



**CITY OF VALDEZ, ALASKA
REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES**

PROJECT: CODE VIOLATION ASSESSMENT OF MOBILE HOME PARKS
RELEASE DATE: JULY 3, 2012

SUMMARY:

There are five mobile home parks in within the City of Valdez municipal boundaries. During the City's population count in May, it was determined there are approximately 381 spaces with 266 mobile homes in all five parks. Below is a breakdown of the number of units in each park.

Mobile Home Park	# Occupied Spaces	Total Spaces
Mineral Creek Court (Simmons)	24	27
Johnson Trailer Court	12	12
Aleutian Village Trailer Court (AVT)	84	104
Valdez Mobile Home & RV Park (VMHP, South Central)	136	217
Glacier View Trailer Park	10	21

The City is aware that multiple code violations exist in the parks. The breadth and scope of the violations is unknown. The City of Valdez needs a comprehensive assessment of the violations. The violations under consideration fall within locally adopted building codes and a locally adopted ordinance specifically outlining the requirements for mobile home parks and the mobile homes within them. Additionally, the City of Valdez has an agreement for improvements with one of the parks. The violations associated with that agreement shall also be evaluated.

BUDGET:

The City of Valdez has sufficient funding allocated for this project. The final budget will be negotiated between the successful respondent and the City.

TIMEFRAME:

The City of Valdez would like this assessment completed no later than August 31, 2012.

SCOPE OF WORK:

The final scope of work will be negotiated between the successful firm and the City of Valdez. The list below is typical of the type of field data that will be collected, but should not be considered all-inclusive.

EVALUATION CRITERIA:

Weight: Each criterion has an assigned weight which will be used to establish the relative importance of each aspect of the proposal.

Rating: The Ports & Harbor Director and members of City Administration will rate the proposals. Ratings will be from 0 - 5 points with 5 being the best. Ratings from all members of the review team will be averaged together to determine an aggregate rating score for each criterion.

1. METHODOLOGY AND PROJECT MANAGEMENT (WEIGHT 20). Describe your approach to performing your proposed scope of work. Include methodology and philosophy for achieving the desired result.

2. QUALIFICATIONS AND EXPERIENCE (WEIGHT 10). Provide information which demonstrates that the firm, and all individuals rendering services under the proposal, has adequate qualifications and experience to provide the services required. Include the names and phone numbers of three (3) references.

3. ABILITY TO MEET PROJECT TIMEFRAME (WEIGHT 5). Award of contract and issuance of Notice to Proceed is anticipated by late June, 2011. Please describe, in detail, the firm's capability to finish within the appointed timeframe. Include a fee schedule and on-site per diem costs.

TOTAL POSSIBLE SCORE

- I. 5 X 20 = 100
2. 5 X 10 = 50
3. 5 X 5 = 25

TOTAL POSSIBLE POINTS

_____ (0 to 175)

INSTRUCTIONS TO FIRMS:

FORM OF PROPOSAL: Proposals should be prepared simply and economically, providing a straightforward, concise description of the firm's ability to meet the requirements of the RFP. Fancy presentations, colored displays, promotional material, etc., are not desired. Emphasis should be on completeness and clarity of content. Page limit shall not exceed 10 pages. This stipulation will be strictly enforced. Proposals exceeding this length will not be considered. This page length includes staff biographies and experience.

INTERPRETATIONS:

Questions or requests for clarifications shall be directed to the Community & Economic Development Director, Lisa Von Barga. Inquiries may be made by phone at (907) 834-3425, by fax at (907) 834-43420 or by email to: lvonbarga@ci.valdez.ak.us

RIGHT TO REJECT PROPOSALS:

The City of Valdez reserves the right to reject any or all proposals for any reason, and/or to waive any or all irregularities and/or informalities.

PROPOSAL SUBMISSION INSTRUCTIONS:

Proposals are due on or before **3:00 p.m. local time, Thursday, July 12, 2012**. Proposals not received at or before said time will not be considered. Proposals shall be submitted as an Adobe Acrobat PDF file via email with the subject line titled "**PROPOSAL – MHP Assessment.**" Submit to: Community & Economic Development Director, Lisa Von Barga at:

lvonbargen@ci.valdez.ak.us Delivery confirmation may be obtained by calling the same at (907) 834-3425.

RFP HOLDERS LIST:

In the case addendums to this RFP are required please be certain to complete the RFP Holders List application and return to the fax or email on the form.

THIS RFP IS POSTED AT:

http://www.ci.valdez.ak.us/capital_facilities/Valdez_Alaska_Contracts_Bid.html