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 / FHWASmall Procurement Limit is $200,000; 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 January 2018 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 (Certification for Licenses and Insurance).

Project Title: Rural Airport Obstruction Planning and Analysis Project Number(s): NFAPT00499/ TBA **RFP #:** 25-20-1-016 Project Site (City, Village, etc.) Various Locations	Contracting Agency: Northern Region State of Alaska, Department of Transportation & Public Facilities, Planning Section
Agency Contact: Daniel Phillips, P.E.	Phone: (907) 451-2926 Email: daniel.phillips@alaska.gov
Estimated Amount of Proposed Contract: ☐ less than $50,000 ☐ $50,000 to $100,000 ☒ $100,000 to $150,000 ☐ $150,000 to $200,000	
Funding Source (check all that apply): ☐ State ☐ FHWA ☒ FAA ☐ FTA ☐ Other:	

REQUIRED SERVICES: ☒ are described in the enclosure consisting of two (2) pages, dated 03/01/2020
OR: ☐ are described as follows:

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.

If required, submit the attached Former Employee's Certification of Eligibility (Form 25A270). The page limit noted below does not include this form.

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.

PERIOD OF PERFORMANCE: Begin: April 2020 End: December 31, 2022

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 emailed 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)

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 Items #3 (Subcontracts) and #4 (Expenses) 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. * Direct Costs of Direct Labor (DCDL). Provide a table with the following columns (Names required only for key staff and persons "in-responsible-charge"):

   Job Classification | Name | Total Hours | Rate ($/hr) * | Estimated Cost ($) | **Total DCDL $_____**

2. * Indirect Costs (IDC). **IDC Rate: ____%** **Total IDC $_____**

3. Subcontracts. List each, the amount for each and ***attach an estimate in this format for each.*** **Total Subcontracts $_____**

4. Expenses. (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:

   Item | Quantity | Cost ($/Unit) | Estimated Cost ($) | **Total Expenses $_____**

5. * Total Estimated Cost. Sum of DCDL + IDC + Subcontracts + Expenses. **Total Cost $_____**

6. * Proposed Fee. List a proposed ***amount*** (not a percentage) for profit. **Fee $_____**

7. Total Estimated Price. 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: **March 6, 2020** PREVAILING TIME: **4:00 PM** E-MAIL: daniel.phillips@alaska.gov

Hand deliver proposal directly to following location, and person, if named; E-Mail to the address above:

Daniel Phillips, P.E.
Northern Region Maintenance & Operations
Administrative & Engineering Support
Department of Transportation & Public Facilities
2301 Peger Road
Fairbanks AK 99709-5388
(907) 451-2926

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 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.
2) Relevant experience and credentials of proposed personnel including any subcontractors.
3) Reasonableness of proposed schedule for performance.
4) Price Estimate (***if*** required with proposal).
5) Other (specify): NA

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

END OF PART A

Alaska Department of Transportation & Public Facilities

SMALL PROCUREMENT DOCUMENTS
PART B - PROPOSAL FORM

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

Project Title:	**Rural Airport Obstruction Planning and Analysis**
RFP No.:	**25-20-1-016**

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 and/or Land Surveying with their Alaska registration number). Include a brief -- about one paragraph -- statement for each person named which describes ***experience directly related*** to the service(s) they will perform. Proposed subcontracts, if any, shall be explained. Resources -- support personnel, facilities, equipment, etc. -- 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.

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:

[ ] Alaska Licenses and Registrations.
[ ] 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)

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 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 days.

_____
Signature ***and Date***

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

Federal Tax Identification No. ..... :
Type of Firm (Check one of the following):
☐ Individual ☐ Partnership
☐ Corporation in state of.....:
☐ Other (specify) .....:

END OF PART B

Former Employee's Certification of Eligibility
Under the Alaska Executive Branch Ethics Act
(AS 39.52.140, AS 39.52.180)

I am a former employee of the State of Alaska and left state service within the last two years. My last position with the state was [*job title*] with the [*name of state agency and administrative unit*]. I propose to work on [*describe state contract or other matter*] on behalf of [*name of current employer*]. This work will not involve any matter (a) that was under consideration by the state administrative unit that I served, and (b) in which I participated personally and substantially during my state service through the exercise of official action ("official action" means a recommendation, decision, approval, disapproval, vote, or other similar action or inaction). I am therefore eligible to participate in this [*contract or matter*] under the Alaska Executive Branch Ethics Act. I also understand that as a former public officer I may not disclose or use information acquired in the course of my official duties that could in any way result in a benefit to me or my family, if the information has not been disseminated to the public, or that is confidential by law, without appropriate authorization.

I certify under penalty of perjury that the foregoing is true.

Dated: _____, 20__, at _____, Alaska.

_____
[*name of former state employee*]

STATE OF ALASKA)
) ss.
_____ JUDICIAL DISTRICT)

On this _____ day of _____, 20__, [*name of former state employee*], whom I know to be the individual described in and who executed this certification, personally appeared before me and acknowledged that [s]he signed the certification as [her or his] free and voluntary act.

IN WITNESS WHEREOF, I have placed my signature and affixed my official seal.

_____
Notary Public in and for Alaska
My commission expires: _____

If no notary or other official (judge, magistrate, U.S. postmaster or municipal clerk) is available, omit the notary certificate and include the following statement in the text: A notary or other official empowered to administer oaths is unavailable.

PROPOSED STATEMENT OF SERVICES
APPENDIX B

RFP No:	25-20-1-016
Program No:	NFAPT00499
Federal No:	TBA
Date Prepared:	03/01/2020

RFP No. 25-20-1-016
Rural Airport Obstruction Planning and Analysis

The Northern Region State of Alaska Department of Transportation and Public Facilities (DEPARTMENT), Planning Section, is seeking professional engineering services to prepare a statewide vegetation climatic growth map and clearing report for Gulkana hub airports.

SCOPE

This project will conduct a planning level study encompassing land ownership, nature of obstruction issues, vegetation growth rates and mobilization issues for specified airports in addition to a statewide vegetation climatic growth map.

- Conduct a GAP analysis for the statewide vegetation climatic growth map
- Aggregate and analyze survey data to extrapolate appropriate clearing methods and cost matrix
- Summarize the project process so that it can be replicated at other airports

SCHEDULE/DELIVERABLES

The project is anticipated to take two years to complete and this is an estimated schedule.

• GAP analysis	June 30, 2020
• Vegetation climatic growth map	December 31, 2020
• First draft clearing report	September 30, 2021
• Final draft clearing report	December 30, 2021

ADMINISTRATIVE REQUIREMENTS

Project Staff. All services must be performed by or under the direct supervision of the following individuals. Only prior written approval from the DEPARTMENT shall accomplish replacement of, or addition to, the Project Staff named below:

Name Project Responsibilities

(list here key individual and their project assignments)

Professional Registration. *Where applicable*, all reports, plans, specification, estimates and similar work products provided by the Consultant shall be prepared by or under the supervision of the Registered Engineer, Architect or Land Surveyor in responsible charge for the services. These Engineers, Architects, or Land Surveyors shall be currently registered in the State of Alaska and they shall sign and seal as to the accuracy of each final work product for which they are responsible.

Consultant Name on Plan Sheets and Documents. No Consultant logos shall be allowed on any electronic or hard copy document produced for the DEPARTMENT. Consultant letterhead shall be allowed only as exhibits in document appendices. The Consultant name shall be in the same font as other lettering on the plan sheet or document, shall be 0.05” in height on 11”x17” plan sheets, and shall be included in the binding edge of each sealed and signed plan sheet in the following format:

PLANS DEVELOPED BY: CONSULTING FIRM NAME, LLC, CERT. OF AUTHORIZATION NO.
ADDRESS
PHONE NUMBER

Standards, Guidelines, References, and Software. *As applicable,* the Consultant shall use the most current editions of any publications of standards, guidelines, or references that have been adopted by the DEPARTMENT at the time that design services begin. Major changes in design guidance during the course of the project that change the design criteria may be addressed by amendment. Design guidelines and standards include, but are not limited to: Alaska DOT&PF Preconstruction Manual, Alaska Traffic Manual, Standard Drawings Manual, Highway Drainage Manual, Alaska Sign Design Specifications, Guide for Flexible Pavement Design and Evaluation, Standard Specifications, Federal Highway Administration's (FHWA) Manual on Uniform Traffic Control Devices, and the American Association of State Highway and Transportation Officials (AASHTO) Standards and References. **Standard software programs used by the DEPARTMENT include, but are not limited to, the following:**

- AutoCAD Civil 3D 2019
- Microsoft Office Suite: Word, Excel, PowerPoint, Project
- AASHTOWare Preconstruction
- Synchro 7
- HCS
- HY-8
- HEC-RAS

The most current version of AutoCAD and AutoCAD Civil 3D (C3D) adopted by the DEPARTMENT shall be used for all linework and modeling. The Consultant will use the DEPARTMENT's C3D template file, supplemented as necessary by the Consultant's library of styles. Consultant styles will be clearly differentiated by name so that the DEPARTMENT can review the styles for conformance to their standards. The C3D drawing files will contain all assemblies, vertical and horizontal geometry, alignments, corridors, styles, surface models (existing, proposed and all pertinent intermediate). All two-dimensional items will be incorporated into the C3D drawing as AutoCAD linework. The Consultant will provide the file directory to the DEPARTMENT in a way that all dependencies among files are maintained.

The Consultant shall develop the Estimate for this project using AASHTOWare Preconstruction. Access to the program and instructional documentation for the software will be provided to the Consultant.

Submittal Requirements. Deliverables shall be compatible with DEPARTMENT standard software, and submitted in their original electronic format as well as PDF. Hard copies shall be submitted for everything requiring an original seal, and as required by the project managers of the specific projects.

Alaska Department of Transportation & Public Facilities

SMALL PROCUREMENT DOCUMENTS PART C - CONTRACT AWARD, NOTICE TO PROCEED & INVOICE SUMMARY

PSA No: .. 25-20-1-016
Program No: .. NFAPT00499
Federal No: .. TBA
NTP No: NA

Contractor:

Project Title: **Rural Airport Obstruction Planning and Analysis**

CONTRACT AWARD & NOTICE TO PROCEED

You have been awarded this Agreement in accordance with Parts A, B & C of these documents, the attached Statement of Services and the following correspondence:

From ..... : Date :
To ..... : Number of Pages :
Subject..... : **This is for exhibit purposes only and not executable**

This Agreement incorporates by reference the Small Procurement Standard Provisions Booklet dated **January 2018**. If you do not have a copy of the Standard Provisions Booklet, obtain one from the Contracting Agency. You are authorized to proceed with performance of this contract immediately and are required to complete it not later than: **December 31, 2022**
The Agency Manager for this Contract is: **Daniel Phillips, P.E.** Telephone-(Voice): (907) 451-2926 Email: daniel.phillips@alaska.gov
Compensation for this Contract shall be by the method(s) and not exceed the authorized amount(s) shown in the Invoice Summary (below):

Issued for the Contracting Agency per ADOT&PF Policy #01.01.050 by:	Accepted for the Contractor by:
Signature Date Name: **Judy Chapman, Planning Chief**	Signature Date Name:

INVOICE SUMMARY

This Invoice is for **[ ]** Progress OR **[ ]** Final Payment. ***Sequential Invoice Number for this Contract is:* [ ].**

* Each firm may be compensated for this Contract by only one of the following Methods of Payment (as explained in the Standard Provisions Booklet):
Fixed Price (FP) ..... Amounts entered in Columns "c" and "g" only
Cost Plus Fixed Fee (CPFF)..... Columns "c", "d", "e", "f" and "g"
FP + Expenses (FPPE) .... Columns "c", "e" and "g" only
Time and Expenses (T&E)..... Columns "c", "e" and "g" only

	a	b	c	d	e	f	g
Firms (Prime & Subcontractors)*	**Meth of Pay**	**Labor (or FP)**	**Indirect Cost**	**Expenses**	**Fixed Fee**	**Total Price**	
Total Contract Amounts Authorized for All Firms							
Sum of Prior APPROVED Payments							
Sum for THIS INVOICE							
Sum of Prior Payments plus this Invoice							
Balance of Authorized Amounts							

PAYMENT

Template	Object Code	Activity Code	Phase
TPJ001	5007	014P	T08FA1
Progam Code	Location		
NFAPT00499	NA		

CONTRACTOR'S PAYMENT REQUEST:

Signature Date
Name: (Contractor's Project Manager)

PAYMENT RECOMMENDED: I certify this Invoice to be valid and accurate and that services were performed substantially in conformance with the contract requirements and schedule.

Signature Date
Name: Daniel Phillips, P.E., Assistant Maintenance Engineer

PAYMENT APPROVED: Based upon the payment recommendation and certification, I hereby approve payment.

Signature Date
Name: Judy Chapman, Planning Chief

SEE INSTRUCTIONS ON NEXT PAGE

Alaska Department of Transportation & Public Facilities

INSTRUCTIONS FOR AGENCY ISSUE AND CONTRACTOR BILLING

1. Agency Contract Manager – The Small Procurement Documents are organized for ***only one Notice-to-Proceed (NTP) to be issued with the Contract Award for all services to be provided so that accounting procedures do not become unnecessarily burdensome and costly*** (i.e., the Contractor is required to establish only one cost account for this contract). Also, this document (Pact C – Contract Award, Notice to Proceed & Invoice Summary) must be issued and signed by the Contracting Officer (or a written designee per DOT&PF Policy #01.01.050). All items with a text form field must be complete at the time this document is issued. Other items are completed by the Contractor with each billing. *Note: If a revised NTP is required, do not reissue this document; use the "c-2 ntp" or "c-3-cr.ntp" form.*

2. Contractor – If this Contract Award & NTP is unacceptable, notify the Contracting Agency immediately. If acceptable, acknowledge by signature where indicated on page 1 ***on a copy*** of this document and return the signed copy within ten days after your receipt. ***Retain the unmarked, as issued, document to be used for reproduction and billing.***

3. Contractor – Submit Invoices to the Agency Contract Manager named on page one of this document. Contractor may use the firm's invoice forms; however the Contractor must also ***provide a copy of page one of this form as the FACE PAGE of each invoice submitted and with the following entries under "Invoice Summary" and "Contractor's Payment Request" accurately completed:***

   a) Indicate if the Invoice is for Progress or Final Payment and enter the Sequential Invoice Number for this Contract.

   b) In each column (c, d, e, f & g) where there is an Authorized Amount, show amounts for: Prior APPROVED Payments; THIS INVOICE; Prior Payments plus this Invoice; and Balance of Authorized Amounts.

Note ***"Prior APPROVED Payments" amounts might not equal the total of all prior invoices if some items were disallowed or adjustments were made. If a prior billing has not been acknowledged with any payment, or a different amount from the billing was paid without any notification of the reason(s), Contractor may attach a request for an explanation and remedial action.***

4. Contractor – Sign and date under "CONTRACTOR'S PAYMENT REQUEST" thereby attesting to the following:

   "By signature hereunder, the Contractor certifies entries to be true and correct for the services performed to date under or by virtue of said Contract and in accordance with AS 36.30.400. The Contractor further certifies that all applicable Federal, State and Local taxes incurred by the Contractor in the performance of the services have been paid and that all Subcontractors engaged by the Contractor for the services included in any invoice shall be fully compensated by the Contractor for such services."

5. Contractor – Substantiate all charges on each invoice, other than for Fixed Prices or Fixed Fees, by attaching a summary of hours expended and hourly labor rate per employee; summary of units completed; subcontractor invoices; expense receipts, etc., or other proof of expenditures.

6. Contractor - ***Prime Contractor's Labor and Indirect Cost shall be billed to the Contracting Agency within 45 days of performance. Subcontractors' Labor and Indirect Cost shall be billed to the Contracting Agency within 60 days of performance. All of the Contractor's and Subcontractors' Other Direct Costs (Expenses) shall be billed to the Contracting Agency within 90 days of being incurred. <u>Charges submitted after the above stated times will, at the Contracting Agency's discretion, not be paid</u>.***

7. Contractor – When this Contract is approximately 75% complete, the Contractor shall determine if the Authorized Amount(s) might be exceeded; and, if so, shall provide an estimate of cost to complete. The Contracting Agency will determine after discussion with the Contractor if additional cost is reasonable and does not include costs that should be absorbed by the Contractor. If additional cost is validated, a negotiated Amendment will be executed which either (1) reduces the scope of services/work products required commensurate with the Authorized Amount(s), or (2) increases the Authorized Amount(s) to that required for completion of the original contract.

8. Amendments – if required – will be issued per Article A8 of Appendix A, General Conditions, as contained in the Standard Provisions Booklet.

END OF PART C