



SMALL PROCUREMENT DOCUMENTS

for Construction Related Professional Services - RFP, Proposal & Award per AS 36.30.320 and 2 AAC 12.400

PART A – REQUEST FOR PROPOSALS

NOTE: State Small Procurement Limit is \$200,000; FHWA/FAA/FTA Small Procurement Limit is \$150,000.

GENERAL INFORMATION

These documents consist of three parts (Part A - Request for Proposals; Part B - Proposal Form; Part C - Contract Award, Notice to Proceed & Invoice Summary), -- **plus the current edition dated of the Standard Provisions Booklet** (DOT&PF Standard Provisions for Small Procurements of Construction Related Professional Services) that is hereby incorporated by reference. The Booklet will not be

distributed with any of the three parts; however, a copy may be obtained on our website at the following link: <http://www.dot.state.ak.us/procurement>. The Booklet contains copies of the Small Procurements Procedure (Chapter 2 of the PSA Manual), Appendix A (General Conditions), Appendix C (Compensation), Exhibit C-1 (Methods of Payment), Appendix D (Indemnification and Insurance), and Appendix E (Certificate of Compliance).

Project Title: Kake Airport: Design Support During Construction		Contracting Agency: State of Alaska Department of Transportation & Public Facilities Southcoast Region, Design and Engineering Services	
Project Number(s): SFAPT00078/3-02-0398-007-2018 RFP No. 25193010			
Project Site (City, Village, etc.) Kake			
Agency Contact: Jeff Jenkins, Chief of Contracts		Phone: 907-465-4420	Email: jeff.jenkins@alaska.gov
Estimated Amount of Proposed Contract:		<input type="checkbox"/> less than \$50,000 <input checked="" type="checkbox"/> \$50,000 to \$100,000 <input type="checkbox"/> \$100,000 to \$150,000 <input type="checkbox"/> \$150,000 to \$200,000	
Funding Source (check all that apply): <input type="checkbox"/> State <input type="checkbox"/> FHWA <input checked="" type="checkbox"/> FAA <input type="checkbox"/> FTA <input type="checkbox"/> Other:			
REQUIRED SERVICES: <input checked="" type="checkbox"/> are described in the enclosure consisting of 5 pages, dated October 26, 2018 OR: <input type="checkbox"/> are described as follows:			
<p>Note to Proposers: Any proposer listing as a member of their team a current public officer or a former public officer who has left State service within the past two (2) 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.</p> <p>If required, submit the attached Former Employee's Certification of Eligibility (Form 25A270). The page limit noted below does not include this form.</p>			
<p>Note: Offerors shall carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the purchasing authority before proposal due date. This will allow issuance of any necessary addenda. It will also help prevent the opening of a defective solicitation and exposure of Offeror's proposals upon which award could not be made. Protests based upon any omission, error, or the content of the solicitation will be disallowed if not made in writing before the proposal due date.</p>			
PERIOD OF PERFORMANCE:		Begin: March 1, 2019	End: September 30, 2019

PROPOSAL FORMAT

Written proposals to provide the required services shall consist of the enclosed "Part B - Proposal Form", completed as indicated, plus a **letter not to exceed five (8.5" x 11") pages**. If a Price Estimate

is required, the page limit does not include the Price Estimate. Proposals that exceed the page limit may be disqualified. Proposals may be sent by fax or electronically as indicated on page 2, or hand delivered to the Contracting Agency.

PRICE AND METHOD OF PAYMENT

A Price Estimate is NOT required with your proposal. The selected Offeror shall submit a Price Estimate within **one** business day following a request from the Contracting Agency.

A Price Estimate is required with your proposal.

A Price Estimate shall include all tasks to perform the contract and be prepared in the format shown below. Note that a Price Estimate is not a bid. It is a negotiable offer. A Fixed Price contract is desirable; however, a Cost Reimbursement contract may result if a Fixed Price cannot be negotiated.

PRICE ESTIMATE FORMAT (if required per above)												
1. *	<u>Direct Costs of Direct Labor</u> (DCDL). Provide a table with the following columns (Names required only for key staff and persons "in-responsible-charge"):											
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Job Classification</u></th> <th style="text-align: left;"><u>Name</u></th> <th style="text-align: left;"><u>Total Hours</u></th> <th style="text-align: left;"><u>Rate (\$/hr) *</u></th> <th style="text-align: left;"><u>Estimated Cost (\$)</u></th> <th style="text-align: right;"><u>Total DCDL \$</u> _____</th> </tr> </thead> </table>	<u>Job Classification</u>	<u>Name</u>	<u>Total Hours</u>	<u>Rate (\$/hr) *</u>	<u>Estimated Cost (\$)</u>	<u>Total DCDL \$</u> _____					
<u>Job Classification</u>	<u>Name</u>	<u>Total Hours</u>	<u>Rate (\$/hr) *</u>	<u>Estimated Cost (\$)</u>	<u>Total DCDL \$</u> _____							
2. *	<u>Indirect Costs</u> (IDC).			IDC Rate: ____%	Total IDC \$ _____							
3.	<u>Subcontracts</u> . List each, the amount for each and attach an estimate in this format for each .				Total Subcontracts \$ _____							
4.	<u>Expenses</u> . (Equipment, transportation, food and lodging, reproduction, etc. - if not included in Indirect Costs.) Amounts shall be based on actual cost to the Offeror, without any profit or other markup. Provide a table with the following columns:											
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Item</u></th> <th style="text-align: left;"><u>Quantity</u></th> <th style="text-align: left;"><u>Cost (\$/Unit)</u></th> <th style="text-align: left;"><u>Estimated Cost (\$)</u></th> <th style="text-align: right;"><u>Total Expenses \$</u> _____</th> </tr> </thead> </table>	<u>Item</u>	<u>Quantity</u>	<u>Cost (\$/Unit)</u>	<u>Estimated Cost (\$)</u>	<u>Total Expenses \$</u> _____						
<u>Item</u>	<u>Quantity</u>	<u>Cost (\$/Unit)</u>	<u>Estimated Cost (\$)</u>	<u>Total Expenses \$</u> _____								
5. *	<u>Total Estimated Cost</u> . Sum of DCDL + IDC + Subcontracts + Expenses.				Total Cost \$ _____							
6. *	<u>Proposed Fee</u> . List a proposed amount (not a percentage) for profit.				Fee \$ _____							
7.	<u>Total Estimated Price</u> . Sum of Total Estimated Cost plus Proposed Fee.				Total Price \$ _____							
* Sole proprietorships and small firms that do not maintain an accounting system that separately identifies costs for "payroll" benefits and overhead, for routine allocation of such costs to jobs, may omit items 2, 5, & 6 if the Rates (\$/hr) in Item 1 are proposed as Billing Rates (DCDL + IDC + FEE). Firms that routinely allocate Indirect Costs to projects may not use Billing Rates for this estimate.												

SUBMITTAL DEADLINE AND LOCATION

DATE: February 12, 2019

PREVAILING TIME: 4:00pm

FAX: (907) 465-4238

EMAIL: jeff.jenkins@alaska.gov

Hand deliver proposal directly to following location, and person, if named; or email to address above:

Jeff Jenkins, Chief of Contracts, DOT&PF, 6860 Glacier Highway, Juneau, AK 99801

Late proposals will not be considered. **Offerors** are responsible to assure timely delivery and receipt and **are encouraged to respond at least four business hours prior to the above deadline**. Any addendum issued less than 24 hours prior to a Deadline will extend that Deadline by a minimum of an additional 24 hours. The Contracting Agency shall not be responsible for any communication equipment failures or congestion and will not extend the deadline for any proposals not received in their entirety prior to the deadline. Except for hand delivered proposals, confirmation of receipt by telephone or other means four hours or less prior to deadline will **not** be provided. (An out-of-town/state Offeror may also electronically transmit their proposal to a local personal representative who may reproduce a copy of it and deliver it "in person" to the submittal location prior to the deadline.)

BASIS OF SELECTION

This solicitation does not guarantee that a contract will be awarded. All proposals may be summarily rejected. Our intent, however, is to select a Contractor based on the following criteria:

- | | |
|--|---|
| 1) Demonstrated comprehension of required services and proposed strategy for performance. | 3) Reasonableness of proposed schedule for performance. |
| 2) Relevant experience and credentials of proposed personnel including any subcontractors. | 4) Price Estimate (if required with proposal). |
| | 5) Other (specify): |

Proposals will be evaluated per Chapter 2 of the DOT&PF PSA Manual.

END OF PART A



SMALL PROCUREMENT DOCUMENTS PART B - PROPOSAL FORM

THIS COMPLETED FORM MUST BE THE FIRST PAGE. NO OTHER COVER SHALL BE USED.

Project Title: Kake Airport: Design Support During Construction
RFP No.: 25193010

PROPOSAL REQUIREMENTS

Proposals shall demonstrate comprehension of the objectives and services for the proposed contract; include a brief overview of what will be done; and show a sequence and schedule for each important task. Assumptions made in formulation of the proposal and the support expected from the Contracting Agency shall be defined. The key individuals who will perform services shall be named (including all who would be "in responsible charge" (Ref: AS 08.48) for Architecture, Engineering, Land Surveying and/or Landscape Architecture with their Alaska

registration number). Include a brief – about one paragraph – statement for each person named that describes **experience directly related** to the service(s) they will perform. Proposed subcontracts, if any, shall be explained. Resources; e.g., support personnel, facilities, equipment, current and projected workload could be summarized. Any **unique** qualifications or knowledge of the project, project area, or services to be provided, should be identified.

ALASKA STATUTORY PREFERENCES are are not applicable to this contract.
If applicable, check those preferences that you (Offeror) claim.
 Alaska Bidder (Offeror) **AND>>** Veterans **AND >>** Employment Program **OR** Disabled Persons
2 AAC 12.260(d) AS 36.30.175 **if applicable** AS 36.30.170(c) AS 36.30.170 (e & f)
Invalid claim(s) will result in the Offeror's disqualification for contract award.

PROPOSAL

The undersigned has reviewed Part A – RFP of these documents, understands the instructions, terms, conditions, and requirements contained therein and in the Standard Provisions Booklet, and proposes to provide the required services described in Part A in accordance with the attached letter which constitutes our proposal to complete the project.

this requirement may cause the state to reject the proposal as non-responsive, or cancel the contract.

I further certify that I am a duly authorized representative of the Offeror; that this Proposal accurately represents capabilities of the Offeror and Subcontractors identified for providing the services indicated. I understand that these Certifications are material representations of fact upon which reliance will be placed if this contract is awarded and that 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 Offeror and Subcontractors. This proposal is valid for at least ninety (90) days.

By my initials below, I certify that the Offeror and all Subcontractors identified in the Proposal shall comply with all requirements for the following items as explained in the Standard Provisions Booklet:

- [] Certification of Compliance (Alaska Licenses and Registrations, and Certifications).
- [] Insurance, including Workers' Compensation, Comprehensive or Commercial General Liability, and Comprehensive Automobile Liability.
- [] Professional Liability Insurance as follows:
 - As available.
 - Minimum of \$300,000.
 - Minimum of \$500,000.
- [] Certification for Federal-Aid Contracts Exceeding \$100,000 (DOT&PF Form 25A262 Appendix A, General Conditions)

Signature and Date

Name.....:
Title:
Offeror (Firm):
Street or PO Box:
City, State, Zip.....:
Telephone - Voice:
Telephone - Fax.....:
Email

Federal Tax Identification No. :

Type of Firm (Check one of the following):
 Individual Partnership
 Corporation in state of.....:
 Other (specify)

For Small Procurements over \$50,000, by signature on this form, 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 24 hours 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

END OF PART B

State Project Number: SFAPT00078
Federal Project Number: 3-02-0398-007-2018
Agreement Number: 25193010
Date: October 26, 2018

TASK 1 – Assistance During Construction

STATEMENT OF SERVICES KAKE AIRPORT RUNWAY REHABILITATION DESIGN SUPPORT DURING CONSTRUCTION

Background Information and Project Description

The Kake Airport Runway Rehabilitation project will repair four settlement areas, incorporating geofoam fill, resurface the runway with hot mix asphalt, and paint new runway markings. The runway and taxiway safety areas will be regraded with recycled asphalt pavement to meet FAA standards. The entire airport lighting system will be replaced and a new airport beacon will be constructed.

Stantec (Contractor) prepared the Construction Contract plans and specifications for the Project. This statement of services is for design support during construction which includes: assisting the Project Engineer with interpreting the Construction Contract documents prepared by the Contractor, reviewing the Constructor's submittals and shop drawings and providing design work to address unforeseen conditions, drafting change order drawings, and other work described in the Professional Services Agreement.

Definitions

1. Contractor: The individual, firm, or organization providing the construction support services specified in the Professional Services Agreement between Contractor and the Department dated October 26, 2018. (the "Agreement" or "Professional Services Agreement").
2. Construction Contract: The agreement between the Department and the Constructor for the proposed Project that includes the Plans, Specifications, Special Provisions, Materials Certification List, survey requirements, permits, environmental commitments, Department of Labor prevailing wage rates, and Standard Drawings.
3. Constructor: The organization or company under contract with the Department for construction of the Project and responsible for providing all labor, materials and equipment needed to construct the Project in accordance with the Construction Contract.
4. Department: The Alaska Department of Transportation and Public Facilities, also the Contracting Agency.

5. Project: The specific section of road, airport, ferry terminal, or float facility together with all appurtenances and construction to be performed thereon under this agreement according to the Construction Contract between the Department and the Constructor.
6. Project Engineer: The Department's on-site representative responsible for the day-to-day administration of the Construction Contract.
7. Project Manager: The Department's authorized representative responsible for management of this Agreement.
8. Sub-Contractor: an individual or legal entity as a firm or organization independent and separate from the Contractor to whom or to which the Contractor has sublet part of the Contractor's staffing and/or responsibilities as specified in the Professional Services Agreement, where there is a separate agreement for performing those services with the Contractor.

Also see the Definitions included in the Specifications and the Special Provisions of the Construction Contract.

Expertise

Expertise required for this Agreement consists of geotechnical, environmental, electrical, civil and structural engineering. The general scope associated with these disciplines includes:

- Geotechnical – Submittal review and design support services for foundation and retaining wall construction, roadbed work on new alignment and embankment construction.
- Environmental – Support services for environmental commitments, permit modifications and contaminated sites.
- Electrical – Submittal review and design support services for electrical system construction.
- Civil – Submittal review and design support services for the construction of new airport facilities, runway details, drainage systems, geofoam fill, pavement, embankment, base, and fill.
- Structural – Submittal review and design support services for lightweight fill construction.

Point of Contact

Contractor shall designate a contact person for all construction support services requested by the Department. A contact person is required to be available to coordinate the construction support services until the performance period end date. The contact person is required to be available for consultation with the Department's personnel both by telephone and by email. Provide the person's contact information including telephone number, email address, and mailing address.

Communications

Kake Airport Runway Rehabilitation
Project No. SFAPT00078 / 3-02-0398-007-2018

Conduct all communications regarding this Project through the Project Manager or Project Engineer. Do not contact, communicate, or otherwise discuss project details with the Constructor, fabricators, vendors, etc. unless authorized to do so by the Department.

Subcontracting

Ensure all subcontracted work meets the requirements of this Agreement. The Contractor will be considered responsible for all subcontracted work. Communication, representation, and resolution of issues with subcontractors will be through the Contractor.

Submittal Reviews

Review project submittals when requested by the Department and provide comments and recommendations to the Department regarding the submittal's conformance to the Project Plans and Specifications. Project submittals include shop drawings, working drawings, design calculations, reinforcing steel bar lists, technical information for materials, requests for information regarding contract substitutions, welding plans, equipment proposed for installation on this Project, and other supplemental contract drawings and details reasonably associated with the Project. Identify and provide a brief explanation of acceptable deviations from the Construction Contract. Mark shop drawings as either approved, conditionally approved with the conditions listed, or rejected with the reasons listed. As used in the preceding sentence, "approved" means approved as being in general conformance with the Plans and Specifications and the design intent of those Plans and Specifications.

Complete reviews and provide a response to the Department within the following limits:

1. 14 calendar days for shop drawings, working drawings, bar lists, and other supplemental drawings.
2. 7 calendar days for material information documents, requests for information, and other submittals.

Permit Modifications

When requested by the Department, assist the Department with permit modifications required by unforeseen field conditions.

Post Design Modifications

When requested by the Department, provide design services for modifications required by unforeseen field conditions. Plans, drawing, plats, reports, and other documents that fall within the practice of engineering, as defined in AS 08.48.341 require a seal bearing the date and signature of the Professional Engineer making the design change. The Department may also require sealing specific project change order documents by a Professional Engineer.

Design services required to correct errors in the Construction Contract will not be paid by the Department.

Meetings and Site Visits

When requested by the Department, attend pre-construction, progress, and final inspection meetings. Attendance at the preconstruction conference may require travel. Make visits to places designated by the Department as necessary to review specific construction issues. Obtain the Department's authorization before traveling for this Project.

The Department will not pay for labor and expenses for unauthorized travel.

Expected Period of Performance

The period of performance begins on the date the associated Notice to Proceed is signed and ends when all Project construction work is complete and when the Project achieves final acceptance according to the Construction Contract.

Request for Payment

Submit requests for payment within 30 days of the monthly billing period to the Project Manager for review and processing. Processing may include obtaining additional information, corrections or clarifications from the Contractor. The review, corrections if required, and payment of invoices will be made with a minimum of delay.

Indicate the project name, project number, a summary of duties performed, dates of services the invoice covers, and a recapitulation indicating the total cost to date and the amount of the current billing on each request for payment. Also submit a summary of the names of each Contractor and Sub-Contractor employee charging time during the billing period, their title and hourly billable rate, and their total straight time and overtime hours and total cost. List overhead separately, per diem, reimbursable miscellaneous expenses and profit. Reimbursable miscellaneous expenses will be those customarily not included in standard overhead rates, agreed to during contract negotiations, and will be itemized in enough detail to identify the charges.

Per Diem will be paid in accordance with Appendix C of the Alaska Administrative Manual or less, and is to be negotiated. Specifically, a per diem allowance will not be authorized unless the project office is 50 miles or more from both the Contractor's nearest office and the employee's permanent residence. Meals can also be paid per invoice. Current meal and IE rates per the Alaska Administrative Manual are at

http://doa.alaska.gov/dof/travel/resource/M&IE_AK_&_CONUS_Rates.pdf

Provide the final request for payment within 30 days of the final Project acceptance. The final billing may be audited by the Department's Internal Review section.

The Department and funding agencies reserve the right to perform an audit of all Project and Contractor records prior to, or after, payment on any invoice, and on the final invoice.

Costs to (1) correct errors or (2) obtain missing documents never supplied by the Contractor that are due to the Contractor's negligence will not be paid by the Department.

Kake Airport Runway Rehabilitation
Project No. SFAPT00078 / 3-02-0398-007-2018

Reference Documents

1. Alaska Construction Manual, Effective July 7, 2014
<http://www.dot.state.ak.us/stwddes/dcsconst/constructionmanual.shtml>
2. Alaska Department of Transportation and Public Facilities Standard Specifications for Highway Construction, 2015 edition.
http://www.dot.state.ak.us/stwddes/dcsspecs/pop_hwyspecs_english.shtml
3. Conformed copies of the Construction Contract.
4. Alaska Department of Transportation and Public Facilities Policies and Procedures.
http://dot.alaska.gov/admsvc/pnp/policy_and_procedures.cfm