



Municipality of Anchorage

Suzanne LaFrance, Mayor
Purchasing Department

February 11, 2025
REQUEST FOR PROPOSAL
RFP 2025P007

Provide Office Space for an Alternative or Renewed City Hall The

Municipality of Anchorage is an equal opportunity employer. Enclosed is pertinent information for use in preparing your proposal.

Pre-Proposal Conference:	2:00 P.M. Local Time, February 24, 2025
Site Visit:	10:00 A.M. Local Time, February 24, 2025
Questions Due:	12:00 P.M. Local Time, February 25, 2025
Proposals Due:	12:00 P.M. Local Time, March 12, 2025

Electronic Submission through BidExpress at [Bid Express :: Municipality of Anchorage](#) or submission through Sealed Envelope with ONE SIGNED ORIGINAL, single sided, unbound, of your proposal and, a flash-drive containing a PDF copy of the complete proposal, including attachments must also be provided.

If applicable, the call-in phone number for Pre-Bid Conferences is 907-343-6089. Conference lines are opened 5 minutes prior to the Pre-Bid Conference times. To attend meetings in person; you may do so at 632 W. 6th Avenue, Suite 520, Anchorage, AK 99501. FOR AUXILIARY AIDS, SERVICES, OR SPECIAL MODIFICATIONS TO PARTICIPATE PLEASE CONTACT THE PURCHASING DEPARTMENT TO REQUEST REASONABLE ACCOMMODATIONS AT 907-343-4590; OR wwpur@muni.org

For further information contact Purchasing at (907) 343-4590 or email wwpur@muni.org. All correspondence should include the RFP number and title.

The Municipality of Anchorage reserves the right to reject any and all proposals and to waive any informalities in procedures.

Sincerely,

Kimberly Ovsepyan
RFP Buyer



Purchasing

MUNICIPALITY OF ANCHORAGE

The Municipality of Anchorage Purchasing Department is pleased to announce that we will begin using the Bid Express® service at www.bidexpress.com.

Electronic submission for Invitations to Bid and Requests for Quote are being accepted as of September 1, 2024, with Requests for Proposal, Requests for Grant Proposal, and Construction Invitations to Bid expected to be accepted by January 1, 2025.

Electronic bid submission:

- **allows for digitally-signed bids**
- **eliminates costs for delivery of bid packages**
- **provides error checking and alerts to omissions before submission**
- **easily accommodates last-minute changes and price cuts**
- **automates email notifications to alert vendors of solicitation postings and solicitation changes**

If you are not a current user, please register for a free vendor account to reference the Municipality of Anchorage's upcoming advertisements.

For more information about the service, please refer to the Bid Express service's Knowledge Center [here](#) to get started.

For technical assistance, please call the service's Customer Success team at 888-352-2439, available Monday - Friday from 7:00 am – 8:00 pm (EST). You can also email them at bidexpress.support@infotechinc.com.

Additional information and notices of solicitation opportunities will be posted on the Purchasing webpage at Muni.org.

Request for Proposals

2025P007

Provide Office Space for an Alternative or Renewed City Hall

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1.0 GENERAL INFORMATION

1.1 Purpose

The Municipality of Anchorage is soliciting proposals to provide adequate office space for an alternative or renewed City Hall. The goals of this RFP are to:

- Identify prospective locations and facility concept for an alternative or renewed City Hall, confirm the feasibility for each prospective location and facility concept with respect to established criteria and understand the advantages and disadvantages of each proposed location and facility concept.
- For each prospective location and facility concept, identify the order-of-magnitude development costs, as well as any proposed terms for any conceptual agreements, as discussed in section 3.5 of this RFP.
- Identify prospective proposers, with or without development teams, as discussed in sections 3.1, 4.4.1, and 4.4.2 of this RFP, and evaluate their credentials and experience in similar projects.

1.2 Background

The current City Hall building is located at 632 West 6th Avenue, within the Downtown Community Council District. The structure was built in 1962, is owned by Anchorage Public Private Partnership LLC and leased to the Municipality of Anchorage. The current lease was most recently renewed in 2002, is set to expire December 31, 2026 and affords the municipality an option to purchase the current City Hall building for

97% of the fair market value of the unencumbered fee interest. This RFP is occasioned by the upcoming expiration of the current lease.

The current City Hall has a gross building area (GBA) of 145,416 square feet and provides 132,674 square feet of rentable office space according to a 2024 appraisal. Approximately 375 municipal employees are located at City Hall. Departments and services located in City Hall include:

- Ground floor rental space: café
- Assembly: Ombudsman/Municipal Clerk
- Equal Rights Commission
- Legal
- Payments/Billing: taxes/fines/fees/traffic violations, restitution, court costs
- IT Department/Technology support
- Finance/Treasury: Accounting/Purchasing/Controller/Revenue Management/Property Appraisal
- Human Resources
- Internal Audit
- Risk Management/Safety
- Training Rooms/Technical Training Lab
- Office of the Mayor
- Chief Fiscal Officer
- Chief Administrative Officer
- Municipal Manager
- Management & Budget
- Parks & Recreation

Floor plans are available upon request.

Proposers must propose a solution that affords adequate space for the above-listed departments and their employees that exist on December 31, 2026 to seamlessly continue in-person operations on January 1, 2027.

Proposers may, but are not required to, propose a solution that closely approximates the current configuration of City Hall, as it exists today.

Proposals may include and combination of the following:

- Propose an alternate City Hall building to purchase or lease;
 - The proposed alternative City Hall could be a new building or an existing building.
- Propose to purchase the current City Hall building;
- Propose a new lease for the current City Hall building;

Alternatively, a proposer's solutions may:

- Anticipate increased use of telework arrangements by municipal employees

- Involve co-locating the Anchorage Health Department within City Hall and/or
- Require use of currently vacant space at the Municipality's Planning and Permitting Center

Regarding the second option, the Anchorage Health Department is presently located at 825 L Street, Anchorage, AK 99501. 825 L Street has a GBA of 71,691 square feet and approximately 126 municipal employees are located at the Anchorage Health Department. To complete its mission, the Health Department requires 17,000 square feet of space specifically for medical clinics and WIC program. Floor plans are available upon request.

Regarding the last option, the Municipality's Planning and Permitting Center currently has areas of vacant space that may be suitable for use. Floor plans are available upon request.

Given the current lease terms, it is in the best interest of the Municipality to evaluate both modernization of the current City Hall building and possible alternative locations to the current space.

1.3 Questions

Any questions regarding this Request for Proposal are to be submitted in writing through the **question and answer section of the solicitation on BidExpress** or in **writing via: wwpur@muni.org**

For ease of identification please identify the RFP number in the subject line of any correspondence.

Purchasing Office hours of operation are: 8:00 a.m. to 5:00 p.m. local time Monday through Friday, excluding Municipal holidays. All questions must be received prior to the deadline indicated on the RFP cover letter.

1.4 Preparation Costs

The Municipality will 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 60 calendar days following the submission date.

2.3 Confidentiality

The content of all proposals will be kept confidential until the selection of the Contractor is publicly announced. At that time the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

2.4 Proposal Format

Proposals are to be prepared in such a way as to provide a straightforward, 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 (electronically through BidExpress or manually/DocuSign) 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. Signature on the "Letter of Transmittal" (See Para 4.3) will meet this requirement.

Failure to sign the Proposal is grounds for rejection. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

2.6 Proposal Submission Requirements

2.6.1 Electronic Submission through BidExpress

2.6.1.1 [Bid Express :: Municipality of Anchorage](#)

2.6.2 Submission through Sealed envelope

2.6.2.1 ONE ORIGINAL, single sided unbound of the proposal must be received by the Municipality prior to the date and time specified in the cover letter.

2.6.2.2 IN ADDITION to the copies required by paragraph 2.6.2.1 above, provide a flash drive containing a PDF copy of the complete proposal, including attachments.

2.6.2.3 All copies of the proposals shall be submitted in a single sealed cover which shall be plainly marked as a Request for Proposal Response with the Number and Title prominently displayed on the outside of the package.

2.6.2.4 Proposals must be delivered or mailed to:

**Physical Address
Municipality of Anchorage
Purchasing Department
632 W. Sixth Avenue, Suite 520
Anchorage, AK 99501**

2.6.3 Faxed or emailed proposals will NOT be accepted.

2.7 News Releases

News releases by or on the behalf of any proposer pertaining to the award resulting from the RFP shall not be made without prior written approval of the Municipal Purchasing Director.

2.8 Disposition of Proposals

All materials submitted in response to this RFP will become the property of the Municipality of Anchorage. One copy of the submitted material shall be retained for the official files of the Purchasing Department and will become public record after award of the Contract.

2.9 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Municipality.

2.10 Modification/Withdrawal of Proposals

A proposer 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 proposer may thereafter submit a new proposal prior to the final submission date; or submit written modification or addition to a 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 submission date, except for modifications requested by the Municipality after the date of receipt and following oral presentations.

Modifications to electronically-submitted proposals may be made any time prior to the proposal deadline using BidExpress.

2.11 Late Submissions

PROPOSALS NOT RECEIVED BY THE DATE AND TIME AND AT THE LOCATION SPECIFIED IN THE RFP COVER LETTER WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED.

2.12 Rejection of Proposals

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

2.13 Equal Employment Opportunity Contract Compliance

2.13.1 Every municipal contract shall include language substantially the same as the following: "The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability. The contractor will comply with all laws concerning the prohibition of discrimination including, but not limited to, Title 5 and Title 7 of the Anchorage Municipal Code."

2.13.2 Every municipal contract shall state, in all solicitations or advertisements for employees to work under the contract, that all qualified applicants will receive consideration for employment without regard to race, color, religion, national

origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability.

2.14 Confidential/Proprietary Information

The content of proposals will be kept confidential until the selection of the Contractor is announced. At that time, the selected proposal is open for review to the competing proposers only (except for information properly identified as being proprietary). After the award of the contract, all submitted proposals shall become public information except for properly identified proprietary information. If a proposer wishes individual pages, which contain actual business, proprietary information to be held confidential, each page must be marked and an explanation furnished of its proprietary nature. In addition to marking individual pages, the Proposal's Cover must also be annotated with the words "THIS PROPOSAL CONTAINS PROPRIETARY INFORMATION". "Confidential and Proprietary" information is not meant to include any information which, at the time of disclosure, is generally known by the public and/or competitors. MOA's ability to treat information submitted as confidential is limited by Anchorage Municipal Code. Proposers concerned with the confidentiality of information submitted should familiarize themselves with the following Anchorage Municipal Code provisions:

- AMC 3.90 Access to Public Records
- AMC 3.90.010 Policy
- AMC 3.90.020 Definitions
- AMC 3.90.030 Information Available to the Public
- AMC 3.90.040 Exemptions for Particular Records

3.0 SCOPE OF WORK

3.1 The Project.

The purpose and intent of this RFP is to solicit proposals from proposers to provide adequate office space for an alternative or renewed City Hall. The goals of this RFP are to:

- Identify prospective locations and facility concept for an alternative or renewed City Hall, confirm the feasibility for each prospective location and facility concept with respect to established criteria and understand the advantages and disadvantages of each proposed location and facility concept.
- For each prospective location and facility concept, identify the order-of-magnitude development costs, as well as any proposed terms for any conceptual agreements, as discussed in section 3.5 of this RFP.
- Identify prospective proposers, with or without development teams, as discussed in sections 3.1, 4.4.1, and 4.4.2 of this RFP, and evaluate their credentials and experience in similar projects.

In proposals to provide adequate office space, the Municipality wants to provide as much creativity and flexibility as possible to proposers and would consider the following options for the project:

- redevelop/redesign the current City Hall building or develop/design a new location.

This RFP seeks a proposal that includes facility development and depending on the proposal type (lease, purchase, new build), operations. The Municipality would like to provide as much flexibility to manage all aspects of the project. Additionally, the Municipality believes that a better project can be designed by having operating requirements built into the project from the beginning. Lastly, this option is being provided to allow proposers to be flexible in managing the facility. They may combine management with other facilities and seek an operator that they feel is best qualified to manage the facility. Proposals should include a professional space needs assessment, planning, initial design concepts, and cost estimates for relocation of employees. The facility could be either new construction or redevelopment of an existing structure. Respondents shall develop a work plan and schedule which delineates the approach to be undertaken to complete the professional services.

3.1.1 Development Team and Management Plan

Development Team: Because of the complexity of the project, the MOA has determined that most traditional firms or organizations may not be able to submit a proposal without a development team, which includes various experts who may handle different or specific parts of the project.

The development team may be a joint venture, limited partnership, limited liability company, or other structure. The development team shall have an entity (organization or firm) that will hold overall responsibility for the entire project, The development team should have a lead staff (one organization or firm) for each element of the project.

The development team shall include, at a minimum, the entity that will hold overall responsibility for the entire project, the financial lead, the general contractor, the architect, and the property manager / operator.

Management Plan: Again, because of the complexity of the project and because of the importance of a proposed solution that affords adequate space for the Municipal departments (listed in section 1.2 of this RFP) and their employees that exist on December 31, 2026 to seamlessly continue in-person operations on January 1, 2027, the Municipality would like to provide as much flexibility and creativity as possible to proposers to manage all aspects of the project as detailed in this RFP.

3.2 Site Concepts

The proposal should include initial development and design concepts that include the following minimum requirements:

3.2.1 Located within the Municipality of Anchorage

Priority will be given to proposals in which City Hall is located within downtown Anchorage defined as Ship Creek to the north, Ingra Street to the east, 9th Avenue to the south and L Street to the west. Proposers are free to site City Hall in a manner that provides accessibility for employees and the public. The proposed location could either be new construction or the redevelopment of an existing structure.

Any proposed site must be under control of the proposer. While that does not require outright ownership – proposers must demonstrate that the location is under some form of site control, either through contract or other option should the proposal be selected to advance to Phase 2 and beyond.

3.2.2 Approximately 150,000 square feet Net Rentable Area

The proposal shall include approximately 150,000 square feet of net rentable space.

Any proposed site must consider the Municipality's organizational structure and relationships, existing staffing/programs and future planning, space allocation criteria, building codes and access, furniture standards, circulation and workflow, design considerations, security, technology requirements, and accommodations for future growth needs.

3.2.3 Public Transportation and Parking

Access to ground transportation systems, including both private vehicle access and public transportation systems must be addressed. The proposal should be specific regarding how employees and the general public will access City Hall through the use of existing public transit and parking facilities or the development of new public transit and parking facilities.

3.2.3.1 Access to Transportation

Proposers must address how the proposed site relates to existing road systems, traffic control, and public transportation routes. If these services and improvements are not immediately available to the proposed site, the proposal must address how the site will be developed to include such features. Indicate how roads may be extended or modified to allow ease of access. Indicate if existing public transportation routes and stops will need to be modified to provide

ready access to the site. A complete traffic analysis is not required at this time. However, sufficient information must be provided to assess the probable traffic impacts of the facility.

3.2.3.2 Parking Facilities

Provide information regarding either adjacency to existing parking facilities or proposed solutions to provide adequate parking for City Hall. Although surface parking will be considered acceptable, there is a preference for innovative solutions to the parking requirements. The use of underground parking and/or multi-level parking structures on, or off, site is encouraged to minimize the footprint of the parking facilities and improve the ease of access. It is preferred that any new parking facility developed to serve City Hall be managed as an open public facility. The Anchorage Parking Authority is available to operate the facility within the existing public parking system.

3.3 Cost Estimating

Included with the Site Concepts in 3.2 of this RFP, proposers shall prepare a total project cost estimate for the architectural design, engineering, and construction components of the project. The required costs should include, but are not limited to the following:

- “Soft” project costs (include but not limited to): architectural and engineering, environmental clearance, permitting and regulatory approvals, third-party testing/consulting, etc.
- Cost estimates for land acquisition, utility extensions and connections, and other major off-site improvements.
- Cost estimates to construct any improvements.

All other costs of the project detailed throughout this RFP (include but not limited to) initial design concepts, cost estimates for relocation of employees, and other considerations such as furniture standards, security, technology, operations and maintenance.

3.4 Public Financing

The Municipality will consider the provision of assistance for project financing. While proposers are not required to prepare and submit a detailed financing plan as part of this RFP, proposers shall indicate any requirements for municipal assistance in financing project development. Where assistance is requested, proposers shall identify specific needs, such as short-term bridge financing, permanent financing, lease-purchase arrangements, capital bonds and/or other options.

More financial detail in terms of operating revenues and expenses for the proposed location and facility will be required as the project moves forward.

3.5 Conceptual Agreements

Operations and Maintenance of the proposed location. Proposals should provide the framework for any conceptual agreement or contract between the Municipality of Anchorage and the entity, organization, or operator who will be providing the on-going operations and maintenance of the facility.

Lease or Transfer of Ownership of the proposed location. Proposals should also provide a framework for any conceptual agreement, such as a lease or transfer of ownership between the Municipality of Anchorage and the entity, organization, or operator providing the lease or sale of the location.

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, required attachments, or dividers). One page shall be interpreted as one side, single-spaced, letter size (8-1/2" X 11") sheet of paper, **or its electronic equivalent**. Excess pages will be removed prior to evaluation, which could result in incomplete responses and lower scores.

4.1 Title Page

Include the RFP number and subject, the name of your organization or firm, address, telephone number(s), name of contact person, contact information (phone number, email address), and date.

4.2 Table of Contents

List the proposal's sections with page numbers. Include the page numbers for each RFP Evaluation Criterion.

4.3 Letter of Transmittal (Limited to one (1) page).

4.3.1 Briefly state your organization or firm's understanding of the goods or services to be provided and make a positive commitment to provide the goods or services as specified.

4.3.2 List your organization or firm's contact for this RFP along with their phone number and email address.

4.3.3 Provide the name(s) of the person(s) who are authorized to make representations for your organization or firm, their titles, address, email, and telephone numbers.

4.3.4 The letter of transmittal must be signed by a corporate officer or other individual who has the authority to bind the organization or firm.

4.4 Evaluation Criteria

4.4.1 Development Team Qualifications and Structure

Provide a detailed summary of the Development Team. Provide a description of the proposed legal structure of the team (i.e. joint venture, limited partnership, limited liability company, etc.) and a team organizational structure chart. The summary should include lead staff (organization or firm) for each element of the project, information on the organization or firm and resumes of key staff. If associates within the organization or firm are to be involved, provide specifics of their roles, responsibilities, and resumes.

Provide a description of each of the key members of the development team. At a minimum identify the entity that will hold overall responsibility for the entire project, the financial lead, the general contractor, the architect, and the property manager / operator. Provide resumes of the individuals who will be assigned to the project for each of these entities. Verify the availability of these individuals and that they will not change without the consent of the Municipality. This section should also indicate any certifications and registrations possessed by the organization, firm, or individuals.

4.4.2 Development Team Experience

Provide the organization or firm's development experience with comparable public / private downtown developments. Descriptions of former projects should include dates, nature of involvement from a financial standpoint; from a management and implementation standpoint; implemented developments; sizes and uses; dates of completion, and references with telephone numbers.

Provide a listing of projects of this type completed in the last 10 years. Provide details regarding your organization or firm's specific contractual roles and responsibilities. Include the names, addresses, and phone numbers of owner references for each project. Provide a description of your organization or firm's approach to providing design-build services. Describe how you perform design review, document coordination, constructability review, value engineering, permitting and subcontract preparation and packaging. Describe your experience working in a team approach with the owner and your

development team to achieve the best facility possible within the established time frame and budget.

Provide a summary of facilities that the organization or firm is currently managing or has managed for owners under long term leases. Include names, addresses and phone numbers for major tenants of these facilities. Provide information relative to the proposer's experience and ability to maintain and operate public facilities. Provide names, addresses and phone numbers of where these services are being, or have been, provided.

4.4.3 Narrative Describing Proposed Project

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

- Provide project details and describe how it meets the requirements outline in Section 3.0 above.
- Proposers are required to identify the site for the proposed location. The size of the site, and the current condition of the site (cleared, natural, developed, etc.), must be provided.
- Gross square footage and building height (total feet and number of stories).
- Access to public transportation and parking facilities.
- Describe the utilization of the site and if all or only portions of the site will be incorporated.
- Describe how the project will exist in context with adjacent buildings, public amenities, and other uses.
- Explain how the proposal is consistent, or in tension, with adopted plans and ordinances, in addition to other external community documents consistent with MOA policies.
 - Other:
 - Describe your proposed Security plan:
 - Explain your system to restrict building access to authorized personnel.
 - Explain your plan to provide additional security/isolation for the Mayor's office
 - Conference Rooms - Describe your proposed plan for conference rooms
 - Department Conference rooms
 - Large conference rooms, e.g., for Assembly meetings, executive staff meetings
 - Rentable Space
 - Coffee Shop
 - Vending Machines

- Other
- Employee Amenities – Describe your plans for the following:
 - Employee break rooms, snack rooms
 - Employee locker rooms/showers
 - Bicycle security

4.4.4 Concept Site Plan and Elevations or Rendering

Provide a site plan showing adjacent streets on all four sides and a proposed building footprint. Show how the development will occupy the site, what portion (if any) would be used for surface parking, sidewalks, and any special features you might consider. Include in site plan locations surrounding the proposed site that illustrate connectivity to public transit and parking, civic/government facilities, other private developments, or existing amenities.

Provide concept elevation(s) or a rendering that indicates the character of the proposed project. This should include an approximate number of stories, gross square footage, and some indication of the architectural nature of the development, and quality of the streetscape.

4.4.5 Financial Information

Proposers must provide sufficient information and documentation to demonstrate that the proposer has the financial capacity to secure any necessary financing to complete the project as proposed. This may consist of a banking letter of reference or other convincing evidence of financial soundness.

Describe and identify the level of private financing/funding anticipated as part of the overall project. For example, describe the source(s) of construction, operation and maintenance, marketing funds, etc. that comprise the private financing portion of the project.

Proposers are required to provide specific information regarding the involvement of public financing or other forms of public financial participation needed by the proposer to successfully complete the project to propose an alternative or renewed City Hall.

4.4.6 Level of Return and Benefit to the MOA

Describe the economic, fiscal, employment and other tangible public benefits generated by the proposal. Requests for MOA assistance, as discussed in section 4.8.3, must be limited to assistance the MOA can reasonably accommodate and be clearly and quantitatively demonstrated to be less than the public benefit generated by the project.

- Proposal for interest control - lease, sale or other means.
- Type of return proposed for right to develop MOA lands.
- Expected number of permanent jobs.
- Expected number of construction jobs and economic impact.
- Qualitative public benefits may be included as support to the well-defined quantitative benefits.
- Specify requested MOA assistance, if any, and include details such as type of assistance, desired length of agreement term, commencement and completion dates, etc.
- Request a level of financial assistance that fills a clearly described financial gap in the proposal.

5.0 EVALUATION CRITERIA AND PROCESS

5.1 Evaluation Criteria Weighting

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

1. Development Team Qualifications and Structure	10 points
2. Development Team Experience	10 points
3. Narrative Describing Proposed Development	20 points
4. Concept Site Plan and Elevations or Rendering	20 points
5. Financial Information	20 points
6. Level of Return and Benefit to the MOA	<u>20 points</u>
Total Points Available	100 points

5.2 Qualitative Evaluation Criterion

Organizations or Firms will be ranked using the following qualitative rating factors for each RFP criterion:

- 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: If an evaluator decides that the response provided for a criterion that has a maximum of 30 points was “Good,” they will assign a “qualitative rating factor” of 0.6 to that criterion. The qualitative rating factor is then multiplied by the maximum points available (30) for a resultant 18 points.

5.3 Evaluation Process

A committee of individuals representing the Municipality of Anchorage will perform an evaluation of the proposal(s). The committee will score the proposal(s) as submitted. The Municipality of Anchorage reserves the right to award a contract solely on the written proposal.

The Municipality also reserves the right to request oral interviews with the highest ranked organizations or firms (short list). The purpose of the interviews with the highest ranked organizations or firms is to allow expansion on the written responses. If interviews are conducted, a maximum of three (3) organizations or firms will be short-listed. A second score sheet will be used to score those organizations or firms interviewed. The final selection will be based on a combination of written proposals and interviews. 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 the Municipality 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 the Municipality of Anchorage. 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, the Municipality reserves the right to terminate negotiations with any proposer should it be in the Municipality's best interest. The Municipality of Anchorage reserves the right to reject any and all proposals submitted.

7.0 SAMPLE CONTRACT

Due to the nature of this solicitation the type of contract will be chosen to match the type of proposal that scores the highest and will be agreed upon in negotiations.