



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: KTN: Reconstruct Road to Airport Boundary-Blasting Consultant Services		Contracting Agency: State of Alaska Department of Transportation & Public Facilities Southcoast Region, Design and Engineering Services	
Project Number(s): SFHWY00156/0952019 RFP No. 25203030			
Project Site (City, Village, etc.) Ketchikan			
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 checked="" type="checkbox"/> FHWA <input type="checkbox"/> FAA <input type="checkbox"/> FTA <input type="checkbox"/> Other:			
REQUIRED SERVICES: <input checked="" type="checkbox"/> are described in the enclosure consisting of 5 pages, dated 03/06/2020 OR: <input type="checkbox"/> are described as follows:			
<p>Note to Proposers: 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>			
<p>Note: Offerors shall carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the purchasing authority before proposal due date. This will allow issuance of any necessary addenda. It will also help prevent the opening of a defective solicitation and exposure of Offeror's proposals upon which award could not be made. Protests based upon any omission, error, or the content of the solicitation will be disallowed if not made in writing before the proposal due date.</p>			
PERIOD OF PERFORMANCE: Begin: April 6, 2020		End: December 31, 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 border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Job Classification</th> <th style="width: 25%;">Name</th> <th style="width: 15%;">Total Hours</th> <th style="width: 15%;">Rate (\$/hr) *</th> <th style="width: 20%;">Estimated Cost (\$)</th> <th style="width: 20%;">Total DCDL \$ _____</th> </tr> </thead> </table>	Job Classification	Name	Total Hours	Rate (\$/hr) *	Estimated Cost (\$)	Total DCDL \$ _____					
Job Classification	Name	Total Hours	Rate (\$/hr) *	Estimated Cost (\$)	Total DCDL \$ _____							
2. *	<u>Indirect Costs</u> (IDC).			IDC Rate: ____%	Total IDC \$ _____							
3.	<u>Subcontracts</u> . List each, the amount for each and attach an estimate in this format for each .				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 border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Item</th> <th style="width: 15%;">Quantity</th> <th style="width: 15%;">Cost (\$/Unit)</th> <th style="width: 15%;">Estimated Cost (\$)</th> <th style="width: 40%;">Total Expenses \$ _____</th> </tr> </thead> </table>	Item	Quantity	Cost (\$/Unit)	Estimated Cost (\$)	Total Expenses \$ _____						
Item	Quantity	Cost (\$/Unit)	Estimated Cost (\$)	Total Expenses \$ _____								
5. *	<u>Total Estimated Cost</u> . Sum of DCDL + IDC + Subcontracts + Expenses.				Total Cost \$ _____							
6. *	<u>Proposed Fee</u> . List a proposed amount (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). Firms that routinely allocate Indirect Costs to projects may not use Billing Rates for this estimate.												

SUBMITTAL DEADLINE AND LOCATION

DATE: March 24, 2020

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 (if 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: KTN: Reconstruct Road to Airport Boundary- Blasting Consultant Services
RFP No.: 25203030

PROPOSAL REQUIREMENTS

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

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

ALASKA STATUTORY PREFERENCES

are are not applicable to this contract.

If applicable, check those preferences that you (Offeror) claim.

Alaska Bidder (Offeror) **AND>>** Veterans **AND >>** Employment Program **OR** Disabled Persons

2 AAC 12.260(d)

AS 36.30.175 **if applicable** AS 36.30.170(c)

AS 36.30.170 (e & f)

Invalid claim(s) will result in the Offeror's disqualification for contract award.

PROPOSAL

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

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

- [] Certification of Compliance (Alaska Licenses 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)

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

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

Signature *and Date*

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

Federal Tax Identification No.:

Type of Firm (Check one of the following):

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

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

APPENDIX B

Statement of Services

KTN: Reconstruct Road to Airport Boundary – Blasting Consultant Services

The State of Alaska Department of Transportation and Public Facilities (AKDOT&PF), Southcoast region is seeking a blasting consultant to assist the Department with oversight of construction contractor surface blasting operations. The blasting consultant must be a professional whose primary source of income in the past 5 years is from providing specialized blasting services. The blasting consultant will have a minimum of 10 years of experience designing blasts on projects involving differing rock conditions, weathered and fractured rock, sliver cuts, and close proximity to areas that must be protected. The proposal must demonstrate that the blasting consultant held a leadership role in the blasting work performed. The proposal should describe the projects where the blasting was under the blasting consultant's control and describe blast plans and any modifications to blasting made as a result of conditions encountered on the project. Provide current references and phone numbers for project owners who can verify the work performed by the Consultant. Attach the blasting consultant's résumé to the proposal. Examples of blast plans may also be attached to the proposal.

Provide a qualifications-based proposal for the blasting consultant. The résumé and blast plan examples do not count toward the five (5) page proposal limit.

Project Description

This project will reconstruct the existing Seley Mill Road from the Bostwick Lake Road Intersection to the Airport Boundary on Gravina Island in Ketchikan, Alaska. The existing road is a narrow and windy two-way, single-lane gravel road. This project will construct approximately 0.9 miles of new and wider two-way single-lane gravel road on portions of existing road alignment with portions on a new alignment. The project will excavate 19,000 Cubic Yards (CY) of rock by blasting. The excavated rock will be used to construct the roadway embankment and drainage improvements. Three bridges will be replaced with large culverts with the roadway widened to two-lanes at each stream crossing.

Services:

The services required include the following:

- Assist the Project Engineer in administering surface blasting in accordance with the special provisions in subsection 203-3.02 of the specifications for KTN: Reconstruct Road to Airport Boundary. Project number SFHWY00156.
- Reviewing the Constructor's blast plans and drill logs to make recommendations to the Project Engineer on issuing authorization to proceed with the blast.
- Providing onsite assistance to the Project Engineer during the startup of blasting operations, and as necessary during test blasts and production blasts and for meetings with the Constructor, Constructor's blaster-in-charge, and the Department's Project Engineer.
- Participating in the pre-blast conference.
- Providing additional onsite assistance to the Project Engineer if requested.

- Assisting the Project Engineer with inspection of blasting related work and monitoring of blasts:
 - Assist in providing guidance to inspectors on what to look for and inspect on each step of the drilling and blasting operation leading up to the blast;
 - Guidance on performing inspections safely.
 - Assist in vibration control and monitoring including reviewing site selection for seismographs and interpreting seismograph data.
 - Evaluating blast performance
- Reviewing each blast and making recommendations to the Project Engineer on corrective actions if warranted.

Definitions

1. **Contractor:** The individual, firm, or organization providing the construction support services specified in the Professional Services Agreement.
2. **Construction Contract:** The agreement between the Department and the Constructor for the proposed project includes the Plans, Specifications, Special Provisions, Materials Certification List, survey requirements, permits, environmental commitments, Department of Labor prevailing wage rates, and Standard Plan Drawings.
3. **Constructor:** The organization or company under contract with the Department for construction of the project and responsible for providing all labor, materials and equipment needed to construct the project in accordance with the Construction Contract.
4. **Department:** The Alaska Department of Transportation and Public Facilities, also the Contracting Agency.
5. **Project:** The specific section of road, airport, ferry terminal, or float facility together with all appurtenances and construction to be performed thereon under this agreement according to the Construction Contract between the Department and the Constructor.
6. **Project Engineer:** The Department's on-site representative responsible for the day-to-day administration of the Construction Contract.
7. **Project Manager:** The Department's authorized representative responsible for management of this Agreement.
8. **Sub-Contractor:** an individual or legal entity as a firm or organization independent and separate from the Contractor to whom or to which the Contractor has sublet part of the Contractor's staffing and/or responsibilities as specified in the Professional Services Agreement, where there is a separate independent agreement for performing those services with the Contractor.

Also see the Definitions included in the Specifications and the Special Provisions of the Construction Contract.

Expertise

Expertise required for this contract is surface blast design.

Point of Contact

Designate a contact person for all construction support services requested by the Department. A contact person is required to be available to coordinate the construction support services until the performance

period end date. The contact person is required to be available for consultation with the Department's personnel both by telephone and by email. Provide the person's contact information including telephone number, email address, and mailing address.

Communications

Conduct all communications regarding this project through the Project Manager or Project Engineer. Do not contact, communicate, or otherwise discuss project details with the Constructor, fabricator, vendor, etc. unless otherwise authorized by the Department.

Subcontracting

Ensure all subcontracted work meets the requirements of this agreement. The Contractor will be considered responsible for all subcontracted work. Communication, representation, and resolution of issues with subcontractors will be through the Contractor.

Submittal Reviews

Review project submittals when requested by the Department and provide comments and recommendations to the Department regarding the submittal's conformance to the project Plans and Specifications. Project submittals include drawings, plans, reports, and data specified in Subsection 203-3.02 of the Construction Contract. Identify and provide a brief explanation of acceptable deviations from the Construction Contract. Mark shop drawings as either approved, conditionally approved with the conditions listed, or rejected with the reasons listed.

Complete submittal reviews and provide a response to the Department within 7 calendar days for material information documents, requests for information, and other submittals.

Meetings and Site Visits

When requested by the Department, perform a site visit when blasting is scheduled or after a section of blasting has been excavated. Obtain the Department's authorization before traveling for this project.

The Department will not pay for labor and expenses for unauthorized travel.

Expected Period of Performance

The period of performance begins on the date the associated Notice to Proceed (NTP) is signed and ends when all project construction work is complete and when the project is finally accepted according to the Construction Contract.

Request for Payment

Submit requests for payment within 30 days of the monthly billing period to the Project Manager for review and processing. Processing may include obtaining additional information, corrections or clarifications from the Contractor. The review, corrections if required, and payment of invoices will be made with a minimum of delay.

Indicate the project name, project number, dates of services the invoice covers, and a recapitulation indicating the total cost to date and the amount of the current billing on each request for payment. Also submit a summary of the names of each employee charging time during the billing period, their title and hourly billable rate, and their total straight time and overtime hours and total cost. List overhead separately, per diem, reimbursable miscellaneous expenses and profit. Reimbursable miscellaneous expenses will be

those customarily not included in standard overhead rates, agreed to prior during negotiations, and will be itemized in enough detail to identify the charges.

Per Diem will be paid in accordance with Appendix C and the Alaska Administrative Manual or less, and is to be negotiated. Specifically, a per diem allowance will not be authorized unless the project office is 50 miles or more from both the Contractor's nearest office and the employee's permanent residence. Meals can also be paid per invoice. Current meal and IE rates per the Alaska Administrative Manual are at <https://doa.alaska.gov/dof/travel/resource/rates.pdf>.

Provide the final request for payment within 30 days of the final project acceptance. The final billing may be audited by the Department's Internal Review section.

The Department and funding agencies reserve the right to perform an audit of all project and Contractor records prior to, or after, payment on any invoice, and on the final invoice.

Costs to correct errors or obtain missing documents due to the Contractor's negligence will not be paid by the Department.

Reference Documents

1. Alaska Construction Manual, Effective March 31, 2019
<http://www.dot.state.ak.us/stwddes/dcsconst/constructionmanual.shtml>
2. Alaska Department of Transportation and Public Facilities Standard Specifications for Highway Construction, 2017 edition.
http://www.dot.state.ak.us/stwddes/dcsspecs/pop_hwyspecs_english.shtml
3. Conformed copies of the Construction Contract.
4. Alaska Department of Transportation and Public Facilities Policies and Procedures.
http://dot.alaska.gov/admsvc/pnp/policy_and_procedures.cfm

Documents and Drawings

The construction project Plans, Specifications, and all other information made available to construction Contractors during bidding is available at the following website:

https://www.bidx.com/ak/proposal?contid=SFHWY00156&lettingid=SFHWY00156_4

These documents will remain available on-line. You may also contact the DOT/PF Contracts Officer or representative identified below to obtain electronic copies of bid documents.

Schedule

Construction is anticipated to begin in April of 2020. The Construction Contract completion date is 10/16/2020. The Constructor's progress schedule will be provided when available, including updates prior to blasting operations. The timing of construction is dictated by weather, submittal statuses and environmental commitments. The Blasting Consultant must be available during anticipated blasting operations listed on the Constructor's schedule.

DOT/PF Representatives

The Southcoast Region Construction Project Manager is Garrett R. Paul, P.E, garrett.paul@alaska.gov;
Office 907-465-1897, fax 907-465-2030, Cell 907-227-1684

Mailing Address for invoices: Garrett R. Paul, DOT/PF Construction- Southcoast Region, PO Box 112506,
6860 Glacier Highway, Juneau, AK 99811-2506.