Alaska Department of Transportation & Public Facilities

PART **A**

REQUEST FOR PROPOSALS PACKAGE

(Procurement per Article 3 of AS 36.30)

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Other: N/A

ISSUING OFFICE

Agency Contact & Phone No..... : Aaron Hughes, P.E. (907) 269-0523 Email: aaron.hughes@alaska.gov
Contracting Division..... : State of Alaska Department of Transportation & Public Facilities, Central Region Design and Engineering Services

PROJECT

RFP NUMBER..... : 25222047
Project Numbers-State/Federal..... : CFAPT00881 / AIP 3-02-0016-0XX-20XX
Project Site (City, Village, etc.)..... : Ted Stevens Anchorage International Airport, AK
Project Title & Contract Description..... : ANC North Terminal Northside Aprons and Taxilane Reconstruction Design Services

The Contractor shall provide professional services for the preparation of a set of plans, specifications, and estimates (PS&E) for the ANC North Terminal Northside Aprons and Taxilane Reconstruction project. Services are anticipated to include PFAS Testing, Environmental Activities, Storm Drain Inspection and Design, Engineer's Design Report, Construction Safety and Phasing Plan, Erosion and Sediment Control Plan, Design Engineering, Assistance during Bidding, Design Closeout Documentation, and Assistance during Construction.

SCHEDULE & PAYMENT

Anticipated period for performance-Begin/End: May 2022 through December 2026.

Estimated amount of proposed contract:

- ☐ Less than $200,000
- ☐ $200,000 to $250,000
- ☐ $250,000 to $500,000
- ☒ $500,000 to $1,000,000
- ☐ $1,000,000 or greater

Proposed Method(s) of Payment:

- ☐ Fixed Price Plus Expenses (FPPE)
- ☐ Firm Fixed Price (FFP)
- ☐ Other:
- ☒ Cost Plus Fixed Fee (CPFF)

SUBMITTAL DEADLINE AND LOCATION

OFFERORS ARE RESPONSIBLE TO ASSURE DELIVERY PRIOR TO DEADLINE (2 AAC 12.250).
ONLY PROPOSALS RECEIVED PRIOR TO THE FOLLOWING DATE AND TIME WILL BE OPENED.

DATE: **March 10, 2022** PREVAILING TIME: **4:00 PM**

HAND DELIVER ONLY DIRECTLY TO FOLLOWING LOCATION (and person, if named):

***Also see 15. Special Notices, item 15.5**

Kathleen Bridenbaugh, PSA Unit Supervisor
Department of Transportation & Public Facilities
4111 Aviation Avenue
Anchorage, AK 99502
Email: crdotpfcontracts@alaska.gov

IMPORTANT NOTICE: If you downloaded this solicitation from the State's Website, you must self-register for the Plan Holders list to receive subsequent addenda. Failure to register may adversely affect your proposal. It is the Offeror's responsibility to ensure that he has received all addenda affecting this RFP.

PART

A

SELECTION PROCEDURE

1. Competitive Sealed Proposals will be evaluated by a committee (2 AAC 12, Article 4). Evaluation of responses to criteria set forth in Part C results in a numerical score for each proposal. Each criterion in Part C has an assigned weight for this RFP which demonstrates its relative importance. The total of all weights is 100 (100%). Each one-percent weight equates to a range of 0-5 points per Evaluator. The maximum points (score) obtainable for any proposal is equal to the product of 500 multiplied by the number of Evaluators.

2. Scoring of proposals will be accomplished as follows:

2.1 Each Evaluator will individually read and rate each Offeror's response to each criterion described in Part C - Section I - Technical Proposal. Ratings will be based solely on contents of proposal and in compliance with the Contracting Agency's standard Instructions for Evaluation Committee. Except as may be stated within any criterion description in Part C, a rating of "5" = Best Response from all Offerors; "4" to "1" = Progressively Less Responsive; "0" = Non-Responsive. Ratings are multiplied by the assigned weights for each criterion to obtain criteria scores.

2.2 After completion of individual ratings in Part C, Section 1, Technical Proposal, the Evaluation Committee will meet to discuss proposals. Evaluators may then alter their ratings; however, any changes shall be based solely on the criteria set forth in Part C.

2.3 After scoring Part C - Section I - Technical Proposal, criteria scores for Part C - Section II - Preferences, and Section III - Price (if applicable), will be calculated based on criteria descriptions.

2.4 The total score for each Offeror will be obtained by summing the scores determined for each criterion in Sections I, II and III of Part C. The order of ranking for negotiations shall be as follows: highest scored Offeror will be ranked first, next highest scored second, and etcetera.

3. Evaluators may discuss factual knowledge of, and may investigate Offerors' and proposed Subcontractors' prior work experience and performance, including projects referenced in proposal, available written evaluations, etcetera, and may contact listed references or other persons knowledgeable of a Contractor's and/or a Subcontractor's past performance. Factors such as overall experience relative to the proposed contract, quality of work, control of cost, and ability to meet schedules may be addressed. If any issues of significant concern to the proposed contract are discovered, the Committee may:

3.1 Provide written recommendations for consideration during contract negotiations;

3.2 Conduct discussions in accordance with paragraph 4, below.

4. The Committee may decide to conduct discussions (or "interviews") with responsible Offerors whose proposals are determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements (AS 36.30.240 & 2 AAC 12.290). Offerors selected by the Committee for discussions may be permitted to submit Best and Final Offers (BAFO) for final Committee Evaluation. After discussions and any BAFOs, Evaluators will determine the final scoring and ranking for contract negotiations by evaluating written and oral responses using only the criteria set forth in Part C of this RFP (2 AAC 12.260(b)).

5. All Offerors will be advised of the Offeror selected for negotiation and, after completion of negotiations, a Notice of Intent to Award will be provided to all Offerors. If contract negotiations are unsuccessful with Offeror(s) selected for negotiation, the Contracting Agency may either cancel the solicitation or negotiate with other Offerors in the order of ranking.

PART

A

NOTICES

1. The Contracting Agency is an equal opportunity employer.

2. Copies of contract documents are available for review at the Contracting Agency's office. Offerors located outside the general vicinity of the Contracting Agency's office may telephone the Agency Contact identified on page one of this Part A for a discussion of such items.

General Conditions of the Professional Services Agreement are contained in the Small Procurement Standard Provisions Booklet, which is located on the Department's website under "Procurement."

The General Conditions are the **same** for both Competitive Sealed Proposals and Small Procurements.

3. Offerors are specifically advised that a contract shall not be in effect until a written agreement is executed by an authorized agent of the Contracting Agency. The Contracting Agency shall not be liable for any cost incurred by an Offeror in response to this solicitation, including any work done, even in good faith, prior to execution of a contract and issuance of a Notice to Proceed.

4. The Contracting Agency expressly reserves the right to waive minor informalities, negotiate changes or reject any and all proposals and to not award the proposed contract, if in its best interest. "Minor Informalities" means matters of form rather than substance which are evident from the submittal, or are insignificant matters that have a negligible effect on price, quantity, quality, delivery, or contractual conditions and can be waived or corrected without prejudice to other Offerors (2 AAC 12.990).

5. All proposals shall be open for public inspection (AS 36.30.230) after a Notice of Intent to Award is issued. Offerors should not include proprietary information in proposals if such information should not be disclosed to the public. Any language within a submittal purporting to render all or portions of a proposal confidential will be disregarded. Proprietary information which may be provided after selection for contract negotiations will be confidential if expressly agreed to by the Contracting Agency (AS 36.30.230).

6. Substitution for any personnel named in a proposal may result in termination of negotiations.

7. If it is discovered that a selected Offeror is in arrears on taxes due the State of Alaska, a contract may not be awarded until the Alaska Department of Revenue approves the payment provisions for the contract.

8. **Offerors and proposed subcontractors shall be in compliance with the statutory requirements for Alaska business licensing and professional registrations included in the certification statement on Page 2 of Part D in this RFP package.**

9. **PRICE COMPETITION**: Price cannot be an Evaluation Criterion in accordance with Article 3 of AS 36.30 for services that must be performed only by Architects, Engineers, Land Surveyors, or Landscape Architects (A/E, LS or LA)) licensed in the State of Alaska, UNLESS the provisions of AS 36.30.270(d) apply; i.e., unless the services required are repetitious in nature, and the nature and amount of services required are thoroughly defined by measurable and objective standards to reasonably enable firms or persons making proposals to compete with a clear understanding and interpretation of the services required. If price is a factor, a majority of the evaluation committee must be registered in Alaska to perform architectural, engineering, or land surveying services.

9.1 If the services performed do not require an A/E, LS or LA, then all Offerors including any A/E, LS or LA must provide Price Proposals in accordance with AS 36.30.270(b) and 2 AAC 12.260(c).

9.2 Price (or any estimate of labor hours) cannot be an Evaluation Criterion for contracts that will receive Federal-aid highway program funding per 23 CFR 172.7, and FAA Airport Improvement Program funding per AC 150/5100-14E, 2.1. For FAA exceptions: see AC 150/5100/14E, 2.4.

10. An audit of the selected Offerors' and proposed Subcontractors' cost accounting systems and business records may be required to ascertain if systems are adequate for segregating contract costs; to establish a maximum allowable Indirect Cost Rate for the Agency's negotiator; and to investigate the accuracy of proposed labor rates and unit prices. In order not to unduly delay contract negotiation or award, be prepared to submit Pre-Audit Statement, DOT&PF Form 25A257 immediately for your firm and any subcontract that may exceed $250,000.

PART

A

For contract amounts less than $250,000, the Contracting Agency may require the Offeror and proposed Subcontractor to submit the Pre-Audit Statement if deemed necessary to determine allowable costs under Title 23 CFR requirements. If selected for negotiation, failure to submit properly completed Pre-Audit Statement(s) in a timely manner may disqualify an Offeror from further consideration. Information from Pre-Audit Statements and any Audit conducted for the Contracting Agency is considered proprietary and will be confidential.

11. Standard insurance provisions for Worker's Compensation, General and Automobile Liability, and Professional Liability are contained in DOT&PF Form 25A269, Indemnification and Insurance. Coverages may be modified under very limited circumstances. Offeror should not assume any modification of coverages.

12. Professional Liability Insurance for the proposed contract: ☐ is not required

☒ is required as shown on DOT&PF Form 25A269.

13. The proposed contract ☒ will ☐ will not be a Federally Assisted Program of the U.S. Department of Transportation. If it will be an assisted program, then the Offeror shall insert the following notification in all subcontract solicitations for bids or proposals pertinent to this RFP:

"In accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, CFR, U.S. Department of Transportation (U.S. DOT), Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. DOT issued pursuant to such Act, in any Subcontract entered into pursuant to this RFP, Disadvantaged Business Enterprise firms will be afforded full opportunity to submit bids or proposals and will not be discriminated against on the grounds of race, color, sex, or national origin, in consideration for an award.

14. Pre-proposal Conference: ☒ None ☐ As follows:

15. Special Notices:

15.1 Per Alaska Statute (AS) 36.30.210(e): An Alaska Business License is required of Contractors who do business in Alaska at time of award. To qualify for the Alaska Offerors' Preference, under AS 36.30.321, an Offeror shall have a valid Alaska business license as a prerequisite to proposal. Information regarding applying for an Alaska Business License can be found on-line at https://www.commerce.alaska.gov/web/cbpl/BusinessLicensing.aspx or by calling 1-907-465-2550. The business license must be in the name of the company under which the proposal is submitted.

15.2 Effective May 8, 2015, the Department, in coordination with the U.S. Department of Transportation, adopted a Race-Neutral Disadvantaged Business Enterprise (DBE) Program for its federal-aid program. The Race-Neutral DBE program applies to federally-funded construction-related professional services solicitations, with the exception of FAA-funded projects located within the boundaries of the Department's Northern Region, which remain under a Race-Conscious DBE program.

The Department encourages contractors to utilize DBEs in all Federal-aid projects to ensure the Department meets its overall DBE Utilization Goal. All DBE participation will count towards the Race-Neutral program. If you have any questions about this notice or the Department's DBE program, please contact the Civil Rights Office at (907) 269-0851 or refer to their website http://www.dot.alaska.gov/cvlrts/index.shtml

15.3 The Department intends to send notices (including Notice of Intent to Negotiate, and Notice of Intent to Award) to Offerors by using the email address provided the Offeror's submitted Part D. Such delivery of an email sent by the Department is complete upon receipt in the addressee's email account. An email sent after 4:30pm shall be deemed to have occurred at the opening of business on the next working day. By submitting a response to this RFP, all Offerors consent to the use of Electronic Mail as described herein.

15.4 Interested parties are reminded that the Agency point of contact is noted on page 1 of this section, and all questions and requests for information shall be directed to this individual.

15.5 In light of the current health situation, the Department will accept an electronic (email) submission of proposals for this solicitation. Proposals should be submitted to crdotpfcontracts@alaska.gov prior to the date and time shown on page 1. Offerors are responsible to assure timely delivery, and receipt of their proposal. Offerors are cautioned that due to mailbox restrictions, we cannot receive proposals over 20MB in size. The Contracting Agency will either print out proposals in color for distribution or email a PDF to the Evaluation Committee.

15. Special Notices – cont'd:

15.6 In 2022, DOT&PF intends to utilize our AASHTOWare system to generate the Bidder Registration lists. Therefore, all Contractors, Consultants, and Subconsultants must be registered in AASHTOWare and must have an AASHTOWare Vendor number.

To check if your company is registered in AASHTOWare and to find your Vendor Number, visit this website: http://dot.alaska.gov/aashtoware/awp-vendorcheck.cfm.

If your company is not yet registered in AASHTOWare, you are encouraged to begin this multi-step process as soon as possible. Guidance is available on the DOT&PF website. http://dot.alaska.gov/aashtoware/docs/AWP-Vendor-List-Guidance.pdf or from the Regional Contracts Sections. Central Region contacts: Contracts Chief, Sharon Smith, (907)269-0414 or Central Region, PSA Unit Supervisor, Kathie Bridenbaugh, (907)269-0421.

15.7 Compensation under this Agreement may include various methods of cost reimbursement payment as indicated on page 1 of rfp-a, and as negotiated with the Department. The compensation terms of the Agreement (Appendix C-1) will itemize current audited indirect cost rates (IDCRs) for the firms named in the agreement. The Department of Transportation and Public Facilities Internal Review section is typically the responsible section for conducting these audits.

If the top scoring Offeror selected for negotiations does not have a current audit, they will be required to submit the necessary paperwork to DOT&PF's Internal Review section in a timely fashion. In addition, any proposed subcontractors that may receive more than $250,000 under the proposed contract, or any proposed subcontractors who may receive more than $250,000 cumulatively under contracts with the State, will be required to submit a complete and executed copy of the DOT&PF Form 25A257, Pre-Audit Statement, unless any such Subcontractors have been audited by the Department within the last year.

By submitting a response to this RFP, Offerors acknowledge the audit requirements and commit to furnishing all required audit information to DOT&PF's audit staff in an expedited manner as required by the Department for their entire team, including any identified subcontractors. Failure of an Offeror to satisfy this requirement for their team may result in unsuccessful contract negotiations. And, in the event contract negotiations are unsuccessful with the top ranked Offeror, the Contracting Agency may negotiate with the next ranked Offeror or cancel the solicitation.

15.8 The Contracting Agency anticipates providing the following services: Surveying/ROW Mapping, Geotechnical Investigation/Recommendations, Utilities Agreements Support, and Public/Agency Involvement; however, the Contracting Agency reserves the right to acquire these services by other means, including adding them to this contract by amendment.

PART

B

SUBMITTAL CHECKLIST

Offeror may use left margin to check off items when completed.

An Alaska Business License is required of Contractors who do business in Alaska at time of award (AS 36.30.210(e)).

[ ] 1. Offerors must carefully review this RFP Package for defects and questionable material, and become familiar with submittal requirements. Submit written comments to the address shown under "Submittal Deadline and Location" on page 1 of Part A - RFP. Substantive issues will be addressed in a written addendum to all RFP recipients on record. Failure to comply with directions may result in lower score and may eliminate a submittal from consideration. Protests based on alleged improprieties or ambiguities in a solicitation may be disallowed at the discretion of the Contracting Agency if the protest is not received in writing at least ten (10) Agency work days prior to the Submittal Deadline (AS 36.30.565).

[ ] 2. Review Part A - RFP and the proposed Statement of Services and any other attached or referenced materials. If no Statement of Services is attached, telephone the Agency contact person identified on page 1 of Part A.

[ ] 3. Review Part C - Evaluation Criteria. Read each criterion in light of the proposed Statement of Services. Note any project specific criteria which may have been added or any changes to standard criteria descriptions which may have been made. Be aware of the assigned weight for each criterion. If a weight is not entered for any criterion on Part C, notify the Agency contact person. Plan your proposal to address the applicable criteria. Criteria Responses shall not exceed the number of pages stated below. **Note:** If weight is applied to Criterion #11, Alaska Bidder (Offeror) Preference, that box must be checked on page 1 of Part D, rfp-d.

[ ] 4. Prepare a distinct Response for each criterion that has a weight more than zero. Failure to respond directly to any criteria weighted more than zero will result in an evaluation score of zero for that criteria. Any Responses to criteria weighted zero will be disregarded. Acceptable Responses must be specific and directly related to the Contracting Agency's proposed Statement of Services. Marketing brochures, federal SF330s, marketing resumes, and other non-project specific materials will be discarded without evaluation and should not be submitted.

[ ] 5. ***Each criterion Response must be titled, numbered and assembled in the order in which the criteria are listed in Part C***, so the criterion to which information applies shall be plainly evident. Material not so identified or assembled may be discarded without evaluation.

[ ] 6. Price ☐ is ☒ is not an evaluation criterion for the proposed contract.

If Price is a Criterion, prepare ***Billing Rates and/or Price Proposals*** as described in Criteria #12 and/or #13.

[ ] 7. Complete all entries on Part D - Proposal Form. Note the statutory requirements for Alaska business licenses and professional registrations, and be sure to sign and date the Certification. Copies of licenses and registrations may be provided with submittal, and will not count in the requirements of #8 below.

[ ] 8. Attach Criteria Responses (***except any Billing Rates or Price Proposals***) to Part D - Proposal Form. The maximum number of attached pages (***each printed side equals one page***) for Criteria Responses shall not exceed: **Ten (10) pages, which includes the schedule submitted in response to Criterion #9**. Attached page limit does not include the four-page Part D - Proposal Form, or any Billing Rates or Price Proposals.

Criteria Responses shall be presented in ***8-1/2" X 11" format***, except for a minimal number of larger sheets (e.g., 11" x 17") that may be used (e.g., for schedules) if they are folded to 8-1/2" X 11" size. Large sheets will count as multiple pages at 93.5 square inches or fraction thereof per page, unless otherwise noted.

CAUTION: Criteria Responses which do not comply with the required page limit or presentation size, may result in disqualification. Further, small print or typeface that is difficult to read may negatively influence evaluation of your submittal and affect scoring for "Quality of Proposal."

CHECKLIST IS CONTINUED NEXT PAGE

[ ] 9. N/A

[ ] 10. Parts A, B and C of Form 25A270 and the proposed Statement of Services shall not be returned to the Contracting Agency. ***Submittals shall consist of the following applicable items assembled as follows and in the order listed:***

[ ] 10.1 Completed Part D - Proposal Form (generally at least one copy with original signature) and Responses to all evaluation criteria -- ***except Billing Rates, Price Proposals*** – attached. Each copy shall be fastened with one staple in the upper left corner. No other form of binding shall be used and no cover and no transmittal letter will be included. **CAUTION**: Failure to comply with this instruction will negatively influence evaluation of Submittal.

[ ] 10.2 Number of copies of Part D (***all pages***) and Criteria Responses (***except Billing Rates, and Price Proposals***) required is: **Five (5) if hand-delivered.**

[ ] 10.3 If ***Billing Rates and/or Price Proposals*** are required, ***one copy*** bound with one staple in the upper left corner separately enclosed in a sealed envelope marked on the outside to identify it as a ***Billing Rates or Price Proposal*** and the names of the Project and Offeror. Each ***Billing Rates or Price Proposal*** must be signed and dated by the person who prepares it (may be different signatures for each Subcontractor).

[ ] 10.4 If Item 9, above, is completed for this RFP Package, any submittal items described therein. Unless otherwise stated, one copy only, bound appropriately.

[ ] 10.5 Pre-Audit Statement, DOT&PF Form 25A257, shall ***not*** be provided with Submittal. (See Notice #10 on page 3 of Part A - RFP.)

[ ] 10.6 **CAUTION:** If you replicate (other than by photocopy) Part D or any form in lieu of completing the forms provided by the Contracting Agency, provide a signed certification that lists such forms and attests that they are exact replicas of that issued by the Contracting Agency. Changed forms may result in rejection at the Contracting Agency's discretion. Any alteration – other than completion of the required entries – may be cause for rejection without recourse.

[ ] 11. Deliver ***submittals in one sealed package*** to the location and before the submittal deadline cited in Part A - RFP. ***Mark the outside of the package*** to identify the Project and the Offeror. Proposals must be received prior to the specified date and time. Late proposals will not be opened (2 AAC 12.250).

PART

C

EVALUATION CRITERIA

Criteria with a weight of zero are not applicable and should be disregarded. If a weight is not indicated for any criterion, telephone the Agency Contact person identified at the top of page 1 of Part A - RFP.

SECTION I - TECHNICAL PROPOSAL

1. Objectives and Services

1. Weight: 10

Response must **demonstrate your comprehension of the objectives and services** for the proposed contract. Do not merely duplicate the Statement of Services provided with this RFP. Also, consider if Statement of Services is sufficiently explicit; are expressed or implied schedules attainable/economically feasible; etcetera? Explain. **Define any assumptions made** in formulating Criteria Response. If design services for a construction project are included, express any opinions regarding alternative design considerations that could impact construction costs.

2. Methods

2. Weight: 15

Response must outline the methods for accomplishing the proposed contract or, if methodology is contained in the proposed Statement of Services, address its adequacy. Describe what, when, where, how, and in what sequence the work will be done. Address how proximity to the Project site, *particular* geographic familiarity, experience, and capabilities of your firms (Offeror and Proposed Subcontractors) and Project Staff might *specifically* contribute to the proposed methods. Identify the amount and type of work to be performed by any Subcontractors. Consider how each task may be carried out; what services or interaction required from/with the Contracting Agency; etcetera. Suggest alternatives, if appropriate. Identify any **distinct and substantive qualifications** for undertaking the proposed contract such as the availability of specialized equipment or unique approaches or concepts **relevant to the required services** which the firms may use.

3. Management

3. Weight: 5

Response must describe the administrative and operational structures that will be used for performing the proposed contract. For example consider: who will have overall responsibility for the contract? Who will have direct responsibility for specific disciplines? What will the lines of authority be? For any individual who would be in "responsible-charge" (reference AS 08.48) as an Architect, Engineer, Land Surveyor or Landscape Architect, so state and list his/her Alaska professional registration number. A graphic depiction is preferred in your response to this criterion. Additionally, the Contracting Agency may want to inspect work products in progress and have a close ongoing working relationship with your Project Staff. Accordingly, your response should also identify where the various contract services will be performed, *in proximity to the Contracting Agency's office*, and how communications will be maintained between your Project Staff, the Contracting Agency, and (as applicable) any other government agencies or the public.

4. Proposed Project Staff

4. Weight: 25

Response must name the individuals to perform the following **FUNCTIONS** plus any other professional/technical functions you deem essential to perform the services (see also Criterion #8):

1. Contract Management (contract compliance)
2. Project Management (single point-of-contact directly engaged in contract performance)
3. Civil Engineering* **(Alaska AELS Type C License)**
4. Electrical Engineering* **(Alaska AELS Type E License)**
5. Environmental Services
6. Hydrological & Hydraulic Design* **(Alaska AELS Type C License)**
7. PFAS Testing

*All personnel acting in responsible charge for all Architectural, Engineering, Land Surveying, and Landscape Architecture functions require an Alaska Registration and must be identified in your proposal.

Continued Next Page

Describe the work to be performed by the individuals you name to perform essential functions and detail their specific qualifications and substantive **experience directly related to the proposed contract.** A response prepared specifically for this proposal is required. Marketing resumes often include non-relevant information that may detract from the evaluation of proposal. Lists of projects are not useful. Focus on individual's specific duties and responsibilities and how project experience is relevant to the proposed contract.

For each person named, identify their: employer, professional discipline or job classification and state of residency. List at least three (3) professional references (contact persons and telephone numbers) for each person.

5. Workload and Resources

5. Weight: 10

Response must: (1) discuss both current and potential time commitments of your proposed Project Staff to all clients; (2) discuss the projected workload of each firm (Offeror and Proposed Subcontractors) for all clients; and (3) demonstrate adequate support personnel, facilities and other resources to provide the services required. Provide a list of current contracts with the Contracting Agency in which your proposed Project Staff are participating (include all current contracts statewide with regions, divisions, etc.).

Briefly address capabilities for providing additional services and/or services under an accelerated schedule. Address capacity to reassign personnel, equipment and facilities whenever the proposed contract would not require such capabilities or was delayed.

6. Past Performance & Quality Control

6. Weight: 15

Response must describe previous projects the project team has worked on that are related in size and scope to this project. Describe the dollar amount of each project, a brief narrative of the successes of the project, and the year of completion. Address how the experience will help your team to perform under this contract. Provide references (contact name and phone number) for each project. Indicate which of the proposed firms and project staff was involved in each project. The State reserves the right to investigate referenced projects, contact references and research other projects that the respondent has worked on.

Include in your response a description of your firm's quality control process and how this process has affected the quality of your deliverables. Use specific examples.

7. Quality of Proposal

7. Weight: 5

Offerors do not respond to this criterion. Committee members will rate this criterion based on their perception of the clarity, completeness and presentation of submittal. Note: This criterion is **NOT** used to evaluate color, graphics or other visual techniques except as they may detract from legibility.

8. Proposed Project Staff for Possible Added Services	8. Weight: 5

The Contracting Agency reserves the right to negotiate and add additional tasks in Appendix B, Proposed Statement of Services currently shown as Not in Contract (NIC). Response must name the individuals that would be added to perform the following **FUNCTIONS** if the tasks were added by amendment.

1. Land Surveying* / ROW Mapping* **(Alaska AELS Type L License)**
2. Geotechnical Investigation/Recommendations* **(Alaska AELS Type C License)**
3. Utilities Agreements Support
4. Public/Agency Involvement

*All personnel acting in responsible charge for all Architectural, Engineering, Land Surveying, and Landscape Architecture functions require an Alaska Registration and must be identified in your proposal.

Briefly describe the work to be performed by the individuals you name to perform essential functions and detail their specific qualifications and substantive **experience directly related to the proposed contract.** Focus on individual's specific duties and responsibilities and how project experience is relevant to the proposed contract.

For each person named, identify their: employer, professional discipline or job classification and state of residency. List at least three (3) professional references (contact persons and telephone numbers) for each person.

9. Schedule	9. Weight: 10

This project will require timely completion of tasks to meet the Department's schedule for this project.

Develop a schedule for the activities to be provided under this contract. Demonstrate your plan to deliver acceptable work products as efficiently as possible. Distinguish between activities that are within your control and those that may be strongly influenced by others. Include agency comment periods.

Begin your schedule with receipt of NTP anticipated to occur on **May 16, 2022**.

Do not include estimates of resource usage.

The schedule may be presented on one (1) 11x17 sheet, which ***will*** be counted as one (1) page toward the proposal page limit.

The negotiated agreement with the selected Offeror will include provisions obligating it to performance in accordance with its proposed schedule. If the schedule is found to be unrealistic, the Contracting Agency may terminate negotiations and enter into negotiations with the next ranked firm.

PART

C

SECTION II - PREFERENCES

10. Disadvantaged Business Enterprises	49 CFR 26	10. Weight: 0

This solicitation is being conducted under the Department's Race Neutral Disadvantaged Business Enterprise (DBE) program for construction-related professional services solicitations. Therefore, there is no DBE goal for this solicitation and the criterion has a weight of zero (0).

See rfp-a, section 15. Special Notices, paragraph 15.2.

11. Alaska Bidder (Offeror) Preference 23 CFR 172.7(a)(1)(iii)(C), AC 150/5100-14E, and 2 AAC 12.260(e) Weight shall be "0" if any federal funding, otherwise weight shall be at least "10".	11. Weight: 0

To be granted this preference:

Offeror must claim the Alaska Bidder (Offeror) Preference on page one of Part D Proposal Form. In claiming the Alaska Bidder (Offeror) Preference on page one of Part D, the Offeror is certifying that they meet the following requirements per AS 36.30.990:

(A) Firm holds a current Alaska Business License;

(B) Proposal is submitted under the name as appearing on the Firm's current Alaska Business License;

(C) Firm has maintained a place of business within Alaska, staffed by the Firm or an employee of the Firm, for a period of six months immediately preceding the date of the offer;

(D) Firm is incorporated or qualified to do business under the laws of the State of Alaska, is a sole proprietorship, and the proprietor is a resident of Alaska, is a limited liability company organized under AS 10.50 and all members are residents of Alaska, or is a partnership under AS 32.06, or AS 32.11 and all partners are residents of Alaska; and

(E) If the Firm is a Joint Venture, it is composed entirely of entities that qualify under (A) - (D).

Alaska Bidder (Offeror) Preference will be scored: Rating x Number of Evaluators x Weight = Criterion Score.

Rating will be as follows:

An Alaska Offeror's preference (i.e., a Rating of 5) will be assigned to the proposal of an Offeror who certifies (by claiming the preference on page one of Part D) that they are an Alaska Bidder (Offeror) as described above.

No Alaska Offeror's preference (i.e., a Rating of 0) will be assigned to the proposal of an Offeror who does not certify (by failure to claim the preference on page one of Part D) that it qualifies as an Alaska Bidder (Offeror) as described above.

No narrative response to this criterion is required within the Offeror's Proposal.

PART

C

SECTION III - PRICE

If price is not an Evaluation Criterion, weights for both Criterion #12 and #13 shall be "0". If price is an Evaluation Criterion, the sum of weights for Criterion #12 and #13 shall be at least "10", and all Offerors shall submit Price Proposals in the specified format(s).

See item #9, under Notices in Part A – RFP, regarding statutory and regulatory provisions about price competition and item #10.3, in Part B – Submittal Checklist, regarding procedure for submittal of Billing Rates and/or Price Proposals. Cost terminology is explained on page 2 of the Pre-Audit Statement (DOT&PF Form 25A257).

CAUTION: Submittal of Offeror's or Subcontractor's "standard" rate schedules or other pricing documents which are not in required format will be non-responsive if they do not allow direct comparison with other responsive proposals.

Rates and costs proposed by the Offeror selected for contract negotiations may be investigated for reasonableness and allowability in accordance with AS 36.30.400, .420 & .480, 2 AAC 12.550 and the contract cost principles in 48 CFR Part 31. Unsupported rates and costs may be disallowed or result in termination of negotiations, or contract award. All proposed rates and the negotiated contract rates will be public information.

12. Labor Billing Rates (Required Format)

12. Weight: 0

Provide a proposed total hourly Billing Rate (i.e., inclusive of Direct Cost of Direct Labor, all Indirect Costs, and Fee) only for each of the job **FUNCTIONS** listed below. Note: Some of these functions may be performed by one or more employees of the Offeror or Subcontractors; consequently, an individual might be billed under the contract at different rates appropriate to the functions performed. ***Only the maximum rate paid to any individual for each listed job function*** – regardless of employer (Offeror or Subcontractor) – ***must be provided and will be considered for this response***. Rates for lower paid individuals or for other job functions, if any, will be addressed during contract negotiations.

1.	Contract Management	(Estimated at	% of total labor effort)
2.	Project Management	(Estimated at	% of total labor effort)
3.		(Estimated at	% of total labor effort)
4.		(Estimated at	% of total labor effort)
5.		(Estimated at	% of total labor effort)

*In accordance with the submittal Checklist ('rfp-b'), item 10.3, *Billing Rates must* be signed and dated by the person who prepares it (may be different signatures for each Subcontractor)

Response will be scored as follows: The maximum hourly rates proposed for the job functions listed above will be multiplied by the percentage of total labor effort (estimated above) and then summed to obtain an aggregate rate for each Offeror. If more than one rate is provided for any job function, only the highest rate will be used. Each Offeror's score will be calculated using the following equation – except that the ***score will be zero if a rate for each listed function is not provided by an Offeror.***

(Lowest aggregate rate from all Offerors) x (MPP)* = *Offeror's Criterion Score*
(Offeror's aggregate rate)

**MPP = Maximum Possible Points = (5) x (Number of Evaluators) x (Weight)*

If no federal funding, then per AS 36.30.250(b), aggregate rates shall be reduced for the above calculation by the following applicable percentages when the rates are from Offerors that ***designate preferences on page one of Part D.***

- ALASKA BIDDER (OFFEROR) PREFERENCE [2 AAC 12.260(d)] 5%
- ALASKA VETERAN-OWNED BUSINESS PREFERENCE [AS 36.30.175] (maximum $5000) 5%

and only ONE of the following:

- EMPLOYMENT PROGRAM PREFERENCE [AS 36.30.170(c)] 15%
- DISABLED SOLE PROPRIETOR OR 50% DISABLED EMPLOYEES [AS 36.30.170(e & f)] 10%

To claim employment or disabled preference, Offeror must be on the appropriate Alaska Division of Vocational Rehabilitation list at the time designated for opening (i.e., receipt) of proposals.

PART

C

13. Total Price Proposal (Required Format)

13. Weight: 0

Provide proposed costs for all labor, subcontracts, equipment, expenses, etc., and a proposed amount for Fee. Submit a separate price proposal in the following format for the Offeror and for each Subcontract (first, second, third tier, etc.) that may exceed $25,000. Each price proposal must be signed and dated by the person who prepares it. Note that the PRICES of the next lower tier subcontracts must be listed as COSTS in Item #4 (Other Direct Costs) of the price proposal for the next higher tier contractor so that the price of all subcontracts "roll-up" into the Offeror's total price proposal.

1. Show project title, project number, and Offeror or Subcontractor Name.

2. **Direct Costs of Direct Labor (DCDL)**
   Show the estimated costs for each job classification of employees proposed for the contract. List under the following headings. Names required only for key staff and/or persons in "responsible-charge" (Ref: AS 08.48). ***Hourly Rates must not include Indirect Costs or Fee.***

Job Classification	Name	Total Hours	Rate($/hr)	Proposed Costs ($)

Total DCDL: $ _____

3. **Indirect Costs (IDC)**
   These costs include what are generally referred to as 1) Fringe Benefits and 2) Overhead (including direct and indirect costs of Indirect Labor). Show the Proposed IDC Rate as a percentage of Direct Costs of Direct Labor and the product (IDC Amount) of that Rate multiplied by the total DCDL.

IDC Rate: _____ % IDC Amount: $ _____

4. **Other Direct Costs (ODC)**
   These costs include: subcontracts, equipment (company owned or rented), and reimbursable expenses (e.g., transportation, food and lodging, reproduction) – if not included in Indirect Costs. List proposed costs under the following headings. If multiples of an item required, list the proposed quantity, unit rate, and total cost for each. ***Costs must be based on actual costs to the offeror or the subcontractor, without any profit or other markup.***

Item	Quantity	Cost ($/Unit)	Proposed Costs ($)

Total ODC: $ _____

5. **Total Proposed Cost**
   Sum of DCDL + IDC + ODC

Total Cost: $ _____

6. **Proposed Fee**
   List a proposed amount (Contract Fee is generally negotiated using a structured Fee analysis of proposed costs).

Proposed Fee: $ _____

7. **Total Proposed Price**
   Sum of Total Proposed Cost plus Proposed FEE.

Total Price: $ _____

8. *In accordance with the Submittal Checklist ('rfp-b'), item 10.3, Price Proposals must be signed and dated by the person who prepares it (may be a different signature for each subcontractor).*

Response will be scored as follows: $\frac{\text{(Lowest Total Proposed Price)} \times \text{(MPP*)}}{\text{(Offeror's Total Proposed Price)}}$ = *Criterion Score*

**MPP = Maximum Possible Points = (5) x (Number of Evaluators) x (Weight)*

If no federal funding, then per AS 36.30.250(b), total price shall be reduced for the above calculation by the following applicable percentages when the prices are from Offerors **designate preferences on page one of Part D.**

- ALASKA BIDDER (OFFEROR) PREFERENCE [2 AAC 12.260(d)] 5%
- ALASKA VETERAN-OWNED BUSINESS PREFERENCE [AS 36.30.321(f)] (maximum $5,000) 5%

and only ONE of the following:

- EMPLOYMENT PROGRAM PREFERENCE [AS 36.30.321(b)] 15%
- DISABLED SOLE PROPRIETOR [AS 36.30.321(d) / (k)] 10%

To claim employment or disabled preference, Offeror must be on the appropriate Alaska Division of Vocational Rehabilitation list at the time designated for opening (i.e., receipt) of proposals.

Alaska Department of Transportation & Public Facilities
PROPOSAL FORM

PART **D**

THIS FORM MUST BE THE FIRST PAGE OF PROPOSAL. Attach criteria responses as explained in Part B - Submittal Checklist. No transmittal letter or cover sheet will be used.

PROJECT

Project Numbers-State/Federal ..... : CFAPT00881 / AIP 3-02-0016-0XX-20XX
Project Title ..... : ANC North Terminal Northside Aprons and Taxilane Reconstruction Design Services
RFP No. ..... : 25222047

OFFEROR (CONTRACTOR)

Contractor ..... :

Street ..... :
P.O. Box..... :
City, State, Zip ..... :
Alaska Business License Number ..... :
Federal Tax Identification No. ..... :
DOT&PF DBE Certification No. (if any) ..... :
Individual(s) to sign contract ..... :
Title(s) ..... :
Type of business enterprise (check one)..... : [ ] Corporation in the state of..:
[ ] Individual [ ] Partnership [ ] Other(specify)..... :

ALASKA STATUTORY PREFERENCES (IF NO FEDERAL FUNDING)

Check the applicable preferences that you claim for the proposed contract (reference Criteria 11, 12 & 13 in Part C):
[ ] Alaska Bidder (Offeror) **AND>>** [ ] Veterans **AND>>** [ ]Employment Program or [ ] Disabled Persons

PROPOSED SUBCONTRACTOR(S)

Service, Equipment, etc.	Subcontractor & Office Location	AK Business License No.	DOT&PF DBE Certification No.

CERTIFICATIONS

I certify: that I am a duly authorized representative of the Contractor; that this Submittal accurately represents capabilities of the Contractor and Subcontractors identified herein for providing the services indicated; and that the requirements of the Certifications on page 2 and 3 of this Part D for 1) Alaska Licenses/Registrations, 2) Insurance, 3) Federal-Aid Contracts exceeding $100,000, 4) Cost and Pricing Data, 5) Trade Restrictions/Suspension/Debarment, 6) Foreign Contracting, 7) DBE Commitment, and 8) Former Public Officer – will be complied with in full. These Certifications are material representations of fact upon which reliance will be placed if the proposed contract is awarded. 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 Contractor and Subcontractors. This proposal is valid for at least ninety days.

Signature ..... : _____
Name ..... : Date:
Title ..... : Telephone (voice):
(fax):
Email Address:

PART

D

CERTIFICATION FOR ALASKA BUSINESS LICENSES AND REGISTRATIONS

Contractor and all Subcontractors shall comply with the following applicable requirements of Alaska Statutes:

1. **Alaska Business License** (Form 08-070 issued under AS 43.70) at the time contract is awarded as required by AS 36.30.210(e) for Contractor and all Subcontractors. In accordance with Administrative Manual, Section 81.120, proof of application for an Alaska Business license will satisfy this requirement. Per AAM 81.120, acceptable evidence that the offeror possesses a valid Alaska business license consists of any one of the following:
   a. Copy of the Alaska business license.
   b. A canceled check that demonstrates payment for the Alaska business license fee.
   c. A copy of the Alaska business license application with a receipt stamp from the State's business license office.
   d. A sworn notarized affidavit that the bidder/offeror applied and paid for the Alaska business license.
   e. Other forms of evidence acceptable to the Department of Law.

2. **Certificate of Registration** for each individual to be in "responsible charge" (AS 08.48.341(11-14)) for Architecture, Engineering, Land Surveying, or Landscape Architecture (Form 08-2407 issued under AS 08.48.211) issued prior to submittal of proposal. Associates, consultants, or specialists under the supervision of a registered individual in "responsible charge" are exempt from registration requirements (AS 08.48.331).

3. **Certificate of Authorization for Corporations, Limited Liability Companies, and Limited Liability Partnerships** for Contractors and Subcontractors for Architecture, Engineering, Land Surveying, or Landscape Architecture (Form 08-2407 issued under AS 08.48.241). Entities offering to provide Architectural, Engineering or Land Surveying services do not need to be registered for such disciplines at the time proposal is submitted provided they obtain registration prior to contract award (AS 08.48.241).

4. **Certificate of Incorporation** (Alaska firms) or **Certificate of Authorization for Foreign Firm** ("Out-of-State" firms). All corporations, regardless of type of services provided, must have one of the certificates (AS 10.06.218 and other sections of Title 10.06 - Alaska Corporations Code).

5. **Current Board of Director's Resolution** for incorporated Contractors and incorporated Subcontractors for Architecture, Engineering, Land Surveying or Landscape Architecture (reference AS 08.48.241) that names the person(s) designated in "responsible charge" for each discipline. Such persons shall be licensed in Alaska and shall participate as project staff in the Contract/Subcontracts.

6. **All partners** in a Partnership to provide Architectural, Engineering, Land Surveying, or Landscape Architecture **must be legally registered in Alaska** prior to submittal of proposal for at least one of those disciplines (AS 08.48.251) which the Partnership offers.

7. **Joint Ventures**, regardless of type of services provided, must be licensed/registered in the legal name of the Joint Venture as used in this proposal (AS 43.70.020 and 43.70.110(4)).

8. **Contracts for Architecture, Engineering, Land Surveying, or Landscape Architecture** may not be awarded to individuals, corporations or partnerships not in compliance, respectively, with the provisions of paragraph 2, 3, and 6, above (AS 36.90.100).

For information about licensing, Offerors may contact the Alaska Department of Commerce, Community, and Economic Development, Division of Corporations, Business and Professional Licensing at P.O. Box 110806, Juneau, AK 99811-0806, or at Telephone (907) 465-2550, or at Internet address: https://www.commerce.alaska.gov/web/cbpl

CERTIFICATION FOR INSURANCE

Contractor will ensure that it and all Subcontractors have insurance coverage to effectuate the requirements of DOT&PF Form 25A269, Indemnification and Insurance.

CERTIFICATION FOR FEDERAL-AID CONTRACTS EXCEEDING $100,000

The individual signing this proposal certifies to the best of his or her knowledge and belief, that:

(1) No federal appropriated funds have been paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Contractor shall complete and submit Standard Form-LLL, Disclosure of Lobbying Activities, in accordance with its instructions. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

This certification is a material representation of fact upon which reliance will be placed if the proposed contract is awarded. Submission of this certification is a prerequisite for making or entering into the proposed contract imposed by Section 1352, Title 31, U.S. Code. The Contractor also agrees by submitting this proposal that Contractor shall require that the language of this certification be included in all lower tier subcontracts which exceed $100,000 and that all such Subcontractors shall certify and disclose accordingly.

PART

D

CERTIFICATION – COST AND PRICING DATA

In accordance with AS 36.30.400, any cost and pricing data submitted herewith, or in any future price proposals for the proposed contract, will be accurate, complete and current as of the date submitted and will continue to be accurate and complete during the performance of the contract, if awarded.

The Contractor certifies that all costs submitted in a current or future price proposal are allowable In accordance with the cost principles of the Federal Acquisition Regulations of Title 48, Code of Federal Regulations (CFR), Part 31 and that the price proposal does not include any costs which are expressly unallowable under the cost principles of the FAR of 48 CFR 31. In addition, all known material transactions or events that have occurred affecting the firm's ownership, organization and indirect costs rates have been disclosed.

CERTIFICATION – TRADE RESTRICTIONS AND SUSPENSION AND DEBARMENT

The individual signing this proposal certifies to the best of his or her knowledge that the Contractor and any subcontractors are in compliance with DOT&PF 25A262 Appendix A, General Conditions, Article A25 and Article A26.

CERTIFICATION - FOREIGN CONTRACTING

By signature on this solicitation, 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 10 days 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 this requirement may cause the state to reject the bid or proposal as non-responsive, or cancel the contract.

CERTIFICATION – DBE COMMITMENT

For federal-aid projects with DBE goals: if the Contractor submits a utilization report that proposes to use certified DBE's in the performance of work, the Contractor certifies that every effort will be made to meet or exceed the proposed percentage.

In addition, the Contractor certifies that a Consultant Registration form shall be submitted to the DBE/Civil Rights Office for their firm and each subconsultant prior to award.

CERTIFICATION – FORMER PUBLIC OFFICER

Any proposer listing as a member of the proposer's team a current public officer or a former public officer who has left state service within the past two 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.

The Ethics Act bars a public officer who leaves State service from representing, advising or assisting a person for compensation regarding a matter –

that was under consideration by the administrative unit in which the officer served, <u>and</u> in which the officer participated personally and substantially through the exercise of official action,

<u>for two years after leaving state service</u>. See AS 39.52.180(a). "Public officer" includes a state employee, a member of a state board and commission, and a trustee of the Exxon Valdez Oil Spill Trust. "Official action" means a recommendation, decision, approval, disapproval, vote, or other similar action or inaction. Possible remedies for violating the bar include penalties against the former public officer and voiding the state grant, contract or lease in which the former public officer is involved.

Additionally, former public officers may not disclose or use information acquired in the course of their official duties that could in any way result in a benefit to the former public officers or their families, if the information has not been disseminated to the public or is confidential by law, without appropriate authorization. *See* AS 39.52.140.

Each current or former public officer is responsible for determining whether he or she may serve in the listed capacity on this project without violating the Ethics Act. A form that a former public officer may use to certify their eligibility is attached. Current public officers may seek advice from their designated ethics supervisors concerning the scope and application of the Ethics Act. Former public officers may, in writing, request advice from the Office of the Attorney General, Ethics Attorney concerning the application of the Ethics Act to their participation in this project. It is the responsibility of the individual and the proposer to seek resolution in a timely manner of any question concerning the individual's eligibility.

Former Employee's Certification of Eligibility
Under the Alaska Executive Branch Ethics Act
(AS 39.52.140, AS 39.52.180)

I am a former employee of the State of Alaska and left state service within the last two years. My last position with the state was [*job title*] with the [*name of state agency and administrative unit*]. I propose to work on [*describe state contract or other matter*] on behalf of [*name of current employer*]. This work will not involve any matter (a) that was under consideration by the state administrative unit that I served, and (b) in which I participated personally and substantially during my state service through the exercise of official action ("official action" means a recommendation, decision, approval, disapproval, vote, or other similar action or inaction). I am therefore eligible to participate in this [*contract or matter*] under the Alaska Executive Branch Ethics Act. I also understand that as a former public officer I may not disclose or use information acquired in the course of my official duties that could in any way result in a benefit to me or my family, if the information has not been disseminated to the public, or that is confidential by law, without appropriate authorization.

I certify under penalty of perjury that the foregoing is true.

Dated: _____, 20__, at _____, Alaska.

_____
[*name of former state employee*]

STATE OF ALASKA)
) ss.
_____ JUDICIAL DISTRICT)

On this _____ day of _____, 20__, [*name of former state employee*], whom I know to be the individual described in and who executed this certification, personally appeared before me and acknowledged that [s]he signed the certification as [her or his] free and voluntary act.

IN WITNESS WHEREOF, I have placed my signature and affixed my official seal.

_____
Notary Public in and for Alaska
My commission expires: _____

If no notary or other official (judge, magistrate, U.S. postmaster or municipal clerk) is available, omit the notary certificate and include the following statement in the text: A notary or other official empowered to administer oaths is unavailable.

PRE-AUDIT STATEMENT

(Confidential when completed)

Submit this form, completed and with required attachments, ***only*** if specifically requested, and ***only*** to the following address: DOT&PF, Attn: Office of Internal Review, PO Box 196900, Anchorage, AK 99519-6900 OR to fax number: (907) 269-0733. Confidentiality may not be ensured if delivered otherwise.

Evaluation of this statement may preclude the necessity for a comprehensive on-site audit of Contractor's records. Entries may be handwritten, if legible.

1. Identify your financial year including beginning and ending dates.....:

2. List your actual costs, by the following categories, for your most recently ended fiscal year. Cost Terminology is defined on the reverse.

   2a. Direct Labor ..... $

   2b. Attach a Trial Balance with grouping of accounts used to arrive at the following Indirect Cost amounts:
   Fringe Benefits .....$
   General & Administrative Expenses.....$

   Sum ..... $

   2c. Indirect Cost Rate (Sum of 2b / 2a)..... Percent (%):

3. If your records have been audited within the last two years by a government agency, attach a copy of the Audit Report.

4. Attach copies of your most recent Internal and Audited (if performed by other than the Contracting Agency) Financial Statements.

5. Are your accounting methods for recording contract costs based on a job or project identified cost system?
   [ ] Yes [ ] No If your response is "No", attach an explanation of your project cost accounting system.

6. If you charge projects based on unit rates (e.g.: for computer time, laboratory tests, copies or equipment use, etc.) attach a list of such items and unit rates.

7. Do you offset revenue received from unit rate payments against the applicable Indirect Cost Accounts?
   [ ] Yes [ ] No

If you have questions concerning this document, please telephone our Auditors at (907) 269-0715.

CERTIFICATION

I certify that I am a duly authorized representative of the Contractor and that information and materials enclosed within this statement accurately represent financial records of the office listed below.

Signature: _____ Date: _____
Name: Telephone:
Title: Fax:
Contractor: Email:

Office Address for which this Submittal is made:

Street:
P.O. Box:
City, State, Zip:

Address where Accounting Records are maintained, if not at Office Address:

:
:
:

COST TERMINOLOGY

DIRECT LABOR - Base salary or wages paid to employees charged directly to contracts or projects.

OTHER DIRECT COSTS - Actual costs of other than Direct Labor. Some examples of Other Direct Costs are subcontracts, equipment (company owned or rented), unit rate items and reimbursable expenses (travel, computer charges, reproduction, etc.).

INDIRECT COST RATE – A computed rate developed by adding all of a firm's general and administrative costs, and all other indirect costs, then dividing by a base value, usually direct labor dollars to get a percentage. This rate is normally compiled based on the consultant's applicable fiscal year.

INDIRECT COSTS - Indirect costs consist of allowable expenses which, because of their incurrence for common or joint cost objectives, must be prorated (allocated) to jobs or contracts using a specified Indirect Cost Rate. A cost objective is a function, organizational subdivision, contract, project or work unit for which cost data is accumulated under the Contractor's accounting system. Generally, Indirect Costs are segregated into the following categories: Fringe Benefits and General & Administrative Expenses .

Fringe Benefits - Costs for items such as:

Workers' Compensation Insurance
Deferred Compensation/Retirement Plans
Vacation Time and Authorized Leave
Social Security and Unemployment Taxes
Group Medical Plan and Life Insurance Premiums

Overhead costs for items such as the following, if they are not included in Direct Costs:

Indirect Labor (Supervisory, Administrative, etc.)
Travel, Food and Lodging
Maintenance and Depreciation of Equipment/Computers
Business Insurance Premiums Not Billed to Clients
Rent, Heat, Power, Light and Janitorial Services
Office Supplies
Communications
Reproduction Costs
Recruiting Expense
Rentals of Equipment/Computers

UN-ALLOWABLE COSTS - Costs for the following items and certain other costs defined in 48 CFR Part 31 and related regulations are not allowable. Such costs shall not be included as Indirect Costs or in the calculation of the Indirect Cost Rate.

Alcoholic Beverages
Advertising
Interest and Other Financial Costs
Contributions and Donations
Federal Income Taxes
Goodwill
Organization Costs
Lobbying Costs
Bad Debts
Fines and Penalties
Entertainment
Keyman Insurance

NOTE: IF YOUR ACCOUNTING SYSTEM WHOLLY OR PARTIALLY ALLOCATES INDIRECT COSTS ON OTHER THAN A DIRECT LABOR BASIS, ATTACH A DESCRIPTION OF THE COST POOLS OR SERVICE CENTERS YOU USE AND IDENTIFY THE INDIRECT COSTS RATE(S) AND BASE(S).

INDEMNIFICATION AND INSURANCE
Appendix D in Professional Services Agreements

IRIS Program No:	CFAPT00881
Federal Project No:	AIP 3-02-0016-0XX-20XX
Date Prepared:	2/14/2022

CONTRACTOR shall include the provisions of this form in all subcontracts that exceed $25,000 and shall ensure Subcontractor's compliance with such provisions.

ARTICLE D1
INDEMNIFICATION

D1.1 The CONTRACTOR shall indemnify, hold harmless, and defend the CONTRACTING AGENCY from and against any claim of, or liability for negligent acts, errors or omissions of the CONTRACTOR under this Agreement. The CONTRACTOR shall not be required to indemnify the CONTRACTING AGENCY for a claim of, or liability for, the independent negligence of the CONTRACTING AGENCY. If there is a claim of, or liability for, the joint negligent error or omission of the CONTRACTOR and the independent negligence of the CONTRACTING AGENCY, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "CONTRACTOR" and "CONTRACTING AGENCY", as used within this article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "Independent Negligence" is negligence other than in the CONTRACTING AGENCY's selection, administration, monitoring, or controlling of the CONTRACTOR and in approving or accepting the CONTRACTOR's Work.

D1.2 The CONTRACTOR shall exercise that degree of skill, care and judgment commensurate with the professional standards for the services of a similar nature. When such standards are in dispute, they shall be established by a panel of three qualified, impartial professionals objectively selected and appointed by the Appeals Officer.

D1.3 The CONTRACTOR shall correct, through re-performance at its expense, any services which are deficient or defective because of the CONTRACTOR's failure to perform said services in accordance with professional standards, provided the CONTRACTING AGENCY has notified the CONTRACTOR in writing within a reasonable time, not to exceed 60 days, of the discovery of any such deficiency during the performance of the services and within 12 months of the date of final payment under this Agreement.

ARTICLE D2
INSURANCE

D2.1 Without limiting the CONTRACTOR's indemnification, it is agreed that CONTRACTOR shall purchase at its own expense and maintain in force at all times for the duration of this Agreement, plus one year following the date of final payment, the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the CONTRACTOR's policy contains higher limits, the CONTRACTING AGENCY shall be entitled to coverage to the extent of such higher limits. Certificates of insurance must be furnished to the CONTRACTING AGENCY and incorporated into this Agreement with copies attached to this document. Certificates must provide for the CONTRACTING AGENCY to receive notice of any policy cancellation or reduction per AS 21.36 Sections 210-310. Failure to furnish certificates of insurance or lapse of the policy is a material breach and grounds for termination of the CONTRACTOR's services and may preclude other Agreements between the CONTRACTOR and the CONTRACTING AGENCY.

D2.1.1 Worker's Compensation Insurance: The CONTRACTOR shall provide and maintain, for all employees engaged in work under this Agreement, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal USL&H and Jones Act requirements. The policy(s) must waive subrogation against the State of Alaska.

D2.1.2 Commercial General Liability Insurance: Such policy shall have ***minimum*** coverage limits of $300,000 combined single limit per occurrence, covering all business premises and operations used by the Contractor in the performance of services under this agreement. The policy shall be written on an "occurrence" form and shall not be written as a "claims-made" form unless specifically reviewed and agreed to by the CONTRACTING AGENCY.

D2.1.3 Comprehensive Automobile Liability Insurance: Such policy shall have ***minimum*** coverage of $300,000 combined single limit per occurrence covering all vehicles used by the Contractor in the performance of services under this agreement.

D2.1.4 Professional Liability (E&O) Insurance: Covering all negligent errors or omissions, and negligent acts, which the CONTRACTOR, Subcontractor or anyone directly or indirectly employed by them, make in the performance of this Agreement which result in financial loss to the State of Alaska. Limits required are per the following schedule:

MINIMUM LIMITS OF E&O INSURANCE

Contract Amount	Combined Single Limit, Per Occurrence & Annual Aggregate
Under $25,000	As Available
$25,000 to $100,000	$300,000
$100,000 to $499,999	$500,000
$500,000 to $999,000	$1,000,000
$1,000,000 and over	Negotiable

D2.1.5 Professional Liability Insurance required for this Agreement is $1,000,000.00

ARTICLE D3
MODIFICATION OF INSURANCE REQUIREMENTS

(Article D3 is completed only when some of the standard insurance coverages are not applicable.)

CONTRACTOR RELATED MODIFICATIONS

D3.1 ☐ **Workers Compensation Insurance** is not required because the CONTRACTOR is an Independent Contractor, Sole Proprietor or Self-Employed Person having no employees in any sense of AS 23.30.045.

D3.2 ☐ **Comprehensive or Commercial General Liability Insurance** is not required because the general public and clients do not have any business access to a place of business or home office maintained by the CONTRACTOR.

D3.3 ☐ **Comprehensive Automobile Liability Insurance** is not required because only public transportation, or a rented passenger vehicle with business use insurance, will be used to accomplish requirements of this Agreement.

PROJECT RELATED MODIFICATIONS FOR E&O COVERAGE

When services may apply to fire, life safety or structural aspects and/or wherever the services should safeguard life, limb, health or property, Professional Liability Insurance shall be required.

(E&O Coverage may be waived only if it was specifically not required within the solicitation for proposals.)

D3.4 ☐ **Professional Liability (E&O) Insurance** is not required because: 1) the CONTRACTING AGENCY's use of the services or Work products obtained from the CONTRACTOR will not result in significant exposure to any third party claims for loss or damage; and 2), the CONTRACTOR services will not apply to any construction, alteration, demolition, repair or direct use of any highway, airport, harbor, building or other structure.

D3.5 ☐ **Professional Liability (E&O) Insurance** is not required because this Agreement is for one of the following applicable (*checked*) services for which E&O coverage is not needed:

- ☐ Right-of-Way Fee Appraisals
- ☐ Photogrammetric Mapping Services
- ☐ Architectural/Engineering review of Construction Bid Documents wherein design responsibility clearly remains with the designer of record.

OTHER BASIS FOR MODIFICATIONS

(Requires written concurrence from Division of Risk Management)

D3.6 ☐ Attached Exhibit D-1 identifies and provides justification for insurance modifications.

Above *checked* modifications of the insurance requirements specified in Article D2 are hereby approved:

CONTRACTING OFFICER Signature: _____ Date: _____

Name:

Title:

PROPOSED STATEMENT OF SERVICES Appendix B

RFP No.	25222047
IRIS Program No.	CFAPT00881
Federal Project No.	AIP 3-02-0016-XXX-20XX
Date Prepared	2/14/2022

ANC North Terminal Northside Aprons and Taxilane Reconstruction Design Services

ARTICLE B1

INDEX AND DEFINITIONS

B1.1 Index.

Article	Group	Task No.	Subject
B1			Index and Definitions
B2			Exhibits
B3			Project Location and Description
B4			Summary of Contract Services
B5			Codes, Regulations, Standards, and Procedures
B6			Administrative Services
B7			Management
B8			Reserved
B9			General Criteria for Surveying and Mapping Services
B10		(NIC)	Surveying and ROW Mapping Services
B11		(NIC)	Geotechnical Investigation and Recommendations
B12	A	1	PFAS Testing
B13	A	2	Environmental Services
B14		(NIC)	Public / Agency Involvement
B15	A	3	Hydrological and Hydraulic Design
B16		(NIC)	Utilities Agreements Support
B17		(EXC)	ROW Appraisals and Acquisitions Support
B18			Reserved
B19		(EXC)	Airport Layout Plan (ALP)
B20	A	4	Engineer's Design Report (EDR)
B21	A	5	Construction Safety and Phasing Plan (CSPP)
B22	A	6	Erosion and Sediment Control Plan (ESCP)
B23			Reserved
B24	A		Design Engineering
B24.10.1	A	7	Plans-In-Hand Review
B24.10.2	A	8	Plan, Specification, and Estimate (PS&E) Review
B24.10.3	A	9	Final PS&E
B25			Reserved
B26	A	10	Assistance During Bidding
B27	A	11	Design Closeout Documentation
B28	B	12	Assistance During Construction

PROPOSED STATEMENT OF SERVICES Appendix B

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INDEX AND DEFINITIONS

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B13	A	2	Environmental Services
B14		(NIC)	Public / Agency Involvement
B15	A	3	Hydrological and Hydraulic Design
B16		(NIC)	Utilities Agreements Support
B17		(NIC)	ROW Appraisals and Acquisitions Support
B18			Reserved
B19		(NIC)	Airport Layout Plan (ALP)
B20	A	4	Engineer's Design Report (EDR)
B21	A	5	Construction Safety and Phasing Plan (CSPP)
B22	A	6	Erosion and Sediment Control Plan (ESCP)
B23			Reserved
B24	A		Design Engineering
B24.10.1	A	7	Plans-In-Hand Review
B24.10.2	A	8	Plan, Specification, and Estimate (PS&E) Review
B24.10.3	A	9	Final PS&E
B25			Reserved
B26	A	10	Assistance During Bidding
B27	A	11	Design Closeout Documentation
B28	B	12	Assistance During Construction

B1.2 Definitions.

ANC	Ted Stevens Anchorage International Airport
CONTRACTING AGENCY	DOT&PF Project Management Team
CONTRACTOR	Design Contractor
DOT&PF	Alaska Department of Transportation and Public Facilities
EXC	Excluded from contract
FUNCTIONAL GROUPS	DOT&PF Design Support Sections (Environmental, Right-of-Way, Utilities, etc.)
NIC	Not in contract (may be added later)
PROJECT MANAGER	DOT&PF Contract Manager

ARTICLE B2

EXHIBITS

B2.1 Exhibits.

Exhibit B-1 Project Location Map
Exhibit B-2 Schedule
Exhibit B-3 Project Layout

ARTICLE B3

PROJECT LOCATION AND DESCRIPTION

B3.1 Project Location. The Ted Stevens Anchorage International Airport (ANC) is located on the west side of Anchorage, Alaska, and is within the boundaries of the Anchorage Municipality. See Exhibit B-1, Location Map and Layout.

B3.2 Project Description. The project proposes to reconstruct and expand the concrete hardstands for Gates N1, N3, N5, and N7. It will also reconstruct the North Terminal North Taxilane and the asphalt apron. Adjustments may be required to fuel, storm drain, and other utility infrastructure.

B3.3 Project Need. The purpose of the project is to reconstruct the pavement surfaces that are well beyond their useful life. The original pavement, built in the 1980's, exhibits extensive cracking, rutting, and raveling. Additionally, the current hardstand layouts need to be reconfigured to accommodate the current and future fleet mix.

ARTICLE B4

SUMMARY OF CONTRACT SERVICES

B4.1 General. This contract shall primarily consist of performing professional engineering and supporting services needed to prepare bid-ready plans, specifications, and estimate (PS&E) packages for the ANC North Terminal Northside Aprons and Taxilane Reconstruction project.

The Contracting Agency reserves the right to negotiate and add tasks labeled not in contract (NIC) by amendment; however, the Contracting Agency 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. The schedule of project milestones appearing in **Exhibit B-2** applies to this contract.

Provide professional services as follows:

B4.1.1 Design Engineering. Prepare PS&E documents (civil and electrical) as needed to support the project. This effort includes design services for bid-ready construction documents. It also includes preparation of supporting documents including, but not limited to, the Engineer's Design Report (EDR), Construction Safety and Phasing Plan (CSPP), and Erosion Sediment Control Plan (ESCP).

ARTICLE B6

ADMINISTRATIVE REQUIREMENTS

B6.1 General. This contract is divided into several tasks. Provide services as identified and authorized by sequentially numbered Notices-to-Proceed (NTP). Do not perform services or incur billable expense except as authorized by an NTP. There is no guarantee that all tasks will be accomplished. The contract may terminate at any stage found to be in the Contracting Agency's best interests.

B6.2 Duplicate Requirements. In combining all the tasks into one contract, duplicate requirements may be encountered during project development with respect to reports, drawings, activities, etc. No duplication is intended. Coordinate all work items internally and with the Contracting Agency to maximize the results from work efforts and eliminate any perceived duplication.

B6.3 Project Staff. All services must be performed by or under the direct supervision of the individuals listed below. Replace, add, or change Project Staff named below only with prior Contracting Agency written approval.

Name	Company	Project Responsibilities
TBD		Contract Management
TBD		Project Management
TBD		Civil Engineering
TBD		Electrical Engineering
TBD		Environmental Services
TBD		Hydrological & Hydraulic Design
TBD		PFAS Testing

B6.3.1 Proposed Project Staff for Possible Added Services (NIC). The Contracting Agency reserves the right to add (NIC) tasks by amendment. However, 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.

Name	Company	Project Responsibilities
TBD		Surveying & Mapping
TBD		Geotechnical Engineering
TBD		Utilities Agreements Support
TBD		Public Involvement
TBD		Cultural Resource Specialist

B6.4 Professional Registration. Prepare all reports, plans, specifications, estimates and similar work products by or under the supervision of an Engineer currently registered in Alaska.

B6.5 Billing Reports. Submit billings before the 15th of each month. Provide a 2-page (typical) report with each monthly billing for months in which services are performed in a format the Contracting Agency approves. Specifically describe the work completed, problems encountered, and the focus of the effort ahead for prime and subconsultants. For each task, list the dollars expended to date, the remaining dollars needed to complete it, and the estimated percent complete. Include supporting documentation such as receipts for reimbursable expenses and a summary of labor charges with all costs clearly identified. Clearly explain in the report any delayed costs from previous billing periods that are included in the current billing.

B6.6 Correspondence. Include the project name and numbers (State & Federal) on all correspondence pertaining to the project. Provide copies of all outgoing correspondence and originals of all incoming correspondence to the Contracting Agency at least once a week.

B6.7 Documents and Reports. Prepare documents with solid black letters and double-spaced lines on white, 8.5-inch x 11-inch bond paper. Other size paper may be used for illustrations if they are folded to 8.5-inch x 11-inch size. Print original documents and reports on one side of the paper only. Do not use photographs or multicolored graphics except as specifically approved by the Contracting Agency. Deliver original, camera-ready copies of final documents and reports to the Contracting Agency for a check before printing. Use "active voice" verb forms when writing documents and reports where feasible.

In addition to the hard copy deliverables, submit all final documents and reports in digital form as pdf files and as document files for current version of Microsoft Word (or appropriate Microsoft Office product).

B6.7.1 Reproduction and Distribution. When the contract requires only the original or only one copy of a work product to be delivered, the Contracting Agency will reproduce and distribute any other copies required. Deliver items for reproduction single-sided, organized, and camera ready for copying and not stapled or otherwise bound. The Contracting Agency will be responsible for the distribution of all draft and final reports produced under this contract.

B.6.7.2 Paper Copies. When the contract calls for more than one copy of documents or reports, print copies on both sides of the paper. However, print the cover and pages with approved illustrations, multicolored graphics, photographs, or estimates on one side of the page only. Comb-bind all copies; do not bind originals. For reviews, bind copies of estimates as the first item behind the cover of the specifications.

B6.7.3 Digital Copies. The Contracting Agency uses Microsoft Windows, Microsoft Office Suite (Word, Excel, et al.) and AutoCAD Civil 3D 2022 software. Submit all digital files in formats fully compatible with the Contracting Agency's software. The files shall be electronically transferred to the Contracting Agency through the Alaska ZendTo website (https://drop.state.ak.us/drop) or as approved by the Project Manager. Provide informal digital submittals as approved by the Project Manager, usually as e-mail attachments.

B6.7.4 Page Numbers. Number pages in all documents to allow every major Section, Chapter, Appendix, etc., to begin on a "right hand," odd numbered page.

B6.7.5 Covers. Include the following on the cover of all documents and reports:

(1) Name of document or report
(2) Date
(3) Indicate whether draft or final
(4) Project Name
(5) State and Federal Project Number(s)
(6) Prepared for: Alaska Department of Transportation and Public Facilities
(7) Prepared by:
(8) Map and/or picture of project area

B6.8 Plans, Maps, and Plats. Submit with solid black ink on 11 x 17-inch bond paper. Submit final drawings on 11 x 17-inch bond paper and in .pdf format.

B6.8.1 Drafting. Submit all drawings as AutoCAD Civil 3D drawing files and plot files compatible with the Contracting Agency's current edition. The draft and final drawing and plot files shall be electronically transferred to the Contracting Agency through the Alaska ZendTo website or as approved by the Project Manager. The Contracting Agency will provide a standard layering scheme and plot files for Contractor use. Use drafting procedures outlined in the current Central Region Aviation Design Drafting Manual.

B6.8.2 Contractor Name on Plan Sheets and Documents. No Contractor logos are allowed on any electronic or hard-copy document produced for the Contracting Agency. Include the Contractor's company name, address, phone number, and certificate of authorization number in the box near the Engineer's seal on each plan sheet. Include the company name only at the bottom right of the first page, cover sheet, or title sheet of other documents produced for the Contracting Agency. Contractor letterhead is allowed only in exhibits in document appendices. Include Contractor name in the same font as other non-emphasized lettering on the plan sheet or document. Do not exceed 1/16" in height on 11"X17" plan sheets, and follow the format:

PLAN DEVELOPED BY:
COMPANY NAME
ADDRESS
TELEPHONE #
CERTIFICATION OF AUTHORIZATION #

B6.9 Specifications and Estimates. Submit with solid black letters that are single spaced on white, 8.5 x 11-inch bond paper. Print only on one side of the paper. Do not include graphics or photographs except as the Contracting Agency specifically approves. Also submit all specifications in both .pdf and Microsoft Word format.

B6.9.1 Estimate Format. Develop the cost estimate for this project using the AASHTOWare Program. Access will be provided to the program and instructional documentation for the software is available.

B6.10 Proofreading. Prepare reports and specifications, to the greatest extent possible, free of mathematical, grammar, spelling and typographical errors. The Contractor is responsible for professional proofreading of the documents to meet the intent of this requirement. All errors and omissions in deliverables will be corrected at the Contractor's expense.

B6.10.1 Quality Assurance Memo. Provide with each submittal a Quality Assurance memo signed by the person in responsible charge for the project, certifying that he/she has performed a quality control check on the items included in the submittal. A memo template will be provided by the Contracting Agency.

B6.11 Revisions. Modify work products in response to Contracting Agency direction. Consider corrections, adjustments, or modifications indicated during the review/approval process, but which do not substantially affect the scope, complexity, or character of the services, a normal part of Contractor services.

B6.11.1 Errors and Omissions. Except as described in this Statement of Services, submit complete work products. The Contracting Agency will not accept work products having significant errors or omissions until they are corrected.

B6.11.2 Review Meetings. See B24.11.

B6.11.3 Comment Resolution. Provide with subsequent submittals a technical memo that clearly documents and explains all comments and changes from previous submittal.

B6.12 Completion Documentation. Submit the originals of all documents prepared during project development, including those generated under all reviews, with the Final PS&E package. These documents include all notes, sketches, maps, photographs, survey data, computations (include cost computations under separate cover), cross sections, digital terrain model, electronic files, and other materials that were created to develop, record, or justify services provided for the project. Identify all assumptions made. Keep a copy of all the documents until construction is complete.

B6.12.1 Source Document Reference. Include sufficient information in documents created to determine pay item quantities to allow the quantity for each pay item to be checked by starting from the source document. Reference these documents to the applicable pay item.

B6.12.2 Submittal Format. Electronically transfer completion documents to the Contracting Agency through the Alaska ZendTo website or as approved by the Project Manager. Organize documents in a logical order. Provide a folder structure similar to a table of contents.

B6.13 Conflict of Interest. Do not represent any parties other than the Contracting Agency concerning this project.

ARTICLE B7

MANAGEMENT

B7.1 Performance Schedule. Perform work in accordance with the project schedule in **Exhibit B-2**.

B7.1.1 Timely Information. Provide timely information to the Contracting Agency for project-related services performed by Contracting Agency functional groups.

B7.1.2 Schedule Changes. Expend every effort necessary to stay on schedule and to meet the contract delivery dates. Any schedule changes must be approved by the Project Manager.

B7.1.3 Progress Meetings/Reports. Attend progress meetings (typically 1 or 2 times per month for about an hour) with the Contracting Agency to review progress reports, invoices, and schedule. The Contractor is responsible for:

(1) Providing "exception reporting" of scheduled activities that are late, suspended, or significantly accelerated.

(2) Explaining why any activity is off schedule, or likely to become so.
(3) Explaining what corrective action(s) are being taken.
(4) Discussing approaching events and milestones to be achieved over the next month at the meetings.
(5) Keeping minutes of all meetings and submit them to the Contracting Agency within five working days.

Attendance at the meetings will be limited to:

(6) Contracting Agency Project Management staff and invited guests.
(7) Contractor project engineer/manager.
(8) Appropriate sub-consultants.

B7.2 Project Coordination within DOT&PF. The Project Manager will coordinate any required services or activities of airport staff and various functional groups. Do not initiate communication with airport staff or functional groups without the prior knowledge and consent of the Project Manager. Keep the Project Manager apprised of the nature of all such communications and provide the Contracting Agency with copies of telephone records and meeting minutes. In the event any major issues or problems surface, consult the Project Manager for resolution. Provide timely responses to requests for information by the functional groups as identified within task descriptions.

B7.2.1 Federal Aviation Administration (FAA) Communication. Communications with the FAA regarding this project will be handled solely by the Contracting Agency.

B7.2.2 Contracting Agency and Public Coordination. Assist in coordinating with appropriate federal, state, and local government agencies, and the public, including special interest groups and organizations that potentially could be affected by the proposed project. Make no commitments on behalf of the Contracting Agency; any commitments for action or mitigation will be made by the Contracting Agency.

B7.2.3 Agency Meetings/Release of Information. Notify the Project Manager of all meetings with agencies, organizations, or individuals at least three working days in advance. Prior to such meetings, discuss the agenda for the meetings with the Project Manager to ensure that no inappropriate or incorrect information is disclosed. Do not release data collected under this agreement to any agency or to the public without prior approval. Document all meetings and telephone conversations concerning the proposed project. Forward original signed documents to the Project Manager.

B7.2.4 Scoping. Submit all written material used to collect data for this project to the Contracting Agency for review and acceptance prior to its use or distribution.

B7.3 Right-of-Entry Permits. The Contracting Agency will obtain Right-of-Entry authorizations when required. Provide a minimum of 30 calendar days advance notice for the Contracting Agency to acquire any authorization. Should the authorizations take additional time to obtain, performance schedule(s) may be adjusted accordingly. Contractor is not entitled to any additional compensation for any delay incurred in obtaining Right-of-Entry Permits.

ARTICLE B8

RESERVED

ARTICLE B9

GENERAL CRITERIA FOR SURVEYING AND MAPPING SERVICES
(NIC)

ARTICLE B10

SURVEYING AND MAPPING SERVICES
(NIC)

ARTICLE B11

GEOTECHNICAL INVESTIGATION/RECOMMENDATIONS
(NIC)

ARTICLE B12

PFAS TESTING

(Group A, Task 1)

B12.1 General. DOT&PF requires professional environmental testing related to Per- and Polyfluoroalkyl Substances (PFAS) contamination sites identified by the Alaska Department of Environmental Conservation (ADEC) at the Anchorage Airport. The Contractor shall provide a PFAS Work Plan, Chemical Data Report, and conduct testing in accordance with ADEC guidance and regulations as stated in Section B12.2. Any alterations to methods and procedures specified by the ADEC approved Work Plan prepared in accordance with this section shall supersede the following requirements.

B12.2 Administrative Requirements. Work shall be completed in accordance with 18 Alaska Administrative Code (AAC) 75 (Oil and Other Hazardous Substances Pollution Control), ADEC Field Sampling Guidance, ADEC Technical Memorandum: Action Levels for PFAS in Water and Guidance on Sampling Groundwater and Drinking Water, and Department of Defense (DOD) Quality Systems Manual (QSM) 5.1.

B12.3 PFAS Work Plan and Chemical Data Report Preparation. The Work Plan and Chemical Data Report shall be produced by an ADEC Qualified Environmental Professional (QEP). The Contractor shall produce the documents to cover the topics outlined.

B12.3.1 PFAS Work Plan Format. This document shall be laid out in the following order:

A. Cover
B. Table of Contents
C. Introduction
D. Site Description / Site History
E. Investigation Methods
F. Analytical Methods
G. Quality Assurance / Quality Control
H. Reporting
I. Closure
J. References
K. Appendices
   1. Drawings
   2. Standard Procedures
   3. Other

B12.3.2 PFAS Chemical Data Report Format. This document shall be laid out in the following order:

A. Cover
B. Table of Contents
C. Executive Summary
D. Site Description
E. Investigation Methods and Results
F. Quality Assurance / Quality Control
G. Conclusions and Recommendations
H. Closure
I. References
J. Appendices
   1. Drawings
   2. Test Boring Logs
   3. Field Notes
   4. Photograph Log
   5. Chemical Data Summary Table
   6. Level 2 Laboratory Reports
   7. ADEC Laboratory Data Review Checklist
   8. Other

B12.4 PFAS Sample Collection Field Activities. The Contractor shall perform PFAS sampling activities separately and prior to the geotechnical test boring activities. The Contractor shall have an AEC QEP on site leading the field activities to

B4.1.2 Environmental. Perform environmental services necessary to meet the National Environmental Policy Act (NEPA) requirements for the project. Services may include, but not limited to, scoping, public and agency involvement, environmental document, section 106 consultation support, and permitting.

B4.1.3 Hydrological and Hydraulic Design. A CCTV inspection of the storm drain is required within the project limits. Consultant will provide a report summarizing the findings and include design recommendations.

B4.1.4 PFAS Testing. Perform professional environmental testing related to Per- and Polyfluoroalkyl Substance (PFAS) contamination.

B4.1.5 Assistance During Bidding. Respond to clarification requests by contractors and prepare addenda as needed.

B4.1.6 Design Project Closeout. Provide file copies of all design documentation.

B4.1.7 Assistance During Construction. Confirm that contractor submittals conform to the contract requirements and adapt the contract as needed to unforeseen conditions. Also, assistance may be requested with the construction as-built drawings, ALP as-built drawings, and FAA Airport Master Record (5010).

B4.2 No Contract Guarantee for Amount of Design Services. The Contracting Agency does not guarantee that the Contractor will be required to provide all services detailed in this Statement of Services nor that the Contractor will incur all of the costs estimated in Appendix C. Other services needed for the project will be added by amendment.

B4.3 Deliverable Items. The following is a breakdown of the Contract deliverable documents by Task number and associated Task Group:

Task No.	Description	Section	Group
1	PFAS Testing	B12	A
2	Environmental Services	B13	A
3	Hydrological and Hydraulic Design	B15	A
4	Engineer's Design Report (EDR)	B20	A
5	Construction Safety and Phasing Plan (CSPP)	B21	A
6	Erosion and Sediment Control Plan (ESCP)	B22	A
7-9	Design Engineering	B24	A
10	Assistance During Bidding	B26	A
11	Design Closeout Documentation	B27	A
12	Assistance During Construction	B28	B

B4.4 Funding. Funding for this project is expected from the Federal Aviation Administration (FAA) Airport Improvement Program (AIP). All work under this contract shall comply with FAA AIP grant program requirements.

Note: Do not treat Articles B5-B7 as distinct tasks. Apportion costs associated with the services described in the Articles among other tasks required to accomplish the work.

ARTICLE B5

CODES, REGULATIONS, STANDARDS, AND PROCEDURES

B5.1 General. Perform all studies, reports, and design services in accordance with applicable codes, regulations and standards; professional practice procedures; and commonly recognized construction methods. Consider the geographical location of the project as well as other environmental and site-specific constraints when performing services for this project.

B5.1.1 Standards and Guidelines. Publications that contain the current aviation design standards and guidelines are referenced throughout this Statement of Services. During the period of this agreement these documents may be supplemented, deleted, or revised.

B5.1.2 Units of Measurement. Use U.S. Customary units of measurement throughout development of the project.

collect soil samples for PFAS analysis as identified in the PFAS Work Plan. Drill equipment shall be decontaminated in accordance with the Work Plan between samples and test holes, as appropriate. Sample handling, collection, management, and shipping shall be performed in accordance with ADEC Field Sampling Guidance, 18 AAC 75 and the PFAS Work Plan.

B12.4.1 Chemical Testing Laboratory. The Contractor shall subcontract with an ADEC approved analytical laboratory for PFAS analysis by Liquid Chromatography Tandem Mass Spectrometry (LC/MS/MS) compliant with DOD QSM 5.1 Table B-15.

B12.4.2 Drilling Contractor. The Contractor shall obtain a minimum of three (3) competitive bids for the drilling activities required to support the PFAS sample collection field activities, and shall obtain Contractor Agency approval of the firm selected prior to any drilling activity. Failure to obtain Contractor Agency approval of the firm may reduce reimbursement to the Contractor for drilling costs (statutes and regulations may preclude funding of drilling performed without adequate competitive bidding).

B12.5 Review and Revision Schedule. The Work Plan and Chemical Data Report shall be produced in pre-Draft, Draft, and Final versions. Pre-Drafts shall be reviewed by DOT&PF prior to submission to ADEC. Drafts shall be submitted to ADEC for review and comment. Following review and acceptance of proposed revisions to the documents by DOT&PF and ADEC, the Contractor shall produce Final documents for submission to DOT&PF and ADEC. The Contractor shall respond to comments and suggested revisions submitted by DOT&PF and ADEC in a response to comments format. The schedule to produce the task deliverables and review times shall be negotiated separately between the Contracting Agency and Contractor.

B12.6 Deliverable Items.

Document Type	Paragraph Reference	Hardcopy	Digital Files
Pre-draft Work Plan	B12.3.1 / B12.5		Microsoft (MS) Word and PDF
Draft Work Plan	B12.3.1 / B12.5		MS Word and PDF
Final Work Plan	B12.3.1 / B12.5		MS Word and PDF
Pre-draft Chemical Data Report	B12.3.2 / B12.5		MS Word and PDF
Draft Chemical Data Report	B12.3.2 / B12.5		MS Word and PDF
Final Chemical Data Report	B12.3.2 / B12.5		MS Word and PDF

ARTICLE B13

ENVIRONMENTAL SERVICES

(Group A, Task 2)

B13.1 General. The purpose of the environmental study is to scope, analyze, and document the environmental impacts and concerns associated with the proposed project and alternatives, provide a basis for determining whether the potential impacts would be controversial or significant, and summarize the results of this work.

At the direction of the Contracting Agency, the Contractor shall coordinate with the public and with federal, state, and local agencies to obtain all permits and/or permit modifications required for the final design project(s). The Contractor shall be required to make presentations at all design public/agency meetings, and may be required to make presentations at a Public Hearing. Scoping and communication with the public and agencies shall be conducted in accordance with Article B14.

B13.2 Coordination. At the direction of the Contracting Agency, the Contractor shall coordinate with the public and with federal, state, and local agencies during acquisition, revision, or renewal of environmental permits. Correspondence to agencies shall be on Contracting Agency letterhead. In coordinating with the agencies, the Contractor shall not negotiate or in any way commit the Contracting Agency to any specific mitigation plan or course of action.

The Contractor may be required to make presentations at all design public/agency meetings, and may be required to make presentations at a Public Hearing. Scoping and communication with the public and agencies shall be conducted in accordance with Article B14.

B13.3 Review and Revision Schedule. All reviews and revisions shall be completed according to an agreed upon schedule that shall allow approximately thirty (30) working days for each FAA review, and twenty-one (21) working days for each Contracting Agency Review; see Section B7.1.

B13.4 Administrative Requirements. All work shall be done in accordance with 36 CFR Part 800, FAA Order 5050.4B or most current version (Airport Environmental Handbook), the Secretary of the Interior's Standards and Guidelines (1983:44722), and the Advisory Council on Historic Preservation's general guidelines for identification and testing procedures as set for in *Treatment of Archeological Properties, A Handbook*. In addition, the Contractor shall coordinate with the local Tribal Government (i.e. on the agency scoping letter list and kept informed) in regard to identifying any historical, archaeological, and cultural sites that might be impacted by the project.

B13.5 Categorical Exclusion (CE).

B13.5.1 Draft Permit Applications. The Contractor shall provide necessary support to complete the permitting process and obtain final permits. If the Contracting Agency requests modifications, renewals, or new permits, the Contractor shall obtain these. The Contracting Agency will review all draft requests for modifications and permit applications prior to submittal to the appropriate agencies. All U.S. Army Corps of Engineers Section 404 Permit applications and permit modification requests shall be sent out on agency letterhead and will be signed by the Contracting Agency's Statewide Environmental Coordinator.

B13.5.2 Review of the Draft CE. Once the draft CE is completed, the Contractor shall compile and submit the draft CE and all appendices to the Contracting Agency for review. Once the review is complete, the Contractor shall make all necessary revisions within twenty (20) days of receiving said comments. Successive reviews may be required to ensure the documents are in the proper format and the content is appropriate.

B13.5.3 FAA Approval. Upon acceptance of the CE by the Contracting Agency, the Contracting Agency will submit this document to the FAA for review and approval. The Contractor shall again revise the CE as required for FAA approval within twenty (20) days of receiving said comments.

B13.5.4 Final CE. Following FAA approval of the CE, the Contractor shall submit the original, unbound, final document and original graphics to the Contracting Agency. This task shall be complete when:

A. The approved, unbound documents are received by the Contracting Agency.
B. The CE is signed by the FAA, or the FAA determines an Environmental Assessment or Environmental Impact Statement is required.
C. All Contractor acquired permits required in Subsection B13.7are received by the Contracting Agency.

B13.5.5 Product. The final product shall include one camera-ready copy of the CE, along with the FAA's decision to either prepare an Environmental Assessment (EA) or an Environmental Impact Statement (EIS).

B13.5.6 Completion Documentation. The Contractor shall compile original correspondence and related files on a CD-ROM and transmit them to the Contracting Agency See Article B27 for additional information.

B13.6 Environmental Assessment (EA). (NIC)

B13.6.1 General. The EA shall be issues-based; document compliance with applicable environmental laws, regulations, and executive orders; incorporate and address comments and concerns from the public; and identify any permits, licenses, or other entitlements required for the proposed action. The EA shall be prepared in accordance with FAA Order 5050.4B, *Airport Environmental Handbook*, and the Council on Environmental Quality Regulations.

The EA shall systematically examine the potential impacts of project alternatives to determine whether any potentially significant impacts occur. Any alternatives considered, but dismissed, during preliminary planning stages of the proposed project shall be discussed briefly in the EA. The document shall be developed in coordination with community involvement and appropriate local, state, and federal agencies, as described in FAA Order 5050.4B. The FAA will be asked by the Contracting Agency to review and approve a Draft EA prior to public distribution. A public hearing may be held, if deemed necessary. The FAA will subsequently be asked by the Contracting Agency to review and approve the final EA in a Finding of No Significant Impact (FONSI).

B13.6.2. Environmental Scoping. The scoping process shall identify issues and alternatives to be addressed, determine the need for special studies, and identify sources of information.

B13.6.3 Draft EA. Subsequent to scoping, the Contractor shall initiate studies, collect data, and begin to prepare the EA for the selected alternative(s). The Contractor shall utilize pertinent existing data from the Contracting Agency and other government agencies to the extent it is available.

B13.6.3.1 EA Format. The EA shall be laid out in the following order:

A. Cover Sheet
B. Table of Contents
C. Document Summary
D. Purpose and Need
E. Proposed Action
F. Alternatives
   1. Build Alternatives
   2. No-Build Alternatives
   3. Alternatives dropped from further consideration
G. Affected Environment
   1. Climate
   2. Topography
   3. Hydrology, Soils, and Geology – Potential Material Sources
   4. Flood Plains
   5. Noise
   6. Land Use and Land Status
   7. Socioeconomic Conditions – Subsistence
   8. Water Quality
   9. Cultural Resources
   10. Biotic Communities, Essential Fish Habitat, and Threatened and Endangered Species
   11. Wetlands
   12. Solid Waste
   13. Hazardous Materials
H. Environmental Consequences
   1. Coastal Resources
   2. Compatible Land Use
   3. Construction Impacts – Noise, Water Quality, Air Quality, Solid Waste, Hazardous Materials, Staging Area, Traffic Delays, Community Impacts, Material Sites, Cultural Resources, Fish and Wildlife, and No Action
   4. Fish, wildlife, and Plants – Subsistence, Essential Fish Habitat, Threatened and Endangered Species
   5. Birds, Invasive Species
   6. Flood Plains
   7. Hazardous Materials, pollution Prevention, Solid Waste
   8. Historical, Architectural, Archaeological, and Cultural
   9. Light Emissions and Visual Impacts
   10. Natural Resources and Energy Supply
   11. Secondary (Induced) and Cumulative Impacts – Cumulative Impacts
   12. Socioeconomic Impacts, Environmental Justice, and Children's Environmental Health and Safety Risks
   13. Water Quality
   14. Wetlands
   15. Mitigation/Summary of Environmental Commitments
I. Coordination
J. List of Preparers
K. References
   1. List of Figures
   2. List of Tables
   3. List of Appendices
   4. List of Acronyms and Abbreviations

B13.6.4 Environmental Consequences. This section shall discuss all probably beneficial and adverse social, economic, and environmental impacts of the project and its alternatives under consideration, and describe measures to

mitigate potentially adverse impacts. The level of detail required for each element being analyzed shall be commensurate with the significance of the issue to be studied. The factors to be discussed can be found in FAA Order 5050.4B.

B13.6.5 Appendices. The appendices shall document the analysis and data collection completed to support the conclusion and summaries for each chapter and subsection. For the basis of the fee proposal, analysis anticipated to be completed and documented includes the following.

B13.6.5.1 Wildlife Hazard Assessment. The Contractor shall provide graphics and information about the airport facility to support a Wildlife Hazard Assessment, if needed. The U.S. Department of Agriculture (USDA) will conduct a Wildlife Hazard Assessment. Information from the Wildlife Hazard Assessment shall be incorporated into the EA.

B13.6.5.2 Wetlands Analysis. The Contractor shall evaluate impacts of the proposed project on wetlands within the project limits. This identification shall be completed by review of available photos and soil maps, consultation with the USACE, USFWS, locals, or other professionals, or other studies completed for the area. The wetlands analysis shall address the importance of the impacted wetlands and the severity of the impacts, including the number of acres of wetlands involved and the volume of fill material to be placed in the wetlands. In evaluating the importance of the wetlands, the analysis shall consider the primary functions of the wetlands, the relative importance of these functions to the total wetlands resource in the vicinity, and any other pertinent factors, such as uniqueness, that may contribute to the importance of the wetlands. A map identifying wetlands types and subtypes in the project vicinity shall be included in the analysis. If field delineation is required, it shall be accomplished in accordance with the USACE 1987 Wetlands Delineation Manual, and by a consultant who has been formally trained in this method. An amendment for the field delineation shall be negotiated, if required.

B13.6.5.3 Floodplains. The Contractor shall assimilate hydrology information from other portions of this contract in order to evaluate base flood elevation in accordance with Executive Order 11988: Floodplain Management.

B13.6.5.4 Phase I Preliminary Site Investigation. The Contractor shall conduct a Phase I Preliminary Site Investigation of the project area to identify sites that are, or could potentially be, contaminated with hazardous materials. The project area shall include all existing and potential right-of-way and properties abutting the proposed right-of-way required for each project alternative. The Contractor shall prepare a report that summarizes the results of the Phase I Preliminary Site Investigation. It shall include graphics to clarify or supplement the tests. All known or potentially contaminated sites identified during the investigation shall be clearly described, including the type and extent of contamination, if known. The report shall include recommendations for further investigation, if appropriate. Approximate background information, such as logs of personal interviews, historical aerial photos, land use records, previous reports, pertinent information from regulatory agency files, etc., shall be appended to the report.

B13.6.5.5 Historical, Archaeological, and Cultural Resources Investigation. The Contractor shall coordinate with the State Historic Preservation Officer (SHPO) to determine the need for a cultural resources survey.

B13.6.5.5.1 Identification of Historic Properties. "Identification" shall include identifying properties and determining whether or not they are listed on, or eligible for inclusion in, the National Register of Historic Places. The standard for identification shall be a reasonable and good faith effort, including background research, consultation, and oral history interviews, as necessary. If it is determined that field reconnaissance investigations and intensive field surveys are necessary, an amendment for these services shall be negotiated.

B13.6.5.5.1.1 Information shall also be sought from consulting parties and others likely to have knowledge of, or concerns with, historic properties in the area. Specific attention shall be given to properties and effects of concern to Native tribes and organizations. Federally recognized tribes are to be consulted on a government-to-government basis, recognizing their sovereign status. Attention shall be paid to concerns about properties of cultural and religious significance, regardless of who may own such properties.

B13.6.5.5.2 Cultural Resource Surveys. Upon completion of the identification of historic properties, the Contractor shall coordinate with SHPO to determine the need for a cultural resources survey. A cultural resources survey shall be added by amendment, if necessary.

B13.6.5.5.2.1 Reconnaissance Surveys. A reconnaissance level survey may be required early in the planning stages of the project to determine if an intensive survey is warranted. As defined by the Secretary of the Interior's Standards and Guidelines, a reconnaissance survey is an extensive, rather than intensive, "walk-over" conducted with little or no subsurface testing. A reconnaissance survey is only a sampling which may locate some, but not all,

of the properties which could be affected by a project and allow an evaluation of their significance. Therefore, a reconnaissance survey alone cannot normally be used to satisfy all the requirements of Section 106 of the National Historic Preservation Act, since historic properties in a project area may go undiscovered. It must be recognized that "in most cases, areas surveyed in this way shall require resurvey if more complete information is needed about specific properties" (Federal Register 48(190):44722).

B13.6.5.5.2.2 Intensive Field Surveys. The goal of an intensive field survey is to locate all previously unknown, but potentially eligible, properties in the Area of Potential Effect (APE). The APE shall be determined in consultation with the Contracting Agency. Intensive surveys should include systematic pedestrian examinations of the ground surface and subsurface testing. Surface collecting and mapping can be used to establish site boundaries. An intensive survey must include subsurface testing as a major component for field sampling. However, the frequency and nature of the tests shall be determined in consultation with the Contracting Agency.

B13.6.5.5.3 Determination of Eligibility. The Contractor shall make recommendations to the Contracting Agency regarding the eligibility of properties. The Contracting Agency will then correspond with SHPO to make any determinations regarding the properties.

B13.6.5.5.3.1 Documentation Requirements. Results of the work shall be assembled in a survey report with graphics as supporting documentation. Reports shall be submitted in two volumes: one volume shall be suitable for release to the public as an appendix to the environmental document, and the other volume shall contain sensitive information such as site specific maps, figures, and text.

B13.6.5.5.3.2 No formal nominations for the National Register shall be required. A Determination of Eligibility (DOE) for the National Register is based on a description and evaluation of the property; a statement of significance; a selected list of sources; and maps, photographs, and other illustrations. This information does not have to be submitted on a National Register nomination form, although it is much the same as that needed for National Register listing. Consideration should be given to both the criteria of significance and integrity of the site. This evaluation should consider the historic context of the property, including its relation to other known historic properties. The question of "how much information is enough" to evaluate a property must be considered in relation to historic contexts. In some cases, research may be necessary to establish contexts. Many properties may not warrant an individual eligibility determination, but may prove to be a contributing element of a larger historic district that does meet the criteria.

B13.6.5.5.4 Human Remains. In the event human remains are discovered, excavations shall continue only to the extent necessary to verify the remains are human. After verification, excavations in the vicinity shall cease, and the Contracting Agency shall be notified. The Contracting Agency will notify other parties: SHPO, state agencies, Native groups, etc. Further verbal instruction will then be issued (i.e. to refill excavation or to continue) by the Contracting Agency.

B13.6.5.5.5 Administrative Requirements. All work shall be done in accordance with 36 CFR Part 800, FAA Order 5050.4B or most current version (Airport Environmental Handbook), the Secretary of the Interior's Standards and Guidelines (1983:44722), and the Advisory Council on Historic Preservation's general guidelines for identification and testing procedures as set for in *Treatment of Archeological Properties, A Handbook.* In addition, the Contractor shall coordinate with the local Tribal Government (i.e. on the agency scoping letter list and kept informed) in regard to identifying any historical, archaeological, and cultural sites that might be impacted by the project.

B13.6.5.5.5.1 Field notes, samples, artifacts, and other collected data shall be curated with the University of Alaska Museum in Fairbanks, unless otherwise specified by the Contracting Agency. All photos, research notes, and other materials related to this project are the property of the Contracting Agency, and shall not be used for scholarly reports, lectures, or talks without the written permission of the Contracting Agency.

B13.6.5.5.5.2 A post survey meeting or conference call shall take place within one week after the Contractor's return from the project site to inform the Contracting Agency of field results.

B13.6.5.5.5.3 An electronic copy of the draft report and an electronic copy of all the photos taken on site shall be submitted to the Contracting Agency. The report shall be saved to Microsoft Word format (most recent version). The Contracting Agency will be responsible for distribution of the report.

B13.6.5.5.5.4 The release of any information to the press/media concerning this task will be the responsibility of the Contracting Agency. The Contractor shall not release information without prior written approval of the Contracting Agency.

B13.6.5.5.5.5 The Contractor shall be responsible for any archaeological survey permits or permissions necessary to accomplish this work.

B13.6.5.6 Essential Fish Habitat. It is anticipated the project components, including potential borrow sources, shall not impact Essential Fish Habitat. In the event it is determined the project will impact Essential Fish Habitat, and amendment to the contract shall be negotiated to include an Essential Fish Habitat Assessment.

B13.6.6 Draft Permit Applications. The Contractor shall prepare draft applications for the U.S. Army Corps of Engineers Section 404 Permit, Alaska Department of Fish and Game Fish Habitat (Title 16) Permit, Alaska Department of Natural Resources Land Use Permit, and any other permit applications necessary to complete the project, and append them to the Draft EA. Note - once the Draft EA is approved for distribution, the Contractor shall be required to submit the final 404 permit application to the Corps of Engineers. No duplication of effort is intended as part of this task.

B13.6.7 Review of the Draft EA. Once the Draft EA is completed, the Contractor shall compile and submit the Draft EA and all appendices to the Contracting Agency for review. Once the review is complete, the Contractor shall make all necessary revisions. Successive reviews may be required to ensure the document is in the proper format and the content is appropriate.

B13.6.7.1 FAA Approval. Upon acceptance by the Contracting Agency, the Contracting Agency will submit the document to the FAA for review and approval. Should the document require further revisions, the Contractor shall revise the document as directed, and submit the document to the Contracting Agency.

B13.6.7.2 Public Distribution Approval. Following FAA approval, the Contractor shall finalize the document and prepare it for double sided printing, including original graphics, and a set of mailing labels. The Contractor shall distribute the Draft EA for public and agency review and comment.

B13.6.8 Public Hearing. Following approval of the Draft EA for public distribution by the FAA, the Contracting Agency, with the assistance of the Contractor, may need to conduct a public hearing in the project community. The hearing shall be conducted in accordance with Article B6. In the event a request to make formal testimony is received, the Contractor shall provide a recording device, record the testimony, and provide a verbatim written transcript as part of the meeting summary. The Contracting Agency will approve all notices before publication, and approve the time, date, and location of the meeting. The Public Hearing shall be conducted in the open house format, unless otherwise directed. A formal comment period of 15 or more calendar days shall be provided after the Public Hearing.

B13.6.9 Revisions to the Draft EA. After the formal comment period, the Contractor shall meet with the Contracting Agency to discuss the selection of a preferred project alternative and how to respond to comments received on the Draft EA. Following this meeting, the Contractor shall resolve any outstanding issues as directed by the Contracting Agency, revise the draft EA to address agency and public comments, and address issues brought forth at the Public Hearing and/or as a result of the review process. The Contractor shall prepare and mail written responses to all public and agency representatives that made formal comment. All written responses will be approved in draft form by the Contracting Agency. The Contracting Agency's Project Manager will determine signature authority for the letters. Responses shall be included in the Final EA.

B13.6.9.1 Document Review and Revision. The Contractor shall submit the revised EA to the Contracting Agency for review. Once the review is complete, the Contractor shall make any revisions required by the Contracting Agency within twenty (20) days of receiving said comments. Successive reviews may be necessary to adequately address all issues.

B13.6.9.2 Finding of No Significant Impact (FONSI). If appropriate, the Contractor shall prepare a draft FONSI and submit it with the revised EA to the Contracting Agency. The FONSI format and content shall meet current FAA requirements.

B13.6.9.3 FAA Approval. Upon acceptance of the revised EA and FONSI by the Contracting Agency, the Contracting Agency will submit these documents to the FAA for review and approval. The Contractor shall again revise the EA and FONSI as required for FAA approval.

B13.6.9.4 Final EA. Following FAA approval of the revised EA, the Contractor shall submit the final document and final graphics to the Contracting Agency. This Task shall be complete when:

A. the approved documents are received by the Contracting Agency (Note: the FAA will not approve the final EA and FONSI until all required permits are received.)

B. a FONSI is signed by the FAA or when the FAA determines an EIS is required

C. all Contractor acquired required permits are received by the Contracting Agency

B13.6.9.5 Product. The final product shall include one camera-ready hardcopy of the Final EA; one CD with the Final EA in Word, all graphics, and one camera-ready pdf of the Final EA; and the FAA's decision to either prepare an EIS or issue an FONSI.

B13.6.9.6 Completion Dates for the Environmental Document. The EA must be completed in accordance with the project schedule, Section B7.1. Completion is recognized as the date at which the Final EA and FONSI are approved by the FAA, or the date at which the FAA indicates the project requires an EIS.

B13.7 Permits and National Environmental Policy Act (NEPA) Process. The Contractor shall acquire all federal, state, and local permits, licenses, certifications, and clearances for project construction, as determined by the Contracting Agency. This task shall be accomplished concurrent with preparation of the EA because the FAA prefers to have all permits in place prior to its review of the FONSI. The permits, licenses, certifications, and clearances shall include, but not be limited to, the following (as necessary for the project):

a. Department of the Army Section 404/10 permit
b. Section 401 Water Quality Certification
c. Alaska Department of Fish and Game Title 16 Permit
d. Local Government Flood Hazard permits
e. Local Government Noise permits
f. Other applicable local, state, and federal permits

The Contractor shall merge the NEPA and Section 404 processes, as appropriate. There is no formal agreement between the FAA, the U.S. Army Corps of Engineers (COE), and the Contracting Agency on the NEPA/404 merger; consequently, the Contractor shall coordinate 404/10 permit application requirements with the NEPA document preparation, as appropriate. The EA shall include the information required by the Section 404(b)(1) guidelines to the extent possible. Section 404 permit applications may have to be applied for separately from the EA. However, the comment period for distribution of the EA and the Section 404 Public Notice shall be coordinated so they are consistent. The applicant designated on the permit applications shall be the Contracting Agency. The permits will be signed by the Contracting Agency. The Contractor shall provide additional engineering support as required for the permit applications.

B13.8 Re-Evaluation of an Environmental Assessment (EA) and Finding of No Significant Impact (FONSI). (NIC)

B13.8.1 General. If the project's Environmental Document consists of an EA and a reevaluation of the EA/FONSI is necessary, the result shall be issues-based; shall document compliance with applicable environmental laws, regulations, and executive orders; shall incorporate and address comments and concerns from the public; and shall identify any permits, licenses, or other entitlements required for the proposed action. Any re-evaluation of the EA/FONSI shall be prepared in accordance with FAA Orders 5050.4B and 1050.1F of the Airport Environmental Handbook (most recent version and any amendments or updates thereto) and Council on Environmental Quality Regulations.

B13.8.2 Reevaluation of EA/FONSI. The Contractor shall initiate studies, collect data, and (if directed by the Contracting Agency) prepare a reevaluation of the EA/FONSI. The Contractor shall utilize pertinent existing data from the files of the Contracting Agency and other government agencies to the extent it is available and useful.

B13.8.3 EA Revision Content. If requested by the Contracting Agency, the Contractor shall prepare revisions to the EA to address changes in project scope, affected environment, impacts, and mitigation that have occurred since the development of the existing EA and/or during the design of the project(s).

B13.8.4 Appendices. The appendices shall document the analysis and data collection completed to support the conclusion and summaries of the reevaluation of the EA/FONSI revision.

B13.8.5 Phase I Preliminary Site Investigation. The Phase I ESA shall evaluate the subject property and its vicinity for the potential presence of hazardous substances or petroleum products due to past and/or current land use practices and operations. The Phase I ESA shall be performed in general accordance with the procedures set forth by the American Society for Testing and Materials in their publication ASTM Practice E 1527, "Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process".

A Phase I ESA report shall be prepared which summarizes the results of the investigations. All known or potentially contaminated sites identified during the investigation shall be clearly described. The report shall include recommendations for further investigation, if appropriate.

B13.8.5.1 Research Current and Previous Property Uses. The Contractor shall review available current and historical data to assess the potential for environmental impacts from past and present land uses, waste disposal practices, and other identifiable potential sources of contamination, on the subject property as well as those within the vicinity. This task shall include review of aerial photographs, regulatory and enforcement agency records, construction plans and as-builts, available soil and groundwater data, and telephone interviews with knowledgeable parties.

B13.8.5.2 Site Visit and Interviews. The Contractor shall conduct a site visit to identify on-site land uses and waste disposal practices that have the potential for causing environmental impacts. The site visit shall include an inventory of above and below ground storage tanks, electrical transformers, waste and hazardous substance containers, as well as visual evidence of waste disposal practices. Area sites identified on agency lists may be visited as well; however, no entry shall be made upon private property without permission of the owner. Personal interviews with any on-site personnel and those at adjacent properties may be conducted at this time concerning site history, land use, and the use, storage and disposal practices for hazardous materials and petroleum products.

B13.8.5.3 Phase I Environmental Assessment Report. A Phase I Environmental Site Assessment Report shall be prepared and submitted to DOT&PF. The report shall include a summary of known, potential, and suspected sources of environmental impacts on the subject property and in the vicinity. The environmental risks posed to the subject site by these identified sources shall be evaluated. Recommendations for a Phase II Environmental Assessment shall be presented, if necessary.

B13.8.6 Draft Permit Applications. The Contractor shall provide necessary support to complete the permitting process and obtain final permits. If the Contracting Agency requests modifications, renewals, or new permits, the Contractor shall obtain these. The Contracting Agency will review all draft requests for modifications and permit applications prior to submittal to the appropriate agencies. All U.S. Army Corps of Engineers Section 404 Permit applications and permit modification requests shall be sent out on agency letterhead and be signed by the Contracting Agency's Statewide Environmental Coordinator.

B13.8.7 Review of the Draft Reevaluation of the EA/FONSI. Once the draft reevaluation of the EA is completed, the Contractor shall compile and submit the draft reevaluation of the EA and all appendices to the Contracting Agency for review. Once the review is complete, the Contractor shall make all necessary revisions within 20 days of receiving said comments. Successive reviews may be required to ensure the documents are in the proper format and content is appropriate.

B13.8.8 FAA Approval. Upon acceptance of the reevaluation of the EA/FONSI by the Contracting Agency, the Contracting Agency will submit these documents to FAA for review and approval. The Contractor shall again revise the reevaluation of the EA/FONSI as required for FAA approval.

B13.8.9 Final Reevaluation of the EA/FONSI. Following FAA approval of the reevaluation of the EA/FONSI, the Contractor shall submit the original unbound final document and original graphics to the Contracting Agency. This Task shall be complete when:

- **A.** the approved documents are received by the Contracting Agency (Note: the FAA will not approve the final EA and FONSI until all required permits are received.)
- **B.** a FONSI is signed by the FAA or when the FAA determines an EIS is required
- **C.** all Contractor acquired required permits are received by the Contracting Agency

B13.8.10 Product. The final product shall include one camera-ready copy of the Final reevaluation of EA/FONSI along with the FAA's decision to either prepare an EIS, supplemental EA, or issue a FONSI.

B13.8.11 Completion Documentation. The Contractor shall compile original correspondence and related files on a CD ROM, and transmit them to the Contracting Agency. See Article B27 for additional information.

B13.9 Contracting Agency Support. The Contractor shall provide support to the Contracting Agency in preparing the Environmental Document. This may include providing exhibits, cost estimates, or other associated work.

B13.10 Completion Documentation. The Contractor shall compile original correspondence and related files into a tabbed, three-ring notebook(s), and transmit them to the Contracting Agency.

B13.11 Deliverable Items.

Document Type	Paragraph Reference	Hardcopy	Digital Files
Permit Applications and Final Permits	B13.7	Provide 8 ½ "x 11" Hardcopy	Microsoft (MS) Word, PDF, AutoCAD
Draft Categorical Exclusion	B13.5.2	Provide 8 ½ "x 11" Hardcopy	Microsoft (MS) Word, PDF
Final Categorical Exclusion	B13.5.4	Provide 8 ½ "x 11" Hardcopy	Microsoft (MS) Word, PDF
Draft Environmental Assessment	B13.6.3	Provide 8 ½ "x 11" Hardcopy	Microsoft (MS) Word, PDF
Draft EA Appendices	B13.6.5	Provide 8 ½ "x 11" Hardcopy	Microsoft (MS) Word, PDF
EA for Public Distribution	B13.6	Provide 8 ½ "x 11" Hardcopy	Microsoft (MS) Word, PDF
Public Hearing Presentation Graphics	B13.6	Provide 8 ½ "x 11" Hardcopy	Microsoft (MS) Word, PDF
Revised EA	B13.6.9	Provide 8 ½ "x 11" Hardcopy	Microsoft (MS) Word, PDF
FONSI draft	B13.6.9.2	Provide 8 ½ "x 11" Hardcopy	Microsoft (MS) Word, PDF
Final Environmental Assessment	B13.6.9.4	Provide 8 ½ "x 11" Hardcopy	Microsoft (MS) Word, PDF
Revised EA & FONSI (FAA comments)	B13.8.7	Provide 8 ½ "x 11" Hardcopy	Microsoft (MS) Word, PDF
Final Revised Environmental Assessment	B13.8.9	Provide 8 ½ "x 11" Hardcopy	Microsoft (MS) Word, PDF
Contracting Agency Support	B13.9	Provide 8 ½ "x 11" Hardcopy	Microsoft (MS) Word, PDF
Completion Documentation	B13.10	Provide 8 ½ "x 11" Hardcopy	Microsoft (MS) Word, PDF

ARTICLE B14

PUBLIC / AGENCY INVOLVEMENT

(NIC)

ARTICLE B15

HYDROLOGIC AND HYDRAULIC DESIGN

(Group A, Task 3)

B15.1 General. The Contractor shall visit the site with the Contracting Agency to perform reconnaissance and complete a CCTV inspection of the storm drain within the project limits. The Contractor shall prepare a report summarizing the findings and recommendations.

Provide all equipment, manpower, and permits necessary to perform the CCTV inspection. This may include but is not limited to storm drain cleaning equipment, CCTV inspection equipment and vacuum truck.

B15.2 Field Review. Arrange and participate in a field review of the project area with personnel from the Contracting Agency. Identify known problems and review the condition of the pavement. Document all information and comments from the review. The Contracting Agency will provide transportation for the field review.

B15.2.1 Invite representatives from the following, as a minimum, to the field review:

a. Contract Manager
b. ANC

B15.3 Trip Report. Summarize findings and recommendations in a memorandum-style trip report with photo log. The trip report shall document any key observations or significant discussion points from the site visit that could impact the site investigation or design. Contracting Agency will provide comments within 15 business days of receipt. Address comments in final trip report.

B15.4 CCTV Site Investigation. The Contractor shall submit a site investigation plan to the Contracting Agency for review and acceptance prior to mobilization for this work. Proposed personnel and equipment, previous data, proposed inspection locations and estimated time shall be provided in the plan. Coordinate schedule, safety and security requirements with ANC Airport Operations prior to submitting the plan.

Complete the Site Investigation after receiving approval from the Contracting Agency. Perform a CCTV inspection on all storm drain pipes and culverts within the project area. Exclude pipes inspected within the last 5 years and known to be in "good condition." For each structure investigated, note the direction, diameter, and invert depth below the rim of all pipes entering the structure regardless of whether the pipe is in the project area.

B15.5 Storm Drain Conditions Assessment. Summarize findings and preliminary recommendations from the CCTV investigation in a report. Unless otherwise directed by the Contracting Agency, the report shall include the following:

- Explanation of each condition classification (e.g. Good, Fair, Poor, Critical, Failing) and each type of damage reported (e.g. pitting, separation at joints, scaling, perforations, crushed, corrosion etc.)
- Classification of the condition of each pipe and drainage structure.
- Figure depicting location and condition of inspected pipes and structures.
- Tabular summary including pipe/structure ID, condition, type(s) of damage, length, depth, usable life, and recommended action.
- Photo log providing two photos per pipe or structure with two photos per page. One photo shall show the typical or average conditions of the pipe or structure, and the other shall show the location of the worst condition in the pipe or structure. Captions shall identify the pipe or structure ID and type of damage visible. Additional photos may be necessary for pipes or structures with complex conditions.

The Contracting Agency will provide comments within 30 days of receipt. Address comments in the final report. Provide video footage in electronic format, edited to remove footage irrelevant to the condition evaluation (e.g. setup, obscured camera, no light, etc).

If requested by the Contracting Agency, present select clips of footage in a meeting with Contracting Agency staff for discussion.

Document Type	Paragraph Reference	Hardcopy	Digital Files
Trip Report (Draft)	B15.3		Microsoft (MS) Word and PDF
Trip Report (Final)	B15.3	Provide 8 ½ "x 11" Hardcopy	MS Word and PDF
Site Investigation Plan	B15.4		MS Word and PDF
Storm Drain Conditions Assessment (Draft)	B15.5		MS Word and PDF
Storm Drain Conditions Assessment (Final)	B15.5		MS Word and PDF
CCTV Footage	B15.5		MPG video or equivalent

ARTICLE B16

UTILITIES AGREEMENTS SUPPORT

(NIC)

ARTICLE B17

ROW APPRAISALS AND AQUISITIONS SUPPORT

(NIC)

ARTICLE B18

RESERVED

ARTICLE B19

AIRPORT LAYOUT PLAN (ALP)

(NIC)

ARTICLE B20

ENGINEER'S DESIGN REPORT (EDR)

(Task Group A, Task 4)

B20.1 General. Prepare an EDR meeting the requirements of the Aviation Preconstruction Manual. Address the design determinations key to the project design. Include each design element, reasons for design choices, and selection of preferred alternatives, FAA equipment relocations and impacts, along with a discussion of utility conflicts, as applicable. Provide a detailed engineer's estimate, and other topics or sections to the EDR, as appropriate. Use the EDR template provided by DOT&PF. The EDR information will be submitted to FAA for review, along with the project plans and specifications.

B20.2 Draft EDR. Prepare the draft EDR to approximately 80% complete. Submit the draft EDR with the Plans-in-Hand (PIH) design submittal set. The Contracting Agency will return written comments within four weeks after the submittal is accepted. The Contractor will revise the draft EDR to incorporate the comments to the Contracting Agency's satisfaction prior to making the final EDR submittal.

B20.3 Final EDR. Submit the final Engineer's Design Report, sealed and signed by the supervising, registered Civil Engineer within two weeks of receiving final Contracting Agency comments. Address Contracting Agency comments and make final corrections for the Contracting Agency's approval. Submit the approved EDR to the Project Manager. The Contracting Agency's acceptance of the final EDR completes this task.

B20.4 EDR Appendices. Include the following:

A. Estimates. Create construction cost estimates consistent with the level of report submittal. See section B24.8.
B. Geotechnical Recommendations (without appendices).
C. Approved Environmental Document (without appendices).

B20.5 Deliverable Items.

Document Type	Paragraph Reference	Hardcopy	Digital Files
Draft EDR	B20.2 (submit with PIH)		Microsoft (MS) Word and PDF
Final EDR	B20.3	Provide 8 ½ "x 11" Hardcopy	MS Word and PDF

ARTICLE B21

CONSTRUCTION SAFETY AND PHASING PLAN (CSPP)

(Task Group A, Task 5)

B21.1 General. Coordinate with airport maintenance and operations personnel, along with lease tenants, to establish phasing and safety requirements for construction activities during airport operations.

B21.2 Draft CSPP. Prepare a draft CSPP to approximately 80% complete and based on the information provided by the airport. When preparing the draft CSPP, meet the current version of the Federal Aviation Administration's Advisory Circular (FAA AC) 150/5370-2, *Operational Safety on Airports During Construction*. Address impacts of the construction haul routes and other operations on the road system in the vicinity of the airport. Submit the draft CSPP with the PIH design submittal set.

The Contracting Agency will return written comments within four weeks after the submittal is accepted. The Contractor will revise the draft CSPP to incorporate the review comments to the Contracting Agency's satisfaction prior to preparing the final CSPP submittal.

B21.3 Revised Draft CSPP for FAA Review. For FAA's review, prepare a revised draft CSPP after the PIH review.

B21.4 Safety Risk Management (SRM) Panel. The Contracting Agency will determine if an SRM Panel is needed as part of the project. If an SRM Panel is needed, the Contractor will attend and provide design support for the meeting and incorporate any resulting action items into the final CSPP.

B21.5 Final CSPP. Incorporate all comments from the Contracting Agency, FAA, and action items resulting from the SRM Panel, if applicable, into the final CSPP. Submit the final CSPP to the Contracting Agency with the PS&E review submittal for FAA concurrence.

B21.6 Deliverable Items.

Document Type	Paragraph Reference	Hardcopy	Digital Files
Draft CSPP	B21.2 (submit with PIH)		Microsoft (MS) Word, PDF, AutoCAD
Revised Draft CSPP	B21.3 (submit with Pre-PS&E)		MS Word, PDF, AutoCAD
Final CSPP	B21.5 (submit with Final PS&E)	Provide 8 ½ "x 11" or 11" x 17" Hardcopy	MS Word, PDF, AutoCAD

ARTICLE B22

EROSION AND SEDIMENT CONTROL PLAN (ESCP)

(Task Group A, Task 6)

B22.1 General. Prepare an ESCP according to the Contracting Agency's current ESCP template.

B22.2 Draft ESCP. Prepare a draft ESCP and submit with the PS&E review submittal set. The Contractor shall revise the draft ESCP to incorporate the review comments to the Contracting Agency's satisfaction prior to preparing the final ESCP submittal.

B22.3 Final ESCP. Revise the draft ESCP based on the Contracting Agency's review comments and provide the final ESCP with the Final PS&E submittal set.

B22.4 Deliverable Items.

Document Type	Paragraph Reference	Hardcopy	Digital Files
Draft ESCP	B22.2 (submit with PS&E Review)		Microsoft (MS) Word, PDF, AutoCAD
Final ESCP	B22.3 (submit with Final PS&E)	Provide 8 ½ "x 11" or 11" x 17" Hardcopy	MS Word, PDF, AutoCAD

ARTICLE B23

RESERVED

ARTICLE B24

DESIGN ENGINEERING

(Group A, Tasks 7-9)

B24.1 General. Design engineering includes: identifying feasible alternatives, evaluating these alternatives, and producing supporting documents that lead to the objective of this article: a "Plans, Specifications, and Estimate" (PS&E) assembly suitable for project bidding and construction. The product must meet the standards set forth in the list of current FAA Advisory Circulars (ACs) for Airport Improvement Program (AIP) and Passenger Facility Charge (PFC) projects available through the following website: https://www.faa.gov/airports/resources/advisory_circulars/ and other draft standards as provided by FAA and as directed for use by the Contracting Agency.

Support the project environmental staff as required as they complete the required National Environmental Policy Act (NEPA) document, permitting, and other environmental clearance processes.

B24.2 Field Review. Participate in a field review of the project area with personnel from the Contracting Agency. Identify known problems and review the condition of airport surfaces. Document all information and comments from the review.

B24.3 Cost Effective Design. As part of the PS&E, evaluate alternatives for each major design element to determine the most cost-effective design. Document the comparison of alternatives including a list of differing elements and the conclusion of the evaluation as well as the reasoning that supported the conclusion. Alternative comparisons are often based on the following issues:

A. Minimum or desirable design criteria
B. Right-of-Way requirements
C. Utilities
D. Environmental concerns including hazardous substances and wetlands
E. The traveling public, both during and after construction
F. Design Schedule
G. Design, construction, and maintenance budgets
H. Other considerations appropriate for specific circumstances

B24.4 Plan Set Composition. Assemble final plans in the order listed in the current version of the Aviation Design Drafting Guide, or as the Contracting Agency directs. Incorporate Alaska Standard Plans contained in the latest "State of Alaska, Department of Transportation and Public Facilities, Standard Plans Manual" where applicable.

B24.5 Specifications. Update specifications according to the current version of the "State of Alaska, Department of Transportation and Public Facilities, Standard Specifications for Airport Construction" and the most current Federal Aviation Administration Advisory Circulars. If the Project requires materials not listed in these documents, prepare the required special provisions for Contracting Agency review and concurrence. Use performance specifications rather than method specifications whenever possible. Do not specify brand name material unless three are named, and if "or equivalent" is used, specify the criteria for judging the equivalence. Do not specify single source materials unless a single source procurement authorization is obtained. Combine these elements and submit specifications and special provisions according to prevailing policy and as further described in the contract. Digital files of standard specifications and standard modifications are available from the Contracting Agency.

B24.6 Modifications to Standards

B24.6.1 Modification of FAA Construction and Design Standards. Provide a memo identifying project specific modifications to the State provided construction specifications that do not meet the FAA construction standards specified in Advisory Circular 150/5370-10, most recent version. Also identify any design elements that do not meet standards of the applicable FAA design advisory circulars.

The Contracting Agency will coordinate with the FAA and determine whether a formal request for a "Modification of Design Standards" (MOS) will be needed. Additional assistance may be requested by the Contracting Agency if a formal MOS request is needed.

B24.6.2 Attorney General Review of General Contract Provisions (GCPs). Separately submit modifications of GCP specifications to the Contracting Agency for approval by the State Attorney General at least 30 days prior to the Final PS&E submittal.

B24.7 Conflicts with Existing Utilities/Storm Drains. The project area may include utilities and other improvements such as: underground telephone, electric, natural gas, water, petroleum, communication lines and storm drains. The Contracting Agency's mapping includes located utility company facilities. Identify the need for utility relocations early in project development and concisely portray on the plans.

B24.7.1 Utility Relocation Design. Meet with the Contracting Agency to discuss potential utility conflicts and relocation options. The Contracting Agency is responsible for negotiation and finalization of all utility protection or relocation agreements and will make available to those designing the necessary utility relocations the PS&E assemblies, cross sections, and other reports, as appropriate, produced for this project. Provide assistance interpreting these documents and share other information about the project to those designing the utility relocations.

B24.7.2 Provided Items. The Contracting Agency will provide:

A. Negotiated Utility Agreements

B24.8 Estimate. Submit an Engineer's Estimate with the Engineer's Design Report (EDR) and each of the plan reviews, using the AASHTOWare Program (see section B6.9.1). Use pay item numbers and names as given in the Standard Specifications, Standard Modifications, or Special Provisions. Obtain pay item numbers for items not listed in the Specifications from the Contracting Agency. Provide unit prices and total estimated costs for all items. The Contracting Agency will make historical records available for the determination of unit prices. Have the estimate signed and dated by both the preparer and checker. For review submittals, include copies of the estimate with the Specifications immediately behind the cover page.

B24.8.1 Confidentiality of Estimate. Do not release any information pertinent to the Engineer's Estimate, other than to the Contracting Agency, without express written authorization from the Project Manager.

B24.9 Quantity Computations

B24.9.1 General. Support each estimated quantity with written computations that detail the relevant source data, assumptions and allowances. Ensure documents created to determine pay item quantities contain sufficient information to allow the quantity for each pay item to be checked by starting from the source document. Reference these documents to the applicable pay item. Identify the respective individuals estimating and checking each computation. In addition to computations for individual features, include summary computations where applicable.

B24.9.2 Lump Sum Estimates. Include assumptions of lump sum estimates as well as unit quantity estimates. Detail the base assumptions that have been made in the lump sums (e.g., what type and quantity of electrical components were included in a lump sum electrical work item, what was the assumed cost of discrete items included in the lump sum calculations, etc.). Ensure any cost information is excluded from the final quantity computation binder. Submit lump sum cost information with the Engineer's Estimate.

B24.9.3 Cross Sections. Where cross-sections are used to support earthwork volumes, prepare them at horizontal and vertical scales that clearly represent the proposed work. Select plotting ratios from those commonly available on triangle scales. Select ratios that show the structural section layers. With each volume computation, include the typical section showing the element widths, cross-slope rates, and excavation foreslope and backslope ratios. Show the original ground and finished ground on a grid that is labeled with station, elevation, and offsets. Where pertinent to project issues, show

the offset of imaginary surfaces such as limits of safety areas and object free areas, as well as the elevation and offset of catch points.

For volume computations based on cross-section areas, tabulate areas, incremental volumes, and mass ordinates.

B24.10 Plans, Specifications, and Estimate (PS&E) Package, Task Group A. Complete a bid-ready PS&E package as outlined below.

B24.10.1 Plans in Hand (PIH) Review, Group A (Task 7). Prepare draft contract documents addressing the primary elements the project. Provide preliminary plans and estimate for the PIH Review that are at least 75% complete.

B24.10.1.1 Specifications. Specifications reflect the level of completeness of the plan set and estimate. Include all appropriate pay items and include drafts of any significant project-specific specifications. Discuss these with the Contracting Agency before submitting the review documents.

B24.10.1.2 Construction Duration Estimate. Include a recommended number of calendar days for the construction contract or a recommended construction contract completion date based on the anticipated bid date of the project.

B24.10.1.3 Work Description. Include a brief (one to three sentences) description of the work required to construct this project for use in the review distribution. This statement will ultimately appear as the bid calendar description.

B24.10.1.4 Deliverable Items, PIH Review.

Document Type	Paragraph Reference	Hardcopy	Digital Files
Draft EDR	B20.2		Microsoft (MS) Word, PDF
Draft CSPP	B21.2		Microsoft (MS) Word, PDF, AutoCAD
Plans	B24.4	Provide 11" x 17" Hardcopy	PDF, AutoCAD
Specifications	B24.5	Provide 8 ½ "x 11" Hardcopy	Microsoft (MS) Word, PDF
Quantity Computations	B24.9		Microsoft (MS) Excel, PDF
Cross Sections	B24.9.3	Provide 11" x 17" Hardcopy	PDF, AutoCAD
Engineer's Estimate and Bid Schedule	B24.8		AASHTOWare, PDF
Construction Duration Estimate	B24.10.1.2		Microsoft (MS) Project or Word, PDF
Project Description	B24.10.1.3		Microsoft (MS) Word, PDF

B24.10.2 Plans, Specifications, and Estimate (PS&E) Review, Task Group A (Task 8). Revise the contract documents according to the comments and responses from the PIH Review. Provide plans, specifications, and estimate for the PS&E review that is 95%-98% complete.

B24.10.2.1 Adjudicated PIH Review Comments. Provide the comments and responses from the PIH review meeting and a summary memo to the Project Manager. Format all responses in the past tense (e.g. "have done," "changed," etc.).

B24.10.2.2 Significant Change Memo. Provide a memo to the Project Manager summarizing any significant design changes between the PIH review meeting and the PS&E review submittal that were not captured in the adjudicated PIH review comments.

B24.10.2.3 Aviation Design Checklist. Provide a completed Aviation Design Checklist from the Contracting Agency's template.

B24.10.2.4 Draft MOS Memo. Provide the draft MOS memo as referenced in section B24.6.1.

B24.10.2.5 Deliverable Items, PS&E Review.

Document Type	Paragraph Reference	Hardcopy	Digital Files
Final CSPP	B21.5		Microsoft (MS) Word, PDF, AutoCAD
Plans	B24.4	Provide 11" x 17" Hardcopy	PDF, AutoCAD
Specifications	B24.5	Provide 8 ½ "x 11" Hardcopy	Microsoft (MS) Word, PDF
Quantity Computations	B24.9		Microsoft (MS) Excel, PDF
Engineer's Estimate and Bid Schedule	B24.8		AASHTOWare, PDF
Cross Sections	B24.9.3	Provide 11" x 17" Hardcopy	PDF, AutoCAD
Construction Duration Estimate	B24.10.1.2		Microsoft (MS) Project or Word, PDF
Project Description	B24.10.1.3		Microsoft (MS) Word, PDF
Draft ESCP	B22.2		Microsoft (MS) Word, PDF, AutoCAD
Adjudicated PIH Review Comments	B24.10.2.1		Microsoft (MS) Excel, PDF
Significant Change Memo	B24.10.2.2		Microsoft (MS) Word, PDF
Aviation Design Checklist	B24.10.2.3	Provide 8 ½ "x 11" Hardcopy	PDF
Draft Mod to Standards Memo	B24.10.2.4		Microsoft (MS) Word, PDF

B24.10.3 Final Plans, Specifications, and Estimate (PS&E), Task Group A (Task 9). Finalize the Contract documents based on comments from the PS&E review. Include the indicated products that were listed for changes in a previous review. Documents will not be accepted until comments have been addressed to the Contracting Agency's satisfaction. Prepare documents that are ready for advertising for construction bids as identified below.

B24.10.3.1 Final Check Set. Provide a final unsigned planset (plans, specification, and estimate) for final comments by the Contracting Agency. Incorporate any comments received into the plans before signing and sealing the final plan sheets.

B24.10.3.2 Engineering Seals. Submit final plan sheets sealed by a Professional Civil Engineer or Electrical Engineer, as appropriate, currently registered in the State of Alaska who is in responsible charge for the work. Sign plan sheets in blue waterproof ink. Also supply digital pdfs of these documents. Do not sign ESCP or CSPP sheets.

B24.10.3.3 Final MOS Memo. Provide the final MOS memo as referenced in section B24.6.1.

B24.10.3.4 Adjudicated PS&E Review Comments. Provide the comments and responses from the PS&E review meeting and a summary memo to the Project Manager. Format all responses in the past tense (e.g. "have done," "changed," etc.).

B24.10.3.5 Deliverable Items, Final PS&E.

Document Type	Paragraph Reference	Hardcopy	Digital Files

Final CSPP	B21.5	Provide 8 ½ "x 11" or 11" x 17" Hardcopy	Microsoft (MS) Word, PDF, AutoCAD
Final Check Set Plans	B24.10.3.1	Provide 11" x 17" Hardcopy	PDF, AutoCAD
Final Cross Sections	B24.9.3	Provide 11" x 17" Hardcopy	PDF, AutoCAD
Final and Check Set Specifications	B24.10.3.1, B24.5	Provide 8 ½ "x 11" Hardcopy	Microsoft (MS) Word, PDF
Final and Check Set Quantity Computations	B24.9	Provide 8 ½ "x 11" Hardcopy	Microsoft (MS) Excel, PDF
Final and Check Set Engineer's Estimate and Bid Schedule	B24.8	Provide 8 ½ "x 11" or 11" x 17" Hardcopy	AASHTOWare, PDF
Construction Duration Estimate	B24.10.1.2	Provide 8 ½ "x 11" Hardcopy	Microsoft (MS) Project or Word, PDF
Project Description	B24.10.1.3	Provide 8 ½ "x 11" Hardcopy	Microsoft (MS) Word, PDF
Final ESCP	B22.3	Provide 8 ½ "x 11" or 11" x 17" Hardcopy	Microsoft (MS) Word, PDF, AutoCAD
Adjudicated PS&E Review Comments	B24.10.3.4	Provide 8 ½ "x 11" or 11" x 17" Hardcopy	Microsoft (MS) Excel, PDF
Significant Change Memo	B24.10.2.2	Provide 8 ½ "x 11" Hardcopy	Microsoft (MS) Word, PDF
Aviation Design Checklist	B24.10.2.3	Provide 8 ½ "x 11" Hardcopy	PDF
Final MOS Memo	B24.10.3.3	Provide 8 ½ "x 11" Hardcopy	Microsoft (MS) Word, PDF
Final Signed and Sealed Plans	B24.10.3.2	Provide 11" x 17" Hardcopy	PDF, AutoCAD

B24.11 Review Meetings. The Contracting Agency will host a review meeting to discuss the PSE&E review comments. Attend the review meetings (PIH and PS&E) and note any discussions that resolve comments or develop consensus.

B24.11.1 Pre-Meeting Comment Responses. The Contracting Agency will provide the Contractor a list of compiled comments two days before the review meeting. Provide preliminary responses to the comments before the review meeting to facilitate a faster review.

B24.11.2 Post-Meeting Comment Resolution. Provide a memo to the Project Manager that lists the comments and proposed responses within two (2) weeks after each meeting and promptly revise any draft responses according to Contracting Agency requests. Provide a finalized list of adjudicated comments and responses once comments are resolved.

B24.11.3 Adjudication Meeting. The Project Manager may elect to conduct a separate adjudication meeting to address significant comments received during the review. Attend the adjudication meeting and provide written responses to all comments received.

B24.12 Items Provided to the Contractor. The Contracting Agency will provide the following:

A. Erosion and Sediment Control Plan Template
B. Aviation Design Checklist
C. Digital files of standard specifications

ARTICLE B25

RESERVED

ARTICLE B26

ASSISTANCE DURING BIDDING

(Group A, Task 10)

B26.1 General. Assist the Contracting Agency as requested during project bidding. Personnel who were in responsible charge for engineering and other personnel, as necessary and appropriate, shall be available to interpret and clarify documents prepared during project development and to assist with preparing any necessary addenda to the bid documents. When performing these services, do not communicate about this project with any potential bidders.

B26.2 Documents. Within one month after the bid opening, submit the original of all documents prepared or modified during bidding. Keep a copy of these documents until construction is complete.

ARTICLE B27

DESIGN CLOSEOUT DOCUMENTATION

(Group A, Task 11)

B27.1 As-Awarded CAD Files. Within thirty (30) days after the bids are opened for the construction contract, provide all CAD files for the project, in accordance with the DOT&PF Central Region Aviation Design Drafting Manual.

B27.2 Completion Documentation. Submit the original of all documents prepared by the Contractor during project development. These documents include all notes, sketches, maps, photographs, survey data, computations, cross sections, meeting and site visit notes, and other materials created to develop, record, or justify services provided for the project. Identify all assumptions made in the documentation. Keep a copy of all the development documents until construction is complete.

B27.2.1 Documents created to determine pay item quantities must contain sufficient information to allow the quantity for each pay item to be checked by starting from the source document. Reference these documents to the applicable pay item.

B27.2.2 Provide electronic copies of photographs on disks or other media approved by the Contracting Agency.

B27.3 Specifications. Submit a MS Word document of the As-Awarded project specifications.

B27.4 Provide EDR Amendments Information as required. These may include, but are not limited to:

A. Copies of, and indexes of, project correspondence.
B. Memos or letters documenting design decisions
C. Other updates or changes as necessary

B27.5 Deliverable Items.

Document Type	Paragraph Reference	Hardcopy	Digital Files
As-Awarded CAD Files	B27.1	Provide 11" x 17" Hardcopy	PDF, AutoCAD
As-Awarded Specifications	B27.3	Provide 8 ½ "x 11" Hardcopy	Microsoft (MS) Word, PDF
General Project Files	B27.2		Various Files
Pay Item Quantity Backup	B27.2.1		MS Word, PDF
Photographs	B27.2.2		Various Files
Specifications	B27.3		MS Word
EDR Amendment Information	B27.4		MS Word, PDF

ARTICLE B28

ASSISTANCE DURING CONSTRUCTION

(Group B, Task 12)

B28.1 General. The Contractor shall assist the Contracting Agency as requested during project construction. Personnel that were in responsible charge for engineering and land surveying, and other personnel as necessary and appropriate, shall be available to interpret and clarify documents prepared during project development and bidding; to review and approve shop drawings, electrical materials/catalog cut submittals, retaining wall forming plans, trench stability designs, and landscaping materials and procedures; and to assist the Contracting Agency with preparing any necessary Change Order documents.

The Contractor shall not communicate directly about this project with the successful bidder. All communication shall be through the Contracting Agency.

B28.2 Documents. Within a month after the Contracting Agency accepts the constructed project, submit the original of all documents prepared or modified when performing the services for this task.

B28.3 "As-built" Drawings. The Contractor shall prepare a set of reproducible record prints of the plans showing significant changes to the project made during construction based on marked-up prints, drawings, and other data prepared by the construction contractor and its subcontractors and furnished by the Contracting Agency.

B28.4 Aeronautical Survey "As-built". (NIC) A post construction aeronautical survey shall be conducted according to Article B10.

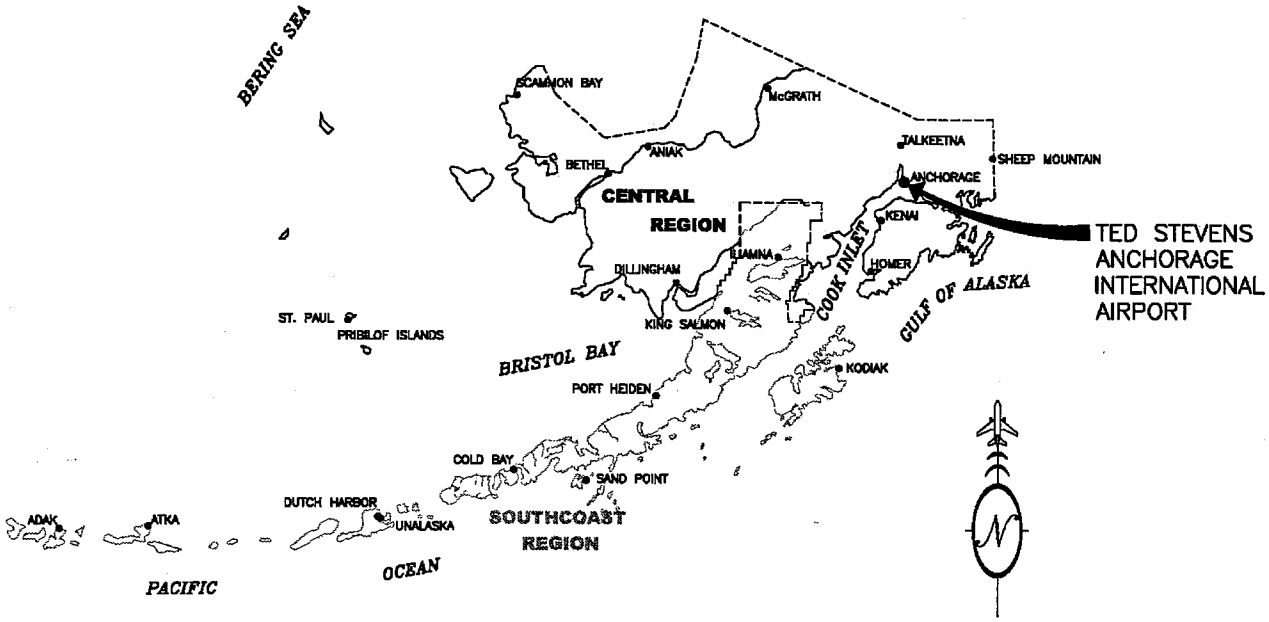
B28.5 Airport Layout Plan "As-built" Drawings. (NIC) The ALP shall be updated to show the post construction conditions. All ALP work shall be done according to Article B19.

B28.6 Airport Master Record "5010" Update. (NIC) Upon completion of the "as-built" drawings, the Contractor shall review the airport master record "5010" and provide redline markups of the form and sketch to the Contracting Agency. The redlines will be reviewed by the Contracting Agency and submitted to FAA. The ALP Guidance Manual provides additional information on the 5010 requirements and submittal process.

B28.7 Deliverable Items.

Document Type	Paragraph Reference	Hardcopy	Digital Files
Construction Assistance Documents	B28.2	Provide 8 ½ "x 11" Hardcopy	Microsoft (MS) Word, Excel, PDF, AutoCAD
Construction "As-Built" Drawings	B28.3		PDF, AutoCAD
ALP "As-built" Drawings	B28.5		Microsoft (MS) Word, Excel, PDF, AutoCAD
Airport Master Record "5010" Update Form and Sketch	B28.6		Microsoft (MS) Word, PDF, AutoCAD

EXHIBIT B-1
PROJECT LOCATION MAP



ALASKA CENTRAL REGION
LOCATION MAP

NOT TO SCALE

EXHIBIT B-2
PROJECT SCHEDULE

Milestones	Date
NTP	May 2022
Fieldwork	Summer 2022
PIH Review	April 2023
PS&E Review	September 2023
Project Certification	December 2023
Advertising	January 2024

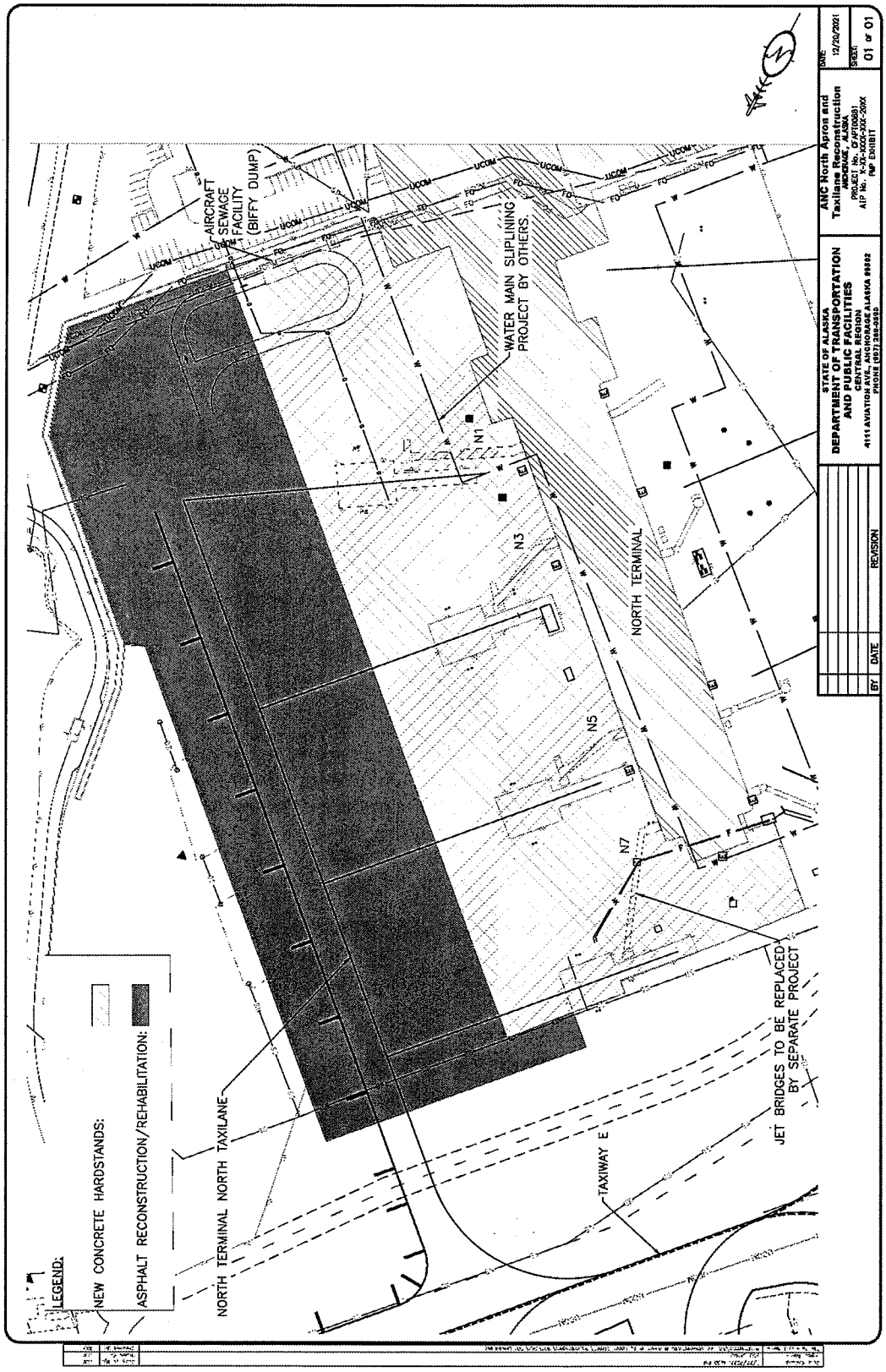



EXHIBIT B-3
PROJECT LAYOUT