



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: FFY18 St. Paul Airport Visual Aid Replacement		Contracting Agency: State of Alaska Department of Transportation & Public Facilities Southcoast Region, Design and Engineering Services	
Project Number(s): SFAPT00212/TBD RFP No. 25203036			
Project Site (City, Village, etc.) St. Paul			
Agency Contact: Jeff Jenkins, Chief of Contracts		Phone: 907-465-4420	Email: jeff.jenkins@alaska.gov
Estimated Amount of Proposed Contract: <input type="checkbox"/> less than \$50,000 <input type="checkbox"/> \$50,000 to \$100,000 <input checked="" 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:			
<p>REQUIRED SERVICES: <input checked="" type="checkbox"/> are described in the enclosure consisting of 4 pages, dated 04/06/2020 OR: <input type="checkbox"/> are described as follows:</p> <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: June 20, 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: 15%;">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:					Total Expenses \$ _____						
	<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: June 09, 2020

PREVAILING TIME: 4:00pm

FAX: (907) 465-4238

EMAIL: srddotpfcontracts@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: FFY18 St. Paul Airport Visual Aid Replacement
RFP No.: 25203036

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

SCOPE OF WORK STATEMENT

4/06/2020

FFY18 ST. PAUL AIRPORT VISUAL AID REPLACEMENT

PROJECT NO. SFAPT00212

Supporting Documents

- Document A: Airport Layout Plan (ALP) (2004). Shows location of the existing Aircraft Rescue and Fire Fighting building (ARFF), primary wind cones, and secondary wind cone.
- Document B: Project #56948, As-Built (2007). Construction planset for an airport pavement project. Shows location of the ARFF building and the runway lighting plan.
- Document C: Project #50687, As-Built (1997). Construction planset for an airport improvement project. Shows location of the primary and secondary wind cones, details of the existing primary and secondary wind cones, and runway lighting and electrical improvements.
- Document D: Project #56037, As-Built (1993). Construction planset for the original construction of the Aircraft Rescue and Fire Fighting building (ARFF).
- Document E: Alaska Aviation System Plan (accessed March 2020). Photos from the 9/27/2017 CIMP Inspection and the 8/18/2019 5010 Inspection. Includes photos of the primary and secondary wind cones, the ARFF building, and the airport beacon.
- Document F: Geotechnical Report (1994). Assessment of the soil conditions and recommended improvements to old runway. Project #50687.
- Document G: Geotechnical Report (2003). Determination of the general soil and groundwater conditions in an area of proposed paving, drainage improvements, and apron area facility expansion. Project #55768.
- Document H: St Paul Airport Basemap (AutoCAD Drawing)
- Document J: St Paul Airport Record of Survey (Project #56948)
- Document K: City of St Paul Emergency Ordinance 20-93 (adopted 5/15/2020)

Project Description and Background Information

The Department wishes to remove and replace the existing lighted primary and secondary unlighted wind cones, associated conduit and wire, and their foundations with internally LED lit wind cones with tip down poles and suitable prefabricated foundations; install a fixed safety ladder with a cage and a roof platform for airport beacon maintenance on the Aircraft Rescue and Firefighting (ARFF) building; and remove and replace the existing airport beacon located on the ARFF building at the St. Paul Airport (SNP).

The Department is soliciting proposals for the provision of electrical and structural engineering services for preliminary and final design services as well as support during construction under a small procurement contract (under \$150,000). All work shall be in accordance with applicable FAA Advisory Circulars.

The existing lighted primary wind cone and segmented circle are located north of the apron as shown in Document A and C of this solicitation. The unlighted secondary wind cone is located east of the RW-18 threshold directly outside of the Runway Object Free Area (ROFA) as shown in Document A and C of this solicitation. The existing wind cone details are shown in Document C of this solicitation. Runway lighting and electrical plans are provided in Document B and C of this solicitation for an upgrade to the secondary wind cone to a lighted wind cone. Photos of the wind cones can be found in Document E of this solicitation. A geotechnical report, Document F, was used for the original construction of the existing wind cones. For this solicitation it is assumed that the geotechnical report will provide all required geotechnical information.

The existing ARFF building is located along the east side of the apron south of the Snow Removal Equipment Building (SREB). The location is shown in Document A and B of this solicitation. Original construction plans of the ARFF building can be found in Document D of this solicitation. Photos of the ARFF building can be found in Document E of this solicitation.

The existing rotating airport beacon is located on the northeast corner of the ARFF building roof. Electrical control details for the airport beacon can be found in Document C of this solicitation. Photos of the airport beacon can be found in Document E of this solicitation.

COVID-19

The City of Saint Paul has issued Emergency Ordinance 20-93 regarding protective measures to prevent the spread of COVID-19 throughout Saint Paul Island. Please visit the City of Saint Paul website (<http://www.stpaulak.com/>) for more information.

Travel to Saint Paul Island is not ideal at this time. The only hotel on the island is expected to be closed until January 2021 and scheduled airline service is minimal. If a site visit is planned, explain how you'll address this situation to keep travel costs reasonable. If a site visit is not planned, state that no site visit is necessary based on the given information.

Expected Tasks

Tasks 1 and 2 will be completed prior to authorizing Task 3.

1. Review of FAA requirements and information. Recommend the collection of any additional data necessary to complete the project.

2. Collection of additional field data, if needed.
3. Development of plans, specifications, and estimate for all work associated with the project. This work will require the seal of an Electrical Engineer. The contractor will also have to seal the structural and foundation elements of the work as well.
4. Assistance during bidding. (Separate Notice to Proceed)
5. Assistance during construction. (Separate Notice to Proceed)

Project Deliverables

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

- Technical Memorandum outlining the modifications to standard required to construct the project.
- Bid Package for combined Plans in Hand/PS&E review
- Modifications to standard submittal
- PS&E review set of plans and specs
- Bid ready set of plans and specs

Assistance during construction will involve the provision and expertise and assistance to the Department's construction management staff during field construction of the project. This includes the review and approval of fabrication and other assistance as may be required by the Department during the course of construction. The Consultant is not expected to provide full-time or comprehensive construction management or inspection services.

Schedule

The Department wants to be ready to advertise this project for construction in January 2021. The critical milestones with approximate dates to meet this schedule are as follows:

- Notice to Proceed: June 2020
- Combined Plans in Hand/PS&E and Field Review: November 2020
- Submittal of Modifications to Standard to the FAA: November 2020
- Bid Ready Plans: December 2020

The submittal of Modification to Standards is a critical path milestone on FAA projects. Early identification and submittal of modifications to standards is critical to maintaining the project schedule.

Proposals

Proposals shall be 5 pages or less and 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.
- Discuss the necessity of a site visit

- Address the travel situation to keep travel costs reasonable or state no site visit is necessary based on the given information.
- 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 must be submitted via electric format. Questions and responses regarding this project shall be addressed to:

Charles M. Tripp, PE
Engineering Manager
Telephone: 907-465-4439
Email: chuck.tripp@alaska.gov

Peter J. Jackson, PE
Design Engineer
Telephone: 907-465-6564
Email: peter.jackson@alaska.gov