



# SMALL PROCUREMENT DOCUMENTS

for Construction Related Professional Services - RFP, Proposal & Award per AS 36.30.320 and 2 AAC 12.400

## PART A – REQUEST FOR PROPOSALS

NOTE: State Small Procurement Limit is \$200,000; FHWA/FAA/FTA Small Procurement Limit is \$150,000.

### GENERAL INFORMATION

These documents consist of three parts (Part A - Request for Proposals; Part B - Proposal Form; Part C - Contract Award, Notice to Proceed & Invoice Summary), -- **plus the current edition dated of the Standard Provisions Booklet** (DOT&PF Standard Provisions for Small Procurements of Construction Related Professional Services) that is hereby incorporated by reference. The Booklet will not be

distributed with any of the three parts; however, a copy may be obtained on our website at the following link: <http://www.dot.state.ak.us/procurement>. The Booklet contains copies of the Small Procurements Procedure (Chapter 2 of the PSA Manual), Appendix A (General Conditions), Appendix C (Compensation), Exhibit C-1 (Methods of Payment), Appendix D (Indemnification and Insurance), and Appendix E (Certificate of Compliance).

Project Title: Gustavus Airport Apron, Runway, and Taxiway Pavement Rehabilitation- Hard Stand Design		Contracting Agency: State of Alaska Department of Transportation & Public Facilities Southcoast Region, Design and Engineering Services	
Project Number(s): Z675170000/3-02-0111-TBD-2020 <b>RFP No. 25203008</b>			
Project Site (City, Village, etc.) <b>Gustavus</b>			
Agency Contact: Jeff Jenkins, Chief of Contracts		Phone: 907-465-4420	Email: jeff.jenkins@alaska.gov
Estimated Amount of Proposed Contract:	<input checked="" type="checkbox"/> less than \$50,000	<input type="checkbox"/> \$50,000 to \$100,000	
	<input type="checkbox"/> \$100,000 to \$150,000	<input type="checkbox"/> \$150,000 to \$200,000	
Funding Source (check all that apply): <input type="checkbox"/> State <input type="checkbox"/> FHWA <input checked="" type="checkbox"/> FAA <input type="checkbox"/> FTA <input type="checkbox"/> Other:			
REQUIRED SERVICES: <input checked="" type="checkbox"/> are described in the enclosure consisting of 3 pages, dated November 27, 2019 OR: <input type="checkbox"/> are described as follows:			
<p><b>Note to Proposers:</b> Any proposer listing as a member of their team a current public officer or a former public officer who has left State service within the past two (2) years must submit a sworn statement from that individual that the Alaska Executive Branch Ethics Act does not prohibit his or her participation in this project. If a proposer fails to submit a required statement, the proposal may be deemed nonresponsive or nonresponsible, and rejected, depending upon the materiality of the individual's proposed position.</p> <p>If required, submit the attached Former Employee's Certification of Eligibility (Form 25A270). The page limit noted below does not include this form.</p>			
<b>Note:</b> Offerors shall carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the purchasing authority before proposal due date. This will allow issuance of any necessary addenda. It will also help prevent the opening of a defective solicitation and exposure of Offeror's proposals upon which award could not be made. Protests based upon any omission, error, or the content of the solicitation will be disallowed if not made in writing before the proposal due date.			
PERIOD OF PERFORMANCE: Begin: January 15, 2020		End: June 30, 2020	

### PROPOSAL FORMAT

Written proposals to provide the required services shall consist of the enclosed "Part B - Proposal Form", completed as indicated, plus a **letter not to exceed Five (5) (8.5" x 11") pages**. If a Price Estimate

is required, the page limit does not include the Price Estimate. Proposals that exceed the page limit may be disqualified. Proposals may be sent by fax or electronically as indicated on page 2, or hand delivered to the Contracting Agency.

## PRICE AND METHOD OF PAYMENT

**A Price Estimate is NOT required with your proposal.** The selected Offeror shall submit a Price Estimate within **one** business day following a request from the Contracting Agency.

**A Price Estimate is required with your proposal.**

A Price Estimate shall include all tasks to perform the contract and be prepared in the format shown below. Note that a Price Estimate is not a bid. It is a negotiable offer. A Fixed Price contract is desirable; however, a Cost Reimbursement contract may result if a Fixed Price cannot be negotiated.

PRICE ESTIMATE FORMAT (if required per above)												
1. *	<u>Direct Costs of Direct Labor</u> (DCDL). Provide a table with the following columns (Names required only for key staff and persons "in-responsible-charge"):											
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Job Classification</u></th> <th style="text-align: left;"><u>Name</u></th> <th style="text-align: left;"><u>Total Hours</u></th> <th style="text-align: left;"><u>Rate (\$/hr) *</u></th> <th style="text-align: left;"><u>Estimated Cost (\$)</u></th> <th style="text-align: right;"><u>Total DCDL \$</u> _____</th> </tr> </thead> </table>	<u>Job Classification</u>	<u>Name</u>	<u>Total Hours</u>	<u>Rate (\$/hr) *</u>	<u>Estimated Cost (\$)</u>	<u>Total DCDL \$</u> _____					
<u>Job Classification</u>	<u>Name</u>	<u>Total Hours</u>	<u>Rate (\$/hr) *</u>	<u>Estimated Cost (\$)</u>	<u>Total DCDL \$</u> _____							
2. *	<u>Indirect Costs</u> (IDC).			IDC Rate: _____%	Total IDC \$ _____							
3.	<u>Subcontracts</u> . List each, the amount for each and <b>attach an estimate in this format for each</b> .				Total Subcontracts \$ _____							
4.	<u>Expenses</u> . (Equipment, transportation, food and lodging, reproduction, etc. - if not included in Indirect Costs.) Amounts shall be based on actual cost to the Offeror, without any profit or other markup. Provide a table with the following columns:											
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Item</u></th> <th style="text-align: left;"><u>Quantity</u></th> <th style="text-align: left;"><u>Cost (\$/Unit)</u></th> <th style="text-align: left;"><u>Estimated Cost (\$)</u></th> <th style="text-align: right;"><u>Total Expenses \$</u> _____</th> </tr> </thead> </table>	<u>Item</u>	<u>Quantity</u>	<u>Cost (\$/Unit)</u>	<u>Estimated Cost (\$)</u>	<u>Total Expenses \$</u> _____						
<u>Item</u>	<u>Quantity</u>	<u>Cost (\$/Unit)</u>	<u>Estimated Cost (\$)</u>	<u>Total Expenses \$</u> _____								
5. *	<u>Total Estimated Cost</u> . Sum of DCDL + IDC + Subcontracts + Expenses.				Total Cost \$ _____							
6. *	<u>Proposed Fee</u> . List a proposed <b>amount</b> (not a percentage) for profit.				Fee \$ _____							
7.	<u>Total Estimated Price</u> . Sum of Total Estimated Cost plus Proposed Fee.				Total Price \$ _____							
* Sole proprietorships and small firms that do not maintain an accounting system that separately identifies costs for "payroll" benefits and overhead, for routine allocation of such costs to jobs, may omit items 2, 5, & 6 if the Rates (\$/hr) in Item 1 are proposed as Billing Rates (DCDL + IDC + FEE). <b>Firms that routinely allocate Indirect Costs to projects may not use Billing Rates for this estimate.</b>												

### SUBMITTAL DEADLINE AND LOCATION

DATE: December 12, 2019

PREVAILING TIME: 4:00pm

FAX: (907) 465-4238

EMAIL: jeff.jenkins@alaska.gov

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

Jeff Jenkins, Chief of Contracts, DOT&PF, 6860 Glacier Highway, Juneau, AK 99801

Late proposals will not be considered. **Offerors** are responsible to assure timely delivery and receipt and **are encouraged to respond at least four business hours prior to the above deadline**. Any addendum issued less than 24 hours prior to a Deadline will extend that Deadline by a minimum of an additional 24 hours. The Contracting Agency shall not be responsible for any communication equipment failures or congestion and will not extend the deadline for any proposals not received in their entirety prior to the deadline. Except for hand delivered proposals, confirmation of receipt by telephone or other means four hours or less prior to deadline will **not** be provided. (An out-of-town/state Offeror may also electronically transmit their proposal to a local personal representative who may reproduce a copy of it and deliver it "in person" to the submittal location prior to the deadline.)

### BASIS OF SELECTION

This solicitation does not guarantee that a contract will be awarded. All proposals may be summarily rejected. Our intent, however, is to select a Contractor based on the following criteria:

- |  |   |
|--|---|
| 1) Demonstrated comprehension of required services and proposed strategy for performance.  | 3) Reasonableness of proposed schedule for performance. |
| 2) Relevant experience and credentials of proposed personnel including any subcontractors. | 4) Price Estimate ( <b>if</b> required with proposal).  |
|  | 5) Other (specify):                                     |

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

END OF PART A



# SMALL PROCUREMENT DOCUMENTS PART B - PROPOSAL FORM

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

Project Title: Gustavus Airport Apron, Runway, and Taxiway Pavement Rehabilitation- Hard Stand Design  
RFP No.: 25203008

### PROPOSAL REQUIREMENTS

Proposals shall demonstrate comprehension of the objectives and services for the proposed contract; include a brief overview of what will be done; and show a sequence and schedule for each important task. Assumptions made in formulation of the proposal and the support expected from the Contracting Agency shall be defined. The key individuals who will perform services shall be named (including all who would be "in responsible charge" (Ref: AS 08.48) for Architecture, Engineering, Land Surveying and/or Landscape Architecture with their Alaska

registration number). Include a brief – about one paragraph – statement for each person named that describes **experience directly related** to the service(s) they will perform. Proposed subcontracts, if any, shall be explained. Resources; e.g., support personnel, facilities, equipment, current and projected workload could be summarized. Any **unique** qualifications or knowledge of the project, project area, or services to be provided, should be identified.

**ALASKA STATUTORY PREFERENCES**  are  are not applicable to this contract.  
If applicable, check those preferences that you (Offeror) claim.

Alaska Bidder (Offeror) **AND>>**  Veterans **AND >>**  Employment Program **OR**  Disabled Persons  
2 AAC 12.260(d) AS 36.30.175 **if applicable** AS 36.30.170(c) AS 36.30.170 (e & f)  
Invalid claim(s) will result in the Offeror's disqualification for contract award.

### PROPOSAL

The undersigned has reviewed Part A – RFP of these documents, understands the instructions, terms, conditions, and requirements contained therein and in the Standard Provisions Booklet, and proposes to provide the required services described in Part A in accordance with the attached letter which constitutes our proposal to complete the project.

this requirement may cause the state to reject the proposal as non-responsive, or cancel the contract.

I further certify that I am a duly authorized representative of the Offeror; that this Proposal accurately represents capabilities of the Offeror and Subcontractors identified for providing the services indicated. I understand that these Certifications are material representations of fact upon which reliance will be placed if this contract is awarded and that failure to comply with these Certifications is a fraudulent act. The Contracting Agency is hereby authorized to request any entity identified in this proposal to furnish information deemed necessary to verify the reputation and capabilities of the Offeror and Subcontractors. This proposal is valid for at least ninety (90) days.

By my initials below, I certify that the Offeror and all Subcontractors identified in the Proposal shall comply with all requirements for the following items as explained in the Standard Provisions Booklet:

- [ ] Certification of Compliance (Alaska Licenses and Registrations, and Certifications).
- [ ] Insurance, including Workers' Compensation, Comprehensive or Commercial General Liability, and Comprehensive Automobile Liability.
- [ ] Professional Liability Insurance as follows:
  - As available.
  - Minimum of \$300,000.
  - Minimum of \$500,000.
- [ ] Certification for Federal-Aid Contracts Exceeding \$100,000 (DOT&PF Form 25A262 Appendix A, General Conditions)

Signature **and Date**

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

Federal Tax Identification No. ....:

Type of Firm (Check one of the following):

- Individual  Partnership
- Corporation in state of.....:
- Other (specify) .....

For Small Procurements over \$50,000, by signature on this form, the Offeror certifies that all services provided under this contract by the Contractor and all Subcontractors shall be performed in the United States. If the offeror cannot certify that all work is being performed in the United States, the Offeror must contact the Contracts Officer to request a waiver at least 24 hours prior to proposal deadline. The Offeror must provide with their submission a detailed description of the portion of work being performed outside the United States, where, by whom, and the reason the waiver is necessary. Failure to comply with

END OF PART B



**SCOPE OF WORK STATEMENT**  
**November 27, 2019**

**GUSTAVUS AIRPORT APRON, RUNWAY, AND TAXIWAY PAVEMENT  
REHABILITATION  
HARD STAND DESIGN  
PROJECT NO. Z675170000/3-02-0111-TBD-2020**

**Supporting Documents**

Document A: Current Planset (Completed to about 90%)

Document B: Geology Data Report

Document C: Excel file showing the Aircraft Fleet mix for FAARFIELD calculations

**Project Description and Background Information**

The Department is developing plans to rehabilitate pavement surfaces of the runway, aprons and taxiways at the Gustavus Airport. This project would do the following:

- Cold plane and repave to a depth of 2 or 4 inches depending on location runways 11/29 and 2/20, taxiways A, B, C, D, and E, and the heavy aircraft, air taxi, and general aviation aprons.
- Reconfigure the airport in the vicinity of the intersection of runways 11/29 and 2/20 to eliminate ability to use runway 2/20 as an aligned taxiway by:
  - constructing a new taxiway F to provide a direct connection from the general aviation apron to 11/29,
  - removing the direct connection from runway 11/29 to runway 2/20,
  - relocating and reconstructing the lighting and signing in the vicinity of the two runways to accommodate the new configuration,
- Reconfigure the parking and traffic patterns on the general aviation (GA) apron to eliminate direct access from aircraft parking spaces to runway 2/20,
- Expand the GA apron to maintain the existing number of aircraft parking spaces.
- Re-grade the air taxi apron to eliminate a drainage swale that currently exists in the pavement surface.

The reconfiguration of the parking patterns on the GA apron will require the demolition of the 5 existing hardstands which exist in two different configurations and construct new hardstands in new locations on the GA apron. There appears to be two aircraft which would control the design of the GA hardstands. The heaviest of the lighter GA aircraft in the airport's fleet mix is the Learjet 31A with a listed gross weight of 15,500 lbs. There is also a heavier GA aircraft, the Gulfstream G-IV with a listed gross weight of 73,200 lbs which is also part of the airport's fleet mix.

Department is soliciting proposals for the structural design of these new hardstands as well as support during bidding and construction.

This project is a federally funded project subject to FAA requirements.

**Expected Tasks**

This project is expected to be conducted under the following primary tasks.

1. Review the existing fleet mix and geotechnical information and confirm the appropriate design aircraft. Make a recommendation on whether it is appropriate to have a single hardstand design to accommodate the full range of GA aircraft that would use them or whether it is more appropriate to have two hardstand types as is currently the case.
2. Perform the necessary design activities, develop plans and special provisions for insertion in the bid package. Seal the plansheets.
3. Assistance during bidding (Separate Notice to Proceed)
4. Assistance during construction (Separate Notice to Proceed)

### **Project Deliverables**

Deliverables are subject to negotiation and change. At minimum, the following deliverables can be expected:

- A technical memorandum outlining the design parameters which will govern the design along with the recommendations requested in Task 1.
- Draft Plansheet(s), special provisions, quantities and estimate
- Bid Ready plansheet(s), special provisions and quantities and estimate.

The Contractor's work product will be integrated into a larger bid package. The Contractor will seal plansheet(s) showing the design details of the hardstands. Quantities and estimate information will be integrated into remainder of the planset which be sealed by the Department.

### **Schedule**

The Department intends to advertise this project for construction March 15, 2020. The critical milestones with approximate dates to meet this schedule are as follows:

- Notice to Proceed: January 15, 2020
- Technical Memorandum: January 30, 2020
- Draft Plansheets and special provisions, and quantities and estimate: February 28, 2020.
- Comments back: March 7.
- Final Sealed Plans: March 15, 2020

It is assumed that no Modifications to Standard submittal to the FAA will be required for this effort and has therefore not been included in the list of milestones.

### **Proposals**

Proposals shall contain the following information:

- A description of the Contractor's understanding of the objectives of the proposed contract and the services to be provided.
- The methods the Consultant intends to use to perform the work to be accomplished.

- The proposed staff and their qualifications the Consultant intends to use to perform the work to be accomplished.
- Confirmation that the Consultant will be able to meet the schedule outlined above.

Responses may be submitted via electronic format. Questions and responses regarding this project shall be addressed to:

Chuck Tripp, PE  
Engineering Manager  
Telephone. 907-465-4439  
Email: [chuck.tripp@alaska.gov](mailto:chuck.tripp@alaska.gov)