

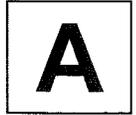


## SELECTION PROCEDURE

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



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.

15.5 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](mailto: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.

15. Special Notices (cont'd)

15.6 The Contracting Agency anticipates providing the following services: environmental activities, surveying and mapping, hydrologic and hydraulic analysis, geotechnical investigation and recommendations, and utility agreements. However, the Contracting Agency reserves the right to accomplish these services by other means, including adding 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) 51149 As-Built Plans ANC Taxiway E & Ron 2 Reconstruction (45 pages)
- b) 53689 As-Built Plans for ANC North Terminal Gate N2 Reconstruction (22 pages)
- c) 54028 As-Built Plans ANC Taxiways M, L & Taxilane E2 Reconstruction (61 pages)
- d) 56580 As-Built Plans ANC Taxiway R Rehabilitation (42 pages)
- e) 56610 As-Built Plans North Terminal South Taxilane (26 pages)
- f) 57040 As-Built Plans B Concourse North Taxilane Rehabilitation (15 pages)
- g) 57590 & 57606 As-Built Plans AIA Taxiway R & T Improvements (140 pages)
- h) 59209 & 57668 As-Built Plans ANC Taxiway R to D and G Relocation (56 pages)
- i) ANC Taxilanes E1, E3, E-G Reconstruction Scoping Exhibit (1 page)

# 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 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: **Ten (10) pages, which includes the 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: 10

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: 15

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: 5

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

### 4. Proposed Project Staff

4. Weight: 25

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

1. Contract Management (contract compliance)
2. Project Management (single point-of-contact directly engaged in contract performance)
3. Civil Engineering\*
4. Electrical Engineering\*

\*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: 15

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**

Response must name the individuals to perform the following **FUNCTIONS** plus any other professional/technical functions you deem essential to perform the services:

1. Environmental Services
2. Surveying\* and Mapping\*
3. Hydrologic & Hydraulic Analysis\*
4. Geotechnical Investigation and Recommendations
5. Utility Agreements

\*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 Department's desired milestones for the project are presented in Exhibit B-2 of the Proposed Statement of Services.

The schedule shall be in a Gantt chart format showing the duration of the activities, and start and finish dates. 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.

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

Do not include estimates of resource usage.

The schedule may be presented on one (1) 11x17 sheet, which **will** be counted as one (1) page towards the proposal page limits.

**The negotiated agreement with the selected Offeror will include provisions obligating it to the performance 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)

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

11. Weight: 0

To be granted this preference:

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

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

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

*Rating will be as follows:*

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

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

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

## 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)

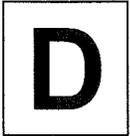
If no federal funding, then per AS 36.30.250(b), total price shall be reduced for the above calculation by the following applicable percentages when the prices are from Offerors **designate preferences on page one of Part D.**

- 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.....	: CFAPT00675 / AIP 3-02-0016-XXX-20XX
Project Title.....	: ANC Taxilanes E1, E3, & E-G Intersection Reconstruction Design Services
RFP No.....	: 25202081

### 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) <b>AND&gt;&gt;</b>	[    ] Veterans <b>AND&gt;&gt;</b> [    ] Employment Program <u>or</u> [    ] Disabled Persons

### PROPOSED SUBCONTRACTOR(S)

<u>Service, Equipment, etc.</u>	<u>Subcontractor &amp; Office Location</u>	<u>AK Business License No.</u>	<u>DOT&amp;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..... : \_\_\_\_\_

Title ..... : \_\_\_\_\_

Date: \_\_\_\_\_

Telephone (voice): \_\_\_\_\_

(fax): \_\_\_\_\_

Email Address: \_\_\_\_\_

**CERTIFICATION FOR ALASKA BUSINESS LICENSES AND REGISTRATIONS**

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.



# INDEMNIFICATION AND INSURANCE

## Appendix D in Professional Services Agreements

IRIS Program No:	CFAPT00675
Federal Project No:	AIP 3-02-0016- XXX-20XX
Date Prepared:	6/2/2020

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:	25202081
IRIS Program No:	CFAPT00675
Federal Project No:	AIP 3-02-0016-XXX-20XX
Date Prepared:	6/02/2020

### ANC Taxilanes E1, E3, E-G Intersection Reconstruction Design Services

#### ARTICLE B1

#### INDEX AND DEFINITIONS

##### B1.1 Index of Articles

<u>Article</u>	<u>Group</u>	<u>Task #</u>	<u>Subject</u>
B1			Index and Definitions
B2			Exhibits
B3			Codes, Regulations, Standards, and Procedures
B4			Administrative Requirements
B5			Management
B6			Project Location and Description
B7			Summary of Contract Services
B8		(NIC)	General Criteria for Surveying and Mapping
B9		(NIC)	Surveying and Mapping Services
B10		(NIC)	Hydrologic & Hydraulic Analysis
B11		(NIC)	Geotechnical Investigation and Recommendations
B12		(NIC)	Environmental Activities
B13		(EXC)	Public Involvement
B14	A	1	Engineer's Design Report (EDR)
B15	A	2	Construction Safety and Phasing Plan (CSPP)
B16	A	3	Erosion and Sediment Control Plan (ESCP)
B17			Design Engineering
B17.10.1	A	4	Plans in Hand
B17.10.2	A	5	Plans, Specifications, and Estimate (PS&E)
B17.10.3	A	6	Final PS&E
B18		(NIC)	Utility Agreements
B19	A	7	Assistance During Bidding
B20	A	8	Assistance During Design Project Closeout
B21	B	9	Assistance During Construction

##### B1.2 Definitions

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**DOT&PF** Alaska Department of Transportation and Public  
Facilities

**Functional Groups** DOT&PF Design support sections (Environmental,  
Right-of-Way, Utilities, etc.)

<b>Project Manager</b>	DOT&PF Contract Manager
<b>Contracting Agency</b>	DOT&PF Project Management Team
<b>Contractor</b>	Design Contractor
<b>ANC</b>	Anchorage International Airport
<b>NIC</b>	Not in Contract (may be added later)
<b>EXC</b>	Excluded from Contract

## **ARTICLE B2**

### **EXHIBITS**

- Exhibit B-1 Project Location Map & Layout
- Exhibit B-2 Project Schedule

## **ARTICLE B3**

### **CODES, REGULATIONS, STANDARDS AND PROCEDURES**

#### **B3.1 General**

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

#### **B3.2 Standards and Guidelines**

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

#### **B3.3 Units of Measurement**

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

## **ARTICLE B4**

### **ADMINISTRATIVE REQUIREMENTS**

#### **B4.1 General**

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

#### **B4.2 Duplicate Requirements**

In combining all the tasks into one contract, duplicate requirements may be encountered during project development in regards to reports, drawings, activities, etc. No duplication is intended.

Coordinate all work items internally and with the Contracting Agency to maximize the results from work efforts and eliminate any perceived duplication.

**B4.3 Project Staff**

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

<u>Name</u>	<u>Project Responsibilities</u>
TBD	Contract Management
TBD	Project Management
TBD	Civil Engineering
TBD	Electrical Engineering

**B4.4 Professional Registration**

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

**B4.5 Billing Reports**

Submit billings before the 15th of each month. Provide a two-page (typical) report with each monthly billing for months in which services are performed in a format the Contracting Agency approves. Specifically describe the work completed, problems encountered, and the focus of the effort ahead for prime and subconsultants. For each task, list the dollars expended to date, the remaining dollars needed to complete it, and the estimated percent complete. Include supporting documentation such as receipts for reimbursable expenses and a summary of labor charges with all costs clearly identified. Clearly explain in the report any delayed costs from previous billing periods that are included in the current billing.

**B4.6 Correspondence**

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

**B4.7 Documents and Reports**

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

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

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

**B.4.7.2 Paper Copies.** When the contract calls for more than one copy of documents or reports, print copies on both sides of the paper. However, print the cover and pages with approved illustrations, multicolored graphics, photographs, or estimates on one side of the page only. Comb-bind all copies; do not bind originals. For reviews, bind copies of estimates as the first item behind the cover of the specifications.

**B4.7.3 Digital Copies.** The Contracting Agency uses Microsoft Windows, Microsoft Office Suite (Word, Excel, et al.) and AutoCAD Civil 3D 2019 software. Submit all digital files in formats fully compatible with the Contracting Agency's software. Provide formal submittals on CD-R(W) or as approved by the Project Manager. Provide informal digital submittals as approved by the Project Manager, usually as e-mail attachments.

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

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

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

#### **B4.8 Plans, Maps, and Plats**

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

**B4.8.1 Drafting.** Submit all drawings as AutoCAD Civil 3D drawing files and plot files compatible with the Contracting Agency's current edition. Submit draft and final drawing and plot files on CD ROM disks. The Contracting Agency will provide a standard layering scheme and plot files for Contractor use. Use drafting procedures outlined in the current Central Region Aviation Design Drafting Manual.

**B4.8.2 Contractor Name on Plan Sheets and Documents.** No Contractor logos are allowed on any electronic or hard-copy document produced for the Contracting Agency. Include the Contractor's company name, address, phone number, and certificate of authorization number in the box near the Engineer's seal on each plan sheet. Include the company name only at the bottom right of the first page, cover sheet, or title sheet of other documents produced for the Contracting Agency. Contractor letterhead is allowed

only in exhibits in document appendices. Include Contractor name in the same font as other non-emphasized lettering on the plan sheet or document. Do not exceed 1/16" in height on 11"X17" plan sheets, and follow the format:

PLAN DEVELOPED BY:  
COMPANY NAME  
ADDRESS  
TELEPHONE #  
CERTIFICATION OF AUTHORIZATION #

#### **B4.9 Specifications and Estimates**

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

**B4.9.1 Estimate Format.** Develop the cost estimate for this project using the AASHTOWare Program. Access will be provided to the program and instructional documentation for the software is available.

#### **B4.10 Proofreading**

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

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

#### **B4.11 Revisions**

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

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

**B4.11.2 Review Meetings.** See B17.11.

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

#### **B.4.12 Completion Documentation**

Submit the originals of all documents prepared during project development, including those generated under all reviews, with the Final PS&E package. These documents include all notes,

sketches, maps, photographs, survey data, computations (include cost computations under separate cover), cross sections, digital terrain model, electronic files, and other materials that were created to develop, record, or justify services provided for the project. Identify all assumptions made. Keep a copy of all the documents until construction is complete.

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

**B4.12.2 Submittal Format.** Submit completion documents electronically on a DVD or as approved by the Contract Manager. Organize documents in a logical order. Provide a folder structure index similar to a table of contents.

### **B4.13 Conflict of Interest**

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

## **ARTICLE B5** **MANAGEMENT**

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

### **B5.1 Performance Schedule**

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

#### **B5.1.1 Timely Information**

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

#### **B5.1.2 Schedule changes**

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

#### **B5.1.3 Progress Meetings/Reports**

Attend progress meetings (typically every month for about an hour) with the Contracting Agency to review progress reports, invoices, and schedule. The Contractor is responsible to:

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

- Keep minutes of all meetings and submit them to the Contracting Agency within five working days.

Attendance at the meetings will be limited to:

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

## **B5.2 Project Coordination within DOT&PF**

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

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

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

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

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

## **B5.3 Right-of-Entry Permits**

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

## **ARTICLE B6**

### **PROJECT LOCATION AND DESCRIPTION**

#### **B6.1 General**

The Ted Stevens Anchorage International Airport (ANC) is located on the west side of Anchorage, Alaska, and is within the boundaries of the Anchorage Municipality. See **Exhibit B-1**, Location Map and Layout.

The project goal is to reconstruct Taxilanes E1, E3, the E-G intersection, and a section of apron on the east side of Taxilane E near the North Terminal; rehabilitate apron pavement adjacent to the South Terminal and on Taxiway R between Taxiways M and L; update taxilane widths to draft AC 150/5300-13B standards, or as specified by FAA; replace taxiway lighting, signs, and markings; and replace the existing asphalt pavement at the E-G intersection with concrete.

## **ARTICLE B7**

### **SUMMARY OF CONTRACT SERVICES**

#### **B7.1 General**

Provide professional services as follows:

- (1) Prepare Plans, Specifications, and Estimate (PS&E) documents, as needed to support the project. This effort includes design services for bid-ready contract documents.
- (2) Prepare supporting documents including, but not limited to the EDR, CSPP, and ESCP;
- (3) Assistance during bidding to respond to clarification requests by contractors;
- (4) Provide documentation required for design close-out; and
- (5) Assistance during construction to confirm that contractor submittals conform to the contract requirements and to adapt the contract as needed to unforeseen conditions.

The Contracting Agency reserves the right to negotiate and add services for surveying and mapping, environmental activities, hydrologic & hydraulic analysis, geotechnical investigation and recommendations, and utility agreements by Amendment; however, the Contracting Agency 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.

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

#### **B7.2 Contract does not guarantee amount of design services**

The Contracting Agency does not guarantee that the Contractor will be required to provide all of the services detailed in this Statement of Services nor that the Contractor will incur all of the costs estimated. The Contractor may be asked to perform other services by amendment for the project beyond those defined in this contract.

### **B7.3 Deliverable Items.**

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

<b>Task Number</b>	<b>Section</b>	<b>Group A</b>	<b>Group B</b>
Task 1 - EDR	B14	X	
Task 2 - CSPP	B15	X	
Task 3 - ESCP	B16	X	
Task 4 - PIH	B17.10.1	X	
Task 5 - PS&E	B17.10.2	X	
Task 6 - Final PS&E	B17.10.3	X	
Task 7– Assistance During Bidding	B19	X	
Task 8 – Assistance During Design Project Closeout	B20	X	
Task 9 – Assistance During Construction	B21		X

### **ARTICLE B8**

#### **GENERAL CRITERIA FOR SURVEYING AND MAPPING (NIC)**

*The Contracting Agency anticipates completing this work using in-house forces. However, the Contracting Agency reserves the right to complete this work by other means, including adding this article by amendment, if necessary.*

### **ARTICLE B9**

#### **SURVEYING AND MAPPING SERVICES (NIC)**

*The Contracting Agency anticipates completing this work using in-house forces. However, the Contracting Agency reserves the right to complete this work by other means, including adding this article by amendment, if necessary.*

### **ARTICLE B10**

#### **HYDROLOGIC & HYDRAULIC ANALYSIS (NIC)**

*The Contracting Agency anticipates completing this work using in-house forces. However, the Contracting Agency reserves the right to complete this work by other means, including adding this article by amendment, if necessary.*

**ARTICLE B11**  
**GEOTECHNICAL INVESTIGATION AND RECOMMENDATIONS**  
**(NIC)**

*The Contracting Agency anticipates completing this work using in-house forces. However, the Contracting Agency reserves the right to complete this work by other means, including adding this article by amendment, if necessary.*

**ARTICLE B12**  
**ENVIRONMENTAL ACTIVITIES**  
**(NIC)**

*The Contracting Agency anticipates completing this work using in-house forces. However, the Contracting Agency reserves the right to complete this work by other means, including adding this article by amendment, if necessary.*

**ARTICLE B13**  
**Public Involvement**  
**(EXC)**

*Public Involvement is not required for this project and is excluded from this contract.*

**ARTICLE B14**  
**ENGINEER'S DESIGN REPORT**  
**(Task Group A, Task 1)**

**B14.1 General**

Provide an Engineer's Design Report (EDR) that meets the requirements of the Aviation Preconstruction Manual.

**B14.2 Reviews and Schedule**

Submit a draft EDR with the Plans in Hand assembly. The Contracting Agency will return written comments within four weeks after the submittal is accepted. Address these comments to the Contracting Agency's satisfaction prior to making the final submittal. Submit the final Engineer's Design Report, sealed and signed by the supervising registered Civil Engineer within two weeks of receiving final Contracting Agency comments.

**B14.3 Approval**

Address Contracting Agency comments and make corrections until the Contracting Agency approves the report. Upon approval, make any final corrections and submit originals of the report to the Project Manager for reproduction as necessary.

**B14.4 Deliverable Items**

<b>Type of Document</b>	<b>Paragraph Reference</b>	<b>Paper Originals</b>	<b>Digital files</b>
Draft EDR <i>(submit with PIH)</i>	B14.2	8 ½ x 11"	Microsoft (MS) Word, .pdf
Final EDR	B14.3	8 ½ x 11"	Microsoft (MS) Word, .pdf

**ARTICLE B15**  
**CONSTRUCTION SAFETY & PHASING PLAN (CSPP)**  
**(Task Group A, Task 2)**

**B15.1 General**

Coordinate with ANC operational personnel and lease tenants to establish phasing and safety requirements for the Construction Contractor’s operations and to maintain airport operations.

**B15.1.1 Draft CSPP.** Based upon information provided by ANC, prepare a CSPP (and include in the PIH submittal) meeting the requirements of AC 150/5370-2, most recent version. In addition to airport operations, address impacts of the Construction Contractor’s use of the public road system in the vicinity of the airport.

**B15.1.2 FAA Review.** Incorporate comments resulting from the Plans in Hand review into the CSPP and submit a revised draft to the Contracting Agency. The Contracting Agency will submit the draft CSPP for FAA review.

**B15.1.3 Safety Risk Management (SRM) Panel.** An SRM Panel may be held as part of the project. Attend and provide design support for the meeting and incorporate any resulting action items into the final CSPP.

**B15.1.4 Final CSPP.** Incorporate all comments from the Contracting Agency, FAA, and action items resulting from the SRM into the final CSPP. Submit the final CSPP to the Contracting Agency for FAA concurrence at the time of the PS&E Review submittal.

**B15.2 Deliverable Items**

<b>Type of Document</b>	<b>Paragraph Reference</b>	<b>Paper Originals</b>	<b>Digital files</b>
Draft CSPP <i>(submit at PIH)</i>	B15.1.1	8 ½ x 11” or 11 x 17	MS Word, .pdf, AutoCAD
Revised Draft CSPP <i>(submit before PS&amp;E Review)</i>	B15.1.2	8 ½ x 11” or 11 x 17	MS Word, .pdf, AutoCAD
Final CSPP <i>(submit at PS&amp;E Review)</i>	B15.1.4	8 ½ x 11” or 11 x 17	MS Word, .pdf, AutoCAD

**ARTICLE B16**  
**EROSION, SEDIMENT AND CONTROL PLAN (ESCP)**  
**(Task Group A, Task 3)**

**B16.1 General**

Provide Erosion and Sediment Control Plans 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.

**B16.2 Deliverable Items**

Provide Erosion and Sediment Control Plans 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. Provide the draft ESCP with the PS&E Review package. Address all comments from the Contracting Agency and provide the final document with the Final PS&E submittal.

<b>Type of Document</b>	<b>Paragraph Reference</b>	<b>Paper Originals</b>	<b>Digital files</b>
Draft ESCP <i>(submit with PS&amp;E Review)</i>	B16.2	8 ½ x 11” or 11 x 17”	MS Word, .pdf, AutoCAD
Final ESCP <i>(submit with Final PS&amp;E)</i>	B16.2	8 ½ x 11” or 11 x 17”	MS Word, .pdf, AutoCAD

**ARTICLE B17**  
**DESIGN ENGINEERING**  
**(Task Group A, Tasks 4, 5, & 6)**

**B17.1 General**

Design engineering includes: identifying feasible alternatives, evaluating these alternatives, and producing supporting documents that lead to the objective of this article: a “Plans, Specifications, and Estimate” (PS&E) assembly suitable for project bidding and construction. The product must meet the standards set forth in the list of Current FAA Advisory Circulars for AIP/PFC Projects available through the following website: [http://www.faa.gov/airports/resources/advisory\\_circulars/](http://www.faa.gov/airports/resources/advisory_circulars/) or other draft standards as provided by FAA and directed for use by the Contracting Agency.

Support the project environmental staff as required as they complete the required National Environmental Policy Act (NEPA) document, permitting, and other environmental clearance processes.

**B17.2 Cost Effective Design**

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

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

**B17.3 Plan Set Composition**

Assemble final plans in the order listed in Section 7.2 of the Aviation Design Drafting Guide (current version) or as the Contracting Agency directs. Incorporate Alaska Standard Plans contained in the latest “State of Alaska, Department of Transportation and Public Facilities, Standard Plans Manual” where applicable.

**B17.4 Specifications**

Update specifications according to the current version of the “State of Alaska, Department of Transportation and Public Facilities, Standard Specifications for Airport Construction” and the most current Federal Aviation Administration Advisory Circulars. If the Project requires materials not listed in these documents, prepare the required special provisions for Contracting Agency review and concurrence. Use performance specifications rather than method specifications whenever possible. Do not specify brand name material unless three are named, and if "or equivalent" is used, specify the criteria for judging the equivalence. **Do not specify**

**single source materials unless a single source procurement authorization is obtained.**

Combine these elements and submit specifications and special provisions according to prevailing policy and as further described in the contract. Digital files of standard specifications and standard modifications are available from the Contracting Agency.

### **B17.5 Modifications to Standards**

**B17.5.1 General.** Provide a memo identifying project specific modifications to the State provided construction specifications that do not meet the FAA construction standards specified in Advisory Circular 150/5370-10, most recent version. The Contracting Agency will coordinate with the FAA and determine whether a formal request for a “Modification of Design Standards” (MOS) will be needed. Additional assistance may be requested by the Contracting Agency if a formal MOS request is needed.

**B17.5.2 Attorney General review of General Contract Provisions (GCPs).** Separately submit modifications of GCP specifications to the Contracting Agency for approval by the State Attorney General at least 30 days prior to the Final PS&E submittal.

### **B17.6 Geotechnical Investigation**

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

### **B17.7 Conflicts With Existing Utilities/Storm Drains**

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

**B17.7.1 Utility Relocation Design.** Meet with the Contracting Agency to discuss potential utility conflicts and relocation options. The Contracting Agency is responsible for negotiation and finalization of all utility protection or relocation agreements and will make available to those designing the necessary utility relocations the PS&E assemblies, cross sections, and other reports, as appropriate, produced for this project. Provide assistance interpreting these documents and share other information about the project to those designing the utility relocations.

**B17.7.2 Provided Items.** The Contracting Agency will provide:

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

### **B17.8 Estimate**

Submit an Engineer's Estimate with the Engineer’s Design Report (EDR) and each of the plan reviews, using the AASHTOWare Program (see section B4.9.1). Use pay item numbers and names as given in the Standard Specifications, Standard Modifications, or Special Provisions. Obtain pay item numbers for items not listed in the Specifications from the Contracting Agency.

Provide unit prices and total estimated costs for all items. The Contracting Agency will make historical records available for the determination of unit prices. Have the estimate signed and dated by both the preparer and checker. For review submittals, include copies of the estimate with the Specifications immediately behind the cover page.

**B17.8.1 Confidentiality of Estimate.** Do not release any information pertinent to the Engineer's Estimate, other than to the Contracting Agency, without express written authorization from the Project Manager.

## **B17.9 Quantity Computations**

**B17.9.1 General.** Support each estimated quantity with written computations that detail the relevant source data, assumptions and allowances. Ensure documents created to determine pay item quantities contain sufficient information to allow the quantity for each pay item to be checked by starting from the source document. Reference these documents to the applicable pay item. Identify the respective individuals estimating and checking each computation. In addition to computations for individual features, include summary computations where applicable.

**B17.9.2 Lump Sum Estimates.** Include assumptions of lump sum estimates as well as unit quantity estimates. Detail the base assumptions that have been made in the lump sums (e.g., what type and quantity of electrical components were included in a lump sum electrical work item, what was the assumed cost of discrete items included in the lump sum calculations, etc.). Ensure any cost information is excluded from the final quantity computation binder. Submit lump sum cost information with the Engineer's Estimate.

**B17.9.3 Cross Sections.** Where cross-sections are used to support earthwork volumes, prepare them at horizontal and vertical scales that clearly represent the proposed work. Select plotting ratios from those commonly available on triangle scales. Select ratios that show the structural section layers. With each volume computation, include the typical section showing the element widths, cross-slope rates and excavation foreslope and backslope ratios. Show the original ground and finished ground on a grid that is labeled with station, elevation and offsets. Where pertinent to project issues, show the offset of imaginary surfaces such as limits of safety areas and object free areas, as well as the elevation and offset of catch points.

For volume computations based on cross-section areas, tabulate areas, incremental volumes, and mass ordinates.

## **B17.10 Plans, Specifications, and Estimate (PS&E) Package, Task Group A (Tasks 4, 5, & 6)**

Complete a bid-ready PS&E package as outlined below.

**B17.10.1 Plans in Hand (PIH) Description - Group A (Task 4).** Prepare draft contract documents addressing the primary elements the project. Provide preliminary plans and estimate for the PIH Review that are at least 75% complete.

**B17.10.1a. Specifications** reflect the level of completeness of the plan set and estimate. Include all appropriate pay items and include drafts of any significant

project-specific specifications. Discuss these with the Contracting Agency before submitting the review documents.

**B17.10.1b. Construction Duration Estimate.** Include a recommended number of calendar days for the construction contract or a recommended construction contract completion date based on the anticipated bid date of the project.

**B17.10.1c. Project Description.** Include a brief (one or two sentence) description of the work required to construct this project for use in the review distribution. This statement will ultimately appear as the bid calendar description.

**B17.10.1d Deliverable Items - Plans in Hand Review.**

<b>Type of Document</b>	<b>Paragraph Reference</b>	<b>Paper Originals</b>	<b>Digital files</b>
Draft EDR	B14.2	8 ½ x 11”	Microsoft (MS) Word, .pdf
Draft CSPP	B15.1.1	8 ½ x 11” or 11 x 17	MS Word, .pdf, AutoCAD
Plans	B4.8, B17.3	11 x 17”	AutoCAD, .pdf
Specifications and Special provisions	B4.9, B17.4	8 ½ x 11”	MS Word, .pdf
Engineer’s Estimate and Bid Schedule	B4.9.1, B17.8	8 ½ x 11”	AASHTOWare, .pdf, MS Excel
Quantity computations	B17.9	8 ½ x 11”	MS Word, MS Excel, .pdf
Construction Duration Estimate	B17.10.1b	8 ½ x 11”	MS Word, .pdf
Project Description	B17.10.1c	8 ½ x 11”	MS Word, .pdf

**B17.10.2 Plans, Specifications, and Estimate (PS&E) Review Task Group A (Task 5).** Revise the contract documents according to the comments and responses from the PIH Review. Provide plans, specifications, and estimate for the PS&E review that are 95%-98% complete.

**B17.10.2a. Adjudicated PIH review comments.** Provide the comments and responses from the PIH review meeting and a summary memo to the Project Manager. Format all responses in the past tense (e.g. “have done,” “changed,” etc.).

**B17.10.2b. Significant change memo.** Provide a memo to the Project Manager summarizing any significant design changes between the PIH review meeting and the PS&E review submittal that were not captured in the adjudicated PIH review comments.

**B17.10.2c. Aviation Design Checklist.** Provide a completed Aviation Design Checklist from the Contracting Agency’s template.

**B17.10.2d. Non-Standard Features Memo.** Provide a technical memo describing all non-standard features on the project, and the reason(s) for them, if applicable. Provide support to the Contracting Agency if a formal “Modification of Design Standards” (MOS) request to FAA is needed.

**B17.10.2e. Deliverable Items – PS&E Review.**

<b>Type of Document</b>	<b>Paragraph Reference</b>	<b>Paper Originals</b>	<b>Digital files</b>
Final CSPP	B15.1.4	8 ½ x 11” or 11 x 17”	MS Word, .pdf, AutoCAD
Plans	B4.8, 17.3	11 x 17”	AutoCAD, .pdf
Specifications and Special Provisions	B4.9, B17.4	8 ½ x 11”	MSWord, .pdf
Engineer’s Estimate and Bid Schedule	B4.9.1, B17.8	8 ½ x 11”	AASHTOWare .pdf, MS Excel
Quantity computations	B17.9	8 ½ x 11”	MS Word, .pdf, MS Excel
Cross Sections	B17.9.3	11 x 17”	AutoCAD, .pdf
Construction Duration Estimate	B17.10.1b	8 ½ x 11”	MS Word, .pdf
Project Description	B17.10.1c	8 ½ x 11”	MS Word, .pdf
Draft ESCP	B16.2	8 ½ x 11” or 11 x 17”	MS Word, .pdf, AutoCAD
Adjudicated PIH Review Comments	B17.10.2a	8 ½ x 11” or 11 x 17”	MS Excel, .pdf
Significant change memo	B17.10.2b	8 ½ x 11”	MSWord, .pdf
Aviation Design Checklist	B17.10.2c	8 ½ x 11”	.pdf
Non-Standard Features memo	B17.10.2d	8 ½ x 11”	Microsoft Word, .pdf

**B17.10.3 Final Plans, Specifications, and Estimate (PS&E) Task Group A (Task 6).**

Finalize the Contract documents based on comments from the PS&E review. Include the indicated products that were listed for changes in a previous review. Documents will not be accepted until comments have been addressed to the Contracting Agency's satisfaction. Prepare documents that are ready for advertising for construction bids as identified below.

**B17.10.3a. Final Check Set.** Provide a final unsigned planset (plans, specification, and estimate) for final comments by the Contracting Agency. Incorporate any comments received into the plans before signing and sealing the final plan sheets.

**B17.10.3b. Engineering Seals.** Submit final plan sheets sealed by a Professional Civil Engineer or Electrical Engineer, as appropriate, currently registered in the State of Alaska who is in responsible charge for the work. Sign plan sheets in blue waterproof ink. Also supply digital pdfs of these documents. Do not sign ESCP or CSPP sheets.

**B17.10.3c. Adjudicated PS&E review comments.** Provide the comments and responses from the PS&E review meeting and a summary memo to the Project Manager. Format all responses in the past tense (e.g. "have done," "changed," etc.).

**B17.10.3d. Significant change memo.** Provide a memo to the Project Manager summarizing any significant design changes between the PS&E review meeting and the PS&E submittal that were not captured in the adjudicated PS&E review comments.

**B17.10.3e. Aviation Design Checklist.** Provide a completed Aviation Design Checklist from the Contracting Agency's template.

**B17.10.3f. Non-Standard Features Memo.** Provide a technical memo describing all non-standard features on the project, and the reason(s) for them, if applicable. Provide support to the Contracting Agency if a formal "Modification of Design Standards" (MOS) request to FAA is needed.

**17.10.3g. Deliverable Items – Final PS&E.**

<b>Type of Document</b>	<b>Paragraph Reference</b>	<b>Paper Originals</b>	<b>Digital files</b>
Final CSPP	B15.1.4	8 ½ x 11” or 11 x 17	MS Word, .pdf, AutoCAD
Final Check Set Plans	B17.10.3a	11 x 17”	.pdf
Final Cross Sections	B17.9.3	11 x 17”	AutoCAD, .pdf
Final and Check Set Specifications and Special Provisions	B4.9, B17.4, B17.10.3a	8 ½ x 11”	MS Word, .pdf
Final and Check Set Engineer’s Estimate and Bid Schedule	B4.9.1, B17.8, B17.10.3a	8 ½ x 11”	AASHTOWare, .pdf, MS Excel
Quantity computations	B17.9	8 ½ x 11”	MS Word, .pdf, MS Excel
Construction Duration Estimate	B17.10.1b	8 ½ x 11”	MS Word, .pdf
Project Description	B17.10.1c	8 ½ x 11”	MS Word, .pdf
Final ESCP	B16.2	8 ½ x 11” or 11 x 17	MS Word, .pdf, AutoCAD
Adjudicated PS&E Review Comments	B17.10.3c	8 ½ x 11” or 11 x 17	MS Word, .pdf, AutoCAD
Significant change memo	B17.10.3d	8 ½ x 11”	MS Word, .pdf
Aviation Design Checklist	B17.10.3e	8 ½ x 11”	.pdf
Final Non-Standard Features memo	B17.10.3f	8 ½ x 11”	MS Word, .pdf
Final Signed and Sealed Plans	B17.10.3b	11 x 17”	AutoCAD, .pdf

**B17.11 Review Meetings**

The Contracting Agency will host a review meeting to discuss review comments for the PIH and PS&E submittals. Attend the review meetings (PIH and PS&E) and note any discussions that resolve comments or develop consensus.

**B17.11.1 Pre-meeting comment responses.** The Contracting Agency will provide the Contractor a list of compiled comments two business days before the review meeting. Provide preliminary responses to the comments before the review meeting to facilitate a faster review.

**B17.11.2 Post-meeting comment resolution.** Provide a memo to the Project Manager that lists the comments and proposed responses within two weeks after each meeting and promptly revise any draft responses according to Contracting Agency requests. Provide a finalized list of adjudicated comments and responses once comments are resolved.

**B17.11.3 Adjudication Meeting.** The Project Manager may elect to conduct a separate adjudication meeting to address significant comments received during the review. Attend the adjudication meeting and provide written responses to all comments received (See B17.10.2a and B17.10.3c).

**B17.12 Items provided to the Contractor**

The Contracting Agency will provide the following:

- a. Current Edition of Construction Plan Standards
- b. Erosion and Sediment Control Plan Template
- c. Project Geotechnical Report and Recommendations
- d. Digital files of standard specifications
- e. Design survey, .tin, and basemap

**ARTICLE B18**  
**UTILITY AGREEMENTS**  
**(NIC)**

*The Contracting Agency anticipates completing this work using in-house forces. However, the Contracting Agency reserves the right to complete this work by other means, including adding this article by amendment, if necessary.*

**ARTICLE B19**  
**ASSISTANCE DURING BIDDING**  
**(Task Group A, Task 7)**

**B19.1 General**

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

**B19.2 Documents**

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

**ARTICLE B20**  
**ASSISTANCE DURING DESIGN PROJECT CLOSEOUT**  
**(Task Group A, Task 8)**

**B20.1 As-Awarded CAD files.** Within 4 weeks after the bids are opened for the construction contract, provide all CAD files for the project.

**B20.2 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.

**B20.2.1** 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.

**B20.2.2 Provide** electronic copies of **photographs** on disks or other media approved by the Contracting Agency.

**B20.3** Submit a WORD document(s) of the **as awarded project specifications**.

**B20.4 Deliverables**

<u>Type of Document</u>	<u>Para</u>	<u>Electronic Copies</u>
As Awarded CAD files	B20.1	1
General Project Files	B20.2	1
Electronic Copies of Photographs	B20.2.2	1
As Awarded Specifications	B20.3	1

**ARTICLE B21**  
**ASSISTANCE DURING CONSTRUCTION**  
**(Task Group B, Task 9)**

**B21.1 General**

Assist the Contracting Agency as requested during project construction. Make available personnel who were in responsible charge for engineering, land surveying, and other personnel as necessary and appropriate, to:

- interpret and clarify documents prepared during project development and bidding;
- review and approve shop drawings, electrical materials/catalog cuts submittals, retaining wall forming plans, trench stability designs, and landscaping materials and procedures,
- to assist with preparing any necessary change order documents,

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

**B21.2 Documents**

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



**EXHIBIT B-2  
PROJECT SCHEDULE**

<b>Milestone</b>	<b>Date</b>
Approximate NTP	October 2020
PIH Review Submittal	March 2021
PS&E Review Submittal	September 2021
Check Set Submittal	November 2021
Final PS&E Submittal	December 2021
Advertise for Construction Bids	January 2022
Construction	Summer 2022