Alaska Department of Transportation & Public Facilities

REQUEST FOR PROPOSALS PACKAGE
(Procurement per Article 3 of AS 36.30)

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ISSUING OFFICE
Agency Contact, Phone No & Email.: Judy Chapman, Planning Chief, (907) 451-5150 judy.chapman@alaska.gov
Contracting Division: Department of Transportation & Public Facilities, Northern Region

PROJECT
RFP NUMBER: 25-23-1-012
Project Numbers-Program/Federal: HFHWY00239 / TBA
Project Site (City, Village, etc.): Alaska/Richardson/Steese Highways
Project Title & Contract Description: Alaska/Richardson/Steese Highway Corridor Action Plan

To provide professional services as stipulated in the attached Proposed Statement of Services, Appendix B.

SCHEDULE & PAYMENT
Anticipated period for performance-Begin/End: September 2022 through December 2023

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:
☐ Firm Fixed Price (FFP) ☒ Fixed Price Plus Expenses (FPPE)
☒ Time & Expense (TE) ☐ Other:

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: SEPTEMBER 6, 2022 PREVAILING TIME: 4:00 PM

THE FOLLOWING SUBMITTAL METHODS ARE RECOMMENDED UNTIL FURTHER NOTICE

To submit Proposals via ZendTo:
*The ZendTo link is: https://drop.state.ak.us/drop/
*Select Drop-off and follow the instructions.
*Email to pam.lord@alaska.gov and barbara.tanner@alaska.gov.
*Received files will be downloaded but not opened until after the submittal deadline passes.

To submit Proposals in person:
A locked Drop Box is located at the outside entry of the Tech Services Building #3 (Contracts Building Main Parking Lot West Side Entrance). Call or Text (907) 799-5632 when you place documents in the Drop Box and we will retrieve and timestamp your documents.

If you have questions regarding submitting proposals, email or call Pamela Lord at (907) 451-5299.

IMPORTANT NOTICE: If you downloaded this solicitation from the State’s Website, you must self-register for the planholders 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

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.
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 Offerers’ 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.
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 U.S.C. 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 For FAA funded projects within the Alaska Department of Transportation and Public Facilities Northern Region, Disadvantaged Business Enterprise (DBE) utilization goals are established on selected consultant contracts. Consultants' good faith efforts to meet this goal may be made by their own efforts if they are a DBE and certified in the work category proposed or by proposing DBE subconsultants certified in the work category proposed. Generally, for FAA funded contracts, proposed DBE services will be a scored criterion. See RFP Part C for weight. Any questions about this notice may be directed to the Civil Rights Office, 907-269-0850. For this RFP, criterion 10 will be weighted ☐, or criterion 10 will not be weighted ☐.

15.3 If criterion 10 is weighted, proposers shall address proposed DBE services in their proposal response to criterion 10.

15.4 If criterion 10 is not weighted, the Department encourages contractors to utilize DBEs in all Federal-Aid projects to ensure the Department meets its overall DBE utilization program goal, and all DBE participation will count towards the Race-Neutral DBE 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

15.5 Relating to meeting the DBE goal for this contract, all interested parties are advised that in order for the Surveying and Mapping work required under this contract to be creditable, the proposed DBE must be certified in the DBE category of Surveying Licensed – Construction

15.6 The Department intends to send notices (including Notice of Intent to Award) to Offerors by using the email address provided by 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 4:30 pm 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. Special Notices (continued):

15.7 The Civil Rights Office will be transitioning some of their databases into AASHTOWare. One of these that will be moving is the Bidder / Consultant Registration database. To assist the Civil Rights Office in this transition, all consultants and subconsultants will need to obtain an IRIS vendor ID with a 913 commodity code. The 913 commodity code is what AASHTOWare is looking for to pull the vendor information into AASHTOWare. If you already have an IRIS vendor ID, you can access the Vendor Self-Serve (VSS) system to add the 913 commodity code. If you do not have an IRIS Vendor ID, you need to establish one using the Vendor Self-Serve system. Instructions for creating a new account in the VSS system can be found under the Job Aids at the following link: https://dot.alaska.gov/aashtoware/docs/AWP-Vendor-Guidance-Procurement.pdf

The Civil Rights Office would like to get everyone into AASHTOWare as soon as possible. To assist with this, Vendor IDs will be verified for the 913 commodity code as contracts are awarded and the Bidder/Consultant registration paperwork is checked.
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 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 criterion weighted more than zero will result in an evaluation score of zero for that criterion. 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 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: Five (5). 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. NA

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: **One (1)**

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). **Until further notice, proposals submitted via ZendTo is an acceptable and encouraged delivery method.**
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
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
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. 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
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 or Chemical, Civil (including Structural), Electrical, Mechanical, Mining or Petroleum Engineer, or Land Surveyor, 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, 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
Response must name the individuals to perform the following FUNCTIONS plus any other professional/technical functions you deem essential to perform the services:

1. Contract Management (contract compliance)
2. Project Management (single point-of-contact directly engaged in contract performance)
3. Planning Lead
4. Public Involvement Lead
5. Facilitation Lead
6. Traffic Engineer

All personnel acting in responsible charge for all Architectural, Engineering and Land Surveying 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 which 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 3 professional references (contact persons and telephone numbers) for each person.

### 5. Workload and Resources

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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 contracts statewide with regions, divisions, etc., of the Contracting Agency.

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

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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 the projects and a brief narrative of the successes of the projects. 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

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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.
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<td>9. Weight:</td>
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10. Disadvantaged Business Enterprises  

This solicitation is being conducted under the Department’s Race Neutral Disadvantaged Business Enterprise (DBE) program for construction related professional services solicitations (Non-Specified DBE Goal). Therefore, there is no DBE goal for this solicitation and the criterion has a weight of zero (0). While there is no weight for this criterion, the Department encourages contractors to utilize DBEs in all Federal-Aid projects to ensure the Department meets its overall 8.46% DBE utilization program goal to maintain Race-Neutral status (see note 15.2 rfp part a).

11. Alaska Bidder (Offeror) Preference

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.
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 allocability 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)

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.

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<th>FUNCTION</th>
<th>Weight: 0</th>
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<tbody>
<tr>
<td>Contract Management</td>
<td>(Estimated at % of total labor effort)</td>
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<tr>
<td>Project Management</td>
<td>(Estimated at % of total labor effort)</td>
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<tr>
<td>Planning Lead</td>
<td>(Estimated at % of total labor effort)</td>
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<td>Public Involvement Lead</td>
<td>(Estimated at % of total labor effort)</td>
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<tr>
<td>Facilitation Lead</td>
<td>(Estimated at % of total labor effort)</td>
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</table>

*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.

\[
\text{(Lowest aggregate rate from all Offerors) \times (MPP*)} = \text{Offeror's Criterion Score} \\
\text{(Offeror's aggregate rate)}
\]

\*MPP = Maximum Possible Points = (5) \times (Number of Evaluators) \times (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)**

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.*

<table>
<thead>
<tr>
<th>Job Classification</th>
<th>Name</th>
<th>Total Hours</th>
<th>Rate($/hr)</th>
<th>Proposed Costs ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total DCDL: $ ______</td>
</tr>
</tbody>
</table>

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.*

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Cost ($/Unit)</th>
<th>Proposed Costs ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total ODC: $ ______</td>
</tr>
</tbody>
</table>

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:

\[
\frac{(\text{Lowest Total Proposed Price}) \times (\text{MPP}^*)}{(\text{Offeror's Total Proposed Price})} \quad = \quad \text{Criterion Score}
\]

*MPP = Maximum Possible Points = (5) \times (\text{Number of Evaluators}) \times (\text{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%
- 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-Program/Federal** : HFHWY00239 / TBA
- **Project Title** : Alaska/Richardson/Steese Highway Corridor Action Plan
- **RFP No.** : 25-23-1-012

### 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)

<table>
<thead>
<tr>
<th>Service, Equipment, etc.</th>
<th>Subcontractor &amp; Office Location</th>
<th>AK Business License No.</th>
<th>DOT&amp;PF DBE Certification No.</th>
</tr>
</thead>
</table>

### 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** :
- **Title** :
- **Date** :
- **Telephone (voice)** :
- **Email Address** :
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(14)) for Architecture, Engineering or Land Surveying (Form 08-2407 issued under AS 08.48.211) 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 Corporate Practice** for incorporated Contractors and incorporated Subcontractors for Architecture, Engineering or Land Surveying (Form 08-2407 issued under AS 08.48.241). Corporations 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 corporate registration before 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 or Land Surveying (reference AS 08.48.241) which 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, or Land Surveying 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 or Land Surveying** 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.
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, and in which the officer participated personally and substantially through the exercise of official action,

for two years after leaving state service. 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:

Street: ______________________________ P.O. Box: __________________
City, State, Zip: ______________________
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:
- Vacation Time and Authorized Leave
- Social Security and Unemployment Taxes
- Group Medical Plan and Life Insurance Premiums

Deferred Compensation/Retirement Plans

Overhead costs for items such as the following, if they are not included in Direct Costs:
- 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
- Organization Costs
- Advertising
- Lobbying Costs
- Interest and Other Financial Costs
- Bad Debts
- Contributions and Donations
- Fines and Penalties
- Federal Income Taxes
- Entertainment
- Goodwill
- 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).
CONTRACTOR shall include the provisions of this form in all subcontracts which 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:
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: Judy Chapman, CM
Title: Planning Chief
PROPOSED STATEMENT OF SERVICES
APPENDIX B

RFP No. 25-23-1-012
Alaska/Richardson/Steese Highway Corridor Action Plan

INTRODUCTION AND BACKGROUND

In response to planned increase in industrial traffic between Tetlin and Fort Knox, the State of Alaska Department of Transportation and Public Facilities (Department) Northern Region, Division of Planning is seeking professional planning services to develop an Alaska/Richardson/Steese Highway Corridor Action Plan (Plan). The Plan area will include sections of the Alaska, Richardson, and Steese Highway corridors between Tetlin and Fort Knox. This is a 20-year multi-modal transportation focused Plan that will address existing policies, laws and regulations; safety concerns (crash data); traffic and freight movement; legal load limits; traffic volume congestion and capacity; economic and environmental impacts (air quality); improved infrastructure needed to address safety concerns and traffic movement (pavement; bridges; alternative routes; and facilities along the corridor, such as bus stops); maintenance and operation needs; forecasted population, traffic, tourism and economic development; federal and state performance measures; and workforce development needs.

The goals and objectives of this Plan are to:

- Recommend policy goals and investment priorities/opportunities
- Address safety, congestion, maintenance, and environmental concerns related to increased corridor usage
- Identify potential study area gaps in transportation safety and mobility along the corridor
- Provide recommendations on needs, infrastructure improvements, route alternatives, additional studies or analyses needed, and funding/partnership opportunities to help develop projects recommended in this study.

The Department, working with its facilitation and planning contractor, has developed a Transportation Advisory Committee (TAC) to assist with input and guidance for the Plan. The TAC facilitation will continue under the facilitation and planning contractor. The hired Contractor for this Plan will work with the facilitation and planning contractor to coordinate TAC meetings throughout the duration of the Plan. The Plan Contractor will be responsible for broader public involvement and stakeholder engagement efforts.

SCOPE

The following tasks are anticipated but not limited to:

1. **Project Management Plan (PMP)** – Develop a project management plan that identifies the project team, schedule, scope, budget, potential project challenges and mitigation recommendations to address project challenges, and reporting/communication methods for the team. This document will be used for internal communication and management purposes only.

2. **Public Involvement Plan (PIP)** – Prepare a PIP in accordance with Department public outreach requirements and the State of Alaska’s Open Meeting Act. The PIP should identify key stakeholders and communities to be involved throughout the planning process within the study area; public involvement methods must include coordination with the existing facilitation and planning contractor (for TAC meetings); use of publicinput.com and existing Department outreach platforms such as Facebook, website, and govdelivery.com; other public outreach methods; and a public involvement timeline. It is anticipated that the PIP will be developed in coordination with the existing facilitation and planning services contractor. The PIP must provide equitable considerations to all populations within the study area.

3. **Data Assembly** – Collect, analyze, and provide a summary of existing planning documents/efforts within the study area. Existing transportation studies that need to be analyzed and may impact this Plan
can be found on the Department and Fairbanks Area Surface Transportation (FAST) Planning Metropolitan Planning Organization (MPO) websites. The State Rail Plan, Air Quality Plan, FAST Freight Mobility Plan, FAST Non-Motorized Transportation Plan, Interior Alaska Transportation plan, Alaska Statewide Transportation Plan, Richardson Highway Planning and Environmental Linkage Plan, and relevant Fairbanks North Star Borough transportation and land use plans should all be considered in this task. An assessment of current safety plans/policies/guidelines/standards should be evaluated. Military and private industry plans should also be included as part of this assessment.

4. **Existing Conditions** – Document the following:
   1. **Land Use and Environmental** - Documentation of landownership; land use; laws and regulations; government powers including planning, permitting, maintenance responsibilities; existing right-of-way; air quality non-attainment area; and environmental conditions, such as historic sites, permafrost, and wetlands/flooding areas. The Plan must address segmentation between urban vs. rural.
   2. **Transportation and Public Facilities** – Documentation of existing and planned facilities along the corridor, including, but not limited to freight routes, roadways and road/rail intersections, rail crossings, public transportation, truck depots, emergency response buildings, scenic byways, bridges, pavement conditions, and freight limits and restrictions.
   3. **Traffic Conditions** – Documentation of existing routes, load capacity, weight/limit restrictions, level of service, congestion, air quality (as a result of transportation use), safety corridors, transit use, and other related traffic conditions.
   4. **Maintenance and Operations** – Documentation of maintenance and operations efforts including programs, facilities, resources, and equipment available.
   5. **Crashes and Fatalities** – Documentation of crash and safety data within the study area. Provide a summary of historical trends involving fatalities and serious injuries across jurisdictions. Provide locations where there are crashes and the severity of the crashes, as well as contributing factors (behavioral factors) and crash types by relevant road users. Snow/seasonal travel conditions (winter blowing snow and visibility) need to be documented and utilized as part of the analysis.
   6. **Technology** – Documentation of existing technology infrastructure (Road, Weather Information Systems (RWIS)), data management stations, count stations, and count stations, or other technologies that help document and record transportation data within the study area.

5. **Forecasts/Demand** – Provide forecasted population, tourism, economic development, transportation demand trends and drivers. This forecast should include direct and indirect activities that may impact safety, traffic levels, mobility, land, and transportation use, as well as tourism and economic development.

6. **Analysis** – Provide a detailed analysis resulting from the information discovered through tasks 1-6. The analysis should identify issues, challenges, needs, and concerns related to each area. Provide a cost and risk analysis that provides information on the return on existing vs. forecasted spending. The contractor shall provide capacity and congestion modeling for alternative freight routes through and analysis and modeling effort.

7. **Recommendations** – Provide policy, project, and funding recommendations/strategies for needed policy and infrastructure improvements within the study area. The Plan should recommend both short term and long-term alternative freight routes, facility operation and maintenance needs, safety improvements, infrastructure needs, regulatory framework improvements, and performance targets and
measures based on clearly defined screening criteria. The contractor shall provide recommendations for alternative freight routes through an analysis and modeling effort.

8. **Funding/Partnerships** – Provide recommendations on potential funding partnerships, sources, and implementation ideas so that projects identified in this Plan can be developed.

9. **GIS** – The contractor will be expected to present and demonstrate the data collected using a geospatial information system and graphics platform for presentations and for the final Plan. Documentation of all existing conditions will need to be included in GIS for the purposes of planning and securing funding from certain agencies, especially crash data.

**ANTICIPATED SCHEDULE**
Work is anticipated to begin Fall 2022 and be completed during the Winter/Spring of 2022-2023.

**ANTICIPATED DELIVERABLES**
1. PMP - (1) electronic copy
2. PIP – (1) electronic copy
3. GIS – Maps and Graphics – electronic (for presentations) and hard copy (for the report)
4. Power Point Presentations, Meting Material and Notes (TBD based on PIP)
5. DRAFT Report - (1) electronic copy and (25) hard copies
6. Final Report - (1) electronic copy and (25) hard copies

**ADMINISTRATIVE REQUIREMENTS**

**Project Staff.** All services must be performed by or under the direct supervision of the following individuals. Only prior written approval from the Department shall accomplish replacement of, or addition to, the Project Staff named below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Project Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(list here key individual and their project assignments)</td>
</tr>
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</table>

**Professional Registration.** *Where applicable,* all reports, plans, specification, estimates and similar work products provided by the Contractor shall be prepared by or under the supervision of the Registered Engineer, Architect or Land Surveyor in responsible charge for the services. These Engineers, Architects, or Land Surveyors shall be currently registered in the State of Alaska and they shall sign and seal as to the accuracy of each final work product for which they are responsible.

**Contractor Name on Plan Sheets and Documents.** No Contractor logos shall be allowed on any electronic or hard copy document produced for the Department. Contractor letterhead shall be allowed only as exhibits in document appendices. The Contractor name shall be in the same font as other lettering on the plan sheet or document, shall be 0.05” in height on 11”x17” plan sheets, and shall be included in the binding edge of each sealed and signed plan sheet in the following format:

```
PLANS DEVELOPED BY: CONSULTING FIRM NAME, LLC, CERT. OF AUTHORIZATION NO. ADDRESS PHONE NUMBER
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**Standards, Guidelines, References, and Software.** *As applicable,* the Contractor shall use the most current editions of any publications of standards, guidelines, or references that have been adopted by the Department at the time that design services begin. Major changes in design guidance during the course of the project that change the design criteria may be addressed by amendment. Design guidelines and standards include, but are not limited to: Alaska Department Preconstruction Manual, Alaska Traffic Manual, Standard Drawings Manual, Highway Drainage Manual, Alaska Sign Design Specifications, Manual of Uniform Traffic Control Device, Guide for Flexible Pavement Design and Evaluation, Standard Specifications, and the American Association of State Highway and Transportation Officials
(AASHTO) Standards. Northern Region design resources are located at http://dot.alaska.gov/nreg/precon/. **Standard software programs used by the Department include, but are not limited to, the following:**

- AutoCAD Civil 3D 2021
- Microsoft Office Suite: Word, Excel, PowerPoint, Project
- Synchro 7
- HCS
- HY-8
- HEC-RAS

**Submittal Requirements.** Deliverables shall be compatible with Department standard software, and submitted in their original electronic format as well as PDF. Hard copies shall be submitted for everything requiring an original seal, and as required by the project managers of the specific projects.