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FAX: 552-9581  
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April 30, 1996

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REQUEST FOR PROPOSAL

HLB RFP 96-2

SOILS TESTING AND GROUNDWATER  
MONITORING SERVICES ON PORTIONS OF  
SECTION 36 ON THE HILLSIDE

The Municipality of Anchorage, Heritage Land Bank (HLB), is requesting proposals to perform soils testing and groundwater monitoring within portions of Section 36 on the Anchorage Hillside.

Enclosed is pertinent information for use in preparing your proposal. This information will be used as a guide in the preparation of any subsequent contract.

**Proposals must be received** at the Municipality of Anchorage, Purchasing Office, 632 W. 6th Avenue, Suite 520, Anchorage, AK 99501 (mailing address: P.O. Box 196650, Anchorage, Alaska 99519-6650), **prior to 5:00 p.m., A.D.S.T., ~~May 19, 1996~~**. Office hours are Monday through Friday, 8:00 a.m. - 12:00 p.m. and 1:00 p.m. - 5:00 p.m., excluding holidays. Time of receipt will be determined by the Purchasing Office time stamp. Proposals received by the Purchasing Office after the time specified will be returned to the proposer unopened. **Facsimile submittals will not be accepted.**

A **meeting for discussion** of the proposal will be held at the address listed above at 3:00 p.m., A.D.S.T., May 22, 1996. It is requested that those interested in submitting proposals attend this meeting.

**Six (6) copies** of your proposal must be submitted.

The Municipality of Anchorage reserves the right to reject any and all submittals and to waive any informalities in procedures.

Sincerely,

Theo M. Chenier  
Purchasing Officer

**REQUEST FOR PROPOSAL HLB 96-02  
FOR  
SOILS TESTING AND GROUNDWATER MONITORING  
SERVICES ON PORTIONS OF SECTION 36 ON THE HILLSIDE**

**1.0 GENERAL INFORMATION**

1.1 Purpose

To perform soils testing and groundwater monitoring services within the potentially developable areas of T12N, R3W, Section 36, S.M., Alaska as identified in Exhibit A as Tracts B, C, K, H and I. The proposer must also assemble pertinent information, identify and map potential development areas and provide a report which describes in detail the process and rationale used to identify the potentially developable areas. The proposals must meet each and every condition of the Scope of Work included with this RFP in order to satisfy all pertinent requirements of the recent Settlement Agreement signed by the Heritage Land Bank (Appellee) and the Alaska Center for the Environment (Appellant). It is estimated that these services will need to be performed upon approximately 158.8 acres, identified as the potential developable area in Exhibit A.

1.2 Background

The Alaska Center for the Environment (ACE) filed a petition (S-9583A) with Anchorage Municipal Assembly, acting as the Board of Adjustment, on April 5, 1995, pertaining to the HLB application to replat Section 36 into developable parcels. The application was approved by the Anchorage Platting Board on April 5, 1995 and returned to the Anchorage Assembly. On November 2, 1995, the HLB and ACE signed a settlement agreement regarding the petition, which settlement agreement was ratified by the Anchorage Municipal Assembly, acting as the Board of Adjustment, on December 12, 1995 (Appendix B).

The settlement agreement requires the HLB to enter into a soils testing and groundwater monitoring consultant contract. The consultant will be responsible to assemble pertinent information, identify potentially developable areas, conduct soil and percolation tests in the potentially developable area, and then issue a report with findings which segregates the developable areas in Section 36 from the undevelopable areas. Based upon the results of the study, the HLB will then initiate a replat of Section 36, segregating the developable from the undevelopable areas. The HLB will also initiate a rezone of the undevelopable areas to PLI-P and will initiate a management transfer of all undevelopable land to the Department of Cultural and Recreational Services.

1.3 Questions

Any questions regarding this proposal are to be submitted to:

Municipal Purchasing Office  
632 W. 6th Avenue, Suite 520  
P.O. Box 196650  
Anchorage, Alaska 99519-6650

(907) 343-4590 Phone  
(907) 274-5718 Facsimile

8:00 a.m. to noon; 1:00 p.m. to 5:00 p.m. local time, Monday through Friday.

#### 1.4 Preparation Costs

All costs incurred during proposal preparation, or in any way associated with the proposer's preparation, response, submission, presentation, or oral interviews (if held) shall be the sole responsibility of the proposer and shall not be reimbursed by the municipality.

## 2.0 RULES GOVERNING COMPETITION

### 2.1 Examination of Proposals

Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work. It is recommended that proposers visit Section 36 to become familiar with the project area prior to submitting proposals.

### 2.2 Proposal Acceptance Period

Award of this proposal is anticipated to be announced within 25 calendar days of the closing date for responses to this Request for Proposals (RFP), as published herein, although all offers must be complete and irrevocable for 60 days following the submission date.

### 2.3 Confidentiality

The content of all proposals will be kept confidential until the selection of the contractor is publicly announced. At that time, the selected proposal is open for review. After the award of the contract, all proposals will then become public information.

### 2.4 Proposal Format

Proposals are to be prepared in such a way as to provide a straight-forward, concise delineation of the proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on: 1) conformance to the RFP instructions; 2) responsiveness to the RFP requirements; 3) completeness and clarity of content.

## 2.5 Signature Requirements

**All proposals must be signed.** A proposal may be signed by an agent(s) only if he/she is an officer or a corporate vendor authorized to sign contracts on its behalf, a member of a partnership vendor, or is properly authorized by a power of attorney or equivalent document. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

## 2.6 Proposal Submission

Six (6) copies of the proposal must be received by the municipality prior to the date and time specified in the cover letter. All copies of the proposals must be under sealed cover and plainly marked. Proposals shall be delivered or mailed to:

Purchasing Department  
Municipality of Anchorage  
P.O. Box 196650 (Mailing Address)  
632 W. Sixth Avenue, Suite 520 (Physical Address)  
Anchorage, Alaska 99519-6650

## 2.7 News Releases

News releases pertaining to the award resulting from the RFP shall not be made without the prior written approval of the Municipal Purchasing Officer.

## 2.8 Disposition of Proposals

All materials submitted in response to this RFP will become the property of the Municipality of Anchorage. One copy shall be retained for the official files of the Purchasing Department and will become public record after award of the contract.

## 2.9 Confidential/Proprietary Information

After the award of the contract, proposals shall become public information except for any identified proprietary information. If a proposer wishes individual pages which contain actual business proprietary information held confidential, each page must be marked and an explanation furnished of its proprietary nature. In addition to marking individual pages, the Proposals Cover will also be annotated with the words "THIS PROPOSAL CONTAINS PROPRIETARY INFORMATION." "Confidential and Proprietary" information is not meant to include any information which, at the time of disclosure, is generally known by the public and/or competitors.

## 2.10 Modification/Withdrawal of Proposals

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new or modified proposal prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the municipality after the date of receipt and following oral presentations.

#### 2.11 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the municipality.

#### 2.12 Disadvantaged/Women Owned Business Enterprise (D/WBE) Goals

No participation goals have been established for this project. However, the selected proposer shall exercise positive efforts to encourage the participation of D/WBE's in this project. A list of currently approved D/WBE contractors may be obtained by contacting:

Office of Equal Opportunity  
P.O. Box 196650  
(632 W. Sixth Avenue, Suite 620)  
Anchorage, Alaska 99519-6650  
(907) 343-4895

#### 2.13 Late Submissions

PROPOSALS NOT RECEIVED PRIOR TO THE DATE AND TIME SPECIFIED IN THE COVER LETTER WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF AWARD.

#### 2.14 Rejection of Proposals

The municipality reserves the right to reject any or all proposals if determined to be in the best interest of the municipality.

#### 2.15 Equal Employment Opportunity Reporting Requirements

The successful proposer shall be required to execute and return such forms as may be necessary to the Equal Employment Opportunity Contract Compliance Officer in accordance with Municipal Regulation 7.50, prior to the award of the contract. Failure to

complete and return the forms, or failure to meet the requirements of the regulation, shall be grounds for not awarding a contract to that proposer.

### SECTION 3 - SCOPE OF WORK

The Municipality of Anchorage, as provided in Section A.2. of the Settlement Agreement, will provide the consultant with a map (Exhibit A) identifying the potential developable areas in Section 36. The consultant must then perform a data search to further refine the information concerning the potential development areas. Thereafter, the proposer must perform soils testing and groundwater monitoring services within the potentially developable areas of Section 36 in the following manner.

1. <sup>12 MONTHS</sup> No later than September 1, 1996, initiate and conduct a one year (12 consecutive month) test pit program to determine the soil, groundwater, and bedrock conditions for the potentially developable areas delineated in Subsection A.2 of the Settlement Agreement and identified in Appendix A. All work shall be performed so as to meet the municipal wastewater regulations for residential subdivisions (Anchorage Municipal Code 15.65). [The testing shall occur throughout one full spring "break up" season (April, May and June).]

During the data search it is necessary to obtain and review applicable soil and groundwater information pertaining to Section 36 and the generalized South Anchorage Hillside area. At a minimum, the following data sources shall be reviewed:

- a. Harding and Lawson Clarks Road Geotechnical Investigation report letter dated March 2, 1990 to Mike Krueger, Department of Public Works, Municipality of Anchorage.
- b. Hillside Wastewater Disposal Study, Suitability Analysis and Alternative Systems Evaluation, prepared by Arctic Environmental Engineers for the Municipality of Anchorage Planning Department, June, 1981, revised February, 1982.
- c. Hydrology for Land Use Planning: The Hillside Area, Anchorage, Alaska. Open Field Report 75-105, U.S. Geological Survey by Larry L. Dearborn and William W. Barnwell, 1975.
- d. Soil Survey Alaska, South Anchorage Area, U.S. Department of Agriculture, Soil Conservation Service, by Janet K. Baker, November, 1980.

- e. Anchorage Area Soil Survey, Volume 7 of the Metropolitan Anchorage Urban Study Final Report, 1979, prepared by the Soil Conservation Service, U.S. Department of Agriculture, with funds provided by the U.S. Army Corps of Engineers and the Municipality of Anchorage.
  - f. Any well logs and septic system reports which may be available for adjacent residential lots.
2. Review all existing topographic soil and groundwater information above and identify areas where soils may support potential development for residential use. A map shall be prepared delineating the potentially developable area proposed for soil testing, including approximate number and location of test pits. Rationale for the information depicted on the map shall be provided and a meeting held with the municipality and the Alaska Center for the Environment to discuss the mapped information prior to field testing.
3. Conduct soil tests within the potentially developable areas identified for each tract. The number of soil percolation tests conducted shall be sufficient to determine the developable and undevelopable areas as follows:
- a. Each such test pit must be logged and sampled by an engineer or geologist, then the pit must be backfilled, leaving a bench area where a percolation test can be performed. Each test pit will have standpipe installed to allow long-term water monitoring. All work performed must conform to Municipality of Anchorage wastewater laws and regulations. The contractor will take reasonable precautions to mitigate damage to the area surrounding the test area and to ensure that the contractor will not impede temporary access along existing roads.
  - b. Conduct a soil percolation test on each area which may be identified as a residential lot subject to disposal and at such time(s) to include testing and monitoring during one entire "break up" season, including April, May and June, and accurately report the condition of the soils in the tested area. Soils percolation testing shall conform to applicable municipal wastewater regulations for proposed subdivisions including "Falling Head Percolation Test Procedures" prepared by the Dept. of Health and Social Services and shall include:
    - (i) a visual soils log to the depth determined necessary for on site wastewater disposal in accord with AMC 15.65;
    - (ii) a standard percolation test of a stratum suitable for construction of an on-site soil absorption system;

(iii) installation of a perforated monitor tube extending to the bottom of the test hole which shall be monitored at least once every 14 days for groundwater through at least one "break up" season (April, May, June).

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(iv) a determination of the depth to seasonal high water, impermeable soil and bedrock;

(v) prepare and submit a draft summary report and findings which include all soil/well logs; a map accurately identifying the location of each test hole and the boundaries of the developable and undevelopable areas of each Tract; identification of which land areas will not support a minimum development consistent with R-10 zoning; and identification of which land areas will require more than five acres per unit to support a single-family residential septic system. A meeting must also be held with the municipality and the Alaska Center for the Environment to discuss the draft summary report.

(vi) Following the above meeting, the draft summary report shall be revised as necessary and submitted as a final summary report.

4. The proposer must ensure that the Alaska Center for the Environment (ACE), or its designated agent(s), are timely notified and given an opportunity to independently observe and record the testing and results thereof. The proposer must also provide that ACE is notified at least 10 days prior to the start of field work and related meetings performed under the contract in sufficient time to permit ACE to attend or otherwise observe the field work.

#### SECTION 4 - PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals shall not exceed twenty (20) pages in length (excluding letter of transmittal, resumes, title pages(s), index/table of contents, attachments, dividers or D/WBE forms if required). Information in excess of those allowed will not be evaluated/scored. One page shall be interpreted as one side of single lined, typed, 8 1/2" X 11", piece of paper.

##### 4.1 Title Page

Show the RFP number and subject, the name of your firm, address, telephone number(s), name of contact person, and date.

##### 4.2 Table of Contents



Clearly identify the materials by section and page number.

#### 4.3 Letter of Transmittal (Limited to two (2) pages).

- 4.3.1 Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.
- 4.3.2 Give the names(s) of the person(s) who are authorized to make representations for your firm, their titles, address, and telephone numbers.
- 4.3.3 **The letter must be signed by a corporate officer or other individual who has the authority to bind the firm.**

#### 4.4 Experience

- 4.4.1 Detail the firm's experience in the same or similar areas of expertise, stability, and its adaptability to providing the required services.

Proposer shall identify experience specific to the type of soils testing and groundwater monitoring tasks as outlined in the Scope of Work (Chapter 3).

For experience related to the type of soils testing and monitoring required by this RFP the proposer must identify: date of project; location and size of project and all types of testing and monitoring required.

Proposers must identify other projects of this nature which proposer believes to be beneficial as experience to this project.

In the above listing of projects, the proposer must identify in which projects the proposer was part of a joint venture, if any, and the position and responsibilities in that venture.

- 4.4.2 Provide at least three (3) references for which your firm has provided the same or similar services. Include a point of contact, telephone number, and a brief description of the services provided. Please verify availability of person(s) listed as point of contact.

#### 4.5 Project Leader

Identify and provide detailed information on the qualifications and experience of the Project Leader. Include project reference contact name(s) and telephone numbers.

#### 4.6 Key Project Staff and Subconsultants

Identify the organizational structure of project staff, including any joint venture firms and sub-consultants expected to provide services on behalf of the firm. Resumes should be included for each of the individuals, joint venture firms and sub-consultants referenced. Also, provide portfolios of past work which demonstrate the ability of project staff to perform this work.

#### 4.7 Available Resources

Provide information on resources available to your firm which indicate that the firm has access to the services necessary to perform the work.

The HLB staff will be available to assist the winning proposer on a limited basis, as necessary and appropriate. All proposers must clearly state within their proposal the assistance they anticipate from the Municipality of Anchorage, including but not limited to, staff time and expertise, files, records, and the like.

#### 4.8 Contractor Location

Describe the firm's location where the primary services are to be provided and the ability to meet in person with municipal personnel when required during the performance of the contract. Also, identify a local contact person, if any, in the Anchorage area.

#### 4.9 Project Methodology and Approach

Provide detailed information of the firm's methodology in meeting the scope of work requirements identified in Chapter 3. Describe overall approach to include any special consideration which may be envisioned.

#### 4.10 Cost/Fee Schedule

Submit six (6) copies of a cost and fee schedule for all services which may be required in performance of this work. The fee schedule shall be all inclusive of overhead, G&A, fringe benefits, profit, insurance, etc. Total of this cost and fee schedule must equal the proposer's bid on this RFP.

#### 4.11 Time and Scheduling

Proposer shall identify specific target dates for completing the project. Specifically, proposer shall identify target dates for soils testing and monitoring that include the "break up season" as detailed in the Scope of Work.

## SECTION 5 - EVALUATION CRITERIA AND PROCESS

## 5.1 Criteria

The evaluative criteria and the associated point values are:

1. Experience (See Section 4.4)	20 points
2. Staff and Resources (See sections 4.5 - 4.8)	15 points
3. Methodology/Approach (See Section 4.9)	25 points
4. Time and Schedule (See Section 4.12)	15 points
5. Cost (See Section 4.11)	25 points
Total Points Available	100 points

## 5.2 Qualitative Rating Factor

Firms will be ranked using the following qualitative rating factors for each RFP criteria :

- 1.0 Outstanding
- .8 Excellent
- .6 Good
- .4 Fair
- .2 Poor
- 0- Unsatisfactory

The rating factor for each criteria category will be multiplied against the points available to determine the total points for that category.

## 5.3 Evaluation Process

Evaluation of the proposals will be performed by a committee of two individuals representing the municipality, including the Executive Director of the Heritage Land Bank, and two members representing the Alaska Center for the Environment. The committee will rank the proposals as submitted. The Municipality of Anchorage reserves the right to award a contract based solely on the written proposal.

The Municipality of Anchorage reserves the right to request oral interviews with the highest ranked firms (short list). The purpose of the interviews with the highest ranked firms is to allow expansion upon the written responses. If interviews are conducted, a maximum of five (5) firms may be short listed. A second score sheet will be used to score those firms interviewed. The final selection will be based on the total of all

evaluators scores achieved on the second rating. The same categories and point ranges will be used during the second evaluation as for the first. The highest ranked proposer after the second scoring, if performed, may be invited to enter into final negotiations with the municipality for the purposes of contract award.

## **SECTION 6 - SELECTION PROCESS**

The proposer with the highest total evaluation points may be invited to enter into contract negotiations with the municipality. If an agreement cannot be reached, the second highest proposer may be invited may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the municipality reserves the right to terminate negotiations with any proposer should it be in the municipality's best interest. The Municipality of Anchorage reserves the right to reject any and all proposals submitted.

## **SECTION 7 - SAMPLE CONTRACT OR MINIMUM MANDATORY CONTRACT PROVISIONS**

In addition to carefully reading all of the information in the RFP, all proposers must carefully read and review the attached sample contract. The successful proposer shall be required to enter into a contract with the municipality which will be substantially similar to the sample.

Therefore, the proposer must make any proposed changes to the sample contract which the proposer desires. All changes must be made legibly and conspicuously in red ink on all copies submitted. Page(s) on which the changes appear must be tabbed as to be easily identified. The rationale for all changes must also be provided by the respondent.

IF NO CHANGES ARE MADE, THE PROPOSER SHALL BE DEEMED TO HAVE ACCEPTED THE SAMPLE CONTRACT. IF CHANGES ARE MADE BY THE RESPONDENT, SUCH CHANGES WILL BE CONSIDERED IN ANY NEGOTIATIONS WITH THE MUNICIPALITY OF ANCHORAGE. CHANGES MADE TO THE SAMPLE CONTRACT SHALL NOT BE CONSIDERED DURING PROPOSAL EVALUATIONS.

## APPENDIX A

### SCOPE OF WORK

The contract for soils testing and groundwater monitoring services within the potentially developable areas of Section 36 requires that the Contractor:

1. Conduct a test pit program to determine the soil, groundwater, and bedrock conditions for the potentially developable areas outside the undevelopable areas delineated by the municipality. All work shall be performed so as to meet the municipal wastewater regulations for residential subdivisions. The testing shall occur throughout one full Spring “break up” seasons (April, May and June).
2. Review all existing topographic soil and groundwater information and identify areas where soils may support potential development for residential use.
3. Conduct terrain unit evaluation on areas identified in #2, above, where soils may support potential residential development.
4. Conduct ten (10) soil tests within the potentially developable areas identified following completion of #2 and #3, above. The number of soil percolation tests shall be sufficient to determine the developable and undevelopable areas as follows:
  - a. Each such test pit must be logged and sampled by an engineer or geologist, then the pit must be backfilled, leaving a bench area where a percolation test can be performed. Each test pit will have standpipe installed to allow long-term water monitoring. All work performed must conform to Municipality of Anchorage wastewater laws and regulations. The municipality shall require the contractor to take reasonable precautions to mitigate damage to the area surrounding the test area and to ensure that the contractor will not impede temporary access along existing roads.
  - b. Conduct a soil percolation test on each pit (above), to include testing and monitoring during one entire “break up” season, including April, May and June, and accurately report the condition of the soils in the tested area. Soils percolation testing shall conform to municipal wastewater regulations for proposed subdivisions and shall include:
    - (i) a visual soils log to an adequate depth
    - (ii) a standard percolation test of the stratum suitable for construction of an on-site absorption system (maximum of 20 tests);
    - (iii) installation of a perforated monitor tube extending to the bottom of the test hole which shall be monitored at least bi-weekly for groundwater through at least

one "break up" season and shall remain in place until the lot is developed or determined undevelopable;

(iv) a determination of the depth to seasonal high water, impermeable soil and bedrock;

5. Prepare and submit a draft final report to the Administrator for review and comment. The draft report shall include a map of those areas considered feasible for residential development consistent with R-10 zoning. The draft report shall also include the findings and analysis necessary to support the identification of these areas.
6. Prepare and submit a final report and findings which include all soil/well logs; a map accurately identifying the location of each test hold and the boundaries of the developable and undevelopable areas of each Tract; identification of which land areas will not support a minimum development consistent with R-10 zoning; and identification of which land areas will require more than five acres per unit to support a single-family septic system.
7. Throughout the scope of work, Contractor shall coordinate with the Administrator and afford Administrator an opportunity to be present during field work.
8. The Contractor shall complete those tasks and services as specified in Appendix B.
9. The Administrator shall make payment to Contractor for services rendered under this contract, based upon receipt of itemized billings which specify all work performed and associated costs. However, no more than \$22,500 will be paid prior to January 1, 1997 and no more than an additional \$30,000 prior to January 1, 1998, with the balance to be paid upon contract completion.