance of the project work under the terms outlined in this Agreement. The amount of the payment is based upon project expenses incurred, which are authorized under this Agreement. In no event shall the payment exceed \$800,000.00.

Section II. The Grantee shall perform all of the work required by this Agreement.

Section III. The work to be performed under this Agreement begins June 30, 2014 and shall be completed no later than June 30, 2019.

Section IV. The Agreement consists of this page and the following:

ATTACHMENTS

- Attachment A: Scope of Work
1. Project Description
 2. Project Budget
 3. Project Management
 4. Reporting
- Attachment B: Payment Method
Attachment C: Standard Provisions

AMENDMENTS

Any fully executed amendments to this Agreement

APPENDIX

Appendix A: State Laws and Regulations

Grantee	Department
Signature	Signature
Printed Name and Title John Hozey, City Manager	Printed Name and Title Jolene Julian, Grants Administrator III
Date	Date

Reviewed by: JM

Attachment A Scope of Work

1. Project Description

The purpose of this FY 2015 Designated Legislative Grant in the amount of \$800,000.00 [pursuant to the provisions of AS 37.05.315, Grants to Municipalities, SLA 2014, SB 119, Chapter 18, Section 36 (b), Page 119, and Line 25] is to provide funding to City of Valdez for use towards city dock information and interpretative center. The objective of this project is to provide a port office and visitor receiving facility that will provide information and interpretation concerning Valdez and Prince William Sound.

This project may include, but is not limited to:

- Conceptual design,
- Design, and
- Construction.

No more than five percent (5%) of the total grant award may be reimbursed for Administrative expenses for projects involving equipment purchase or repairs and no more than ten percent (10%) of the total grant award may be reimbursed for Administrative expenses for all other projects. To be reimbursed for eligible administrative costs, expenses must be reported on the Designated Legislative Grant Financial/Progress Report form.

2. Project Budget

Cost Category	Total Project Costs
Project Funds	\$800,000.00
Administration	\$0.00
Total Grant Funds	\$800,000.00

3. Project Management

This project will be managed by the Grantee.

Signatory authority for execution of the Grant Agreement and subsequent amendments is granted to the chief administrator. For grants appropriated to a municipality, the mayor is the chief administrator unless the municipality operates a managerial form of government; then the city manager/administrator acts as the chief administrator. For named recipients and unincorporated communities, the executive director or highest ranking official will act as chief administrator.

The chief administrator may delegate authority for executing the Grant Agreement and amendments to others within the Grantee's organization via the Signatory Authority Form. The chief administrator also designates financial and performance progress reporting authority via the Signatory Authority Form. Such delegation is limited to others within the Grantee's organization unless otherwise approved by the Department.

The Grantee must establish and maintain separate accounting for the use of this Grant. The use of Grant funds in any manner contrary to the terms and conditions of this Grant Agreement may result in the subsequent revocation of the Grant and any balance of funds under the Grant. It may also result in the Grantee being required to return such amounts to the State.

If applicable under state law, grantees must be registered and in good standing with the Department of Commerce, Community and Economic Development's Division of Corporations, Business and Professional Licensing.

4. Reporting

The Grantee shall submit a Designated Legislative Grant Financial/Progress Report Form provided by the Department each month, or quarterly, with the concurrence of the Department, during the life of the Grant Agreement. Grant Financial/Progress Report Forms are due thirty (30) days after the end of the month or quarter being reported. The report period is the first of the month through the last day of the month. If quarterly reporting is approved, the report period is the first day of the first month through the last day of the third month of the quarter. The final Financial/Progress Reports must be submitted within thirty (30) days following completion of the project.



DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT
DIVISION OF COMMUNITY AND REGIONAL AFFAIRS

Designated Legislative Grant Program
Grant Agreement

Grant Agreement Number 15-RR-008	Vendor Number CIV84401	Amount of State Funds \$1,667,093.59	
Encumbrance Number/AR/Lapse Date /10074/06/30/2019		Project Title Dock Improvements	
Grantee		Department Contact Person	
Name City of Valdez		Name Robin Park	
Street/PO Box PO Box 307		Title Grants Administrator II	
City/State/Zip Valdez, AK 99686		Street/PO Box PO Box 110809	
Contact Person John Hozey, City Manager		City/State/Zip Juneau, AK 99811-0809	
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Date	Date

Reviewed by: Jm

Attachment A Scope of Work

1. Project Description

The purpose of this FY 2015 Designated Legislative Grant in the amount of \$1,667,093.69 [pursuant to the provisions of AS 37.05.315, Grants to Municipalities, SLA 2014, SB 119, Chapter 18, Section 36(c), Page 119, and Line 31] is to provide funding to City of Valdez for use towards Dock Improvements. The objective of this project is to provide operational and aesthetic improvements to the city dock and dock upland area.

This project may include, but is not limited to:

- Conceptual design,
- Design, and
- Construction.

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