

# City of Saxman: Request for Proposals

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## **Saxman Community Plan for Street and Home Site Development**

**Release Date: October 17, 2022**

**Proposal Due Date: November 1, 2022**

### **The City of Saxman is soliciting proposals for the following project:**

Design a city-wide, preliminary to engineered plans, that incorporates drainage, street design to include sidewalks, water main repair/replacement, home site preparation, and the location and design of 2 city parks.

### **Narrative:**

The City of Saxman is governed by a 7-person Council, a “Strong Mayor” and a City Administrator. The City roads were built mostly with grant money and thus the construction of which was made to fit the amount of funding available at the time. This created a city that has been built 4 blocks at a time starting in the early 1970’s.

Saxman is now rapidly growing and in the need of a city-wide plan that incorporates the old blocks with new ones and includes current safety considerations for children, elders, handicapped and small and large vehicle transportation. The City of Saxman recently completed a Master Plan for the Cultural Park and Harbor. Saxman has a small staff and has no planning department or planning engineers.

### **Activities are anticipated to include:**

1. Design of a transportation plan that includes pedestrian safety
2. Design of new roads that includes storm drainage, water lines, sewer lines, access to driveways, and home site prep
3. Identification and plan for corrective issues in road construction and vehicle and pedestrian safety
4. Identify a location and complete a preliminary design of two (2) City parks, one a memorial park and one a playground.
5. Preliminary design plans for increased access to public facilities for handicapped and elderly persons (Tribal House, Totem Park, City Hall, Fire Station, Community Mailboxes, Community Center, Nature Trail)
6. Preliminary design for a location and design for a youth services building

7. Preliminary design for a location and design for a fire station
8. Design for a lighting plan for the entire city that takes environmental issues into consideration
9. Design for access improvement of current public facilities
10. Production of a cohesive document that can be used to solicit grant funds and serve as a Master Plan for the Council and community.
11. At least two public involvement events and/or a community involvement plan

Project funding is scheduled to be disbursed from the State of Alaska to Saxman via the Community Development Block Grant. The City of Saxman shall award a fixed cost, "not to exceed" contract for completion of the work. Projects that utilize grant funds more judiciously will be scored higher. Proposal amounts shall include all costs of the project.

**Proposal Inclusions:** Interested parties are encouraged to provide as much detail as possible in proposals, including but not limited to:

- A. Business identification, licensing, and contact info.
- B. Proposed scope of work.
- C. Project timeline, broken down by activity.
- D. Itemized budget / cost projections. A greater level of detail will lead to a better understanding of your proposal.
- E. Information regarding interested party's technical expertise and experience in successfully completing similar maritime industrial projects.
- F. List of recent projects successfully completed in SE Alaska.
- G. Any special information regarding quality or type of proposed improvements (materials, design, etc.)
- H. Any illustrations or images supporting a better understanding of your proposal.

- I. Methodology for working closely with City of Saxman staff during design and construction phases to ensure delivery of an end product consistent with community expectations. Please include:
  - i. Proposed programming and design meeting schedule
  - ii. Information on proposed meeting type (teleconference, Zoom, in-person, GoTo meeting, etc.)
  - iii. Schedule for periodic written reports to City of Saxman
  - iv. Identify and itemize any travel or soft costs associated with anticipated meeting and reporting activities
  
- J. Methodology by which engineering/design firm will collaboratively optimize design for construction.
  
- K. Description of how design and/or materials will optimize the cost/maintenance structure.
  
- L. Information regarding use of local materials and supplies, if applicable.
  
- M. The City of Saxman encourages local workforce development; please describe any anticipated workforce development initiatives or partnerships supported by or conducted in conjunction with this project. (Ex: OJT partnerships, collaboration with educational institutions and training facilities, vocational rehabilitation activities, etc.)
  
- N. Any other information which you feel would support an understanding of your proposal or would make your proposal more competitive.

**Provisions of this RFP and the contents of successful responses are considered available for inclusion in final contractual obligations.**

Proposals must be received at Saxman City Hall (2841 S. Tongass Ave., Ketchikan, AK 99901) by 5:00 PM on November 1, 2022. Due to the quick turnaround emails will be accepted but the City must make a decision on a contractor by November 9<sup>th</sup> 2022.

Interested parties are encouraged to contact the City of Saxman to make arrangements to present their response to the Saxman City Council either in person or by Zoom.

**The City of Saxman is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.**



**Contact:**

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