



Request for Qualifications

**Analysis of the
City of Unalaska
Drinking Water System
for the
Water System Master Plan Project**

DPU Project No. 43-467

Prepared by:

**City of Unalaska
Department of Public Utilities**

PO Box 610
Unalaska, Alaska 99685

September 27, 2016

**Request for Qualifications – Analysis of the City of Unalaska Drinking Water
System for the Water System Master Plan Project**

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LIST OF ATTACHMENTS

Attachment A	References
Attachment B	DRAFT Consulting Services Agreement
Attachment C	Evaluation Score Sheet

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LIST OF ACRONYMS

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1.0 INTRODUCTION

This is a RFQ by the City of Unalaska Department of Public Utilities for an Analysis of the City of Unalaska Domestic Water System for the development of a Water System Master Plan. All questions about this RFQ must only be directed to the Deputy Director of Public Utilities.

City of Unalaska - Department of Public Utilities
JR Pearson, Deputy Director of Public Utilities
jrpearson@ci.unalaska.ak.us
P.O. Box 610
Unalaska, AK 99685
Phone 907-581-1260 x8108

Interpretations or clarification's considered necessary by the City of Unalaska in response to such questions will be issued by Addenda. Addenda will be emailed to all registered potential Respondents and also posted on the City of Unalaska website <http://www.ci.unalaska.ak.us/rfps>.

1.1 BACKGROUND

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 may not rely on any representation, description, or diagram provided by the City of Unalaska in preparing their Statement of Qualifications. Various references are provided for informational purposes only at the below hyperlink.

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The City of Unalaska has about 4,500 permanent residents and supports the largest seafood industry in the U.S. in terms of volume. During various seafood processing seasons, the total population may swell to more than 9,000 due to an influx of transient employees hired to work for the seafood processors. In order to meet system demand, the City relies on wells and an unfiltered surface water treatment plant. Water system demand ranges from about 1.5 MGD to 8 MGD that follows closely with processing seasons.

The City of Unalaska completed Water System Master Plans in 1981, 1985, and in 2004. In 2010, the City of Unalaska conducted an in-house study addressing the cause and potential solutions for water shortages in Unalaska. Many of the items in these studies have been addressed. All wood stave mainlines have been replaced, a flushing

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program has been established, a remotely controlled valve was installed at Icy Lake Dam, a new Water Treatment Plant with dual disinfection (UV and Chlorine) was constructed, and all Water System electric services and components have been upgraded to UL compliance.

In 2015, the City of Unalaska installed a new Water Treatment Plant with dual disinfection to meet the disinfection requirements of the Long Term 2 Enhanced Surface Water Treatment Rule for unfiltered surface water. Dual disinfection at the Water Treatment Plant has added a potential of 2 million gallons of additional clear water storage during peak flows, totaling nearly 2.5 million gallons of clear water storage in the City of Unalaska's Drinking Water System. There has been an ongoing issue where one commercial customer cannot utilize the full amount storage, so until this is addressed the amount available to all customers remains limited. Water Rights permits have been obtained for the well systems and efforts to obtain Water Rights permits for the surface water source are ongoing. Projects to meet Backflow Protection regulations are nearing completion in 2016.

1.2 SCOPE OF STATEMENT OF QUALIFICATIONS

Respondents should provide a narrative description of the methods proposed to assess the City of Unalaska's Domestic Water System and the Respondent's qualifications and experience to perform the requested services as outlined below.

The intent is for the City of Unalaska to have an evaluation of the existing water system and future needs and a long-term plan for projected water system upgrades, rehabilitation, and replacement, along with associated expenditures. At a minimum, the Master Plan should contain the following:

- Provide a description of the existing system to include water source, storage, distribution, treatment, and system depreciation.
- Provide future water demand projections.
- Describe existing, new, and pending drinking water regulations and their impacts to the City of Unalaska's Water System.
- Evaluate water sources, watershed control, and water rights.
- Evaluate Water System flows for regulatory and industry standard requirements to meet fire flow and peak hour flows.
- Noting that much of the drinking water eventually discharges to the wastewater collection system, consider water quality regulations and any potential impacts to the Wastewater System and Solid Waste Landfill.

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- Evaluate future distribution and treatment requirements.
- Provide recommendations for both regulatory required and non-regulatory system upgrades. Clearly distinguish which recommendations are regulatory required and which are to meet industry standards. Explain the reasoning for these requirements, especially where the recommendation is to meet industry standards.
- Provide preliminary design level of effort with drawings and cost estimate, including O&M, for recommended regulatory required improvements.
- Provide preliminary design level of effort with drawings and cost estimate, including O&M, for non-regulatory driven recommended improvements.
- Provide short, medium, and long-term Capital Improvements Program for new recommended systems or processes, as well as current and future rehabilitation and replacement needs.
- Define water quality sampling and lab test requirements for any new or pending regulations.
- Assess operator training and O&M needs.
- Provide a prioritized list of required and recommended actions, their anticipated costs, and year of implementation.

The analysis will be conducted in accordance with industry standards.

Note: Drawings must be provided in AUTOCAD, ARC-GIS, and PDF formats.

The City of Unalaska has budgeted \$90,000 for the Analysis and Master Plan Development. The project is expected to be complete by April 2017.

2.0 SELECTION PROCESS

Only one Statement of Qualifications from any individual, firm, partnership, or corporation, under the same or different names, will be considered. Should it appear to the City of Unalaska that any Respondent is interested in more than one Statement of Qualifications for work contemplated, then all Statements of Qualifications in which such Respondent is interested will be rejected.

2.1 EVALUATION AND AWARD PROCESS

The Evaluation Team will be appointed by the Deputy Director of Public Utilities from among City of Unalaska staff. The entire scoring procedure, including Evaluation Team meetings and scoring materials, will be held strictly confidential until after negotiations are concluded.

All Evaluation Team members will be required to certify that they have no conflicts of interest and that they will strictly adhere to the procedures herein described.

- The City of Unalaska receives the Statements of Qualifications.
- Evaluation Team evaluates the Statements of Qualifications according to established criteria.
- Deputy Director of Public Utilities reviews final scores and forwards evaluation results to the Director of Public Utilities.
- Negotiation with the Respondent with the highest scored Statement of Qualifications or if necessary the next lower scored responsive Respondent and so on. The Contract will be the Engineering and Related Services Agreement, **Attachment B**. The City of Unalaska will be inflexible with regards to the Contract language. The Scope of Services, Schedule, and Fee for Services are negotiable.
- Director of Public Utilities forwards evaluation results and the Contract to the City Manager.
- City Manager makes their recommendation to the City Council for Contract award.
- The City of Unalaska and the successful Respondent execute the Contract and a purchase order. The purchase order serves as notice to proceed.

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2.2 CONDITIONS

The City of Unalaska reserves the right to reject any and all Statements of Qualifications and/or to waive any informality in procedures.

This RFQ does not commit the City of Unalaska to award a Contract, or procure or Contract for any services of any kind whatsoever.

The selection of a successful Respondent shall be at the sole discretion of the City of Unalaska. No agreement between the City of Unalaska and any respondent is effective until approved by the City Council of the City of Unalaska, signed by the City Manager, and a purchase order completed.

The City of Unalaska is not liable for any costs incurred by Respondents in preparing or submitting Statements of Qualifications.

In submitting a Statement of Qualifications, each Respondent acknowledges that the City of Unalaska is not liable to any entity for any costs incurred therewith or in connection with costs incurred by any respondent in anticipation of City of Unalaska City Council action approving or disapproving any agreement without limitation.

Any perception of a conflict of interest is grounds for rejections of any Statement of Qualifications. In submitting a Statement of Qualifications, each Respondent certifies that they have not and will not create and/or be party to conflicts of interest with any City of Unalaska official or employee. Including but not limited to any direct or indirect financial gain and/or gratuity or kickback or through unauthorized communication with City employees or officials not listed in this RFQ before the selection process is complete.

Nothing in this RFQ or in subsequent negotiations creates any vested rights in any person.

2.3 TRANSMITTAL REQUIREMENTS

Statements of Qualifications must be delivered to the email addresses below by **2:00 p.m., local time, on November 3rd, 2016.**

chazen@ci.unalaska.ak.us; purchase@ci.unalaska.ak.us

Statements of Qualifications will be accepted before and on the published date, and until the time specified.

Proposals must be submitted in a single email no larger than **5 megabytes**. The email header must clearly identify the Project and the Respondent e.g.

Request for Qualifications – Analysis of the City of Unalaska Drinking Water System for the Water System Master Plan Project

Name of Consulting Firm – Statement of Qualifications for Request for Qualifications – Analysis of the City of Unalaska Drinking Water System for the Water System Master Plan Project.

2.4 DOCUMENT REQUIREMENTS

The recommended size of the Statement of Qualifications is about 1-5 pages not including resumes.

One (1) copy of the Statement of Qualifications must be submitted in an electronic PDF file organized with bookmarks and be printable to standard 8.5" x 11" paper.

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3.0 EVALUATION FACTORS

The purpose of the Statement of Qualifications is to evaluate each Respondent's capabilities for execution of the Project. Evaluation criteria and weight are as follows.

<u>Major Factor</u>	<u>Weight</u>
1. Professional Qualifications	[40]
2. Experience and References	[30]
3. Narrative	[30]
Total	[100]

The Evaluation Team will rank each Respondent using a successive integer ranking system for each major factor. An Evaluator Score for each respondent will be calculated.

$$100 - ((\text{Ranking}_1 \times \% \text{Weight}_1 + \text{Ranking}_2 \times \% \text{Weight}_2 + \text{Ranking}_3 \times \% \text{Weight}_3) - 1) \times 5$$

The Total Score for each Respondent is an average of all of the Evaluator Scores.

The *Evaluation Score Sheet* will be used by the Evaluation Team to score each Statement of Qualifications; **Attachment C**.

3.1 PROFESSIONAL QUALIFICATIONS

The Professional Qualifications section should include:

- A brief description of the number, qualifications and types of key personnel who would serve on this Project including employees and subcontractors.
- Identify and furnish resumes of personnel and subcontractors who will serve in key positions for this project. Include specific experience for each person on similar or related projects.
- Billing rates of key personnel in tabular format.
- The location of the home office and the scope of services offered there.

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- Any additional information reflecting on the Respondents ability to perform on this Project.

3.2 EXPERIENCE AND REFERENCES

The satisfactory completion of similar projects of equal size and complexity will be an important element in the evaluation.

- Provide information for (3) projects for which the Respondent has provided services most related to these Projects.
- Provide a list of at least (3) references from the above projects that can comment on the firm's professional capabilities and experience. Names, email addresses, and phone numbers of individuals to contact must be included.

3.3 NARRATIVE

Briefly describe the methodology the Respondent would use to complete this Master Plan for the City of Unalaska.

ATTACHMENT A

[References](#)

ATTACHMENT B

DRAFT Consulting Services Agreement

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Evaluation Score Sheet

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3.3 NARRATIVE

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ATTACHMENT A

[References](#)

ATTACHMENT B

DRAFT Consulting Services Agreement

CITY OF UNALASKA

Consultant Agreement

Analysis of the City of Unalaska Drinking Water System

For the Water System Master Plan Project

PROJECT / FILE NO. 43-467

Prepared By:

**City of Unalaska
P.O. Box 610
Unalaska, Alaska 99685
907.581.1260**

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I.	Agreement	
II.	Scope of Services	Exhibit “A”
III.	Contract Schedule	Exhibit “B”
IV.	Fee Proposal	Exhibit “C”

AGREEMENT FOR CONSULTING AND RELATED SERVICES

THIS AGREEMENT is entered into this _____, 2016, by and between _____, (hereinafter called "Consultant"), and the **CITY OF UNALASKA** (hereinafter called "City").

WITNESSETH THAT:

WHEREAS City desires to engage Consultant to render consulting and related services for the performance of an **Analysis of the Drinking Water System for the Water System Master Plan Project** and

WHEREAS Consultant represents that it has the experience and ability to perform such services; and

WHEREAS the parties hereto desire to enter into a basic agreement setting forth the terms under which Consultant will, as requested, perform such work;

NOW THEREFORE the parties hereto do mutually agree as follows:

1. Employment of Consultant

Consultant agrees to provide professional services in accordance with the provisions of this Agreement. A written description of the work to be performed, schedule and compensation is set out in **Exhibits A-C** of this Agreement.

2. Performance

Consultant agrees to perform the work described in **Exhibit A- Scope of Services**; however, the Consultant is not authorized to perform any work or incur any expense which would cause the amount for which he is entitled to be paid under this Agreement to exceed the amount set forth in **Exhibit C – Fee Proposal** without the prior written approval of the City. All services shall be rendered in accordance with the schedule set forth in **Exhibit B – Contract Schedule**.

The work shall include but not be limited to the following: furnishing all equipment, transportation, per diem, travel, and supplies to perform all scopes of work that are authorized under the State of Alaska's Professional Engineering License, in connection with the **City of Unalaska Analysis of the Drinking Water System for the Water System Master Plan Project**.

3. Fee

After receipt of a periodic billing for said services, the City agrees to pay Consultant as compensation for the services under this Agreement such sums of money as set forth in **Exhibit C** of this Agreement. The amount payable to the Consultant shall not exceed the amount specified in **Exhibit C**.

4. Payments

City agrees to make monthly payments to Consultant as services are performed and costs are incurred, provided Consultant submits a proper invoice for each payment, in such form accompanied by such evidence in support thereof as may be reasonably required by the City. City may, at its option, withhold ten percent (10%) from each monthly payment pending satisfactory completion of the work by Consultant. All invoices are otherwise due and payable within thirty (30) days of receipt by City. City shall pay Consultant for the services identified in **Exhibit A** the **Not to Exceed Total Fee of \$_____**. The Not to Exceed Total Fee is based on the distribution of the Not to Exceed Total Fee between tasks set forth in **Exhibit A**. The portion of the Not to Exceed Total Fee billed and paid for Consultant's services shall be equal to the proportion of services actually completed for each task set forth in **Exhibit A** during the billing period to the fee total specified for that task.

5. Personnel

Consultant agrees to furnish all personnel necessary for expeditious and satisfactory performance of this Agreement, each to be competent, experienced, and well qualified for the work assigned. No person objected to by the City shall be employed by Consultant for work hereunder.

6. Independent Contractor Status

In performing under this Agreement, Consultant acts as an independent contractor and shall have responsibility for and control over the details and means for performing the consulting services required hereunder.

7. Indemnification

Consultant shall defend and save harmless City or any employee, officer, insurer, or elected official thereof from and against losses, damages, liabilities, expenses, claims, and demands but only to the extent arising out of any negligent act or negligent omission of Consultant while performing under the terms of this contract.

8. Assignment

Consultant shall not assign this Agreement or any of the monies due or to become due hereunder without the prior written consent of City.

9. Subcontracting

Consultant may not subcontract its performance under this Agreement without prior written consent of City. Any subcontractor must agree to be bound by terms of this Agreement.

10. Designation of Representatives

The Parties agree, for the purposes of this Agreement, the City shall be represented by and may act only through the Deputy Director of Public Utilities or such other person as he may designate in writing. Consultant shall advise City in writing of the name of its representative in charge of the administration of this Agreement, who shall have authority to act for and bind Consultant in connection with this Agreement.

11. Termination

Either party shall have the right to terminate this Agreement in whole or in part at any time and for reasonable cause, by delivery of thirty (30) days written notice, specifying the extent and effective date thereof. After receipt of such notice, Consultant shall stop work hereunder to the extent and on the date specified in such notice, terminate all subcontracts and other commitments to the extent they relate to the work terminated, and deliver to City all designs, computations, drawings, specifications and other material and information prepared or developed hereunder in connection with the work terminated.

In the event of any termination pursuant to this clause, Consultant shall be entitled to be paid as provided herein for direct labor hours expended and reimbursable costs incurred prior to the termination pursuant to Section 3 hereof, and for such direct labor hours and reimbursable costs as may be expended or incurred thereafter with City's approval in concluding the work terminated, it being understood that Consultant shall not be entitled to any anticipated profit on services not performed. Except as provided in this clause, any such termination shall not alter or affect the rights or obligations of the parties under this Agreement.

12. Ownership and Use of Documents

Consultant agrees that all original design reproducible drawings, all pertinent calculations, specifications, reports, data and other documents prepared for the City hereunder are the property of the City and the City shall have the right, without payment of additional compensation, to disclose, reproduce and use such documents for this project

13. Insurance

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 rated "Excellent" or "Superior" by A. M. Best Company, 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 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.

14. Claims Recovery

Claims by City resulting from Consultant's failure to comply with the terms of and specifications of this contract and/or default hereunder may be recovered by City by

withholding the amount of such claims from compensation otherwise due Consultant for work performed or to be performed. City shall notify Consultant of any such failure, default or damage therefrom as soon as practicable and no later than 10 days after discovery of such event by written notice. Nothing provided herein shall be deemed as constituting an exclusive remedy on behalf of City, nor a waiver of any other rights hereunder at law or in equity. Design changes required as a result of failure to comply with the applicable standard of care shall be performed by the Consultant without additional compensation.

15. Performance Standard

Services performed under this Agreement will be performed with reasonable care or the ordinary skill of the profession practicing in the same or similar location and under similar circumstances and shall comply with all applicable codes and standards.

16. Compliance with Applicable Laws

Consultant shall in the performance of this Agreement comply with all applicable federal, state, and local laws, ordinances, orders, rules, and regulations applicable to its performance hereunder, including without limitation, all such legal provisions pertaining to social security, income tax withholding, medical aid, industrial insurance, workers' compensation, and other employee benefit laws. Consultant also agrees to comply with all contract provisions pertaining to grant or other funding assistance which City may choose to utilize to perform work under this Agreement. The Consultant and all subcontractors must comply with state laws related to local hire and prevailing wages.

17. Records and Audit

Consultant agrees to maintain sufficient and accurate records and books of account, including detailed time records, showing all direct labor hours expended and all reimbursable costs incurred and the same shall be subject to inspection and audit by City at all reasonable times. All such records and books of account pertaining to any work performed hereunder shall be retained for a period of not less than six (6) years from the date of completion of the improvements to which the consulting services of this Agreement relate.

18. Reporting of Progress and Inspection

Consultant agrees to keep City informed as to progress of the work under this Agreement by providing monthly written progress reports, and shall permit City to have reasonable access to the work performed or being performed, for the purpose of any inspection City may desire to undertake.

19. Form of City Approval

Except as otherwise provided in this Agreement, City's requests and approvals, and Consultant's cost estimates and descriptions of work to be performed, may be made orally

where necessary, provided that the oral communication is confirmed immediately thereafter in writing.

20. Duration of Agreement

This agreement is effective for a period of one (1) year from the date first shown above. The agreement may be extended by the mutual written agreement of City and Consultant.

21. Inspections by City

The City has the right, but not the duty, to inspect, in the manner and at reasonable times it considers appropriate during the period of this Agreement, all facilities and activities of the Consultant as may be engaged in the performance of this Agreement.

22. Endorsements on Documents

Endorsements and professional seals, if applicable, must be included on all final plans, specifications, estimates, and reports prepared by the Consultant. Preliminary copies of such documents submitted for review must have seals affixed without endorsement (signature).

23. Notices

Any official notice that either party hereto desires to give the other shall be delivered through the United States mail by certified mail, return receipt requested, with postage thereon fully prepaid and addressed as follows:

To City:

JR Pearson, Dep. Dir. of Public Utilities
City of Unalaska
Box 610
Unalaska, Alaska 99685

To Consultant:

The addresses hereinabove specified may be changed by either party by giving written notice thereof to the other party pursuant to this paragraph.

24. Venue/Applicable Law

The venue of any legal action between the parties arising as a result of this Agreement shall be laid in the Third Judicial District of the Superior Court of the State of Alaska and this contract shall be interpreted in accordance with the laws of the State of Alaska.

25. Attorney's Fees

In the event either party institutes any suit or action to enforce its right hereunder, the prevailing party shall be entitled to recover from the other party its reasonable attorney's fees and costs in such suit or action and on any appeal therefrom.

26. Waiver

No failure on the part of City to enforce any covenant or provisions herein contained, nor any waiver of any right hereunder by City, unless in writing and signed by the parties sought to be bound, shall discharge or invalidate such covenants or provisions or affect the right of City to enforce the same or any other provision in the event of any subsequent breach or default.

27. Binding Effect

The terms, conditions and covenants contained in this Agreement shall apply to, inure to the benefit of, and bind the parties and their respective successors.

28. Entire Agreement/Modification

This agreement, including Exhibits A-C, and the Consultant's proposal dated _____ constitutes the entire Agreement between the parties with respect to the subject matter hereof, and all prior negotiations and understandings are superseded and replaced by this Agreement and shall be of no further force and effect. No modification of this Agreement shall be of any force or effect unless reduced to writing, signed by both parties and expressly made a part of this Agreement.

In witness whereof, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in duplicate on the respective date indicated below.

CONTRACTOR

CITY OF UNALASKA, ALASKA

By: _____
_____, Its _____

By: _____
David A. Martinson, City Manager

State of Alaska)
) ss.
Third Judicial District)

State of Alaska)
) ss.
Third Judicial District)

The foregoing instrument was acknowledged
before me on the ____ day of _____,
2016, by _____,
the _____ of
_____, a _____
Corporation, on behalf of the corporation.

The foregoing instrument was acknowledged
before me on the ____ day of _____,
2016, by David A. Martinson, City Manager
for the City of Unalaska, a First Class Alaska
Municipal Corporation, on behalf of the City
of Unalaska.

Notary Public, State of Alaska
My Commission Expires _____

Notary Public, State of Alaska
My Commission Expires _____

CITY OF UNALASKA

EXHIBIT "A"
SCOPE OF SERVICES

The Consultant will work with the City to complete _____.
Each of the deliverables outlined below will be provided electronically as an Adobe Acrobat (PDF) file.

The Scope of Services for this Contract includes the following general tasks:

Task 1: _____

The deliverable for Task 1 will be _____.

Task 2: _____

The deliverable for Task 2 will be a _____.

Task 3: _____

The deliverable for Task 3 will be a _____.

Task 4: Review by the City

In task 4, _____.

Task 5: _____

The deliverable for this task will be a _____.

Task 6: _____ *Plan*

CITY OF UNALASKA

**EXHIBIT “B”
SCHEDULE**

COMPLETION DATE

Site Visit

Task 1:

Task 2:

Task 3:

Task 4:

Task 5:

Task 6:

Task 7:

SAMPLE

CITY OF UNALASKA

EXHIBIT "C"
FEE PROPOSAL

SAMPLE

ATTACHMENT C

Evaluation Score Sheet

Proposal Evaluation
Master Plan

For each Technical Attribute rank each Respondent starting with 1,2,3,4,5 and so forth. 1 is best, 2 is next best, 3 is third best, etc. Do not skip or repeat numbers.

Technical Attributes

Professional Qualifications

Weight	%
40	40.0%
30	30.0%
30	30.0%

Experiences and References

Narrative

Technical Proposal Raw Score 100 --
Technical Proposal Adjusted Score -- 100%

Proposal A	Proposal B	Proposal C	Proposal D	Proposal E	Proposal F
83.1	80.0	90.6	93.1	95.0	83.1
81.9	77.5	93.1	90.0	99.4	83.1
86.3	78.8	94.4	89.4	92.5	83.8
83.7	78.9	92.5	91.1	95.6	83.3
83.7%	78.9%	92.5%	91.1%	95.6%	83.3%

Enter the Price Proposal (if any) in USD

Cost Attributes

Cost USD

Weight	%
--	--

Price Proposal Score -- 0%

Proposal A	Proposal B	Proposal C	Proposal D	Proposal E	Proposal F
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Total Score
Ranking

83.7%	78.9%	92.5%	91.1%	95.6%	83.3%
4	6	2	3	1	5

**Proposal Evaluation
Master Plan**

For each Technical Attribute rank each Respondent starting with 1,2,3,4,5 and 6 and so forth. 1 is best, 2 is next best, 3 is third best, etc.. Do not skip or repeat numbers.

<i>Attributes</i>	<i>Weight</i>	<i>%</i>
Professional Qualifications	40	40.0%
Experiences and References	30	30.0%
Narrative	30	30.0%

Proposal A	Proposal B	Proposal C	Proposal D	Proposal E	Proposal F
5	6	3	1	2	4
5	6	3	2	1	4
3	5	1	4	2	6

Do not edit. The below calculates the rankings you entered above as a percentage. Each successive rank is a difference of 5%.

<i>Attributes</i>	<i>Weight</i>	<i>%</i>
Professional Qualifications	40	40.0%
Experiences and References	30	30.0%
Narrative	30	30.0%

Proposal A	Proposal B	Proposal C	Proposal D	Proposal E	Proposal F
80.0	75.0	90.0	100.0	95.0	85.0
80.0	75.0	90.0	95.0	100.0	85.0
90.0	80.0	100.0	85.0	95.0	75.0

Total Weight
Ranking

83.0	76.5	93.0	94.0	96.5	82.0
4	6	3	2	1	5

I certify that I have no conflicts of interest and that I have strictly adhered to the procedures described in the Request for Qualifications.

Evaluator Signature:

Date: