

Sitka Maritime Heritage Society

Public Notice

Request For Proposals

By the Sitka Maritime Heritage Society of Sitka, Alaska

Professional Design Services

Proposals for architectural and engineering services will be received at the mailing address of the Project Manager for the Sitka Maritime Heritage Society, P.O. Box 6626, Sitka, Alaska until Friday, December 12, 2008, at 4:00 p.m. Proposals received after the time fixed for receipt will not be considered.

For Proposal Specifications and Evaluation criteria contact:

Fred Knowles, Project Manager
Sitka Maritime Heritage Society
c/o: P.O. Box 6626
Sitka, Alaska 99835
(907) 738-3888
fredknowles@alaska.com

Proposal Specifications and Evaluation Criteria are also available on-line at the SMHS website at www.sitkamaritime.org. Follow the link to: "Architectural Specs and Criteria".

The project consists of furnishing all labor, materials, equipment, tools, supervision, and other facilities necessary to perform the desired services. The work includes, but is not limited to, the following:

Japonski Island Boathouse Adaptive Re-Use Project/ Japonski Island Marine Ways Rehabilitation Architectural and Engineering Design

Please direct all questions regarding this project to:

Fred Knowles, Project Manager
(907) 738-3888
fredknowles@alaska.com

Sitka Maritime Heritage Society and its assigns reserve the right to accept or reject any or all proposals, to waive irregularities or informalities in the proposals, and to award the contract to the respondent that best meets selection criteria.

Dated this 31th day of October, 2008

Sitka Maritime Heritage Society
Fred Knowles, Project Manager

Published: November 7, 14, 19, 2008

Sitka Sentinel
Juneau Empire
Anchorage Daily News
Ketchikan Daily News

Sitka Maritime Heritage Society
Sitka, Alaska
Request For Proposals

Professional Design Services for:
Japonski Island Boathouse Adaptive Re-Use Project/
Japonski Island Marine Ways Rehabilitation

The Sitka Maritime Heritage Society is requesting proposals from qualified architectural firms for the project described herein.

The following subjects are discussed in this RFP to assist you in preparing your proposal.

- I. Introduction
- II. Scope of Services
- III. General Requirements
- IV. Proposal Format and Content
- V. Evaluation Criteria and Selection Process
- VI. Schedule
- VII. Appendices

I. INTRODUCTION

The Sitka Maritime Heritage Society (SMHS) is an Alaska non-profit organization with the mission of preservation of, and education about, Alaska's maritime heritage. The SMHS holds a long-term lease of the Japonski Island Boathouse from the City and Borough of Sitka, Alaska for the purpose of rehabilitating and operating this historic building as a public maritime heritage, and World War II interpretive, center. Rehabilitation priorities include: returning the marine ways and woodshop to functionality, designing an attached addition, designing exhibit spaces within the building, and structural and systems upgrades for public use. Public restrooms and storage will be accommodated in an outbuilding. These priorities were developed through a Schematic Design (2004). A business plan (2004) outlines financial responsibility.

The existing building is a part of a National Historic Landmark designation, and, as a historic preservation project, it is essential that the building retain the design, materials, look and feel of the original as much as possible. These considerations are priorities, as well, for the functional upgrades for the new use(s). Federal historic preservation grants are used for this project, including a Save America's Treasures grant. All work must comply with *The Secretary of the Interior's Standards for the Treatment of Historic Properties, 1995*; and *The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitation*. Federal, State, and Local Building Codes, Fire Codes, Zoning Requirements and Regulations apply to this project.

a. Functions and spaces to be included in the building and the attached addition:

- | | |
|---|--|
| -Marine Ways (Boat Haul Out) | -Wood workshop |
| -Noise, dust, & fume control for work spaces | -Hands-on exhibit area for the public |
| -ADA accessible entry | -Office space for the director |
| -ADA accessible restroom | -Accommodation for tour groups |
| -Small gift shop area | -Multi-use space for classes, gatherings |
| -Display of boat hauling winch motor | -Heating, wiring, plumbing and insulation |
| -A steam box | -Space for a ship saw adjacent to building |
| -Separation of work spaces and public spaces – designed so visitors can observe the industrial activity | |
| -Structural upgrades to bring the building into compliance with current building codes (the City and Borough of Sitka allows variances for historic buildings, if necessary, under certain circumstances) | |

I. INTRODUCTION... continued from page 2

b. Functions and spaces outside of the main building and attached addition:

- An outbuilding to house public restrooms, and storage (as possible)
- A public display shelter, for a 40-foot carved canoe, that allows the canoe to be used
- Public beach access
- Parking and staging for tour buses
- Designated sites for interpretive signage indicating National Historic Landmark status
- Accommodation for a proposed fuel dock to be connected to one end of the property

c. Historic Preservation project needs:

- Maximum retention of historic materials and surfaces inside and out
- Maximum retention of the historic design and landscape

d. Minimum professional qualifications:

Professional degree in architecture, or, a state license to practice architecture, plus one of the following:

At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or a closely related field, and at least one year of full-time professional experience on preservation and restoration projects; or, at least two years of full-time professional experience on preservation and restoration projects. Experience on preservation and restoration projects shall include detailed investigation of historic structures, preparation of historic preservation research reports, and preparation of plans and specifications for preservation projects.

e. Project budget:

The estimated budget for this project, including construction costs, A/E fees, contract administration, and contingencies is \$1,400,000.

II. SCOPE OF SERVICES

The project consists of furnishing all labor, materials, equipment, tools, supervision, and other facilities necessary to perform designs in accordance with the standards and criteria of the Sitka Maritime Heritage Society, *The Secretary of the Interior's Standards for the Treatment of Historic Properties, 1995*, and *The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitation*, local building, fire and zoning codes, complying with state and federal law regarding construction in tidal zones, and in accordance with the best standards of the architectural and engineering professions.

This work includes, but is not limited to the following:

Task 1: Schematic Design Meeting and Modification

- A. The work of the design team shall begin with a public meeting with the Design Committee appointed by the Sitka Maritime Heritage Society board. The meeting will discuss the existing Schematic Design and functional and financial sustainability needs for the rehabilitation. The Design Committee will have independently developed exhibit space needs. This is when the Consultant can suggest alternatives or improvements to the schematic plan.
- B. Presentation of modified Schematic Design – the modified schematic design will be presented to the public and to the Design Committee.
- C. If substantial changes have been made to the Schematic Design, it will be submitted to the State of Alaska Office of History and Archeology for review for compliance with historic preservation law. This requires up to 30 days for an agency review period.

II. SCOPE OF SERVICES...*continued from page 3*

Task 1: Schematic Design Meeting and Modification...*continued from page 3*

Deliverables: Letter reports from the Consultant to the SMHS for distribution, summarizing the meeting with the Design Committee and the design decision or direction received, within seven days of the meeting. A final design presentation including: (20) color copies of a Facility Program report including proposed floor layout, rendered elevation views and concise scope of work for all sub-consultants, and a Power Point presentation approximately 30 minutes in length with 30 minutes allotted for questions. The Schematic Design report shall include a construction cost estimate with 10% construction contingency.

Task 2: Design Phase Services

The consultant shall commence with Design Phase Service once a Notice to Proceed with design is issued. The consultant shall be responsible for incorporating construction scheduling and sequencing into the design. All Design Phase deliverables shall be reviewed at the 30%, 60%, 90%, and final design phases by the SMHS, the SHPO, the Sitka Historic Preservation Commission, the Sitka Historical Society, and the National Park Service. Sitka Maritime Heritage Society will coordinate these reviews. Design Phase Services include:

Design Development Phase I Services (30%): These services shall consist of preparation of all documents necessary to fix and describe the size and character of the entire Project as to structural, mechanical, electrical systems, and materials of construction site improvements and landscaping, and such other elements as may be appropriate. The Architect shall be responsible for submittal of documents to authorities having jurisdiction for all required permits, including zoning concerns, agency coordination, and the Fire Marshal and Building Official. The Project budget must include the cost of all permit fees. All structural calculation required under the contract shall be performed by a Professional Engineer registered in the State of Alaska. That Engineer shall stamp all structural design drawings. A copy of the supporting calculation shall be stamped and submitted to the City and Borough of Sitka as a part of the design documents. A cost estimate shall be prepared by an independent professional estimating firm and three (3) copies submitted to the SMHS. A Project meeting in Sitka is required at the end of Phase I, both to review project parameters and progress, as well as, to reach accord on further planning development in Phases II and the Construction Document Phase following.

Design Development Phase II Services (60%): These services are a continuation of the work developed during Phase I, with similar requirements and scope. A Project meeting in Sitka is required at the end of Phase II, both to review project parameters and progress, as well as, to reach accord on further planning development in the Construction Document Phase. An updated project cost estimate shall be prepared by a professional estimating firm and three (3) copies submitted to the SMHS.

Construction Document Phase Services (90%): Based on the owner-approved Design Development Documents and any further adjustments authorized by SMHS, the consultant shall prepare, for SMHS approval, Construction Documents consisting of Drawings, Specifications, and other items as may be required to detail the requirements for the construction of the entire project in accordance with good design practice and all requirements of agencies having jurisdiction over the work. The substantial aspects of the design as indicated by the Drawing and Specifications shall comply with the requirements and regulations adopted pursuant to the Occupation Safety and Health Act (OSHA), the Americans with Disabilities Act (ADA), all Federal and State guidelines for Non-Discrimination practices, and all requirements of local and state zoning, building, fire, mechanical, electrical and other codes in effect at the time of completion of the Construction

Document Phase of work. A final cost estimate shall be prepared by a professional estimating firm and three (3) copies submitted to the SMHS.

II. SCOPE OF SERVICES...*continued from page 4*

Task 2: Design Phase Services...*continued from page 4*

Deliverables: Schematic Design Documents (15 Sets – 3 full size, 12 half-size), Design Development Documents (15 Sets – 1 full size, 14 half-size), Construction Documents (15 Sets – 1 full size, 14 half-size), monthly progress reports, cost estimates as described above. Consultant will be required to present schematic, schematic design development, and construction document design phases in face-to-face meetings with the Design Committee in public meetings. Additional surveying may be required. Geotechnical investigations may be required. All design disciplines should be represented during face-to-face design development and construction document presentations. The major design disciplines should also anticipate a minimum of three (3) additional meetings in Sitka with the Design Committee during the design phase. All meetings will be scheduled and coordinated by the Consultant.

Task 3: Bidding Phase Services

The consultant, following SMHS approval of the Construction Documents and final cost estimate, shall prepare Project Manuals and Drawings. The consultant shall also assist the SMHS in preparing the Bid Advertisement, in conducting a pre-bid conference (consultant shall attend the pre-bid conference in Sitka), in preparing addenda, in reviewing bids, and in evaluating bidder's qualifications. The SMHS will distribute plans and addenda to bidders.

Deliverables: Provide 30 sets of bid-ready documents (20 full-size and 10 half-size drawings).

Task 4: Construction Phase services

The Construction Phase will commence with the award of the Construction Contract and will terminate when the final Certificate for Payment is approved by the SMHS. These services shall include the following:

- Conduct the pre-construction meeting (via phone is acceptable).
- Review and approve contractor submittals (action performed within 5 working days after receipt of the contractor's submittals).
- Respond to design questions that arise (action performed within 3 working days after receipt).
- Provide on-site inspection of the work as it progresses. Consultant is to plan for a minimum of monthly on-site visits during construction of the facility, and sub-consultants are to plan for a minimum of monthly on-site visits during the construction. Follow-up memoranda identifying field observations shall be submitted to the SMHS construction manager within seven days of each visit.
- Review and approve written guarantees, warranties, operations and maintenance manuals, and related documents assembled by the contractor.
- Determine date of substantial completion and prepare punch list elements.

The SMHS will provide daily construction management/inspection services for the project, and will share the information generated by those services with the Consultant.

III. GENERAL REQUIREMENTS

The following information is presented as a general guideline for the preparation of the proposals. It is not intended to be an exhaustive list of project requirements.

- a. It is the responsibility of the firms submitting proposals to determine the actual efforts required to complete the project.
- b. The SMHS will review the designs at design development and construction document design phases. The consultant should expect substantial input from the SMHS board and the design committee. All review comments shall be complete and returned within 10 working days of receipt.
- c. All documents for this project including drawings and reports shall be in a format and on media approved by the Sitka Maritime Heritage Society. Upon completion, the Owner shall be furnished with CD-ROM disks of all construction documents including AutoCAD 2000 drawing files. The consultant will provide one master set of bid specifications on 8-1/2" x 11" white bond paper, by the date of the design completion specified in the schedule. SMHS will provide standard front-end documents.
- d. The consultant will provide an insurance certificate that meets the following minimum requirements.

Type of Coverage

General Liability

Single Limit	\$1,000,000
Aggregate	\$2,000,000

- *Premises operations
- *Products/completed operations
- *Blanket contractual
- *Broad form property damage
- *Personal injury
- *Independent contractors

<u>Workman's Compensation</u>	\$1,000,000
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- *U.S. Longshoremen & Harbor Worker's (USL&H)

<u>Comprehensive Automotive Liability</u>	\$1,000,000
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Including all owned, hired and non-owned vehicles

Insurance Notes

1. USL&H Workmen's Compensation coverage required if contract involves marine-related activity on docks, vessels, etc.
2. The Sitka Maritime Heritage Society shall be named as an additional named insured on all insurance policies. The SMHS shall also be granted a full waiver of any rights of subrogation. These requirements extend to all sub-contractors.
3. Insurance carriers shall provide SMHS with 30-day notice prior to policy modification or cancellation.

IV. PROPOSAL FORMAT AND CONTENT

Direct questions regarding this proposal to the SMHS Project Manager, Fred Knowles, at fredknowles@alaska.com or P.O. Box 6626, Sitka, AK 99835, (907) 738-3888.

Proposals, which do not address the items listed in this section, may be considered incomplete and may be deemed non-responsive by the SMHS.

Initial Proposal Format

A. Letter of Transmittal

B. Narrative

1. Brief description of the firm including its experience, and the experience of its key individuals. Brief resumes of the lead designers and of the key technical personnel to be assigned to this project. Discuss the historic preservation qualifications and experience of these persons and relate that experience to this project. Include what portion of this contract each person would be working upon.
2. Provide a list of relevant projects designed by or under the direction of the individual or firm submitting the proposal. Provide three client references.
3. Include a Work Program that is designed to satisfy the requirements listed in the “Scope of Services”. Describe your understanding of the project, the proposed work plan, and the schedule you intend to follow in order to complete the project in a timely manner.

C. Fee Proposal and Rate Schedule

1. Submit a fee proposal to perform the Scope of Services described herein. The fee proposal shall be broken out as follows:

Basic Services

Not-to-Exceed Fee

Design Development Phase Services
Construction Document Phase Services
Bidding Phase Services
Construction Phase Services

Totals:

Payment to the Consultant shall be made based upon a Time and Expense, Not-to-Exceed basis for each task. All basic services of each task shall be completed for total compensation not to exceed the fees contained in the Professional’s cost proposal. Additional services will be compensated in accordance with the Professional’s fee schedule.

All basic services of each task shall be completed for total compensation not to exceed the lump sum fees contained in the Professional’s cost proposal. Additional services will be compensated in accordance with the Professional’s fee schedule.

2. Provide an exact statement of the services to be provided within the fee proposal and fee schedule to be used in billing or services, including out-of-scope services.
3. Provide a fee schedule for the Architect and personnel/sub-consultant assigned to the project.

IV. **PROPOSAL FORMAT AND CONTENT...continued from page 7**

Initial Proposal Format...continued from page 7

D. Submit six (6) copies of the completed Proposal in an opaque envelope marked as follows:

**Japonski Island Boathouse Adaptive Re-Use Project/
Japonski Island Marine Ways Rehabilitation**
PROPOSAL DATED: (date)

The Proposals shall be addressed to:

Project Manager
Sitka Maritime Heritage Society
P.O. Box 6626
Sitka, AK 99835

Proposals shall be received at the above address until 4:00 p.m., December 12, 2008.

V. **EVALUATION CRITERIA AND SELECTION PROCESS**

A selection committee will evaluate the proposals and make a recommendation to the SMHS board. If the selection process involves short-listed proponents (up to 3, maximum) these firms will be afforded the opportunity to make a formal presentation to the selection committee.

The committee will use the following criteria in deriving a numerical score for each proposal:

- a. Qualifications and Experience of the Design Team. From the proposal and from own knowledge of this firm, give from 1 to 20 points with the best score as 20.
- b. Qualifications and Experiences of the Project Manager. The project manager is the person who will actually be doing the design and permitting on this project. The project manager is not the principal-in-charge unless the principal is actually formulating the work. Score from 1 to 15 points.
- c. Work Program. Does the proposal express a clear understanding of the scope of work? Does it contain all information requested in the RGFP? Mark down any proposal, which contains qualifications, which could tend to increase the cost of additional services after the contract is awarded. Score from 1 to 20 points.
- d. Confidence in firm. This is a judgment call based upon the subjective experience of the evaluator. Score from 1 to 10 points.
- e. Ability to Meet Design Schedule. If the proposal clearly reflects that the firm could meet the design and permitting schedule identified in this request for proposals, the firm shall be awarded 15 points. Otherwise, the firm shall be awarded less than 15 points.
- f. Fee Proposal. The fee proposal points shall be awarded based on the following formula:

$$\text{Lowest Sum Proposal} \times 20 = \text{Fee Proposal Points}$$

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TOTAL POSSIBLE POINTS = 100

If the selection committee decides to include interviews in the selection process, the following criteria may be used: 70% of the point value for the written portion, and 30% for the oral presentations. Each weighing factor will be applied to each proportional score (i.e., for each criteria with a maximum score of

20, the maximum score for written will be 14 points and the maximum score for oral will be 6 points, totaling 20 points). Regardless of whether the interview process is used, 100 points are to be the maximum total score.

V. EVALUATION CRITERIA AND SELECTION PROCESS...*continued from page 8*

Interview Format

If the selection committee decides to include interviews, the selected proponents will be invited to an interview/presentation session with the selection committee per project schedule. Each consultant shall be given one hour to convince the selection committee that his or her firm is the best selection for the project.

There is no predetermined format for this phase of the selection and Consultants are encouraged to present themselves and their design team members in what ever manner they feel is the most positive to the selection process.

VI. SCHEDULE

Design

- Advertise for Professional Services 7, 14, 19 November 2008
- Non-Mandatory Pre-Proposal Meeting - on-site 1 December 2008
- Proposals recvd at mailing address of SMHS Project Mgr. 12 December 2008 –
4 pm deadline
- Finalist Interview at Centennial Hall, Sitka, Alaska 07 January 2009
- SHPO review and approval of contractor 08-15 January 2009
- SMHS Award of Professional Services contract 16 January 2009
- Contract negotiations complete 20 February 2009
- Notice to Proceed 27 February 2009
- Modified Schematic Design Presentation 18 March 2009
- Design Development Phase Notice to Proceed 25 March 2009
- Design Development Phase Review (30%) due 27 May 2009
- Design Development Phase Review (60%) due 01 July 2009
- Construction Document Phase Review (90%) due 12 August 2009

- Bid Ready Documents due 16 September 2009

Construction

- Advertise for services 18 September – 02 October
2009
- Bids due 23 October 2009
- Award contract 06 November 2009
- Notice to proceed 27 November 2009
- Systems operational 27 May 2010
- Project complete 27 August 2010

VII. APPENDICES

Reference the following documents available on the SMHS website (www.sitkamaritime.org):

1. Schematic Design (2004) for Japonski Island Boathouse, Welsh Whiteley Architects
2. Condition Survey (2003) Japonski Island Boathouse
3. Hazardous Materials Survey (2003) Japonski Island Boathouse
4. Proposed marine fuel dock site plan (2007)

5. Business plan (2008) Sitka Maritime Heritage Society