



RFP 2019-007

Request for Proposal

for

Architectural Design on leased Space/Tenant Improvements at “The Shoppes at Sun Mountain”
building.

Issued by:
Matanuska Telephone Association

Issued Date: 9/30/2019

Response Date: 10/21/19 at 2:00 PM AKST

1.0 GENERAL INFORMATION

1.1 Purpose

MTA is seeking proposals from an experienced architectural design firm, to provide an interior design bid and build for two separate, adjoining spaces. Services provided to include conceptual plans that are of the latest developments in cooperative working retail space design, suited for a tech – forward telecommunications company. The designer is to work closely with MTA’s marketing department to complement and confirm the project expectations for the spaces.

Bidding for construction work will be based on documents and plans provided by the design firm in a separate RFP.

1.2 Background

MTA was formed in 1953 to serve residents in Palmer, Alaska. Today, MTA's service area extends across nearly 10,000 square miles - south to Eagle River, north to Anderson, east to Glacier View, and west to Skwentna. MTA stores are located in Palmer, Eagle River, and Wasilla, Alaska. MTA invests in the highest quality and most advanced products available in the industry, including extensive fiber optic cabling and electronic platforms to support broadband signals such as digital subscriber loop (DSL). As a cooperative, MTA was formed to serve its member-owners and now has subsidiary operations providing non-regulated telecommunication services.

1.3 Questions

Any questions regarding this proposal are to be submitted in writing to:

MTA-Contracts@mtasolutions.com

8:00 a.m. to 5:00 p.m. local time Monday through Friday.

Please refer to the RFP number in the subject line of all correspondence.

1.4 Preparation Costs

MTA shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest ranked proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each proposer agrees to be bound in this respect and waives all claims to such costs and fees.

2.0 RULES GOVERNING COMPETITION

2.1 Examination of Proposals

Proposers should carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

2.2 Proposal Acceptance period

Award of this proposal is anticipated to be announced within 30 calendar days, although all offers must be complete and irrevocable for 90 days following the submission date.

2.3 Confidentiality

All materials submitted in response to this RFP will become the property of MTA. The content of proposals will be kept confidential and will be maintained in the files of the MTA Purchasing Office. The content of proposals will be made available for internal review, but shall not be subject to public disclosure - either during or after the RFP process.

2.4 Proposal Format

Proposals are to be prepared in such a way as to provide a straight forward, concise delineation of the proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on: 1) conformance to the RFP instructions; 2) responsiveness to the RFP requirements; 3) completeness and clarity of content.

2.5 Signature Requirements

All proposals must be signed. A proposal may be signed: by an officer or other agent of a corporate vendor, if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately owned vendor; or other agent if properly authorized by a power of attorney or equivalent document. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

2.6 Proposal Submission – Proposals are due October 21, 2019 no later than 2:00 p.m. AK Time.

2.6.1 Proposals may be submitted **via e-mail attachments** to MTA-Contracts@mtasolutions.com. MTA assumes no responsibility if the proposal fails to be received at this email address; however, confirmation will be provided if requested.

2.6.2 Proposals may be delivered or mailed to:

Mailing Address
Matanuska Telephone Association
Sourcing Department

1740 S. Chugach Street
Palmer, AK 99645

All proposals being delivered or mailed are requested to be submitted single sided, plainly marked as a Request for Proposal Response with the Number and Title prominently displayed on the outside of the package. Copies may be bound, or enclosed in folders/binders as the proposer chooses. Proposal must be received by MTA prior to the date and time specified in the cover letter.

2.7 News Releases

News releases pertaining to the award resulting from the RFPs shall not be made without prior written approval of MTA.

2.8 Disposition of Proposals

All materials submitted in response to this RFP will become the property of MTA.

2.9 Revisions to the RFP

Written addenda will be issued when changes, clarifications, or amendments to the proposal documents are deemed necessary by the MTA.

2.10 Modifications/Withdrawal of Proposals

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new proposal prior to the final submission date. Modifications offered in any other manner, oral or written will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by MTA after the date of receipt and following oral presentations.

2.11 Late Submissions

Proposals not received prior to the date and time specified in the cover letter will not be considered and will be returned unopened after award.

2.12 Rejection of Proposals

MTA reserves the right to reject any or all proposals if determined to be in the best interest of MTA.

3.0 SCOPE OF WORK

Location:

The building site is at the new development, “Shoppes at Sun Mountain” Building “E”, Wasilla, Alaska.

The Spaces: Suites 101 and 102

Suite 101: A retail and marketing space, of approximately 3,000 square feet.

Suite 102: A separate space of 3,000 square feet. The space will be used for marketing technology products, show cases and training. This space will also be purposed for use by community groups, for meetings and technology type activities.

- Conceptual plans and 3D renderings are to be presented and reviewed by MTA.
- Construction plans and documents to be used for bidding of interior construction for the project: These plans are to include all electrical, mechanical and structural, as required by permitting agencies.
- Acquisition of Permits required for this job. Availability to City Inspector upon request for plan changes or jobsite visits.
- Assistance with site visits to include meeting with contractors, inspectors, and MTA representatives as needed. Available to field questions as needed.
- Assistance with design, selection, and awarding of bids for furniture, fixtures and equipment.
- Suite 101: Will house a retail sales staff of 15-20 persons. Requirements: Three offices, a kitchenette with break area, conference-training room of approximately 10 persons and two bathrooms.
- Suite 102: Will be an “experience center.” The function for the space is twofold. MTA Marketing team to promote “tech-forward” ideas, displays, media presentations, training, etc. MTA will also provide the space to community groups for meetings and activities. Requirements: a kitchenette with adjacent lounge area, and two bathrooms.
- Additional Requirements: A utility room, shared between the units for maintenance and janitorial. It will serve as access to the electrical distribution panel, panels associated with WIFI and Telephony, HVAC and Door access. A single arctic entry area that will provide access to the individual suites that is inviting and of ample size.
- Mechanical systems are to incorporate Siemens automation product for control and/or monitoring. An AMAG card access system is to be installed to control and monitor access to the outside doors and offices. MTA will be responsible for hardware, program and design, land cables and turn up these systems.

4.0 PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals shall

not exceed twenty (20) pages in length (excluding letter of transmittal, resumes, title page(s), index/table of contents, attachments or dividers). Information in excess of those allowed will not be evaluated/scored. One page shall be interpreted as one side of single lined, typed, 8 1/2" X 11", piece of paper.

4.1 Title Page

Show the RFP number and subject, the name of your firm, address, telephone number(s), name of contact person, and date.

4.2 Table of Contents

Clearly identify the materials by section and page number.

4.3 Letter of Transmittal (Limited to two (2) pages).

- 4.3.1 Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.
- 4.3.2 Give the name(s) of the person(s) who are authorized to make representations for your firm, their titles, address, and telephone numbers.
- 4.3.3 The letter **must be signed** by a corporate officer or other individual **who has the authority to bind the firm.**

4.4 Experience

- 4.4.1 Detail the firm's experience in the same or similar areas of expertise, stability, and its adaptability to providing the required services.
- 4.4.2 Bidders are to provide examples of previous designs; particularly of similar projects.
- 4.4.3 Provide at least three (3) references for which your firm has provided the same or similar services. Include a point of contact, telephone number, and a brief description of the services provided.

4.5 Primary Account Representative's

Provide a brief description or resume of designer's experience, who will work directly on the project.

4.6 Key Project Staff and Subconsultants

Identify key project staff and subconsultants expected to provide services on behalf of the firm. Resumes should be included for each of the individuals and subconsultants referenced.

4.7 Available Resources

Provide information on resources available to your firm which indicates that you have access to the services necessary to perform the work.

4.8 Project Methodology and Approach

Provide detailed information on the firm's methodology in meeting the scope of work requirements identified in Section 3. Describe overall approach.

4.9 Fee Schedule

5.0 EVALUATION CRITERIA AND PROCESS

5.1 Criteria

The criteria to consider during evaluations, and the associated point values, are as follows:

1. Experience..... 30 points
2. Account Representatives, Key Staff, and Sub consultants 15 points
3. Available Resources 15 points
4. Methodology / Approach (SOW-Designs) 30 points
5. Fee Schedule 10 points

Total Points Available (including bonus points)..... 100 points

5.2 Qualitative Rating Factor

Firms will be ranked using the following qualitative rating factors for each RFP criteria:

- 1.0 Outstanding
- .8 Excellent
- .6 Good
- .4 Fair
- .2 Poor
- 0- Unsatisfactory

The rating factor for each criteria category will be multiplied against the points available to determine the total points for that category.

EXAMPLE: For the evaluation of the experience factor if the evaluator feels the response as provided was "Good" they would assign a "qualitative rating factor" of .6 for that criterion. The final score for that criterion would be determined by multiplying the qualitative rating factor of .6 by the maximum points available (30) and the resulting score of 18 would be assigned to the experience factor. This process would be repeated for each criterion.

5.3 Evaluation Process

Evaluation of the proposal will be performed by a committee of individuals representing MTA. The committee will rank the proposal as submitted. MTA reserves the right to award a contract solely on the written proposal.

MTA also reserves the right to request oral interviews with the highest ranked firms (short list). The purpose of the interviews with the highest ranked firms is to allow expansion upon the written responses. If interviews are conducted, a maximum of three (3) firms will be short listed. A second score sheet will be used to score those firms interviewed. The final selection will be based on the total of all evaluators scores achieved on the second rating. The same categories and point ranges will be used during the second evaluation as for the first. The highest ranked Proposer after the second scoring, if performed, may be invited to enter into final negotiations with MTA for the purposes of contract award.

6.0 SELECTION PROCESS

The Proposer with the highest total evaluation points may be invited to enter into contract negotiations with MTA. If an agreement cannot be reached, the second highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, MTA reserves the right to terminate negotiations with any Proposer should it be in MTA's best interest. MTA reserves the right to reject any and all proposals submitted.

7.0 SAMPLE CONTRACT OR MINIMUM MANDATORY CONTRACT PROVISIONS

In addition to carefully reading all of the information in the RFP, all Proposers must carefully read and review the attached sample contract (ATTACHMENT A). The successful Proposer shall be required to enter into a Contract with MTA which will be substantially similar to the sample.

Therefore, the Proposer must make any proposed changes to the sample Contract which the Proposer desires. All changes must be made legibly and conspicuously in red ink on all copies submitted. Page(s) on which the change(s) appear must be tabbed so as to be easily identified. The rationale for all changes must also be provided by the Proposer.

IF NO CHANGES ARE MADE, THE PROPOSER SHALL BE DEEMED TO HAVE ACCEPTED THE SAMPLE CONTRACT. IF CHANGES ARE MADE BY THE PROPOSER, SUCH CHANGES WILL BE CONSIDERED IN ANY NEGOTIATIONS WITH MTA. CHANGES MADE TO THE SAMPLE CONTRACT SHALL NOT BE CONSIDERED DURING PROPOSAL EVALUATIONS.

Attachments: A – Sample Contract