

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

SUBMITTAL DEADLINE AND LOCATION

DATE: August 20, 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: SGY: Klondike Highway Rehabilitation- Public Involvement Services
RFP No.: 25213004

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.
- [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. Failure to comply with

END OF PART B

STATEMENT OF SERVICES

PUBLIC INVOLVEMENT SERVICES IN SUPPORT OF THE KLONDIKE HIGHWAY REHABILITATION: SKAGWAY (SFHWY00225)

Supporting Documents (Attachments)

A: Location Map

Project Description and Background Information

The Alaska Department of Transportation and Public Facilities (DOT&PF) is requesting a cost proposal including anticipated methods, timeline, and delivery schedule to provide public involvement services (task order). This task order will encompass supporting DOT&PF environmental with public involvement for the Klondike Highway Rehabilitation: Skagway project.

The project would rehabilitate the Klondike Highway from the Skagway River Bridge to the Canadian Border (Attachment A). Associated activities may include:

- paving
- pavement rehabilitation
- drainage improvements, including culverts
- adding retaining walls, guardrail and guardrail end treatments, handrail, lighting and signals, snow poles, striping, and/or signs

This scope of work will consist of the following activities:

- Development of a Public Involvement Plan (PIP)
- Development of a Work Plan for the public involvement phase of the project
- Website Content Development
- Assist the Department in the strategies and development of materials for two (2) Community Focus Group (CFG) meetings
- Development of pre-briefing materials for select members of the CFG
- Small group presentation material development for one (1) additional community meeting
- Development of materials for one (1) public meeting with the general public

Note: Due to the impacts of Covid-19, public gatherings have been either banned or discouraged to prevent spread of the virus. Some virtual public involvement techniques are expected to be required for this scope of services. The Contractor is encouraged to recommend other public involvement methods. *For purposes of this document all meetings are shown as taking place in person.*

Task 1: Project Management

This Notice to Proceed (NTP) is anticipated to span a time period of six (6) months. It is anticipated that there will be 24 weekly calls/weekly project team meetings at one hour per call. Team meetings shall be held via teleconference to review project status and address questions. For all meetings, the CONTRACTOR shall develop an agenda and lead a discussion of action items. The CONTRACTOR shall prepare and distribute meeting notes for these meetings.

Assumptions:

- This NTP will last up to 6 months.
- Up to twenty-four CONTRACTOR and DOT team meetings are anticipated.
- Each team meeting is expected to last one (1) hour
- Up to two (2) CONTRACTOR team members may attend the weekly meetings.

Deliverables:

- CONTRACTOR team meeting minutes shall be provided to the Department within five calendar days (5) to the Department.

Task 1.1 Additional Project Team Meetings and Status Calls

In addition to weekly project team meetings, the CONTRACTOR is authorized to schedule and hold up to three (3) additional Project Team Meetings where additional preparation or coordination prior to milestone schedule meetings are to take place. Team meetings shall be held via teleconference to review project status and address questions. For all meetings, the CONTRACTOR shall develop an agenda and lead a discussion of action items. The CONTRACTOR shall prepare and distribute meeting notes

Assumptions:

- Each team meeting is expected to last one (1) hour.
- Up to two (2) CONTRACTOR team members may attend the additional coordination meetings.

Deliverables:

- CONTRACTOR team meeting minutes shall be provided to the Department within five calendar days (5) to the Department.

Task 1.2 Monthly Invoicing and Progress Reports.

The CONTRACTOR shall prepare and submit an invoice and progress report monthly. The invoice and progress report shall include, but is not limited to:

- A narrative that identifies and describes significant activities performed in the previous month;
- A narrative that identifies and describes significant activities expected to be performed in the next month;
- Identification of deliverables completed during the reporting period, accomplishments, milestones, significant meetings and current open issues relating to the work;
- Identification of any issues that may impact scope, schedule or budget;
- A Project aging calendar showing actual past monthly expenditures/billings as well as expected monthly expenditures for the duration of Phase 2;
- An Earned Value Report, per work element from the scope of services, for each firm on the CONTRACTOR team.

Assumptions:

- The period for services is to span a period of time of six (6) months.
- The CONTRACTOR will submit invoices and progress reports to the DOT&PF by the 10th of each month.
- The CONTRACTOR will submit one (1) hard copy and one (1) electronic copy of the above-mentioned documentation, including all sub-CONTRACTOR invoices and supporting documentation.

Deliverables:

- Monthly progress report.
- Monthly invoice for each firm.
- Monthly project aging calendar.
- Monthly Earned Value Report, per work element as defined in the scope of services, for each firm.

Task 1.3 Six Week Look-Ahead Schedule

The CONTRACTOR shall develop a six (6) week look-ahead Project status document for submittal for the Department on a weekly basis. Items shall include, but are not limited to, those fast track items that come up during the project too quickly to be included in the main project schedule. These items shall include, but are not limited to:

- Community Focus Group meetings
- Pre-Briefings with project Stakeholders and Special Interest Groups
- Small Group Presentations
- Open House dates
- Project notices to public and other time sensitive deliverables

Assumptions:

- The time period of performance for services is 6 months.
- Work includes up to 24 six week schedule updates

Deliverables:

- Six Week Look-Ahead Schedules

Task 1.4 Project Initiation and Kickoff

The Contracting Agency (DOT&PF) shall provide the CONTRACTOR with available aerial imagery, vicinity maps, and project plan development materials.

The CONTRACTOR shall set up the project files, and set up the project invoicing requirements including monthly status report template.

The CONTRACTOR shall schedule and lead a one-day kickoff meeting with Juneau DOT&PF staff. This meeting will outline the project objectives, roles and responsibilities, critical success factors, public involvement plan, schedule and work plan activities. This half-day meeting shall include joint

work sessions with DOT&PF planning, environmental, traffic and engineering staff to voice their vision, identify project challenges and opportunities, and share existing data. The CONTRACTOR shall draft an agenda, facilitate the meetings, and take meeting minutes.

Assumptions:

- Up to three (3) Contractor staff are authorized to attend the kick-off meeting.

Deliverables:

- Project meeting agenda and meeting minutes
- Public Involvement Plan Draft within ten (10) days of kick-off meeting

Task 2: Public Involvement

General Assumptions:

- All media inquiries will be directed to DOT&PF's Public Information Officer
- DOT&PF review periods are assumed to be five (5) days unless otherwise noted in the scope
- DOT&PF will provide consolidated comments or edits on draft deliverables.

Task 2.1 Public Involvement Plan

The CONTRACTOR shall prepare a Public Involvement Plan (PIP) to engage agency and public stakeholders throughout the project. The PIP shall include a list of key stakeholders, key messages, specific outreach techniques, advertising strategy, and schedule milestones. The PIP shall include measures of effectiveness to be gathered throughout the process, so that outreach effectiveness can be determined at project conclusion. Upon approval of the PIP, public involvement milestones shall be incorporated into the DOT&PF project schedule.

Deliverables:

- The draft PIP shall be provided to DOT&PF within 10 calendar days of the kick-off meeting, and attached to the department's project management plan (PMP). The final PIP shall be submitted one week after receiving consolidated comments from DOT&PF.

Task 2.2 Project Website Content

The CONTRACTOR will provide content to the DOT&PF to use to update the project website, hosted and managed by DOT&PF. The website will be updated with Public Open House information and materials.

Assumptions:

- CONTRACTOR will not provide IT support or hosting services for website. A customized URL will not be purchased (standard DOT&PF site URL). DOT&PF brand standards will be used (no customized project branding). No new technical information or graphics will be presented on the project web site that has not already been used in the project presentations or reports unless formatting modifications are necessary for web site display. The

CONTRACTOR will provide all material recommendations to the project manager (PM) prior to posting on the website.

Deliverables:

- Draft and final website content update

Task 2.3 Community Focus Group Meetings

The CONTRACTOR, in coordination with DOT&PF, will hold up to two (2) community focus group meetings. The community focus group meetings are anticipated to be early in the development and finalization of project scope of work features and approximately two weeks prior to the Public Open House.

In preparation for the community focus group meetings, the CONTRACTOR will collaborate with the DOT&PF Project Manager to determine meeting goals, materials, and agenda topics.

In preparation for each community focus meeting, the CONTRACTOR will provide content for initial and follow up emails to be sent to participants by DOT&PF, arrange location/time/date for meeting, draft agenda and supporting meeting materials, facilitate a dry run meeting prior to the meeting, facilitate the meeting, and prepare a meeting summary.

Assumptions: Four (4) hours allocated for preparation for each community focus group meeting. DOT&PF will coordinate the meeting location. The Community focus group meetings will be up to three (3) hours in length.

Deliverables:

- Draft and final agenda for two (2) meetings
- Meeting materials and presentation methods for two (2) meetings
- Meeting Summaries for two (2) meetings

Task 2.4: Pre-briefings

In preparation for the community focus group meetings, a series of pre-briefings will be planned and scheduled with key members of the Community Focus Group by the CONTRACTOR. There will be up to two (2) hours of strategizing with DOT&PF for each set of briefings. All other planning will occur during regular project team meetings/conference calls.

Assumptions: Two (2) hours shall be allocated for preparation for each set of pre-briefings. The CONTRACTOR shall provide the preliminary Focus Group meeting materials for the pre-briefing meetings.

Deliverables: Updated talking points for each pre-briefing meeting.

Task 2.5: Small group presentations

The CONTRACTOR will prepare one (1) additional small community group presentations.

Assumptions: Presentations will be given by DOT&PF without CONTRACTOR participation.

Deliverables: One (1) brief presentation coordination plan.

Task 2.6: Public Open House

The CONSULTANT, working closely with DOT&PF, shall hold one (1) public meeting to summarize project development and seek input. Using an open house style format, there shall be staffed displays and tables where participants can sit and write comments. The public meeting shall provide a project overview and information exhibits. Participants will be asked to give their input on the project and to include concerns or ideas for concept refinement, as well as identification of additional ideas for improvements. The CONTRACTOR shall schedule and plan the open house, develop all materials (boards, comment forms, sign-in sheets, handouts, etc.), and participate in and report on the results of the open houses.

Assumptions:

- The DEPARTMENT will advertise the open house in local media in accordance with DEPARTMENT procedures.
- The CONTRACTOR shall prepare one mailing to inform the stakeholders in advance of the public meeting.
- Up to two (2) CONTRACTOR staff will facilitate a dry run meeting prior to the public meeting.
- Up to two (2) CONTRACTOR staff will attend the public meeting and support the set-up, and facilitation.
- Public open houses/meetings will be held at a no or low cost location. No court reporter or translator will be provided for the Public Open House.
- The Public Meeting may be up to two (2) hours in duration with one and a half (1.5) hours for setup and teardown.
- The CONTRACTOR shall prepare a Public Open House Summary which includes attendees, key themes, and paraphrased comments no later than two weeks following the meeting.

Deliverables: Summary Report, including the comment spreadsheet with all comments received within 10 days following the comment period close.

- Public meeting materials; 1st draft due ten (10) calendar days prior to Community Focus Group meeting. Final draft due three (3) calendar days prior to the public meeting or during the dry run meeting.
- Open house meeting reports; draft report due within ten (10) working days upon comment period end.
- Electronic copies of the project mailing in both searchable .pdf format and in the original file format that was used to create the announcements.
- One open house (1) project folio with updates as requested by the Department. The folio shall include information about the project including, but not limited to, a project description, project map and project timeline. The folio shall be presented in plain speak. The first draft is due ten (10) calendar days prior to the first open house; final draft due three (3) days prior to the first open house or dry run meeting.

Task 2.7: Advertising for Public Open House and Online Open House

The CONTRACTOR will collaborate with the DOT&PF PM to plan and implement the advertising for the Public Open House. The anticipated advertising list potentially includes the following list of methods of engaging the public:

- Fliers
- Direct Mail Postcards
- Email Notification (E-blast) Invitation
- Newspaper Ads – The DOT&PF will place one (1) advertisement.
- Social Media
- Press Release/Media Advisory
- Public Service Announcement (PSA)
- Online Public Notice (OPN)/List Servs

Assumptions: All draft and final advertising deliverables will be provided for client review a minimum of four (4) weeks prior to the open house.

Task 2.8 Comment management and reporting

The CONTRACTOR will collect comments from the public, agencies, and stakeholders (from all sources except social media) in an Excel spreadsheet format.

Assumptions:

- Up to 100 commenter submissions are assumed for comment management.
- Comments will be collected and summarized in a narrative format along with an excel spreadsheet of comments collected. Individual responses will not be provided to commenters.
- The comment summary spreadsheet will be updated weekly for discussion at the regularly scheduled project team meetings.
- Draft responses to the comments will be provided to DOT&PF for review and response in the comment summary spreadsheet.
- DOT&PF will provide final comment responses to commenters as warranted.

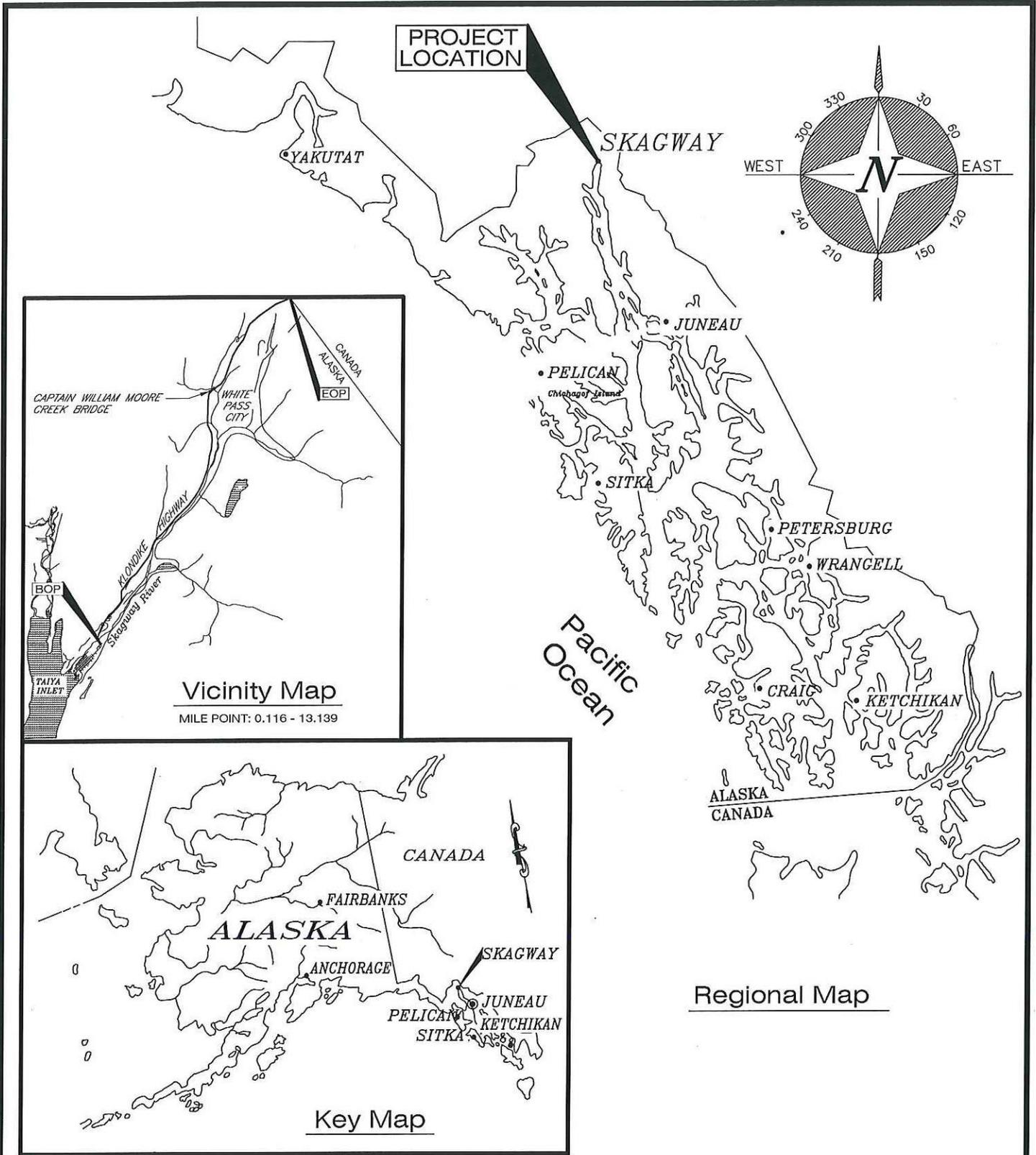
Deliverables: Comment/response spreadsheet in Excel

Department Evaluation Criteria

This task order is for community engagement specialty services and can be evaluated with cost being a determining factor. Your project team should have demonstrated experience and project qualifications related to the anticipated services on similar projects.

Your response should not exceed **five (5) pages** in length and will be evaluated under the following criteria:

1	Understanding of objectives & services and your proposed methods	30%
2	Management and project staff assigned to this project	10%
3	Firm's workload & available resources to meet a heightened schedule	35%
4	Estimated Cost	25%
	TOTAL	100%



Location Map

APPLICATION BY:
STATE OF ALASKA
DEPT. OF TRANSPORTATION & PUBLIC FACILITIES
SOUTHEAST REGION

Skagway-Klondike Highway Rehabilitation
Skagway River Bridge to Canadian
Border

Federal Project 0972019 State Project SFHWY00225

Figure 1