



**CITY OF UNALASKA
REQUESTS FOR PROPOSALS
CONSULTING SERVICES**

Update of Unalaska Historic Sites & Resources Inventory

The City of Unalaska, Alaska (hereinafter "City") is requesting proposals from qualified Alaska cultural resource firms to update Unalaska's Inventory of Historic Sites and Resources.

City Council approved Ordinance 2014-05 in 2014 which identified the Historic Preservation Commission membership as the same membership as the Planning Commission. One of the first goals identified by the newly revived commission was to update the Inventory of Historic Sites and Resources. Our current project seeks to reevaluate the existing 161 Alaska Heritage Resource Survey cards on file and add sites, or remove sites, as necessary. Additional information required may be obtained by contacting the Planning Director.

City Contact: Erin Reinders, Planning Director
Address: P.O. Box 610, Unalaska, Alaska 99685
Phone: (907) 581-3100
Fax: (907) 581-4181
Email: ereinders@ci.unalaska.ak.us

Schedule and Submission of Proposals:

RFP Review by HPC: Thursday, November 19, 2015
RFP Posting: Friday, November 20, 2015
Proposal Due Date: Wednesday, January 13, 2016 4:00 pm, local time
Anticipated Award Date: Tuesday, January 27, 2016 (City Council Meeting)

Submit to: Cat Hazen, City Clerk
Address: PO Box 610, Unalaska, AK 99685
Phone: (907) 581-1251
Fax: (907) 581-1417
Email: chazen@ci.unalaska.ak.us

All proposals, including any amendment or withdrawal, must be received at the address and by the time and date shown above. Any proposal, amendment, or withdrawal that has not been received by that time will not be considered.

The outside of the envelope or subject line of the email shall state "Proposal for Cultural Resource Consultant Services" and shall be sent to the City Clerk's Office via mail or email. Proposers choosing to submit via email assume all risk that interruptions or outages affecting the City's internet service or email server may delay or prevent receipt of proposals. Proposers may contact the Clerk to confirm the receipt of the proposals.

I. Scope of Work

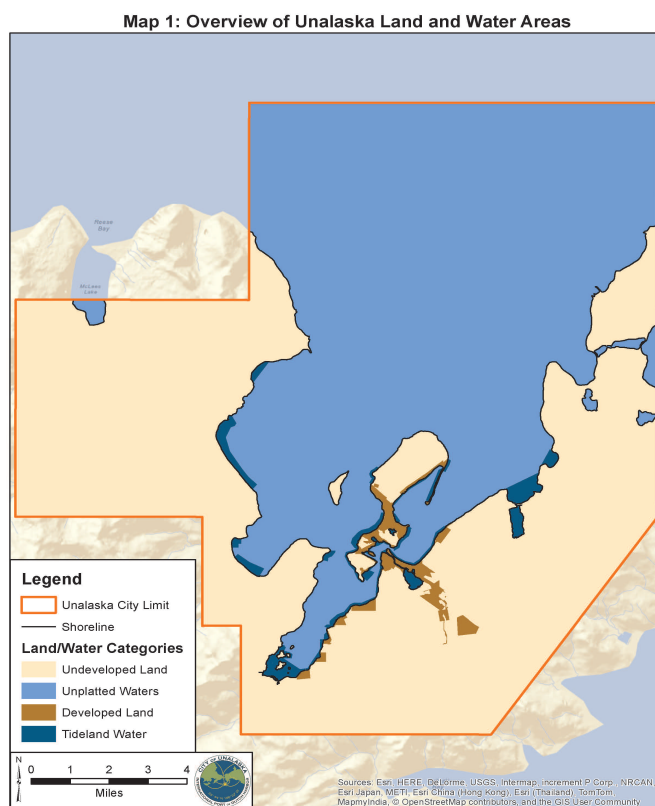
The City of Unalaska is soliciting Requests for Proposals from qualified firms to conduct a survey and produce an update of Unalaska's Inventory of Historic Sites & Resources.

This description is provided for general informational purposes only and is not a substitute for site inspection and completion of other necessary due diligence by interested respondents. Respondents must make their own independent assessment of the conditions and shall not rely on any representation, description, or diagram provided by the City in preparing their proposal.

Unalaska City Code requires the local inventory of historic sites and resources to be updated every ten years. Our last inventory was completed in 2003 and is in need of updating. This project seeks to reevaluate an estimated 161 Alaska Heritage Resources Survey cards on file with the State for buildings and sites in Unalaska and create a comprehensive city wide inventory. Listings may be added or removed as appropriate when new information is revealed through public comments and the consultant's research. A complete and current inventory provides a solid foundation for our community's commitment to historic preservation and serves as an informational resource in addressing preservation goals.

The Inventory Update will expound on the 2003 Inventory of Historic Sites and Resources that was produced as a result of Grant Project #02379 in FY02. The 2003 inventory covered the traditional, older area of Unalaska as well as the Unalaska Valley above Unalaska Lake and some properties on Amaknak Island. The goal for the 2016 update will be to reevaluate all sites and update photographs for inventoried sites from the 2003 inventory, as well as other previously inventoried sites, into a single comprehensive inventory list, report, and map. Additionally, this update will provide an opportunity to develop a geodatabase of all inventoried sites that is compatible with the City of Unalaska and the Office of History and Archaeology's GIS systems.

The current inventory project will encompass the incorporated area of the City of Unalaska, roughly 115 square miles of land. Again, there are an estimated 161 Alaska Heritage Resources Survey cards on file for buildings and sites in Unalaska the need updating. Listings may be added or removed as appropriate when new information is revealed through public comments and the consultant's research. This estimated total does not include any archaeological sites. The principal investigator will be able to conduct his or her one on-site research of all historic sites using the City road network, essentially within the developed land area portion of the map to the right.



II. Qualifications and Proposal

Consultants selected for this project must:

1. Be a 36 CFR 61 qualified Historic Preservation Professional.
2. Have a familiarity and experience conducting Historic Sites and Structures Survey work.
3. Complete and submit the survey and all supporting documentation to the State of Alaska Office of History and the City of Unalaska Historic Preservation Commission.
4. Hold the City and its officers and employees harmless from any damages to the persons or property arising from any act, omission or action relating to this project.
5. Furnish biweekly status updates to the City.
6. Promptly inform the City of any significant problems, delays or adverse conditions.
7. Have the ability to obtain liability insurance.
8. All assigned key professional staff must be properly registered / licensed to practice in the State of Alaska. Provide a list of the qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this contract. Indicate how the quality of staff over the term of the agreement will be assured.
9. Provide evidence of their expertise, experience, and other factors which should ensure the probable success of the contract, with emphasis on evidence that demonstrates knowledge of Unalaska or similar communities.
10. Show they possess sufficient financial resources and personnel to ensure their ability to fully complete the contract.
11. Provide two references from clients.

Successful proposer shall provide proof of insurance as specified in Attachment A – Insurance Requirements for Professional Services.

If sub-contractors will be used, proposer should identify them and describe their qualifications and roles in the project. Such sub-contractors, and any consultants and firm specialists mentioned in response to this request for proposal can only be changed with the express prior written permission of the City, which retains the right to approve or reject replacements. All sub-contractors shall be required to comply with the insurance requirements identified above.

III. Specific Project Tasks

Respondents shall provide a narrative description of the methods proposed to accomplish an update to Unalaska's Inventory of Historic Sites & Resources and the Firm's qualifications to perform the requested services as outlined below:

- **Conduct Historical Research.** Evaluate the City's existing Historic Resource Inventory and other related resources from the City, and review existing AHRS cards on file with the Office of History and Archaeology.
- **Kick-Off Meeting.** The City will arrange a public outreach meeting with the selected consultant and the Historic Preservation Commission that includes individual notification of all Historic Inventory property owners. This will be held during the one and only visit to Unalaska.
- **Fieldwork.** Perform a survey of the properties currently listed on the City's Historic Resource Inventory. Properties shall be observed, recorded and photographed by the

consultant from the public right-of-way utilizing an OHA approved field survey form. The obtained information shall be used to evaluate material and architectural integrity. Verify preliminary evaluations with on-site field work and corroborate other property-specific data.

- **Data Management.** Compile the results of the survey and property specific research into a database, preferably a GIS geodatabase, for sorting and analysis. Consultants must ensure that the database information will be compatible with the needs and structure of the City of Unalaska and OHA's GIS.
- **Analysis.** Conduct an analysis of the data.
- **Update Meeting.** The City will arrange a public meeting with the Historic Preservation Commission that includes individual notification of all Historic Inventory property owners to review data and analysis prior to final evaluation and documentation. The selected consultants will be available for participation via teleconference or onsite visit.
- **Provide Deliverables.** Prepare a deliverable report that includes an executive summary, survey results and findings, definitions, conclusions and recommendations, and a summary map. The final report and exhibits including the associated database or geodatabase, shall be provided in digital format.

IV. City Provided Services

The City shall supply the consultant with a list of previously inventoried structures in an Excel file, a copy of the address map book showing parcel boundaries and addresses, and office space while working on site in Unalaska. The city will provide information and tools as needed to assist in the creation of an appropriate GIS geodatabase compatible with the City's existing GIS.

Planning Department staff will coordinate and publicize all public meeting(s), be responsible for owner notification, and be available on a daily basis to assist the consultant.

V. Compensation

Proposers shall express their fee in a fee schedule to include all labor, materials, transportation costs, meals, lodging, and other miscellaneous consultant expenses. A final scope of work and not-to-exceed fee will be negotiated after the top-ranked firm has been tentatively selected. If the negotiations with top-ranked firm are not satisfactory to the City, the City reserves the right to terminate negotiations and commence negotiations with the second-ranked firm, and so on.

If it should become necessary for the City to request the Contract Cultural Resource Consultant to render any additional services to either supplement the services requested in the RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the City and the firm.

VI. Incurred Costs

The City is not liable for any costs incurred by the proposer prior to issuance of an approved contract. All costs incurred as a result of responding to this RFP are the sole responsibility of the proposer.

VII. Additional Considerations

During the evaluation process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions.

VIII. Evaluation of Proposals

Proposals will be reviewed by a committee of three persons. Scoring will be based on the following criteria, with a maximum score of 100:

CRITERIA	POINTS AVAILABLE
Proposed Cost	40
Understanding of the Project, Methodology used for the Project	25
Experience and Qualifications	25
References from clients	10
TOTAL	100

For the cost element, the lowest cost proposal shall receive full points. All other proposals will receive point deductions based on the percentage that the proposal is higher than the lowest bid. The formula will be: lowest bid amount divided by bid amount, multiplied by points possible equals score (rounded to the nearest whole number).

IX. Rejection of Proposals

The City reserves the right to: 1) reject any or all proposals; 2) accept the proposal which in its judgment best suits the needs of the City; 3) waive any and all irregularities or informalities in any proposal.

ATTACHMENT A

INSURANCE REQUIREMENTS FOR PROFESSIONAL SERVICES

- A. During the term of the contract, the Contractor shall obtain and maintain in force the insurance coverage specified in these requirements. Such coverage shall be with an insurance company with an A.M. Best rating of A VII or better, or a company specifically approved by the City.
- B. The contractor shall carry and maintain throughout the life of this contract, at its own expense, insurance not less than the amounts and coverage herein specified, and the City of Unalaska, its employees and agents shall be named as additional insured under the insurance coverage so specified and where allowed, with respect to the performance of the work. There shall be no right of subrogation against the City or its agents performing work in connection with the work, and this waiver of subrogation shall be endorsed upon the policies. Insurance shall be placed with companies acceptable to the City of Unalaska; and these policies providing coverage thereunder shall contain provisions that no cancellation or material changes in the policy relative to this project shall become effective except upon 30 days prior *written* notice thereof to the City of Unalaska.
- C. Prior to commencement of the work, the contractor shall furnish certificates to the City of Unalaska, in duplicate, evidencing that the Insurance policy provisions required hereunder are in force. Acceptance by the City of Unalaska of deficient evidence does not constitute a waiver of contract requirements.
- D. The contractor shall furnish the City of Unalaska with certified copies of policies upon request. The minimum coverages and limits required are as follows:
 - 1. Workers' Compensation insurance in accordance with the statutory coverages required by the State of Alaska and Employers Liability insurance with limits not less than \$1,000,000 and, where applicable, insurance in compliance with any other statutory obligations, whether State or Federal, pertaining to the compensation of injured employees assigned to the work, including but not limited to Voluntary Compensation, Federal Longshoremen and Harbor Workers Act, Maritime and the Outer Continental Shelf's Land Act.
 - 2. Commercial General Liability with limits not less than \$1,000,000 per Occurrence and \$2,000,000 Aggregate for Bodily Injury and Property Damage, including coverage for Premises and Operations Liability, Products and Completed Operations Liability, Contractual Liability, Broad Form Property Damage Liability and Personal Injury Liability.

3. Commercial Automobile Liability on all owned, non-owned, hired and rented vehicles with limits of liability of not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage per each accident or loss.
 4. Umbrella/Excess Liability insurance coverage of not less than \$1,000,000 per occurrence and annual aggregate providing coverage in excess of General Liability, Auto Liability, and Employers Liability.
 5. If work involves use of aircraft, Aircraft Liability insurance covering all owned and non-owned aircraft with a per occurrence limit of not less than \$1,000,000.
 6. If work involves use of watercraft, Protection and Indemnity insurance with limits not less than \$1,000,000 per occurrence.
 7. Professional Liability insurance with limits of not less than \$1,000,000 per claim and \$1,000,000 aggregate, subject to a maximum deductible \$10,000 per claim. The City of Unalaska has the right to negotiate increase of deductibles subject to acceptable financial information of the policyholder.
- E. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expense.
- F. All insurance policies as described above are required to be written on an "occurrence" basis. In the event occurrence coverage is not available, the contractor agrees to maintain "claims made" coverage for a minimum of two years after project completion.
- G. If the contractor employs second tier subcontractors to perform any work hereunder, the contractor agrees to require such subcontractors to obtain, carry, maintain, and keep in force during the time in which they are engaged in performing any work hereunder, policies of insurance which comply with the requirements as set forth in this section and to furnish copies thereof to the City of Unalaska. This requirement is applicable to subcontractors of any tier.

ATTACHMENT B

PROPOSAL EVALUATION FORM

All proposals will be reviewed for responsiveness and then evaluated using the criteria set out herein.

Person or Firm Name

Name of Proposal Evaluation Member

Date of Review

RFP Number

EVALUATION CRITERIA AND SCORING

THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS 100

B.1 - Contract Cost — 40 Percent

Maximum Point Value for this Section - 40 Points
100 Points x 40 Percent = 40 Points

| Overall, a minimum of 40 percent of the total evaluation points will be assigned to cost.:

Converting Cost to Points

For the cost element, the lowest cost proposal shall receive full points. All other proposals will receive point deductions based on the percentage that the proposal is higher than the lowest bid. The formula will be: lowest bid amount divided by bid amount, multiplied by points possible equals score (rounded to the nearest whole number).

EVALUATOR'S POINT TOTAL FOR B.1

B.2 - Understanding of the Project, Methodology used for the Project—10 Percent

Maximum Point Value for this Section - 10 Points
100 Points x 10 Percent = 10 Points

Proposals will be evaluated against the questions set out below.

[a] How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?

EVALUATOR'S NOTES

[b] How well has the offeror identified pertinent issues and potential problems related to the project?

EVALUATOR'S NOTES

[c] To what degree has the offeror demonstrated an understanding of the deliverables the state expects it to provide?

EVALUATOR'S NOTES

[d] Has the offeror demonstrated an understanding of the state's time schedule and can meet it with the proposed methodology?

EVALUATOR'S NOTES

[e] To what extent does the offeror's proposal exceed the minimum project specifications in the Scope of Work?

EVALUATOR'S NOTES

EVALUATOR'S POINT TOTAL FOR B.2

B.3 - Experience and Qualifications—25 Percent

Maximum Point Value for this Section - 25 Points

100 Points x 25 Percent = 25 Points

Proposals will be evaluated against the questions set out below. Questions regarding the personnel.

[a] What is the level of experience the individuals assigned to the project have on similar projects?

EVALUATOR'S NOTES

[b] How well do resumes demonstrate backgrounds that would be desirable for individuals engaged in the work the RFP requires?

EVALUATOR'S NOTES

Questions regarding the firm.

[c] How well has the firm demonstrated experience in completing similar projects on time and within budget?

EVALUATOR'S NOTES

[d] How successful is the general history of the firm regarding timely and successful completion of projects?

EVALUATOR'S NOTES

[e] Has the firm provided letters of reference from previous clients and how well do they demonstrate the likelihood the offeror will successfully complete the project?

EVALUATOR'S NOTES

[f] If a subcontractor will perform work on the project, how well do they measure up to the evaluation used for the offeror?

EVALUATOR'S NOTES

EVALUATOR'S POINT TOTAL FOR B.3

B.4 – References from Clients – 10%

Maximum Point Value for this Section - 10 Points

100 Points x 10 Percent = 10 Points

Overall, a minimum of 10 percent of the total evaluation points will be assigned to references. The 3 provided client references will be reviewed and a score of up to 10 points entered based on the quality and completeness of the references.

EVALUATOR'S NOTES

EVALUATOR'S POINT TOTAL FOR B.4

EVALUATOR'S COMBINED POINT TOTAL FOR ALL SECTIONS
