



Mayor Suzanne LaFrance
Municipality of Anchorage
-- Purchasing Department --

October 2, 2026
REQUEST FOR PROPOSAL
RFP 2026P051

**Anchorage Water and Wastewater Utility
Provide Water Distribution System Condition Assessment**

The Municipality of Anchorage is an equal opportunity employer.

Enclosed is pertinent information for use in preparing your proposal.

Pre-Proposal Conference:	N/A
Site Visit:	N/A
Questions Due:	12PM Local Time, October 9, 2026
Proposals Due:	12PM Local Time, October 30, 2026

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 phone number to call into the 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,

Kari Generous
RFP Buyer

**ANCHORAGE WATER AND WASTEWATER UTILITY
Request for Proposals**

RFP: 2026P051

2026-2028 Water Distribution System Condition Assessment Term Contracts

Section 1 - General Information

Section 2 - Rules Governing Competition

Section 3 - Scope of Work

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Purchasing

MUNICIPALITY OF ANCHORAGE

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

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.

1.0 GENERAL INFORMATION

1.1 Purpose

The Anchorage Water and Wastewater Utility (AWWU) is soliciting proposals from qualified firms to provide water distribution system condition assessment services. The intent is to award up to two (2) contracts to support AWWU's staff as necessary. The services required are on an "as-needed" basis over the term of the contract. For each contract, the period of performance is three years from the date of contract signature by MOA. Each contract will have a contract not to exceed amount of \$1,500,000.00 (ONE MILLION FIVE HUNDRED THOUSAND DOLLARS).

1.2 Background

AWWU is an organization that uses industry best practices to manage over \$8 billion in replacement value of water and sewer assets. The Strategic Asset Services Section in the Engineering Division is responsible for the short-term and long-term infrastructure planning of the utility based on condition assessment data, risk analyses, and level of services.

The objective of the Term Contract(s) is to support AWWU's staff as necessary to respond to a variety of Contract Task Orders (CTOs) related to water distribution system condition assessment services. Condition assessment data is used to support asset useful life forecasting, capital improvement plan development, and other business processes. Proposers should be aware that the expectation of AWWU is that assigned CTOs will receive quick attention by the Term Contractor and will generally be completed in a short duration

1.3 Questions

Any questions regarding this Request for Proposal are to be submitted in writing **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 90 calendar days, although all offers must be complete and irrevocable for 120 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 4.3.4) 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.

M 2.6 Proposal Submission Requirements

2.6.1 Electronic Submission through BidExpress

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

(OR)

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 proposal 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 The proposal and flash drive 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

- 3.1.1 The AWWU Engineering Division, Strategic Asset Services Section requires water distribution system condition assessment services to support asset useful life forecasting, capital improvement plan development, and other business processes. Contractors must be knowledgeable and have experience in the following:
- A working knowledge of available and forthcoming non-destructive inspection and condition assessment technologies

for water mains, the requirements for deployment, as well as the advantages and limitations of each technology.

- Sub-contracting capabilities with condition assessment vendors of available and forthcoming non-destructive inspection and condition assessment technologies.
- Management of condition assessment vendors and vendor contractors.
- All activities related to permitting and work safety that are compliant with local, state, and federal regulations.
- The ability to work days, nights, and/or weekends and the ability to work in winter months with subfreezing temperatures to meet schedule demands if needed.
- The ability to format any resultant condition assessment data into AWWU's Geospatial Information System (GIS), Computerized Maintenance Management System (CMMS), or other data format approved by AWWU.
- The ability to describe and summarize the findings from the condition assessment(s) into contract task order reports or memorandums.
- Coordination with the AWWU Engineering Division Project Manager regarding water distribution system data and information including any impacts to water services.

3.1.2 Work will be assigned by Contract Task Order(s) (CTO) which will have a negotiated scope and fee. Once scope and fee are agreed upon, a Notice-to-Proceed will be issued and made a binding part of the Term Contract. The Notice-to-Proceed will state the scope of the work, maximum fee allowable, and completion date.

3.1.3 It is expected that each of the selected term contractors will perform more than one CTO during the contract period. However, AWWU does not guarantee any minimum amount to be paid under the Term Contract.

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 ten (10) 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.

Proposals should not include any use of the municipal seal. The use of the municipal seal (Logo) is limited by code AMC 8.30.085.a.b. which states.

AMC 8.30.085 – Use of Seal without permission prohibited.

- A. Pursuant to section 1.40.030 unauthorized use of the municipal seal is prohibited.
- B. Upon conviction, unauthorized use is punishable by fine of not more than \$500.00, or by imprisonment for not more than six months, or by both.

4.1 Title Page

Include the RFP number and subject, the name of your 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 firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.

4.3.2 List your company'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 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 firm.**

4.4 Evaluation Criteria

4.4.1 Firm Qualifications and Experience

- Describe in detail the firm's qualifications, AWWU experience, and other industry experience as it relates to the required services in Paragraph 3.1.1.
- All respondents shall provide a reference list of no less than three (3) former clients with the name of the contact person and a current phone

number where they may be reached for verification of experience and qualifications.

4.4.1 Project Manager

- Provide detailed information on the qualifications, AWWU experience and other industry experience of the Project Manager as it relates to the required services in Paragraph 3.1.1. Include project(s) reference contact name(s) and phone number(s).

4.4.2 Project Team Qualifications and Experience

- Identify the organizational chart displaying term contract/contract task order manager, the project manager (if different than the contract manager), and the staff and subconsultants that will work on the term contract. Provide resumes for the contract manager, project manager, staff, and subconsultants identified in the organizational chart. Resumes should include education, professional registrations, years of AWWU experience, and years other industry experience performing work as it relates to the services in Paragraph 3.1.1.

4.4.3 Cost

- Complete Attachment 2 – Cost Scenario Worksheet

4.4.4 Contractor Location

Describe the firm's location where the primary services are to be provided and the ability to meet in person with Department personnel when required during the performance of the contract.

4.4.5 Veterans Preference

If proposer is a Veteran or Veteran-owned Business as defined by AMC 7.10.010 and wishes to have their proposal evaluated for such preference, proof of Veteran status in the form of an official service discharge form (DD Form 214, NGB Form 22, or other service equivalent) must be included with your proposal.

5.0 EVALUATION CRITERIA AND PROCESS

M 5.1 Evaluation Criteria Weighting

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

5.1.1 Firm's Qualifications and Experience	25 Points
5.1.2 Project Manager	15 Points
5.1.3 Project Team Qualifications and Experience	30 Points
5.1.4 Cost	20 Points
5.1.5 Contractor Location	5 Points
5.1.6 Veterans Preference	5 Points

TOTAL POSSIBLE SCORE	100 Points
	Maximum

5.2 Qualitative Evaluation Criterion

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.

The award of the "cost" points will be determined by the calculation shown below. The lowest cost proposal will receive the maximum number of points awarded for the "cost" criteria:

Lowest cost proposal x Maximum # points for category

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Cost of proposal being scored

EXAMPLE

Method used to convert Total Cost to Points (30 Points Maximum)

[STEP 1]

List all proposal costs.

Proposer #1	-	\$40,000
Proposer #2	-	\$45,000
Proposer #3	-	\$48,000

[STEP 2]

The RFP awards a maximum of 30% (30 points) of the total of 100 points for fee schedule.

Proposer #1 receives 30 points.

Proposer #1 receives 30 points (the max) because they submitted the lowest cost proposal.

Proposer #2 receives 26.7 points.

$$\frac{\$40,000 \times 30}{\$45,000}$$

Proposer #3 receives 25.0 points.

$$\frac{\$40,000 \times 30}{\$48,000}$$

5.4 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 firms (short list). The purpose of the interviews with the highest ranked firms

is to allow expansion on the written responses. If interviews are conducted, a maximum of three firms will be short-listed. A second score sheet will be used to score those 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

All Proposers must carefully read and review ATTACHMENT 1 - Sample Contract. The final Contract with the Municipality of Anchorage will be substantially similar to it.

If a Proposer wishes to make changes to the Sample Contract, the proposed changes must be submitted with the proposal. All desired changes must be submitted in a separate document, and must be clear, legible, and conspicuous. The Proposer must also provide the rationale for all proposed changes. No changes will be considered until after the highest scored proposal(s) has been determined.

IF NO CHANGES ARE SUBMITTED WITH THE PROPOSAL, IT IS UNDERSTOOD THAT THE TERMS AND CONDITIONS OF THE SAMPLE CONTRACT HAVE BEEN ACCEPTED.

8.0 ATTACHMENTS

Attachment 1 – Sample Contract

Attachment 2 – Cost Worksheet