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 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 (Certificate of Compliance).

Project Title: McGrath Airport Reconstruction & Erosion Protection Electrical Design Services Project Number(s): CFAPT00063 Federal No: AIP 3-02-0176-XXX-20XX **RFP No.** 25202030 Project Site (City, Village, etc.) McGrath, Alaska	Contracting Agency: State of Alaska DOT&PF-Central Region 4111 Aviation Avenue Anchorage, AK 99502
Agency Contact: Jenelle Brinkman, P.E., Project Manager	Phone: (907) 269-0606 Email: jenelle.brinkman@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 attached Proposed Statement of Services dated 8/29/2019 (15 pages)

The following additional information is available to assist interested offerors with their proposals, and may be downloaded from the RFP website:

a) As-Built Plans for McGrath Airport (24 pages)
b) Construction Plans for McGrath Airport Runway Reconstruction (36 pages)

Note: (1) 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.

(2) To ensure the Department meets its overall DBE Utilization Goal, DBEs are encouraged to participate in this solicitation.

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: September 2019 End: December 31, 2021

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 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. * 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: **September 11, 2019** PREVAILING TIME: **4:00 p.m.** EMAIL: **crdotpfcontracts@alaska.gov**

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

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

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.

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. Address DBE participation.
3) Reasonableness of proposed schedule for performance.
4) Price Estimate, ***if required.***
5) Other: Provide list of firm(s)' current contracts with the Contracting Agency (statewide).

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:	McGrath Airport Reconstruction & Erosion Protection Electrical Design Services
RFP No.:	25202030

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.

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 & 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)

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 (90) days.

_____
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) .....:

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

IRIS Prgram No:	CFAPT00063
Federal Project No:	AIP 3-02-0176-XXX-20XX
Date Prepared:	8/29/2019

McGrath Airport Reconstruction & Erosion Protection
Electrical Design Services
PSA 25202030

ARTICLE B1
INDEX AND DEFINITIONS

B1.1 Index of Articles

Article	Group	Task #	Subject
B1			Definitions
B2			Exhibits
B3			Codes, Regulations, Standards, and Procedures
B4			Administrative Requirements
B5			Management
B6			Project Location and Description
B7			Summary of Contract Services
B8			Design Engineering
B8.10.1	A	1	Plans in Hand (PIH) Review
B8.10.2	A	2	Plans, Specifications, and Estimate (PS&E) Review
B8.10.3	A	3	Final PS&E/Certification
B9	A	4	Assistance During Bidding
B10	B	5	Assistance During Construction

B1.2 Definitions

Contracting Agency	DOT&PF Project Management Team
Contractor	Design Contractor
DOT&PF	Alaska Department of Transportation and Public Facilities
FAA	Federal Aviation Administration
Functional Groups	DOT&PF Design support sections (Environmental, Right-of-Way, Utilities, etc.)
MCG	McGrath Airport
Project Manager	DOT&PF Contract Manager

ARTICLE B2
EXHIBITS

Exhibit B-1 Project Location Maps
Exhibit B-2 Project Schedule

ARTICLE B3

CODES, REGULATIONS, STANDARDS AND PROCEDURES

B3.1 General

Perform all studies, reports, and design services in accordance with applicable codes, regulations and standards; professional practice procedures; and commonly recognized construction methods. Consider the geographical location of the project as well as other environmental and site specific constraints when performing services for this project.

B3.2 Standards and Guidelines

Publications that contain the current aviation design standards and guidelines are referenced throughout this Statement of Services. During the period of this agreement these documents may be supplemented, deleted, or revised.

B3.3 Units of Measurement

Use U.S. Customary units of measurement throughout development of the project.

ARTICLE B4

ADMINISTRATIVE REQUIREMENTS

B4.1 General

This contract is divided into several tasks. Provide services as identified and authorized by sequentially numbered Notices-to-Proceed (NTP). Do not perform services or incur billable expenses except as authorized by an NTP. There is no guarantee that all tasks will be accomplished. The contract may terminate at any stage found to be in the Contracting Agency's best interests.

B4.2 Duplicate Requirements

In combining all the tasks into one contract, duplicate requirements may be encountered during project development in regards to reports, drawings, activities, etc. No duplication is intended. Coordinate all work items internally and with the Contracting Agency to maximize the results from work efforts and eliminate any perceived duplication.

B4.3 Project Staff

All services must be performed by or under the direct supervision of the individuals listed below. Replace, add, or change Project Staff named below only with prior Contracting Agency written approval.

Name	Company	Project Responsibilities
TBD		Contract/Project Manager
TBD		Electrical Engineering

B4.4 Professional Registration

Prepare all reports, plans, specifications, estimates and similar work products by or under the supervision of an Engineer currently registered in Alaska.

B4.5 Billing Reports

Submit billings before the 15th of each month. Provide a two-page (typical) report with each monthly billing for months in which services are performed in a format the Contracting Agency approves. Specifically describe the work completed, problems encountered, and the focus of the effort ahead for prime and subconsultants. For

each task, list the dollars expended to date, the remaining dollars needed to complete it, and the estimated percent complete. Include supporting documentation such as receipts for reimbursable expenses and a summary of labor charges with all costs clearly identified. Clearly explain in the report any delayed costs from previous billing periods that are included in the current billing.

B4.6 Correspondence

Include the project name and numbers (State & Federal) on all correspondence pertaining to the project. Provide copies of all outgoing correspondence and originals of all incoming correspondence to the Contracting Agency at least once a week.

B4.7 Documents and Reports

Prepare documents with solid black letters on white, 8.5 inch x 11-inch bond paper. Other size paper may be used for illustrations if they are folded to 8.5 inch x 11-inch size. Print original documents and reports on one side of the paper only. Do not use photographs or multicolored graphics except as specifically approved by the Contracting Agency. Deliver original, camera-ready copies of final documents and reports to the Contracting Agency for a check before printing. Use "active voice" verb forms when writing documents and reports where feasible.

In addition to the hard copy deliverables, submit all final documents and reports in digital form as pdf files and as document files for the current version of Microsoft Word (or appropriate Microsoft Office product).

B4.7.1 Reproduction and Distribution. When the contract requires only the original or only one copy of a work product to be delivered, the Contracting Agency will reproduce and distribute any other copies required. Deliver items for reproduction single-sided, organized, and camera ready for copying and not stapled or otherwise bound. The Contracting Agency will be responsible for the distribution of all draft and final reports produced under this contract.

B4.7.2 Paper Copies. When the contract calls for more than one copy of documents or reports, print copies on both sides of the paper. However, print the cover and pages with approved illustrations, multicolored graphics, photographs, or estimates on one side of the page only. Comb-bind all copies; do not bind originals.

B4.7.3 Digital Copies. The Contracting Agency uses Microsoft Windows, Microsoft Office Suite (Word, Excel, et al.) and AutoCAD Civil 3D software. Submit all digital files in formats fully compatible with the Contracting Agency's software. Provide formal submittals on CD-R(W), as email attachments, or through other online file transfer methods as approved by the Project Manager. Provide informal digital submittals as approved by the Project Manager, usually as e-mail attachments.

B4.7.4 Page Numbers. Number pages in all documents to allow every major Section, Chapter, Appendix, etc., to begin on a "right hand," odd numbered page.

B4.7.5 Covers. Include the following on the cover of all documents and reports:

a. Name of document or report
b. Date
c. Indicate whether draft or final
d. Project Name
e. State and Federal Project Number(s)
f. Prepared for: Alaska Department of Transportation and Public Facilities
g. Prepared by:
h. Map and/or picture of project area

B4.8 Plans, Maps, and Plats

Submit with solid black ink on 11 x 17-inch bond paper and in PDF format.

B4.8.1 Drafting. Submit all drawings as AutoCAD Civil 3D drawing files and plot files. Submit draft and final drawing and plot files on CD-R(W), as email attachments, or through other online file transfer methods as approved by the Project Manager. The Contracting Agency will provide the project titleblock and standard templates with layering schemes and plot files for Contractor use. Use drafting procedures outlined in the current version of the *DOT&PF Central Region Aviation Design Drafting Guide*.

B4.8.2 Contractor Name on Plan Sheets and Documents. Include the following information on all documents required to be signed and sealed:

a. Company name, physical address, and telephone number;
b. Certificate of authorization number issued to the corporation, limited liability company, or limited partnership to practice engineering, land surveying, or landscape architecture, if applicable.

No Contractor logos are allowed on any electronic or hard-copy document produced for the Contracting Agency. Contractor letterhead is allowed only in exhibits in document appendices. Include Contractor name in the same font as other non-emphasized lettering on the plan sheet or document. Do not exceed 1/16-inch in height on 11 x 17-inch plan sheets.

B4.9 Specifications and Estimates

Submit with solid black letters that are single spaced on white, 8.5 x 11-inch bond paper. Print only on one side of the paper. Do not include graphics or photographs except as the Contracting Agency specifically approves. Also submit all specifications in both .pdf and Microsoft Word format.

B4.10 Proofreading

Prepare reports and specifications, to the greatest extent possible, free of mathematical, grammar, spelling and typographical errors. The Contractor is responsible for professional proofreading of the documents to meet the intent of this requirement. All errors and omissions in deliverables will be corrected at the Contractor's expense.

B4.10.1 Quality Assurance Memo. Provide with each submittal a Quality Assurance memo signed by the person in responsible charge for the project, certifying that he/she has performed a quality control check on the items included in the submittal. A memo template will be provided by the Contracting Agency.

B4.11 Revisions

Modify work products in response to Contracting Agency direction. Consider corrections, adjustments, or modifications indicated during the review/approval process, but which do not substantially affect the scope, complexity, or character of the services, a normal part of Contractor services.

B4.11.1 Errors and Omissions. Except as described in this Statement of Services, submit complete work products. The Contracting Agency will not accept work products having significant errors or omissions until they are corrected.

B4.11.2 Review Meetings. See B8.11.

B4.11.3 Comment Resolution. Provide with subsequent submittals a technical memo that clearly documents and explains all comments and changes from the previous submittal.

B.4.12 Completion Documentation

Submit the originals and/or electronic copies of all documents prepared during project development, including those generated under all reviews, with the Final PS&E package. These documents include all notes, sketches, maps, photographs, survey data, computations (including cost computations), cross sections, digital terrain model, electronic files, and other materials that were created to develop, record, or justify services provided for the project. Identify all assumptions made. Keep a copy of all the documents until construction is complete.

B4.12.1 Source Document Reference. Include sufficient information in documents created to determine pay item quantities to allow the quantity for each pay item to be checked by starting from the source document. Reference these documents to the applicable pay item.

B4.12.2 Submittal Format. Submit completion documents in electronic format (PDF, Word, Excel, AutoCAD, etc.) and hard copy originals for all signed and sealed documents.

B4.13 Conflict of Interest

Do not represent any parties other than the Contracting Agency concerning this project.

ARTICLE B5
MANAGEMENT

Note: Do not treat this Article as a distinct task. Apportion costs associated with the services described in this Article among other tasks required to accomplish the work.

B5.1 Performance Schedule

Perform work in accordance with the project schedule in Exhibit B-2.

B5.1.1 Timely Information

Provide timely information to the Contracting Agency for project-related services performed by Contracting Agency functional groups.

B5.1.2 Schedule changes

Expend every effort necessary to stay on schedule and to meet the contract delivery dates. Any schedule changes must be approved by the Project Manager.

B5.1.3 Progress Meetings/Reports

Attend progress meetings with the Contracting Agency to review progress reports, invoices, and schedule. The Contractor is responsible to:

- Provide "exception reporting" of scheduled activities that are late, suspended, or significantly accelerated.
- Explain why any activity is off schedule, or likely to become so.
- Explain what corrective action(s) are being taken.
- Discuss approaching events and milestones to be achieved over the next month at the meetings.
- Keep minutes of all meetings and submit them to the Contracting Agency within five working days.

Attendance at the meetings will be limited to:

- Contracting Agency Project Management staff and invited guests
- Contractor project engineer/manager
- Appropriate sub-consultants

B5.2 Project Coordination within DOT&PF

The Contracting Agency Project Manager will coordinate any required services or activities with various DOT&PF functional groups. Do not initiate communication with functional groups without the prior knowledge and consent of the Project Manager. Keep the Project Manager apprised of the nature of all such communications and provide the Contracting Agency with copies of telephone records and meeting minutes. In the event any major issues or problems surface, consult the Project Manager for resolution. Provide timely responses to requests for information by the functional groups as identified within task descriptions.

B5.2.1 Federal Aviation Administration (FAA) Communication. Communications with the FAA regarding this project will be handled solely by the Contracting Agency.

B5.2.2 Contracting Agency and Public Coordination. Assist in coordinating with appropriate federal, state, and local government agencies, and the public, including special interest groups and organizations that potentially could be affected by the proposed project. Make no commitments on behalf of the Contracting Agency; any commitments for action or mitigation will be made by the Contracting Agency.

B5.2.3 Agency Meetings/Release of Information. Notify the Project Manager of all meetings with agencies, organizations, or individuals at least three working days in advance. Prior to such meetings, discuss the agenda for the meetings with the Project Manager to ensure that no inappropriate or incorrect information is disclosed. Do not release data collected under this agreement to any agency or to the public without prior approval. Document all meetings and telephone conversations concerning the proposed project. Forward original signed documents to the Project Manager.

B5.2.4 Scoping Submit all written material used to collect data for this project to the Contracting Agency for review and acceptance prior to its use or distribution.

B5.3 Right-of-Entry Permits

The Contracting Agency will obtain Right-of-Entry authorizations when required. Provide a minimum of 30 calendar days advance notice for the Contracting Agency to acquire any authorization. Should the authorizations take additional time to obtain, performance schedule(s) may be adjusted accordingly. Contractor is not entitled to any additional compensation for any delay incurred in obtaining Right-of-Entry Permits.

ARTICLE B6

PROJECT LOCATION AND DESCRIPTION

B6.1 General

This project is located within the McGrath Airport (MCG) property boundary in Section 18, Township 33 North, Range 33 West, Seward Meridian, United States Geological Survey (USGS) Topographical Map McGrath D-6 (Latitude 62°57'10.02", Longitude 155°36'25.36). McGrath is located in the interior of Alaska along the Kuskokwim River. The city is 221 miles northwest of Anchorage and 269 miles southwest of Fairbanks. See Exhibit B-1 Project Location Map.

The scope of work includes:

- Reconstruct the existing Runway 16/34
- Reconstruct the existing Taxiways A, B, D, and H
- Reconstruct the Heavy Aircraft Apron;
- Replace runway and taxiway lighting within the project area;
- Replace lighted runway and taxiway signs within the project area;
- Relocate the lighted wind cone and segmented circle;

- Install a supplemental wind cone;
- Install riprap erosion protection of the end of RW 34, adjacent to the Kuskokwim River;
- Relocate/adjust utilities as needed;
- Drainage improvements

B6.2 Electrical Design Scope. The Contractor shall provide professional electrical engineering services as required for the design of new construction, demolition, relocations, and adjustment of electrical infrastructure as required by the Contracting Agency's civil design.

The airfield lighting design includes, but is not limited to, the following:

- Replace runway and taxiway lighting systems.
- Replace lighted runway and taxiway signs within the project area.
- Electrical design for relocation of the wind cone and segmented circle.
- Identify necessary utility relocations and adjustments and coordinate with utility companies as required for preparation of Utility Agreements by the Contracting Agency;
- All electrical improvements needed to support the items listed above, which may include electrical vault modifications, constant current regulator replacements, temporary jumper cables to keep necessary lighting circuits active during construction, etc.
- All electrical design shall be provided in accordance with applicable codes, regulations, and standards, which will include DOT&PF standards and criteria, FAA standards and specifications, NFPA 70 – National Electrical Code, and ANSI C2 – National Electric Safety Code.
- Coordination with separate electrical designer working on the Snow Removal Equipment Building (SREB) expansion design as needed.
- Assist Contracting Agency with FAA NAVAID electrical requirements as needed.

B6.3 Civil Design. All civil engineering tasks for the project will be completed by the Contracting Agency.

B6.4 Utilities. Design and construction of retirements, extensions, relocations, and/or modifications of utility-owned facilities, if required, will be provided under separate Utility Agreements negotiated by the Contracting Agency. See B8.7.1.

ARTICLE B7
SUMMARY OF CONTRACT SERVICES

B7.1 General

Provide professional electrical engineering services as follows:

(1) Prepare Electrical Plans, Specifications, and Estimate (PS&E) documents and quantity calculations, as needed to support the project. This effort includes design services for bid-ready contract documents. It also includes assistance in preparation of supporting documents including, but not limited to the Engineer's Design Report (EDR), Material Certification List (MCL), and utility agreements, if needed;
(2) Assistance during bidding to respond to clarification requests by bidders; and
(3) Assistance during construction to confirm that contractor submittals conform to the contract requirements and to adapt the contract as needed to unforeseen conditions.

The schedule of project milestones appearing in Exhibit B-2 applies to this contract.

B7.2 Contract does not guarantee amount of design services

The Contracting Agency does not guarantee that the Contractor will be required to provide all of the services detailed in this Statement of Services nor that the Contractor will incur all of the costs estimated in Appendix C.

The Contractor may be asked to perform other services by amendment for the project beyond those defined in this contract.

B7.3 Deliverable Items.

The following is a breakdown of the Contract deliverable documents by Task Number and associated Task Group:

Task Number	Section	Group A	Group B
Task 1 - PIH Review	B8.10.1	X	
Task 2 - PS&E Review	B8.10.2	X	
Task 3 - Final PS&E	B8.10.3	X	
Task 4 - Assistance During Bidding	B9	X	
Task 5 - Assistance During Construction	B10		X

ARTICLE B8
DESIGN ENGINEERING

B8.1 General

Design engineering includes: identifying feasible alternatives, evaluating these alternatives, and producing supporting documents that lead to the objective of this article: a "Plans, Specifications, and Estimate" (PS&E) assembly suitable for project bidding and construction. The product must meet the standards set forth in the list of Current FAA Advisory Circulars for AIP/PFC Projects available through the following website: http://www.faa.gov/airports/resources/advisory_circulars/

Assist in the support of the project environmental staff, as required, as they complete the required National Environmental Policy Act (NEPA) document, permitting, and other environmental clearance processes as it relates to the proposed electrical engineering design.

B8.2 Cost Effective Design

As part of the PS&E, evaluate alternatives for each major design element to determine the most cost effective design. Document the comparison of alternatives including a list of differing elements and the conclusion of the evaluation as well as the reasoning that supported the conclusion. Alternative comparisons are often based on the following issues:

a. Minimum or desirable design criteria
b. Right-of-Way requirements
c. Utilities
d. Environmental concerns including hazardous substances and wetlands
e. The traveling public, both during and after construction
f. Design Schedule
g. Design, construction, and maintenance budgets
h. Other considerations appropriate for specific circumstances

B8.3 Plan Set Composition

Assemble final plans in the order listed under Section 7.2 in the current version of the *Central Region Aviation Design Drafting Guide* (DOT&PF) or as the Contracting Agency directs. Use detail drawings contained in the latest "Alaska Department of Transportation and Public Facilities, Alaska Standard Plans Manual" where applicable.

B8.4 Specifications

Update specifications according to the current version of the "State of Alaska, Department of Transportation and Public Facilities, Standard Specifications for Airport Construction" and the most current Federal Aviation Administration Advisory Circulars. If the Project requires materials not listed in these documents, prepare the required special provisions for Contracting Agency review and concurrence. Use performance specifications rather than method specifications whenever possible. Do not specify brand name material unless three are named, and if "or equivalent" is used, specify the criteria for judging the equivalence. **Do not specify sole source materials unless a sole source procurement authorization is obtained.** Combine these elements and submit specifications and special provisions according to prevailing policy and as further described in the contract. Digital files of standard specifications and standard modifications are available from the Contracting Agency.

B8.5 Modifications to Standards

B8.5.1 General. Discuss any items requiring an FAA "Modification of Standards" with the Contracting Agency. If applicable, provide a Modification of Standards document based on the FAA's template provided by the Contracting Agency to include the standard, the modification, why the standard cannot be met, viable alternatives, why the modification would be acceptable, and a cost analysis. Provide assistance to the Contracting Agency for any revisions to the modification that may be required.

B8.5.2 Attorney General review of General Contract Provisions (GCPs). Separately submit modifications of GCP specifications to the Contracting Agency for approval by the State Attorney General at least 30 days prior to the Final PS&E submittal.

B8.6 Geotechnical Investigation

The geotechnical report and recommendations for the project area will be provided to the Contractor by the Contracting Agency. In addition, the Contracting Agency's Materials Section will provide all geotechnical information needed for the project including the gathering of additional data, if required.

B8.7 Conflicts With Existing Utilities/Storm Drains

The project area may include utilities and other improvements such as: electric, natural gas, water, petroleum, communication lines, and storm drains. The Contracting Agency's mapping includes located utility company facilities. Identify the need for utility relocations early in project development and concisely portray on the plans.

B8.7.1 Utility Relocation Design. Meet with the Contracting Agency to discuss potential utility conflicts and relocation options. The Contracting Agency is responsible for negotiation and finalization of all utility protection or relocation agreements and will make available to those designing the necessary utility relocations the following: PS&E assemblies, cross sections, and other reports, as appropriate, produced for this project. Provide assistance interpreting these documents and share other information about the project to those designing the utility relocations.

B8.7.2 Provided Items. The Contracting Agency will provide:

- Utility Locates (included in survey product)
- Negotiated Utility Agreements as applicable

B8.8 Estimate

Submit an Engineer's Estimate with each of the plan reviews. Use pay item numbers and names as given in the Standard Specifications, Standard Modifications, or Special Provisions. Obtain pay item numbers for items not listed in the Specifications from the Contracting Agency. Provide unit prices and total estimated costs for all items. The Contracting Agency will make historical records available to aid in the determination of unit prices. Have the estimate signed and dated by both the preparer and checker.

B8.8.1 Confidentiality of Estimate. Do not release any information pertinent to the Engineer's Estimate, other than to the Contracting Agency, without express written authorization from the Project Manager.

B8.9 Quantity Computations

B8.9.1 General. Support each estimated quantity with written computations that detail the relevant source data, assumptions, and allowances. Ensure documents created to determine pay item quantities contain sufficient information to allow the quantity for each pay item to be checked by starting from the source document. Reference these documents to the applicable pay item. Identify the respective individuals estimating and checking each computation. In addition to computations for individual features, include summary computations where applicable.

B8.9.2 Lump Sum Estimates. Include assumptions of lump sum estimates as well as unit quantity estimates. Detail the base assumptions that have been made in the lump sums (e.g., what type and quantity of electrical components were included in a lump sum electrical work item, what was the assumed cost of discrete items included in the lump sum calculations, etc.). **Ensure any cost information is excluded from the final quantity computation binder.** However, do submit lump sum cost information with the Engineer's Estimate.

B8.10 Plans, Specifications, and Estimate (PS&E) Package - Task Group A (Tasks 1, 2, & 3)

Complete electrical documents for inclusion in a bid-ready PS&E package as outlined below.

B8.10.1 Plans in Hand (PIH) Review - Task Group A (Task 1). Prepare draft contract documents addressing the primary elements the project. Provide preliminary plans, specifications, and estimate for the PIH Review that are at least 75% complete.

B8.10.1a Specifications. Submit all applicable specification sections to be included in the project specifications. Include all appropriate pay items and include drafts of any significant special provisions and project-specific specifications. Discuss these with the Contracting Agency before submitting the review documents.

B8.10.1b. Electrical Design. Submit a design memorandum describing the preliminary electrical scope of work, design criteria, and the justification in determining the proposed electrical improvements. Identify electrical utilities included in the work, along with any utility impacts or conflicts, and provide a draft layout. Submit all electrical design calculations.

B8.10.1c Plans-in-Hand (PIH) Review. Review the contract documents, comments, and responses from the PIH Review. Provide responses to electrical comments and recommendations for solutions. Attend and discuss comments at the PIH Review Meeting. Document this review in the form of a technical memo and/or comment response form.

B8.10.1d Preliminary Investigation, Research, and Site Visit. Perform preliminary investigation, research, and a site visit in support of the project and the Electrical Design Memo.

B8.10.1e Deliverable Items – Plans in Hand Review.

Type of Document	Paragraph Reference	Paper Originals	Digital files
Plans	B4.8, B8.3	11 x 17"	AutoCAD, .pdf
Specifications	B4.9, B8.4, B8.10.1a	8 ½ x 11"	Microsoft Word, .pdf
Estimate	B4.9, B8.8	8 ½ x 11"	Microsoft Excel, .pdf
Electrical Design Calculations	B8.10.1.b	8 ½ x 11"	Microsoft Excel, .pdf
Quantity Computations	B8.9	8 ½ x 11"	Microsoft Excel, .pdf
Electrical Design Memo	B4.7, B8.10.1b	8 ½ x 11"	Microsoft Word, .pdf
Quality Assurance Memo (Signed)	B4.7, B4.10.1	8 ½ x 11"	.pdf

B8.10.2 Plans, Specifications, and Estimate (PS&E) Review – Task Group A (Task 2). Revise the contract documents according to the comments and responses from the PIH Review. Provide plans, specifications, estimate, other documents for the PS&E review that are at least 95% complete.

B8.10.2a. Adjudicated PIH review comments. Provide responses from the PIH review meeting to the Project Manager. Format all responses in the past tense (e.g. "have done," "changed," etc.).

B8.10.2b. Electrical Design/Significant change memo. Provide a memo to the Project Manager summarizing any significant design changes between the PIH review meeting and the PS&E review submittal that were not captured in the adjudicated PIH review comments. Submit all electrical design calculations.

B8.10.2c. Modification of Airport Design Standards. Provide a Modification of Airport Design Standards document based on the FAA's template provided by the Contracting Agency if applicable.

B8.10.2d. Deliverable Items – PS&E Review.

Type of Document	Paragraph Reference	Paper Originals	Digital files
Plans	B4.8, B8.3	11 x 17"	AutoCAD, .pdf
Specifications	B4.9, B8.4, B.8.10.1a	8 ½ x 11"	Microsoft Word, .pdf
Estimate	B4.9, B8.8	8 ½ x 11"	Microsoft Excel, .pdf
Electrical Design Calculations	B8.10.2.b	8 ½ x 11"	Microsoft Excel, .pdf
Quantity Computations	B8.9	8 ½ x 11"	Microsoft Excel, .pdf
Adjudicated PIH Review Comments	B8.10.2a	8 ½ x 11" or 11 x 17"	Microsoft Excel, .pdf
Significant Change Memo	B8.10.2b	8 ½ x 11"	Microsoft Word, .pdf
Modifcation of Airport Design Standards	B.8.5.1, B8.10.2c	8 ½ x 11"	Microsoft Word, .pdf
Quality Assurance Memo (Signed)	B4.7, B4.10.1	8 ½ x 11"	.pdf

B8.10.3 Final Plans, Specifications, and Estimate (PS&E) – Task Group A (Task 3). Finalize the contract documents based on comments from the PS&E review. Documents will not be accepted until comments have been addressed to the Contracting Agency's satisfaction. Provide documents that are ready for advertising for construction bids as identified below.

B8.10.3a. Adjudicated PS&E review comments. Provide responses from the PS&E review meeting to the Project Manager. Format all responses in the past tense (e.g. "have done," "changed," etc.).

B8.10.3b. Electrical Design/Significant change memo. Provide a memo to the Project Manager summarizing any significant design changes between the PS&E review meeting and the Final Check Set submittal that were not captured in the adjudicated PS&E review comments. Submit all electrical design calculations.

B8.10.3c. Final Check Set/Certification Set. Provide a final unsigned planset and specifications for final comments by the Contracting Agency. Incorporate any comments received into the plans before signing and sealing the final plan sheets.

B8.10.3d. Engineering Seals. Submit final plan sheets sealed by a Professional Electrical Engineer currently registered in the State of Alaska who is in responsible charge for the work. Sign plan sheets in blue waterproof ink. Digital signatures will also be accepted if applied in accordance with the State of Alaska Statutes and Regulations for Architects, Engineers, Land Surveyors, and Landscape Architects.

B8.10.3f. Deliverable Items – Final PS&E.

Type of Document	Paragraph Reference	Paper Originals	Digital files
Final Check Set/Certification Set (Unsigned)	B8.10.3c	11 x 17"	.pdf
Final Signed and Sealed Plans	B8.10.3d	11 x 17"	AutoCAD, .pdf
Specifications	B4.9, B8.4	8 ½ x 11"	Microsoft Word, .pdf
Modifications of GCP Specifications, if needed	B8.5.2	8 ½ x 11"	Microsoft Word, .pdf
Estimate	B4.9, B8.8	8 ½ x 11"	Microsoft Excel, .pdf
Electrical Design Calculations	B8.10.3.b	8 ½ x 11"	Microsoft Excel, .pdf
Quantity Computations	B8.9	8 ½ x 11"	Microsoft Excel, .pdf
Adjudicated PS&E Review Comments	B8.10.3a	8 ½ x 11" or 11 x 17"	Microsoft Word, .pdf
Significant Change Memo	B8.10.3b	8 ½ x 11"	Microsoft Word, .pdf
Quality Assurance Memo (Signed)	B4.7, B4.10.1	8 ½ x 11"	. pdf

B8.11 Review Meetings

The Contracting Agency will host review meetings to discuss review comments. Attend the review meetings to discuss reviewer questions and note any discussions that resolve comments or develop consensus.

B8.11.1 Pre-meeting comment responses. The Contracting Agency will provide the Contractor a list of compiled comments at least two days before the review meeting. Provide preliminary responses to the comments one day before the review meeting to facilitate a faster review.

B8.11.2 Adjudication Meeting. The Project Manager may elect to conduct a separate adjudication meeting to address significant comments received during the review. Attend the adjudication meeting and provide written responses to all comments received.

B8.12 Items provided to the Contractor

The Contracting Agency will provide the following:

a. Quality Assurance Memo template

b. Modification to Design Standards Memo template
c. Digital files of standard specifications
d. Airport As-Builts
e. New Pay Item numbers as needed
f. Contracting Agency's historical bid records
g. Project titleblock (AutoCAD)
h. Standard templates with layering schemes and plot files (AutoCAD)
i. Civil design layouts and project basemap (AutoCAD)

ARTICLE B9

ASSISTANCE DURING BIDDING
Task Group A
(Task 4)

B9.1 General

The Contractor shall assist the Contracting Agency as requested during project bidding. Personnel who were in responsible charge for engineering and other personnel, as necessary and appropriate, shall be available to interpret and clarify documents prepared during project development and to assist with preparing any necessary addenda to the bid documents.

When performing these services, do not communicate about this project with any potential bidders. Route all communications through the Contracting Agency.

B9.2 Documents

Within one month after the bid opening, submit the original of all documents prepared or modified during bidding. Keep a copy of these documents until construction is complete.

ARTICLE B10

ASSISTANCE DURING CONSTRUCTION
Task Group B
(Task 5)

B10.1 General

The Contractor shall assist the Contracting Agency as requested during project construction and make available personnel who were in responsible charge for engineering and other personnel, as necessary and appropriate, to:

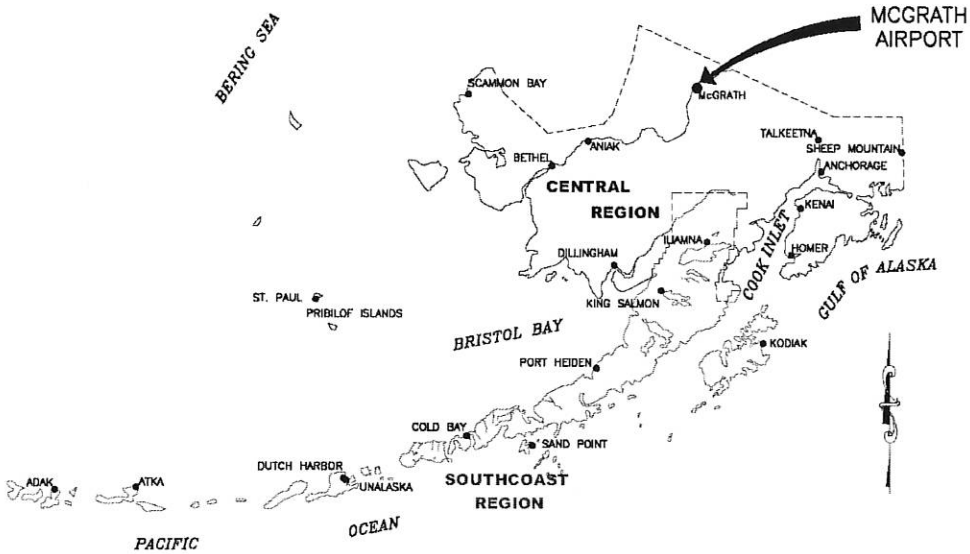
- interpret and clarify documents prepared during project development and bidding;
- review and approve shop drawings and electrical materials/catalog cuts submittals; and
- assist with preparing any necessary change order documents.

Do not communicate directly about this project with the successful bidder. Route all communication through the Contracting Agency.

B10.2 Documents

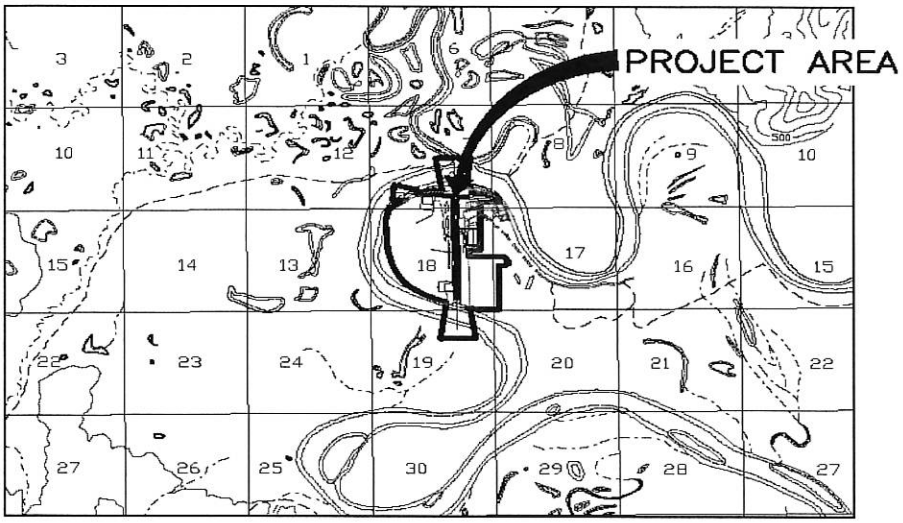
Within a month after the Contracting Agency accepts the constructed project, the Contractor shall submit the original of all documents prepared or modified when performing the services for this task.

EXHIBIT B-1
PROJECT LOCATION MAPS



ALASKA CENTRAL REGION LOCATION MAP

NOT TO SCALE



VICINITY MAP

1 SM .5 SM 0' 1 SM 2 SM

PROTRACTED T 33 N, R 33 W,
SEC. 6,7,8,17,18, & 19
SEWARD MERIDIAN (S.M.), ALASKA
U.S.G.S. McGRATH (D-6), AK.

EXHIBIT B-2
PROJECT SCHEDULE

Milestone	Date/Timeframe
NTP to PIH Submittal	5 weeks
PIH Submittal to Review Meeting	2.5 weeks
PIH Review to PS&E Submittal	7 weeks
PS&E Submittal to Review Meeting	2.5 weeks
PS&E Review to Final Check Set	4 weeks
Check Set to Final Signed PS&E Submittal	1 weeks
Final Submittal to Advertising	1 weeks
Advertising	March 2, 2020