



Alaska Department of Transportation & Public Facilities

REQUEST FOR PROPOSALS PACKAGE

(Procurement per Article 3 of AS 36.30)

PART

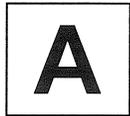


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- Form 25A257, Pre-Audit Statement
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Proposed Statement of Services

Other: N/A

ISSUING OFFICE

Agency Contact & Phone No : Don Fancher, 907-269-0516
 Contracting Division : State of Alaska Department of Transportation & Public Facilities, Central Region,
 Division of Planning & Administration

PROJECT

RFP NUMBER : 02562002
 Project Numbers-State/Federal : Z587900000 / AIP 3-02-0031-001-2014
 Project Site (City, Village, etc.) : Big Lake, Alaska
 Project Title & Contract Description : **Big Lake Airport Master Plan**

Phase I work includes development of an Airport Master Plan comprised of a study report for the community class airport in Big Lake to include public involvement, an aviation forecast, design aircraft designation, land use assessment, alternatives evaluation, preliminary capital improvement program, and final Airport Master Plan. Authorization for Phase II is subject to funding, and is anticipated to include a new Airport Layout Plan. The Contracting Agency reserves the right to also add design (electrical, environmental, geotechnical, surveying, right-of-way, utilities), and assistance during bidding and construction services.

SCHEDULE & PAYMENT

Anticipated period for performance-Begin/End: August 2016 – July 2017 (Phase I)

Estimated amount of proposed contract:

- | | | |
|--|--|---|
| <input type="checkbox"/> Less than \$200,000 | <input type="checkbox"/> \$200,000 to \$250,000 | <input type="checkbox"/> \$1,000,000 or greater |
| <input checked="" type="checkbox"/> \$250,000 to \$500,000 | <input type="checkbox"/> \$500,000 to \$1,000,000 | |
| <u>Proposed Method(s) of Payment:</u> | | |
| <input type="checkbox"/> Fixed Price Plus Expenses (FPPE) | <input checked="" type="checkbox"/> Firm Fixed Price (FFP) | <input type="checkbox"/> Cost Plus Fixed Fee (CPFF) |
| | <input type="checkbox"/> Other: | |

SUBMITTAL DEADLINE AND LOCATION

*OFFERORS ARE RESPONSIBLE TO ASSURE DELIVERY PRIOR TO DEADLINE (2 AAC 12.250).
 ONLY PROPOSALS RECEIVED PRIOR TO THE FOLLOWING DATE AND TIME WILL BE OPENED.*

DATE: **July 5, 2016** PREVAILING TIME: **4:00 PM**

HAND DELIVER ONLY DIRECTLY TO FOLLOWING LOCATION (and person, if named):

Kathleen A. Bridenbaugh, PSA Unit Supervisor
 AK Department of Transportation & Public Facilities
 4111 Aviation Avenue
 Anchorage, AK 99502

IMPORTANT NOTICE: If you downloaded this solicitation from the State's Website, you must self-register for the planholders list to receive subsequent addenda. Failure to register may adversely affect your proposal. It is the Offeror's responsibility to insure that he has received all addenda affecting this RFP.

SELECTION PROCEDURE

1. Competitive Sealed Proposals will be evaluated by a committee (2 AAC 12, Article 4). Evaluation of responses to criteria set forth in Part C results in a numerical score for each proposal. Each criterion in Part C has an assigned weight for this RFP which demonstrates its relative importance. The total of all weights is 100 (100%). Each one-percent weight equates to a range of 0-5 points per Evaluator. The maximum points (score) obtainable for any proposal is equal to the product of 500 multiplied by the number of Evaluators.
2. Scoring of proposals will be accomplished as follows:
 - 2.1 Each Evaluator will individually read and rate each Offeror's response to each criterion described in Part C - Section I - Technical Proposal. Ratings will be based solely on contents of proposal and in compliance with the Contracting Agency's standard Instructions for Evaluation Committee. Except as may be stated within any criterion description in Part C, a rating of "5" = Best Response from all Offerors; "4" to "1" = Progressively Less Responsive; "0" = Non-Responsive. Ratings are multiplied by the assigned weights for each criterion to obtain criteria scores.
 - 2.2 After completion of individual ratings in Part C, Section 1, Technical Proposal, the Evaluation Committee will meet to discuss proposals. Evaluators may then alter their ratings; however, any changes shall be based solely on the criteria set forth in Part C.
 - 2.2 After scoring Part C - Section I - Technical Proposal, criteria scores for Part C - Section II - Preferences, and Section III - Price (if applicable), will be calculated based on criteria descriptions.
 - 2.4 The total score for each Offeror will be obtained by summing the scores determined for each criterion in Sections I, II and III of Part C. The order of ranking for negotiations shall be as follows: highest scored Offeror will be ranked first, next highest scored second, and etcetera.
3. Evaluators may discuss factual knowledge of, and may investigate Offerors' and proposed Subcontractors' prior work experience and performance, including projects referenced in proposal, available written evaluations, etcetera, and may contact listed references or other persons knowledgeable of a Contractor's and/or a Subcontractor's past performance. Factors such as overall experience relative to the proposed contract, quality of work, control of cost, and ability to meet schedules may be addressed. If any issues of significant concern to the proposed contract are discovered, the Committee may:
 - 3.1 Provide written recommendations for consideration during contract negotiations;
 - 3.2 Conduct discussions in accordance with paragraph 4, below.
4. The Committee may decide to conduct discussions (or "interviews") with responsible Offerors whose proposals are determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements (AS 36.30.240 & 2 AAC 12.290). Offerors selected by the Committee for discussions may be permitted to submit Best and Final Offers (BAFO) for final Committee Evaluation. After discussions and any BAFO's, Evaluators will determine the final scoring and ranking for contract negotiations by evaluating written and oral responses using only the criteria set forth in Part C of this RFP (2 AAC 12.260(b)).
5. All Offerors will be advised of the Offeror selected for negotiation and, after completion of negotiations, a Notice of Intent to Award will be provided to all Offerors. If contract negotiations are unsuccessful with Offeror(s) selected for negotiation, the Contracting Agency may either cancel the solicitation or negotiate with other Offerors in the order of ranking.

NOTICES

PART

A

1. The Contracting Agency is an equal opportunity employer.
2. Copies of contract documents are available for review at the Contracting Agency's office. Offerors located outside the general vicinity of the Contracting Agency's office may telephone the Agency Contact identified on page one of this Part A for a discussion of such items.

General Conditions of the Professional Services Agreement are contained in the Small Procurement Standard Provisions Booklet, which is located on the Department's website under "Procurement".

The General Conditions are the **same** for both Competitive Sealed Proposals and Small Procurements.

3. Offerors are specifically advised that a contract shall not be in effect until a written agreement is executed by an authorized agent of the Contracting Agency. The Contracting Agency shall not be liable for any cost incurred by an Offeror in response to this solicitation, including any work done, even in good faith, prior to execution of a contract and issuance of a Notice to Proceed.

4. The Contracting Agency expressly reserves the right to waive minor informalities, negotiate changes or reject any and all proposals and to not award the proposed contract, if in its best interest. "Minor Informalities" means matters of form rather than substance which are evident from the submittal, or are insignificant matters that have a negligible effect on price, quantity, quality, delivery, or contractual conditions and can be waived or corrected without prejudice to other Offerors (2 AAC 12.990).

5. All proposals shall be open for public inspection (AS 36.30.230) after a Notice of Intent to Award is issued. Offerors should not include proprietary information in proposals if such information should not be disclosed to the public. Any language within a submittal purporting to render all or portions of a proposal confidential will be disregarded. Proprietary information which may be provided after selection for contract negotiations will be confidential if expressly agreed to by the Contracting Agency (AS 36.30.230).

6. Substitution for any personnel named in a proposal may result in termination of negotiations.

7. If it is discovered that a selected Offeror is in arrears on taxes due the State of Alaska, a contract may not be awarded until the Alaska Department of Revenue approves the payment provisions for the contract.

8. **Offerors and proposed subcontractors shall be in compliance with the statutory requirements for Alaska business licensing and professional registrations included in the certification statement on Page 2 of Part D in this RFP package.**

9. **PRICE COMPETITION:** Price cannot be an Evaluation Criterion in accordance with Article 3 of AS 36.30 for services that must be performed only by Architects, Engineers or Land Surveyors (A/E or LS) licensed in the State of Alaska, UNLESS the provisions of AS 36.30.270(d) apply; i.e., unless the services required are repetitious in nature, and the nature and amount of services required are thoroughly defined by measurable and objective standards to reasonably enable firms or persons making proposals to compete with a clear understanding and interpretation of the services required. If price is a factor, a majority of the evaluation committee must be registered in Alaska to perform architectural, engineering, or land surveying services.

9.1 If the services performed do not require an A/E or LS, then all Offerors including any A/E or LS must provide Price Proposals in accordance with AS 36.30.270(b) and 2 AAC 12.260(c).

9.2 Price (or any estimate of labor hours) cannot be an Evaluation Criterion for contracts that will receive federal funding (FAA) per 49 CFR 18.36(t), AC 150/5100-14D. For FAA exceptions: see AC 150/5100/14D, para 2-4(c).

10. An audit of the selected Offerors' and proposed Subcontractors' cost accounting systems and business records may be required to ascertain if systems are adequate for segregating contract costs; to establish a maximum allowable Indirect Cost Rate for the Agency's negotiator; and to investigate the accuracy of proposed labor rates and unit prices. In order

not to unduly delay contract negotiation or award, be prepared to submit Pre-Audit Statement, DOT&PF Form 25A257 immediately for your firm and any subcontract which may exceed \$250,000. For contract amounts less than \$250,000, the Contracting Agency may require the Offeror and proposed Subcontractor to submit the Pre-Audit Statement if deemed necessary to determine allowable costs under Title 23 CFR requirements. If selected for negotiation, failure to submit properly completed Pre-Audit Statement(s) in a timely manner may disqualify an Offeror from further consideration. Information from Pre-Audit Statements and any Audit conducted for the Contracting Agency is considered proprietary and will be confidential.

11. Standard insurance provisions for Worker's Compensation, General and Automobile Liability, and Professional Liability are contained in DOT&PF Form 25A269, Indemnification and Insurance. Coverages may be modified under very limited circumstances. Offeror should not assume any modification of coverages.

12. Professional Liability Insurance for the proposed contract: is not required
 is required as shown on DOT&PF Form 25A269.

13. The proposed contract will will not be a Federally Assisted Program of the U.S. Department of Transportation. If it will be an assisted program, then the Offeror shall insert the following notification in all subcontract solicitations for bids or proposals pertinent to this RFP:

"In accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, CFR, U.S. Department of Transportation (U.S. DOT), Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. DOT issued pursuant to such Act, in any Subcontract entered into pursuant to this RFP, Disadvantaged Business Enterprise firms will be afforded full opportunity to submit bids or proposals and will not be discriminated against on the grounds of race, color, sex, or national origin, in consideration for an award.

14. Pre-proposal Conference: None As follows:

15. Special Notices:

15.1 Per Alaska Statute (AS) 36.30.210(e): An Alaska Business License is required of Contractors who do business in Alaska at time of award. To qualify for the Alaska Offerors' Preference, under AS 36.30.321, an Offeror shall have a valid Alaska business license as a prerequisite to proposal. Information regarding applying for an Alaska Business License can be found on-line at <http://commerce.alaska.gov/dnn/cbpl/Home.aspx> or by calling 1-907-465-2550. The business license must be in the name of the company under which the proposal is submitted.

15.2 Effective May 8, 2015, the Department, in coordination with the U.S. Department of Transportation, adopted a Race-Neutral Disadvantaged Business Enterprise (DBE) Program for its federal-aid program. The Race-Neutral DBE program applies to federally funded construction related professional services solicitations, with the exception of FAA funded projects located within the boundaries of the Department's Northern Region, which remain under a Race-Conscious DBE program. The Department encourages Contractors to continue using DBE participation on highway, airport and transit projects. If you have any questions about this notice or the Department's DBE program, please contact the Civil Rights Office at (907) 269-0851 or refer to their website <http://www.dot.alaska.gov/cvlrts/index.shtml>.

15.3 The intent of this professional services agreement is to complete Phase I, which involves the development of an Airport Master Plan. It is anticipated that Phase II, Airport Layout Plan and Capital Improvement Program, will be added by amendment when funding is secured. Other services that may also be added include design (electrical, geotechnical, environmental, right of way and utility), and bidding and construction assistance services; however, the Contracting Agency reserves the right to accomplish any or all of these services by other means, including use of in-house forces.

SUBMITTAL CHECKLIST

PART

B

Offeror may use left margin to check off items when completed.

Prime Contractor shall have a current Alaska Business License on date of submittal, reference item 1, page 2, Part D.

- [] 1. Offerors must carefully review this RFP Package for defects and questionable material and become familiar with submittal requirements. Submit written comments to the address shown under "Submittal Deadline and Location" on page 1 of Part A - RFP. Substantive issues will be addressed in a written addendum to all RFP recipients on record. Failure to comply with directions may result in lower score and may eliminate a submittal from consideration. Protests based on alleged improprieties or ambiguities in a solicitation may be disallowed at the discretion of the Contracting Agency if the protest is not received in writing at least ten Agency work days prior to the Submittal Deadline (AS 36.30.565).
- [] 2. Review Part A - RFP and the proposed Statement of Services and any other attached or referenced materials. If no Statement of Services is attached, telephone the Agency contact person identified on page 1 of Part A.
- [] 3. Review Part C - Evaluation Criteria. Read each criterion in light of the proposed Statement of Services. Note any project specific criteria which may have been added or any changes to standard criteria descriptions which may have been made. Be aware of the assigned weight for each criterion. If a weight is not entered for any criterion on Part C, notify the Agency contact person. Plan your proposal to address the applicable criteria. Criteria Responses shall not exceed the number of pages stated below.
- [] 4. Prepare a distinct Response for each criterion that has a weight more than zero. Failure to respond directly to any criteria weighted more than zero will result in an evaluation score of zero for that criteria. Any Responses to criteria weighted zero will be disregarded. Acceptable Responses must be specific and directly related to the Contracting Agency's proposed Statement of Services. Marketing brochures, federal standard forms 330s, marketing resumes, and other non-project specific materials will be discarded without evaluation and should not be submitted.
- [] 5. **Each criterion Response must be titled, numbered and assembled in the order in which the criteria are listed in Part C**, so the criterion to which information applies shall be plainly evident. Material not so identified or assembled may be discarded without evaluation.

[] 6. Price is is not an evaluation criterion for the proposed contract.

If Price is a Criterion, prepare **Billing Rates and/or Price Proposals** as described in Criteria #12 and/or #13.

- [] 7. Complete all entries on Part D - Proposal Form. Note the statutory requirements for Alaska business licenses and professional registrations and be sure to sign and date the Certification. Copies of licenses and registrations may be provided with submittal, and will not count in the requirements of #8 below.

[] 8. Attach Criteria Responses (**except any Billing Rates or Price Proposals**) to Part D - Proposal Form. The maximum number of attached pages (**each printed side equals one page**) for Criteria Responses shall not exceed: **Twelve (12), which includes the schedule submitted in response to Criterion 6**. Attached page limit does not include the four-page Part D - Proposal Form, or any Billing Rates or Price Proposals.

Criteria Responses shall be presented in **8-1/2" X 11" format**, except for a minimal number of larger sheets (e.g. 11" x 17") that may be used (e.g. for schedules) if they are folded to 8-1/2" X 11" size. Large sheets will count as multiple pages at 93.5 square inches or fraction thereof per page, unless otherwise noted.

CAUTION: Criteria Responses which do not comply with the required page limit or presentation size, may result in disqualification. Further, small print or typeface that is difficult to read may negatively influence evaluation of your submittal and affect scoring for "Quality of Proposal."

CHECKLIST IS CONTINUED NEXT PAGE

- [] 9.
- [] 10. Parts A, B and C of Form 25A270 and the proposed Statement of Services shall not be returned to the Contracting Agency. **Submittals shall consist of the following applicable items assembled as follows and in the order listed:**
- [] 10.1 Completed Part D - Proposal Form (generally at least one copy with original signature) and Responses to all evaluation criteria -- **except Billing Rates, Price Proposals** -- attached. Each copy shall be fastened with one staple in the upper left corner. No other form of binding shall be used and no cover and no transmittal letter will be included. **CAUTION:** Failure to comply with this instruction will negatively influence evaluation of Submittal.
- [] 10.2 Number of copies of Part D (**all pages**) and Criteria Responses (**except Billing Rates, and Price Proposals**) required is: **Seven (7)**
- [] 10.3 If **Billing Rates and/or Price Proposals** are required, **one copy** bound with one staple in the upper left corner separately enclosed in a sealed envelope marked on the outside to identify it as a **Billing Rates or Price Proposal** and the names of the Project and Offeror. Each **Billing Rates or Price Proposal** must be signed and dated by the person who prepares it (may be different signatures for each Subcontractor).
- [] 10.4 If Item 9, above, is completed for this RFP Package, any submittal items described therein. Unless otherwise stated, one copy only, bound appropriately.
- [] 10.5 Pre-Audit Statement, DOT&PF Form 25A257, shall **not** be provided with Submittal. (See Notice #10 on page 3 of Part A - RFP.)
- [] 10.6 **CAUTION:** If you replicate (other than by photocopy) Part D or any form in lieu of completing the forms provided by the Contracting Agency, provide a signed certification that lists such forms and attests that they are exact replicas of that issued by the Contracting Agency. Changed forms may result in rejection at the Contracting Agency's discretion. Any alteration - other than completion of the required entries - may be cause for rejection without recourse.
- [] 11. Deliver **submittals in one sealed package** to the location and before the submittal deadline cited in Part A - RFP. **Mark the outside of the package** to identify the Project and the Offeror. Proposals must be received prior to the specified date and time. Late proposals will not be opened (2 AAC 12.250).

EVALUATION CRITERIA

Criteria with a weight of zero are not applicable and should be disregarded. If a weight is not indicated for any criterion, telephone the Agency Contact person identified at the top of page 1 of Part A - RFP.

SECTION I - TECHNICAL PROPOSAL

1. Objectives, Services and Methods

1. Weight: 15

Response must **demonstrate your comprehension of the objectives and services** for the proposed contract. Do not merely duplicate the Statement of Services provided with this RFP. Also, consider if Statement of Services is sufficiently explicit; are expressed or implied schedules attainable/economically feasible; etcetera? Explain. **Define any assumptions made** in formulating Criteria Response. If design services for a construction project are included, express any opinions regarding alternative design considerations that could impact construction costs.

Response must outline the methods for accomplishing the proposed contract or, if methodology is contained in the proposed Statement of Services, address its adequacy. Describe what, when, where, how, and in what sequence the work will be done. Address how proximity to the Project site, *particular* geographic familiarity, experience, and capabilities of your firms (Offeror and Proposed Subcontractors) and Project Staff might *specifically* contribute to the proposed methods. Identify the amount and type of work to be performed by any Subcontractors. Consider how each task may be carried out; what services or interaction required from/with the Contracting Agency; etcetera. Suggest alternatives, if appropriate. Identify any **distinct and substantive qualifications** for undertaking the proposed contract such as the availability of specialized equipment or unique approaches or concepts **relevant to the required services** which the firms may use.

3. Management

3. Weight: 5

Response must describe the administrative and operational structures that will be used for performing the proposed contract. For example consider: who will have overall responsibility for the contract? Who will have direct responsibility for specific disciplines? What will the lines of authority be? For any individual who would be in "responsible-charge" (reference AS 08.48) as an Architect or Chemical, Civil (including Structural), Electrical, Mechanical, Mining or Petroleum Engineer, or Land Surveyor, so state and list his/her Alaska professional registration number. A graphic depiction is preferred in your response to this criterion. Additionally, the Contracting Agency may want to inspect work products in progress and have a close ongoing working relationship with your Project Staff. Accordingly, your response should also identify where the various contract services will be performed, *in proximity to the Contracting Agency's office*, and how communications will be maintained between your Project Staff, the Contracting Agency, and (as applicable) any other government agencies or the public.

4. Proposed Project Staff

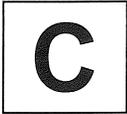
4. Weight: 30

Response must name the individuals to perform the following **FUNCTIONS** plus any other professional/technical functions you deem essential to perform the services:

1. Contract Management (contract compliance)
2. Project Management (single point-of-contact directly engaged in contract performance)
3. Airport/Aviation Planning
4. Civil Engineering*
5. Land Surveying*
6. Public Involvement

*All personnel acting in responsible charge for all Architectural, Engineering and Land Surveying functions require an Alaska Registration and must be identified in your proposal.

continued on next page



Describe the work to be performed by the individuals you name to perform essential functions and detail their specific qualifications and substantive **experience directly related to the proposed contract**. A response prepared specifically for this proposal is required. Marketing resumes often include non-relevant information which may detract from the evaluation of proposal. Lists of projects are not useful. Focus on individual's specific duties and responsibilities and how project experience is relevant to the proposed contract.

For each person named, identify their: employer, professional discipline or job classification and state of residency. List at least three (3) professional references (contact and telephone number) for each person.

5. Workload and Resources

5. Weight: 10

Response must: (1) discuss both current and potential time commitments of your proposed Project Staff to all clients; (2) discuss the projected workload of each firm (Offeror and Proposed Subcontractors) for all clients; and (3) demonstrate adequate support personnel, facilities and other resources to provide the services required. Provide a list of current contracts with the Contracting Agency in which your proposed Project Staff are participating. Include all contracts statewide with regions, divisions, etc., of the Contracting Agency.

Briefly address capabilities for providing additional services and/or services under an accelerated schedule. Address capacity to reassign personnel, equipment and facilities whenever the proposed contract would not require such capabilities or was delayed.

6. Past Performance & Airport Planning Experience

6. Weight: 15

Response must describe previous projects the project team has worked on that are related in size and scope to this project. Address previous airport master planning experience of the proposed project team. Relate any unique issues and how they were resolved and a brief narrative of the successes of the projects. What was the public's response to the finished plan? Describe the dollar amount of the projects. Address how the experience will help your team to perform under this contract. Provide references (contact name and phone number) for each project. Indicate which of the proposed firms and project staff were involved in each project. The State reserves the right to investigate referenced projects, contact references and research other projects on which the respondent has worked.

7. Quality of Proposal

7. Weight: 5

Offerors do not respond to this criterion. Committee members will rate this criterion based on their perception of the clarity, completeness and presentation of submittal. Note: This criterion is **NOT** used to evaluate color, graphics or other visual techniques except as they may detract from legibility.

8. Proposed Project Staff for Possible Added Services**8. Weight: 5**

Response must name the individuals to perform these FUNCTIONS:

Geotechnical Engineering
 Electrical Engineering*
 Environmental Document and Permitting
 Right of Way Acquisition Services
 Utility Relocation Agreements

***Personnel acting in responsible charge for all Engineering functions require an Alaska Registration and must be identified in your proposal.**

Describe the work to be performed by the individuals you name to perform essential functions and detail their specific qualifications and substantive **experience directly related to the proposed contract**. A response prepared specifically for this proposal is required. Marketing resumes often include non-relevant information that may detract from the evaluation of proposal. Lists of projects are not useful. Focus on individual's specific duties and responsibilities and how project experience is relevant to the proposed contract. For each person named, identify their: employer, professional discipline or job classification and state of residency. List at least three (3) professional references (contact name and telephone numbers) for each person.

9. Schedule**9. Weight: 15**

The Contracting Agency requests this project to be completed as expeditiously as practical. Response must clearly identify important issues/considerations to be addressed during an expedited schedule, and include recommendations and proposals for an expedited project timeline. Activities under your control should be identified separately from those where the schedule may be strongly influenced by others. A table showing what individual will be working on an activity with a team leader for that activity, or similar presentation will suffice. Estimates of man-hours are not requested and shall not be submitted.

Begin your schedule with receipt of NTP anticipated to occur on **August 8, 2016**.

The schedule may be on one 11x17 sheet, which **will** be counted as one (1) page toward the proposal page limit. **The negotiated agreement with the selected Offeror will include provisions obligating it to performance in accordance with its proposed schedule. If the schedule is found to be unrealistic, the Contracting Agency may terminate negotiations and enter into negotiations with the next ranked firm.**

SECTION II - PREFERENCES

10. Disadvantaged Business Enterprises **49 CFR 26**
Generally, weight shall be at least "10" for FHWA, FAA, or FTA funded contracts.

10. Weight: 0

This solicitation is being conducted under the Department's Race Neutral Disadvantaged Business Enterprise (DBE) program for construction-related professional services solicitations. Therefore, there is no DBE goal for this solicitation and the criterion has a weight of zero (0).

See Special Notices section of rfp-a for more information.

11. Alaska Bidder (Offeror) Preference **49 CFR 18.36(c)(2) & 2 AAC 12.260(e)**
Weight shall be "0" if any federal funding, otherwise weight shall be at least "10".

11. Weight: 0

To be granted this preference:

1) Response must certify that Offeror meets the following requirements per AS 36.30.990

- (A) Firm holds a current Alaska Business License;
- (B) Proposal is submitted under the name as appearing on the Firm's current Alaska Business License;
- (C) Firm has maintained a place of business within Alaska, staffed by the Firm or an employee of the Firm, for a period of six months immediately preceding the date of the offer;
- (D) Firm is incorporated or qualified to do business under the laws of the State of Alaska, is a sole proprietorship, and the proprietor is a resident of Alaska, is a limited liability company organized under AS 10.50 and all members are residents of Alaska, or is a partnership under AS 32.05, AS 32.06, or AS 32.11 and all partners are residents of Alaska; and
- (E) If the Firm is a Joint Venture, it is composed entirely of entities that qualify under (A) - (D).

2) Offeror must designate the Alaska Bidder (Offeror) Preference on page one of Part D.

Response will be scored: Rating x Number of Evaluators x Weight = Criterion Score. Rating will be as follows:

An Alaska Offeror's preference (i.e. a Rating of 5) will be assigned to the proposal of an Offeror who qualifies as an Alaska bidder using the criteria in 1), above.

No Alaska Offeror's preference (i.e. a Rating of 0) will be assigned to the proposal of an Offeror who does not certify that it qualifies as an Alaska bidder or who does not qualify as an Alaska bidder using the criteria in 1), above.

SECTION III - PRICE

If price is not an Evaluation Criterion, weights for both Criterion #12 and #13 shall be "0". If price is an Evaluation Criterion, the sum of weights for Criterion #12 and #13 shall be at least "10", and all Offerors shall submit Price Proposals in the specified format(s).

See item #9, under Notices in Part A - RFP, regarding statutory and regulatory provisions about price competition and item #10.3, in Part B - Submittal Checklist, regarding procedure for submittal of Billing Rates and/or Price Proposals. Cost terminology is explained on page 2 of the Pre-Audit Statement (DOT&PF Form 25A257).

CAUTION: Submittal of Offeror's or Subcontractor's "standard" rate schedules or other pricing documents which are not in required format will be non-responsive if they do not allow direct comparison with other responsive proposals.

Rates and costs proposed by the Offeror selected for contract negotiations may be investigated for reasonableness and allocability in accordance with AS 36.30.400, .420 & .480, 2 AAC 12.550 and the contract cost principles in 48 CFR Part 31. Unsupported rates and costs may be disallowed or result in termination of negotiations, or contract award. All proposed rates and the negotiated contract rates will be public information.

12. Labor Billing Rates (Required Format)

12. Weight: N/A

Provide a proposed total hourly Billing Rate (i.e. inclusive of Direct Cost of Direct Labor, all Indirect Costs, and Fee) only for each of the job **FUNCTIONS** listed below. Note: Some of these functions may be performed by one or more employees of the Offeror or Subcontractors; consequently, an individual might be billed under the contract at different rates appropriate to the functions performed. **Only the maximum rate paid to any individual for each listed job function** - regardless of employer (Offeror or Subcontractor) - **must be provided and will be considered for this response**. Rates for lower paid individuals or for other job functions, if any, will be addressed during contract negotiations.

1. Contract Management	(Estimated at	% of total labor effort)
2. Project Management	(Estimated at	% of total labor effort)
3.	(Estimated at	% of total labor effort)
4.	(Estimated at	% of total labor effort)
5.	(Estimated at	% of total labor effort)

*In accordance with the submittal Checklist ('rfp-b'), item 10.3, *Billing Rates must be signed and dated by the person who prepares it (may be different signatures for each Subcontractor)*

Response will be scored as follows: The maximum hourly rates proposed for the job functions listed above will be multiplied by the percentage of total labor effort (estimated above) and then summed to obtain an aggregate rate for each Offeror. If more than one rate is provided for any job function, only the highest rate will be used. Each Offeror's score will be calculated using the following equation - except that the **score will be zero if a rate for each listed function is not provided by an Offeror**.

$$\frac{(\text{Lowest aggregate rate from all Offerors}) \times (\text{MPP}^*)}{(\text{Offeror's aggregate rate})} = \text{Offeror's Criterion Score}$$

*MPP = Maximum Possible Points = (5) x (Number of Evaluators) x (Weight)

If no federal funding, then per AS 36.30.250(b), aggregate rates shall be reduced for the above calculation by the following applicable percentages when the rates are from Offerors that **designate preferences on page one of Part D**.

- ALASKA BIDDER (OFFEROR) PREFERENCE [2 AAC 12.260(d)] 5%
- ALASKA VETERAN-OWNED BUSINESS PREFERENCE [AS 36.30.175] (maximum \$5000) 5%
- and only ONE of the following:
- EMPLOYMENT PROGRAM PREFERENCE [AS 36.30.170(c)] 15%
- DISABLED SOLE PROPRIETOR OR 50% DISABLED EMPLOYEES [AS 36.30.170(e & f)] 10%

To claim employment or disabled preference, Offeror must be on the appropriate Alaska Division of Vocational Rehabilitation list at the time designated for opening (i.e., receipt) of proposals.

13. Total Price Proposal (Required Format)**13. Weight: N/A**

Provide proposed costs for all labor, subcontracts, equipment, expenses, etc., and a proposed amount for Fee. Submit a separate price proposal in the following format for the Offeror and for each Subcontract (first, second, third tier, etc.) that may exceed \$25,000. Each price proposal must be signed and dated by the person who prepares it. Note that the PRICES of the next lower tier subcontracts must be listed as COSTS in Item #4 (Other Direct Costs) of the price proposal for the next higher tier contractor so that the price of all subcontracts "roll-up" into the Offeror's total price proposal.

1. Show project title, project number, and Offeror or Subcontractor Name.

2. Direct Costs of Direct Labor (DCDL)

Show the estimated costs for each job classification of employees proposed for the contract. List under the following headings. Names required only for key staff and/or persons in "responsible-charge" (ref.: AS 08.48). **Hourly Rates must not include Indirect Costs or Fee.**

<u>Job Classification</u>	<u>Name</u>	<u>Total Hours</u>	<u>Rate(\$/hr)</u>	<u>Proposed Costs (\$)</u>
				Total DCDL: \$ _____

3. Indirect Costs (IDC)

These costs include what are generally referred to as 1) Fringe Benefits and 2) Overhead (including direct and indirect costs of Indirect Labor). Show the Proposed IDC Rate as a percentage of Direct Costs of Direct Labor and the product (IDC Amount) of that Rate multiplied by the total DCDL.

IDC Rate: _____ % IDC Amount: \$ _____

4. Other Direct Costs (ODC)

These costs include: subcontracts, equipment (company owned or rented), and reimbursable expenses (e.g.: transportation, food and lodging, reproduction, etc.) - if not included in Indirect Costs. List proposed costs under the following headings. If multiples of an item required, list the proposed quantity, unit rate, and total cost for each. **Costs must be based on actual costs to the offeror or the subcontractor, without any profit or other markup.**

<u>Item</u>	<u>Quantity</u>	<u>Cost (\$/Unit)</u>	<u>Proposed Costs (\$)</u>
			Total ODC: \$ _____

5. Total Proposed Cost

Sum of DCDL + IDC + ODC

Total Cost: \$ _____

6. Proposed Fee

List a proposed amount (Contract Fee is generally negotiated using a structured Fee analysis of proposed costs).

Proposed Fee: \$ _____

7. Total Proposed Price

Sum of Total Proposed Cost plus Proposed FEE.

Total Price: \$ _____

8. *In accordance with the Submittal Checklist ('rfp-b'), item 10.3, Price Proposals must be signed and dated by the person who prepares it (may be a different signature for each subcontractor).*

Response will be scored as follows:
$$\frac{(\text{Lowest Total Proposed Price}) \times (\text{MPP}^*)}{(\text{Offeror's Total Proposed Price})} = \text{Criterion Score}$$

*MPP = Maximum Possible Points = (5) x (Number of Evaluators) x (Weight)

If no federal funding, then per AS 36.30.250(b), total price shall be reduced for the above calculation by the following applicable percentages when the prices are from Offerors designate preferences on page one of Part D.

- ALASKA BIDDER (OFFEROR) PREFERENCE [2 AAC 12.260(d)] 5%
- ALASKA VETERAN-OWNED BUSINESS PREFERENCE [AS 36.30.175] (maximum \$5,000) 5%
- and only ONE of the following:
- EMPLOYMENT PROGRAM PREFERENCE [AS 36.30.170(c)] 15%
- DISABLED SOLE PROPRIETOR OR 50% DISABLED EMPLOYEES [AS 36.30.170(e & f)] 10%

To claim employment or disabled preference, Offeror must be on the appropriate Alaska Division of Vocational Rehabilitation list at the time designated for opening (i.e., receipt) of proposals.

Alaska Department of Transportation & Public Facilities PROPOSAL FORM

PART



THIS FORM MUST BE THE FIRST PAGE OF PROPOSAL. Attach criteria responses as explained in Part B - Submittal Checklist. No transmittal letter or cover sheet will be used.

PROJECT

Project Numbers-State/Federal	Z58790000 / AIP 3-02-0031-001-2014
Project Title	Big Lake Airport Master Plan
RFP No.	02562002

OFFEROR (CONTRACTOR)

Contractor	
Street.....	
P.O. Box.....	
City, State, Zip	
Alaska Business License Number	
Federal Tax Identification No.....	
DOT&PF DBE Certification No. (if any)	
Individual(s) to sign contract	
Title(s)	
Type of business enterprise (check one).....	[] Corporation in the state of...:
	[] Individual [] Partnership [] Other(specify)

ALASKA STATUTORY PREFERENCES (IF NO FEDERAL FUNDING)

Check the applicable preferences that you claim for the proposed contract (reference Criteria 11, 12 & 13 in Part C):	
[] Alaska Bidder (Offeror) AND>>	[] Veterans AND>> [] Employment Program <u>or</u> [] Disabled Persons

PROPOSED SUBCONTRACTOR(S)

<u>Service, Equipment, etc.</u>	<u>Subcontractor & Office Location</u>	<u>AK Business License No.</u>	<u>DOT&PF DBE Certification No.</u>

CERTIFICATIONS

I certify: that I am a duly authorized representative of the Contractor; that this Submittal accurately represents capabilities of the Contractor and Subcontractors identified herein for providing the services indicated; and, that the requirements of the Certifications on page 2 and 3 of this Part D for 1) Alaska Licenses/Registrations, 2) Insurance, 3) Federal-Aid Contracts exceeding \$100,000, 4) Cost and Pricing Data, 5) Trade Restrictions/Suspension/Debarment, 6) Foreign Contracting, 7) DBE Commitment, and 8) Former Public Officer - will be complied with in full. These Certifications are material representations of fact upon which reliance will be placed if the proposed contract is awarded. Failure to comply with these Certifications is a fraudulent act. The Contracting Agency is hereby authorized to request any entity identified in this proposal to furnish information deemed necessary to verify the reputation and capabilities of the Contractor and Subcontractors. This proposal is valid for at least ninety days.

Signature		
Name		Date:
Title.....		Telephone (voice):
		(fax):
		Email Address:

CERTIFICATION FOR ALASKA BUSINESS LICENSES AND REGISTRATIONS

PART

D

Contractor and all Subcontractors shall comply with the following applicable requirements of Alaska Statutes:

1. **Alaska Business License** (Form 08-070 issued under AS 43.70) at the time contract is awarded as required by AS 36.30.210(e) for Contractor and all Subcontractors. In accordance with Administrative Manual, Section 81.120, proof of application for an Alaska Business license will satisfy this requirement. Per AAM 81.120, acceptable evidence that the offeror possesses a valid Alaska business license consists of any one of the following:
 - a. Copy of the Alaska business license.
 - b. A canceled check that demonstrates payment for the Alaska business license fee.
 - c. A copy of the Alaska business license application with a receipt stamp from the State's business license office.
 - d. A sworn notarized affidavit that the bidder/offeror applied and paid for the Alaska business license.
 - e. Other forms of evidence acceptable to the Department of Law.
2. **Certificate of Registration** for each individual to be in "responsible charge" (AS 08.48.341(14)) for Architecture, Engineering or Land Surveying (Form 08-2407 issued under AS 08.48.211) issued prior to submittal of proposal. Associates, consultants, or specialists under the supervision of a registered individual in "responsible charge" are exempt from registration requirements (AS 08.48.331).
3. **Certificate of Authorization for Corporate Practice** for incorporated Contractors and incorporated Subcontractors for Architecture, Engineering or Land Surveying (Form 08-2407 issued under AS 08.48.241). Corporations offering to provide Architectural, Engineering or Land Surveying services do not need to be registered for such disciplines at the time proposal is submitted provided they obtain corporate registration before contract award (AS 08.48.241).
4. **Certificate of Incorporation** (Alaska firms) or **Certificate of Authorization for Foreign Firm** ("Out-of-State" firms). All corporations, regardless of type of services provided, must have one of the certificates (AS 10.06.218 and other sections of Title 10.06 - Alaska Corporations Code).
5. **Current Board of Director's Resolution** for incorporated Contractors and incorporated Subcontractors for Architecture, Engineering or Land Surveying (reference AS 08.48.241) which names the person(s) designated in "responsible charge" for each discipline. Such persons shall be licensed in Alaska and shall participate as project staff in the Contract/Subcontracts.
6. **All partners** in a Partnership to provide Architectural, Engineering, or Land Surveying **must be legally registered in Alaska** prior to submittal of proposal for at least one of those disciplines (AS 08.48.251) which the Partnership offers.
7. **Joint Ventures**, regardless of type of services provided, must be licensed/registered in the legal name of the Joint Venture as used in this proposal (AS 43.70.020 and 43.70.110(4)).
8. **Contracts for Architecture, Engineering or Land Surveying** may not be awarded to individuals, corporations or partnerships not in compliance, respectively, with the provisions of paragraph 2, 3, and 6, above (AS 36.90.100).

[For information about licensing, Offerors may contact the Alaska Department of Commerce and Economic Development, Division of Occupational Licensing at P.O. Box 110806, Juneau, AK 99811-0806, or at Telephone (907) 465-2550, or at Internet address: <http://commerce.alaska.gov/dnn/cbpl/Home.aspx>]

CERTIFICATION FOR INSURANCE

Contractor will ensure that it and all Subcontractors have insurance coverage to effectuate the requirements of DOT&PF Form 25A269, Indemnification and Insurance.

CERTIFICATION FOR FEDERAL-AID CONTRACTS EXCEEDING \$100,000

The individual signing this proposal certifies to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Contractor shall complete and submit Standard Form-LLL, Disclosure of Lobbying Activities, in accordance with its instructions. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

This certification is a material representation of fact upon which reliance will be placed if the proposed contract is awarded. Submission of this certification is a prerequisite for making or entering into the proposed contract imposed by Section 1352, Title 31, U.S. Code. The Contractor also agrees by submitting this proposal that Contractor shall require that the language of this certification be included in all lower tier subcontracts which exceed \$100,000 and that all such Subcontractors shall certify and disclose accordingly.

CERTIFICATION - COST AND PRICING DATA

In accordance with AS 36.30.400, any cost and pricing data submitted herewith, or in any future price proposals for the proposed contract, will be accurate, complete and current as of the date submitted and will continue to be accurate and complete during the performance of the contract, if awarded.

The contractor certifies that all costs submitted in a current or future price proposal are allowable in accordance with the cost principles of the Federal Acquisition Regulations of Title 48, Code of Federal Regulations (CFR), Part 31 and that the price proposal does not include any costs which are expressly unallowable under the cost principles of the FAR of 48 CFR 31. In addition, all known material transactions or events that have occurred affecting the firm's ownership, organization and indirect costs rates have been disclosed.

CERTIFICATION – TRADE RESTRICTIONS AND SUSPENSION AND DEBARMENT

The individual signing this proposal certifies to the best of his or her knowledge that the Contractor and any subcontractors are in compliance with DOT&PF 25A262 Appendix A, General Conditions, Article A25 and Article A26.

CERTIFICATION - FOREIGN CONTRACTING

By signature on this solicitation, the offeror certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States. If the offeror cannot certify that all work is being performed in the United States, the offeror must contact the Contracts Officer to request a waiver at least 10 days prior to proposal deadline. The offeror must provide with their submission a detailed description of the portion of work being performed outside the United States, where, by whom, and the reason the waiver is necessary. Failure to comply with this requirement may cause the state to reject the bid or proposal as non-responsive, or cancel the contract.

CERTIFICATION – DBE COMMITMENT

For federal-aid projects with DBE goals: if the Contractor submits a utilization report that proposes to use certified DBE's in the performance of work, the Contractor certifies that every effort will be made to meet or exceed the proposed percentage.

In addition, the Contractor certifies that a Consultant Registration form shall be submitted to the DBE/Civil Rights Office for their firm and each subconsultant prior to award.

CERTIFICATION – FORMER PUBLIC OFFICER

Any proposer listing as a member of the proposer's team a current public officer or a former public officer who has left state service within the past two years must submit a sworn statement from that individual that the Alaska Executive Branch Ethics Act does not prohibit his or her participation in this project. If a proposer fails to submit a required statement, the proposal may be deemed nonresponsive or nonresponsible, and rejected, depending upon the materiality of the individual's proposed position.

The Ethics Act bars a public officer who leaves state service from representing, advising or assisting a person for compensation regarding a matter –

that was under consideration by the administrative unit in which the officer served, and in which the officer participated personally and substantially through the exercise of official action,

for two years after leaving state service. See AS 39.52.180(a). "Public officer" includes a state employee, a member of a state board and commission, and a trustee of the Exxon Valdez Oil Spill Trust. "Official action" means a recommendation, decision, approval, disapproval, vote, or other similar action or inaction. Possible remedies for violating the bar include penalties against the former public officer and voiding the state grant, contract or lease in which the former public officer is involved.

Additionally, former public officers may not disclose or use information acquired in the course of their official duties that could in any way result in a benefit to the former public officers or their families, if the information has not been disseminated to the public or is confidential by law, without appropriate authorization. See AS 39.52.140.

Each current or former public officer is responsible for determining whether he or she may serve in the listed capacity on this project without violating the Ethics Act. A form that a former public officer may use to certify their eligibility is attached. Current public officers may seek advice from their designated ethics supervisors concerning the scope and application of the Ethics Act. Former public officers may, in writing, request advice from the Office of the Attorney General, Ethics Attorney concerning the application of the Ethics Act to their participation in this project. It is the responsibility of the individual and the proposer to seek resolution in a timely manner of any question concerning the individual's eligibility.

COST TERMINOLOGY

DIRECT LABOR - Base salary or wages paid to employees charged directly to contracts or projects.

OTHER DIRECT COSTS - Actual costs of other than Direct Labor. Some examples of Other Direct Costs are subcontracts, equipment (company owned or rented), unit rate items and reimbursable expenses (travel, computer charges, reproduction, etc.).

INDIRECT COST RATE – A computed rate developed by adding all of a firm’s general and administrative costs, and all other indirect costs, then dividing by a base value, usually direct labor dollars to get a percentage. This rate is normally compiled based on the consultant’s applicable fiscal year.

INDIRECT COSTS - Indirect costs consist of allowable expenses which, because of their incurrence for common or joint cost objectives, must be prorated (allocated) to jobs or contracts using a specified Indirect Cost Rate. A cost objective is a function, organizational subdivision, contract, project or work unit for which cost data is accumulated under the Contractor's accounting system. Generally, Indirect Costs are segregated into the following categories: Fringe Benefits and General & Administrative Expenses .

Fringe Benefits - Costs for items such as:

Workers' Compensation Insurance	Vacation Time and Authorized Leave
Deferred Compensation/Retirement Plans	Social Security and Unemployment Taxes
	Group Medical Plan and Life Insurance Premiums

Overhead costs for items such as the following, if they are not included in Direct Costs:

Indirect Labor (Supervisory, Administrative, etc.)	Office Supplies
Travel, Food and Lodging	Communications
Maintenance and Depreciation of Equipment/Computers	Reproduction Costs
Business Insurance Premiums Not Billed to Clients	Recruiting Expense
Rent, Heat, Power, Light and Janitorial Services	Rentals of Equipment/Computers

UN-ALLOWABLE COSTS - Costs for the following items and certain other costs defined in 48 CFR Part 31 and related regulations are not allowable. Such costs shall not be included as Indirect Costs or in the calculation of the Indirect Cost Rate.

Alcoholic Beverages	Organization Costs
Advertising	Lobbying Costs
Interest and Other Financial Costs	Bad Debts
Contributions and Donations	Fines and Penalties
Federal Income Taxes	Entertainment
Goodwill	Keyman Insurance

NOTE: IF YOUR ACCOUNTING SYSTEM WHOLLY OR PARTIALLY ALLOCATES INDIRECT COSTS ON OTHER THAN A DIRECT LABOR BASIS, ATTACH A DESCRIPTION OF THE COST POOLS OR SERVICE CENTERS YOU USE AND IDENTIFY THE INDIRECT COSTS RATE(S) AND BASE(S).

INDEMNIFICATION AND INSURANCE

Appendix D in Professional Services Agreements

IRIS Program No: Z587900000
Federal Project No: AIP 3-02-0031-001-2014
Date Prepared: 6/8/2016

CONTRACTOR shall include the provisions of this form in all subcontracts which exceed \$25,000 and shall ensure Subcontractor's compliance with such provisions.

ARTICLE D1 INDEMNIFICATION

D1.1 The CONTRACTOR shall indemnify, hold harmless, and defend the CONTRACTING AGENCY from and against any claim of, or liability for negligent acts, errors or omissions of the CONTRACTOR under this Agreement. The CONTRACTOR shall not be required to indemnify the CONTRACTING AGENCY for a claim of, or liability for, the independent negligence of the CONTRACTING AGENCY. If there is a claim of, or liability for, the joint negligent error or omission of the CONTRACTOR and the independent negligence of the CONTRACTING AGENCY, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "CONTRACTOR" and "CONTRACTING AGENCY", as used within this article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "Independent Negligence" is negligence other than in the CONTRACTING AGENCY's selection, administration, monitoring, or controlling of the CONTRACTOR and in approving or accepting the CONTRACTOR's Work.

D1.2 The CONTRACTOR shall exercise that degree of skill, care and judgment commensurate with the professional standards for the services of a similar nature. When such standards are in dispute, they shall be established by a panel of three qualified, impartial professionals objectively selected and appointed by the Appeals Officer.

D1.3 The CONTRACTOR shall correct, through re-performance at its expense, any services which are deficient or defective because of the CONTRACTOR's failure to perform said services in accordance with professional standards, provided the CONTRACTING AGENCY has notified the CONTRACTOR in writing within a reasonable time, not to exceed 60 days, of the discovery of any such deficiency during the performance of the services and within 12 months of the date of final payment under this Agreement.

ARTICLE D2 INSURANCE

D2.1 Without limiting the CONTRACTOR's indemnification, it is agreed that CONTRACTOR shall purchase at its own expense and maintain in force at all

times for the duration of this Agreement, plus one year following the date of final payment, the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the CONTRACTOR's policy contains higher limits, the CONTRACTING AGENCY shall be entitled to coverage to the extent of such higher limits. Certificates of insurance must be furnished to the CONTRACTING AGENCY and incorporated into this Agreement with copies attached to this document. Certificates must provide for the CONTRACTING AGENCY to receive notice of any policy cancellation or reduction per AS 21.36 Sections 210-310. Failure to furnish certificates of insurance or lapse of the policy is a material breach and grounds for termination of the CONTRACTOR's services and may preclude other Agreements between the CONTRACTOR and the CONTRACTING AGENCY.

D2.1.1 Worker's Compensation Insurance: The CONTRACTOR shall provide and maintain, for all employees engaged in work under this Agreement, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal USL&H and Jones Act requirements. The policy(s) must waive subrogation against the State of Alaska.

D2.1.2 Commercial General Liability Insurance: Such policy shall have *minimum* coverage limits of \$300,000 combined single limit per occurrence, covering all business premises and operations used by the Contractor in the performance of services under this agreement. The policy shall be written on an "occurrence" form and shall not be written as a "claims-made" form unless specifically reviewed and agreed to by the CONTRACTING AGENCY.

D2.1.3 Comprehensive Automobile Liability Insurance: Such policy shall have *minimum* coverage of \$300,000 combined single limit per occurrence covering all vehicles used by the Contractor in the performance of services under this agreement.

D2.1.4 Professional Liability (E&O) Insurance: Covering all negligent errors or omissions, and negligent acts, which the CONTRACTOR, Subcontractor or anyone directly or indirectly employed by them, make in the performance of this Agreement which result in financial loss to the State of Alaska. Limits required are per the following schedule:

Proposed Statement of Services

Big Lake Airport Master Plan

Project No. Z587900000 /
AIP 3-02-0031-001-2014

Department of Transportation and Public Facilities
Central Region
Division of Planning & Administration

JUNE 2016

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Phase 2
Not in Contract (NIC)

Additional Phase (Design)
Not in Contract (NIC)

Phase 1

Project Background

The project shall be accomplished in two Phases and in accordance with the following Statement of Services (SOS). Phase I of the project shall produce:

- Public Involvement Plan
- Aviation Forecast
- Condition and Needs Assessment
- Land Use Assessment
 - Land Use Compliance Issue Paper
- Alternatives
- Capital Improvement Program
- Draft/Final Airport Master Plan

Phase II of the project shall produce:

- Survey Services
- New Airport Layout Plan

All work products shall reference dimensions in US customary units.

Context

The Big Lake Airport has received FAA grant funding for maintenance and site obstruction removal efforts. The DOT&PF Maintenance and Operations section has committed the Department to various grant assurances (some for the useful life of the project while others such as Rights and Powers, Revenue, Civil Rights, Exclusive Rights are in perpetuity.) The purpose of the planning effort is to gather quantitative and qualitative information to assist decision-makers in evaluating the consequences of receiving FAA grant funds for this airport in order to meet past, current and future needs of this aviation facility.

Location and Climate

Big Lake is a community on the shores of Big Lake, 13 miles southwest of Wasilla, in the Chugach Mountains. It lies adjacent to Houston and Knik-Fairview. January temperatures range from -33 to 33 °F. July temperatures can vary from 42 to 83 °F. Precipitation averages 14 inches of rain and 48 inches of snow per year

History, Culture and Demographics

Early inhabitants were the Athabascan Dena`ina Natives. Around 1899, the Boston and Klondike Company made the first sled trail north into the Talkeetna Mountains from Knik

via Big Lake. Homesteaders in 1929 and after World War II settled Big Lake. Materials were transported from Pittman Railroad Station over eleven miles of rough trail. By 1959, a number of lodges and several children's camps were operating on the lake, and at least 300 cottages and camps were owned by individuals. Lake-front lots became accessible in the 1960s and 1970s, with the expansion of roads and power. In June 1996, the "Miller's Reach" wildfire destroyed more than 37,500 acres in the Big Lake and Houston area, including 433 buildings and homes valued at \$8.9 Million. Low housing costs, the semi-rural lifestyle, and a 45-minute commute to Anchorage have supported growth in the Mat-Su Valley

Boating and fishing are extremely popular on the lake during the summer months. High school students attend Houston Middle and High Schools.

Mat-Su Regional Aviation System Plan

The Borough developed a regional system plan in August 2008 that focused on documenting existing conditions and issues. The regional system plan included a general assessment of the Big Lake Airport relative to other aviation facilities in the borough. Phase II of the regional system plan effort is underway by the Borough. The work includes an economic evaluation of the airport. The selected Contractor will be expected to coordinate with the Borough efforts to avoid duplication of work.

The Big Lake Airport is owned by DOT&PF and is located at the northeast end of Big Lake. The airport serves primarily general aviation (GA). The gravel runway is maintained by DOT&PF. The airport is increasingly popular and additional lease lots and apron space may be needed. The airport currently has three non-precision instrument approaches.

The Mat-Su Borough owns a float-plane pull-out on the Fish Creek canal adjacent to the Big Lake Airport. There may be concerns relative to the efficient movement of aircraft between the lake and airport.

Task 1 Project Administration

Task 1.1 Contract Administration

The Contractor shall monitor the progress of the work to ensure that activities stay on schedule, within budget, and within the approved scope of work. The Contractor shall commit to completing Phase I within twelve (12) to fourteen (14) months of the initial Notice to Proceed, and will produce a project schedule illustrating their ability to meet this completion target. If any activities begin to fall behind schedule the Contractor shall notify the Contracting Agency's Project Manager immediately and recommend appropriate actions to be taken. A decision on moving forward with Phase II as part of this contract is dependent upon funding and the Contractor's performance in meeting this completion target. Project management efforts shall include the continuous tracking of schedules, budgets, and products; coordination with subcontractors relating to work in progress; and coordination with the Contracting Agency.

Task 2 Public Involvement

Task 2.0 Public Involvement Plan

Public involvement will continue during the entire project. The Contractor shall prepare a Public Involvement Plan (PIP) to guide two-way communication between the residents of the Big Lake area, interested groups and the project team. The PIP shall guide distribution of information to various stakeholders throughout the area and shall facilitate the public's ability to provide input to the project team about transportation issues, needs, alternatives and recommendations.

Task 2.1 Mailing List

The Contractor shall develop and maintain a current Project Mailing List of all agencies, organizations, aviation interests, and individuals with an interest in the airport and adjacent airports. The list may include local residents, business, lodge owners, and property owners. The Project Mailing List shall contain, but not be limited to, the appropriate points of contact for the FAA, the local government, Regional and Local Native Corporations, Local Tribal Government, the Environmental Protection Agency, U.S. Fish and Wildlife Service, National Marine Fisheries Service, Public Health Service, U.S. Army Corps of Engineers, Alaska Department of Natural Resources – Office of Project Management and Permitting, Alaska Department of Commerce, Community and Economic Development, Alaska Department of Environmental Conservation, Alaska Department of Fish and Game, the Alaska Airman's Association, air carriers, air taxi operators, and airport leases. The mailing list shall be reviewed and approved by the Contracting Agency Project Manager before any mailings occur. The Contractor shall provide mailing labels from this list.

Task 2.2 Newsletters

At two key points during development of the study to be identified by the Contractor and approved by the Contracting Agency, the Contractor shall prepare and distribute a one sheet double-sided, 8.5 X 11 inch project flyer to all parties on the most current version of the mailing list. The flyers shall provide information regarding the status and schedule of the project, a brief discussion of issues identified through public and agency involvement, and appropriate graphics. The Contractor shall submit a draft of each flyer to the Contracting Agency for review prior to distribution. The Contractor shall make any necessary revisions before reproducing and distributing the flyer.

Task 2.3 Issues Identification

The purpose of this task is to solicit views of agencies, organizations, and the public and to inform these groups of the proposed study and its schedule. The process shall identify issues and alternatives to be addressed in the study.

FAA/DOT&PF Kickoff Meeting - The Contractor shall meet early in the project with the Contracting Agency, Contracting Agency staff, and representatives of the FAA to identify the issues and concerns of the State and FAA and to discuss the study and inform the parties of the project scope and schedule.

Community Meetings - The Contractor shall conduct two public events; an initial project informational meeting and a project Open House at the completion of the Public Draft Airport Master Plan, in the community to inform the public about the Master Plan effort, and solicit concerns and perceptions with respect to airport, airspace, and adjacent aviation facilities issues and needs. The public events may be done in conjunction with public involvement efforts for the Big Lake Pedestrian Improvements Study if that effort is underway. The Contractor shall organize the events; notify local councils and native corporations, responsible agencies, and the public of the meeting date, place, and time; advertise the meetings in the local media; provide an interpreter of the local native language if requested to do so by the Cities or Borough; reserve facilities; prepare the agenda; make oral presentations; provide presentation graphics; compile attendance lists; respond to questions and requests for additional information; provide comment sheets for written comments; and prepare a written summary of each meeting. The Contracting Agency shall approve all notices before publication and approve the time, date, and location of the meetings.

The Contractor shall conduct the technical presentations for all public meetings. The Contractor shall attend public meetings as necessary to provide status reports on the project.

Task 2.4 Stakeholder Interviews

The Contractor shall conduct interviews with key individuals involved with the operation and use of aviation facilities, such as Contracting Agency personnel, airport maintenance staff, residents, and members of the aviation industry, including those operators based in Anchorage that provide service to the Big Lake area.

Task 2.5 Project Website

The Contractor shall establish and maintain a project website that can both keep the public informed of the latest project developments and be used to record their comments. The Master Plan project web pages should be linked to the ADOT&PF Website on the Project Information / Public Notices page. The site will continue to be maintained by the Contractor and updated as the project moves forward. To the extent possible, the distribution of documents for the public will be done electronically from the web site. Upon completion of the project, all files will be provided in a digital format to the Contracting Agency prior to submission of the final invoice.

Task 2.6 Coordination

Coordination with other individuals and groups is anticipated. The Contractor shall attend other community/agency coordination meetings with entities interested in the project. The Contractor shall notify the DOT&PF Project Manager or designee of all meetings with regulatory agencies or organizations, at least two working days in advance. Prior to such meetings, the Contractor shall discuss the agenda for the meetings with the Contracting Agency Project Manager or designee to ensure that no inappropriate or incorrect information is disclosed. The Contractor shall document all meeting and telephone conversations concerning the proposed project and provide a copy to the Contracting Agency Project Manager.

Task 2 Deliverables

- Public Involvement Plan
- Mailing List
- Newsletters
- Interviews
- Website
- Documentation of Coordination

Task 3 Condition and Needs Assessment

Task 3.1 Socioeconomic Evaluation

Key socioeconomic characteristics associated with air transportation demand shall be compiled and analyzed. Population forecasts for the three stages of airport development (5-, 10-, and 20-year) shall be developed based on current trends and projected growth for the community. Seasonal fluctuations in population shall also be taken into consideration. Particular attention shall be given to the trends in the mining, tourism and sport fishing industries and whether these trends will affect the local economy and demands on air transportation service. This task shall be coordinated with efforts being conducted by the Borough Regional Aviation System Plan project and the Borough's update of the Long Range Transportation Plan.

Task 3.2 Regional Transportation Facilities

Information regarding other relevant modes of transportation and transportation facilities within the region shall be collected and evaluated for their relationship to the airport. A description of a possible Port Mackenzie to Parks Highway connection, particularly Alternative 3A, as discussed in the Mat-Su Borough's *Big Lake Community Impact Assessment*, will be included in this section. The description shall include a discussion of possible impacts to the Big Lake Airport. Use and activity levels, fleet mix, and other operational data that illustrate relationships amongst the aviation facilities and surface transportation facilities in the vicinity will be collected, described, and analyzed.

Task 3.3 Big Lake Community Plan

The Contractor shall review the relevant sections of the local land use governing document and present the community's vision for the airport.

Task 3.4 Facilities and Environmental Inventory

The Contractor shall complete an inventory of existing aviation facilities, nav-aids and airspace, and relevant features of the community and airport environs. The Contractor shall complete a field investigation of the airport and adjacent community and shall meet with airport maintenance personnel and tenants. Inventory information will be described in narrative, tables and maps. The Contractor shall highlight environmental issues that may warrant a NEPA action as part of any proposed capital improvement project.

Data to be gathered includes, but is not limited to:

- Current ALP
- Community uses in and around the airport
- Existing and planned NAVAID information
- Preliminary airport wildlife assessment
- Planning level assessment of environmental issues
- Assessment of solid waste recycling options
- Airport security
- Airport operations & maintenance plans
- Status of survey and mapping information
- Inventory of airspace obstructions
- Property plans along with relevant title opinions and deed information
- DOT&PF Leasing and Right of Way information
- Current and Projected Approach Procedures
- Identification of any known aviation design, property or land use issues

Task 3.5 Aviation Activity

The Contractor shall compile information concerning historical and current aircraft operations and forecast future air traffic data for the public and private airports in the Big Lake area. Relevant data on air taxi, air charter and general aviation shall be collected

including enplanements and operations. The Contractor shall contact the FAA, air carriers, air taxi and air charter operators to obtain the most current air traffic data. Data shall also be obtained from relevant individual operators, including those based in Anchorage, and from the FAA. Available historical air traffic data shall be obtained and evaluated for growth in passenger, freight, mail, and number of operations. Trends in traffic activity shall be evaluated to determine growth rates, changes in aircraft types and frequency of service. Annual operations by specific aircraft type shall be obtained. Special operational features shall also be reviewed, such as increased seasonal activities.

Task 3.6 Forecast of Aviation Activity

The Contractor shall prepare aviation demand forecasts (low, mid and high growth alternatives) for the area. The Contractor shall produce new 5-, 10-, and 20-year forecasts of general, commercial, and military aviation activity (if any). The forecasts will be developed in accordance with the Federal Aviation Advisory Circular 150/50706B and July 2001 guidance paper entitled "Forecasting Aviation Activity by Airports." The forecasts shall identify potential changes in the fleet of aircraft serving the region and shall identify appropriate design aircraft as the basis for facility planning. The Contracting Agency Project Manager will review the forecasts and submit them to FAA for review and approval.

Task 3.7 Determine Airport Facility Standards

This task shall identify the standards to which the airport(s) should be developed in accordance with AC 150/5070-6B, AC 150/5300-13A, and other relevant FAA AC's. The task shall include the design Airport Reference Code(s) to be used and a compiled list of dimensional standards for improvements, including but not limited to: airfield requirements (runways, safety areas, taxiways, lighting, apron areas, Object Free Areas, and service access); approach area dimensions and requirements for proposed and future approach category; general aviation needs (fixed base operations, aircraft storage, automobile parking, buildings, road access, transient and permanent aircraft parking and tie-down areas); general airport access; circulation and parking standards; other building area and land use requirements (lease lot identification and development); helicopter aprons; and security fencing.

Task 3.8 Demand-Capacity and Facility Requirements Analysis

The Contractor shall conduct a demand-capacity analysis of the airport in accordance with AC 150/5070-6B and AC 150/5300-13A. Airside capacity shall be calculated and compared against the aircraft demand forecasts to determine the need and timing of improvements. Based on the forecast of aviation activity, the Contractor shall identify the facilities needed to satisfy aviation demand. This identification process shall require development of airside and landside requirements necessary to meet overall demand. Once the facility requirements have been defined in a summary table, the Contractor shall hold a *Milestone Meeting* with the Contracting Agency to gain concurrence on the facility requirements before preparing the alternatives.

Other requirements, such as instrumentation, nav-aids, taxiways, lighting, communications, and power-generation facilities, as well as air-side requirements including clearances, grades, and apron requirements, shall be identified where appropriate. The Contractor shall coordinate with the Borough-led RASP Phase II effort as needed to ensure consistency between the two work initiatives.

Task 3.9 Base Maps

The Contractor shall produce base maps that shall be used throughout the study. They shall be either enlargements of existing USGS maps, LIDAR or other available data to show the major physiographic features and land contours. These maps shall be used to illustrate each alternative and shall be displayed as full sized visual displays at subsequent public meetings. These maps shall illustrate information identified during the study, such as existing land uses, political boundaries, transportation systems, airport property lines, location of any existing landfill, sewage lagoon, or transfer stations, and other features as appropriate for each specific application in subsequent reports. Base maps shall consist of the latest publically available data and be produced at a scale and format determined adequate to display the information by the Contractor in consultation with the Contracting Agency. Base mapping shall be done in a geographic information system (GIS) compatible format and in accordance with AC 150/5300-18B. At the end of the project all GIS data files will be transmitted in an acceptable format to the Contracting Agency Project Manager prior to submission of the final invoice.

Task 3.10 Draft Condition and Needs Assessment Paper

The Contractor shall prepare a *Condition and Needs Assessment* that summarizes the findings to date. The Contractor shall provide five (5) copies and an electronic pdf copy of this report to the Contracting Agency. One set of review comments will be provided to the Contractor by the Contracting Agency within 21 days of submittal. Comments will be saved and addressed when the *Condition and Needs Assessment* is incorporated into the draft Airport Master Plan.

Task 3.11 Public Workshop

The Contractor shall conduct an initial public meeting in the community to inform the public about the project effort, and solicit concerns and perceptions with respect to airport, airspace, adjacent aviation facilities issues/needs adjacent aviation facilities issues/needs, the role(s) that the Big Lake Airport currently plays in the community and how the function and relationship of the airport may change in the future. The Contractor shall organize the meeting; send out a flyer to the mailing list about the meeting date, place, and time; advertise the meetings in the *Frontiersman* and web site; reserve facilities; prepare the agenda; make oral presentations; provide presentation graphics; compile attendance lists; respond to questions and requests for additional information; provide comment sheets for written comments; and prepare a written summary of the meeting. The Contracting Agency shall approve all notices before publication and approve the time, date, and location of the meetings. Public participation, including community representatives, Alaska Native tribes, and airport

users shall be initiated at the earliest practical time and continued throughout the development of the proposed project.

Task 3 Deliverables

- Public Involvement Plan
- Base Maps
- Draft and Final Forecast
- Draft Condition and Needs Assessment Paper:
 - Inventory
 - Forecasts
 - Facility Standards
 - Issues
 - Demand Capacity and Facility Requirements
- Workshop Write-up

Task 4 Land Use Assessment Report

The Contractor shall complete a Land Use Assessment as part of the Airport Master Plan.

Task 4.1 Data Collection

The Contractor will collect and review existing documents that describe the historical use of airport property, current uses, design documents and any deed restrictions. Existing information will come from the Property Plan and Title Opinion, property deed information, Mat-Su Borough property files and information from DOT&PF Aviation Design, Leasing and Right of Way.

Task 4.2 Interviews/Field Investigation

The Contractor shall meet with and interview DOT&PF staff, Borough officials and/or staff, airport tenants, Community Council leadership, agencies, and the FAA about existing land use issues on and/or adjacent to the airport. During the field investigation trip the contractor will also inventory existing land uses on and adjacent to the airport. The Contractor shall document the issues learned through the interview and research processes.

Task 4.3 Land Use Compliance Issue Paper

The Contractor shall identify existing airport land interests, ownership of adjacent property and existing rights-of-way in the general project area. As a community grows, invariably it begins to crowd the airport. Population growth and associated land use development in the Big Lake area has the potential to create conflicts with airport operations. The Contractor shall examine the need for off-airport land use compatibility planning, examine noise concerns, perform an analysis of Part 77 airspace restrictions associated with land use in the Big Lake area and examine whether there exists a need for compatible land use zoning. The Contractor shall address land use uses within existing and planned RPZs as described in AC 150/5300-13A. The results of this task

will be presented in a draft Land Use Compliance Issue Paper for review by the Contracting Agency. Upon receipt of comments, the Contractor shall produce a finalized document for incorporation into Task 4.4.

Task 4.4 Land Use Assessment Draft Report

The Contractor shall produce draft and final Land Use Assessment Reports. This report will provide an analysis of DOT&PF's existing leasing and land use policies for the airport and present recommendations for any needed changes. The Report shall identify any areas of land use conflict currently existing and discuss the potential of future land use conflicts under different scenarios of future airport development. The Report shall include an RPZ alternatives analysis section. The report will also document land use alternatives and a land use strategy that shows which properties may be required for potential acquisition to meet airport growth, properties that may be surplus to airport needs, any land that should be leased for non-aeronautical / revenue generation purposes, any deed or FAA restrictions associated with airport property, and any height, use or other restrictions that should be conditions of disposal or leasing. The *Land Use Assessment Report* will define an action plan for airport property, including steps to be taken, a timeline, and any special considerations for implementation.

The Contractor shall submit five (5) copies and an electronic pdf copy of the draft report.

Task 4.5 Land Use Assessment Final Report

One set of review comments shall be provided to the Contractor within 21 days of submission of the draft, after one review meeting with the DOT&PF and a second meeting with DOT&PF and the FAA. The Contractor shall submit five (5) copies and a CD with an editable copy in electronic form, a pdf of the final report and all supporting files.

Task 4 Deliverables:

- Field Interviews documentation
- Draft Land Use Compliance Issue Paper
- Final Land Use Compliance Issue Paper
- Draft Land Use Assessment Report
- Final Land Use Assessment Report

Task 5 Alternatives and Recommendations

Task 5.1 Identify Preliminary Alternatives

The Contractor shall develop alternative airport improvement scenarios to address facility deficiencies including airspace obstructions and other issues identified in the previous tasks. Airport alternatives shall be reasonable and practical. The Contractor shall confer with DOT&PF airport management, DOT&PF aviation personnel, FAA, local pilots and charter operators, and community officials to identify potential solutions.

Maps showing preliminary alternatives shall be prepared, but before they are presented at a public meeting, the Contractor shall hold a *Milestone Meeting* with the Contracting Agency to discuss the alternatives.

At least one of the alternatives shall address seaplane activity and include discussion of the impacts associated with making improvements to enhance commercial seaplane operations at Big Lake Airport.

The alternatives shall include a discussion of the following issues:

1. Airspace (Part 77) obstructions
2. Obstructions to the surfaces required by 150/5300-13A, Table 3-2
3. Recommendations for future instrument approach procedures
4. Land uses within Runway RPZs
5. Access to Fish Creek Park for Float Planes/Relationship to Big Lake water body
6. Demand for additional lease lots
7. Compatible land uses and relationship to growing Big Lake community town center
8. Possible improvements such as runway paving, GA apron, taxiways, heated snow removal equipment building (SREB), perimeter fencing, drainage, lighting, etc.
9. Threshold locations and elevation datum
10. Boundary Crossings
11. NextGen design and operating parameters
12. Facility improvements necessary to address any identified land use conflicts
13. Facility improvements necessary to meet forecasted aviation demand

Task 5.2 Preliminary Alternatives Evaluation

The Contractor shall conduct an evaluation of improving the Big Lake Airport to FAA design standards for an airport. The Contractor shall evaluate the reasonableness of the aviation facility being improved with federal AIP funds.

The Contractor shall also evaluate improving Big Lake Airport to meet future aviation demands and the reasonableness of doing so with local and/or state funds.

The Contractor shall review other facts such as possible operational impacts of snow and ice, smoke and fog, proximity of landfills, and other items as may be appropriate to the particular alternatives under consideration. The Contractor shall consider whether and/or to what degree the Big Lake Community Impact Analysis Alternative 3A or the Boroughs analysis for a commercial seaplane facility impacts the alternatives.

The Contractor shall evaluate the alternatives using various considerations such as airport operational, engineering and costs, and environmental considerations. An evaluation matrix will be prepared comparing the alternatives. The Contractor shall complete a preliminary analysis of environmental impact categories using environmental data collected at this stage of planning. The Contractor shall evaluate the alternatives to

the level necessary to compare how each alternative would involve sensitive environmental resources. No field work is anticipated as part of the environmental overview. No noise contour mapping is anticipated as part of the alternatives analysis.

The Contractor shall estimate site development and maintenance costs. The site development cost estimates should consider land acquisition, location and availability of construction materials; location of existing water, sewer, electrical and communication utility lines; soil conditions; and geological features in the vicinity of possible airport alternatives. Maintenance cost estimates shall include labor costs and the initial purchase (if appropriate), annual operation, and periodic replacement of maintenance equipment.

The Contractor shall produce maps showing airport development alternatives in relation to the existing airport improvements and potential environmental constraints shall be produced. Alternatives shall be mapped on the base maps.

The Contractor shall present recommendations for a preliminary preferred alternative incorporating the results of the evaluations and other relevant factors.

Task 5 Deliverables:

- Preliminary Alternatives
- Preliminary Preferred Alternative
- Costs and Evaluation Matrix Summary (graphic format)
- Recommendations

Task 6 Capital Improvement Program

The Contractor shall produce a preliminary Capital Improvement Program for the preliminary preferred alternative.

Task 6 Deliverables:

- Draft and Final preliminary Capital Improvement Program

Task 7 Airport Master Plan

Task 7.1 Internal Draft – Airport Master Plan

The Contractor shall prepare a draft Master Plan to include all work accomplished. The Contractor shall review comments received during the public involvement process and incorporate them into the report. The Contractor shall submit one copy of the internal report to the Contracting Agency Project Manager for review and comment. The Contractor shall revise the draft report as per review comments received. The Contractor shall then submit ten copies of the revised draft report to the Contracting Agency for “in-house” review. The Contractor shall revise the draft report as per review “in-house” comments received. The Contracting Agency may be required to coordinate a review of the revised draft study report with the FAA. If so, the Contractor shall revise

the draft report as necessary to obtain FAA concurrence for release of the document for public and agency review.

Task 7.2 Public Draft – Airport Master Plan

The Contractor shall submit five (5) bound copies, and one camera-ready original of the approved draft report to the Contracting Agency. The Contractor shall develop a cover letter and prepare an appropriate number of copies (based on interest expressed during project development) on compact discs for distribution to interested stakeholders. The Contractor shall make five (5) hard bound copies for placement at the Big Lake Library and for distribution to Borough staff. Up to five bound copies shall be produced for public distribution if requested by members of the general public.

Task 7.3 Open House

The Contractor shall conduct a final public meeting to share the results of the Public Draft Airport Master Plan. The Contractor shall organize the meeting; send out flyers to the mailing list about the meeting date, place, and time; advertise the meeting in the Frontiersman and web site; reserve facilities; prepare the agenda; make oral presentations; provide presentation graphics; compile attendance lists; respond to questions and requests for additional information; provide comment sheets for written comments; and prepare a written summary to the Contracting Agency. The Contracting Agency shall approve all notices before publication and approve the time, date, and location of the meetings. Public participation, including community representatives, Alaska Native tribes, and airport users shall be initiated at the earliest practical time.

Task 7.4 Final – Airport Master Plan

The Contractor shall review public and agency comments on the draft Airport Master Plan and present the feedback at a *Milestone Meeting* with the Contracting Agency. The Contracting Agency will provide guidance to the Contractor on incorporation of public comments and changes desired as a result of the public review. The Contractor shall submit five copies of the Draft Final Airport Master Plan to the Contracting Agency for review and approval. Upon final approval the Contractor shall submit one camera-ready original, together with a copy of the document as a Microsoft Word document and as a PDF file on CD, to the Contracting Agency.

Task 7 Deliverables:

- Internal Draft Airport Master Plan
- Public Draft Airport Master Plan
- Open House Summary
- Draft Airport Master Plan
- Final Airport Master Plan

Phase II

NOT IN CONTRACT (NIC)

Although the Contracting Agency reserves the right to complete any and all of these services through other means, including the use of in-house forces, additional work items may be added to the project scope dependent upon the availability of funding and under a separate Notice to Proceed. These items could include, but are not limited to:

- Survey Services
- Aeronautical Survey
- New Airport Layout Plan (ALP)
- Capital Improvement Program

Example narratives of above future work tasks that may be added by future amendment include the following:

Task 8 Survey Services

The actual scope of work will be developed in coordination with the Contracting Agency's Survey Section. However, it is anticipated the Contractor will be expected to provide research, project coordination, establishment of Control PACs and SACs, Aeronautical Survey, APP Survey, LO Survey, conduct quality assurance on work products and make revisions as directed until the deliverables meet acceptable standards as determined by the Contracting Agency's Survey Section.

Task 9 Airport Layout Plan

It is anticipated a new Airport Layout Plan will be required. The development of a new ALP requires successful resolution of survey issues that are known to exist and require the Contractor to conduct an aviation survey of the airport and its environs.

Task 9.1 Airport Layout Plan

Complete an ALP in accordance with AC 150/5070-6B, AC 150/5300-13A, FAA Standard Procedure for Review and Approval of Airport Layout Plans (ARP SOP 2.00), and other guidance as required by the Contracting Agency. Develop the ALP to include the new survey data, obstruction data, topographic data, and planimetric data gathered in the survey task. Include all ALP drawings required by AC 150/5070-6B or as directed by the Contracting Agency. The Contracting Agency will determine the runway classification and approach type based on recommendations developed in other tasks under the Contract.

9.1.1 Airport Layout Plan Narrative Report. Prepare an ALP narrative as part of the ALP meeting the requirements of AC 150/5070-6B and ARP SOP 2.00. The format of the report will be as directed by the Contracting Agency.

9.1.2 Airport Property Map. Prepare as part of the ALP an airport property map meeting Exhibit A standards. Develop this plan using FAA Standard Procedure for FAA Review of Exhibit 'A' Airport Property Inventory Maps (ARP SOP 3.00). Provide completed SOP 2.00 and SOP 3.00 checklists with each ALP submittal.

Task 9.2 Airport Master Record Revisions

Provide a "redline" mark-up of the Airport Master Record "5010" to the Department based on new survey data and ALP development. Support the Contracting Agency in updating or completing FAA forms such as the Airport Master Record (5010-1) form, the Notice of Landing Area Proposal (7480-1) form, the AVN Data List, and any other forms the project requires.

Task 9.3 Reviews

9.3.1 60% review: Submit to the Department a 60% ALP for informal review by the Department and FAA. The Contract Manager may schedule a meeting with you, the Department, and the FAA to discuss the approach to the ALP and to provide specific guidance.

9.3.2 95% review: Submit to the Department a 95% ALP incorporating changes from the 60% review. The Department will circulate for internal functional group review. After comments are addressed to the satisfaction of the Department, the Department will submit for formal FAA review.

Task 9.4 Deliverable Sequence

Provide all AutoCad submittals in the most current edition of AutoCAD used by the Department. Provide all drawing files and plot files. Use the plot file and standard layering scheme provided by the Department.

Draft ALP (60%)

- 11 x 17 plans in hardcopy, pdf, and dwg formats
- 8 1/2 x 11 narrative report in hardcopy and pdf
- Completed ARP SOP 2.00 checklist
- Completed ARP SOP 3.00 checklist

Draft ALP (95%)

- 11 x 17 plans in hardcopy, pdf, and dwg formats
- 8 1/2 x 11 narrative report in hardcopy and pdf
- Completed ARP SOP 2.00 checklist
- Completed ARP SOP 3.00 checklist

Final ALP:

- 11 x 17 plans in hardcopy (2), pdf, and dwg formats

- 8 1/2 x 11 narrative report in hardcopy (2) and pdf
- 2 copies of full-size (22 x 34) Mylar prints

Task 9 Deliverables:

Draft(s) and Final Airport Layout Plan
Draft(s) and Final Airport Master Record Revisions

Task 10 Draft and Final Capital Improvement Program

The Contractor shall provide a draft 20 year Airport Capital Improvement Plan in table form and shall review the projects in the Airport Capital Improvement Plan using the safety impact checklist in FAA Order 5200.11 Appendix B. *Airport Project Approvals Not Typically Requiring Safety Assessments*, to see if the projects proposed establishes or creates airport hazard or prevents the airport from making or permitting changes or alterations that adversely affect the safety, utility, or efficiency of the airport. A Final Capital Improvement Program will be produced incorporating comments from the Contracting Agency.

The Airport Development chapter shall describe the preferred airport development plan, in report form, complete with a reduced ALP draft set of drawings. This chapter shall describe the purpose of each drawing.

**Additional Phase (Design)
NOT IN CONTRACT (NIC)**

Additional services may be added to the contract as follows; however, the Department reserves the right to complete any and all of these services through other means, including the use of in-house forces.

- Design services, including geotechnical and electrical engineering
- Electronic Airport Layout Plan (e-ALP)
- Environmental Services
- Right-of-Way Services
- Utility Relocation Services
- Bidding/Construction Assistance Services