

October 11, 1996

RFP # 97-147

PROFESSIONAL INVESTMENT ADVISORY SERVICES

The City and Borough of Juneau (CBJ) is soliciting proposals from qualified respondents to assist the City and Borough of Juneau (CBJ) with investment advisory services. The services include, but are not limited to:

- ! investment code
- ! policy, and procedure review and development
- ! selection of an external portfolio manager
- ! possible future evaluation of internal and external portfolio performance.

Investment advisory firms will be provided with a full copy of the request for proposal(RFP) upon request.

Proposals in one original and three copies will be received until 2:00 pm local time: November 4, 1996 or such later time as the Purchasing Officer may announce by facsimile transmission or other writing sent to plan holders at any time prior to 2:00 pm November 4, 1996. To be considered for this contract, your firm must meet the qualifications and satisfy the requirements set forth in the RFP.

The CBJ Purchasing Division of Finance will be the sole point of contact for any and all issues pertaining to this procurement. No oral interpretations concerning this RFP will be made to any respondent. Requests for an interpretation must be made in writing and delivered or sent by facsimile to the CBJ at least ten days before the time announced for the opening. The following person is the specific point of contact at the CBJ Purchasing Division of Finance:

Kathleen Halvorson
City and Borough of Juneau
155 South Seward Street
Juneau, Alaska 99801
(907) 586-5258
FAX (907) 586-5299

CITY AND BOROUGH OF JUNEAU

Kathleen K. Halvorson
Purchasing Officer

CITY AND BOROUGH OF JUNEAU
REQUEST FOR PROPOSAL NO. 97- 147
FOR
PROFESSIONAL INVESTMENT ADVISORY SERVICES

155 S. Seward
Juneau, AK 99801

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CITY AND BOROUGH OF JUNEAU, ALASKA
RFP NO. 97-147
PROFESSIONAL INVESTMENT ADVISORY SERVICES

I. INTRODUCTION

A. General Information

The City and Borough of Juneau (CBJ) is requesting proposals from qualified firms to review its investment codes, policies and procedures in order to determine their appropriateness in managing public funds. The CBJ is planning to seek the services of an external portfolio manager in a separate Request For Proposal (RFP) selection process. The respondent will be providing assistance in developing the external portfolio manager RFP and evaluating the responses to that RFP. The selected respondent (referred to as consultant) will also provide a written report to both staff and our governing body on the results of their evaluation and suggested recommendations for improvements to the investment program. The report is to include, suggested changes to the CBJ codes, policies, and/or procedures.

As a optional component of this RFP, the determination may be made that a continuation of services to monitor internal and external portfolio investment operational results will be in the best interest of the CBJ.

There is no expressed or implied obligation for the CBJ to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

A preproposal conference to answer questions about the contract will be held at 2:00 pm on **October 23, 1996 at 155 S. Seward in Room 211** for all the firms interested in submitting a proposal. Following the preproposal conference, inquiries concerning the request for proposals should be addressed in writing to Kathy Halvorson, Purchasing Officer. All interested audit firms will be provided with a copy of the minutes of the pre-proposal conference.

No oral interpretations made to any proposer as to the meaning of the proposal documents will be considered valid. Requests for interpretation shall be made in writing and FAXED (907)586-5299 or delivered to the City at 155 South Seward, Juneau, AK 99801 at least 10 days prior to the time announced for RFP opening. Interpretations by the City requiring addenda will be issued as promptly as is practical to all parties to whom the RFP

documents have been issued. All such addendum shall become a part of the contract.

To be considered, one original and three copies of a proposal must be received by the Purchasing Division of Finance at 155 S. Seward by 2:00 pm on November 4, 1996. The CBJ reserves the right to reject any or all proposals submitted.

Proposals submitted will be evaluated by a three (3) member Review Committee. During the evaluation process, the Review Committee and the CBJ reserve the right, where it may serve the CBJ's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the CBJ or the Review Committee, firms submitting proposals may be requested to make oral presentations as part of the evaluation process. If oral presentations are required, they will be used to determine the final ranking.

The CBJ reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the CBJ and the firm selected.

B. Term of Contract

A term contract of not more than 120 days is contemplated for the completion of the basic contract provisions.

The term of the optional contractual services (the continued monitoring of the internal and external portfolio performance) will be for a period of one year with the option to renew for two (2) additional one year periods. Renewal will be based on performance and satisfactory negotiation of terms (including a price acceptable to both the CBJ and the selected firm) and the annual availability of appropriations.

II. MINIMUM REQUIREMENTS

Every proposer to this RFP must meet the following minimum requirement to be considered responsive. Respondents are urged to review the minimum requirements specified in this section to avoid submitting a proposal that would be

immediately rejected on technical grounds.

- A. The respondent must be providing or have provided investment advisory services within the past six months to public fund clients.
- B. The Respondent, or its affiliates, must not provide money management services.
- C. The Respondent shall not be a securities dealer, brokerage firm, or otherwise offer investment grade securities for sale to institutional customers in the normal course of business.
- D. The Respondent, or its affiliates, must not require money managers to purchase services from them in order to qualify or be included in the external portfolio manager search.
- E. Respondents must be registered as investment advisers under the 1940 Investment Advisers Act.

III. NATURE OF SERVICES REQUIRED

A. General

The CBJ is soliciting the services of qualified firms to:

- ! review its investment codes, policies and procedures in order to determine their appropriateness in managing public funds,
- ! provide a written report which addresses the results of the evaluation and the recommendations for portfolio management improvements,
- ! assist in the selection of an external portfolio manager,
- ! provide continuing internal and external portfolio investment monitoring services (if opted for by the CBJ) .

The base services, and optional services, are to be performed in accordance with the provisions contained in this request for proposals.

B. Scope of Work to be Performed

The CBJ desires the services of a consultant to evaluate the City's Central Treasury investment functions. The specific services being requested include:

1. An analysis of the internal investment codes, policies, procedures and practices used by the Central Treasury to determine if they are:
 - C consistent and appropriate for use by a City/Borough (unified City and County) government,
 - C consistent with the skills, abilities and financial information available to the Treasury staff,
 - C appropriate to adequately safeguard the (public's) funds being invested, and
 - C appropriate to maximizing the rates of return to the Central Treasury operation.

If deficiencies are identified in the codes, policies, or procedures, the consultant will make recommendations for appropriate language changes and/or additions to eliminate the areas of concerns.

2. An analysis of the internal procedures and practices used by the Central Treasury staff in selecting the amounts, types and maturities of money market investments. The consultant will review:
 - C cash flow analysis procedures used by staff in projecting the immediate, short-term and mid-term operating cash needs of the CBJ.
 - C investment broker/dealers currently used by the CBJ and the processes used to select broker/dealers.
 - C analysis procedures used by the Finance Director and the Treasury Staff in determining investment type, portfolio composition and maturity.

- C reports and information prepared by the Treasury staff to monitor the results of operations to the Finance Director and the Assembly. Including the selection of benchmark measures to gauge performance.

If deficiencies are identified in the procedures and practices the consultant will make recommendations for appropriate improvements necessary to eliminate the areas of concerns.

3. Assist with the development of external investment codes, policies, procedures, and contract provisions appropriate to manage the investment of public funds by an external portfolio manager. The codes, policies, procedures and contract provisions will be:
 - C consistent and appropriate for use by a City/Borough (Unified City and County) government,
 - C appropriate to insure that the cash flow and liquidity needs of the CBJ are met,
 - C appropriate to adequately safeguard the (public) funds being invested,
 - C appropriate to maximize the rates of return to the ACentral Treasury@
 - C comprehensive enough to provide for reporting which would allow the CBJ staff to verify that the external portfolio manager is in compliance with the codes, policies, procedures and contract provisions.
 - C in conformity with the requirements of generally accepted accounting principles.
4. Assist staff with the preparation and selection of an external portfolio manager through an RFP process. This includes making recommendations on the timing, processes and amounts of funds to be transferred for external management. The Respondent will develop a list of recommended managers to be used to solicit external portfolio management services. A draft External Portfolio Manager RFP has

been prepared by staff as a starting point for this portion of the project.

5. Prepare a report on the results of the review at the conclusion of the base contract work period. The report will include:

- C code and policy change recommendations,
- C recommendations on enhancing the internal management of the Central Treasury operations. Internal enhancement recommendations are to include estimates of costs and staffing necessary to reach the recommendations.
- C recommendations on the external management of the public funds,
- C recommendations on the use of an external portfolio manager and, if appropriate, the methods to be employed to properly review and evaluate the external portfolio manager's performance,
- C recommendations on the content, formats and benchmarks to be use in reporting the results of the internal and external investment operations.

6. Optional Item:

Assist staff, if this option is elected, in the continued monitoring of the external portfolio manager's performance. The includes:

- C identification of criteria to properly evaluate the short term and long term performance of the external portfolio manager.
- C evaluation of both internal and external performance to determine the appropriate level of Central Treasury funds to be held by the external portfolio manger.
- C providing reports on a quarterly or more frequent basis to determine the external manager's performance and compliance with the CBJ's investment codes, policies, procedures, and contract provisions.
- C immediate notification to the CBJ's Finance Director of any failure by the external portfolio manager to fully comply with the

codes, policies, procedures and contract provisions.

IV. DESCRIPTION OF THE GOVERNMENT

A. Name and Telephone Number of Contact Persons.

The principal contact with the CBJ during the contract period will be Craig Duncan, Finance Director, (907)586-5215. The secondary contact will be Karen Shoemaker, Treasurer, (907)586-5218. Normal office hours are 8:00 am to 4:30 pm Monday through Friday.

Address: City and Borough of Juneau
Finance Department
155 S. Seward St.
Juneau, Alaska 99801
FAX (907) 586-5299

B. Background Information

The CBJ serves an area of 3,200 square miles with a population of approximately 30,000. The CBJ's fiscal year begins on July 1 and ends on June 30.

The responsibility for management and control of the CBJ's financial operations is the responsibility of the Finance Director. The day to day investment responsibilities have been delegated by the Finance Director to the Treasurer, Karen Shoemaker.

The CBJ has adopted a Central Treasury concept for management and control of cash operations and the investment of surplus funds. **All funds held by the Central Treasury are for operational and capital project purposes.** The Central Treasury is not responsible for the management of employee pension or deferred compensation retirement plans. The Central Treasury concept is authorized under code section 57.05.040. Investments are selected and placed using code provisions 57.25 and the policy approved by our governing body.

The CBJ Central Treasury provides cash and investment management services for the following functions:

Core governmental functions

Education (the School District)
Public Safety:
Police
Fire Protection
Public Works
Public Transit
Tourism and Convention
Enterprise operations
 Airport
 Harbors/Docks
 Hospital
 Water/Sewer
Capital Projects
Bond proceeds

The CBJ Assembly has approved a total FY97 operating budget, excluding grant funded capital projects, of \$137,000,000 (approximately \$500,000 per day on average).

The Central Treasury maintains average investment portfolio balances of \$50 to \$70 million. The CBJ receives about 150,000 cash receipts transactions and writes about 60,000 checks per year.

C. Identification and segregation of investment earnings.

The CBJ maintains investments for a variety of surplus funds where interest earnings must be identified and reported separately for financial purposes. These funds include federal and state financial assistance grants, enterprise fund operations, bond proceeds, restricted donations, and agency funds.

D. Computer Systems used in managing the daily operations.

The CBJ Central Treasury operation uses a variety of computer applications for management. The City, School District and Hospital all use separate computer systems for their financial management systems. All Central Treasury funds are accounted for in the City's system with off setting controls through the use of interfund transactions. The day to day Central Treasury information is maintained on a PC using Lotus spread sheet applications.

V. TIME REQUIREMENTS

A. Proposal Calendar

The following is a list of key dates up to and including the date proposals are due to be submitted:

C	Request for proposal issued Oct. 14 , 1996
C	Pre-proposal conference Oct. 23, 1996
C	Due date for proposals Nov. 4, 1996

B. Project Commencement Date

The CBJ will have all financial records ready and all management personnel available to meet with the firm's staff immediately after the contract date.

C. Detailed Work Plan

The consultant shall provide the CBJ (1)a detailed review plan and (2)a list of all information to be provided by the CBJ. This shall be submitted within two weeks of contract date.

D. Contract work period

The consultant shall complete the base requirements under the terms of the contract within 120 days of the date of signing the contract.

E. Draft Report Due Date

The consultant shall provide a draft report to the Finance Director for his review and comment prior to completion of the final report.

F. Work Status Updates

The following work status benchmarks will be required of the consultant :

- ! hold an entrance conference with the Finance Direct prior to starting the review work
- ! provide progress reports every 2 weeks
- ! hold an exit conferences to discuss the consultants finding, issues and recommendations.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Pre-proposal Conference

A conference for firms interested in submitting proposals will be held at 2:00 pm, October 23, 1996, Room 211, 155 South Seward Street, Juneau, AK 99801. Both verbal and written questions will be accepted during the conference. Minutes of the pre-proposal conference will be distributed to all interested firms.

2. Inquiries

Inquiries concerning the request for proposals and the subject of the request for proposals must be made in writing or FAX transmission to:

Kathy Halvorson, Purchasing Officer
155 South Seward, Juneau, AK 99801
(907)-586-5258 (907) 586-5299 FAX

3. Submission of Proposals

The following material must be included in the proposal and submitted by the date and time noted in the RFP for a proposing firm to be considered:

- a. A master copy (so marked) of a Technical Proposal and three

copies to include the following:

i. Title Page

Title page showing the request for proposals subject; the firm's name; the name, address and telephone number of the contact person; and the date of the proposal.

ii. Table of Contents

iii. Transmittal Letter

A letter signed by an individual legally authorized to bind the firm to the offer being presented. Briefly state the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the contract and a statement that the proposal is a firm and irrevocable offer for three years.

iv. Detailed Proposal

The detailed proposal should follow the order set forth in Section VI, B of this request for proposals.

v. Executed copies of Proposer Guarantees and Proposer Warranties, attached to this request for proposal (Appendix C and Appendix D)

vi. Proposers should send the completed sealed proposal to the following address:

Kathy Halvorson, Purchasing Officer
Purchasing Division of Finance
155 South Seward
Juneau, AK 99801

B. Technical Proposal

1. General Requirements

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to

undertake the CBJ's investment program review. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this contract. It should also specify an approach that will meet the request for proposals requirements.

The Technical Proposal should address all the points outlined in the request for proposal. The Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects, items Nos. 2 through 7, must be included. They represent the criteria against which the proposal will be evaluated.

2. License to Practice in Alaska

An affirmative statement should be included that demonstrates the firm and all assigned key professional staff are properly licensed to practice in Alaska.

3. Firm Qualifications and Experience

The proposer should state the size of the firm, the size of the firm's investment consulting staff, the location of the office from which the work on this contract is to be accomplished and the number and nature of the professional staff to be employed in this contract on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal consultant should be noted, if applicable.

4. Partner, Supervisory and Staff Qualifications and Experience

Identify the principal supervisory and management staff assigned to the contract. Provide information on the investment experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional

organizations relevant to the performance of this service.

Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this contract. Indicate how the quality of staff over the term of the agreement will be assured.

The proposer should identify the extent to which staff to be assigned to the consulting services reflects the CBJ's commitment to Affirmative Action.

Contract partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the CBJ. However, in either case, the CBJ retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this request for proposal can only be changed with the express prior written permission of the CBJ, which retains the right to approve or reject replacements.

Other investment consulting personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

5. Similar Contracts With Other Government or Similar Entities

For the firm's office that will be assigned responsibility for the consulting services, list the most significant contracts (maximum - 5) performed in the last five years that are similar to the contract described in this request for proposal.

Indicate the scope of work, date, contract partners, total hours, and the name and telephone number of the principal client contact.

6. Specific Investment Consulting Service Approach

The proposal should set forth a work plan, including an explanation of

the methodology to be followed, to perform the services required in Section III of this request for proposal.

Proposers will be required to provide the following information on their consulting services approach:

- a. Proposed segmentation of the contract
- b. Level of staff and number of hours to be assigned to each proposed segment of the contract
- c. Extent of use of EDP software in the contract
- d. Approach to be taken to gain and document an understanding of the CBJ's internal control structure
- e. Approach to be taken in determining laws and regulations to which investments will be subject.

7. Guaranteed Maximum Price

The cost proposal should contain all pricing information relative to performing the basic and the optional consulting services identified in this request for proposal. The total all-inclusive guaranteed maximum price for each component must include all direct and indirect costs including all out-of-pocket expenses.

The CBJ will not be responsible for expenses incurred in preparing and submitting the technical proposal. Such costs should not be included in the proposal.

- a. Rates by Partner, Specialist, Supervisory and Staff Level
Times Hours Anticipated for Each.

The cost proposal should include a schedule of professional fees and expenses, presented in the format provided in the attachment (Appendix E), that supports the total all-inclusive guaranteed maximum price.

- b. Out-of-pocket Expenses Included in the Total All-Inclusive Maximum Price and Reimbursement Rates.

Out-of-pocket expenses for firm personnel (e.g., travel, lodging and subsistence) should be presented in the format provided in the attachment (Appendix E). All expenses will be charged against the total all-inclusive guaranteed maximum price submitted by the firm.

- c. Rates for the Optional Consulting Services and Additional Professional Services

For the optional services requested in this RFP or to perform additional work as a result of the specific recommendations included in any report issued on this contract, then such additional work shall be performed only if set forth in an addendum to the contract between CBJ and the firm. Any such additional work agreed to between CBJ and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the cost proposal.

- d. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the contract and out-of-pocket expenses incurred in accordance with the firm's cost proposal. Interim billing shall cover a period of not less than a calendar month. Ten percent (10%) will be withheld from the last billing pending delivery of the firm's final reports.

VII. EVALUATION PROCEDURES

A. Investment Review Committee

Proposals submitted will be evaluated by a 3 member Review Committee, consisting of:

City and Borough of Juneau:

Craig Duncan	Finance Director
Karen Shoemaker	Treasurer
Pat White	Deputy Treasurer

B. Review of Proposals

The Investment Review Committee will use a point system during the review

process to score proposals. Each member of the Review Committee will independently score each technical proposal by each of the criteria described in Section VII C below. Each reviewer's scores are then ranked according to the individual total, with the highest score given a ranking value of one. The rankings are then totaled. The full Review Committee will then convene to combine scores. The proposer with the lowest numerical rank based upon the evaluation criteria will be invited to enter into contract negotiations with the CBJ. If an agreement cannot be reached, the second ranked proposer may be contacted for negotiations.

The CBJ reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

C. Evaluation Criteria

Proposals will be evaluated using following criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria which will be considered during the evaluation process.

1. Mandatory Elements

- a. The respondent must be providing or have provided within the past six months investment advisory services to public fund clients.
- b. The Respondent, or its affiliates, must not provide money management services.
- c. The Respondent shall not be a securities dealer, brokerage firm, or otherwise offer investment grade securities for sale to institutional customers in the normal course of business.
- d. The Respondent, or its affiliates, must not require money managers to purchase services from them to be included in the external portfolio manager search.
- e. The firm must be licensed and properly registered to do business within the state of Alaska.
- f. The firm must have no conflict of interest that would affect the

objectivity, analysis, and /or performance as required by the scope of work section of this RFP.

- g. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.
- 2. Technical Qualifications: (Maximum Points - 300)
 - a. Firm Qualifications and Experience (25 points)

The firm's past experience and performance on comparable government contracts
 - b. Partner, Supervisory and Staff Qualifications and Experience (20 points)

The quality of the firm's professional personnel to be assigned to the contract and the quality of the firm's management support personnel to be available for technical consultation
 - c. Similar Contracts With Other Government or Similar Entities (20 points)
 - d. Specific Project Approach and Work Plan (5 points)
 - e. Proposal Organization (5 points)
 - f. Guaranteed Maximum Price (25 points)

D. Oral Presentations

The Review Committee may, at its discretion, request the highest scoring firms to participate in oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Review Committee may have on a firm's proposal. If oral presentations are requested by the CBJ, the results of the oral presentations will be used to determine the final ranking.

E. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions

contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the CBJ and the firm selected.

The CBJ reserves the right without prejudice to reject any or all proposals.

F. Local Representation

CBJ ordinance states that a 5% point preference be granted to proposers who maintain a place of business within the Borough. Of the total points available, 5% shall be designated for firms which qualify as "Juneau Proposers" as defined under CBJ 53.50.010(5). Firms which do not qualify will not receive the designated 5%. "Juneau Proposer" means a person/business that:

"Juneau bidder" or "Juneau proposer" means a person who:

- ! Holds a current Alaska business license,
- ! Submits a bid or proposal under the name appearing on the bidder's current Alaska business license,
- ! Has maintained, for a period of six months immediately before the date of the bid or proposal, a place of business within the city and borough that regularly provides in the normal course of business supplies or services of the general nature being solicited and that is staffed by the bidder or an employee of the bidder,
- ! Is incorporated or qualified to do business under the laws of the state, is a sole proprietorship and the proprietor is a resident of the city and borough, or is a partnership and all partners are residents of the city and borough,
- ! Is not delinquent in the payment of any taxes, charges, or assessments owing to the city and borough on account of that business,
- ! Adds value by actually performing, controlling, managing, and supervising the services provided, and
- ! If a joint venture, is composed entirely of ventures that qualify under this subsection.

G. Juneau Sales and Personal Property Tax

Vendors/merchants conducting business within the City are required by law to register with the City for sales and property taxes. Vendors/merchants

must be in good standing for all amounts owed to the City prior to award, but in any event no later than five business days following notification by the purchasing division of intent to award. Failure to meet these requirements, if so subject, shall be cause for your bid to be rejected. To determine if your business is subject to these requirements, or for further information, contact the City Finance department, Treasury Division, at (907) 586-5265 concerning sales tax and 586-5268 concerning business personal property and real property tax.

H. Protests

Protests shall be executed in accordance with CBJ Ordinance 53.50.062 PROTESTS. Copies of the ordinance describing protest procedures are available from the CBJ Purchasing Division, 155 South Seward Street, Juneau, Alaska.

I. Price

Price will be weighted according to following formula:

$$\text{Points Awarded} = \frac{\text{Lowest Responsive Cost Proposal}}{\text{Firm's Cost Proposal}} \times \text{Maximum Points For Cost}$$

SELECTION CRITERIA

RATER _____ FIRM _____

DATE _____

SELECTION CRITERIA	Written Evaluation	(Optional) Oral Evaluation
1. Firm Qualifications and Experience (25 points)	_____	_____
2. Partner, Supervisory and Staff Qualifications and Experience (20 points)	_____	_____
3. Similar Contracts With Other Government or Similar Entities (20 points)	_____	_____
4. Specific Approach and Work Plan (5 points)	_____	_____
5. Proposal Organization (5 points)	_____	_____
6. Guaranteed Maximum Price (25 points)**	_____	_____
7. Local Representation (5%)*	_____	_____
 EVALUATION OF PROPOSALS (105 points possible)	 _____	 _____
 INDIVIDUAL RANKING	 _____	 _____

* Firms which qualify as "Juneau Proposers" under CBJ 53.50.010(5) will receive ten points under this criteria. Firms which do not qualify will receive no points.

**The firm submitting the lowest cost proposal will be allocated the maximum amount of points for this category. Others will be awarded points according to the following formula:

$$\text{Points Awarded} = \frac{(\text{Lowest Cost Proposal}) \times (\text{Maximum Points for Cost})}{(\text{Price of Cost Proposal})}$$

APPENDICES

- A. Investment Codes
- B. Investment Policies
- C. Proposer Guarantees
- D. Proposer Warranties
- E. Schedule of Professional Fees and Expenses, etc.
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APPENDIX A

Investment Codes

APPENDIX B

Investment Policies

APPENDIX C

Proposer Guarantees

APPENDIX C

PROPOSER GUARANTEES

1. The proposer certifies it can and will provide and make available, as a minimum, all services set forth in Section II, Nature of Services Required.

Signature of Official:

Name (typed):

Title:

Firm:

Date:

APPENDIX D

Proposer Warranties

APPENDIX D

PROPOSER WARRANTIES

- A. Proposer warrants that it is willing and able to comply with State of Alaska laws with respect to foreign (non-state of Alaska) corporations.
- B. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
- C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the CBJ.
- D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official:

Name (typed):

Title:

Firm:

Date:

APPENDIX E

Schedule of Professional Fees and Expenses, etc.

(PROPOSED FORMAT)

SUMMARY PAGE

APPENDIX E

SCHEDULE OF CONSULTING FEES AND EXPENSES
 FOR THE BASE INVESTMENT CONSULTING SERVICES

	<u>Standard Hourly Hours</u>	<u>Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total</u>
Partners	_____	_____	_____	
Managers	_____	_____	_____	
Supervisory staff	_____	_____	_____	
Staff	_____	_____	_____	_____
Other (specify): _____	_____	_____	_____	
Subtotal				_____
Out-of-pocket expenses:				
Meals and lodging				
Transportation				_____
Other (specify): _____				

All-inclusive maximum price for base consulting services

Appendix E

SCHEDULE OF CONSULTING FEES AND EXPENSES

FOR THE OPTIONAL CONSULTING SERVICES

FOR THE FIRST YEAR (12 MONTHS)

	<u>Hours</u>	<u>Rates</u>	Standard Hourly	<u>Rates</u>	Quoted Hourly <u>Total</u>
Partners	_____	_____		_____	
Managers	_____	_____		_____	
Supervisory staff	_____	_____		_____	
Staff					
Other (specify): _____	_____	_____		_____	
Subtotal					_____
Out-of-pocket expenses:					
Meals and lodging					_____
Transportation					_____
Other (specify): _____					

Quote price for preparation of specified reports

Total price for optional services for the first year

Appendix E

SCHEDULE OF CONSULTING FEES

FOR ANY ADDITIONAL CONSULTING SERVICES

	Standard Hourly		Quoted Hourly	
	<u>Hours</u>	<u>Rates</u>	<u>Rates</u>	<u>Total</u>
Partners	_____	_____	_____	
Managers	_____	_____	_____	
Supervisory staff	_____	_____	_____	
Staff	_____	_____	_____	
Other (specify):				
_____	_____	_____	_____	

APPENDIX F

General Information

GENERAL INFORMATION

FY 1997 Budget: \$137,000,000

Accounting System

Checking accounts 3

Number of cash receipts:

CBJ	120,000 per year
School	31,000 per year
Hospital	5,300 per year

Number of general accounts payable checks:

CBJ	11,333 per year
School	8,200 per year
Hospital	6,500 per year

Frequency of payroll:

CBJ	Monthly withdraw
School	Bi-weekly: monthly
Hospital	Bi-weekly

Number of payroll checks:

CBJ	17,187 per year
School	12,500 per year
Hospital	6,500 per year

APPENDIX G

Insurance Requirements for Professional Services Contracts

HOLD HARMLESS AND INDEMNITY. City, its officers, employees and agents shall not be held liable for any claims, liabilities, penalties, fines or for damage to any goods, properties or effects of any persons whatsoever, nor for any personal injury or death, caused by or resulting from any act or omission of Contractor, or by any of Contractor's officers, employees, agents, representatives, contractors, or subcontractors in the performance or nonperformance of this agreement. Contractor agrees to appear and defend, and to indemnify and save free and harmless, City from any of the foregoing claims, whether or not valid, and to indemnify City for any cost and expense, including reasonable attorney fees, incurred by City, its officers, employees or agents on any claim therefore.

INSURANCE REQUIREMENTS:

The Contractor shall provide, as a minimum, the following insurance:

City & Borough of Juneau

INDEMNITY AND INSURANCE REQUIREMENTS

INDEMNIFICATION: Contractor, in operating pursuant to this agreement, is an independent Contractor, and is in no way an agent, servant, or employee of the City/Borough. Contractor will be liable for any damages, claim, action, or suit arising from any operation of the Contractor, and the Contractor hereby agrees to indemnify the City/Borough and hold it safe and harmless against any suit, action, or claim arising from any operation of the Contractor.

INSURANCE REQUIREMENTS: The Contractor shall provide evidence of coverage in the form of a certificate of insurance with a carrier or carriers satisfactory to the City covering injury to persons and/or property suffered by the City or a third party, as a result of operations under this contract by the Contractor or by any subcontractor. This coverage will also provide protection against injuries to all employees of the Contractor and the employees of any subcontractor engaged in work under this contract. The delivery to the City of a written 30 day notice is required before cancellation of any coverage or reduction in any limits of liability. Insurance carriers providing coverage shall have an A.M. Best rating of at least an A-VII. The Contractor shall maintain in force at all times, during the performance of work under this contract, the following policies of insurance. Proof of this insurance is required before the final bid award.

- 1. Workers Compensation Insurance:** CONTRACTOR, if subject to the provisions of the Alaska Worker's Compensation Act (AS 23.30), will provide, CITY and the State of Alaska with proof, furnished by the insurance carrier, of current coverage for worker's compensation with an insurance company or association authorized to transact such business in the State of Alaska, or an approved current certification of self-insurance by

the Alaska Worker's Compensation Board. CONTRACTOR further acknowledges and agrees that in the event it fails to maintain proper Worker's Compensation coverage, the state will implement the provisions of AS 23.30.045 (c) and CITY, at its option, may terminate this agreement for cause without liability.

a. The coverage shall include Employer's Liability Protection in the amount of \$100,000 per accident, \$500,000 policy limit, \$100,000 each employee.

2. Commercial General Liability Insurance: Such insurance shall cover all operations by, or on behalf of, the Contractor providing insurance for bodily injury and property damage liability including coverage for premises and operations, products and completed operations, contractual liability, broad form property damage, and personal injury liability. The minimum limits of liability shall be:

1,000,000 each occurrence for General Liability and Products/Completed Operations
1,000,000 for Personal Injury/Advertising Liability
2,000,000 Aggregate for Products-Completed Operations
2,000,000 General Aggregate

3. Professional Liability Insurance: Coverage shall include all errors, omissions or negligent acts of the contractor, subcontractor or anyone directly or indirectly employed by them, made in the performance of this contract which result in financial loss to the City and Borough of Juneau. Limits required are per the following schedule:

\$1,000,000 per claim

The City and Borough of Juneau shall be named as an Additional Insured under all liability coverages listed above.