



Alaska Department of Transportation & Public Facilities

REQUEST FOR PROPOSALS PACKAGE

(Procurement per Article 3 of AS 36.30)

PART



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Proposed Statement of Services

Other: N/A

ISSUING OFFICE

Agency Contact & Phone No.....: Sean Baski, P.E., (907) 269-0547
 Contracting Division: State of Alaska Department of Transportation & Public Facilities, Central Region
 Design & Engineering Services

PROJECT

RFP NUMBER: 25202048
 Project Numbers-State/Federal.....: CFHWY00604 / 0001659
 Project Site (City, Village, etc.).....: Anchorage, AK
 Project Title & Contract Description: AMATS: Spenard Road Rehabilitation Minnesota Dr. to Benson Blvd.
 Design Services

The Contractor shall provide design services that are anticipated to include environmental document development and alternative analysis, hydrologic and hydraulic design, traffic analysis, a design study report, public involvement, erosion and sediment control plan, plans, specifications, engineer's estimate(s), assistance during bidding, assistance with design project closeout and assistance during construction.

SCHEDULE & PAYMENT

Anticipated period for performance-Begin/End: June 2020 through December 2030

Estimated amount of proposed contract:

- | | | |
|---|---|--|
| <input type="checkbox"/> Less than \$200,000 | <input type="checkbox"/> \$200,000 to \$250,000 | <input checked="" type="checkbox"/> \$1,000,000 or greater |
| <input type="checkbox"/> \$250,000 to \$500,000 | <input type="checkbox"/> \$500,000 to \$1,000,000 | |
| <u>Proposed Method(s) of Payment:</u> | | |
| <input type="checkbox"/> Fixed Price Plus Expenses (FPPE) | <input type="checkbox"/> Firm Fixed Price (FFP) | <input checked="" type="checkbox"/> Cost Plus Fixed Fee (CPFF) |
| | <input type="checkbox"/> Other: | |

SUBMITTAL DEADLINE AND LOCATION

*OFFERORS ARE RESPONSIBLE TO ASSURE DELIVERY PRIOR TO DEADLINE (2 AAC 12.250).
 ONLY PROPOSALS RECEIVED PRIOR TO THE FOLLOWING DATE AND TIME WILL BE OPENED.*

DATE: **April 23, 2020** PREVAILING TIME: **4:00 PM**

EMAIL OR HAND DELIVER DIRECTLY TO FOLLOWING LOCATION (and person, if named):

***Also see 15. Special Considerations, item 15.8 (page 5)**

Kathleen Bridenbaugh, PSA Unit Supervisor
 Department of Transportation and Public Facilities
 4111 Aviation Avenue
 Anchorage, AK 99502
EMAIL: crdotpfcontracts@alaska.gov

IMPORTANT NOTICE: If you downloaded this solicitation from the State's Website, you must self-register for the Plan Holders list to receive subsequent addenda. Failure to register may adversely affect your proposal. It is the Offeror's responsibility to ensure that he has received all addenda affecting this RFP.

SELECTION PROCEDURE

1. Competitive Sealed Proposals will be evaluated by a committee (2 AAC 12, Article 4). Evaluation of responses to criteria set forth in Part C results in a numerical score for each proposal. Each criterion in Part C has an assigned weight for this RFP which demonstrates its relative importance. The total of all weights is 100 (100%). Each one-percent weight equates to a range of 0-5 points per Evaluator. The maximum points (score) obtainable for any proposal is equal to the product of 500 multiplied by the number of Evaluators.
2. Scoring of proposals will be accomplished as follows:
 - 2.1 Each Evaluator will individually read and rate each Offeror's response to each criterion described in Part C - Section I - Technical Proposal. Ratings will be based solely on contents of proposal and in compliance with the Contracting Agency's standard Instructions for Evaluation Committee. Except as may be stated within any criterion description in Part C, a rating of "5" = Best Response from all Offerors; "4" to "1" = Progressively Less Responsive; "0" = Non-Responsive. Ratings are multiplied by the assigned weights for each criterion to obtain criteria scores.
 - 2.2 After completion of individual ratings in Part C, Section 1, Technical Proposal, the Evaluation Committee will meet to discuss proposals. Evaluators may then alter their ratings; however, any changes shall be based solely on the criteria set forth in Part C.
 - 2.3 After scoring Part C - Section I - Technical Proposal, criteria scores for Part C - Section II - Preferences, and Section III - Price (if applicable), will be calculated based on criteria descriptions.
 - 2.4 The total score for each Offeror will be obtained by summing the scores determined for each criterion in Sections I, II and III of Part C. The order of ranking for negotiations shall be as follows: highest scored Offeror will be ranked first, next highest scored second, and etcetera.
3. Evaluators may discuss factual knowledge of, and may investigate Offerors' and proposed Subcontractors' prior work experience and performance, including projects referenced in proposal, available written evaluations, etcetera, and may contact listed references or other persons knowledgeable of a Contractor's and/or a Subcontractor's past performance. Factors such as overall experience relative to the proposed contract, quality of work, control of cost, and ability to meet schedules may be addressed. If any issues of significant concern to the proposed contract are discovered, the Committee may:
 - 3.1 Provide written recommendations for consideration during contract negotiations;
 - 3.2 Conduct discussions in accordance with paragraph 4, below.
4. The Committee may decide to conduct discussions (or "interviews") with responsible Offerors whose proposals are determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements (AS 36.30.240 & 2 AAC 12.290). Offerors selected by the Committee for discussions may be permitted to submit Best and Final Offers (BAFO) for final Committee Evaluation. After discussions and any BAFOs, Evaluators will determine the final scoring and ranking for contract negotiations by evaluating written and oral responses using only the criteria set forth in Part C of this RFP (2 AAC 12.260(b)).
5. All Offerors will be advised of the Offeror selected for negotiation and, after completion of negotiations, a Notice of Intent to Award will be provided to all Offerors. If contract negotiations are unsuccessful with Offeror(s) selected for negotiation, the Contracting Agency may either cancel the solicitation or negotiate with other Offerors in the order of ranking.

NOTICES

PART

A

1. The Contracting Agency is an equal opportunity employer.
2. Copies of contract documents are available for review at the Contracting Agency's office. Offerors located outside the general vicinity of the Contracting Agency's office may telephone the Agency Contact identified on page one of this Part A for a discussion of such items.

General Conditions of the Professional Services Agreement are contained in the Small Procurement Standard Provisions Booklet, which is located on the Department's website under "Procurement."

The General Conditions are the **same** for both Competitive Sealed Proposals and Small Procurements.

3. Offerors are specifically advised that a contract shall not be in effect until a written agreement is executed by an authorized agent of the Contracting Agency. The Contracting Agency shall not be liable for any cost incurred by an Offeror in response to this solicitation, including any work done, even in good faith, prior to execution of a contract and issuance of a Notice to Proceed.

4. The Contracting Agency expressly reserves the right to waive minor informalities, negotiate changes or reject any and all proposals and to not award the proposed contract, if in its best interest. "Minor Informalities" means matters of form rather than substance which are evident from the submittal, or are insignificant matters that have a negligible effect on price, quantity, quality, delivery, or contractual conditions and can be waived or corrected without prejudice to other Offerors (2 AAC 12.990).

5. All proposals shall be open for public inspection (AS 36.30.230) after a Notice of Intent to Award is issued. Offerors should not include proprietary information in proposals if such information should not be disclosed to the public. Any language within a submittal purporting to render all or portions of a proposal confidential will be disregarded. Proprietary information which may be provided after selection for contract negotiations will be confidential if expressly agreed to by the Contracting Agency (AS 36.30.230).

6. Substitution for any personnel named in a proposal may result in termination of negotiations.

7. If it is discovered that a selected Offeror is in arrears on taxes due the State of Alaska, a contract may not be awarded until the Alaska Department of Revenue approves the payment provisions for the contract.

8. **Offerors and proposed subcontractors shall be in compliance with the statutory requirements for Alaska business licensing and professional registrations included in the certification statement on Page 2 of Part D in this RFP package.**

9. **PRICE COMPETITION:** Price cannot be an Evaluation Criterion in accordance with Article 3 of AS 36.30 for services that must be performed only by Architects, Engineers, Land Surveyors, or Landscape Architects (A/E, LS or LA) licensed in the State of Alaska, UNLESS the provisions of AS 36.30.270(d) apply; i.e., unless the services required are repetitious in nature, and the nature and amount of services required are thoroughly defined by measurable and objective standards to reasonably enable firms or persons making proposals to compete with a clear understanding and interpretation of the services required. If price is a factor, a majority of the evaluation committee must be registered in Alaska to perform architectural, engineering, or land surveying services.

- 9.1 If the services performed do not require an A/E, LS or LA, then all Offerors including any A/E, LS or LA must provide Price Proposals in accordance with AS 36.30.270(b) and 2 AAC 12.260(c).

- 9.2 Price (or any estimate of labor hours) cannot be an Evaluation Criterion for contracts that will receive Federal-aid highway program funding per 23 CFR 172.7 and FAA Airport Improvement Program funding per AC 150/5100-14E, 2.1. For FAA exceptions: see AC 150/5100/14E, 2.4.

10. An audit of the selected Offerors' and proposed Subcontractors' cost accounting systems and business records may be required to ascertain if systems are adequate for segregating contract costs; to establish a maximum allowable Indirect Cost Rate for the Agency's negotiator; and to investigate the accuracy of proposed labor rates and unit prices. In order not to unduly delay contract negotiation or award, be prepared to submit Pre-Audit Statement, DOT&PF Form 25A257 immediately for your firm and any subcontract that may exceed \$250,000.

For contract amounts less than \$250,000, the Contracting Agency may require the Offeror and proposed Subcontractor to submit the Pre-Audit Statement if deemed necessary to determine allowable costs under Title 23 CFR requirements. If selected for negotiation, failure to submit properly completed Pre-Audit Statement(s) in a timely manner may disqualify an Offeror from further consideration. Information from Pre-Audit Statements and any Audit conducted for the Contracting Agency is considered proprietary and will be confidential.

11. Standard insurance provisions for Worker's Compensation, General and Automobile Liability, and Professional Liability are contained in DOT&PF Form 25A269, Indemnification and Insurance. Coverages may be modified under very limited circumstances. Offeror should not assume any modification of coverages.

12. Professional Liability Insurance for the proposed contract: is not required

is required as shown on DOT&PF Form 25A269.

13. The proposed contract will will not be a Federally Assisted Program of the U.S. Department of Transportation. If it will be an assisted program, then the Offeror shall insert the following notification in all subcontract solicitations for bids or proposals pertinent to this RFP:

"In accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, CFR, U.S. Department of Transportation (U.S. DOT), Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. DOT issued pursuant to such Act, in any Subcontract entered into pursuant to this RFP, Disadvantaged Business Enterprise firms will be afforded full opportunity to submit bids or proposals and will not be discriminated against on the grounds of race, color, sex, or national origin, in consideration for an award.

14. Pre-proposal Conference: None As follows:

15. Special Notices:

15.1 Per Alaska Statute (AS) 36.30.210(e): An Alaska Business License is required of Contractors who do business in Alaska at time of award. To qualify for the Alaska Offerors' Preference, under AS 36.30.321, an Offeror shall have a valid Alaska business license as a prerequisite to proposal. Information regarding applying for an Alaska Business License can be found on-line at <https://www.commerce.alaska.gov/web/cbpl/BusinessLicensing.aspx> or by calling 1-907-465-2550. The business license must be in the name of the company under which the proposal is submitted.

15.2 Effective May 8, 2015, the Department, in coordination with the U.S. Department of Transportation, adopted a Race-Neutral Disadvantaged Business Enterprise (DBE) Program for its federal-aid program. The Race-Neutral DBE program applies to federally-funded construction-related professional services solicitations, with the exception of FAA-funded projects located within the boundaries of the Department's Northern Region, which remain under a Race-Conscious DBE program.

The Department encourages contractors to utilize DBEs in all Federal-aid projects to ensure the Department meets its overall DBE Utilization Goal. All DBE participation will count towards the Race-Neutral program. If you have any questions about this notice or the Department's DBE program, please contact the Civil Rights Office at (907) 269-0851 or refer to their website <http://www.dot.alaska.gov/cvlrts/index.shtml>

15.3 The Department intends to send notices (including Notice of Intent to Negotiate, and Notice of Intent to Award) to Offerors by using the email address provided the Offeror's submitted Part D. Such delivery of an email sent by the Department is complete upon receipt in the addressee's email account. An email sent after 4:30pm shall be deemed to have occurred at the opening of business on the next working day. By submitting a response to this RFP, all Offerors consent to the use of Electronic Mail as described herein.

15.4 Interested parties are reminded that the Agency point of contact is noted on page 1 of this section, and all questions and requests for information shall be directed to this individual.

15. Special Notices (cont'd)

15.5 The Contracting Agency anticipates adding surveying, 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.

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

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

- a) AMATS FFY 2019-2022 TIP, dated 3/19/2019
- b) ADN Spenard Road Article, dated 12/21/2012
- c) Attachment A Project Manual, prepared by Municipality of Anchorage, prepared 3/2017
- d) Attachment B Plans, prepared by Lounsbury & Associates, dated 3/21/2017
- e) Draft DSR Appendices prepared by Lounsbury & Associates, prepared 1/2016
- f) DSR prepared by Lounsbury & Associates, dated 12/2016
- g) NLUR Letter prepared by Northern Land Use Research, Inc., dated 6/22/2007
- h) Spenard Corridor Tech Report 04-2011 prepared by Municipality of Anchorage, dated 4/2011
- i) Spenard Road Memorandum of Understanding, executed 2/2021
- j) Spenard Rd CAD Files (consisting of 42 drawing files)

15.8 In light of the current health situation, the Department will accept an electronic (email) submission of proposals for this solicitation. Proposals should be submitted to crdotpfcontracts@alaska.gov prior to the date and time shown on page 1. Offerors are responsible to assure timely delivery, and receipt of their proposal. Offerors are cautioned that due to mailbox restrictions, we cannot receive proposals over 20MB in size. The Contracting Agency will either print out proposals in color for distribution, or email a PDF to the Evaluation Committee.

SUBMITTAL CHECKLIST

PART

B

Offeror may use left margin to check off items when completed.

An Alaska Business License is required of Contractors who do business in Alaska at time of award (AS 36.30.210(e)).

- [] 1. Offerors must carefully review this RFP Package for defects and questionable material, and become familiar with submittal requirements. Submit written comments to the address shown under "Submittal Deadline and Location" on page 1 of Part A - RFP. Substantive issues will be addressed in a written addendum to all RFP recipients on record. Failure to comply with directions may result in lower score and may eliminate a submittal from consideration. Protests based on alleged improprieties or ambiguities in a solicitation may be disallowed at the discretion of the Contracting Agency if the protest is not received in writing at least ten (10) Agency work days prior to the Submittal Deadline (AS 36.30.565).
- [] 2. Review Part A - RFP and the proposed Statement of Services and any other attached or referenced materials. If no Statement of Services is attached, telephone the Agency contact person identified on page 1 of Part A.
- [] 3. Review Part C - Evaluation Criteria. Read each criterion in light of the proposed Statement of Services. Note any project specific criteria which may have been added or any changes to standard criteria descriptions which may have been made. Be aware of the assigned weight for each criterion. If a weight is not entered for any criterion on Part C, notify the Agency contact person. Plan your proposal to address the applicable criteria. Criteria Responses shall not exceed the number of pages stated below. **Note:** If weight is applied to Criterion #11, Alaska Bidder (Offeror) Preference, that box must be checked on page 1 of Part D, rfp-d.
- [] 4. Prepare a distinct Response for each criterion that has a weight more than zero. Failure to respond directly to any criteria weighted more than zero will result in an evaluation score of zero for that criteria. Any Responses to criteria weighted zero will be disregarded. Acceptable Responses must be specific and directly related to the Contracting Agency's proposed Statement of Services. Marketing brochures, federal SF330s, marketing resumes, and other non-project specific materials will be discarded without evaluation and should not be submitted.
- [] 5. **Each criterion Response must be titled, numbered and assembled in the order in which the criteria are listed in Part C**, so the criterion to which information applies shall be plainly evident. Material not so identified or assembled may be discarded without evaluation.
- [] 6. Price is is not an evaluation criterion for the proposed contract.
If Price is a Criterion, prepare **Billing Rates and/or Price Proposals** as described in Criteria #12 and/or #13.
- [] 7. Complete all entries on Part D - Proposal Form. Note the statutory requirements for Alaska business licenses and professional registrations, and be sure to sign and date the Certification. Copies of licenses and registrations may be provided with submittal, and will not count in the requirements of #8 below.
- [] 8. Attach Criteria Responses (**except any Billing Rates or Price Proposals**) to Part D - Proposal Form. The maximum number of attached pages (**each printed side equals one page**) for Criteria Responses shall not exceed: **Twelve (12), which includes the 2-page schedule submitted in response to Criterion 9**. Attached page limit does not include the four-page Part D - Proposal Form, or any Billing Rates or Price Proposals.

Criteria Responses shall be presented in **8-1/2" X 11" format**, except for a minimal number of larger sheets (e.g., 11" x 17") that may be used (e.g., for schedules) if they are folded to 8-1/2" X 11" size. Large sheets will count as multiple pages at 93.5 square inches or fraction thereof per page, unless otherwise noted.

CAUTION: Criteria Responses which do not comply with the required page limit or presentation size, may result in disqualification. Further, small print or typeface that is difficult to read may negatively influence evaluation of your submittal and affect scoring for "Quality of Proposal."

CHECKLIST IS CONTINUED NEXT PAGE

[] 9. N/A

[] 10. Parts A, B and C of Form 25A270 and the proposed Statement of Services shall not be returned to the Contracting Agency. **Submittals shall consist of the following applicable items assembled as follows and in the order listed:**

[] 10.1 Completed Part D - Proposal Form (generally at least one copy with original signature) and Responses to all evaluation criteria -- **except Billing Rates, Price Proposals** – attached. Each copy shall be fastened with one staple in the upper left corner. No other form of binding shall be used and no cover and no transmittal letter will be included. **CAUTION:** Failure to comply with this instruction will negatively influence evaluation of Submittal.

[] 10.2 Number of copies of Part D (**all pages**) and Criteria Responses (**except Billing Rates, and Price Proposals**) required is: **Six (6)**

[] 10.3 If **Billing Rates and/or Price Proposals** are required, **one copy** bound with one staple in the upper left corner separately enclosed in a sealed envelope marked on the outside to identify it as a **Billing Rates or Price Proposal** and the names of the Project and Offeror. Each **Billing Rates or Price Proposal** must be signed and dated by the person who prepares it (may be different signatures for each Subcontractor).

[] 10.4 If Item 9, above, is completed for this RFP Package, any submittal items described therein. Unless otherwise stated, one copy only, bound appropriately.

[] 10.5 Pre-Audit Statement, DOT&PF Form 25A257, shall **not** be provided with Submittal. (See Notice #10 on page 3 of Part A - RFP.)

[] 10.6 **CAUTION:** If you replicate (other than by photocopy) Part D or any form in lieu of completing the forms provided by the Contracting Agency, provide a signed certification that lists such forms and attests that they are exact replicas of that issued by the Contracting Agency. Changed forms may result in rejection at the Contracting Agency's discretion. Any alteration – other than completion of the required entries – may be cause for rejection without recourse.

[] 11. Deliver **submittals in one sealed package** to the location and before the submittal deadline cited in Part A - RFP. **Mark the outside of the package** to identify the Project and the Offeror. Proposals must be received prior to the specified date and time. Late proposals will not be opened (2 AAC 12.250).

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:

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 Design
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.

Continued Next Page

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.

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 June 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.**

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)

11. Weight: 0

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

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.

SECTION III - PRICE

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.

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>
				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>
			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)

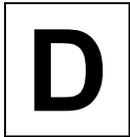
If no federal funding, then per AS 36.30.250(b), total price shall be reduced for the above calculation by the following applicable percentages when the prices are from Offerors **designate preferences on page one of Part D.**

- 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.

Alaska Department of Transportation & Public Facilities PROPOSAL FORM

PART



THIS FORM MUST BE THE FIRST PAGE OF PROPOSAL. Attach criteria responses as explained in Part B - Submittal Checklist. No transmittal letter or cover sheet will be used.

PROJECT

Project Numbers-State/Federal	: CFHWY00604 / 0001659
Project Title.....	: AMATS: Spenard Road Rehabilitation Minnesota Dr to Benson Blvd Design Services
RFP No.....	: 25202048

OFFEROR (CONTRACTOR)

Contractor	
Street	
P.O. Box	
City, State, Zip	
Alaska Business License Number	
Federal Tax Identification No.	
DOT&PF DBE Certification No. (if any).....	
Individual(s) to sign contract.....	
Title(s).....	
Type of business enterprise (check one) : [] Corporation in the state of . :	
[] Individual [] Partnership [] Other(specify)	

ALASKA STATUTORY PREFERENCES (IF NO FEDERAL FUNDING)

Check the applicable preferences that you claim for the proposed contract (reference Criteria 11, 12 & 13 in Part C):	
[] Alaska Bidder (Offeror) AND>> [] Veterans AND>> [] Employment Program <u>or</u> [] Disabled Persons	

PROPOSED SUBCONTRACTOR(S)

<u>Service, Equipment, etc.</u>	<u>Subcontractor & Office Location</u>	<u>AK Business License No.</u>	<u>DOT&PF DBE Certification No.</u>

CERTIFICATIONS

I certify: that I am a duly authorized representative of the Contractor; that this Submittal accurately represents capabilities of the Contractor and Subcontractors identified herein for providing the services indicated; and that the requirements of the Certifications on page 2 and 3 of this Part D for 1) Alaska Licenses/Registrations, 2) Insurance, 3) Federal-Aid Contracts exceeding \$100,000, 4) Cost and Pricing Data, 5) Trade Restrictions/Suspension/Debarment, 6) Foreign Contracting, 7) DBE Commitment, and 8) Former Public Officer – will be complied with in full. These Certifications are material representations of fact upon which reliance will be placed if the proposed contract is awarded. 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 Contractor and Subcontractors. This proposal is valid for at least ninety days.

Signature		
Name		Date:
Title		Telephone (voice):
		(fax):
		Email Address:

CERTIFICATION FOR ALASKA BUSINESS LICENSES AND REGISTRATIONS

PART

D

Contractor and all Subcontractors shall comply with the following applicable requirements of Alaska Statutes:

1. **Alaska Business License** (Form 08-070 issued under AS 43.70) at the time contract is awarded as required by AS 36.30.210(e) for Contractor and all Subcontractors. In accordance with Administrative Manual, Section 81.120, proof of application for an Alaska Business license will satisfy this requirement. Per AAM 81.120, acceptable evidence that the offeror possesses a valid Alaska business license consists of any one of the following:
 - a. Copy of the Alaska business license.
 - b. A canceled check that demonstrates payment for the Alaska business license fee.
 - c. A copy of the Alaska business license application with a receipt stamp from the State's business license office.
 - d. A sworn notarized affidavit that the bidder/offeror applied and paid for the Alaska business license.
 - e. Other forms of evidence acceptable to the Department of Law.
2. **Certificate of Registration** for each individual to be in "responsible charge" (AS 08.48.341(11-14)) for Architecture, Engineering, Land Surveying, or Landscape Architecture (Form 08-2407 issued under AS 08.48.211) issued prior to submittal of proposal. Associates, consultants, or specialists under the supervision of a registered individual in "responsible charge" are exempt from registration requirements (AS 08.48.331).
3. **Certificate of Authorization for Corporations, Limited Liability Companies, and Limited Liability Partnerships** for Contractors and Subcontractors for Architecture, Engineering, Land Surveying, or Landscape Architecture (Form 08-2407 issued under AS 08.48.241). Entities offering to provide Architectural, Engineering or Land Surveying services do not need to be registered for such disciplines at the time proposal is submitted provided they obtain registration prior to contract award (AS 08.48.241).
4. **Certificate of Incorporation** (Alaska firms) or **Certificate of Authorization for Foreign Firm** ("Out-of-State" firms). All corporations, regardless of type of services provided, must have one of the certificates (AS 10.06.218 and other sections of Title 10.06 - Alaska Corporations Code).
5. **Current Board of Director's Resolution** for incorporated Contractors and incorporated Subcontractors for Architecture, Engineering, Land Surveying or Landscape Architecture (reference AS 08.48.241) that names the person(s) designated in "responsible charge" for each discipline. Such persons shall be licensed in Alaska and shall participate as project staff in the Contract/Subcontracts.
6. **All partners** in a Partnership to provide Architectural, Engineering, Land Surveying, or Landscape Architecture **must be legally registered in Alaska** prior to submittal of proposal for at least one of those disciplines (AS 08.48.251) which the Partnership offers.
7. **Joint Ventures**, regardless of type of services provided, must be licensed/registered in the legal name of the Joint Venture as used in this proposal (AS 43.70.020 and 43.70.110(4)).
8. **Contracts for Architecture, Engineering, Land Surveying, or Landscape Architecture** may not be awarded to individuals, corporations or partnerships not in compliance, respectively, with the provisions of paragraph 2, 3, and 6, above (AS 36.90.100).

For information about licensing, Offerors may contact the Alaska Department of Commerce, Community, and Economic Development, Division of Corporations, Business and Professional Licensing at P.O. Box 110806, Juneau, AK 99811-0806, or at Telephone (907) 465-2550, or at Internet address: <https://www.commerce.alaska.gov/web/cbpl>

CERTIFICATION FOR INSURANCE

Contractor will ensure that it and all Subcontractors have insurance coverage to effectuate the requirements of DOT&PF Form 25A269, Indemnification and Insurance.

CERTIFICATION FOR FEDERAL-AID CONTRACTS EXCEEDING \$100,000

The individual signing this proposal certifies to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Contractor shall complete and submit Standard Form-LLL, Disclosure of Lobbying Activities, in accordance with its instructions. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

This certification is a material representation of fact upon which reliance will be placed if the proposed contract is awarded. Submission of this certification is a prerequisite for making or entering into the proposed contract imposed by Section 1352, Title 31, U.S. Code. The Contractor also agrees by submitting this proposal that Contractor shall require that the language of this certification be included in all lower tier subcontracts which exceed \$100,000 and that all such Subcontractors shall certify and disclose accordingly.

CERTIFICATION – COST AND PRICING DATA

In accordance with AS 36.30.400, any cost and pricing data submitted herewith, or in any future price proposals for the proposed contract, will be accurate, complete and current as of the date submitted and will continue to be accurate and complete during the performance of the contract, if awarded.

The Contractor certifies that all costs submitted in a current or future price proposal are allowable in accordance with the cost principles of the Federal Acquisition Regulations of Title 48, Code of Federal Regulations (CFR), Part 31 and that the price proposal does not include any costs which are expressly unallowable under the cost principles of the FAR of 48 CFR 31. In addition, all known material transactions or events that have occurred affecting the firm's ownership, organization and indirect costs rates have been disclosed.

CERTIFICATION – TRADE RESTRICTIONS AND SUSPENSION AND DEBARMENT

The individual signing this proposal certifies to the best of his or her knowledge that the Contractor and any subcontractors are in compliance with DOT&PF 25A262 Appendix A, General Conditions, Article A25 and Article A26.

CERTIFICATION - FOREIGN CONTRACTING

By signature on this solicitation, 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 10 days 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 bid or proposal as non-responsive, or cancel the contract.

CERTIFICATION – DBE COMMITMENT

For federal-aid projects with DBE goals: if the Contractor submits a utilization report that proposes to use certified DBE's in the performance of work, the Contractor certifies that every effort will be made to meet or exceed the proposed percentage.

In addition, the Contractor certifies that a Consultant Registration form shall be submitted to the DBE/Civil Rights Office for their firm and each subconsultant prior to award.

CERTIFICATION – FORMER PUBLIC OFFICER

Any proposer listing as a member of the proposer's team a current public officer or a former public officer who has left state service within the past two 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.

The Ethics Act bars a public officer who leaves State service from representing, advising or assisting a person for compensation regarding a matter –

that was under consideration by the administrative unit in which the officer served, and in which the officer participated personally and substantially through the exercise of official action,

for two years after leaving state service. See AS 39.52.180(a). "Public officer" includes a state employee, a member of a state board and commission, and a trustee of the Exxon Valdez Oil Spill Trust. "Official action" means a recommendation, decision, approval, disapproval, vote, or other similar action or inaction. Possible remedies for violating the bar include penalties against the former public officer and voiding the state grant, contract or lease in which the former public officer is involved.

Additionally, former public officers may not disclose or use information acquired in the course of their official duties that could in any way result in a benefit to the former public officers or their families, if the information has not been disseminated to the public or is confidential by law, without appropriate authorization. See AS 39.52.140.

Each current or former public officer is responsible for determining whether he or she may serve in the listed capacity on this project without violating the Ethics Act. A form that a former public officer may use to certify their eligibility is attached. Current public officers may seek advice from their designated ethics supervisors concerning the scope and application of the Ethics Act. Former public officers may, in writing, request advice from the Office of the Attorney General, Ethics Attorney concerning the application of the Ethics Act to their participation in this project. It is the responsibility of the individual and the proposer to seek resolution in a timely manner of any question concerning the individual's eligibility.

PRE-AUDIT STATEMENT

(Confidential when completed)

Submit this form, completed and with required attachments, **only** if specifically requested, and **only** to the following address: DOT&PF, Attn: Office of Internal Review, PO Box 196900, Anchorage, AK 99519-6900 OR to fax number: (907) 269-0733. Confidentiality may not be ensured if delivered otherwise.

Evaluation of this statement may preclude the necessity for a comprehensive on-site audit of Contractor's records. Entries may be handwritten, if legible.

1. Identify your financial year including beginning and ending dates
2. List your actual costs, by the following categories, for your most recently ended fiscal year. Cost Terminology is defined on the reverse.
 - 2a. Direct Labor \$
 - 2b. Attach a Trial Balance with grouping of accounts used to arrive at the following Indirect Cost amounts:
Fringe Benefits \$
General & Administrative Expenses \$

Sum \$
 - 2c. Indirect Cost Rate (Sum of 2b / 2a) Percent (%):
3. If your records have been audited within the last two years by a government agency, attach a copy of the Audit Report.
4. Attach copies of your most recent Internal and Audited (if performed by other than the Contracting Agency) Financial Statements.
5. Are your accounting methods for recording contract costs based on a job or project identified cost system?
[] Yes [] No If your response is "No", attach an explanation of your project cost accounting system.
6. If you charge projects based on unit rates (e.g.: for computer time, laboratory tests, copies or equipment use, etc.) attach a list of such items and unit rates.
7. Do you offset revenue received from unit rate payments against the applicable Indirect Cost Accounts?
[] Yes [] No

If you have questions concerning this document, please telephone our Auditors at (907) 269-0715.

CERTIFICATION

I certify that I am a duly authorized representative of the Contractor and that information and materials enclosed within this statement accurately represent financial records of the office listed below.

Signature: _____ Date: _____
Name: _____ Telephone: _____
Title: _____ Fax: _____
Contractor: _____ Email: _____

Office Address for which this Submittal is made: Address where Accounting Records are maintained,
if not at Office Address:
Street: :
P.O. Box: :
City, State, Zip: :

COST TERMINOLOGY

DIRECT LABOR - Base salary or wages paid to employees charged directly to contracts or projects.

OTHER DIRECT COSTS - Actual costs of other than Direct Labor. Some examples of Other Direct Costs are subcontracts, equipment (company owned or rented), unit rate items and reimbursable expenses (travel, computer charges, reproduction, etc.).

INDIRECT COST RATE – A computed rate developed by adding all of a firm's general and administrative costs, and all other indirect costs, then dividing by a base value, usually direct labor dollars to get a percentage. This rate is normally compiled based on the consultant's applicable fiscal year.

INDIRECT COSTS - Indirect costs consist of allowable expenses which, because of their incurrence for common or joint cost objectives, must be prorated (allocated) to jobs or contracts using a specified Indirect Cost Rate. A cost objective is a function, organizational subdivision, contract, project or work unit for which cost data is accumulated under the Contractor's accounting system. Generally, Indirect Costs are segregated into the following categories: Fringe Benefits and General & Administrative Expenses .

Fringe Benefits - Costs for items such as:

Workers' Compensation Insurance
Deferred Compensation/Retirement Plans

Vacation Time and Authorized Leave
Social Security and Unemployment Taxes
Group Medical Plan and Life Insurance Premiums

Overhead costs for items such as the following, if they are not included in Direct Costs:

Indirect Labor (Supervisory, Administrative, etc.)
Travel, Food and Lodging
Maintenance and Depreciation of Equipment/Computers
Business Insurance Premiums Not Billed to Clients
Rent, Heat, Power, Light and Janitorial Services

Office Supplies
Communications
Reproduction Costs
Recruiting Expense
Rentals of Equipment/Computers

UN-ALLOWABLE COSTS - Costs for the following items and certain other costs defined in 48 CFR Part 31 and related regulations are not allowable. Such costs shall not be included as Indirect Costs or in the calculation of the Indirect Cost Rate.

Alcoholic Beverages
Advertising
Interest and Other Financial Costs
Contributions and Donations
Federal Income Taxes
Goodwill

Organization Costs
Lobbying Costs
Bad Debts
Fines and Penalties
Entertainment
Keyman Insurance

NOTE: IF YOUR ACCOUNTING SYSTEM WHOLLY OR PARTIALLY ALLOCATES INDIRECT COSTS ON OTHER THAN A DIRECT LABOR BASIS, ATTACH A DESCRIPTION OF THE COST POOLS OR SERVICE CENTERS YOU USE AND IDENTIFY THE INDIRECT COSTS RATE(S) AND BASE(S).

INDEMNIFICATION AND INSURANCE

Appendix D in Professional Services Agreements

IRIS Program No:	CFHWY00604
Federal Project No:	0001659
Date Prepared:	4/2/2020

CONTRACTOR shall include the provisions of this form in all subcontracts that exceed \$25,000 and shall ensure Subcontractor's compliance with such provisions.

ARTICLE D1 INDEMNIFICATION

D1.1 The CONTRACTOR shall indemnify, hold harmless, and defend the CONTRACTING AGENCY from and against any claim of, or liability for negligent acts, errors or omissions of the CONTRACTOR under this Agreement. The CONTRACTOR shall not be required to indemnify the CONTRACTING AGENCY for a claim of, or liability for, the independent negligence of the CONTRACTING AGENCY. If there is a claim of, or liability for, the joint negligent error or omission of the CONTRACTOR and the independent negligence of the CONTRACTING AGENCY, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "CONTRACTOR" and "CONTRACTING AGENCY", as used within this article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "Independent Negligence" is negligence other than in the CONTRACTING AGENCY's selection, administration, monitoring, or controlling of the CONTRACTOR and in approving or accepting the CONTRACTOR's Work.

D1.2 The CONTRACTOR shall exercise that degree of skill, care and judgment commensurate with the professional standards for the services of a similar nature. When such standards are in dispute, they shall be established by a panel of three qualified, impartial professionals objectively selected and appointed by the Appeals Officer.

D1.3 The CONTRACTOR shall correct, through re-performance at its expense, any services which are deficient or defective because of the CONTRACTOR's failure to perform said services in accordance with professional standards, provided the CONTRACTING AGENCY has notified the CONTRACTOR in writing within a reasonable time, not to exceed 60 days, of the discovery of any such deficiency during the performance of the services and within 12 months of the date of final payment under this Agreement.

ARTICLE D2 INSURANCE

D2.1 Without limiting the CONTRACTOR's indemnification, it is agreed that CONTRACTOR shall purchase at its own expense and maintain in force at all

times for the duration of this Agreement, plus one year following the date of final payment, the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the CONTRACTOR's policy contains higher limits, the CONTRACTING AGENCY shall be entitled to coverage to the extent of such higher limits. Certificates of insurance must be furnished to the CONTRACTING AGENCY and incorporated into this Agreement with copies attached to this document. Certificates must provide for the CONTRACTING AGENCY to receive notice of any policy cancellation or reduction per AS 21.36 Sections 210-310. Failure to furnish certificates of insurance or lapse of the policy is a material breach and grounds for termination of the CONTRACTOR's services and may preclude other Agreements between the CONTRACTOR and the CONTRACTING AGENCY.

D2.1.1 Worker's Compensation Insurance: The CONTRACTOR shall provide and maintain, for all employees engaged in work under this Agreement, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal USL&H and Jones Act requirements. The policy(s) must waive subrogation against the State of Alaska.

D2.1.2 Commercial General Liability Insurance: Such policy shall have **minimum** coverage limits of \$300,000 combined single limit per occurrence, covering all business premises and operations used by the Contractor in the performance of services under this agreement. The policy shall be written on an "occurrence" form and shall not be written as a "claims-made" form unless specifically reviewed and agreed to by the CONTRACTING AGENCY.

D2.1.3 Comprehensive Automobile Liability Insurance: Such policy shall have **minimum** coverage of \$300,000 combined single limit per occurrence covering all vehicles used by the Contractor in the performance of services under this agreement.

D2.1.4 Professional Liability (E&O) Insurance: Covering all negligent errors or omissions, and negligent acts, which the CONTRACTOR, Subcontractor or anyone directly or indirectly employed by them, make in the performance of this Agreement which result in financial loss to the State of Alaska. Limits required are per the following schedule:

PROPOSED STATEMENT OF SERVICES APPENDIX B

RFP No.: 25202048 IRIS Program No: CFHWY00604 Federal Project No.: 0001659 Date Prepared: 3/3/2020

AMATS: Spenard Road Rehabilitation Minnesota Dr to Benson Blvd Design Services

ARTICLE B1 INDEX OF ARTICLES

<u>Article</u>	<u>Groups</u>	<u>Task #</u>		<u>Subject</u>
B2				Exhibits
B3				Codes, Regulations, Standards and Procedures
B4				Administrative Requirements
B5				Management
B6				Project Location and Description
B7				Summary of Contract Services
B8	A	1	NIC	Reconnaissance Engineering Study
B9	A	2		Environmental Activities
B10	A	3	NIC	Surveying
B11	A	4	NIC	Right of Way Mapping
B12	A	5	NIC	Geotechnical Investigation/Recommendations
B13	A	6		Hydrologic and Hydraulic Design
B14	A	7		Traffic and Safety Analysis
B15	A	8	NIC	Structural Design
B16	A	9	NIC	Foundation Design
B17	A	10		Design Study Report
B18	A	11		Public Involvement
B19	A	12		Erosion and Sediment Control Plan
B20	A	13		Plans, Specifications and Engineer's Estimate
B21	A	14	NIC	Utilities Agreements
B22	D	15	NIC	Right of Way Appraisal And Acquisition Services
B23	B	16		Assistance During Bidding
B24	A	17		Assistance with Design Project Closeout
B25	C	18		Assistance During Construction

Do no work and incur no expense on any task until you have received a Notice to Proceed from the Contracting Agency that includes that task.

The Contracting Agency gives no guarantee that Notice to Proceed will be given for any task.

NIC is abbreviation for Not in Contract. The Contracting Agency reserves the right to add (NIC) tasks by amendment. However, it is under no obligation to do so, and reserves the right to complete the services by any other means, including the use of in house forces.

ARTICLE B2
EXHIBITS

<u>Exhibits</u>	<u>Subject</u>
B-1	Project Location Map(s)
B-2	Project Schedule
B-3	Highway Design Standards and Guidelines
B-4	Informational Websites
B-5	General Requirements for Surveying and Mapping Services
B-6	Public Notice Language

ARTICLE B3
CODES, REGULATIONS, STANDARDS AND PROCEDURES

B3.1 All studies, reports and design services shall be performed in accordance with applicable codes, regulations and standards; professional practice procedures; commonly recognized construction methods; and the DOT&PF's policies, procedures and practices, including those shown in **Exhibits B-3, B-4, and B-5**. The Contractor shall consider the geographical location of the project as well as other environmental and site specific constraints when performing services for this project.

B3.2 Publications that contain the current highway design standards and guidelines are listed in **Exhibit B-3**. During the period of this agreement the listed documents may be added to, deleted or revised.

B3.3 English units of measurement shall be used throughout development of the project.

ARTICLE B4
ADMINISTRATIVE REQUIREMENTS

B4.1 General. The Contractor shall provide services as identified and authorized by sequentially numbered Notices-to-Proceed.

B4.2 Project Staff. All services must be performed by or under the direct supervision of the following individuals (replacement of, or addition to, the Project Staff named below shall be accomplished only by prior written approval from the Contracting Agency:

<u>Name</u>	<u>Project Responsibilities</u>
	Contract Management
	Project Management
	Civil Engineering
	Traffic Engineering/Analysis
	Hydrologic/Hydraulic Design
	Electrical Engineering
	Public Involvement
	Environmental Services
	Landscape Architecture

B4.3 Professional Registration. All reports, plans, specification, estimates and similar work products provided by the Contractor shall be prepared by or under the supervision of an Engineer or Land Surveyor currently registered in Alaska.

B4.4 Billing Reports. The Contractor shall provide a two-page (typical) report with each monthly billing for months in which services are performed. Billings will be submitted no later than the 15th of each month. Any delayed costs from previous billing periods that are included in the current billing must be clearly explained in the report.

B4.5 Correspondence. All correspondence prepared by the Contractor shall bear the Contracting Agency's assigned Project name and numbers (State & Federal).

B4.6 Documents and Reports shall be printed with solid black letters that are double spaced on white, 8.5 inch x 11-inch bond or "Xerox Copy" paper. Other size paper may be used for illustrations if they are folded to 8.5 inch x 11-inch size. Original documents and reports shall be printed on one side of the paper only and shall be ready for copying. Documents and reports shall have no black and white photographs, color photographs, or multicolored graphics except as specifically approved by the Contracting Agency. Original, camera ready, copies of final documents and reports shall be submitted to the Contracting Agency for a check before printing. All final documents and reports shall also be submitted on CD ROM as document files for Microsoft Word 2010 or current version or compatible software written for IBM compatible computers and as Adobe PDF files. The Contractor shall use "active voice" verb forms when writing documents and reports where feasible.

B.4.6.1 Copies. When the Contract calls for multiple copies of documents or reports, the copies shall be printed on both sides of the paper. However, the cover and pages with approved illustrations, multicolored graphics, or photographs shall be printed on one side of the page only. All copies - except for originals - shall be comb bound.

B4.6.2 Page Numbers. All documents shall be page numbered to allow every major Section, Chapter, Appendix, etc., to begin on a "right hand," odd numbered page.

B4.6.3 Covers. The cover of all documents and reports shall include the following information:

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

B4.7 Contractor Name on Plan Sheets and Documents. No Contractor logos shall be allowed on any electronic or hard copy document produced for the Contracting Agency. The Contractor company name shall be included in the box above or below the engineer's seal on each plan sheet. Documents produced for the Contracting Agency shall include the Contractor's company name at the bottom right of the first page, cover sheet or title sheet only. Contractor letterhead shall be allowed only as exhibits in document appendices. The Contractor name shall be in the same font as other lettering on the plan sheet or document, shall be 1/16" or less in height on 11"X17" plan sheets, and shall be in the following format:

PLANS DEVELOPED BY:
COMPANY NAME
COMPANY ADDRESS

B4.8 Drafting All drawings shall be submitted as AutoCAD current edition drawing files and plot files. Unless otherwise stated, the format and standards for all drawings shall be according to the most current Department of Transportation & Public Facilities (DOT&PF) Central Region English (as a guide) Highway Design Drafting Manual as of the Notice to Proceed for this contract. A standard layering scheme provided by the Contracting Agency shall be used. Failure to adhere to this scheme shall be cause for rejection. The drafting procedures shall be as outlined in the current Contracting Agency's Highway Design Drafting Manual. See **Exhibit B-3**.

B4.9 Specifications shall be submitted with solid black letters that are single spaced on white, 8.5 inch x 11 inch bond or "Xerox Copy" paper. They shall be printed on one side of the paper only and shall be ready for copying. Specifications and estimates shall contain no graphics and no photographs except as specifically approved by the Contracting Agency. All Specifications shall be developed using Microsoft Word 2010 or compatible software.

B4.10 Estimates Develop the Engineer's Estimate in the DOT&PF's AASHTOWARE program. The Contracting Agency will provide access to, and instruction documentation for, the program.

B4.11 Quantity Calculations. Quantity calculation information shall contain sufficient information to allow the quantity for each item to be checked by starting at the source document. Reference the source document(s) for each pay item. These Documents shall be referenced to the applicable pay item. Submit in loose leaf, 3-ring binders. If more than one binder is necessary, number them and include a table of contents in the first binder. Label all binders with the State and Federal project numbers and an indication of the contents, both on the spine and on the front cover. Provide dividers to clearly mark the location of specific items within each binder.

B4.12 Proofreading. The Contractor shall prepare the report(s), which to the greatest extent possible, free of mathematical, grammar, spelling and typographical errors. The Contractor is responsible for professional proofreading of the report(s) to meet the intent of this requirement.

B4.12.1 Quality Assurance Memo. Provide with each submittal a Quality Assurance memo signed by the person in responsible charge for the project and the Contractor's Project Manager, certifying that they have performed a quality control check on the items included in the submittal. A memo template will be provided by the Contracting Agency upon request.

B4.13 Revisions. The Contractor shall modify work products in response to direction from the Contracting Agency. Corrections, adjustments, or modifications necessitated by the review/approval process, but which do not substantially affect the scope, complexity, or character of the services, shall be considered a normal part of the Contractor's services.

B4.13.1 Errors and Omissions. Except as described in this Statement of Services, work products shall be essentially complete when submitted to the Contracting Agency. Work products having significant errors or omissions will not be accepted until such problems are corrected.

B4.13.2 Review Meetings. Following each review, the Contracting Agency will provide written comments and may hold a meeting to discuss the issues. The Contractor's personnel who are in-responsible-charge for the work products under review shall attend the meeting and they may be asked to interpret and provide explanations of the content.

B4.13.3 Comment Resolution. The Contractor shall provide a written response with subsequent submittals that address all written and oral comments from the Contracting Agency. All changes from previous submittals shall be clearly explained.

B4.14 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. Items delivered for reproduction shall be organized and camera ready for copying and not stapled or otherwise bound.

B4.15 Completion Documentation. The original of all documents prepared by the Contractor during project development shall be submitted with the Final PS&E assembly. These documents include all notes, sketches, maps, photographs, survey data, computations (cost computations shall be under separate cover), cross sections, and other materials created to develop, record, or justify services provided for the project. These documents shall identify all assumptions made. The Contractor shall keep a copy of all the development documents until construction is complete.

B4.15.1 Documents created to determine pay item quantities shall contain sufficient information to allow the quantity for each pay item to be checked by starting from the source document. These Documents shall be referenced to the applicable pay item.

B4.15.2 Documents shall be submitted in loose leaf three ring binders. The binders shall be labeled on the spine with the project name, "Completion Documents", and the binder number. The front of the binders shall also be labeled with this information as well as the State and Federal project numbers and a brief description of what documents are contained in the binder. The binders shall have dividers that sort the contents by pay item number, report, or other logical category. The binders shall be numbered and the first binder shall include a table of contents.

ARTICLE B5 MANAGEMENT

Note: *This Article shall not be treated as a distinct task. Costs associated with the services described in this Article shall be apportioned among the tasks required to accomplish the requirements of Articles B7 through B25.*

B5.1 Performance Schedule. A draft Project Schedule is provided by the Contracting Agency in **Exhibit B-3**. The Contractor will propose a schedule in their Proposal further detailing and modifying the Draft Schedule. This schedule will show the interdependence and duration of the various design activities/contract tasks. The Contractor's schedule presented in the Proposal will be the basis for performance measurements throughout the Project development. It will be sequenced in accordance with Federal Highway Administration requirements for project development and have duration estimates in order to complete the project in a timely manner. The schedule will be used to track Contractor progress and billings.

Provide and maintain a critical path method progress schedule for the project. Use this schedule for coordinating and monitoring all work of the Contract.

B5.1.1 Meetings / Reports. The Contractor shall schedule and attend periodic briefing meetings (generally every month) with the Contract Manager. Various members of the Contractor's support staff and subcontractor staff shall also attend, if necessary. The Contractor shall be responsible for providing timely information required for the project related services performed by the functional groups within the Contracting Agency. The Contractor shall provide "exception reporting" of scheduled activities that are late, suspended, or significantly accelerated. The Contractor shall explain why any activity is off schedule, or likely to become so. The Contractor shall also explain what corrective action(s) are being taken. The Contractor shall keep minutes of all meetings and submit them to the Contract Manager within five workdays following each meeting.

B5.2 Project Coordination. All coordination and correspondence for the project shall be handled through or with the concurrence of the Contract Manager.

B5.2.1 FHWA Communication. All communications with FHWA regarding this project shall be by the Contracting Agency.

B5.2.2 Contracting Agency Activities. Except as specified otherwise, the Contract Manager will coordinate the Contractor's activities with those of various functional groups within the Agency. These groups may include Materials/Geotechnical; Planning; Traffic, Safety & Utilities; Preliminary Design & Environmental; Right-of-Way; Bridge; Specifications and Cost Estimating; and Contracts. The Contractor shall be responsible for providing timely information required for the project related services performed by the functional groups within the Contracting Agency.

B5.2.3 Agency and Public Coordination. The Contractor shall not commit the Contracting Agency to any action to be accomplished by the proposed project.

B5.2.4 Correspondence. The Contractor shall submit all written material, letters, survey forms, etc., used to communicate information regarding the project to the Contract Manager for review and acceptance prior to its distribution. Copies of all outgoing and incoming correspondence shall be provided to the Contract Manager at least once a week. All outgoing correspondence shall include the project title and state and federal project numbers.

B5.2.5 Release of Information. The release of any project-related information must be approved by the Contract Manager.

B5.2.6 Right-of-Entry Permits. The Contracting Agency will obtain Right-of-Entry authorizations for the Contractor, when required. The Contractor shall provide a minimum of 10 working days advance notice for the Agency to acquire any authorization. Should the authorizations take additional time to obtain, performance schedule(s) may be adjusted accordingly. The Contractor shall not be entitled to any additional compensation for any delay incurred in obtaining Right-of-Entry Permits.

ARTICLE B6

PROJECT LOCATION AND DESCRIPTION

B6.1 Project Location and Description. The Contractor shall provide complete bid-ready plans, specifications and an Engineer's estimate for the following project:

B6.1.1 The Spenard Road Rehabilitation Project will construct selected traffic, safety, drainage, intersection, roadside hardware, and ADA improvements along Spenard Road. The project may also include work on signing, striping, signalization, ITS equipment, pavement, digouts, guardrail, lighting, upgrades to non-motorized traffic facilities, utility adjustments, and/or utility relocations. The scope of the current project includes final design of the roadway between Minnesota Drive and Benson Boulevard, excluding the intersection of Minnesota Drive and Spenard Road unless added later by amendment.

Design of the project will be a collaborative effort between the Municipality of Anchorage (MOA), the Contracting Agency, and the Contractor, as this is a Municipality of Anchorage owned and operated roadway. The Contractor shall analyze alternative designs to improve motorized and active transportation needs along the corridor utilizing the MOA's Context Sensitive approach. See **Exhibit B-1** for the Project Location Map.

ARTICLE B7

SUMMARY OF CONTRACT SERVICES

B7.1 General When authorized by a Notice to Proceed. Perform the following services.

Environmental Activities
Hydrologic and Hydraulic Design
Traffic and Safety Analysis
Design Study Report
Public Involvement
Erosion and Sediment Control Plan
Plans, Specifications and Engineer's Estimate
Assistance During Bidding
Assistance with Design Project Closeout
Assistance During Construction

B7.2 Anticipated Potential Additional Contractor Tasks The Contracting Agency anticipates that some or all of the following tasks may be added by amendment:

Foundation Design
Structural Design

B7.3 DOT&PF Tasks The Contracting Agency anticipates DOT&PF staff will perform the following tasks. The Contracting Agency reserves the right to add these tasks by amendment, however, it is under no obligation to do so.

Surveying
Right of Way Mapping
Geotechnical Investigation/Recommendations
Utilities Agreements
Right of Way Appraisal and Acquisition Services

ARTICLE B8

RECONNAISSANCE ENGINEERING STUDY

Task 1

(NIC)

The Contracting Agency reserves the right to negotiate and add this Article by Amendment; however, it is under no obligation to do so, and reserves the right to complete the services by any other means, including the use of in-house forces.

ARTICLE B9

ENVIRONMENTAL ACTIVITIES

Task 2

B9.1 General. The Contractor shall provide engineering and technical support for the Environmental Activities required for the project, which may include any or all of the following:

B9.2 Original Document and Reevaluations. The Contractor shall provide assistance for preparation of the NEPA document, which is expected to be an Environmental Assessment (EA), and all associated Reevaluations of the Environmental Document during the preparation of the PS&E. Typically, Reevaluations occur at the Right of Way acquisition stage of design and at the Final PS&E stage. EA Reevaluations may include work in areas outside this project phase's limits.

For each Reevaluation, the Contractor shall prepare a Reevaluation memorandum evaluating all changes in project scope, affected environment, impacts, and mitigation proposed since the approval of the original environmental document and/or last reevaluation thereof.

The Contractor may need to prepare a new environmental document or documents, and associated efforts, if the project includes scope outside what is permitted within the environmental document.

B9.3 Historic and Cultural Resources. Research documents and files of the Alaska Heritage Resources Survey. Document the results of this task in a Historic and Cultural Resources Memo. Additional SHPO or Section 106 consultation may be negotiated as an additional service.

B9.4 Eagle Nest Survey. Make one site visit to document the location of eagle nests in the project vicinity. Document the results of this task in an Eagle Nest Survey Memo that includes a map showing the approximate location of each nest.

B9.5 Noise Analysis. Conduct a noise analysis study, if required, and prepare a Noise Analysis Report in compliance with the Contracting Agency's 2018 Noise Policy to determine if traffic noise impacts, as defined in 23 CFR 772.

B9.6 Wetlands.

B9.6.1 Delineation. Conduct wetland delineations, as required, in accordance with the U.S. Army Corps of Engineers (COE) 1987 Wetlands Delineation Manual and 2007 Regional Supplement to the COE Wetland Delineation Manual, Alaska Region, by personnel who has been formally trained in this method.

B9.6.2 Functional Assessments. Prepare functional assessments of wetlands in accordance with established protocols and professional judgment.

B9.6.3 Impact Analysis. For all impacted wetlands, address the importance of the wetlands and the severity of the impacts, including the acreage of wetlands involved in the study area. In evaluating the importance of the wetlands, consider the primary functions of the wetlands, the relative importance of these functions to the total wetlands resource in the vicinity, and any other pertinent factors, such as uniqueness, that may contribute to the importance of the wetlands. Include in the analysis a map identifying wetlands types and subtypes in the project vicinity. Wetlands information may include submitting data in a GIS format with accompanying metadata. Lead staff for this work must have M.S. in Biology, Botany or related field, training from the COE in the 1987 Wetlands Delineation Manual, and 5 years field experience delineating wetlands and conducting functional assessments in Alaska.

B9.6.4 Mitigation. Assist the Contracting Agency in identifying and evaluating wetland impact mitigation strategies.

B9.7 Permitting Support. Provide engineering and technical support to complete all permit applications or assist the Contracting Agency in completing all permit applications pertaining to this project. Prepare permit application drawings for submittal and perform calculations as required for each permit. Prepare an attachment for each permit application detailing the project enhancements that have been incorporated into the proposed action.

B9.8 Environmental Review of Plans. After the permits have been acquired by the Contracting Agency, review the design drawings to ensure they are consistent with the permit requirements, and provide a consistency review summary memo.

B9.9 Deliverable Items:

<u>Type of Document</u>	<u>Para</u>	<u>Copies</u>	<u>Originals</u>	<u>PDF</u>
Environmental Document and subsequent Reevaluations	B9.5		1	1
Historical and Cultural Resources Memo	B9.6		1	1
Eagle Nest Survey Memo	B9.7		1	1
Noise Analysis Report	B9.8		1	1
Wetland Delineation	B9.9.1		1	1
Wetland Functional Assessment	B9.9.2		1	1
Wetland Impacts Analysis	B9.9.3		1	1
Permit Applications/Drawings	B9.10	1	1	1
Consistency Review Summary Memo	B9.11	1	1	1

ARTICLE B10
SURVEYING
Task 3
(NIC)

The Contracting Agency reserves the right to negotiate and add this Article by Amendment; however, it is under no obligation to do so, and reserves the right to complete the services by any other means, including the use of in-house forces.

ARTICLE B11
RIGHT OF WAY MAPPING
Task 4
(NIC)

The Contracting Agency reserves the right to negotiate and add this Article by Amendment; however, it is under no obligation to do so, and reserves the right to complete the services by any other means, including the use of in-house forces.

ARTICLE B12
GEOTECHNICAL INVESTIGATIONS/RECOMMENDATIONS
Task 5
(NIC)

The Contracting Agency reserves the right to negotiate and add this Article by Amendment; however, it is under no obligation to do so, and reserves the right to complete the services by any other means, including the use of in-house forces.

ARTICLE B13
HYDROLOGIC AND HYDRAULIC DESIGN
Task 6

The Contractor shall provide the Hydraulic and Hydrologic Design required for the project, which may include any or all of the following.

B13.1 General. The Contractor shall coordinate with the local maintenance & operations (M&O) to identify problems that need to be addressed; inspect all existing culverts, storm drain pipes, and manholes within the project limits that either (a) are over 20 years old, (b) M&O has problems with, or (c) the consultant believes should be inspected. Determine which of these are expected to be functionally or structurally inadequate during the design year of this project. Determine which culvert, storm drain pipes, and manholes need to be cleaned.

The Contractor shall also determine where erosion is a problem. Inspect all ditches and determine which need to be modified and/or cleaned to handle the design discharge required by the Alaska Preconstruction Manual. Determine where existing roads have problems due to surface water or groundwater. Document results with text and visuals as appropriate. Coordinate with the Contracting Agency's Project Manager to determine what drainage and erosion control work will be included in the project.

The Contractor shall consider groundwater when designing project features.

The Contractor shall provide a Hydrologic and Hydraulic Report that describes the existing hydraulic features and their ability to meet current design standards in the Alaska Highway Preconstruction Manual. For hydraulic features that do not meet current design standards, the Contractor may be asked to provide a cost estimate and/or a design for revised features that meet current design standards. The Contractor may also be asked to evaluate the impacts of any improved hydraulic features within the project limits on existing hydraulic features downstream of the project limits.

The Contractor shall provide documentation of all hydrologic and hydraulic design decisions in report format.

B13.2 Reviews and Schedule. A draft of the Hydrologic and Hydraulic Report shall be submitted at least 6 weeks prior to the Plans-In-Hand Review assembly. The Contracting Agency will be allowed four weeks for the return of written comments. The Contractor shall address these comments to the satisfaction of the Contracting Agency prior to making the next submittal. The final Report, sealed and signed by the supervising registered Engineer, shall be submitted with the Plans-In-Hand Review assembly.

B13.3 Deliverable Items:

<u>Type of Document</u>	<u>Para</u>	<u>Copies</u>	<u>Originals</u>	<u>PDF</u>
Hydrologic and Hydraulic Report				
Draft	B14.2	3	0	1
Final	B14.2	3	1	1

ARTICLE B14
TRAFFIC AND SAFETY ANALYSIS
Task 7

B14.1 Capacity Analysis. The Contractor shall perform an evaluation of each roadway design alternative and its major intersections.

B14.1.1 The evaluation shall include: a presentation of the advantages and disadvantages of each alternative; level-of-service (LOS) of the facility including the roadway segments, intersections both signalized and un-signalized; driveway impacts; and other pertinent factors. Scale drawings for each

alternative evaluated shall be prepared showing their respective lane configurations. A cursory overview of the alternatives is not acceptable. A pedestrian and bicyclist LOS analysis will also be needed.

B14.1.2 Generally, only alternatives that allow signalized intersection(s) to operate at a level-of-service (LOS) C or better in the design year are acceptable. If LOS C can only be achieved by alternatives having excessive construction costs, LOS D may be acceptable based on a benefit/cost comparison of the alternatives. In such cases, the Contractor shall provide a benefit/cost analysis for each LOS D and LOS C alternative, consisting of a comparison of the total project cost including design and construction to the cost of traffic delay for each alternative.

B14.2 The Contractor shall perform the following additional studies as may be required for project development:

- a. Sign Inventory of existing guide, regulatory and warning signs to provide recommendations for upgrading the signs into conformance with current design standards.
- b. Access Study of existing driveways to determine location, width and construction type and if alternative access exists.
- c. Work Zone Traffic Control Plan which depicts how traffic will be accommodated during construction.
- d. Pedestrian Studies to establish volume, flow characteristics, capacity, etc.
- e. Vehicular Speed Studies to determine existing characteristics.
- f. Traffic Signal Warrants Studies to determine need.
- g. Check all sight triangles: vehicular, pedestrian, and bicyclist at signalized and unsignalized intersections.

B14.3 Safety Analysis. The Contractor shall analyze historical accident data for the roadway and plot collision diagrams for major intersections and roadway segment(s), as required, to identify accident patterns. The Contractor shall perform a field investigation of the project site and also solicit observations from public organizations likely to be knowledgeable of unsafe features; for example, police, maintenance, fire departments, bus operators, etc. From this data the Contractor shall identify potential safety and roadway improvements to alleviate accident patterns.

B14.4 Deliverable Items.

<u>Type of Document</u>	<u>Para</u>	<u>Copies</u>	<u>Originals</u>
Studies and reports	Art B16	0	1

ARTICLE B15
STRUCTURAL DESIGN
Task 8
(NIC)

The Contracting Agency reserves the right to negotiate and add this Article by Amendment; however, it is under no obligation to do so, and reserves the right to complete the services by any other means, including the use of in-house forces.

ARTICLE B16
FOUNDATION DESIGN
Task 9
(NIC)

The Contracting Agency reserves the right to negotiate and add this Article by Amendment; however, it is under no obligation to do so, and reserves the right to complete the services by any other means, including the use of in-house forces.

ARTICLE B17
DESIGN STUDY REPORT
Task 10

B17.1 General. Provide a Design Study Report (DSR) that meets the requirements of the Highway Preconstruction Manual and the MOA's Context Sensitive Solutions submittal. Use the DSR Template provided by the Contracting Agency.

B17.2 Field Review. Arrange and participate in a field review of the project area with personnel from the Contracting Agency and the MOA. Identify known problems and review the condition of the pavement. Document all information and comments from the review.

B17.2.1 The Contracting Agency will provide transportation for the field review.

B17.2.2 Invite representatives from the following, as a minimum from the MOA and the Contracting Agency, to the field review.

- a. Contract Manager
- b. Maintenance and Operations
- c. Traffic & Safety
- d. Environmental
- e. Utilities
- f. Right-of-Way
- g. Materials

B17.3 Storm Drain Evaluation Provide CCTV videos of the storm drain data within the project area. Provide an evaluation of the storm drain condition and estimates of their remaining service life. For any section of pipe with an estimated remaining service life of less than 10 years, provide recommendation on replacement versus rehabilitation of the pipe.

B17.4 Draft DSR. The draft DSR must document the background and purpose of the project, and the approach to be taken with the design. Unless directed by the Contract Manager to do so, do not hold up the submittal waiting for appendices to be available.

B17.5 Final DSR. Submit the Final DSR, sealed and signed by the supervising registered Engineer. The Contracting Agency will route the Final DSR for Final Approval. Additions and revisions may be required at a later date.

B17.6 DSR Appendices

B17.6.1 Approved design **Exceptions and/or Waivers**

B17.6.2 ITS Systems Engineering Analysis, if applicable, provided by the Contractor under Task 9

B17.6.3 Approved **Environmental Document**, provided by the Contractor under Task 2

B17.6.4 Geotechnical Report, provided by the Contracting Agency

B17.6.5 Geotechnical Recommendations, provided by the Contracting Agency

B17.6.6 Hydraulic or Hydrologic Report, if available

B17.6.7 Design Decisions. See Article B28.

B17.6.8 Draft Railroad Crossing Checklist For each railroad crossing within the project, provide a Draft Railroad Crossing Certification in accordance with the most recent Contracting Agency guidance.

B17.6.8.1 Information must be **gathered on site** for the checklist.

B17.6.8.2 The Contracting Agency will provide the railroad crossing checklist **template and instructions** on request.

B17.6.9 Final Railroad Crossing Checklist. See Article B23.

B17.6.10 Traffic Analysis Report

B17.7 Deliverable Items.

<u>Type of Document</u>	<u>Paragraph</u>	<u>Hard Copies</u>	<u>pdf</u>	<u>'Word' or 'Excel'</u>	<u>Video</u>
Field Review Documentation	B19.2	1	1		
CCTV Videos	B19.3			1	
Storm Drain Service Life Estimates And Recommendations	B19.3	1	1		
Design Study Report					
Draft	B19.4		1	1	
Final	B19.5	1	1		
Design Exceptions/Waivers	B19.6.1			1	
ITS Systems Engineering Analysis	B19.6.2			1	1
RR Crossing Checklist(s)					
Draft	B19.6.8			2	

**ARTICLE B18
PUBLIC INVOLVEMENT
Task 11**

B18.1 General. For the purpose of this Agreement, Public Involvement is defined as the total effort, both informal and formal, made by the Contractor and the Contracting Agency to keep the public and agencies informed about the project, to ensure that all reasonable alternatives are identified, and that public and agency concerns are considered and addressed.

B18.1.1 Guidance. Public involvement shall be conducted in accordance with National Environmental Policy Act (NEPA), Executive Orders 11990, 11988 and 12898, Federal Highway Administration (FHWA) Environmental Impact and Related Procedures (23 CFR Part 771), FHWA TA 6640.8a, Alaska DOT&PF Environmental Procedures Manual, and Alaska DOT&PF Preconstruction Manual.

B18.2 Public Involvement Plan. The Contracting Agency and the Contractor shall jointly develop a Public Involvement Plan (PIP) setting out a strategy for communicating with the public and local governments about the project. The PIP may include public meetings, workshops, presentations to user groups, and other tools for communication, such as; mailing lists, internet websites and newsletters as discussed below. The PIP will include an anticipated schedule of meetings based on coordination with the Contracting Agency.

B18.3 Meetings. The Contractor shall plan, set-up, coordinate, conduct and document public meetings included in the PIP and as directed by Contracting Agency. The Contractor shall prepare records of all project-related public hearings, public "open house" meetings, field trips, workshops, user group meetings, presentations at community council meetings, and/or presentations at local government meetings.

B18.3.1 Public Meetings. At least two open house style public meeting(s) and yearly Transportation Fair meetings shall be included in the PIP. The intent of the meeting(s) is to inform the public of the current design plans and construction timetable and receive public input. The first public meeting shall occur prior to beginning the appraisal and acquisition of right-of-way.

The Contractor shall prepare for public meetings by notifying interested parties of the meeting date, place, and time; advertising the meeting through local media and on the project website; reserving facilities; providing refreshments; providing comment sheets for written comments; preparing meeting agenda; providing pertinent graphics and visual aids; and is responsible for set-up and removal of information and visuals.

The Contractor shall compile the results of all public meeting(s), to include a summary of oral and

written testimony, an analysis of comments received, and any recommendations and support needed to respond to public comments and questions. In addition, the Contractor shall include a written summary of all informational materials made available for public display / presentation at the public meeting(s).

B18.3.2 Other Meetings. The Contractor shall anticipate attending and keeping records of meeting(s) and presentations with the local Community Councils and other agencies.

B18.4 Other Public Involvement Activities. The Contractor shall provide additional support, as required, for informal public involvement. This support may include providing written and/or oral responses to requests for information about the project from individuals and/or agencies. Responses to public inquiries or comments shall be approved by the Contracting Agency prior to distribution. The Contractor shall not commit the Contracting Agency to any unapproved course of action.

B18.4.1 Contact and Mailing List. The Contractor shall develop and maintain a current contact and mailing list of all interested organizations and individuals that may be affected by the project. Public officials, community service organizations, local and regional transportation officials, and special interest groups shall be identified by the Contractor for the Project. The list shall include the following types of groups, as applicable:

1. Property Owners
2. Business Owners
3. Chambers of Commerce
4. Civic Clubs and Organizations
5. Private Clubs
6. Homeowners Associations
7. Elected and Appointed City Officials
8. Law Enforcement Groups (city and state)
9. Emergency Response Forces (city and state)
10. Elected and Appointed Borough Officials
11. Elected and Appointed State Officials
12. Elected Members of the U.S. Senate
13. Elected Members of the U.S. House of Representatives
14. National Environmental Clubs/Organizations
15. State Environmental Clubs/Organizations
16. Local Environmental Clubs/Organizations
17. Private Environmental Clubs/Organizations
18. Permitting Agencies
19. Metropolitan Planning Organizations (including Technical and Citizen's Advisory Committees)
20. Regional Planning Councils
21. Minority/Underserved Groups
22. Utility Companies
23. Railroads
24. Public Transit Agencies
25. Transportation Disadvantaged

The list shall be minimally comprised of property owners/tenants/business owners within an agreed upon boundary. This boundary can be enlarged to fit the impacted area and to avoid dividing a community or missing a significantly impacted group. It is also the Contractor's responsibility to augment this list with tenant or business owner/operator contact information. The list shall be submitted to the Contracting Agency's Project Manager for review and approval.

A current copy of this list shall be available to the Contracting Agency at all times. Mailing labels shall be provided to the Contracting Agency to facilitate distribution of reports and documents. Maintain and update the mailing list for the project as needed through the final design phase. Format of the mailing list will allow transfer onto newsletters and postcards.

B18.4.2 Newsletter and Postcards. The Contractor shall, as required, prepare and distribute public information in the form of newsletters, postcards, flyers and e-mails to keep the public informed of the project. The Contractor shall submit draft newsletters and postcards to the Contracting Agency for approval prior to each mailing. The Contractor shall anticipate producing two newsletters and two postcards.

B18.4.3 Advertisements and Notifications. The Contractor shall, as required, prepare and have

published newspaper and online advertisements for public meetings, for notices of availability of documents for review, and for other events as required by the State and Federal process. The Contractor shall deliver for review and approval drafts of all notices, advertisements and agendas before distribution or publication. The Contractor shall provide the Contracting Agency an affidavit of publication of any newspaper advertisement.

B18.4.4 Project Website. The Contractor shall create and maintain a website for the project to provide current information on the project status as well as access to significant environmental and design documents and project team contact information. The website shall be based upon a standard template provided by the Contracting Agency and be linked at the Contracting Agency's website. Advertise all public meetings on the website a minimum of three weeks prior the public meeting. The website will allow the submission of comments.

B18.4.5 Civil Rights. The Contractor shall provide the Contracting Agency's Project Manager and/or Contracting Agency's Environmental Analyst, for the subject project, with documentation of compliance with Title VI of the Civil Rights Act of 1964 immediately following each project-related public meeting, hearing, presentation, or community involvement activity.

The Contractor shall ensure that meaningful services to limited English proficiency persons are provided, as described in the DOT&PF's Limited English Proficiency Plan (see **Exhibit B-2**).

Title VI documents should be displayed at public meetings. These documents are located on the Civil Rights Office website at <http://dot.alaska.gov/cvlrts/titlevi.shtml>. There should be a Civil Rights Brochure, an ADA & Title VI Policies brochure, and a How to file a complaint brochure available. These brochures should be in English, unless there is a request for a translated version.

The following language should be used for all public notices when space is limited or there is an added cost (i.e., newspaper ads, flyers, postcards, etc.):

The DOT&PF operates Federal Programs without regard to race, color, national origin, sex, age, or disability. Full Title VI Nondiscrimination Policy: dot.alaska.gov/tvi_statement.shtml. To file a complaint go to: dot.alaska.gov/cvlrts/titlevi.shtml

The DOT&PF complies with Title II of the Americans with Disabilities Act of 1990. Individuals with disabilities who may need auxiliary aids, services, and/or special modifications to participate in this public meeting should contact (name of someone familiar with the project and phone number along with the TDD number [711]). Requests should be made at least ___ days before the accommodation is needed make any necessary arrangements (should give enough time to make necessary arrangements before the meeting to be able to make the accommodation).

The following language should be used for all public notices when space is not limited or there is no additional cost (i.e., online public notices, web-sites, emails, etc.):

It is the policy of the Department of Transportation and Public Facilities (DOT&PF) that no person shall be excluded from participation in, or be denied benefits of any and all programs or activities we provide based on race, religion, gender, age, marital status, ability, or national origin, regardless of the funding source including Federal Transit Administration, Federal Aviation Administration, Federal Highway Administration and State of Alaska Funds.

The DOT&PF complies with Title II of the Americans with Disabilities Act of 1990. Individuals with disabilities who may need auxiliary aids, services, and/or special modifications to participate in this public meeting should contact (name of someone familiar with the project and phone number along with the TDD number [711]). Requests should be made at least ___ days before the accommodation is needed make any necessary arrangements (should give enough time to make necessary arrangements before the meeting to be able to make the accommodation).

The following language should be used when advertising for something other than a public meeting

(i.e., project update, notice of road closure, etc.):

The DOT&PF operates Federal Programs without regard to race, color, national origin, sex, age, or disability. Full Title VI Nondiscrimination Policy: dot.alaska.gov/tvi_statement.shtml. To file a complaint go to: dot.alaska.gov/cvlrts/titlevi.shtml

The DOT&PF complies with Title II of the Americans with Disabilities Act of 1990. Individuals with disabilities who may need auxiliary aids, services, and/or special modifications should contact (name of someone familiar with the project and phone number along with the TDD number [711]).

B18.4.6 Public Involvement Report. The Contractor shall prepare a report documenting public involvement through completion of the PIH design phase. The report will include a copy of pertinent comments from the public and any responses. Another report prepared under a future amendment shall document public involvement through completion of the design phase.

B18.4.7 Correspondence and Documentation. The Contractor shall submit all original correspondence to the Contracting Agency, as received. The Contractor shall maintain a written log of all correspondence related to the project including telephone calls, letters, website comments, and email contacts and shall provide this log to the Contracting Agency upon request. The log shall be included in the Public Involvement Report.

B18.5 Deliverable Items.

<u>Type of Document</u>	<u>Para</u>	<u>Copies</u>	<u>Originals</u>	<u>PDF</u>
Public Involvement Plan	B20.2			
Draft		2	1	0
Final		2	1	1
Public Meeting Records	B20.3.1	0	1	1
Other Meeting Records	B20.3.2	0	1	1
Contact/Mailing List	B20.4.1	1	1 (electronic)	0
Newsletter/Flyers	B20.4.2			
Draft		0	1	0
Final		0	1 (electronic)	1
Advertisements/Notifications	B20.4.3			
Draft		2	1	0
Affidavit		0	1	1
Civil Rights	B20.4.5	0	1	1
Public Involvement Report	B20.4.6	2	1	1
Correspondence Log	B20.4.7	0	1	1

**ARTICLE B19
EROSION AND SEDIMENT CONTROL PLAN
Task 12**

B19.1 General Provide an Erosion and Sediment Control Plan (ESCP) in accordance with the Contracting Agency's ESCP Template and associated instructions. All temporary erosion and sediment controls are shown in this Plan instead of in the Contract Plans.

B19.2 Deliverable Items.

<u>Type of Document</u>	<u>Paragraph</u>	<u>Hard Copies</u>	<u>'pdf' Copies</u>	<u>.dwg file</u>
ESCP				
Draft	B22.1	1	1	1
Final	B22.1	1	1	1

B19.3 Provided Items The Contracting Agency will provide the following:

1. Erosion and Sediment Control Plan Template

A sample Erosion and Sediment Control Plan is available from the Contracting Agency by request.

ARTICLE B20
PLANS, SPECIFICATIONS AND ENGINEER'S ESTIMATE
Task 13

B20.1 General. Provide construction contract documents and other deliverables as described herein. The project design must be a best accommodation of the geographic location and the site specific constraints, as well as the project values and other constraints as defined by the Contracting Agency.

B20.2 Curb Ramp Data and Analysis. Include the measurements taken of existing curb ramps, showing which require upgrade

B20.3 Support Data. Throughout the design phase, provide data in support of the Contracting Agency activities related to the project design. This includes but is not limited to the following.

B20.3.1 Topography Survey Needs Provide a Survey Request form and figure(s) showing where further topographic survey is required in order to design the project or to determine any necessary or recommended property rights acquisitions or alterations to existing utilities. After the initial list is provided, update it as necessary as the design progresses.

B20.3.2 Right of Way Survey Needs Provide a Survey Request form and figure(s) showing locations and areas where survey confirmation of location of the Right of Way is necessary in order to determine the need for additional property rights acquisition.

B20.3.3 Data and Figures required by Contracting Agency Support Groups, for example for environmental permitting or Right of Way negotiations.

B20.3.4 CAD Files with required disclaimers, for use by utility companies or others, as approved by the Contract Manager.

B20.3.5 Cross-sections. Include the following in each cross-section: original ground, the roadway template, right of way limits, grid lines, labels for offsets and elevations, and the roadway station for which it is applicable. Plot the cross sections at a standard scale and with no vertical exaggeration. Include on each sheet the project name, project number, date and review submittal. Submit the half size cross sections on 11" by 17" sheets.

B20.4 Plan Sheets.

B20.4.1 Utility Plan Sheets, if needed, will be provided by others. Incorporate Utility Plans into the Plan set.

B20.4.2 Show Right of Way Lines, as provided by the Contracting Agency, on the Plans.

B20.5 Specifications. The Contracting Agency will provide a current copy of the Standard Modifications, Statewide Special Provisions and Regional Special Provisions to the Standard Specifications for Highway Construction. Combine the Standard Modifications and Special Provisions for the PS&E assemblies. Use the format described in **Exhibit B5**.

Incorporate Project specifications for Bridge, Utility, and/or other work into the Project Specifications.

Continually update the Specifications per updates to the Statewide Special Provisions and Regional Special Provisions.

Prepare any project specific special provisions. Whenever possible, use Performance Specifications rather than Method Specifications.

Notify the Contract Manager if you discover any potential need for sole source or proprietary items. Do not specify any proprietary items unless at least two are named. 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.

B20.5.1 Appendices to the Specifications. Provide the following as appendices to the Specifications.

- a. Materials Certification List
- b. Sign Shop Drawings

B20.6 Engineer's Estimate (EE). Develop the EE using the AASHTOWare program. Use standard pay items unless there is a specific reason to use special ones. The Contracting Agency will provide pay item numbers for items not listed in the Standard Specifications if needed. Provide estimated unit prices and total estimated costs for all items.

The Contracting Agency will make its historical records available for the determination of unit prices using various software. Sign and date the EE.

The Engineer's Estimate must remain confidential until after construction bids are opened.

B20.7 Submittal Packages and Reviews. The Contract Manager may review the submittal package and require changes, corrections and/or clarifications, and a re-submittal.

B20.7.1 Your Local Review Submittal Package must consist of plans 30-50% complete, an updated estimate, a full set of cross-sections and any other deliverables specified for delivery with the Local Review in other Articles of this contract.

B20.7.1.1 Initial Comment Responses. The Contracting Agency will provide written comments on the Local Review submittal. Provide written responses to as many of the comments as practicable, but at least one day before the review meeting. Indicate which comments require further information or coordination.

B20.7.1.2 A Field Review will be held after the Local Review submittal. The Contractor's Project Manager, Project Engineer, and staff who are in-responsible-charge of relevant design disciplines must attend.

B20.7.1.3 A Local Review Meeting will be held a few weeks, typically four weeks, after the submittal is received. The Contractor's Project Manager, Project Engineer, and staff who are in-responsible-charge of relevant design disciplines must attend.

B20.7.2 Your Plans-In-Hand Submittal Package must consist of plans 75% complete, a specifications memo, a brief basic construction schedule, a full set of cross-sections (if available), and an engineer's estimate. Indicate clearly on the plans any locations where additional property rights may be required, and any potential requirements for adjustments or relocations of utility facilities.

B20.7.2.1 Initial Comment Responses. The Contracting Agency will provide written comments on the Plans-In-Hand submittal. Provide written responses to as many of the comments as practicable but at least one day before the review meeting. Indicate which comments require further information or coordination.

B20.7.2.2 A Plans-In-Hand Review Meeting will be held a few weeks after the submittal is received. The Contractor's Project Manager, Project Engineer, and staff who are in-responsible-charge of relevant design disciplines must attend.

B20.7.3 Your PS&E Review Submittal Package must consist of complete plans, specifications, Special Notice to Bidders, a basic construction schedule, a full set of cross-sections (if available), the engineer's estimate, and the following:

- a. A brief report of significant changes made to the assembly after the Plans-In-Hand Review Meeting (if applicable).
- b. A written list of comments made by the Plans-In-Hand reviewers, with adjudicated responses.
- c. Draft Erosion and Sediment Control Plans, including sheets.
- d. Draft traffic control documents as required by the HPCM

- e. A technical memo describing all non-standard features on the project, and the reason(s) for them. (If applicable)

B20.7.3.1 Initial Comment Responses. The Contracting Agency will provide written comments on the PS&E submittal. Provide written responses to as many of the comments as practicable before the review meeting. Indicate which comments require further information or coordination.

B20.7.3.2 A PS&E Review Meeting will be held a few weeks after the submittal is received. The Contractor's Project Manager, Project Engineer, and staff who are in-responsible-charge of relevant design disciplines must attend.

B20.7.4 Your **Certification Set Submittal** must consist of the following:

- a. Plans essentially complete. The Contract Manager may direct that some minor work/revisions need not be included in this set.
- b. Specifications essentially complete. The Contract Manager may direct that some minor work/revisions need not be included in this set.
- c. Engineer's Estimate essentially complete.
- d. Final responses to all comments made on the design.
- e. Final Railroad Crossing Certification for each railroad crossing within the project limits.

B20.7.4.1 Revise the certification set deliverables per Contract Manager direction.

B20.7.5 Your **Advertisement Package** must consist of the items listed below.

- a. Complete, signed and sealed Plans
- b. Complete Specifications including Appendices
- c. Signed Engineer's Estimate
- d. Special Notice to Bidders
- e. Full set of cross-sections (if available)
- f. Completed Highway Design Checklist
- g. Completed Traffic Control documents
- h. A brief report of significant changes made to the assembly after the PS&E Review meeting, but which were not discussed at that meeting. (If applicable)
- i. Final responses to all comments made on the design (if updates are required after the Certification Set submittal).
- j. Final Erosion and Sediment Control Plans, including sheets
- k. Letter describing any unusual design features, and the reasons for them. (If applicable)
- l. Quantity Calculations in accordance with the B4.11 and Highway Design Checklist
- m. Completed FHWA or State Funded Projects Division 100/645 & Contracts Checklist

B20.7.5.1 Revise the advertisement set deliverables per Contract Manager direction.

B20.7.6 Prepare and submit all required documents to the MOA for the **Context Sensitive Design Review** stages in accordance with the MOA and Contracting Agency's Memorandum of Agreement.

B20.8 Deliverables

<u>Type of Document</u>	<u>Para</u>	<u>Hard Copies</u>	<u>.PDF</u>	<u>AutoCAD</u>	<u>Word</u>
Curb Ramp Data and Analysis	B20.2	1	1		
Topography Survey Needs List/Figure(s)	B20.3.1	1	1		
RW Survey Needs List/Figure	B20.3.2	1	1		
Data and Figure(s) for Support Groups	B20.3.3	1	1		
CAD Files for Support Groups	B20.3.4			1	
Cross-Sections	B20.3.5	1	1		
Local Review Submittal	B20.7.1	2	1		
Local Review Initial Comment Responses	B20.7.1.1	20	1		
Plans-In-Hand Review Submittal	B20.7.2	2	1		
Plans-In-Hand Initial Comment Responses	B20.7.2.1	20	1		
PS&E Review Submittal	B20.7.3	2			
PS&E Review Initial Comment Responses	B20.7.3.1	20	1		
Certification Submittal	B20.7.4	4	1		
Advertisement Package	B20.7.5	2	1		

ARTICLE B21
UTILITIES AGREEMENTS
Task 14
(NIC)

The Contracting Agency reserves the right to negotiate and add this Article by Amendment; however, it is under no obligation to do so, and reserves the right to complete the services by any other means, including the use of in-house forces.

B21.1 Request Redlines and Utility Questionnaires from all utility companies that have facilities within the project area.

Review redline drawings and compare to utility locations shown on the plans.

B21.2 Utility Conflict Report. Provide Draft(s) and Final, including: the existing utilities within the project limits; the conflicts with the proposed work; and the consideration of impacts on construction, relocation costs and Right-of-Way needs. Include the following:

- a. Plan Sheets
- b. Cross Sections
- c. List of utility conflicts
- d. Proposed solutions to all utility conflicts
- e. Cost estimate for utility relocations

B21.2.1 Plan Sheets. Provide the Plan Sheets 11-inch x 17-inch paper and include the following.

- a. existing utilities
- b. proposed roadway improvements including slope limits
- c. existing and proposed Right-of-Way limits
- d. existing and proposed drainage features
- e. any structures affected by proposed construction

Identify the size and type of existing utilities within the project limits. Base locations of existing utilities on the following in order of preference.

- a. field topographic surveys
- b. as-built drawings
- c. utility system maps.

B21.2.2 Cross-Sections. Provide cross-sections plotted on 11" x 17" paper at the following locations.

- a. all locations where utility conflicts exist
- b. at each pipe crossing

-

Include the following on the cross-sections.

- a. the existing ground
- b. the proposed finished ground
- c. side slopes
- d. proposed Right-of-Way limits
- e. existing overhead and underground utilities

Indicate side street and driveway profiles at the appropriate locations.

Use the best available information to establish elevations of buried utilities. Of no information is available, estimate the elevations from the utility permit depth requirements and based on utility company standard installation practices.

B21.2.3 List of Utility Conflicts. List all conflicts and identify the company that owns the utility in conflict.

B21.2.4 Proposed Solutions to all Utility Conflicts. Propose solution(s) to all conflicts and recommend a preferred solution if more than one is proposed. Consider the following when selecting the preferred solution:

- a. Relocation costs
- b. Additional Right-of-Way needs and cost
- c. Alignment, profile or section modifications to resolve utility conflicts
- d. Construction impacts
- e. Project development timing

B21.3 Permit Research For all utilities that require adjustment or relocation, identify which facilities have been permitted and which have not. Review property interest information for justification of relocation reimbursement.

B21.4 Prepare **notice to relocate and authority to proceed with preliminary engineering** for each utility concurrent with Plans-in-Hand Review plans. Each notice shall request a one-line design, right-of-way requirements and a cost estimate to be submitted by the utility within 2 months.

B21.5 Recommend **relocation scheme and reimbursement** by the Contracting Agency based on utility design and negotiate with the utilities for final determination. Determine right-of-way requirements, if any, for utility relocations.

B21.6 Provide utility one-line designs and draft special provisions for the **PS&E Review assembly**.

B21.7 Prepare **authority to proceed (ATP) through final design and estimate letter** to each utility.

B21.8 Coordination with Utilities. Conduct coordination activities and provide all information required to develop, and secure approval of, the Utility Relocation Agreements with the utilities. Include the Contract Manager and/or design staff in this coordination at the level as directed by the Contract Manager.

Do not commit the Contracting Agency to any action without prior written approval of the Contract Manager.

Make the Utility Conflict Report, Cross Sections, other reports, and the PS&E assemblies produced for this project available to the utility companies. Provide assistance interpreting these documents and sharing other information about this project to those designing the utility relocations.

B21.9 Utility Relocation Agreements. The purpose of the Utility Relocation Agreement is to provide for the relocation or adjustment of utility facilities in conflict with the proposed project. An Agreement may also be required to secure a utility provided service for the project. An Agreement is required to incorporate improvements requested by utilities into the construction contract.

Include the following in the Utility Relocation Agreements.

- a. The Contracting Agency contract format for the appropriate agreement type.
- b. The billing format specific to the project.
- c. An estimate of cost, to be designated **Exhibit A**. The cost estimate shall separate federal participating and non-participating funds and indicate obligation of payment by utility companies or the Contracting Agency. The cost estimate shall include all utility relocations, constructed by the utilities or included in the PS&E package.
- d. A certificate of finding and project scope, to be designated **Exhibit B**.
- e. Utility design plans to be included in the PS&E package and project plans showing existing and proposed utilities, to be designated **Exhibit C**.
- f. Special provisions to be included in the PS&E specific to the utility relocation and coordination, to be designated **Exhibit D**.
- g. Utility plans not included in the PS&E package, to be designated **Exhibit E**.

B21.9.1 Provide **Draft Utility Agreements** when the Contracting Agency has agreed to the utility company design and cost proposals.

B21.9.2 Provide **Final Utility Agreements** in accordance with review of the Draft Agreements by the Contracting Agency.

B21.10 Prepare **Standard Specifications Section 105, Control of Work** special provisions for inclusion in Plans, Specifications and Estimate package.

B21.11 Reviews and Schedule. Unless directed otherwise by the Contract Manager, submit deliverables as follows.

- a. First Draft Utility Conflict Report with the Local Review Assembly
- b. Second Draft Utility Conflict Report with the Plans-In-Hand Review assembly
- c. Pre-Final Utility Conflict Report after the Plans-In-Hand Review comments are addressed and any alignment and grade changes are complete
- d. Final Utility Conflict Report with the PS&E Review assembly. Indicate which conflicts have been resolved.
- e. Final Utility Relocation Agreements signed by the utilities as soon as available.

B21.12 Deliverable Items.

<u>Type of Document</u>	<u>Para</u>	<u>Copies</u>	<u>Originals</u>	<u>PDF</u>
Redline/Questionnaire Requests	B21.1	1		
Utility Conflict Report				
Draft 1	B21.2	1	1	1
Draft 2	B21.2	1	1	1
Final	B21.2	1	1	1
Notice Letter/ATP Oneline	B21.4	1	1	1
Relocation Recommendations	B21.5	1	1	1
PS&E Assembly items	B21.6	1	1	1
ATP Final Design	B21.7	1	1	1
Utility Relocation Agreements				
Draft Agreements	B21.9.1	1	1	1
Final Agreements	B21.9.2	1	1	1
Section 105 Control of Work	B21.10	1	1	1
Signed Agreements	B21.11	1	1	1

B21.13 Provided Items. The Contracting Agency will provide the following:

- a. Sample Utility Cost Estimate.
- b. Sample Utility Agreement.

ARTICLE B22
RIGHT OF WAY APPRAISAL AND ACQUISITION SERVICES
Task 15
(NIC)

The Contracting Agency reserves the right to negotiate and add this Article by Amendment; however, it is under no obligation to do so, and reserves the right to complete the services by any other means, including the use of in-house forces.

ARTICLE B23
ASSISTANCE DURING BIDDING
Task 16

Assist the Contracting Agency as requested during project bidding. Personnel who were in responsible charge for engineering, and other personnel as necessary and appropriate, must be available to interpret and clarify documents prepared during project development and to assist the Contracting Agency with preparing any necessary addenda to the bid documents. Do not communicate about this project with any potential bidders.

<u>Type of Document</u>	<u>Hard Copies</u>	<u>PDF</u>
Addenda (as required)	1	1

ARTICLE B24
ASSISTANCE WITH DESIGN PROJECT CLOSEOUT
Task 17

B24.1 ADA Transition Plan Information. Within four weeks after the bids are opened for the construction contract, provide the following:

1. A list of curb ramps within the project area that are fully ADA compliant,
2. A list of curb ramps within the project area that will be replaced by the project, and will be fully ADA compliant when the project is complete, and
3. A list of curb ramps within the project area that will not be fully ADA compliant when the project is complete, due to the infeasibility of providing a fully compliant ramp. Include detailed information on which attributes of the ramp are compliant and which are not. Include a description of the infeasibility. The Contracting Agency will provide a template for this information.

B24.2 As-Awarded CAD files. Within four weeks after the bids are opened for the construction contract, provide all CAD files for the project, in accordance with the Central Region Highway Design Project Closeout Guide.

B24.3 Completion Documentation. Submit the original of all documents prepared by the Contractor during project development. These documents include all notes, sketches, maps, photographs, survey data, computations, cross sections, meeting and site visit notes, and other materials created to develop, record, or justify services provided for the project. Identify all assumptions made in the documentation. Keep a copy of all the development documents until construction is complete.

B24.3.1 Documents created to determine pay item quantities must 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.

B24.3.2 Provide electronic copies of **photographs** on disks or other media approved by the Contracting Agency.

B24.4 Submit a WORD document of the **as awarded project specifications**.

B24.5 Provide a **Public Involvement Report**, describing and documenting all public involvement activities employed on the project.

B24.6 Provide **DSR Amendments Information** as required. These may include, but are not limited to:

- a. Copies of, and indexes of, project correspondence.
- b. The Public Involvement Report, as defined in Article B20
- c. Memos or letters documenting design decisions
- d. Other updates or changes as necessary

B24.7 Deliverables

<u>Type of Document</u>	<u>Para</u>	<u>Hard Copies</u>	<u>Electronic</u>
ADA Transition Plan Information	B24.1	1	1
As Awarded CAD files	B24.2	1	1
General Project Files	B24.3	1	1
Electronic Copies of Photographs	B24.3.2	1	1
As Awarded Specifications	B24.4.3	1	1
Public Involvement Report	B24.5	1	1
DSR Amendment Information	B24.6	1	1

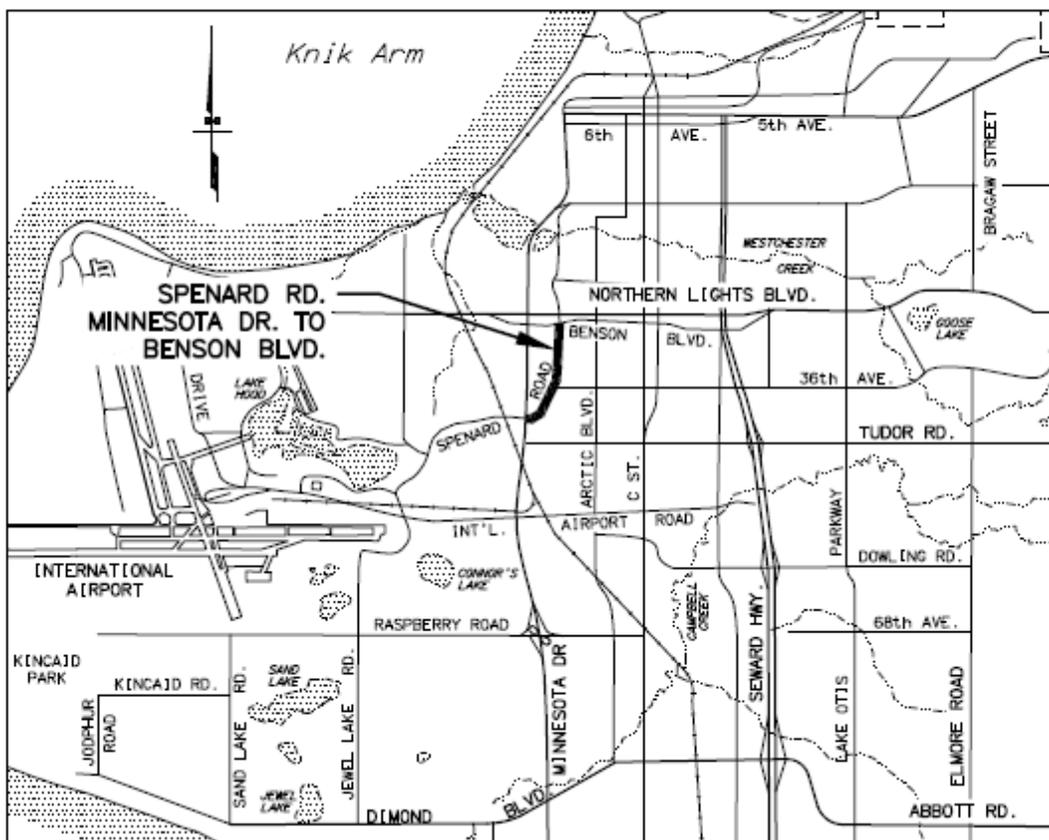
ARTICLE B25
ASSISTANCE DURING CONSTRUCTION
Task 18

B25.1 Provide **assistance** to the Contracting Agency as requested during project construction. Personnel who were in responsible charge for engineering, and other personnel as necessary and appropriate, must be available to interpret and clarify documents prepared during project development and bidding; to review and approve shop drawings, electrical materials/catalog cuts submittals, retaining wall forming plans, trench stability designs, and landscaping materials and procedures; and to assist the Contracting Agency with preparing any necessary change order documents.

B25.2 All **communication** about this project must be through the Contracting Agency. Do not communicate directly with the successful bidder.

B25.3 Documents. Within a month after the Contracting Agency accepts the constructed project, submit to the Contracting Agency the original of all documents prepared or modified when performing the services for this task.

EXHIBIT B-1
PROJECT LOCATION MAP(S)



2: Alaska Statewide GIS, Spenard Rd. to Benson Blvd. Rehabilitation, 06/15/2004



STATE OF ALASKA
 DEPARTMENT OF TRANSPORTATION
 AND PUBLIC FACILITIES

FIGURE 1
AMATS: SPENARD ROAD REHABILITATION,
MINNESOTA DR. TO BENSON BLVD.
PROJECT NO. CFHWY00604

VICINITY AND LOCATION MAP

EXHIBIT B-2
PROJECT SCHEDULE

Project Start:	June 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

**EXHIBIT B-3
HIGHWAY DESIGN STANDARDS AND GUIDELINES**

Office of the Federal Register (United States)

- Code of Federal Regulations, Title 23, Highways, Current Edition

AASHTO

- LRFD Bridge Design Specifications, Current Edition with Interim Revisions
- A Policy on Geometric Design of Highways and Streets, 6th Edition, 2011
- Guidelines for Geometric Design of Very Low-Volume Local Roads (ADT ≤ 400), 2001
- Standard Specifications for Structural Supports for Highway Signs, Luminaires and Traffic Signals, 6th Edition, 2013
- Roadside Design Guide, 4th Edition, 2011
- Guide for the Development of Bicycle Facilities, 4th Edition, 2012
- Guide for the Planning, Design, and Operation of Pedestrian Facilities, 1st Edition, 2004
- Roadway Lighting Design Guide, 2005
- A Guide for Achieving Flexibility in Highway Design, 1st Edition, 2004

ASPLS

- Standards of Practice for Professional Land Surveyors, Current Edition

DEC

- Alaska Storm Water Guide, 2011

DOT&PF

- Highway Preconstruction Manual, Current Edition
- Standard Specifications for Highway Construction, Current Edition
- Standard Modifications (Supplementary Specifications to the Standard Specifications for Highway Construction), Current Edition
- Standard Special Provisions (Statewide and Regional) to the Standard Specifications for Highway Construction, Current Edition
- Central Region Specifications Provisions – Style Guide, Current Edition
- Standard Drawings, Current Edition
- Central Region Standard Drawings, Current Edition
- Alaska Test Methods, Current Edition
- Environmental Procedures Manual, Current Edition
- Alaska Bridges and Structures Manual, Current Edition
- Alaska Highway Drainage Manual, 2006
- Alaska Flexible Pavement Design Manual, Current Edition
- Alaska Geotechnical Procedures Manual, Current Edition
- Alaska Traffic Manual, consisting of
 - o Manual on Uniform Traffic Control Devices, FHWA, 2009 with Current Revisions
 - o Alaska Traffic Manual Supplement, 2016
- Construction Surveying Requirements, Current Edition
- Right-of-Way Manual, Current Edition
- Central Region CAD Standards & Drafting Guide, Current Edition
- Alaska Sign Design Specifications, Current Edition
- Central Region Project Closeout Guide, Current Edition
- All Policies and Procedures

FHWA

- FHWA Lighting Handbook, 2012
- Railroad - Highway Grade Crossing Handbook, Revised 2nd Edition, 2007
- Small Town and Rural Multimodal Networks, 2016

FTA

- Manual on Pedestrian and Bicycle Connections to Transit, 2017

IES

- **Recommended Practice for Roadway Lighting (RP-8-14), 2014**

ITE

- Recommended Design Guidelines to Accommodate Pedestrians and Bicycles at Interchanges, 2016

NACTO

- Urban Street Design Guide, 2013
- Urban Bikeway Design Guide, 2nd Edition, 2014
- Transit Street Design Guide, 2016

TRB

- Highway Capacity Manual, 2010

U.S. Access Board

- Dimensional Tolerances in Construction and for Surface Accessibility, 2011
- Proposed Guidelines for Pedestrian Facilities in the Public Right-of-Way, 2011
- Accessible Public Rights-of-Way Planning and Design of Alterations, 2007

U.S. Army Corps of Engineers

- Wetlands Delineation Manual, 1987
- Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Alaska Region (Version 2.0), 2007

U.S. Department of Justice

- ADA Standards for Accessible Design, 2010

U.S. Department of Transportation

- ADA Standards for Transportation Facilities, 2006

Municipality of Anchorage

- Design Criteria Manual, 2007
- Municipality of Anchorage Standard Specifications, 2015
- Anchorage Stormwater Manual, 2017, as amended by DOT&PF

EXHIBIT B-4
INFORMATIONAL WEBSITES

(Provided for information only)

As-built Search: http://dot.alaska.gov/edocs_code/searches/asbuiltsearch.cfm

Right of Way Search: http://www.dot.state.ak.us/edocs_code/rowmap/rowmaps.cfm

Survey:

[http://www.dot.state.ak.us/creg/dot-cadastral/Construction Surveys/Centerline Referencing and Perpetuation 2011.doc](http://www.dot.state.ak.us/creg/dot-cadastral/Construction%20Surveys/Centerline%20Referencing%20and%20Perpetuation%202011.doc)

Functional Classification Maps: <http://www.dot.state.ak.us/stwdplng/fclass/fclassmaps.shtml>

Preconstruction Manuals: <http://www.dot.state.ak.us/stwddes/dcspubs/index.shtml>

Materials Resources: http://www.dot.state.ak.us/stwddes/desmaterials/mat_resource.shtml

Policies and Procedures: http://www.dot.state.ak.us/admsvc/pnp/policy_and_procedures.shtml

DOT&PF's Title VI of the Civil Rights Act of 1964 & Environmental Justice:

<http://dot.alaska.gov/cvlrts/titlevi.shtml>

DOT&PF's Limited English Proficiency Website: <http://dot.alaska.gov/cvlrts/lep.shtml>

FTP Site: <http://www.dot.state.ak.us/creg/design/highways/>

Items located on this site include:

- Central Region CAD Standard & Drafting Guide (CSDG)
- CAD Templates and Example sheets (*.dwt, A1, A2, B1, C1, D1, etc.)
- Regional Drawings
- Master Materials Certification List (MMCL)
- ESCP Template
- Specification Templates and Guides
- Highway Design Checklist
- Design Study Report Templates
- Railroad Crossing Checklist
- Survey Request Form

EXHIBIT B-5
GENERAL REQUIREMENTS FOR SURVEYING AND MAPPING SERVICES

EB5.1 Standards Perform the services to standards called for in the Alaska State Professional Land Surveyors (ASPLS) Standards of Practice, the California Geodetic Control Committee (CGCC) Standards for Band IV surveys, U.S. COE Manual EM-1110-1-10000 for Photogrammetric Mapping, or the DOT&PF Construction Surveying Requirements, as appropriate to the services being performed.

Perform all studies, reports and services in accordance with applicable codes, regulations and standards; professional practice procedures; and commonly recognized surveying and mapping methods. Package the deliverable in an electronic format using folders. Do not begin surveying for design, surveying for right-of-way, or right-of-way mapping without specific written authorization from the Contracting Agency.

EB5.2 Considerations. Consider the geographical location of the project as well as other environmental and site specific constraints when performing services. Procure the necessary right of entry permissions required to do the work, including from private property, Native Allotments, and Alaska Railroad property, unless this contract indicates elsewhere that the Contracting Agency will procure the right of entry permissions.

EB5.3 Registration. All survey services must be conducted by, or under the direct supervision of, a Professional Land Surveyor (PLS) holding current registration in the State of Alaska. A PLS must be an active, on-site field supervisor of the survey crew. A PLS must also be directly involved in the preparation of all survey deliverables.

EB5.4 Field books. Furnish hardbound field books for recording survey information. The books become the property of the Contracting Agency after the survey information has been entered and the contract completed. Label each book with the project name and an appropriate title, e.g. Horizontal Control, Vertical Control, etc., and include in each book an index and a comments page. The index page must reference the contents by page number. A PDF copy of the field books, if deemed adequately readable by the Contracting Agency, is acceptable. Field books must be indexed, reduced, stamped, and checked.

EB5.4.1 Keep field notes in a neat and orderly fashion. Number all pages consecutively, showing date, weather, and crew names. Describe all abbreviations used on the comments page. Use sketches frequently; include enough detail to assist in following the progression of the services. Notes and sketches must be adequately detailed to convey their intent to a person who is not familiar with the project. When describing monuments or other points, recovered or set, include the data stamped on the monument and the condition of the monument.

EB5.5 Units. Use U.S. Customary System of Measurement (foot units) throughout development of the project. Base any metric conversions required upon the U.S. Survey Foot (3937 feet = 1200 meters exact).

EB5.6 Prepare Drawings, Plats, and Maps in electronic format as specified by the Contracting Agency.

EB5.6.1 Unless otherwise stated, the format and standards for all drawings must be according to the most current DOT&PF Central Region CAD Standard and Drafting Guide. These standards are available upon request. Use the plotted scale specified by the Contracting Agency.

EB5.6.2 Produce and provide drawings in English (U.S. Survey foot units) format. Show distances in horizontal ground foot units. Annotate with "Ac." for acres, and "sq. ft." for square feet. Do not show metric units on drawings developed for design work, unless requested to do so by the Contracting Agency.

EB5.6.3 All linework and lettering must be of professional quality, and all line widths and lettering sizes must be of such size that all information can be clearly shown without overlap or confusion. All lettering must be a minimum size of 0.1 inch at a full-scale plot. Lettering and linework must be in the appropriate black drafting ink. AutoCAD style names and fonts must follow the Contracting Agency's specified standards. See the current Design Drafting Manual.

EB5.6.4 Linework must not run through text. Do not break lines at text; mask the linework using color 155 solids. Place solids on the same layer as the text that the solid lies under.

EB5.6.5 Drawings must be accurate models of the data shown. E.g.; draw a line labeled N 10°00'00" E 104.35' exactly as labeled, draw a line that is shown to terminate at a monument symbol with no distance between the endpoint of the line and the center of the symbol, etc.

EB5.6.6 All CAD work within Model Space must be color by layer. The drawing must include metadata, to include: control statements, drawing notes, and any other survey related info shown as text within Model space. Purge the drawing before submitting. Zoom to extents and remove any extraneous features. Check to ensure that all symbols are the same scale, which must be the plotted scale of the drawing. Include a standard DOT&PF north arrow, a legend depicting only the symbols and linework used on that sheet, a foot unit bar scale, and a standard DOT&PF border on each sheet within the drawing. Do not include any extraneous backup files.

EB5.6.7 Submit final Plans, Maps, and Plats electronically and with solid black ink on 22" x 34" original mylar. Plot all final drawings such that the ink is on the front surface of the mylar. Topographic drawings are not required to be plotted.

EB5.6.8 Perform your own internal review of these products before delivery, to see that Department standards have been followed. Submit all drawing files electronically to the Contracting Agency Survey Manager, with a copy to the Contract Manager, upon completion for review. Drawings not meeting these standards will be rejected.

EB5.7 TINs must be an Autodesk Civil3D Surface or 3D lines with an accompanying LandXML file. Include the TIN boundary as a closed polyline at elevation zero, and the fault lines as 3D polylines. Check all TINs produced by ground based survey methods and by field inspection of contours generated by the TIN.

Submit a TIN certificate, signed, and sealed by the responsible PLS and containing the following: 1) the methods used to gather data for production of the TIN(s), 2) the accuracy of the TIN(s), and 3) the checks used to substantiate the accuracy of the TIN(s). Field check all ground based TIN(s) before final submittal; certify that this has been done on the TIN certificate. Your PLS must check all TIN(s) using withheld Topographic points randomly collected throughout the TIN(s) area. Collect a minimum of 50 points. Provide a spreadsheet showing the elevation differences from the TIN(s). A sample certification of TIN is available from the Contracting Agency's Survey Section.

EB5.8 Coordinate Files must be comma-delimited ASCII text files. Data must be in the sequence Point Number, N, E, Z, and Description. All recovered, computed, and topographic point must be included, in the local system, if provided. Coordinates must be given to four decimals for the Northings and Eastings, and two decimals for elevations. Points of unknown elevation must have a placeholder of -9999 in the Z position. Descriptors must be case sensitive, e.g.: Rebar5 shall not equal REBAR5. Elevations that are not valid TIN elevations must be coded as such in the descriptor. Follow examples provided by the Contracting Agency for descriptors for found or set monuments.

EB5.8.1 Provide an ASCII file listing all **Descriptors**, which includes the meaning and expanded description of each one used. Do not include any descriptors that were not used.

EB5.8.2 Use the following Point Numbering Scheme.

Range	Use
1-200	Primary Control Set (main project, line-of-sight traverses)
201-300	Primary GNSS Control
301-400	Aerial Control Panels or Naturals (HV's)
401-550	Secondary Control Points (Spikes/Nails)
551-600	Recovered Published Hz. Control (NGS, NOS, etc.)
601-700	Set or Recovered Vertical Control

701-2000	Fnd Mons/Prop Cors
2,001-5,000	Computed/Protracted Points, Search, Pre/Post Stakeout
5,001-20,000+	Topography Survey Points

Ensure that point numbers used in this task do not conflict with point numbers used in other survey tasks on this project.

EB5.9 Submit all **Electronic Data** (drawing files, coordinate files, reports, etc.) on an appropriate size and type of digital media.

EB5.10 Perform **Quality Control** prior to all submittals. Record three-dimensional backsight checks at the beginning and end of all instrument setups. Record three-dimensional coordinate checks at the beginning and end of an RTK GNSS work session. Include these checks, labeled as “Quality Control Checks” within the Control Summary deliverable. The Contracting Agency will reject submittals that do not conform to the requirements of this statement of services.

EB5.11 Reviews. Submit draft documents required under this agreement to the Contracting Agency Survey Manager for review. Allow three weeks for the return of written comments. Address and respond to all comments to the satisfaction of the Contracting Agency prior to submitting the final documents.

EB5.12 Submittal Delivery. Submit deliverables to the Contracting Agency in accordance with the negotiated schedule.

EB5.13 Sequence Perform Survey Services in the following sequence unless otherwise directed by the Contracting Agency:

- a. Research
- b. Pre-Work Meeting with ADOT&PF
- c. Control Survey
- d. Aerial Photography/Photogrammetry
- e. Topographic/Planimetric Survey
- f. Bridge Site(s)/Drainage Survey
- g. Special Features
- h. Right-of-Way Survey
- i. Right-of-Way Mapping
- j. Preconstruction Surveying
- k. Post Construction Surveying
- l. Right of Way Engineering Closeout Services

EB5.14 Control Surveys include establishing horizontal and vertical control points as directed by the Contracting Agency. Prepare a Survey Control Diagram (SCD) showing the results of the control survey. The SCD will be a recorded document, and as such, must meet certain criteria. All points used or tied as a part of these control surveys shall be included in the project coordinate file and shown on the SCD. SCD guidelines are available from the DOT&PF Survey Section. Prior to performing field surveys for the project, meet with the Contracting Agency’s Locations/Survey Manager, or their designee, to get existing Department control data and to discuss the control requirements for the project.

EB5.14.1 Basis of Horizontal Control. When the primary control is provided by the Contracting Agency, it shall be the basis of control for the project. Contact the Contracting Agency if the provided control is found to be disturbed or out of tolerance. Any auxiliary control points necessary to augment this control will be incidental to the task for which it is required. When the primary control is to be performed by the Contractor, the basis of control must be as directed by the Contracting Agency’s Survey Section. The local project coordinate system to be used must be based upon transformation parameters supplied by the Contracting Agency.

EB5.14.2 Horizontal Control Standards. All horizontal control survey measurements and references must be recorded in field books. Electronic data collection may be used to record control data, but is not acceptable as the sole data source for survey measurements. Distances must be

measured and recorded in both feet (nearest 0.01 foot) and meters (nearest 0.001 meter) as a check. Recorded angle sets, at a minimum, must contain 2 direct and 2 reverse measurements of the forward angle right. When the difference between a direct and reverse pointing of an angle pair exceeds six seconds (ten seconds for distances of 150 feet or less), then that angle pair must be rejected and remeasured. The mean angle right must be used for all computations. All foresights and backsights must be of the fixed leg type. Secondary control points may be side-tied in the same manner. Secondary control points must be, at minimum, a mag-nail in paved areas or a 6-inch spike in unpaved areas.

All traverses performed must meet or exceed the standards for Third Order Class I, Traverse Surveys as specified in the ASPLS Standards of Practice. All traverses must be closed; beginning and ending at known points with an allowable linear error of closure of 1:10,000 or better. In no case may ground traverses run greater than 2 miles between GNSS controlled points. Static GNSS work must meet current CGCC Standards for Band IV Surveys. Traverse and GNSS network adjustments must be by simultaneous least squares adjustment methods.

All cadastral, property, or right of way corners controlled with GNSS must be done using Static GNSS survey methods. These corners may be considered secondary control and need only to be occupied once, providing there is a minimum of two 20 minute duration vectors from project control computed for the corner position that differ by no more than 0.08 feet horizontally.

Post-Processed Kinematic (PPK) or Real-Time-Kinematic (RTK) GNSS procedures may not be used for establishing control.

EB5.14.3 Primary Horizontal Control. For Highway Projects or traverses along road corridors, GNSS control points must be set at approximately 2 mile intervals within the project limits, in areas where they may be easily traversed in and out of. Use these points for both the project horizontal and vertical control. Use a 9/16" dia. stainless steel rod for these deep monuments. Set a minimum 4" dia. well case of length 2.5 feet around each monument with a protective cap and marker post. Drive these points to a maximum of 40 feet or refusal, whichever is less. Where conditions warrant, cementing a cap into a solid rock outcropping or bedrock, or a dig-in type flared-base monument are acceptable alternatives.

At maximum 1320 foot intervals, set additional intervisible traverse points, as needed, consisting of a minimum 5/8" x 24" rebar (5/8" x 8" in pavement) with identifying cap. Locate these points off of the existing paved surface wherever possible. Set them at least 0.1 foot below the existing ground surface. Do not use spikes or nails as the Primary Horizontal Control.

Show all primary horizontal control points and reference points, found or set, on the SCD.

Prepare a narrative horizontal control summary detailing the datum, primary control points used, Basis of Bearings, type of adjustment performed and statistics, problems encountered during the survey, equipment used, etc., which must include annotated copies of control computations and control adjustments, and a horizontal control statement. For GNSS control surveys, also provide a RINEX2 format data file of at least 8 hours of GNSS data for at least two control points for at least two different days in the Contractor's control network. **The Contracting Agency recommends logging as much data on as many different days as possible to account for any solar disturbances or other unanticipated problems that might occur.**

EB5.14.4 Basis of Vertical Control. When primary vertical control is provided by the Contracting Agency, it must be held as the basis of control for the project. Any auxiliary control points necessary to augment this control will be incidental to the task for which it is required. When the primary vertical is to be established by the Contractor, the vertical datum must be as determined by the Contracting Agency. Note: A tie to MLLW must be made for all surveys in or adjoining tidally influenced areas unless specifically directed to do otherwise by the Contracting Agency.

EB5.14.5 Vertical Control Standards. Record all vertical control survey measurements in field books. If an electronic digital level is used and the data is recorded electronically, provide annotated copies of the raw and reduced data. All vertical survey circuits must meet or exceed the standards for third order leveling as specified in the latest printing of the Federal Geodetic Control Committee's Standards and Specifications for Geodetic Control Networks. All vertical control points must be part of a closed level loop; side-shots are not acceptable. Each loop must be adjusted, and this adjusted

elevation used for any further loops. Show loop closures and loop-adjusted elevations in the field books. Also use the field books to record descriptions and sketches of vertical control points found or set, condition of found points, and for electronically recorded data the loop information (start point, point(s) controlled, end point, etc.) necessary to interpret the data. Primary vertical control points (BMs and TBMs) must be controlled by differential leveling. Elevations may be established for secondary control points by closed trigonometric loops, in which case sight distances must not exceed 750 feet with foresights and backsights of approximately equal lengths, and the line of sight must clear obstacles by a minimum of 1.5 feet to avoid the effects of adverse refraction. Measure and record elevation differences to the nearest 0.01 foot.

EB5.14.6 Primary Vertical Control. For highway projects or projects along road corridors, establish primary vertical control points every ½ mile or less. Use existing official bench marks (BMs) wherever possible, and establish intermediate temporary bench marks (TBMs) between them. These TBMs must be stable objects such as luminaire and signal pole base bolts, spikes in trees, etc. **Do not use wooden utility poles, scribes in concrete, or traverse points for TBM's.** Contact the Contracting Agency for direction if no suitable TBM locations exist. Where no permanent official bench marks exist, establish a minimum of two **permanent bench marks** per project site, or one per mile, whichever is the greater number, for use through project construction. Permanent bench marks must be, at a minimum, 9/16" dia. stainless steel rod driven no more than 40 feet or until refusal into dry ground, encased by a 2.5 foot section of 4" dia. well casing flush with the ground with a rubber cap covering the top of the pipe, or a brass cap cemented into rock outcrops or stable concrete structures, e.g. bridge abutments or building foundations and walls. These points may also satisfy the requirements for Horizontal control, under section EB5.14.3. Place a marker post near each permanent benchmark, found or set. Refer to the NOAA Manual NOS NGS 1, Geodetic Bench Marks for recommended guidelines for setting permanent benchmarks.

Primary vertical control points, found or set, must be described in great detail, identifying the particular physical feature used for the elevation point. Provide clarifying sketches. Record instructions sufficient to enable someone unfamiliar with the project to find these points. Include distances and directions from recognizable terrain features such as major intersections, bridges, buildings, etc., in these instructions. Tie all primary vertical control points, found or set, to the project horizontal control and shown on the SCD.

Provide a narrative vertical control summary detailing the datum, primary control points used, vertical network adjustment data, problems encountered during the survey, equipment used, etc. Include an NGS benchmark data sheet if available.

EB5.14.7 Survey Control Diagram. Prepare a Survey Control Diagram (SCD) for the project showing the relationship between survey monuments set and found in the field. Show all horizontal and vertical control found or set in the course of the survey, as well as found or set monuments that exist in the roadway. The SCD will be recorded as a Record of Survey in the appropriate Recording District by the Contracting Agency once it is approved. In cases where Right of Way Mapping will not take place as part of a project, you may be required to show all monumentation ties on the SCD, as directed by the Contracting Agency.

EB5.14.8 Survey Control Sheet. Prepare a Survey Control Sheet (SCS) for the project, showing the relationship between final project centerline and survey monuments in the field. This differs from a Survey Control Diagram (SCD) in that the SCD does not show the final project centerline. The SCS must be part of the construction plan set. Its principal users will likely be Land Surveyors staking the project centerline prior to and after construction, or replacing corners that have been disturbed, Contracting Agency surveyors checking the work, and the Project Engineer, to ensure that existing monumentation does not get disturbed. Other near-term users may include Land Surveyors who are performing boundary work in the vicinity of the project. The SCS may be recorded as a Record of Survey, but typically is not. **The SCS must not be prepared before the final design centerline is known**, which is typically after the Pre-PS&E Review. Samples of SCS are available from the Contracting Agency's Survey Section.

EB5.14.9 Electronic Photographs. To assist in the point identification, verification of markings, condition of monument and accessories, gather .jpg digital photographs of all monuments found, set or tied. Take at least three photographs of each monument: one readable closeup of the cap, one near distance showing monument condition, and one with an overview of the monument and its

surrounding. (It helps to have a tripod setup over the point or some other indicator like a fiberglass post to find the monument in the overview photograph.) Also photograph all original bearing trees and other accessories of record. Index the photographs by point number, with the point number in the file name to aid identification for the point. A chalkboard or similar device can be used in the field to identify the point in the photographs, by writing the point legal designation and project point number on the board, and placing the board in the scene of the photographs. Limit resolution/file size to no more than 1Mb per photo, or a resolution of no more than 2048x1356.

B5.15 Survey for Design

B5.15.1 General. Design Surveys include topographic, hydrographic, photogrammetric, and other geospatial methods of data collection associated with defining the existing ground surface and both natural and man-made features.

B5.15.2 Monument Ties. Research, locate, photograph, and verify all monuments within the existing Right-of-Way limits and the proposed construction limits. If the Contracting Agency previously performed a field survey tying monumentation, verify the existence of these monuments. This will ensure that the Contracting Agency can comply with the provisions of AS 19.10.260 and AS 34.65.040, and enable an estimate of quantities to be made. Examples would be Rectangular or Centerline monuments. In the event there is no Right of Way survey performed, survey these corners using the methodology described in section EB5.14, so their position can be accurately reestablished.

EB5.15.3 Remote Sensing. When directed by the Contracting Agency, obtain remotely sensed and associated mapping products. Grant rights to the Contracting Agency for use of the data and associated delivered products, for our project design and other in-house uses, including transmittal to others.

EB5.15.4 Photogrammetry. When approved by the Contracting Agency, you may use controlled aerial photography to provide planimetric and/or topographic information. Since aerial photography may be used for a variety of analyses, the photography must be natural color and have sufficient scale and resolution to allow for the preparation of the photogrammetric products, which must meet the required accuracies and provide economical acquisition. Aerial photography used for topographic mapping products must be acquired during leaf-free and snow free conditions, except that aerial photography used solely for orthophoto products may be acquired with leaf-on conditions. Existing photography may be substituted for new photography with the approval of the Contract Manager. All acquired aerial photography, and all photogrammetric products prepared by the Contractor, must conform to the guidelines and standards of the US COE Manual EM-1110-1-1000. The Contractor using methods suitable to return the desired mapping accuracies shall control aerial photography used for mapping products. Horizontal and vertical datums for the photogrammetric products must be on the same datums as that used for the project control. Any photo pre-mark panel points must be set and controlled for this task, using the same methods and materials as detailed for auxiliary control points presented above for Horizontal and Vertical Control. The Contractor must determine the number of, location of, and panel size for these points in conjunction with the firm performing the aerial photography. Mark each photogrammetric control point using appropriate panel material. Remove and dispose of all panels set under this contract at the direction of the Contracting Agency. The use of the most cost effective techniques that will provide the specified products is encouraged. All photogrammetric products for development of TINs must meet all of the format, content, accuracy and certification requirements set forth in this Contract for topographic survey, unless directed otherwise by the Contracting Agency.

If aerial photography is acquired for, or available for, use on this project, provide a digital orthophoto, georeferenced to the project coordinates, to the Contracting Agency for use in the design. Provide the orthophoto in the following two formats: uncompressed .TIF, and compressed Mr. Sid image file.

EB5.15.5 Topographic Survey. Survey topographic features using appropriate data collection methods. Provide complete topographic mapping in a single AutoCAD drawing file along with a single TIN upon completion. All points located in these surveys must be included in the project coordinate file.

EB5.15.5.1 Define the existing ground surface by creating a Triangular Irregular Network (TIN). The TIN must be capable of accurately generating 1 foot contours in all areas. Hard shots (pavement, concrete, etc.) must have vertical accuracy of less than 0.1 foot. The TIN must incorporate fault lines (grade breaks, existing centerlines, edges of pavement, curbs [flowline and top back], sidewalks,

shoulders and/or tops of bank, toes of slope/fill, ditches and/or drainages, etc.) and additional shots as necessary to ensure that the TIN accurately represents the **existing ground surface**. Do not represent water surfaces in the TIN. Gather sufficient data along driveways and side streets to allow grade matching. Provide TIN verification in the form of the Contracting Agency's TIN Certificate. (EB5.7)

EB5.15.5.2 Locate and map all **existing improvements and utilities** (above and below ground) within the survey limits. Include mapping of overhead utility wires at apparent low point of the wire sag. Also locate overhead wire crossings at the existing and proposed centerlines. Elevations for these points must be the bottom wire elevation. Locate all attachments (guy wires, pedestals, stand pipes, load centers, lights, etc.) within the project survey limits. This includes, but is not limited to, power, telephone, fuel lines, water and sewer lines, cable television, edge of pavement, fences, signage, and navoids within the survey limits. Note any historical sites located in this area. Use caution to avoid disturbing any historic remnants. Locate the edge of trees and identify the approximate average height of the trees at the edge. Locate the limits of any apparent contaminated soils and waters within the project area. Tie to any Corp of Engineers flood plain datums. For Airports: Include heights of towers, antennas and any other structure that could be considered a hazard to aircraft. Determine location, finish floor elevations, peak roof elevations and a description of all buildings in and within 100 feet of the surveyed area. Locate the first tier of structures lying outside of the proposed airport boundary and within 200 feet of that boundary.

EB5.15.5.3 Locate and map all **drainage structures** within the survey limits. Record diameter, length, invert elevations, structure type and condition, high water marks, and apparent flow direction.

EB5.15.5.4 Locate and map any **other physical feature, natural or man-made**, including any ordinary or mean high water boundaries that could affect the design of the project, as directed by the Contracting Agency.

EB5.15.5.5 After the Contracting Agency has reviewed the provided data, **extend the TIN & topographic mapping as specified** by the Contracting Agency.

EB5.15.5.6 Locate and tie, both horizontally and vertically, **all proposed and existing geotechnical sample locations**. Stake the baseline or sample locations as directed by the Contracting Agency.

EB5.15.6 Bridge Site/Drainage Survey. NIC

EB5.15.7 Special Features. Collect ground elevation data necessary and stake the location of project specific appurtenances to the roadway (retaining walls, breakwaters, special ditches, turnouts, sound barriers, etc.) as necessary for their design and field review by the Contracting Agency.

EB5.15.8 Deliverable Items. Organize the deliverables electronically in folders according to the following list. Only submit what is required for your specific project. Do not submit extra information not required by the Contracting Agency. Name the files and folders according to what they represent. Do not use contractor specific job numbers. CAD drawings should be named in such a manner that anyone can tell what it represents without having to open the drawing. For example "Sleetmute_Topo.dwg", and not "06-342.dwg".

EB5.16 SURVEYING FOR RIGHT-OF-WAY

EB5.16.1 General. Perform the following services to the standards in EB5.2. Perform the surveying for ROW after horizontal control is established for the project, unless directed otherwise by the Contracting Agency.

EB5.16.1.1 Prior to commencement of the survey, review any title documents and mapping in the Contracting Agency's possession which is relevant to the project. You are responsible for researching additional relevant documentation from other sources. These documents include but are not limited to the following:

Bureau of Land Management (BLM) and Department of Natural Resources (DNR) land status plats, BLM township survey plats, Mineral and U.S. Survey plats and field notes, any records of survey, subdivisions, and relevant engineering control surveys, United States Coast and Geodetic Survey (USC&GS)/ National Geodetic Survey (NGS) control diagrams-descriptions, DOT&PF right-of-way records and other easement or boundary documents of record,

DOT&PF engineering as-builts, DOT&PF Airport Leasing documents, DNR surveys, and aerial photos, DEC Community Profile Maps, Local or Municipal data.

Complete all research for property corner ties (generally includes local platting authority subdivision plats and right-of-way plats, BLM U.S. Surveys, state land survey plats, waiver documents, deeds, record of surveys and monument records) prior to commencement of searching and tying property and ROW controlling corners.

EB5.16.1.2 Tie the nearest Public Land Survey System (PLSS) monuments (Section, 1/4 Section and 1/16 Section Corners) left and right of the project Right-of-Way corridor or if existing monuments that represent the legal corner positions do not exist at those locations, sufficient additional rectangular monuments and/or accessories to control the computations of the legal locations of those corners per the relevant BLM *Manual of Surveying Instructions for Public Lands*. Any corner monument in need of rehabilitation or re-monumentation must first be photographed, and then have rehabilitation accomplished prior to tying the monument location and re-photographing the final condition. The intent of the PLSS monument ties is to define the larger remaining parcel surrounding the existing road Right-of-Way.

Tie all existing centerline monumentation throughout the project limits including two centerline monuments at each end that extend beyond the limits of the project. Additional PLSS monuments must be recovered to allow section breakdown for property boundary determination as directed by the Contracting Agency. Tie adequate centerline monumentation on side streets to determine side street alignment to the project limits. Tie a minimum of two side street centerline monuments. If side street centerline monuments cannot be recovered, then tie sufficient block or lot corners to define the side streets.

For the initial surveys, search for, document and tie all property corners within and along the existing ROW and the ROW centerlines. In most cases, there will be some non-fronting property corners also required to be tied to setup subdivision blocks, survey boundaries and side-street ROWs. Establish sufficient control to establish the location of all surveys adjoining the ROW, or where acquisitions are planned. The extent of the corners to be tied normally will be discussed and clarified during contract negotiations or at the survey pre-work meeting.

EB5.16.1.3 For projects with PLO ROWs or other ROWs dependent on the physical road location (such as prescriptive claims), provide tangent asbuilts. This procedure normally requires the field determination of pavement or unpaved surfaces centerline by physical measurement, and then location of those points. Points are normally surveyed near each tangent end and a minimum of 3 points on curves. The number of shots actually required depends on curve length and degree of curve and should be clarified in writing at the pre-work meeting. The Contractor at the direction of the Contracting Agency may also be tasked with developing an alignment and locating existing slope or clearing limits. Consult the Contracting Agency's ROW Engineering section for guidance.

EB5.16.2 Record of Survey. Prepare a Record of Survey for recording in the appropriate Recording District for the Right of Way survey. Include all Right of Way surveying completed above in section EB5.19.1 in the Record of Survey. Consult with the Contracting Agency for guidance in the preparation of the Record of Survey.

EB5.16.3 Annotated Plats and Research Documents. Provide PDF Copies of all of the research documents for the rectangular survey, centerline monuments, ROW monuments and property corners, along with annotations of whether the point was searched for and not found, or monument destroyed, or if found it's corresponding project point number. These annotations do not need to be "works of art", and many times are the original paper plat copies, or scans of such, that the field crews had in the field with them. Index the annotated plats by Section Location, MOA grid, or other logical means, and place them in labeled folders organized by the indexing scheme.

EB5.16.4 Additional Topography for Right-of-Way Acquisition. Collect all topographic information that may affect the cost and/or schedule of defined right-of-way acquisitions for the project, including but not limited to: culverts, land service or access roads, improvements, apparent contaminated soils or waters, buried fuel tanks, fences and any structures. Septic system, well and building locations are examples of pertinent data, usually outside of the acquisition area, that may affect the value of the right-of-way to be acquired.

EB5.16.5 Deliverable Items. Organize the deliverables electronically in folders according to the following list. Submit only submit what is required for your specific project. Do not submit extra information not required by the Contracting Agency. Name the files and folders according to what they represent. Do not use contractor specific job numbers. Name CAD drawings in such a manner that anyone can tell what it represents without having to open the drawing. For example "Sleetmute_ROW.dwg", and not "06-342.dwg".

EB5.17 RIGHT-OF-WAY MAPPING

EB5.17.1 General. Perform the services necessary to establish the existing Right of Way, and, prepare ROW Lines for Construction Plans, Base Maps, Right of Way Maps, Parcel Plats, Airport Property Plans, Airport Land Occupancy Maps, and Right of Way Acquisition Plats in accordance with the DOT&PF Right of Way Manual and specific instructions from the Contracting Agency.

EB5.17.2 ROW Lines for Construction Plans. Submit an electronic drawing file which contains the existing ROW lines, existing ROW centerline, adjoining property lines and subdivisions. Include a narrative of the ROW that is being shown. The narrative must include source documents and methods used to determine existing rights-of-way.

EB5.17.3 Base Maps must show the entire project limits and must include a DOT&PF standard Right of Way title sheet, legend sheet, tract maps, plan sheets, monument summary sheets, and general notes sheet including a source document table using Contracting Agency supplied AutoCAD format at the scale and layout specified by the Contract Manager. The plan sheets must show the following information:

- A. Existing property boundaries, including all Public Land Survey System survey lines.
- B. All subdivisions, including name, plat number, lot and block, or aliquot part description, and easements as shown.
- C. Existing right of way centerline.
- D. Existing rights-of-way
- E. Improvements.
- F. Other features required by the Right of Way Manual and /or the Contracting Agency.

EB5.17.3.1 When preparing Base Maps, (a) thoroughly document sources of existing rights-of-way (b) resolve problems with existing Right of Way and boundary locations and (c) analyze preliminary engineering information to determine where additional survey ties are required. Provide a written summary of (any significant) Boundary Problems encountered in making specific boundary determinations, including rationale for the solution. Provide digital copies of all research with the preliminary Base Map.

EB5.17.3.2 Do not begin preparing Base Maps without prior specific written authorization from the Contracting Agency.

EB5.17.4 Right of Way Maps must show the entire project limits and must include a DOT&PF standard Right of Way title sheet, legend sheet, tract maps, plan sheets, and monument summary sheets. The plan sheets must show all the information required for the Base Maps plus the following information:

- B. Proposed Right of Way.
- C. Proposed project centerline.
- D. Station and offsets to right of way limits.
- E. Easements.
- F. Parcels.
- G. Parcel Information Block.
- H. Proposed slope limits.
- I. Revision block.
- J. Other features required by the Right of Way Manual and /or the Contracting Agency.
- K. For Airport Property Plan and Airport Acquisition Plat (in addition to the above):
 - 1. Plan view showing Tracts and Parcels.
 - 2. Runway Centerline end coordinates in the NAD83 CORS datum.

EB5.17.4.1 When preparing Right of Way Maps, do the following:

- A. Resolve survey conflicts with existing right of way and boundary locations.
- B. Analyze preliminary engineering information to determine where additional survey ties are required.
- C. Examine Title Reports and adjust preliminary boundaries, add additional easements and update owner information as required.
- D. Compute the Take and Remain areas of each parcel based on Right of Way requirements supplied by the Contracting Agency.
- E. Prepare Map per appropriate platting codes.

EB5.17.5 Parcel Plats. Prepare plats for all partial take parcels to be acquired for this project when directed by the Contracting Agency. Note: full takes do not need a parcel plat prepared. Parcel plats must contain the information required by the DOT&PF Right of Way Manual. Make revisions to Parcel Plats as directed by the Contracting Agency. Parcel Plats must use the Contracting Agency's standard 8-1/2 by 14 inch format and be submitted as a PDF or in a format specified by the Contracting Agency. Plats must be at a scale suitable for legibility and clarity of detail using Contracting Agency supplied AutoCAD format, and must contain information as required by the DOT&PF Right of Way Manual and the parcel plat checklist. A Title block and border drawing file will be supplied by the Contracting Agency.

EB5.17.6 Airport Property Plan and Airport Acquisition Plat. NIC

EB5.17.7 Airport Land Occupancy Maps. NIC

EB5.17.8 Right-of-Way Negotiations. Provide technical support for right-of-way negotiations. This includes interpreting documents prepared for the project and explaining project impacts to the Contracting Agency's personnel, property owners, and others. Attend meetings as directed by the Contracting Agency to make presentations and answer questions.

EB5.17.9 Pre-Acquisition Meeting. When directed by the Contracting Agency, attend the pre-acquisition meeting. The purpose of this meeting is to discuss proposed project features and impacts to adjoining properties and parcel configuration prior to plat approval and acquisition. Be prepared to discuss any design features which may affect adjoining properties such as project alignments, pathways, sidewalks, medians, curb and gutter, slope limits, impacts to driveways and utilities. Adjoining property information includes lot boundaries, buildings, driveways, and any other features/improvements that will help the Contracting Agency in negotiations with affected property owners and others to assess project impacts. In addition to preliminary right of way plans, the Contracting Agency may also direct you to provide additional visual displays for clarification.

EB5.17.10 Reviews and Schedule.

- 1) Submit Base Maps for Contracting Agency review with the Local Review Assembly.
- 2) Submit Right of Way Maps including proposed takes for project construction for Contracting Agency review with the Plans-In-Hand Review Assembly.
- 3) Submit Right of Way Maps including proposed takes for the project and all required utility relocations within four months of the Plans-In-Hand Review submittal.
- 4) Submit current Right of Way Maps with the PS&E Assembly.
- 5) Submit the Summary of Boundary Problems with the drafts of Base Maps.

Anticipate that the Contracting Agency will take a minimum of four weeks for the return of written comments. Address comments to the satisfaction of the Contracting Agency prior to submitting final documents for Right of Way Certification.

EB5.17.11 Deliverable Items. Submit draft and final Base Maps, Right of Way Maps and Parcel Plats in PDF and DWG format for Contracting Agency review. Submit electronic copies of all research and the Summary of Boundary Problems with the draft Base Map. If directed by the Contracting Agency, provide full sized mylars with original signature for recording along with the final Base Map submittal. Prior to Right of Way Certification, submit two final Right of Way Maps on 11x17 paper with original signatures and one full size mylar with original signature.

EB5.17.12 Provided Items. The Contracting Agency will provide the following (item A can be found on the DOT&PF web site. Items B-D can be obtained on the DOT&PF FTP site. Call 269-0680 for site addresses):

- A. One copy of the Title and Plans Section from the DOT&PF Right of Way Manual.
- B. Samples of final drawings, parcel plats, and title reports.
- C. Civil 3D Drawing Template
- D. The Contracting Agency's Standard Right of Way legend sheet.
- E. Original Title reports for each property to be acquired.

EB5.18 Pre & Post Construction Surveys

EB5.18.1 General. In order to best perpetuate the positions of DOT/PF Project Centerline Monuments, the Contracting Agency encourages the use of Static GPS ties to permanent control stations that are set outside project limits, and are expected to last well beyond construction.

EB5.18.2 Pre-Construction. When directed by the Contracting Agency upon completion of the design phase of the project, but prior to advertising for construction, using the previously established project control, monument the project (PC's, PT's, and no-curve PI's, etc.) using conventional methods. All monuments established must consist of a minimum 5/8" dia. X 24" rebar (5/8" dia. X 8" in pavement) with a 2" dia. cap, and stake nearby. Once set, photograph and re-tie all monuments to verify their position (EB5.2), and provide a comparison to the design coordinates to the Contracting Agency in spreadsheet format. Include this information in the project staking report.

Set static GNSS Control points for this task at approximately two mile intervals, or closer for a small project, outside of the construction limits, so as to last for the duration of the project. Submit a plan identifying the type of monument to be set for control, and its proposed location, to the Contracting Agency prior to the work being performed. Control points from the design survey effort may be used for this effort, if approved by the Contracting Agency.

Reference monuments that may be disturbed during construction by static GNSS to the off-project control. Coordinate with the Agency or Firm developing the Right of Way Mapping to identify these monuments. Two in line conventional reference points, set outside the construction limits, may be used in the cases where static GNSS will not work. Two vectors at a minimum are required to establish the position of the monument to be referenced. These two vectors must differ by no more than 0.08 feet.

This procedure is further explained here:

[http://www.dot.state.ak.us/creg/dot-cadastral/Construction Surveys/Centerline Referencing and Perpetuation 2011.doc](http://www.dot.state.ak.us/creg/dot-cadastral/Construction%20Surveys/Centerline%20Referencing%20and%20Perpetuation%202011.doc).

EB5.18.3 Post-Construction: When directed by the Contracting Agency, and upon completion of the construction phase of the project, establish and monument the project and a random control line. Monument type and spacing must be approved by the Contracting Agency. In the case of a project centerline, establish the points using the data from the Pre-Construction effort. Verify that Right of Way monumentation that was referenced prior to construction was not disturbed. Provide a digital photo as proof. Re-establish any disturbed ROW monuments as part of this effort. This procedure is further explained here [http://www.dot.state.ak.us/creg/dot-cadastral/Construction Surveys/Centerline Referencing and Perpetuation 2011.doc](http://www.dot.state.ak.us/creg/dot-cadastral/Construction%20Surveys/Centerline%20Referencing%20and%20Perpetuation%202011.doc). Provide a final Record of Survey or data incorporation into the project Right of Way Mapping that shows any new monumentation set.

EB5.18.4 Final Record of Survey (Airports). When directed by the Contracting Agency, and upon completion of the Construction phase, complete the final Record of Survey which may include, but is not limited to, the following tasks: FAA Aeronautical Survey, locate all navigational aids, as built the runway using guidelines provided by the Contracting Agency, set or check the airport boundary monumentation, set or check the access road monumentation, tie into older horizontal and vertical datums, and establish threshold coordinates. If land was acquired as part of the project, develop a Right-of-Way Acquisition plat record it in the appropriate recording district.

EB5.19 Aeronautical Surveys NIC

EXHIBIT B-6
PUBLIC NOTICE LANGUAGE

B7.1 Use this language when space is limited or there is an added cost, e.g. newspaper ads, flyers, postcards.

The DOT&PF operates Federal Programs without regard to race, color, national origin, sex, age, or disability. Full Title VI Nondiscrimination Policy: dot.alaska.gov/tvi_statement.shtml. To file a complaint go to: dot.alaska.gov/cvlrts/titlevi.shtml

The DOT&PF complies with Title II of the Americans with Disabilities Act of 1990. Individuals with disabilities who may need auxiliary aids, services, and/or special modifications to participate in this public meeting should contact

Contact person familiar with the project, phone number, and TDD number [711].

Requests should be made at least __ days before the accommodation is needed.


Allow enough time before the meeting to make the necessary arrangements to make the accommodation.

B7.2 Use this language when space is not limited and there is no additional cost, e.g. online notices.

It is the policy of the Department of Transportation and Public Facilities (DOT&PF) that no person shall be excluded from participation in, or be denied benefits of any and all programs or activities we provide based on race, religion, gender, age, marital status, ability, or national origin, regardless of the funding source including Federal Transit Administration, Federal Aviation Administration, Federal Highway Administration and State of Alaska Funds.

The DOT&PF complies with Title II of the Americans with Disabilities Act of 1990. Individuals with disabilities who may need auxiliary aids, services, and/or special modifications to participate in this public meeting should contact

Contact person familiar with the project, phone number, and TDD number [711].

Requests should be made at least __ days before the accommodation is needed.


Allow enough time before the meeting to make the necessary arrangements to make the accommodation.

B7.3 Use the following language when advertising for something other than a public meeting, e.g. project update or road closure.

The DOT&PF operates Federal Programs without regard to race, color, national origin, sex, age, or disability. Full Title VI Nondiscrimination Policy: dot.alaska.gov/tvi_statement.shtml. To file a complaint go to: dot.alaska.gov/cvlrts/titlevi.shtml

The DOT&PF complies with Title II of the Americans with Disabilities Act of 1990. Individuals with disabilities who may need auxiliary aids, services, and/or special modifications should contact

Contact person familiar with the project, phone number, and TDD number [711].