



April 8, 2020

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

AMATS: Spenard Road
Rehabilitation Minnesota Dr. to
Benson Blvd. Design Services
RFP No. 25202048

EMAIL TO: All RFP recipients on record.

The RFP Package is hereby clarified or changed as follows:

1. Submittal deadline has not changed.
2. Reference Request for Proposals Package, RFP Part A, Schedule & Payment, the anticipated period of performance-Begin/End is changed to August 2020 through December 2030.
3. Reference Request for Proposals Package, RFP Part A, Notices, Notice 15: Special Notices, remove and replace Notice 15.5 with the following:

“15.5 The Contracting Agency anticipates adding foundation design and structural design tasks to the agreement by amendment; however is under no obligation do to so, and reserves the right to accomplish these services by other means including the use of in house forces.”

4. Reference Request for Proposals Package, RFP Part A, Notices, Notice 15: Special Notices, remove and replace Notice 15.6 with the following:

“15.6 It is anticipated that the Contracting Agency will provide the following services: surveying, Right of Way (ROW) mapping, appraisal, relocation and acquisition services; geotechnical investigation / recommendations, and utilities agreements; however, the Contracting Agency reserves the right to accomplish these services by other means including the addition of services to the contract by amendment.”

5. Reference Request for Proposals Package, RFP Part B, Paragraph 8, remove and replace the second sentence with the following:

“The maximum number of attached pages (*each printed side equals one page*) for Criteria Responses shall not exceed: **Twelve (12), which includes the schedule submitted in response to Criterion 9.**”

6. Reference Request for Proposals Package, RFP Part C, remove and replace in its entirety with Attachment 1.
7. Reference Request for Proposals Package, Appendix B, Proposed Statement of Services, Article B1, Index of Articles, B20, remove and replace "Right of Way Appraisal and Acquisition Services" with the following: "Right of Way Appraisal, Relocation & Acquisition Services."
8. Reference Request for Proposals Package, Appendix B, Proposed Statement of Services, Article B5 Management, Paragraph B5.1, remove and replace "**Exhibit B-3**" with "**Exhibit B-2.**"
9. Reference Request for Proposals Package, Appendix B, Proposed Statement of Services Article B7.3, remove and replace "Right of Way and Acquisition Services" with the following: "Right of Way Appraisal, Relocation & Acquisition Services."
10. Reference Request for Proposals Package, Appendix B, Proposed Statement of Services, Article B18, Paragraph B18.4.5, remove and replace "**Exhibit B-2**" with "**Exhibit B-6.**"
11. Reference Request for Proposals Package, Appendix B, Proposed Statement of Services,, Article B22, remove and replace "Right of Way and Acquisition Services" with the following: "Right of Way Appraisal, Relocation & Acquisition Services."
12. Reference Request for Proposals Package, Appendix B, Proposed Statement of Services, Exhibit B-2, Project Schedule, remove and replace in its entirety with Attachment 2.

13. QUESTIONS & ANSWERS

Q1: On the Spenard Rd proposal, Part A, Section 15.7i mentions the Spenard Road MOA, executed 2/2021. I assume it is supposed to be 2/2020? Also, the MOA was not included in the materials posted to the website. Could you please clarify the date and provide the document, if it is to be available to proposers?

A1: Yes, the MOA was executed 2/2020. The MOA is now available on the RFP website.

Q2: In Part C Evaluation Criteria, Subsection 4 Proposed Project Staff, Item 5 Hydrologic/Hydraulic Design is not designated with the * that indicates the work must be done by a registered engineer. Should there be a * next to that item?

A2: Yes, we require registered professional engineer; see item 6 of this Addendum.

All other terms and conditions remain the same.

END OF ADDENDUM

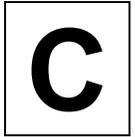
We appreciate your participation in this solicitation.

Sincerely,



Kathleen A. Bridenbaugh
PSA Unit Supervisor

EVALUATION CRITERIA



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

SECTION I - TECHNICAL PROPOSAL

1. Objectives and Services

1. Weight: 15

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

2. Methods

2. Weight: 10

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

3. Management

3. Weight: 10

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

4. Proposed Project Staff

4. Weight: 25

Response must name the individuals to perform the following **FUNCTIONS** plus any other professional/technical functions you deem essential to perform the services (also see Criterion 8):

1. Contract Management (contract compliance)
 2. Project Management (single point-of-contact directly engaged in contract performance)
 3. Civil Engineering*
 4. Traffic Engineering/Analysis*
 5. Hydrologic/Hydraulic Engineering*
 6. Electrical Engineering*
 7. Public Involvement
 8. Environmental Activities
 9. Landscape Architecture*
- *All personnel acting in responsible charge for all Architectural, Engineering, Land Surveying, and Landscape Architecture functions require an Alaska Registration and must be identified in your proposal.

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

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

5. Workload and Resources

5. Weight: 10

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

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

6. Past Performance & Quality Control

6. Weight: 10

Response must describe previous projects the project team has worked on that are related in size and scope to this project. Describe the dollar amount of each project, a brief narrative of the successes of the project, and the year of completion. Address how the experience will help your team to perform under this contract. Provide references (contact name and phone number) for each project. Indicate which of the proposed firms and project staff was involved in each project. The State reserves the right to investigate referenced projects, contact references and research other projects that the respondent has worked on.

Include in your response a description of your firm's quality control process and how this process has affected the quality of your deliverables. Use specific examples.

7. Quality of Proposal

7. Weight: 5

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

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8. Proposed Project Staff for Possible Added Services

8. Weight: 5

The Contracting Agency reserves the right to negotiate and add a number of different tasks in Appendix B, Proposed Statement of Services currently shown as Not in Contract (NIC). Response must name the individuals that would be added to perform the following **FUNCTIONS** if the tasks were added by amendment.

1. Surveying* / Right-of-Way Mapping*
2. Geotechnical Investigation/Recommendations
3. Utilities Agreements
4. Right of Way Appraisal, Relocation and Acquisition Services
5. Structural Design* **License type may be either Type C or Type T as allowed by statute and regulation for applicable structures**
6. Foundation Design* **License type may be either Type C or Type T as allowed by statute and regulation for applicable structures**

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

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

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

9. Schedule

9. Weight: 10

The Contracting Agency's draft project schedule is presented in Exhibit B-2 of the Proposed Statement of Services.

Fully develop a schedule for the activities to be provided under this contract, by modifying and further detailing the provided schedule. The dates provided in Exhibit B-2 of the Proposed Statement of Services are expected to be modified in your proposed schedule.

Demonstrate your plan to deliver acceptable work products as efficiently as possible. Distinguish between activities that are within your control and those that may be strongly influenced by others. Include agency comment periods and reasonable time periods for delivery of Contracting Agency's work products.

Begin your schedule with receipt of NTP anticipated to occur on August 1, 2020.

Do not include estimates of resource usage.

The schedule may be up to two 11x17 sheets, which will be counted toward the proposal page limits. Each 11" x 17" page will be counted as one page. **The negotiated Agreement with the selected Offeror will include provisions obligating it to perform in accordance with its proposed schedule. If the schedule is found to be unrealistic, the Contracting Agency may terminate negotiations and enter into negotiations with the next ranked firm.**

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SECTION II - PREFERENCES

10. Disadvantaged Business Enterprises

49 CFR 26

10. Weight: 0

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

See rfp-a, section 15. Special Notices, paragraph 15.2.

11. Alaska Bidder (Offeror) Preference

23 CFR 172.7(a)(1)(iii)(C), AC 150/5100-14E, and 2 AAC 12.260(e)

Weight shall be "0" if any federal funding, otherwise weight shall be at least "10".

11. Weight: 0

To be granted this preference:

Offeror must claim the Alaska Bidder (Offeror) Preference on page one of Part D Proposal Form. In claiming the Alaska Bidder (Offeror) Preference on page one of Part D, the Offeror is certifying that they meet the following requirements per AS 36.30.990:

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

Alaska Bidder (Offeror) Preference will be scored: Rating x Number of Evaluators x Weight = Criterion Score.

Rating will be as follows:

An Alaska Offeror's preference (i.e., a Rating of 5) will be assigned to the proposal of an Offeror who certifies (by claiming the preference on page one of Part D) that they are an Alaska Bidder (Offeror) as described above.

No Alaska Offeror's preference (i.e., a Rating of 0) will be assigned to the proposal of an Offeror who does not certify (by failure to claim the preference on page one of Part D) that it qualifies as an Alaska Bidder (Offeror) as described above.

No narrative response to this criterion is required within the Offeror's Proposal.

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SECTION III - PRICE

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

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

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

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

12. Labor Billing Rates (Required Format)

12. Weight: 0

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

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

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

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

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

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

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

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

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

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13. Total Price Proposal (Required Format)

13. Weight: 0

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

1. Show project title, project number, and Offeror or Subcontractor Name.
2. **Direct Costs of Direct Labor (DCDL)**
Show the estimated costs for each job classification of employees proposed for the contract. List under the following headings. Names required only for key staff and/or persons in "responsible-charge" (Ref: AS 08.48). **Hourly Rates must not include Indirect Costs or Fee.**

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

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

IDC Rate: _____ % IDC Amount: \$ _____

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

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

5. **Total Proposed Cost**
Sum of DCDL + IDC + ODC

Total Cost: \$ _____

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

Proposed Fee: \$ _____

7. **Total Proposed Price**
Sum of Total Proposed Cost plus Proposed FEE.

Total Price: \$ _____

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

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

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

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

- ALASKA BIDDER (OFFEROR) PREFERENCE [2 AAC 12.260(d)]..... 5%
- ALASKA VETERAN-OWNED BUSINESS PREFERENCE [AS 36.30.321(f)] (maximum \$5,000)..... 5%
- and only ONE of the following:
- EMPLOYMENT PROGRAM PREFERENCE [AS 36.30.321(b)] 15%
- DISABLED SOLE PROPRIETOR [AS 36.30.321(d) / (k)] 10%

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

EXHIBIT B-2
PROJECT SCHEDULE

Project Start:	August 2020	Notice to Proceed
Local Review:	Summer 2021	Draft Plans and Estimate
Complete the Environmental Assessment:	Summer 2023	Complete EA
PIH Review:	2024	Draft Plans, Specifications, and Estimate
PS&E Review:	2026	Draft Plans, Specifications, and Estimate
ATA:	2027	Final Plans, Specifications, and Estimate