



**REQUEST FOR PROPOSALS
FOR THE
ADVANCING CRITICAL IMPROVEMENTS AT SAINT PAUL HARBOR**

BY THE CITY OF SAINT PAUL, ALASKA

**FOR THE
U.S. DEPARTMENT OF TRANSPORTATION MARITIME ADMINISTRATION PORT
INFRASTRUCTURE DEVELOPMENT PROGRAM, BETTER UTILIZING
INVESTMENTS TO LEVERAGE DEVELOPMENT GRANT PROGRAM, AND THE
DENALI COMMISSION**

MARCH 16, 2026

RFP NO. 26-03

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I. PROJECT DESCRIPTION

A. OVERALL PROJECT DESCRIPTION

The primary purposes of this planning project are to:

- Enhance safety by designing modern, code-compliant facilities that reduce risk to workers, residents, and harbor users.
- Improve mobility and connectivity for this remote island community by ensuring continued access to essential goods and strengthening links between the local fishing industry and global markets.
- Increase resilience and economic competitiveness by planning infrastructure that supports efficient freight and vessel operations and enables more diverse economic opportunities.
- Maintain the harbor’s state of good repair by planning for replacement of core assets that have reached the end of their useful life.

As part of the City of Saint Paul’s (“City”) broader harbor improvement and expansion goals, grant funding has been secured for the planning, design, and preconstruction of two interrelated core components:

Component 1: Planning for City South Dock Renovation & New Berthing Dolphins

Component 2: Planning for City South Dock Utilities, Realignment of Harbor Road, City North Docks & Piers, and New & Relocated Harbor Master Office

The City issues this request for proposals (“RFP”) for a qualified engineering / consulting Firm (“Firm”) to provide design services, environmental review, survey work, and preparation of construction bid documents, among other tasks, for both Components.

By completing these critical planning tasks now, the City will be prepared to move forward with construction once funding is secured—ensuring the long-term safety, reliability, and economic sustainability of its harbor and transportation system.

While this RFP is for planning multiple project components and includes several sources of funding, the City intends to negotiate and execute one contract with the selected Firm to perform the entire Scope of Work and complete all deliverables noted herein.

This RFP includes preconstruction work, including 100% design with cost estimate, environmental review, and preparation of construction bid documents, for Component 2. This design work should be completed alongside the preliminary design for Component 1, as it is not contingent upon NEPA approval.

Construction, installation, and long-term maintenance are not included in this RFP and will be procured under future contracts.

B. COMPONENT DESCRIPTIONS

Component 1: Planning for City South Dock Renovations & New Berthing Dolphins

This RFP includes the design, environmental review, and permitting components of the broader South Dock Renovations and New Berthing Dolphins project. The design will inform eventual construction and implementation to:

- Renovate the City South Dock, replacing the used vehicle tires currently being used as fenders with modern, energy-absorbing fenders; replace and upgrade the broken, missing, and substandard bull rails, ladders, and cleats; add three, 80-ton bollards for large vessel mooring; and install fire extinguishers and life rings;
- Install five side-tie berthing dolphins with energy-absorbing fenders connected by a continuous catwalk to increase the effective mooring length of the City South Dock.

Additional details on Component 1 can be found in the City’s PIDP grant application (*Attachment C*) and the Saint Paul Harbor Feasibility Study (*Attachment A*).

Component 2: Planning for South Dock Utilities, Realignment of Harbor Road, City North Dock & Piers, and New & Relocated Harbormaster Office

This component is a comprehensive planning effort that will complete all pre-construction activities needed to prepare for future harbor infrastructure upgrades.

This includes 100% design, environmental review, survey work, cost-benefit analysis, permitting, and preparation of construction bid documents for several key harbor elements, including: the City North Dock and Piers, Harbormaster Office, Harbor Road, and utilities design work (electric, water, sewer, dock lighting) for these locations. While South Dock design work was originally included in the BUILD grant application, only design of utilities for South Dock are included under Component 2.

Planning and design for Harbor Road improvements will address right-of-way needs, sightline and stormwater management, and design integration to reduce long-term maintenance burdens.

This design work should be completed alongside the preliminary design of the City South Dock project, as it is not contingent upon NEPA approval.

Additional details on Component 2 can be found in the City’s BUILD grant application (*Attachment G*) and the Saint Paul Harbor Feasibility Study (*Attachment A*).

II. PROJECT BACKGROUND

A. OVERALL BACKGROUND

The City of Saint Paul, Alaska encompasses the entirety of Saint Paul Island located in the Bering Sea in the Aleutians West Census Area and within the Aleutians Islands Recording District. The City is a municipal corporation organized in 1971 under the

laws of the State of Alaska and a second-class city managed by a City Manager and seven member elected Council. More information can be found at: www.stpaulak.com.

The harbor area has a long history of infrastructure development and environmental review. Harbor Road, which partially runs along the main breakwater, has been the subject of multiple environmental assessments conducted by the U.S. Army Corps of Engineers (USACE) and the U.S. Department of the Interior, Bureau of Indian Affairs, dating back to 1982. The first breakwater was constructed in 1983, followed by the current structure in 1989. USACE has extensively studied, designed, and built harbor elements including breakwaters, the entrance channel, and the turning basin. The original harbor design was intended to serve a fleet of 36 crab and bottom fish vessels up to 120 feet in length, with access for refrigerated cargo vessels exceeding 300 feet. Today, the inner harbor accommodates only a fraction of this intended capacity. A site visit was conducted in June 2021 to inventory the existing moorage facilities and found inadequate moorage space for larger commercial fishing vessels. The existing moorage, including the fenders, was also found to be in poor condition.

The primary traffic in Saint Paul Harbor consists of Bering Sea commercial fishing vessels. The vast majority are commercial crab harvester vessels delivering to the island's processor or visiting the harbor for emergencies, repairs, supplies, fuel, or air transport. They primarily range in length from 85 to 125 feet but can also be longer. Between 70 and 100 of these vessels fish in the waters surrounding Saint Paul Island annually, varying in number by the level of crab allowable harvest.

In 2019, the City of Saint Paul received an Economic Development Administration (EDA) Economic Adjustment Assistance grant to complete a harbor improvement and expansion feasibility study addressing both current and long-term needs. The resulting 2021 Feasibility Report (see *Attachment A*) identified a three-phase plan for harbor improvements:

Phase 1: Upgrade and expand existing inner harbor facilities to accommodate larger vessels.

Phase 2: Extend the breakwater and modify the entrance channel.

Phase 3: Relocate the harbor exit to the Salt Lagoon, expand upland areas for additional moorage, and further develop the inner harbor.

As the City and operator of the Saint Paul Harbor facilities, the City is now pursuing completion of planning and preconstruction activities for Phase 1. These efforts represent a critical step toward enhancing harbor capacity, improving vessel access, and supporting the long-term economic and operational sustainability of Saint Paul Harbor.

Conceptual design (15%) work has been completed for the City South Dock and City North Dock and Piers components, while the Harbor Road and Harbormaster Office components previously reached the 35% design stage in 2015. Foundational project elements—including the identification of infrastructure needs, project objectives and scope, stakeholder engagement, and a feasibility study—have already been completed. However, the City and Firm together will review and update all prior

planning and reinstate stakeholder and public engagement to ensure current relevance, as more than two years have passed since the last outreach effort.

The design and permitting work to be procured in this RFP, as described in the two components outlined in the summary section above, contribute to Phase 1 of the overall rehabilitation project.

The selected Firm will work closely with the City Project Team, which consists of: City Manager, Project Manager, Public Works Administrative Assistant, and Grants Coordinator.

With guidance from the City Team, the selected Firm will be expected to organize and deliver community outreach and engagement events and meetings with stakeholders of the project. Saint Paul Island has an established Harbor Planning Team and Industry Stakeholders group, which consists of the Aleut Community of Saint Paul, Central Bering Sea Fisherman's Association, Tanadgusix (TDX) Corporation, and Trident Seafoods.

B. COMPONENT BACKGROUNDS

Component 1: Planning for City South Dock Renovations & New Berthing Dolphins

Initial planning, public involvement, and conceptual design work was completed for Component 1 between 2020 and 2021 as part of the Saint Paul Harbor Improvements and Expansion Feasibility Study (*see Attachment A*).

In December 2024, the City was selected for a FY24 Port Infrastructure Development (PIDP) Grant from the US Department of Transportation's Maritime Administration (MARAD) to complete Component 1. This grant program requires that selected awardees complete all "pre-award" federal requirements prior to executing the grant agreement with MARAD, as outlined in the Scope of Services.

The City South Dock is a concrete caisson/barge unit that was built by Concrete Technology in Tacoma, Washington, towed into position, then set on the bottom and filled with gravel. The as-built drawings are dated 1989. It has a 200-foot-long face and is 40 feet wide. The top has a 6-foot tall by 2-foot-thick parapet at the dock face. Behind this is gravel-fill deck surface.

The City South Dock is the main dock for cargo and fuel barges. A significant operational constraint is the lack of moorage space. At 200 feet long, City South Dock is shorter than the 285-foot-long cargo barges that routinely use it. City South Dock has an inadequate fendering system, consisting of used vehicle tires that have been hung on chains down the face of the dock. Due to the adverse wave environment within the Harbor, existing bollards and cleats are insufficient for the mooring loads. There are several concrete-block deadmen chain anchors that have been added to the dock for enhanced mooring line capacity. There are a pair of winches and fairleads, one at each end to aid in mooring the Alaska Marine Lines (commercial freight transport) barge at the dock. The hull of the dock is in fair condition. Ladders on the face of the dock have been smashed nearly flat by vessel impact.

The planning work will evaluate improvements to City South Dock with new dolphins, ramps, catwalks, and energy-absorbing fenders, as well as expansion of moorage to accommodate increased vessel activity.

Component 2: Planning for South Dock Utilities, Realignment of Harbor Road, City North Dock & Piers, and New & Relocated Harbormaster Office

Initial planning, public involvement, and conceptual design work was completed for Component 1 between 2020 and 2021 as part of the Saint Paul Harbor Improvements and Expansion Feasibility Study (*see Attachment A*).

In January 2025, the City was selected for a FY25 Better Utilizing Investments to Leverage Development (BUILD) Grant from the US Department of Transportation's Maritime Administration (MARAD) to complete Component 2.

Component 2 focuses on planning for the improvement of the existing Saint Paul Harbor transportation infrastructure to increase safety and capacity. The planning includes improvements and realignment of the only access road through the Harbor, as well as improvements and expansion to the docks, piers, and mooring capacity for vessels. Additionally, there would be improvements and relocation of the Harbormaster Office to a safe and sustainable location, as well as preparation of an Environmental Assessment (EA) for the improvements of the Harbor Road, City North & South Docks, and Harbormaster Office.

City South Dock Utilities

Component 2 includes planning and design for the extension and upgrade of water, sewer, and electric utilities to the City South Docks.

Harbor Road

Component 2 will plan and design realignment of Harbor Road which currently has limited sight distance and blind corners. In this harbor setting, large cargo containers, machinery, and other obstructions reduce sight distance. The current road lacks clear and adequate signage and has poor drainage resulting in standing water accumulating on the road surface during heavy rainfall or high tide events. Flooding impedes traffic flow, reduces traction for vehicles, and increases the risk of vehicles becoming stuck in flooded areas, leading to accidents and road closures.

City North Docks and Piers

Damaged and deteriorating City North Docks and Piers pose significant hazards during unloading operations. This increases the risk of accidents to vessels and injuries to people. Saint Paul Harbor lacks adequate mooring facilities and protection from waves and currents. This creates a risk of vessels becoming unstable during unloading, leading to collisions with other vessels and port infrastructure.

The current inadequate capacity makes it difficult for vessels to access the docks, especially during adverse weather conditions. The limited current capacity leads to congestion which not only increases the risk of accidents such as collisions between vessels, equipment, or personnel, but also impedes the movement of cargo and make it difficult for workers to maneuver safely. The planning work will evaluate replacement of the aging North Docks and Piers with new dolphins, ramps, catwalks,

and energy-absorbing fenders, as well as expansion of facilities to accommodate increased vessel activity.

Harbormaster Office

The current Harbormaster Office is poorly located and has been repeatedly subjected to waves overtopping the breakwater. It is so heavily damaged by waves, wind, and flooding that it is unusable. Without a functioning harbormaster office, Saint Paul Harbor suffers inadequate monitoring of vessel movements, increasing the risk of collisions, groundings, or other navigational accidents. Without onsite assistance, fishermen and cargo barge operators face challenges in safely maneuvering their vessels, particularly in unfamiliar or challenging harbor environments. Component 2 will plan for a new and relocated harbormaster office.

III. PROJECT SCHEDULE

The schedule below is a preliminary draft that reflects key steps of both components as described in the Scope of Services. This is not an exhaustive list of all required activities.

Because the two components are closely interrelated and funded through separate grants, prospective bidders should anticipate areas of overlap. Bidders are encouraged to propose coordinated schedules that optimize efficiency while ensuring project quality.

The City welcomes alternative sequencing or approaches that improve the integration of both projects.

Please note that while a categorical exclusion has been received for the design phase of Component 1, the selected Firm should complete necessary EA and NEPA requirements for all portions of Component 2 and the construction portions of Component 1.

TASK NAME	2026						2027												2028			
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
COMMUNITY ENGAGEMENT & OUTREACH																						
Engagement & Outreach Activities																						
FIELD WORK																						
Environmental Site Visit																						
Design Surveying and Geotechnical																						
ENVIRONMENTAL ASSESSMENTS/NEPA COMPLETION																						
Ph 1: Determine NEPA Level of Review																						
Ph 2: Complete NEPA EA																						
LEGAL																						
Right-of-Way Determinations																						
Easements, Patents, Leases Aquired/Amended																						
Site Control & Certification Complete																						
DESIGN																						
35% Design																						
Preliminary Cost Estimate																						
65% Design																						
95% Design																						
100% Final Design																						
BENEFIT-COST ANALYSIS																						
Draft BCA																						
Final BCA																						
CONSTRUCTION BID DOCUMENTS																						
100% Cost Estimate																						
100% Specifications and Bid																						
PROJECT CLOSEOUT																						

IV. SCOPE OF SERVICES

A. OVERALL SCOPE OF WORK

This solicitation will serve as the starting point for operationalization of the \$4,052,760 awarded by the USDOT in 2025 for the Saint Paul Harbor Improvements Planning Project (Component 2) and the \$11,025,219 awarded by MARAD and the Denali Commission for planning and capital construction of the City South Dock Renovations Project (Component 1).

The initial scopes of work set forth in the grant applications have shifted due to project consolidation, and this solicitation will be funded by a portion of the three grants. The majority of the PIDP grant is reserved for the construction phase, which will be solicited separately following the completion of planning.

B. COMPONENT SCOPES OF WORK

Component 1: Planning for City South Dock Renovations & New Berthing Dolphins

The City has been approved by MARAD to proceed with accomplishing a list of “pre-award” activities, meaning some of the key activities are to be completed prior to the City receiving the grant agreement from MARAD. Therefore, the Scope of Work for Component 1 is broken down into two design phases. Progressing to phase 2 is contingent upon federal environmental review.

Component 1 Phase 1:

1) Environmental Site Visit

The Firm shall conduct an initial site visit to evaluate what is required for the project.

2) Public Involvement

The Firm will assist the City in coordinating with appropriate federal, state, and local government agencies and the public including special interest groups and organizations that could be affected by the proposed project. The Firm will be requested to work with other entities and community representatives to discuss the dock concepts to ensure community needs are met along with the needs of current facility users. The Firm will coordinate public and agency coordination and participation tasks with assistance from City staff. The Firm will attend meetings with stakeholders for both design and environmental purposes.

3) Design Surveying and Geotechnical

The Firm shall conduct onsite surveying and a geotechnical assessment of the Project site to inform the preliminary drawings, specifications, permitting and environmental portions of the project. The Firm shall:

- Design field surveying sufficient for the design of the Project.
- Develop horizontal and vertical control for the design using existing monumentation and benchmark datum.

- Identify and mark control points for future work in project construction.
- Conduct all approved topographic and property surveys and combine with available topographic surveys to create base maps for the Project.
- Conduct all approved geotechnical investigations necessary for the construction of the Project.

4) 35% Conceptual Design with Preliminary Cost Estimate

The Firm shall prepare a 35% design for Component 1, including preliminary drawings and specifications that outline the Project's scope, layout, and key components, allowing for initial cost estimates and feedback before moving to more detailed design phases. The Firm shall:

- Prepare plans and specifications based on the design review comments and local conditions. The plans shall be plan and profile type drawings prepared according to City, state, and federal standards and provisions and subject to review by USDOT and the City Attorney.
- Establish an overall programming timetable for setting out the future engineering activities.
- Prepare the final conceptual design, including a large format display board and electronic files, using the approved conceptual design and incorporating any approved revisions from the City to present at public meetings and meetings of the city council.

5) Permitting and NEPA Process

The selected Firm shall provide comprehensive technical and regulatory support to ensure full compliance with the National Environmental Policy Act (NEPA) and all applicable federal, state, and local environmental requirements.

The Firm shall:

- Coordinate with the lead federal agency to confirm the appropriate NEPA pathway (Categorical Exclusion (CE), Environmental Assessment (EA), or Environmental Impact Statement (EIS)).
- Prepare a NEPA compliance strategy, schedule, and permitting matrix identifying all required federal, state, and local approvals.
- Facilitate interagency coordination and stakeholder outreach. Develop and implement a public involvement plan.
- Document issues raised during scoping and incorporate into the environmental review framework.
- Prepare environmental review documentation, depending on the level of review required (Categorical Exclusion, Environmental Assessment, or Environmental Impact Statement).
- Conduct or manage technical studies as required. At a minimum, this Project will require:
 - Biological resources (including Section 7 Endangered Species Act compliance)
 - Cultural and historic resources (Section 106 compliance)

- Wetlands and waters (Clean Water Act compliance)
- Identify and coordinate related federal consultations and permits, integrating NEPA with other environmental laws and executive orders.
- Prepare supporting documentation for concurrent permitting processes.
- Develop mitigation measures to avoid, minimize, or compensate for impacts.
- Prepare mitigation monitoring and reporting program (MMRP), if required.
- Support incorporation of mitigation into project design and contract documents.
- Provide documentation supporting defensibility of the NEPA decision.
- Submit draft and final documents for City review in editable and publication-ready formats.

At the conclusion of Phase 1, all design materials necessary to support the National Environmental Policy Act (NEPA) review process must be submitted.

Upon completion of Phase 1 deliverables, work on Component 1 will pause while the City seeks and obtains the required approval of the completed NEPA process from the appropriate federal agencies. No additional design work for Component 1 will be authorized during this period.

Component 1 Phase 2:

Upon completion and approval of the NEPA process, the City may authorize Phase 2. Authorization of Phase 2 is contingent upon successful NEPA approval and available funding; the City reserves the right not to proceed. Phase 2 includes completion of all remaining design services required to produce fully coordinated construction documents suitable for bidding, permitting, and construction.

1) 65% Design

The selected Firm will deliver draft design drawings to the City for review and feedback. The City will provide consolidated written comments. The Firm shall incorporate agreed-upon revisions and resubmit a final 65% package for City approval. Upon written approval by the City, the Firm shall proceed to the 95% Design phase.

2) 95% Design

The selected Firm will deliver draft design drawings to the City for review and feedback. The City will provide consolidated written comments. The Firm shall incorporate agreed-upon revisions and submit a final 95% package for City approval. At this stage, only minor clarifications or corrections shall be anticipated. Scope changes initiated by the City after approval may require a contract amendment. Upon written approval by the City, the Firm shall proceed to 100% Design.

3) 100% Design

The Firm shall submit a fully coordinated 100% design drawings set suitable for bidding and permitting. The 100% submittal shall incorporate all prior approved revisions and comments.

4) Final 100% Cost Estimate

The Firm shall provide a detailed final construction cost estimate based on the 100% Construction Documents. This estimate shall represent the Firm's professional opinion of probable construction cost at the time of submission.

5) Specifications and Bid Documents for Construction

The Firm shall provide final specifications and complete bid documents ready for advertisement and publication. Upon written acceptance by the City, the documents shall be considered Issued for Construction (IFC) and authorized for release.

Component 2: Planning for City South Dock Utilities, Realignment of Harbor Road, City North Docks & Piers, and New & Relocated Harbormaster Office

Component 2 has similar core activities, as well as specific activities, for each of these four subcomponents:

2A: Planning for City South Dock Utilities

2B: Planning for the Realignment of Harbor Road

2C: Planning for Renovations to City North Docks & Piers

2D: Planning for a New & Relocated Harbormaster Office

General core activities for all four subcomponents include the following:

1) Environmental Site Visit

The selected Firm shall conduct an initial site visit to evaluate what is required for each of the four subcomponents of Component 2.

2) Public Involvement

The selected Firm will assist the City in coordinating with appropriate federal, state, and local government agencies and the public including special interest groups and organizations that could be affected by the proposed project. The Firm will be requested to work with other entities and community representatives to discuss the dock concepts to ensure community needs are met along with the needs of current facility users. The Firm will coordinate public and agency coordination and participation tasks with assistance from City staff. The Firm will attend meetings with stakeholders for both design and environmental purposes.

3) Surveying, Geotechnical Assessments, and Topographic Surveying

The Firm shall conduct onsite surveying and geotechnical assessments of the each of the four subcomponent sites to inform the preliminary drawings, specifications, permitting and environmental portions of the project. The Firm shall:

- Conduct all approved topographic and property surveys and combine with available topographic surveys to create base maps for the Project.
- Conduct all approved geotechnical investigations necessary for the construction of the Project.
- Design field surveying shall be sufficient for the design of the Project.

- Develop horizontal and vertical control for the design using existing monumentation and benchmark datum.
- Identify and mark control points for future work in project construction.

4) Permitting and NEPA Process

The selected Firm shall provide comprehensive technical and regulatory support to ensure full compliance with the National Environmental Policy Act (NEPA) and all applicable federal, state, and local environmental requirements, for each of the four subcomponents of Component 2. This will include:

- Coordinate with the lead federal agency to confirm the appropriate NEPA pathway (Categorical Exclusion (CE), Environmental Assessment (EA), or Environmental Impact Statement (EIS)).
- Prepare a NEPA compliance strategy, schedule, and permitting matrix identifying all required federal, state, and local approvals.
- Facilitate interagency coordination and stakeholder outreach. Develop and implement a public involvement plan.
- Document issues raised during scoping and incorporate into the environmental review framework.
- Prepare environmental review documentation, depending on the level of review required (Categorical Exclusion, Environmental Assessment, or Environmental Impact Statement).
- Conduct or manage technical studies as required. At a minimum, this Project will require:
 - Biological resources (including Section 7 Endangered Species Act compliance)
 - Cultural and historic resources (Section 106 compliance)
 - Wetlands and waters (Clean Water Act compliance)
- Identify and coordinate related federal consultations and permits, integrating NEPA with other environmental laws and executive orders.
- Prepare supporting documentation for concurrent permitting processes.
- Develop mitigation measures to avoid, minimize, or compensate for impacts. Prepare mitigation monitoring and reporting program (MMRP), if required.
- Support incorporation of mitigation into project design and contract documents.
- Provide documentation supporting defensibility of the NEPA decision.
- Submit draft and final documents for City review in editable and publication-ready formats.

5) 35% Conceptual Design with Preliminary Cost Estimate

The Firm shall update 35% design sets from 2015 and prepare updated 35% design sets for each subcomponent of Component 2. This shall include preliminary drawings and specifications that outline the Project's scope,

layout, and key components, allowing for initial cost estimates and feedback before moving to more detailed design phases. The Firm shall:

- Prepare plans and specifications based on the design review comments and local conditions. The plans shall be plan and profile type drawings prepared according to City, state, and federal standards and provisions and subject to review by USDOT and the City Attorney.
- Establish an overall programming timetable for setting out the future engineering activities.
- Prepare the final conceptual design, including a large format display board and electronic files, using the approved conceptual design and incorporating any approved revisions from the City to present at public meetings and meetings of the city council.

6) 65% Design

The selected Firm will deliver draft 65% design drawings to the City for review and feedback. The City will provide consolidated written comments. The Firm shall incorporate agreed-upon revisions and resubmit a final 65% package for City approval. Upon written approval by the City, the Firm shall proceed to the 95% Design phase.

7) 95% Design

The selected Firm will deliver draft 95% design drawings to the City for review and feedback. The City will provide consolidated written comments. The Firm shall incorporate agreed-upon revisions and submit a final 95% package for City approval. At this stage, only minor clarifications or corrections shall be anticipated. Scope changes initiated by the City after approval may require a contract amendment. Upon written approval by the City, the Firm shall proceed to 100% Design.

8) 100% Design

The Firm shall submit a fully coordinated 100% design set suitable for bidding and permitting. The 100% submittal shall incorporate all prior approved revisions and comments.

9) Final 100% Cost Estimate

The Firm shall provide a detailed final construction cost estimate based on the 100% Construction Documents. This estimate shall represent the Firm's professional opinion of probable construction cost at the time of submission.

10) Specifications and Bid Documents for Construction

The Firm shall provide final specifications and complete bid documents ready for advertisement and publication. Upon written acceptance by the City, the documents shall be considered Issued for Construction (IFC) and authorized for release.

Additional, specific activities for each of four subcomponents are as follows:

2A: Planning for City South Dock Utilities

Design of subcomponent 2A under Component 2 focuses only on the installation and expansion of water, electricity, and sewer utilities at City South Dock.

Reference Component 1 for specifics on planning and design for the rest of the City South Dock project. As previously described, they are divided due to funding sources.

2B: Planning for the Realignment of Harbor Road

Design of subcomponent 2B should consider measures to improve visibility along Harbor Road, installation of signage, traffic calming measures, warning systems; realignment away from harbor operations where heavy equipment and workers are present; and installation of proper drainage infrastructure to efficiently collect and divert surface away from the road.

Planning subcomponent 2B will also require defining and determination of Right-of-Way requirements.

Development of a Benefit-Cost Analysis for subcomponent 2B is also an expectation of this RFP.

2C: Planning for Renovations to City North Docks & Piers

Development of a Benefit-Cost Analysis for subcomponent 2C is also an expectation of this RFP.

2D: Planning for a New & Relocated Harbormaster Office

Development of a Benefit-Cost Analysis for subcomponent 2D is also an expectation of this RFP.

V. REQUEST FOR PROPOSAL CONTENT

Given the complexity of these projects, the City recommends prospective proposers perform a pre-proposal submittal site visit.

The requested proposal shall be prepared on the Firm's stationery and shall include the following items as minimal information for consideration by the City of Saint Paul:

- A. Name and address of engineering Firm submitting the proposal, Business License, Professional License and SAM Unique Entity Identifier (UEI).
- B. Description of the Firm's engineering, environmental, permitting and construction administrative services and abilities that relate directly to this Project. Provide examples of any prior design projects.
- C. Number of years Firm has been in business.
- D. Number of full-time employees employed by the Firm.
- E. Project work plan and methodology.
- F. Identify the Firm's staff that will be assigned to this project, description of their capabilities and experience, and a description of the project team's organization.
- G. Description of relevant experience, specifically with design experience and working knowledge of marine development and offshore structures in Alaskan coastal locations.
- H. Include resumes of the Firm and project team members.

- I. Provide a timeline for completing the project and meeting the requirements.
- J. Provide references from clients for whom the Firm has provided similar work. Specifically, provide three (3) business references of clients and/or individuals related to similar or remote projects. For each reference, include the person’s name, telephone number, email address and nature of reference or relationship. By submitting a reference, each Firm consents to and understands that the City will contact any listed reference and thereby waives and releases the City from all claims and liabilities arising out of such contact, to the extent permitted by law.
- K. Identify the Firms and/or consultants that will provide subcontract services for the project.
- L. Other applicable professional license numbers, classifications and expiration dates held by the Firm that are applicable to this Project.
- M. The respondent can also include a description of the Firm’s unique advantages and capabilities that differentiate it from other.
- N. The proposal shall include a detailed budget of all services provided as required by this RFP. The fee for services must be a fixed price.

VI. REQUEST FOR PROPOSAL SCHEDULE

Release of RFP	March 16, 2026
Pre-Bid Question & Answer Conference	April 6, 2026 (10:00am AKST) via Zoom https://us02web.zoom.us/j/89769381823?pwd=TeEKuKmV46NILTB1RtMEQ0F65tsMCQ.1 Meeting ID: 897 6938 1823 Passcode: 968015
Questions & Clarification Deadline	April 9, 2026 (5:00pm AKST)
Proposals Due	April 30, 2026 (5:00pm AKST)
Review & Selection of Firm	May 15, 2026
Negotiation of Contract	May 29, 2026

A. Questions and Clarifications

All questions or clarification requests must be received in writing via email by the City Manager at pazavadil@stpaulak.com no later than the due date and time indicated in the above Proposal Schedule. Answers and/or clarifications deemed of sufficient importance to the implementation of this RFP will be provided via email and posted on the RFP page of the City’s website (<https://stpaulak.com/rfps/>).

B. Requested Submittal

Firms considering submitting a proposal should visit <https://stpaulak.com/rfps/> and register as an interested vendor in order to receive notices when details of this RFP are updated and posted.

To be considered, proposals must be received via email no later than 5:00pm Alaska Standard Time on April 30, 2026. Electronic proposals should be in a single PDF

format and sent by email to pazavadil@stpaulak.com with the subject line "Bid to RFP 26-03."

VII. SELECTION CRITERIA

The City is seeking a qualified Firm with design experience and working knowledge of marine development and offshore structures in Alaskan coastal locations. The ideal consultant would be well versed with barge infrastructure and associated operational needs.

The Firm must have demonstrated experience in the following:

- Pile-supported fixed structures, specifically berthing dolphins in Alaska’s marine environment.
- Energy absorbing fender structures.
- Driven piles, rock sockets, and grouted tension anchor systems for steel pile foundations.
- Reinforced concrete and steel structures.
- Offshore embankments and associated rock slope protection in marine environments.
- Geotechnical field investigations.
- Topographic and bathymetric surveying.
- Meta ocean analysis to determine wave heights at the facilities and forces against the structures.
- Wave attenuation.
- Electrical systems in a marine environment.
- Technical assistance to support the environmental review and permitting efforts including preparation of an Environmental Assessment.
- Building, design, and construction of roadways and structures

Proposals should address expertise and experience to accomplish the full scope of services. Proposals will be reviewed for completeness and qualifications.

Final selection of a Firm for contract negotiations will be made based on the following criteria:

Criteria	Scoring
<p><u>Capacity and experience of the proposer</u></p> <ul style="list-style-type: none"> • Proposer has provided evidence of experience managing maritime projects of a similar type and complexity • Proposer has provided evidence of experience managing similar projects in rural, remote, and coastal Alaska • Proposer has demonstrated relevant technical or data analysis expertise • Proposer is likely to be effective at coordinating and collaborating with key stakeholders, including facilitating public meetings • References and/or experience with government and private clients provide positive feedback of the proposer’s ability to 	<p>Max score <u>50</u> points</p> <p>Each bullet is worth up to 10 points</p>

<p>deliver, and of their experience working with the proposer. References provide positive feedback of the proposer’s ability to stay on schedule, stay within budget, provide monthly reports and invoices, and maintain regular communication with management team</p>	
<p><u>Proposed approach or solution and project management</u></p> <p>Timeline & Scope</p> <ul style="list-style-type: none"> • Proposal is aligned with RFP goals and scope of work and likely to successfully achieve them • Proposal effectively integrates the two project components and deconflicts when possible • Proposed timeline is realistic <p>Project Management & Reporting</p> <ul style="list-style-type: none"> • Staffing plan includes individuals with the qualifications and ability to complete the project, including specific experience in remote Alaska, the Bering Seas, and/or Saint Paul Island. • Project management approach aligns with program needs and organizational culture • Proposal for data collection, analysis, and reporting meets administrative requirements and performance tracking needs of the program 	<p>Max score <u>40</u> points</p> <p>Timeline & Scope: Up to 20 points</p> <p>Project Management & Reporting: Up to 20 points</p>
<p><u>Price</u></p> <ul style="list-style-type: none"> • Reasonableness of cost • Allocation of resources within the proposed budget 	<p>Max score <u>10</u> points</p>

VIII. TERMS AND CONDITIONS

The following terms and conditions apply to all proposals:

- A. **Reservation of Rights**: The City reserves the right to reject all proposals submitted; to select one or more responding parties; to void this RFP and the review process and/or terminate negotiations at any time; to select separate responding parties for various components of the scope of services; and to select a final party/parties from among the proposals received in response to this RFP. Additionally, all RFP project elements, requirements and schedules are subject to change and modification. The City also reserves the unqualified right to modify, suspend, or terminate at its sole discretion all aspects of this RFP process, to obtain further information from all responding parties, and to waive any defects as to form or content of the RFP or any responses by any party.
- B. This RFP does not commit the City to award a contract, defray any costs incurred in the preparation of a response to this RFP, or contract for any services. All submitted responses to this RFP become the property of the City as public

records. All proposals may be subject to public review, on request, unless exempted as discussed elsewhere in this RFP.

- C. By accepting this RFP and/or submitting a proposal in response thereto, each responding party agrees for itself, its successors and assigns, to hold the City, and all of their various agents, council members, consultants, attorneys, and employees harmless from and against any and all claims and demands of whatever nature or type, which any such responding company, its representatives, agents, Firms, successors or assigns may have against any of them as a result of issuing this RFP, revising this RFP, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a responding party/parties or negotiating or executing an agreement incorporating the commitments of the selected responding party.
- D. By submitting responses, each responding party acknowledges having read this RFP in its entirety and agrees to all terms and conditions set out in this RFP.
- E. Responses shall be open and valid for a period of ninety (90) days from the due date of this RFP.
- F. Professional Licenses and Certifications: To be qualified to participate in the RFP process, a Firm must possess all appropriate license(s) and certification(s) necessary to legally design and construct the Project and submit evidence of having such license(s) and certifications with its response to this RFP. Alaska professional engineering licenses will be required for all Civil, Electrical and Mechanical Engineering performed.
- G. Assignment: The successful Firm will not assign, transfer, or convey any interest in this RFP process, the RFP process, or any contract that may result therefrom, and any such attempt shall be null, void, and of no effect. The successful Firm shall be solely responsible for the satisfactory work performance of all personnel engaged in performing the required work, including Firm's authorized subcontractors and subconsultants. All work shall be performed by the successful Firm or under the Firm's direct supervision, and all personnel shall possess the qualifications, permits, and licenses required by state and local law to perform such services. The successful Firm shall be responsible for payment of all employees' wages and benefits and shall comply with all the requirements pertaining to employer's liability, workers' compensation, unemployment insurance, and Social Security. By submitting a response to this RFP, the Firm certifies that it is aware of all the provision of Alaska Labor Code and agrees to comply with such provisions during this RFP process, the RFP process if successful, and before commencing performance of any work pursuant to a contract, if one is awarded.
- H. Equal Opportunity: The City requires all proposers to comply with equal opportunity policies. Contracts are open to all persons without regard to race, color, religion, creed, sex, sexual orientation, gender identity, age, ancestry, national origin, disability, or veteran status in consideration of this award, or political affiliation.

- I. Safety: To be qualified, the Firm must have an “acceptable safety record”, including no record of errors and omissions claims, have not been a party to any class action suits relating to design of projects of this type, and not been held liable in any lawsuits relating to similar design services. The City reserves the right to request proof of no claims from insurance providers and to search public databases for claims or other judgements. By submitting a response to this RFP, the respondent certifies that there are no outstanding, pending, or past claims or judgements. Failure to disclose any claims or other issues will be grounds for disqualification.

IX. FUNDING AGENCY REQUIREMENTS

This Project is funded by three grants:

- Better Utilizing Investments to Leverage Development (BUILD) FY 2025 grant from the U.S. Department of Transportation Maritime Administration (MARAD),
- Port Infrastructure Development Program (PIDP) FY 2024 grant from the U.S. Department of Transportation Maritime Administration (MARAD), and
- The Denali Commission.

As such, the selected bid, which results in a Professional Services Agreement (PSA) Contract between the selected Firm and the City, will require the executed PSA or Contract be reviewed by the City’s attorney.

As the City is the Recipient of federal funding, the City must comply with federal grant requirements. It is mandatory that the City pass through to contractors and firms those same requirements. The selected Firm will be required to do the same for subcontractors.

The following list is not exhaustive. The selected Firm is responsible for ensuring that all services provided for the Project comply with all grant requirements and reporting.

A. Reporting

The selected Firm will be required to separately track, document, and report activities, costs, and deliverables to the applicable entities and funding sources for each project. As outlined in the schedule, work for both components should occur in parallel. The selected Firm will be required to submit a report not less frequently than monthly to the City covering the general progress of the job and describing any problems or factors contributing to delay.

B. Preparation and Submission of Required Permitting

The selected Firm will be expected to prepare and submit permitting documents, which involve detailing the purpose and need for the proposed action, considering alternatives, and assessing potential environmental impacts. Additionally, the Firm will draft a US Army Corps of Engineers Individual Permit application and associated drawings for the City to review.

C. Preparation and Submission of NEPA Documents

The selected Firm will be expected to prepare and submit NEPA documents in accordance with grant requirements for the purpose and the proposed Project

actions, considering alternatives, and assessing potential environmental impacts. Additionally, the Firm will involve the public and consult with relevant organizations and agencies regarding the Area of Potential Effect. *Attachment F* describes MARAD's updated NEPA process.

D. Preparation and Submissions of Section 106 Documents

The selected Firm will be expected to prepare and submit Section 106 documents in accordance with grant requirements for the purpose of determining if the Project may affect historic properties. Additionally, the Firm shall notify consulting parties and gather necessary documentation for the review process as well as gather public input before making final decisions.

E. Preparation and Submission of Section 7 – Endangered Species Act Documents

The selected Firm will be expected to prepare and submit Section 7 documents in accordance with grant requirements for the purpose of determining if the Project may affect endangered species in the Project location. Specifically, the selected Firm shall consult with NOAA, USFWS, and ADFG. Additionally, the Firm shall notify consulting parties and gather necessary documentation for the review process as well as gather public input before making final decisions.

F. Compliance with Title VI Requirements

The selected Firm will be expected to prepare and submit Title VI of the Civil Rights Act, (42 U.S.C. 20000d to 2000d-4a), documents (see *Attachment M*) in accordance with grant requirements for the purpose of understanding the prohibition of discrimination based on race, color, or national origin relation to the Project to ensure that all recipients of funding from this Project are aware of their responsibilities and establishing procedures for filing complaints.

G. Minimum Wage Rates

This Project is subject to prevailing wages relating to the Davis Bacon Act, Pamphlet 600, Issue 51 (see *Attachment L*).

The selected Firm will be expected to include, in all contracts in excess of \$2,000 for work on the Project that involves labor, provisions establishing minimum rates of wages, to be predetermined by the United States Secretary of Labor, in accordance with the Davis-Bacon Act, 40 U.S.C. 3141–3148, that contractors shall pay to skilled and unskilled labor, and such minimum rates shall be stated in the invitation for bids and shall be included in proposals or bids for the work.

H. Buy America, Build America Act (BABAA)

This Project is “an infrastructure project” subject to the Buy America, Build America Act. As such, all iron, steel, manufactured products, and construction materials used in the Project are subject to the domestic content procurement preference in the grant award terms and conditions.

Under 2 CFR 200.322, as appropriate and to the extent consistent with law, the selected Firm will, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the

United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The selected Firm shall include the requirements of 2 CFR 200.322 in all subcontracts and purchase orders for work or products under this Project.

I. Small and Disadvantaged Business Requirements

The selected Firm will make every good faith effort to contract with DBE's whenever procuring a subcontractor, equipment, services and supplies.

J. Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment

The selected Firm will be expected to acknowledge that Section 889 of Pub. L. No. 115-232 and 2 CFR 200.216 prohibit the Firm and all subcontractors from procuring or obtaining certain telecommunications and video surveillance services or equipment under this Project.

K. Bid Bond

Bidder must supply a Bid Bond guarantee of 5% of the bid price. The bid guarantee may be in the form of a bid bond, certified check, or other negotiable instrument. See *Attachment P* for Insurance and Bonding Requirements.

L. Procurement

The selected Firm will be expected to adhere to the standards for procurement as outlined in EPA's Best Practices Guide for Procurement, Services, Supplies and Equipment, revised September, 2025, included as *Attachment O*.

M. Insurance Requirements

Insurance is required per CFR Title 7, Subtitle B, Ch. XVIII, Part 1788, Subpart B, Section 1788.11. See *Attachment P* for Insurance and Bonding Requirements. The selected Firm agrees to obtain and maintain insurance as per federal requirements. A Certificate of Insurance will be required from the selected Firm naming the City of Saint Paul Alaska, U.S. Dept. of Transportation Maritime Administration, and the Denali Commission as additional insured.

X. ATTACHMENTS

- Attachment A: Saint Paul Harbor Improvement and Expansion Feasibility Study 2021
- Attachment B: Saint Paul Harbor Project Component Photos and Maps
- Attachment C: City of Saint Paul FY24 PIDP Grant Application
- Attachment D: City of Saint Paul FY24 PIDP Award Selection Letter
- Attachment E: FY24 PIDP General Terms and Conditions (MARAD)
- Attachment F: MARAD NEPA Process
- Attachment G: City of Saint Paul FY24 BUILD Grant Application

- Attachment H: City of Saint Paul FY25 BUILD Grant Agreement
- Attachment I: FY25 BUILD Grant General Terms and Conditions (USDOT)
- Attachment J: USDOT Order 1050
- Attachment K: USDOT Order 5610.1D
- Attachment L: Davis Bacon DOL Pamphlet 600, Issue 51
- Attachment M: Title VI Contractor Evaluation Letter and Form
- Attachment N: City of Saint Paul 2026 Master Rate Schedule
- Attachment O: EPA Best Practices Guide for Procurement
- Attachment P: Insurance and Bonding Requirements