



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

**Department of Transportation and
Public Facilities**

CENTRAL REGION
Division of Design & Construction
Contracts Section

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August 17, 2016

RE: ADDENDUM NO. 1 TO REQUEST
FOR PROPOSALS (RFP)
PACKAGE

Bethel Airport Improvements Design
Services
RFP #25712003

FAX TO: All RFP recipients on record.

The RFP Package is hereby clarified or changed as follows:

1. Submittal deadline has not been changed.
2. Reference the Request for Proposals Package, Appendix B, Proposed Statement of Services, remove page 31 and replace with Attachment No. 1.

All other terms and conditions remain the same.

END OF ADDENDUM

We appreciate your participation in this solicitation.

Sincerely,

A handwritten signature in black ink, appearing to read "Kathleen A. Bridenbaugh".

Kathleen A. Bridenbaugh
PSA Unit Supervisor

	Document Type	Paragraph Reference	Digital Files
A	AC 150/5300-16A Deliverables: Geodetic Control Plan Geodetic Control Data and Report	B8.3.8.2	All
B	AC 150/5300-17C Deliverables: Imagery Plan Georeferenced Imagery & Orthophotos Orthophotos	B8.3.8.2	All
C	AC 150/5300-18B Deliverables: Survey and Quality Control Plan Airport GIS Survey Data Autocad Support Drawings and Files Final Project Report & Spreadsheet	B8.3.8.2	All

B8.4 Administration Requirements

B8.4.1 General. Execution of this Agreement does not guarantee any project assignments. Project will be assigned on a contractor rotation basis. The rotational procedures are explained in the attachment "Innovative Rotation Methodology".

The contractor shall provide services as identified and authorized by sequentially numbered Notices to Proceed (NTP) which shall be negotiated for each project assigned under this Agreement.

The CONTRACTOR shall be responsible for all tasks and services authorized by a Notice to Proceed signed by the Project Manager and shall perform such services in accordance with the project schedule.

B8.4.2 Project Schedule. A schedule of services shall be part of each project assignment negotiated under this term agreement. If the CONTRACTOR becomes aware of any reason why the project schedule may be delayed, such reason shall be identified in writing to the Project Manager within two working days of discovery.

B8.4.3 Project Staff. All services must be performed by or under the direct supervision of the following individuals. Only prior written approval from the CONTRACTING AGENCY shall accomplish replacement of, or addition to, the Project Staff named in B3.2.

B8.4.4 Professional Registration. Where applicable, all reports, plans, specification, estimates and similar work products provided by the CONTRACTOR shall be prepared by, or under, the supervision of the Registered Land Surveyor in responsible charge for the services. These Surveyors shall be currently registered in the State of Alaska and they shall sign and seal each final work product for what they are responsible.

B8.4.5 Billing Reports. The Contractor shall provide a two-page (typical) report with each monthly billing for months in which services are performed. The report shall specifically describe the services and other items **for which the billing is submitted**, and shall estimate the percent the services are complete. Any delayed costs from previous billing periods that are included in the current billing must be clearly explained in the report.

B8.4.6 Correspondence. All correspondence prepared by the Contractor shall bear the Contracting Agency's assigned Project name and numbers (State & Federal).

B8.4.7 Contractor Name on Plan Sheets and Documents. No Contractor logos shall be allowed on any electronic or hard copy document produced for the Contracting Agency. The Contractor company name shall be included in the box above or below the engineer's seal on each sheet. Documents produced for the Contracting Agency shall include the Contractor's company name at the bottom right of the first page, cover sheet, or title sheet only. Contractor letterhead shall be allowed only as exhibits in document appendices. The Contractor name shall be in the following format:

PLANS DEVELOPED BY:
COMPANY NAME

B8.4.8 Documents and Reports shall be printed with solid black letters that are double spaced on white, 8.5 inch x 11-inch bond or "Xerox Copy" paper. Other size paper may be used for illustrations if they are folded to 8.5 inch x 11-inch size. Original documents and reports shall be printed on one side of the paper only and shall be ready for copying. Documents and reports shall have no black and white photographs, color