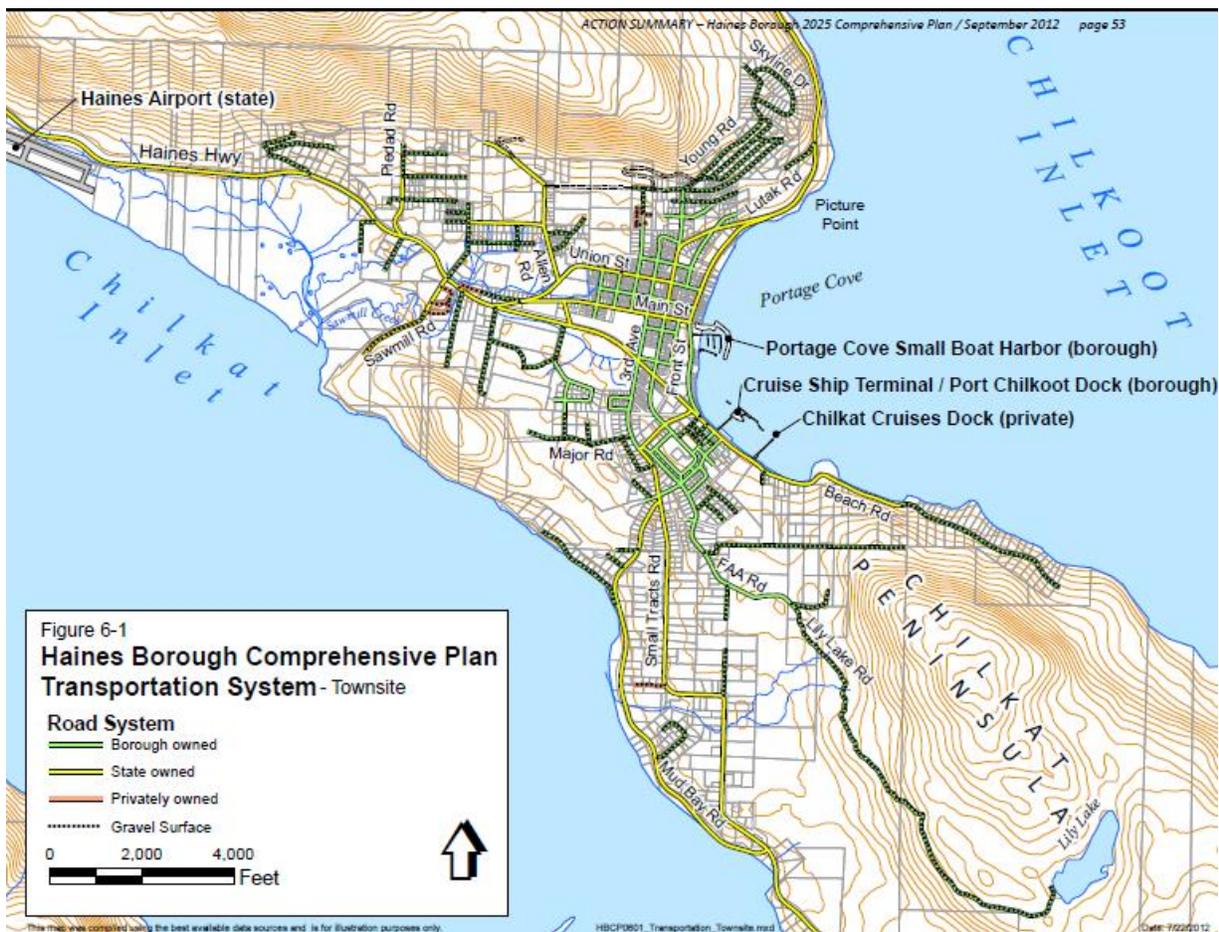


Haines Borough Request for Proposals **Portage Cove Interpretive Trail and Harbor Park Conceptual Designs**

This Haines Borough request for proposals (RFP) seeks licensed landscape architects and/or design firms for conceptual designs of an interpretive trail around Portage Cove, including a harbor park adjacent to the planned parking facility in Haines, Alaska. The concepts shall include research, analysis, cost estimating, and community outreach. The range of available funding for this work is \$25,000 to \$40,000.

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 **2:00 pm, Wednesday, October 5, 2016**. Submissions received after the deadline will not be considered.

Proposals may be hand-delivered, mailed, or express delivered. Submissions must be clearly marked "Portage Cove Interpretive Trail" 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.

Services to be Provided

The Haines Borough is expanding its harbor, with the project's first phase expected to run through June 2018. The Borough is seeking Portage Cove Interpretive Trail and Harbor Park Conceptual Designs to properly route pedestrians through the harbor area, tie the harbor project to a waterfront trail, and help inform the location of a future harbor park. The trail will provide safe passage for residents and visitors along the waterfront and provide a cultural and environmental experience through interpretive signs. The designs should also identify potential parking areas near the cruise ship dock for tour vehicles to pick up and drop off passengers. Designs shall be completed no later than February 17, 2017.

The selected consultant will develop conceptual designs of a Portage Cove Interpretive Trail from the Port Chilkoot campground to Picture Point (see attached map):

1. The conceptual designs will include a harbor park located on the southeast end of the new harbor parking lot.
2. The interpretive trail and harbor park concepts will be vetted through a series of no fewer than four public meetings hosted by the selected firm in Haines.

3. The consultants will present concepts at each of the public meetings and use community input to drive the development of a final conceptual design.
4. A final conceptual design should be presented to the Borough at an additional public meeting in Haines that incorporates public and Borough feedback.
5. The final conceptual design will include rough cost estimates sufficient for decision making and pursuing outside funding.

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 design 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) Current rate of professional fees with breakdown of personnel costs, reimbursable expenses and other potential costs. Consultant should assume at least five public meetings to be held in Haines.
- 5) 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.
- 6) Description of consultant's experience working with communities similar in size and character to the Haines Borough.

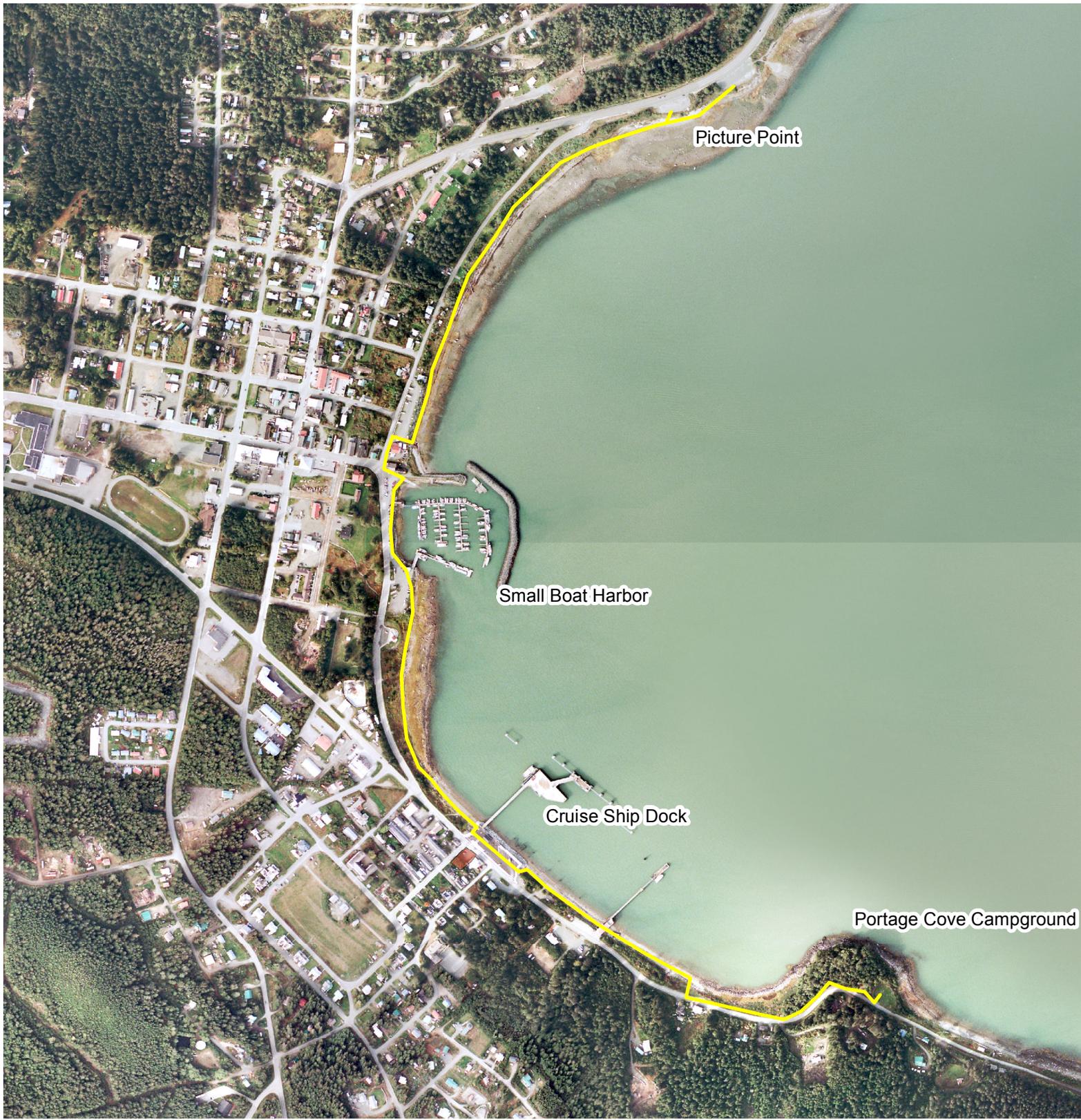
Evaluation and Selection Process

Responses to the RFP will be evaluated and ranked by a 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. 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 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.



Haines Borough Waterfront Trail

Legend

-  Waterfront Trail
-  Cruise Ship Tour Parking

