



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 & FHWA Small Procurement Limit is \$200,000; 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 January 2018 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: Bethel: Tundra Ridge Road, MP 0-1 Rehabilitation Public Involvement Services		Contracting Agency:	
IRIS Program No: Z542890000 Federal Project No: 0001207		State of Alaska DOT&PF – Central Region 4111 Aviation Avenue Anchorage, AK 99502	
Project Site (City, Village, etc.): Bethel, Alaska			
Agency Contact: Kelly Summers, P.E.		Phone: (907) 269-0545	Email: kelly.summers@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 checked="" 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 attached Statement of Services, dated July 27, 2020 (9 pages)			
Interested offerors are advised that a consultant team was selected in April 2020 for the design of the above-named project, and the contract was recently awarded. The public involvement services described herein will be awarded under a separate, stand-alone contract.			
Note: (1) 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. If required, submit the attached Former Employee's Certification of Eligibility (Form 25A270). The page limit noted below does not include this form.			
(2) To ensure the Department meets its overall DBE Utilization Goal, DBEs are encouraged to participate in this solicitation.			
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.			
PERIOD OF PERFORMANCE: Begin: August 2020		End: December 2022	

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 (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 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 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 HOURLY BILLING RATES		
JOB CLASSIFICATION	NAME	HOURLY BILLING RATE
<u>Contract Management</u>	_____	\$ _____
<u>Project Management</u>	_____	\$ _____
<u>Public Involvement</u>	_____	\$ _____

SUBMITTAL DEADLINE AND LOCATION

DATE: **August 10, 2020** PREVAILING TIME: **4:00PM** EMAIL: crdotpfcontracts@alaska.gov

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

State of Alaska
 Department of Transportation & Public Facilities
 Attn: Kathleen Bridenbaugh, PSA Unit Supervisor
 4111 Aviation Avenue
 Anchorage, AK 99502

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.

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:

- | | |
|--|--|
| <ul style="list-style-type: none"> 1) Demonstrated comprehension of required services. Discuss proposed approach for performance including strategies to reach audiences via methods that conform to government-directed COVID-19 social distancing requirements. | <ul style="list-style-type: none"> 2) Relevant experience and credentials of proposed personnel including any subcontractors. Address DBE participation. 3) Reasonableness of proposed schedule for performance 4) Price Estimate. 5) Other: Provide list of firm(s)' current contracts with the Contracting Agency (statewide). |
|--|--|

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: Bethel: Tundra Ridge Road, MP 0-1 Rehabilitation Public Involvement Services
RFP No.: 25212017

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.

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

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:

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.

- [] Certification of Compliance (Alaska Licenses & Registrations, and Certifications).
- [] Insurance, including Workers' Compensation, Comprehensive or Commercial General Liability, and Comprehensive Automobile Liability.
- [N/A] 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.

END OF PART B

PROPOSED STATEMENT OF SERVICES APPENDIX B

BETHEL: TUNDRA RIDGE ROAD, MP 0-1 REHABILITATION PUBLIC INVOLVEMENT SERVICES

ARTICLE B1 PUBLIC INVOLVEMENT Task 1

B1.1 General. The Bethel: Tundra Ridge Road project will pave the existing gravel road. The project will also include replacing the culvert at Brown's Slough, signing and pavement markings. The project location comprises Tundra Ridge Road from MP 0-1 in Bethel, Alaska. The road begins at BIA Road (milepoint 0) and ends at Ptarmigan Street (milepoint 1.0576). Refer to **B1.15.3 Location and Vicinity Map**.

For the purpose of this Request for Proposals (RFP), public involvement (PI) is defined as the total effort, both informal and formal, made by the Contractor and the Contracting Agency to keep the public, resource agencies and government entities informed about the project, as well as, to identify and address public and agency concerns. The public involvement efforts covered in this Agreement shall be conducted for the design phase of the project (anticipated to run through 2022), with the Contracting Agency reserving the right to negotiate additional services for the project's construction phase.

At the time of the writing of this scope of services, public gatherings have been either banned or discouraged to prevent the spread of the COVID-19 virus.

B1.2 Administrative Requirements

The Contractor shall provide services as identified and authorized by sequentially numbered Notices-to-Proceed (NTP). The Contractor shall not perform services or incur billable expense except as authorized by a NTP. The Contractor may not replicate or alter a signed NTP for billing purposes.

B1.2.1 Project Staff. The following staff needs are anticipated for this contract:

<u>Position</u>	<u>Project Responsibilities</u>
Principal/Manager	Contract Management
Project Manager	Project Management
Public Involvement Lead	Organization/Production of Deliverables

Contractor's staff will be a component of the qualification based scoring process.

B1.2.2 Billing Reports. The Contractor shall provide a progress report with each bi-monthly billing for months in which services are performed. Billing will be submitted no later than the end of every other month. The report shall follow the guidelines outlined in the attached "Sample Bi-monthly Progress Report." Each billing should include a billing summary. Any delayed costs from previous billing periods included in the current billing must be clearly explained in the billing summary.

B1.3 Public Involvement Plan. The Contracting Agency and the Contractor shall jointly develop a Public Involvement Plan (PIP) describing the goals and objectives for public involvement, as well as the

tools and techniques for involving the public during the design process. The PIP shall also include an anticipated schedule of meetings and PI events based on coordination with the Contracting Agency.

B1.4 Outreach.

B1.4.1 Project Website. The Contractor shall develop and maintain a project website using the State of Alaska "Look and Feel Standards". The project website shall be capable of hosting a virtual public meeting and receiving comments from the public. The initial project website shall contain the following sections:

Initial Project Website

1. Project description.
2. Map of the project area.
3. Schedule.
4. Frequently Asked Questions.
5. Draft and final documents.
6. Public involvement activities.
 - a. Newsletters
 - b. Virtual or in-person Public Meetings/Hearings with meeting presentation materials
 - c. Small Group meetings
 - d. Public written comments received
7. Links.
8. Submit your comments.
9. Contacts.

The Contractor shall provide a copy of the initial website and all updates to the Contracting Agency and obtain their approval before implementing the website or any updates.

B1.4.2 Meetings. The Contractor shall plan, coordinate, conduct and document public and agency meetings included in the PIP as directed by the Contracting Agency. The Contractor shall document all meetings, to include a summary of oral and written testimony, an analysis of comments received, and assist in responding to public comments and questions. In addition, the Contractor shall include a written summary of all informational materials at meetings.

B1.4.2.1 Public Meetings & Public Hearings. Public Meetings can be held virtually or in-person. Public Hearings must be held in-person unless directed otherwise.

In-person Public Meetings and Public Hearings are large meetings arranged by the project, typically in an "Open House" (aka. Open Forum) format. The Contractor is responsible for the following tasks for in-person Public Meetings and Public Hearings:

In-person Public Meetings and Public Hearings

1. Obtain approval for the meeting's time, date and place with the Contracting Agency.
2. Publicly advertise the meeting in advance using the newspaper, postcards, e-mail, social media and other means as appropriate. For Public Hearings, the Contractor shall comply with Notification for Public Hearing requirements provided in the Alaska Environmental Procedures Manual.
3. Reserve a meeting location and pay for it, if required.
4. Prepare all documents, exhibits and/or presentation materials needed for the meeting. Present all or portions of the project, as directed.
5. Offer opportunities for the public to comment on the project.
6. Provide a minimum of five members of the project team including the project manager and public involvement person to answer questions from the public.
7. Provide coffee and/or other refreshments, as appropriate.
8. Provide a list of the people who attended and a summary of comments received within five (5) working days of the public meeting/hearing.
9. The Contracting Agency may require a Facilitator or translator(s) to attend the meeting/hearing.
10. For Public Hearings, provide a court reporter to take oral testimony from public.

Virtual public meetings are held on-line, over a specified period of time (comment period). Virtual public meetings are advertised before and during the comment period. On-line displays are created and arranged similar to an Open House style of meeting. The public may view the project meeting content and ask questions or provide comments within a virtual public meeting website.

The Contractor is responsible for the following tasks for virtual public meetings:

Virtual Public Meetings

1. Obtain approval from the Contracting Agency for the virtual public meeting's comment period along with the Contractor's plan to publicly advertise the virtual public meeting.
2. Publicly advertise the virtual public meeting in advance using the newspaper, postcards, e-mail, social media and other means, as appropriate.
3. Prepare all documents, exhibits, and/or presentation materials needed for the virtual public meeting. Present all or portions of the project, as directed. Review materials to be included in the virtual public meeting with the Contracting Agency prior to uploading them to the project website.
4. Upload to the website all documents, exhibits, and/or presentation materials needed for public review.
5. Offer opportunities for the public to comment on the project within the virtual public meeting portion of the project website. Review public comments daily. Comments received shall not be available to the public until screened for inappropriate content (language, images, etc.). Flag those comments of significance and notify the Contracting Agency.
6. Provide a list of the people who attended and a summary of comments received within five (5) working days of the end of the comment period.

B1.4.2.2 Advertisements / Public Notices. Public Open House meetings shall be advertised at least two (2) weeks in advance via the State of Alaska Online Public Notice System, via the State of Alaska GovDelivery, and via legal announcement in the Alaska Dispatch News and the local Bethel Newspaper. Notification postcards shall be sent to the entire mailing list 10-14 days before any Open House – see section B1.8 for further information on postcards. The Contractor shall prepare press releases, public service announcements (PSAs), and social media content for distribution via Contracting Agency media liaison and media outlets (Facebook, Twitter). The Contractor shall deliver drafts of all postcards, press releases, notices, advertisements, and agendas for review and approval before distribution or publication. The Contractor shall provide the Contracting Agency an affidavit of publication of any newspaper advertisement.

B1.4.2.3 Small Group / Agency Meetings. Small Group Meetings typically occur when the project team is invited to attend a meeting by the small group at their location. Examples of organizations that the project may meet with include the Chamber of Commerce, Rotary Club, Community Councils or local Borough or City Assembly.

Small Group Meetings may be held in-person or virtually.

The Contractor is responsible for the following tasks for in-person small group meetings:

Small Group Meetings

1. Obtain approval to accept or extend an invitation or an offer to present the project to a small group from the Contracting Agency.
2. Confirm time, location, approximate number of participants and any specific issues the small group would like additional information on.
3. Prepare all documents, exhibits, presentation materials, and an agenda as needed for the meeting.
4. Offer opportunities for the public to comment on the project at the meeting.
5. Provide at least one project team member to attend the meeting.
6. Take meeting minutes of the meeting.
7. Provide meeting minutes, a list of the people who attended and a summary of comments

received within five (5) working days of the meeting.

Virtual Small Group Meetings

1. Obtain approval to accept or extend an invitation or an offer to present the project to a small group from the Contracting Agency.
2. Confirm time, approximate number of participants, and any specific issues the small group would like additional information on.
3. Coordinate what technology will be used (Zoom, WebEx, Meet-Me lines, MS Teams, etc.) with the small group to conduct their meeting. Obtain all phone numbers, websites, meeting numbers, passwords, etc. needed to attend the meeting.
4. Prepare and send electronically all documents, exhibits, presentation materials, and an agenda as needed for the meeting.
5. Offer opportunities for the public to comment electronically on the project during and after the virtual meeting.
6. Provide at least one project team member to attend the virtual meeting.
7. Take meeting minutes of the meeting.
8. Provide meeting minutes, a list of the people who attended and a summary of comments received within five (5) working days of the meeting.

B1.4.2.4 Social Media. The Contractor shall provide the same content as is included on the project website to the person designated by the Contracting Agency. The Contracting Agency will be responsible for initiating and maintaining all social media sites.

B1.4.2.5 Story Maps. The Contractor, as requested, shall develop story maps using ESRI ArcGIS StoryMaps or similar software to create multi-media presentations on the overall or specific features of the project. The intent is to use this technique to increase the public understanding of the project. Possible uses of Story Maps include providing an overview of the project area for the development of the purpose and need, presenting alignment alternatives, explaining the environmental impacts of the alternatives, and showing the estimated project phasing and costs.

Story Maps is a tool to support virtual public meetings. Story Maps is an optional public involvement technique and the Contractor is not required to have or use this technique. Videos on Story Maps can be found at the following sites:

FHWA Story Map link: <https://www.youtube.com/watch?v=97YNnyYW-gY>

Creating an ESRI ArcGIS StoryMaps example: <https://www.youtube.com/watch?v=8wY14zHDmEs>

B1.5 Frequently Asked Questions (FAQs). The Contractor shall develop and update, as necessary, a Frequently Asked Questions document to be distributed at public/agency/small group meetings and for posting on the project website.

B1.6 Contact and Mailing List. The Contractor shall create and maintain a stakeholder contact and mailing list. The Contractor shall identify stakeholders such as, all residents and property owners along the project corridor within the City of Bethel; elected officials representing the project area, and state, local and federal agencies; area community councils, and other stakeholders such as utilities and social service organizations. The contact and mailing list will need to be organized by groups (i.e. Group 1: Residents, Group 2: City of Bethel, Group 3: Agencies, Group, etc.). A current copy of the mailing list shall be available to the Contracting Agency at all times and be maintained and updated by the Contractor until contract closeout.

All of the information listed in this article may not be possible to acquire; however, the Contractor shall make a reasonable effort to obtain the missing information and make assumptions where appropriate.

B1.7 Email List and Electronic Newsletters / Announcements. The Contractor shall maintain the email contact list, which will be organized by groups (i.e. Group 1: Residents, Group 2: City of Bethel, Group 3:

Agencies, Group, etc.). The list shall also include area residents who choose to sign up for emails via the project website. The email list shall be provided to the Contracting Agency at the project's completion.

B1.8 Newsletters and Postcards. The Contractor shall design, print and mail newsletters and postcards for distribution to the mailing list. Newsletters and postcards shall be used to relay project information and updates, and may be used to promote the availability of materials on the project website including the automatic sign-up for the project emailing list. The Contractor shall submit draft newsletters and postcards to the Contracting Agency for review and approval prior to mailing. The Contractor should anticipate producing three (2) newsletters and three (2) postcards. Postcards shall be sent out prior to each public open house, and newsletters will be distributed several months after the public open houses to inform shareholders of progress made since the meeting occurred.

Postcards notifying stakeholders of a Public Open House shall include instructions to sign up for the electronic newsletter via the project website. Electronic messages/newsletters shall be sent to the email list including meeting announcements, notifications of website updates, project schedule updates, and other timely project information. The Contractor shall submit draft newsletters for review and approval prior to the Contracting Agency posting them on the project website.

B1.9 Comment Management and Response. The Contractor shall provide written and/or oral responses to comments and requests for information about the project from individuals, stakeholders, and/or agencies. Responses shall be approved by the Contracting Agency prior to distribution. The Contractor shall not commit the Contracting Agency to any unapproved course of action. All project-related comments and responses, whether prepared by the Contractor or the Contracting Agency, shall be tracked using an excel spreadsheet, or similar method.

B1.10 Civil Rights. The Contractor shall provide the Contracting Agency's project manager with documentation of compliance with Title VI of the Civil Rights Act of 1964 immediately following each of the project's public meetings. Similarly, the Contractor shall support meeting the provisions of Title II of the American with Disabilities Act of 1990, and that meaningful services to persons or populations with limited English proficiency are provided, as necessary. The Contractor shall display the following compliance language on presentation materials and displays: *"DOT&PF complies with Title II of the Americans with Disabilities Act of 1990. Individuals with disabilities who need auxiliary aids, services, and/or special modifications should contact DOT&PF via a Telephone Device for the Deaf (TDD) at 269-0473."*

B1.11 Public Involvement Summary Report. The Contractor shall prepare a draft public involvement report that summarizes outreach and comments received/responses provided at various stages of the design process (PS&E, Public Meetings, etc.). The summary report shall include an appendix of all public involvement materials developed for the project. Based on the Contracting Agency's comments, the draft public involvement report shall be revised and resubmitted before being labeled as final.

B1.12 Correspondence Log. The Contractor shall provide original correspondence to the Contracting Agency as it is received. The Contractor shall maintain a log of correspondence related to the project, including telephone calls, letters, website comments, and email exchanges. The Contractor shall provide the log to the Contracting Agency upon request, and the log shall be included in the final public involvement summary report.

B1.13 Deliverable Items. Numbers of deliverables are per each instance or event. Deliverables shall be submitted on standard page sizes, either 8.5" X 11" or 11" X 17".

<u>Type of Document</u>	<u>Paragraph</u>	<u>Copies</u>	<u>Originals</u>	<u>PDFs</u>
Public Involvement Plan	B1.3			
Draft		2	1	1
Final		2	1	1
Public Meeting Records	B1.4.2.1	-	-	1
Advertisements/Public Notices	B1.4.2.2			
Draft		2	1	1
Final		-	1	1
Affidavit		-	1	1

Agency/Small Group Meeting Records	B1.4.2.3	-	1	1
Story Maps	B1.4.2.5	-	1	1
FAQ Sheet/Common Questions	B1.5	-	1	1
Contact/Mailing List	B1.6	1	1(electronic)	1
Newsletters/Flyers/Postcards	B1.8			
Draft		2	1	1
Final		-	1	1
Email Contact List	B1.7	-	1(electronic)	1
Email Newsletters/Announcements	B1.7			
Draft		2	1	1
Final		-	1	1
Comments Tracking	B1.9	-	1(electronic)	1
Civil Rights Documentation	B1.10	-	1	1
Public Involvement Summary Report	B1.11			
Draft		2	1	1
Final		-	1	1
Correspondence Log	B1.12	-	1	1

B1.14 Public Involvement Services during Phase 4 Construction (Not In Contract). The Contracting Agency reserves the right to negotiate with the Contractor to add this work; however, it is under no obligation to do so, and reserves the right to complete the services by any other means, including the use of in-house forces.

B1.15 Exhibits. The following exhibits are included:

B1.15.1 Public Involvement Activities Table. A table summarizing anticipated activities will assist the contractor in estimating resources required to fulfill the requirements of this contract.

Public Involvement Activities Table

<u>Article</u>	<u>Public Involvement Activity</u>	<u>Quantity</u>	<u>Notes</u>
B1.3	Public Involvement Plan	1	
B1.4.1	Project Website Content (Graphics, FAQs, etc.)	As Needed	
B1.4.2.1	Public Open House Meetings	2	Pre-PS&E, One Additional
B1.4.2.2	Advertisements/Public Notices	2	Prior to Open House Meetings
B1.4.2.3	Small Group/Agency Meetings	2	
B1.5	FAQs	Annual Updates	
B1.6	Contact Mailing List	Update As Needed	
B1.7	Email List and Electronic Newsletter	Update As Needed	
B1.8	Postcards	2	Prior to Open House Meetings
B1.8	Newsletters	2	Following Open House Meetings
B1.9	Comment Management/Response	As Needed	
B1.10	Civil Rights	As Needed	

B1.11	Public Involvement Summary Report	1	Revised As Necessary
B1.12	Correspondence Log	1	Revised As Necessary

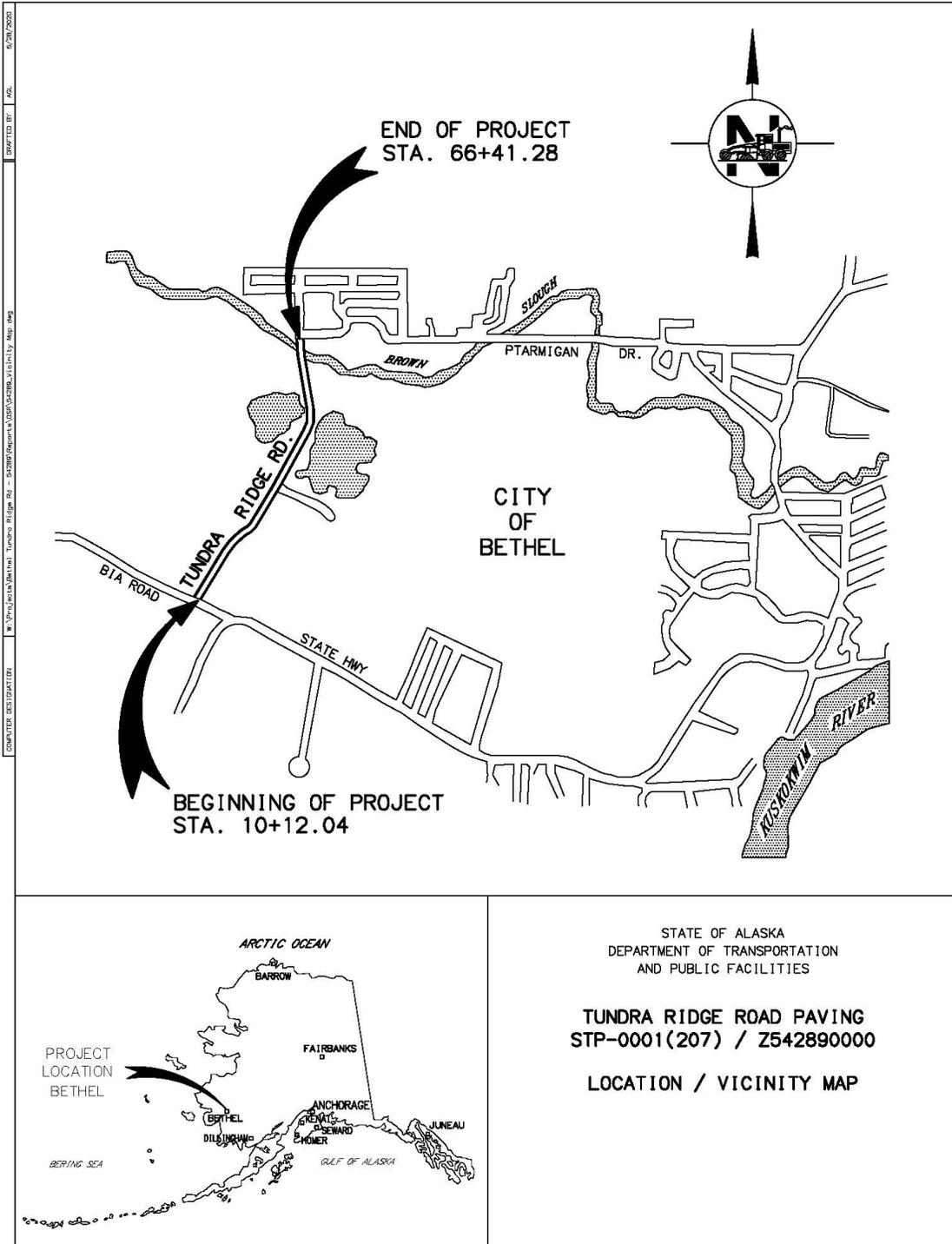
B1.15.2 Project Schedule.

PROJECT SCHEDULE

Milestones:.....	Date
Project Start.....	August 31, 2020
First Public Involvement Plan.....	September 30, 2020
First Open House Public Meeting....	June 15, 2021
Second Open House Public Meeting....	June 15, 2022
Public Involvement Report....	December 15, 2022

B1.15.3 Location and Vicinity Map. Location and vicinity of the project.

Location and Vicinity Map



B1.15.4 Sample Bi-monthly Progress Report. The Sample Bi-Monthly Project Report includes all sections and headings expected to be included in reports submitted by the contractor.

Sample Bi-Monthly Progress Report

ATTENTION: (Agency Project Manager, Agency Name)

FROM: (Contractor's Project Director, Contracting Firm)

PROJECT: (Project title and numbers)

CONTRACT NO:

PROGRESS REPORT NO:

DATE:

1. SUMMARY OF CONTRACTOR'S WORK EFFORT DURING THE REPORT PERIOD.
2. CUMULATIVE PROGRESS TO DATE.
3. PERCENTAGE COMPLETION BY TASK AS CONTAINED IN FINAL WORK PLAN

TASK

% COMPLETED

4. FINDINGS/RESULTS TO DATE
5. EXPENDITURES FOR REPORT PERIOD AND CUMULATIVE TO DATE
6. PLANS FOR SUCCEEDING PROJECT PERIOD
7. ANTICIPATED DELAYS/PROBLEMS
8. DIFFICULTIES ENCOUNTERED DURING THE REPORT PERIOD