



**City of Gustavus**  
PO Box 1  
Gustavus, Alaska 99826  
Phone: (907) 697-2451

**CITY OF GUSTAVUS**

**REQUEST FOR PROPOSALS**

**RFP FY21-COG01**

**Gustavus Public Library Roof/Building Repair**

**Opening Date: September 8, 2020**

**Time: 3:00pm ADT**

**Location: Gustavus City Hall**

*PLEASE PROVIDE PROPOSALS* to furnish the services listed for

**Gustavus Public Library Roof/Building Repair**

DELIVER PROPOSALS TO:

\*\*\*\*\*  
**THIS IS NOT AN ORDER**  
\*\*\*\*\*

City of Gustavus  
Gustavus City Hall  
PO Box 1  
Gustavus, Alaska 99826

**PROPOSALS MUST BE RECEIVED BY THE DATE AND TIME SHOWN ABOVE.**

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# **REQUEST FOR PROPOSALS - RFP FY21-COG01**

## **1. REQUEST FOR PROPOSAL (RFP)**

The City of Gustavus (City) invites you to respond to this Request for Proposal (RFP). The focus of the RFP is to select a single organization (Vendor) to repair the Gustavus Public Library roof and/or building.

## **2. INTRODUCTION TO CITY OF GUSTAVUS**

Gustavus, Alaska, gateway to Glacier Bay National Park, is located on the north side of Icy Strait and is situated on a large, flat, glacial outwash plain. The economy is based on government, tourism, commercial fishing, construction, education, and health services. The population was estimated at 537 in the most recent Population Determination by the State of Alaska and is thinly spread over 23 square miles. This is in marked contrast to the region's more typical fishing settlements built into dense clusters between sea and cliff. Gustavus is not connected to the State road system but does have a large jet-capable airport about a half hour flight from Juneau. Alaska Marine Highway ferry service commenced in November 2010 and provides year-round service generally two times every other week.

The City of Gustavus was incorporated on April 1, 2004 as a Second-Class City. The seven-member volunteer City Council governs the City. After each fall election, the new Council votes on one of its members becoming the volunteer Mayor for a one-year term. The City provides the following services: Fire/EMS, solid waste disposal, a second-hand store, small boat harbor and dock floats, and a library. Seven residents are employed year-round, with additional part-time staff and many volunteers providing additional support. Law enforcement is provided by the Alaska State Troopers or by Park Rangers within the boundaries of Glacier Bay National Park.

## **3. PROJECT OVERVIEW**

This work consists of discovery and repair of suspected water damage to the Gustavus Public Library. The project job site is 14 Gustavus Road, Gustavus, Alaska, as shown in Appendix A. Adjacent landowners include the Chatham School District, State of Alaska, and National Park Service.

Work shall be performed on an "time and material" basis, at the direction of the City Administrator and/or Mayor.

## **4. SERVICE REQUIREMENTS**

The work will include the following:

- Review existing reports and documents related to the suspected water damage (see link to report below)
- Propose a scope of work that recognizes that damage may be limited to roof water damage and/or more extensive damage to the building
- Make repairs in accordance with State of Alaska Building Codes

This work consists of evaluation and/or repair to the metal roof and roof underlayment of the library. If, during evaluation of the damage to the metal roof and roof underlayment, it is discovered that the damage extends beyond the roof, the proposed scope of work can be modified to address the specifics of the damage. The scope of work will be reviewed and approved by the Mayor prior to continuation of the work.

Work on this project requires coordination with library staff if work will be within the library operating area. Any closure of the library must be coordinated with library staff and the City Administrator.

The City had an engineer's report prepared and is available at <https://cms.gustavus-ak.gov/administration/page/library-roof-inspection>. The report indicates that the bulk of the water damage on the outer OSB layer of the SIPs is likely due to water leaking through the old fastener penetrations in the roof metal. The pictures in the report support this line of reasoning. Rot along the ridge was also noted. The weather sealing under the metal ridge cap may consist of the roof metal being bent up as a dam to prevent wind-driven water infiltration. A dam without some additional form of weather screen likely would not be sufficient to keep out wind driven rain.

## 5. **SELECTION CRITERIA**

Pursuant to Title 4, Section 4.17.150 Professional services contracts, of the City of Gustavus Code of Ordinances, the selection of professional assistance shall be based on competence, skill and experience. The council shall not award a contract to an individual, a partnership, or a corporation that is not registered, not qualified, or not authorized under Alaska Statutes.

## 6. **RESPONSE CONTENTS AND FORMAT**

Please complete all sections of the RFP. If additional material is required for one or more questions, please label attachments clearly and reference them in your response. Your response to this RFP will serve as the basis for the consideration of your potential as a partner.

## 7. **PROPOSAL FORMAT**

Please use the following as a guideline to format your proposal:

### a. **Length and Font Size**

- Please use Times New Roman 12-point font.
- Please use one-inch (1") margins.
- Maximum proposal length including title page, cover letter, proposal, qualifications and budget should not exceed 10 pages.

### b. **Title Page**

The Title Page must not be more than one (1) page in length and must include the following: Gustavus Public Library Roof/Building Repair

- your company name
- your company address
- telephone number
- fax number
- website address
- e-mail address and primary contact person

### c. **Cover Letter**

The Cover Letter must not be more than one (1) page in length and must be signed by the person or persons authorized to sign on behalf of the company.

### d. **Proposal**

The Proposal must not be more than ten (10) pages in length. Discuss your proposed solution(s), including the features, benefits and uniqueness of your solution(s). You should also touch on your ability to deliver the project in a timely manner. Specifically, provide the following information:

- Key activities
- Timing
- Information/resource requirements from the City
- Deliverables
- Key milestones, checkpoints, and other decision points

Please identify the team that will be assigned to the account, including certifications with expiration dates, and describe how you plan to interact with us (including when and how services will be provided on-site) and any third-party providers that may provide services to the City.

e. **Qualifications**

A list of Qualifications must not be more than five (5) pages in length. For the purposes of understanding more about your company and your ability to successfully fulfill this important City requirement, please provide examples of similar work, references, and up to three examples of similar work.

f. **Budget**

The budget must encompass all wages, supplies, travel, or other costs necessary to complete the project. Include the staff you anticipate working on the project; their hourly rates must be identified. The budget must not be more than three (3) pages in length and must detail all the cost in the following categories:

- Personnel
- Fringe Benefits
- Travel
- Supplies
- Sub Contractual
- Other
- Overhead

8. **COMMUNICATIONS AND RESPONSE**

The City Administrator is designated as the City of Gustavus' representative for this initiative. For any information relative to this RFP, please direct all inquiries to his contact information as follows:

Tom Williams, PhD, City Administrator  
 907-697-2451 (Office)  
 Tom.williams@gustavus-ak.gov

9. **NOTIFICATION OF INTENT TO RESPOND AND CLARIFICATION QUESTIONS**

Please indicate your intention to respond, by email, to the above email address by the Intent to Respond and Questions Due date outlined in the Key Dates table below. In addition, please provide the contact details of the individual responsible for coordinating your RFP response. At the same time, we ask that you submit any clarification questions regarding the RFP. Answers will be provided to all respondents by the Answers Provided date.

10. **RESPONSE DELIVERY INSTRUCTIONS**

Please submit an electronic copy of your proposal to the email address indicated in the Communications and Response section above. All responses must be received on or before 3:00 pm Alaska Daylight Time on the Proposals Due date indicated in the Key Dates table below.

11. **KEY DATES**

<b>Date</b>	<b>Milestone</b>
August 11, 2020	RFP is issued
August 24, 2020	Intent to Respond and Questions due
August 27, 2020	Answers to questions are sent to Vendors by e-mail and by postal mail, in the form of a formal addenda to this RFP.
September 8, 2020	Proposals must be received by the City Administrator by 3pm Alaska time. Written acknowledgement of receiving addenda must also be received by this time.
September 21, 2020	Gustavus City Council regular meeting. Contract may be awarded at this date, or further consideration may be deemed necessary.

12. **AGREEMENT OF NON-DISCLOSURE**

Proposals submitted to the City become public records because they are evidence of a procurement decision by a public entity. As such, they are subject to provisions of the Alaska Statutes and may be made available to the public upon request. However, the City recognizes that proposals may contain information that a Vendor may consider proprietary or business confidential. Information is considered proprietary or business confidential when it is not usually disclosed outside your organization, and when its disclosure is likely to cause you substantial competitive harm. In order to ensure that such information is properly protected from disclosure, Vendors are asked to submit a second redacted version of their Proposal, with proprietary and business confidential information redacted. All non-public information about the vendor's staff (if applicable) should be removed as well. If a Vendor does not submit a redacted version of their Proposal, the City may disclose their Proposal in full in accordance with the City's public records request policy and procedure. If, in the City's judgement, Vendor has redacted substantive information that is not proprietary or business confidential, the City may ask Vendor for a revised redacted version and may not consider Vendor's proposal unless a satisfactory redacted version is supplied within 7 days of the City's request. The original, unredacted version of the Proposal will remain in the City's files until destroyed in accordance with the City's file records retention schedule, but the full proposal will be treated as confidential if a satisfactory redacted version is supplied.

13. **CONTRACT TERMS**

The Mayor/City Administrator will negotiate contract terms upon selection. All contracts are subject to review by the City staff, and a contract will be awarded upon signing of an agreement or contract, which outlines terms, scope, budget and other necessary items.

14. **GENERAL PROVISIONS**

- a. Vendors are advised that their response to this RFP does not obligate City to pay for any costs incurred by vendors in preparation of responses.

- b. A proposal is not a guarantee of contract award. City reserves the right to reject all proposals, to request additional information concerning any proposals for purposes of clarification, to accept or negotiate any modification to any proposal, to select only parts of a proposal, or to select multiple proposals, following the deadline for receipt of all proposals, and to waive any irregularities, if doing so would serve the best interest of City.
- c. Ownership of deliverables. Should Vendor be offered and accept a contract for services, all documents, notes, and communication exchanged between Vendor and City in connection with said services shall be public records subject to disclosure by City. Furthermore, said contract shall specify that copyright for all deliverables resulting from said contract shall be owned by City, who may release them into the public domain or under any other license at its sole discretion. Vendor shall specifically disavow any intellectual property or ownership rights to any deliverables under said contract. However, City shall acknowledge or credit Vendor as co-author of said deliverables.
- d. Business and Professional Licenses. The successful respondent, and any sub-consultant(s), shall obtain necessary city and state business licenses on or before the commencement of work. Any successful respondent, and any sub-consultant(s), shall possess any necessary professional certifications and/or license(s) relative to the work to be performed required by the appropriate licensing authority for the State of Alaska and shall provide evidence of such to the City with their proposal or prior to contract award in such form as the City shall require.
- e. Term of Contract: The selected Vendor will be an independent contractor serving at the will of City, who may terminate the agreement, upon the provision of notice.
- f. City will not provide office space, equipment, or supplies.
- g. Vendor must meet and have in place the insurance requirements listed below at all times during the Term of Contract:
  - i. Vendor shall obtain and maintain in force the insurance coverage specified in this section with an insurance company rated “Excellent” or “Superior” by A. M. Best Company or specifically approved by City.
  - ii. Limits: The Vendor shall obtain insurance for not less than the following limits:
    - 1. Commercial general liability: coverage written on an occurrence basis with limits of not less than \$1,000,000 per occurrence;
    - 2. Comprehensive automobile liability: \$1,000,000 combined single limit;
    - 3. Workers’ compensation: \$100,000 each accident, \$500,000 disease--policy limit, and \$100,000 disease--each employee.
  - iii. Automobile Liability Insurance: All autos, or all owned, non-owned, and hired automobiles must be insured when the Vendor is using them to do work under this Agreement. If the Vendor submits insurance covering only scheduled autos, then the Vendor must assure that any additional vehicles are insured before using them in the work under this Agreement.
  - iv. Workers’ Compensation: Any employee of the Vendor must be covered by workers’ compensation insurance during the term of the Agreement. This policy must be endorsed with a waiver of subrogation in favor of the City. The Vendor is not required to provide a certificate of workers’ compensation covering the owner(s) of the Vendor’s business under the following circumstances:
    - *Corporations* – If the executive officer(s) claims an exemption, then the Vendor must provide an Executive Officer Waiver for each officer from the Alaska Department of Labor and also provide the corporate filing with the State showing the person(s) named on the waiver is an owner. Only the person or persons who have the State Executive Officer Waiver and who are an owner

shall be permitted to do any work or be on the work site or work area. If the Vendor permits any other person on the work area or work site or to do any work, and that person is injured, the Vendor shall defend, indemnify, and hold harmless the City from any and all claims and liabilities for workers' compensation benefits of any kind and any nature, including costs and legal fees.

- *Sole Proprietors, Partnerships, or LLCs* – If the sole proprietor, partner, or member claims an exemption, then the Vendor must provide the City with the business permit filing with the State of Alaska showing the person(s) are the owner, sole proprietor, partner, or member. Only the person or persons who are an owner, sole proprietor, partner, or member shall be permitted to do any work or be on the work site or work area. If the Vendor permits any other person on the work area or work site or to do any work, and that person is injured, the Vendor shall defend, indemnify, and hold harmless the City from any and all claims and liabilities for workers' compensation benefits of any kind and any nature, including costs and legal fees.
- v. *Alternate Coverage*: A combination of primary and excess/umbrella policies may be used to fulfill the insurance requirements of this section.
- vi. *Additional Insured*: During the contract term, the Vendor shall add and maintain City as an additional insured in the Vendor's commercial general liability policy. This policy will provide primary coverage for City, and it will provide that the policy treats each additional insured as though the insurer had issued separate policies.
- vii. *Certificate of Insurance*: Prior to commencing any work under this Agreement, the Vendor will provide a certificate of insurance in a form acceptable to City showing that the Vendor has the required insurance coverage.
- viii. *Cancellation*: The Vendor must assure that City receives notice if the Vendor's insurance is going to be canceled, not renewed, or changed. The certificate of insurance must say that the insurer will notify City at least 30 days before the insurer cancels, refuses to renew, or materially changes the coverage.

**APPENDIX A – MAP OF GUSTAVUS PUBLIC LIBRARY**

