



Haines Borough  
Request for Proposals  
**Lutak Dock Design and Development Concepts**

### **Introduction**

This Haines Borough request for proposals (RFP) seeks licensed design firms to provide conceptual options for replacing or refurbishing the Lutak Dock in Haines, Alaska. The concepts shall include research, analysis, cost estimating, and community outreach. The range of available funding for this work is \$100,000 to \$130,000.

This RFP does not commit the Haines Borough (hereinafter "Borough") to enter into a contract, nor does it obligate the Borough to pay for any costs incurred in the preparation and submission of a proposal or negotiations for or in anticipation of any contract. The Borough reserves the right at its sole discretion: to make selections, to reject any or all submissions, to issue subsequent RFPs, to remedy technical errors in the RFP process, and to enter into a contract with one or more consultants for the provision of any, all, or some of the services described herein.

### **Questions**

All communication relative to proposals shall be directed to:  
Haines Borough, P.O. Box 1209, Haines, Alaska 99827  
Attention: Brad Ryan, Director of Public Facilities  
Telephone: (907) 314-0648  
Fax: (907) 766-2716  
Email: bryan@haines.ak.us

No oral interpretation concerning this RFP will be made. Requests for interpretation must be made in writing and mailed, emailed, or faxed at least four (4) business days prior to the submittal deadline.

### **Submission of Proposals**

Deadline for proposals is **5:00 pm, Friday, September 2, 2016**. Six copies of proposals must be submitted and received in sealed envelopes by the deadline. Submissions received after the deadline will not be considered. Proposals should not exceed 15 pages (8.5 x 11), exclusive of appendix, cover page, letter of transmittal and table of contents. Bulky bindings such as three-ring binders are discouraged.

Proposals may be hand-delivered, mailed, or express delivered. Submissions must be clearly marked "Lutak Dock Design and Development Proposal" and submitted to:

#### **Mailing Address:**

Attn: Office of the Borough Clerk  
Haines Borough  
P.O. Box 1209  
Haines, AK 99827

#### **Physical Address:**

Haines Borough  
Borough Clerk's Office  
103 Third Ave. S  
Haines, AK 99827

The Borough reserves the right to reject any and all submittals, to waive any informalities or technicalities, and to negotiate with any responder to this RFP it deems to be the best qualified.

## **Background**

Lutak Dock is a deep water port located in Haines, Alaska. The dock is 1,100 feet long and includes 15 cellular structures, closure arcs, and a concrete cap. The United States Army Corps of Engineers (USACE) designed Lutak Dock and completed its construction in 1953. The Borough currently owns the 11 cells on the west end of the dock. The remaining four cellular structures are owned by the State of Alaska.

The cellular structures are closed cells constructed with interlocking sheet pile. Closure arcs, also constructed with interlocking sheet pile, are used to fill the void between each cell. A concrete cap runs the length of the dock along the top of the cells and closure arcs. Modifications were made to the Borough's portion of the dock in 2003. These modifications included replacing the upper portion of the closure arcs with straight closure walls. The concrete cap was also removed at these locations to allow access to the closure arcs and install H-pile to support the new closure walls and reconstructed concrete cap.

In April of 2015 the State of Alaska began replacing its portion of Lutak Dock with a riprap slope. Due to the condition of the dock, the Borough agreed to allow the State of Alaska to remove cell 5 and part of cell 6, the Borough's eastern-most cells.

Condition reports for the Lutak Dock can be accessed on the Haines Borough website. <http://www.hainesalaska.gov/ports>.

## **Services to be Provided**

- 1) The selected Consultant will provide the Haines Borough with three conceptual designs (35%).
  - a. Design Option 1:
    - i. Provide (35%) design plans encapsulating existing dock structure with walls, pilings, and/or fill, keeping the existing dock size and functionality the same.
  - b. Design Option 2:
    - i. Provide (35%) design plans for demolishing the existing dock and replacing with like size and capability.
  - c. Design Option 3:
    - i. Provide (35%) design plans with Consultant design recommendations.

All Designs should address the following priorities:

- Securing the integrity of the existing facility.
- Maintaining the existing working area and functionality, including the roll-on, roll-off ramp.
- Providing a design that allows for expansion of the facility in the event of future demand.
- Maximum life expectancy.
- A construction model that wouldn't interfere with Alaska Marine Highway System, Alaska Marine Lines or Delta Western operations.
- Considerations for new business.

- Options may include demolition of current cells or constructing a new wall outside of the dock.
- 2) Designs should be developed and vetted through a series of no fewer than three public meetings hosted by the selected firm in Haines.
  - 3) Designs should include cost estimates sufficient for decision making and pursuing outside funding.
  - 4) A final conceptual design should be presented to the Borough at an additional public meeting in Haines that incorporates public and Borough feedback.

### **Required Proposal Contents**

1. Letter of Transmittal.
2. Description of how the consultant(s) will evaluate community and Borough needs and tailor conceptual designs to meet these needs.
3. Description of the engineering team and its ability to meet the above needs.
4. Process for background research and data analysis to inform the conceptual designs.
5. Overall timeline and completion date for conceptual designs.
6. Qualification Statement (see below).

### **Qualification Statement Contents**

Qualification statements must contain responses corresponding to each numbered item identified in the below list at a minimum.

- 1) Consultant name (or names if joint effort) and applicable licenses.
- 2) The number of years the consultant has been in business and a brief history of the firm.
- 3) Experience with similar projects, including ability to deliver cost-effective solutions.
- 4) Past record of performance on similar contracts including quality of work, timeliness and cost control. Provide names and telephone numbers of five other client contacts for reference purposes.
- 5) Description of consultant's experience working with communities similar in size and character to the Haines Borough.

### **Evaluation and Selection Process**

Responses to the RFP will be evaluated and ranked by a Lutak Review Committee. Each member of the committee will independently score the proposals. Based off the score given, each proposer will be ranked. The highest score shall be given a ranking of "1", next highest "2", and so on. Once all proposals have been given a ranking, the committee will come together and discuss results. If the committee has a clear leader, it may declare a successful proposer and forward the recommendation to the Borough Manager. If a winning proposer is not immediately identified, the committee reserves the right to perform oral interviews. If required, oral interviews would be scheduled within two weeks after the due date of the proposals. Final selection of a proposer would then be made after oral interviews

of the top applicant(s) and an agreed upon schedule of fees and timeline. Please note cost will not be part of the initial selection process. However, submitted proposals should be developed with the range of available funds outlined at the beginning of this RFP. If a design firm is selected and negotiations reveal it needs more funding than is available, the selection committee will terminate negotiation and move on to another design firm. A Haines Business License is required prior to contract award.

Scoring for the selection process will be based on the following criteria (100 points total):

- 1) Firm's Overall Qualifications and Experience (20 points)
  - The experience and qualifications of the consultant and the personnel to be assigned to this project.
- 2) Past Performance (15 points)
  - The consultant's performance on past Haines Borough projects, performance with similar communities and projects, and/or performance with private industry. Performance will be evaluated according to the applicant's past ability to meet project deadlines, budget restrictions, quality of job completed, and overall customer satisfaction.
- 3) Draft Scope of Work (30 points)
  - Methodology to complete and present three conceptual design options, culminating to a final conceptual design.
- 4) Capacity of the Firm (10 points)
  - The proposer's ability to perform the desired services based on current workload, number and type of employees, and outside contractors proposed to complete needed tasks.
- 5) Firm's Experience with Public Meetings and User Groups (10 points)
  - Firm's ability to coordinate between multiple parties and provide clear and concise explanations for the direction of the project.
- 6) Quality of Proposal (8 points)
  - Proposal should be clear and include all required information outlined in this RFP. Proposal should be responsive to the needs of the project and be well informed.
- 7) Local Bidder Points (7 points)
  - Firms with offices that reside in the Borough will be awarded an additional 7 points. The proposal will either be awarded all or none of the local bidder points, based on whether this qualification is met.