

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM #290 (2008-2009)

April 13, 2009

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: AWARD OF CONTRACT: TERM CONTRACT FOR SPECIAL
INSPECTION SERVICES

ASD Goal: Establish and maintain a supportive and effective learning environment by providing safe, caring, barrier-free schools. Ensure public accountability through effective consultation with the community to ensure wise use of financial resources and responsible construction and maintenance of facilities, and effective communication with students, staff, parents, community and government at all levels.

RECOMMENDATION:

It is the Administration's recommendation that the School Board approve and authorize the Superintendent to award term contracts to R&M Consultants, Inc., EMC Engineering, Inc. and DOWL-HKM, to perform International Building Code (IBC) special inspection services with an initial contract term of one year with options for three additional one-year extensions.

PERTINENT FACTS:

Special Inspection services are required by the Municipality of Anchorage in accordance with the requirements of the International Building Code, Section 1704. These special inspection services will be performed on a variety of District projects including maintenance, building system renewal and large capital projects. To ensure that timely services are available to support a multitude of district projects, these firms are recommended for selection. Firms will be selected for a project based upon capability, specialized expertise, availability, and complexity of required inspections.

A Request for Proposal (RFP) was issued on January 27, 2009, for a term contract to perform these special inspection services. Four (4) proposals were received on February 18, 2009; one proposal did not provide all pricing components as required in the RFP and was determined to be non responsive (Attachment A). In accordance with selection procedures stated in the RFP, a Selection Committee

was established to evaluate and score the proposals; this committee was composed of district Facilities Department staff and a representative from the local design and construction community. The evaluation criteria were: proposed project staff, management, workload and resources, firms experience and price which was 51 percent of the final scoring. The proposals were evaluated and ranked by technical qualification and price. Three (3) firms R&M Engineering, Inc., EMC Engineering, Inc. and DOWL-HKM are recommended to provide the IBC Special Inspection services on district projects (Attachment B).

Funding for these services will come from specific project budgets which have been budgeted for these costs. No work will occur under the Term Contract and no payment will be due until a specific task order is authorized by the Anchorage School District. Each task order will authorize the necessary special inspection services for a specific project to proceed in accordance with the Request for Proposals specifications, Municipality of Anchorage building permit requirements and project schedule.

CC/GV/RA/PC/JA/MP/jg

Attachments

Prepared by: Mike Price, Construction Manager
Jan Anderson, Contracting Coordinator
Pamela K. Chenier, Director of Purchasing/Warehouse
Ray Amsden, Director of Facilities

Approved by: George Vakalis, Assistant Superintendent of Support Services

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ABSTRACT OF PROPOSALS

Commodity or Service:	<u>Special Inspection Services Term Contract</u>
Proposals Reviewed:	<u>2 P.M., Anchorage Time February 18, 2009</u>
Number of Invitations Sent:	<u>Eleven (11)</u>
Number of Responsive Proposals Received:	<u>Three (3)</u>
Number of Non-Responsive Proposals Received:	<u>One (1)</u>
Number of "NO PROPOSAL" Received:	<u>None (0)</u>
Advertising Date:	<u>Anchorage Daily News January 28 - 30, 2009</u>
Pre-Proposal Conference Held:	<u>10 A.M., Anchorage Time February 4, 2009</u>
Addendum Issued:	<u>None issued</u>

ANCHORAGE SCHOOL DISTRICT
PURCHASING DEPARTMENT
Contracting Section
1301 Labar Street
Anchorage, Alaska 99515

TABULATION OF PROPOSALS

Opened: February 18, 2009, 2 P.M., Anchorage Time

Invitation: Special Inspection Services Term Contract

PROPOSERS

1. R & M Consultants, Inc.
9101 Vanguard Drive
Anchorage, AK 99515-3517
2. Dowl HKM
4041 B Street
Anchorage, AK 99503
3. EMC Engineering, LLC
8301 Old Seward Highway
Anchorage, AK 99518

DESCRIPTION	1	2	3
Technical Points	161.7	156.8	130.6
Price Points	160	168	204
Total Points	321.7	324.8	334.6
Recommend for Award	321.7	324.8	334.6