

# CITY OF VALDEZ RFP for Professional Engineering Services Providence Valdez Medical Clinic MRI Project No.: 13-310-9192

TO: All Recipients Date: 1/23/2013

SUBJECT: Addendum No.1

This page Addendum forms a part of the project scope documents and modifies the project scope for the above-referenced project.

Please use revised RFP (attached).

#### CITY OF VALDEZ

#### **REQUEST FOR PROPOSALS**

#### **FOR**

#### PROFESSIONAL ENGINEERING SERVICES

### **REVISED 1/23/13**

#### **SUMMARY**

The City of Valdez is requesting proposals from qualified professional firms to provide architectural and engineering services for:

The design and engineering to Providence Valdez Medical Center to accommodate a MRI Scanner.

Project No.: 13-310-9192

Proposals will be received until February 4, 2013 at 2:00 p.m., addressed to: CITY OF VALDEZ, P.O. BOX 307, VALDEZ, ALASKA, 99686, ATTN: Stan Porritt, Project Manager.

More specific information concerning the proposed project and proposal submittal guidelines follow:

One signed original, and two copies of the proposal shall be enclosed In an opaque, sealed envelope marked with the project title and name and address of proposer. If the proposal is sent through the mail or other delivery system, the sealed envelope shall be enclosed in a separate envelope with the notation "PROPOSAL ENCLOSED" on the face thereof.

It is expected that each respondent, will become thoroughly acquainted with the project prior to preparation of a proposal. Consultants should demonstrate the professional, technical expertise necessary to accomplish the project. Unique solutions are encouraged which would result in a marked advance in scheduling, cost savings, or would use a state-of-the-art technique. For purposes of comparison, any unique solutions proposed should be made supplemental to, and not instead of, the **SCOPE OF WORK** as outlined.

# I. SCHEDULE:

A. Submittal of proposals due: February 4, 2013 at 2:00 p.m.

B. Interview selected finalists: February 28,

C. Award of Contract: by March 31

#### II. PROPOSAL ORGANIZATION

Proposals should be organized to address the following rating criteria in a clear and concise manner. Proposal lengths should be as short as practical and all material included should be germane to the project. All drawings or documentation in support of the proposal must be complete at the time of submittal.

#### A. Professional Qualifications

Briefly describe the proposed methodology used to complete the proposed project. The descriptions should be clearly expressed and should reflect the major, individual elements of the overall effort set out as tasks to be accomplished. The **SCOPE OF WORK** should be logical, reasonable, and should indicate an understanding of the proposed project.

#### B. Schedule and Deliverable Products

A schedule should be included which represents the consultant's reasoned estimate of the time required for completion of each task. The schedule should be related to the **SCOPE OF WORK.** Deliverable products should be discussed and approximate submission dates included on the schedule.

#### C. Project Management

A discussion of the management scheme and the consultation team should be included. The responsibilities of each member of the project team should be discussed with detail being given to the project manager and other design, supervisory, or key project team members should possess the experience; education, background and record of accomplishment appropriate to carry out the tasks indentified in the **SCOPE OF WORK.** Discussion should be limited to the education experience and projects pertinent to the subject project.

# D. Team Experience

Describe <u>briefly</u> the type of firm or firms comprising the project team and briefly explain areas of technical competence. Give specific examples of only related past projects annotating those projects that parallel this proposal.

The satisfactory completion of similar projects of equal size and complexity will be an important element in the proposal's evaluation. Include information on all subcontractors that will be used.

The City reserves the right to approve or disapprove the use of any or all subcontractor(s).

III. The Proposals will be rated according to the attached criteria ranking system.

# IV. BACKGROUND INFORMATION:

Providence Valdez Medical Center has been working to have installed a MRI Scanner without having to obtain a Certificate of Need. Hospital staff feels that the MRI can be purchased and installed within the budged restraints possibly by using a Modular unit instead of a "built on site" addition.

# V. <u>SCOPE OF SERVICES:</u>

Architect will be responsible to provide all the design and specifications for an addition to the Hospital that will accommodate a 1.5 Tesla MRI Scanner and all the critical services necessary including Electrical, Plumbing, HVAC, as well as access to the hospital Radiological Department without exiting the building.

# PROPOSAL RATING SHEET

PROJECT TITLE: _Medical Campus Expansion (MRI)	
PROJECT NUMBER: 13-310-9192	_
CONSULTANT:	
ADDRESS:	
EVALUATOR:	
DATE:	

# **INSTRUCTION TO EVALUATOR:**

This is a two-page form. Note that Column "A: has numerical values assigned by the Office of Engineering. These values are meant to guide the Evaluator and establish the relative importance of each item to be rated. Column "B: should be completed using a numerical scale of 1 to 10 points. Rating should be based upon the degree of thoroughness with which you think the Consultant has addressed each of the items. Upon completing the Column "B" entries, the Evaluator should then multiply the value for each item entered in Column "B" by the corresponding preprinted value in Column "A" placing the result in Column "C" then totaling Column "C".

# PROPOSAL RATING SHEET

CONSULTANT:			
	A RELATIVE IMPORTANCE	B SCORE (1-10)	C TOTAL SCORE
RESPONSE TO RFP (are items below adequately addressed)			
Project Management Schedule/Products Scope of Work			
PROPOSAL			
Approach Appropriate to Project Scope, Tasks, Products ALL Relate Logically Adequate Effort Proposed Realistic Scheduling Realistic Design Consideration			
EXPERIENCE			
Related Experience of Firm(s) Related Experience of Project Personnel Experience in Municipal Work Experience in Alaska Experience in Valdez		2	
TOTAL			
EVALUATOR	<del>.</del>	DATE	ē.

# **END OF ADDENDUM**