

**CITY OF VALDEZ
REQUEST FOR PROPOSALS
FOR
PROJECT MANAGEMENT PROCESS CONSULTING SERVICES**

I. **SUMMARY**

The City of Valdez is requesting proposals from qualified professional engineers, project managers, and/or associated firms to provide assistance with the development of a project management standardized process for the City of Valdez. More specific information concerning the proposed project and proposal submittal guidelines follow:

Proposals will be received until 3:00 pm, January 13, 2012, and must be addressed to:

**CITY OF VALDEZ,
P.O. BOX 307, VALDEZ, ALASKA, 99686,
ATTN: CITY MANAGER**

One (1) signed original, one (1) electronic copy, and six (6) hard copies of the proposal shall be enclosed in an opaque, sealed envelope/package marked with the project title and name and address of proposer.

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.

II. **SCHEDULE:**

- A. Submittal of proposals due: **3:00 pm, Friday, January 13, 2012**
- B. Award of Contract: **Late January 2012**
- C. Time of Completion of Contract: **March/April 2012**

III. 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. The efficient presentation of proposals will be evaluated. All material included should be germane to the project.

A. Project Approach

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.

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. Professional Qualifications

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. All members should possess the experience; education, background and record of accomplishment appropriate to carry out the tasks identified in the **SCOPE OF WORK**. Experience with local government and municipal processes is critical.

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).

IV. FEE PROPOSAL

The proposers will provide an estimated level of effort required to achieve the **SCOPE OF WORK** and include a fee proposal based on that estimate. Rate sheets, as well as travel/per diem costs are to be included in the fee proposal.

V. BACKGROUND INFORMATION

The City of Valdez Capital Facilities Department consists of the Engineering Section and the Building Maintenance section. Both sections are overseen by one department director. This department has seen significant turn over and reorganizations over the past ten years. As a result, continuity and standardized process procedures have suffered.

The City Manager also chairs a weekly project meeting of the project committee that consists of the Director of Capital Facilities and five other department heads. This committee reviews ongoing project status and provides direction when needed.

In an effort to improve the overall quality of the project management process, the City Manager is commissioning a review of city procedures and resources for planning and managing projects with the expectation of developing a comprehensive, standardized process for all project managers to follow.

VI. SCOPE OF WORK

Provide professional administrative and technical consulting services to the City Manager's project committee to develop an integrated procedure/process for the planning, tracking, budgeting, scheduling, filing, inspection, and prosecution of all aspects of capital and major maintenance projects within the city. The scope of services will include, but are not limited to:

- A thorough review of all existing project management processes and resources
- Interview all appropriate City employees and project committee members
- Develop recommendations for process improvements capable of covering the full spectrum of activities from project pre-planning through construction administration, through project close out and operation
- Work with the project committee members and current project managers to finalize standardized protocols, checklists, forms, files, budgets, schedules, software applications, reports, and all other required tools or processes
- In association with the Capital Facilities Department, the IT Department, the Finance Department, the Community Development Department, the Clerk's Office and others; assist with the implementation of final recommendations as approved by the City Manager
- Provide all necessary administrative and technical support required to make the transition to the new processes; to include publishing documents, configuring files, customizing common software programs like Excel, Access, or other similar applications, etc.
- Assist in a minimum of three presentations of the process procedures/concepts at employee meetings or at public meetings as required