

**Alaska Department of  
Environmental Conservation  
Division of Air Quality**

**REQUEST FOR PROPOSAL 170007328  
Air Quality Technical Support  
AMENDMENT 1**

**Date of Issue: June 15, 2017**

Amendment 1 to Air Quality Technical Support RFP serves to respond to inquiries and provide the transcript of the preproposal conference.

This amendment includes responses to inquiries received from proposers, and the transcript from the preproposal conference. The inquiries and responses begin on page 2 and end on page 6 of this Amendment. The transcript begins on page 7 and ends on page 46 of this Amendment. This Amendment is hereby made part of the RFP and is a total of 46 pages.

Issued by:

Natalie Wolfe, CPPO  
Procurement Specialist V  
907-269-0291

**ITEM 1: Below are the inquiries from vendors received by DEC in writing. Following each inquiry is the DEC response.**

**Inquiry 1:** The current RFP seems to require 3 references for each person included in our proposal, which is a change from the last RFP that required 3 references for the company. In our 2013 proposal, we bid 48 people. If we respond to this RFP and bid a group of the same size, does this mean that we will need to have 144 references for the proposal? We assume that the same reference can be used for multiple staff; however, the requirement to have 3 references per person seems like it will be very burdensome to prepare and for ADEC to use. Would ADEC consider that we provide 3 references per task instead?

**Response 1:** List at least 3 references (contact persons and telephone numbers) for each Task managed by the company.

**Inquiry 2:** Can you explain the proposal format in more detail? What are the required sections, subsections, and corresponding numbers and headings in the RFP that are referred to in Section 6.03 (page 45 of 64)?

**Response 2:** As stated in section 6.03, the proposal needs to follow the numbering in the RFP. Specifically, the written response containing the technical narrative related to section 5.02 Experience and Qualifications needs to be labeled “5.02 Experience and Qualifications” in the proposal.

**Inquiry 3:** Describe the information that should be contained in column 4 (Experience Relevant to Sub-task \_\_ Minimum Qualifications in Years/Months) of the spreadsheet “Attachment 1 Required Qualification Submittal”. Should this be a description of experience or the number of years/months of experience for a minimum qualification? If it is the years/months of experience for a minimum qualification, should one person have multiple rows with each row associated with a separate minimum qualification?

**Response 3:** Column D or Column #4 should only reflect the number of years/months of experience relevant to a particular sub-task.

The Division of Air Quality recognizes that one person can act in multiple capacities depending on what the sub-task is. For each individual listed to work on a particular sub-task, Column A and B - provide the name (first and last), In Column C - all the position titles the individual listed may work under, In Column D- the years/months of experience for each minimum qualification that applies to that particular individual's duty under the sub-task, in Column E- a brief experience description for each qualification that applies to that particular individual's duty under the sub-task.

In Column F – Use the comments/notes cell to elaborate on any information listed. For example, if a certification class is needed to meet qualifications but the entire staff currently has expired certification, simply annotate that the certification will be acquired before bidding on that specific scope of work.

The comments/notes column can also be used to emphasize which qualifications that particular individual can work on as well.

**Amendment 1**

**RFP 170007328 Air Quality Technical Support**

In column G – click on yes or no to identify if the named individual meets ALL minimum qualification. If not, click no. The description and comments sections will help the PEC committee to determine that individual's expertise in the area identified.

**Inquiry 4:** Please verify that the electronic copy of the proposal must be produced in Microsoft Office Professional 2007 or an earlier version (Section 2.01, page 9 of 64). As this version is not the most current, this requirement will necessitate a computer specifically set up to produce the Alaska proposal if it is necessary to prepare it using the 2007 version not a more current MS Office version.

**Response 4:** A later version of Microsoft Office products may be used, as long as the electronic documents provided to DEC are compatible with the earlier version as stated in the RFP section 2.01.

**Inquiry 5:** Since the proposal is due immediately after a federal holiday, will ADEC accept an electronic version (with tracking information for the hard copy post marked prior to the due date) as a "in good faith" submittal, should the package be delayed due to reduced holiday delivery schedules?

**Response 5:** No. The only exception is burdened extenuating circumstances, and only if an electronic copy is received on time via email, and the hard copy is received within 48 hours after the proposal due date and time.

**Inquiry 6:** We notice that the information being requested for the price information has changed from the previous RFP/awards. Would you clarify what you're looking for in terms of the fully burdened rate? The description in Section 3.12.01 (page 19 of 64) is a bit confusing, and doesn't specify where the contractor's profit would be included. What should be included in the fully burdened labor rate vs the fixed fee fully burdened rate? In our experience, the fully burdened labor rate would include all indirect loadings (overhead and general and administrative) and incidentals relating to providing labor under the contract, while the fixed fee fully burdened rate would be either a specific profit rate to be added to the labor rate, or the sum of the labor rate plus profit.

**Response 6:** The only costs requested to be included in this RFP are the two labor rates, which must be fully burdened rates as defined in Appendix C Definitions. For the purposes of clarification, a fully burdened labor rate includes all costs associated with providing labor, to include a person's wages, fringe benefits, and all other direct and indirect costs associated with that person's labor. The fixed fee is the profit, not a sum of profit and other costs.

**Inquiry 7:** Would you confirm that you are asking for only two rates (Project Manager and Environmental Scientist) as well as a sum of these two labor rates as the response for the overall contract proposal? Also, would you please clarify the composition of the “Hourly Billable Rate” – should it be the fully burdened labor rate or the fully burdened fixed fee rate based on the staff included in the proposal?

**Response 7:** That is correct. Appendix A Cost Proposal contains only two positions and the fully burdened hourly billable rate for only those positions. The total is a sum of the two rates. No other costs associated with the hourly billable rates for either of those positions will be considered for payment as those rates must be fully burdened.

**Inquiry 8:** If only two labor rates are required, will we be restricted to using just those two labor rates in any NTP bids? If not, how will additional rates be approved for use?

**Response 8:** Vendors are restricted to only those two rates when task solicitations and proposals require the provision of the two positions found within the Cost Proposal. Any other labor rates needed for a task solicitation will be provided in that proposal process.

**Inquiry 9:** Could you provide some information on what you think the workload might be on this contract over the contract period or the next year? For example, any thoughts on number of task orders that will be released, specific projects you are planning, or even whether you have any specific projects in mind?

**Response 9:** Potential workload for this contact is contingent upon the Departmental staff’s workload. We cannot predict the amount of incoming work in relationship to the number of working staff for the Division. For your reference, the table below describes the number of contracts awarded Fiscal Year 14 through Fiscal 17 for a particular task.

<b>TASK 1 AIR PERMITS AND COMPLIANCE PROGRAM TECHNICAL ASISTANCE</b>	<b>Contracts Awarded in (FY14-FY17)</b>
Title V permit Work: SUB-TASK 1-1	16
Modeling/Monitoring/BART Support: SUB-TASK 1-6	25
<b>TOTAL</b>	<b>41</b>

**Inquiry 10:** Several Sub-Tasks ask for staff who have ALL of the specific experience requirements you desire. Do these have to be one person with all of the qualifications? May we instead propose several individuals who collectively fill the staffing need for each sub-task? For example, under Sub-Task 1-6, we have a modeling expert who wrote the AERMOD program, but he is not a CMAQ expert. And we have CMAQ experts who don't know AERMOD. Your form implies that this needs to be one person. We request that we be allowed to propose multiple staff to fill all sub task requirements. Please confirm.

**Response 10:** No, one person does not need all of the qualifications. Yes, multiple staff members may work together to fulfill qualification requirements for a Task.

It is expected that any staff member who is qualified in whole or in part to perform a task, and has potential to be assigned to perform said task, should be listed on the Attachment 1 required qualification submittal spreadsheet.

For example, If John does not know AERMOD, simply state under the Attachment 1 Comments/notes column that John would be working with Jim, who DOES have AERMOD experience. Then choose "NO" for "meets all minimum qualification for sub-Task 1-6"

**Inquiry 11:** The previous RFP had six specific eval criteria with scoring points, something that is not in this RFP. The only items we need to supply for this proposal appear to be the following:

1. A cover letter and executive summary
2. An org chart
3. Resumes of our staff and a completed Attachment 1 spreadsheet
4. A cost proposal with rates for only the two labor categories identified

Most important, there appears to be no need for the following:

1. No technical approach or management plan; only a brief summary of our corporate experience; and no proposal page limit exists.
2. No license info required until post award
3. No equipment lists

Last time there was also an RFP submittal check list which is not included in this RFP. To ensure a complete proposal for you, are there any other required submittal items missing from my list?

**Response 11:** Proposals shall include a cover letter, executive summary, detailed technical narrative of subsection 5.2 (ME) Experience and Qualifications, to include an organization chart and other required submittals, Cost Proposal, and Attachment 1.

**Inquiry 12:** Minimum qualification for Sub-Task 1-2 Compliance Activities is current day and night VE certification. For personnel whose certification has expired, can the qualification be achieved by obtaining certification prior to bidding on that specific scope of work – assuming that the company gets on the term contract for that sub-task? Thus, this would not disqualify personnel from the entire sub-task; and training could be taken as soon as it is offered.

**Response 12:** Yes, for personnel whose certification has expired the qualification can be achieved prior to bidding on that specific scope of work.

**Inquiry 13:** The Appendix D cost proposal required fully-burdened rates for the Project Manager and Environmental Scientist positions. Please confirm that per the footnote in the rates table, the Total Hourly Rate simply reflects a 50/50 weighting or sum rates of those two staffing positions.

**Response 13:** The Total Hourly Rate will be calculated by summation of the Hourly Billable Rates for the Project Manager and Environmental Scientist.

**Inquiry 14:** Section 6 of the RFP (starting page 45) describes the proposal format and content: Section 6.03 describes format and section numbering/heading; Section 6.04 describes the required cover letter; Section 6.05 indicates offerors are encouraged to begin their proposal with an executive summary that briefly identifies the primary tasks and sub-tasks they are requesting to qualify for and describes company experience in provided similar services. Is this to be followed by a narrative technical proposal that addresses requirements given in Section 5.02, or is all the company/staff experience for specific tasks/subtasks simply to be entered into the Attachment 1 spreadsheet? The first paragraph on page 28 (Section 5.02) suggests that employees are to be described in response to Section 5.02 and the Attachment 1 spreadsheet, but the proposal content outline in Section 6 just describes a cover letter, executive summary and cost proposal.

**Response 14:** Both a response to section 5.02 and the submission of completed Attachment 1 are required. Section 5.2 shall include a technical narrative on how proposers will accomplish the requirements in that subsection. In the proposal include information about experience, approach, methodology, organization chart, staffing and other narrative that demonstrates expertise and dominance. Some of that information will be duplicated in Attachment 1, with the sole purpose of collecting information in a spreadsheet format that pertains specifically to the columns and rows identified.

STATE OF ALASKA  
DEPARTMENT OF ENVIRONMENTAL CONSERVATION  
DIVISION OF AIR QUALITY

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Request for Proposal 170007328

Air Quality Technical Support

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PRE-PROPOSAL CONFERENCE

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Friday, June 9, 2017

10:00 a.m.

at

Department of Environmental Conservation  
555 Cordova Street, Suite 600  
Anchorage, Alaska

1 A P P E A R A N C E S

2

3 For Department of Environmental Conservation:

4 Natalie Wolfe  
5 Shawn Olsen  
6 Tammy Walker  
7 Elizabeth Nakanishi

8 Also Present:

9 Jeanette Brena, Cardno  
10 Ovi Popovici, Flat Lake Engineering  
11 Greg Pagett, Amec Foster Wheeler (via phone)  
12 Robert Bush, Amec Foster Wheeler (via phone)  
13 Mae Thomas, ERG (via phone)  
14 Amanda Henry, ASRC Energy Services (via phone)  
15 Leigh Roller, ERG (via phone)  
16 Tom Carlson, Sierra Research Trinity Consultants (via  
17 phone)  
18 Till Stoeckenius, Ramboll Environ (via phone)  
19 Julia Shannon, Enviropplan (via phone)

20

21 Court Reporter:

22 Deirdre J.F. Radcliffe  
23 Pacific Rim Reporting  
24  
25



1 ANCHORAGE, ALASKA

2 FRIDAY, JUNE 9, 2017

3 10:00 A.M.

4 -oOo-

5 MS. WOLFE: Good morning, everybody, those here  
6 in Anchorage and those joining us over the phone. This is  
7 the pre-proposal conference for DEC's air quality  
8 technical support RFP 17.7328, those issued as of  
9 June 1st.

10 My name is Natalie Wolfe. I'm the procurement  
11 manager for DEC and the procurement officer for this  
12 solicitation.

13 Here is the plan for the short time that we're  
14 going to be together today. We're going to do  
15 introductions first in person here in Anchorage and then  
16 those over the phone. If you would please state your full  
17 name and then spell your name so that our transcriptionist  
18 has the opportunity to spell your name correctly in the  
19 minutes for this pre-proposal conference. And then state  
20 the company that you're representing.

21 Once we're done with introductions, I will  
22 highlight the key aspects and refer to some of the  
23 questions that have been submitted up to this point in the  
24 RFP. Then we'll give our air quality representatives an  
25 opportunity to talk about the scope of work and some of

1 the expectations that they have around the proposals from  
2 that perspective.

3 At the end we will open it up for further  
4 questions. So if you have questions during that time,  
5 please hold them until the end. If it's a quick answer,  
6 we are happy to answer right now. If it is not, then we  
7 are going to ask you to submit it in writing. And, of  
8 course, we'll go over the deadline for the inquiries and  
9 the process to get the responses out.

10 So without further ado, I have already  
11 introduced myself. So let's start on this side of the  
12 room here in Anchorage and then we can go around and  
13 introduce those in person here.

14 MS. BRENA: My name is Jeanette Brena,  
15 J-e-a-n-e-t-t-e B-r-e-n-a, and I work for Cardno, who used  
16 to be called ENTRIX.

17 MS. WOLFE: Would you spell Cardno, please?

18 MS. BRENA: C-a-r-d-n-o.

19 MR. POPOVICI: My name is Ovi Popovici, O-v-i  
20 P-o-p-o-v-i-c-i, and I'm here with Flat Lake Engineering.

21 MS. WOLFE: Okay. Flat Lake. Thank you.

22 MR. OLSEN: Shawn Olsen, S-h-a-w-n O-l-s-e-n,  
23 procurement specialist with the Department of  
24 Environmental Conservation.

25 MS. WALKER: Tammy Walker, T-a-m-m-y

1 W-a-l-k-e-r, and I work for air quality.

2 MS. NAKANISHI: Elizabeth Nakanishi,  
3 E-l-i-z-a-b-e-t-h N-a-k-a-n-i-s-h-i. I work for air  
4 quality and the permits team.

5 MS. WOLFE: Thank you, everyone. It's a  
6 pleasure to have you here.

7 Now, those on the phone. If you could please  
8 introduce yourself, spell your name and the company that  
9 you're representing and spell the company name if it's not  
10 easy to guess.

11 MR. PAGETT: My name is Greg Pagett,  
12 P-a-g-e-t-t. Company name is Amec Foster Wheeler, A-m-e-c  
13 Foster Wheeler, W-h-e-e-l-e-r.

14 MS. WOLFE: Thank you, Greg.

15 MR. BUSH: Robert Bush, R-o-b-e-r-t B-u-s-h,  
16 also with Amec Foster Wheeler.

17 MS. WOLFE: Thank you.

18 MS. THOMAS: This is Mae Thomas, M-a-e, Thomas,  
19 T-h-o-m-a-s. I'm with ERG.

20 MS. HENRY: This is Amanda Henry, A-m-a-n-d-a  
21 H-e-n-r-y, from ASRC Energy Services.

22 MS. ROLLER: Leigh Roller, L-e-i-g-h, Roller,  
23 R-o-l-l-e-r, also with ERG.

24 MR. CARLSON: Tom Carlson, T-o-m C-a-r-l-s-o-n,  
25 Sierra Research Trinity Consultants, S-i-e-r-r-a Research.

1                   MR. STOECKENIUS: Till Stoeckenius. That's  
2   T-i-l-l S-t-o-e-c-k-e-n-i-u-s, with Ramboll Environ,  
3   R-a-m-b-o-l-l space Environ, E-n-v-i-r-o-n.

4                   MS. SHANNON: Julia Shannon with Enviroplan  
5   Consulting. That's J-u-l-i-a S-h-a-n-n-o-n. And  
6   Enviroplan is E-n-v-i-r-o-p-l-a-n.

7                   MS. WOLFE: Do we have any others? All right,  
8   hearing none, we will go directly into the key aspects of  
9   the RFP.

10                  So I'm not going to talk about every single  
11   subsection. You all are very much able to read. So the  
12   key aspects that I would like to cover are Section 1.01.  
13   This is the RFP administration information, so it gives  
14   you the title of the RFP, a brief description, my contact  
15   information, as I am the singular and only contact for the  
16   department during this process. So if you have questions,  
17   if you've got inquiries, if you have communications of any  
18   sorts, you're instructed to please only direct them and  
19   share them with me. Do not contact the divisions.

20                  The pre-proposal conference of course is today.  
21   In Section 1.03 it lines out the schedule for the RFP. So  
22   it repeats some of the information at the bottom of 1.01.  
23   The deadline to receive inquiries is on Monday, June 12th,  
24   by 4:00 p.m., and feel free to send them to me via e-mail.

25                  We will prepare our responses in writing and

1     they will be presented in an amendment to the RFP that  
2     will be issued to the on-line notice posting site by  
3     Wednesday of close of business, is our goal. We will also  
4     send out a copy of the amendment to all of the bidders who  
5     have registered up to this point -- or proposers, excuse  
6     me. So any question that we've already received, any  
7     question that's answered here will also be present on the  
8     inquiry's response that we issue as an amendment to this.  
9     Everyone will see the same information.

10           The RFP opening date is Thursday, July 6th. The  
11     proposal due date is the day before, Wednesday, July 5th  
12     at 4:00 p.m. Alaska Standard Time. And the initial term  
13     of this contract is for four years with an additional one  
14     year renewal option at the end of those four years. So  
15     it's a total not-to-exceed amount of five years.

16           The next section I'm going to cover is 2.01,  
17     which is your proposal submittal. We ask for one original  
18     and three complete sealed and signed copies of your  
19     technical proposal. Separately we would like one original  
20     of your cost proposal. In your technical proposal we  
21     expect to also have Attachment 1 included, because that is  
22     part of your technical response. Again, separate is your  
23     cost proposal. We can't have any cost information in the  
24     technical piece, please.

25           One of the questions that was asked is, since

1 July 4th is at the end of a federal holiday, will we  
2 accept an electronic version if the hard copy is not in  
3 our hands? And we've provided just a tad under a month,  
4 so we feel like we've given enough response time to be  
5 able for vendors to provide a good, solid bid. I will say  
6 the answer to that will be no, unless there are very good  
7 extenuating circumstances. I don't want to completely  
8 exclude a good proposal. However, there should be only  
9 extenuating circumstances that has a very good business  
10 reason tied behind it any reason why a proposal will be  
11 late.

12               So the next one I'm going to cover is  
13 Section 3.02, again the contract term. The initial  
14 contract will begin on the service commencement date,  
15 which is the date that we set the contract to start after  
16 the issuance of contract award and the evaluation process  
17 is complete. The initial term will be four complete  
18 years. There won't be any renewals. There shouldn't be  
19 any need for an amendment, etcetera, during those four  
20 years, and at the end of that year we have a one-year  
21 renewal option.

22               In 3.04 we talk about the technical support and  
23 service tasks and sub-tasks; and then in 3.04.01, the  
24 contractor selection method; and then the contract award  
25 and offeror selection in 4.02. So much like the previous

1 term contract, this is an RFP for a term contract, and  
2 essentially what that means is we're going to prevet a  
3 pool of qualified vendors. There will be no specific  
4 dollars nor performance tied to the term contract that we  
5 award from this. You'll just be deemed qualified for the  
6 specific tasks and sub-tasks that you propose on.

7 When a task or a sub-task work becomes  
8 available, we will issue a project -- not a project -- but  
9 a task RFP, which will be a mini RFP that is done under  
10 the governance of the term contract. So all the terms and  
11 conditions in the term contract set the rules for the  
12 entire duration of the contract.

13 The task RFP will be specific to whatever  
14 project or work or task or sub-task needs to be completed.  
15 You'll be offered the opportunity as a term contractor  
16 that's qualified for that particular task to provide a  
17 proposal, and at that point in time you'll include a cost  
18 proposal specific to completing that scope of work. Once  
19 we evaluate those proposals, as defined in here, then we  
20 will award one contract to the apparent winning bidder  
21 based on that evaluation and selection process, and that  
22 task contract will be governed by the term contract but  
23 also have dollars and performance tied to it.

24 The next section I'm going to cover is 5.01.  
25 This begins the scope of work. In here it outlines the

1     general requirements. In the second paragraph we further  
2     explain our intent to issue multiple term contracts to  
3     ensure there's an adequate breadth of qualified vendors  
4     that are available to do the work. And then for each,  
5     like I said, task or sub-task that we have a solicitation  
6     for specific to the defined scope of work within that  
7     solicitation, everyone who is qualified for that  
8     particular task or sub-task is then qualified to bid on it  
9     and it goes through a mini competitive process.

10             It is not expected that every offeror will  
11     qualify for every task or sub-task in this scope of work.  
12     So in your proposal and through Attachment 1, you will  
13     identify which specific tasks and sub-tasks that you're  
14     requesting to be qualified for and then providing the  
15     evidence of how you meet those minimum qualifications. If  
16     there is a sub-task or a task that you do not wish to be  
17     qualified for, simply say so in your proposal.

18             Now I'm going to turn it over to let the air  
19     quality representatives talk about, beginning in 5.02,  
20     experience and qualifications through the remaining scope  
21     of work, and then I'll pick it back up with Section 6.

22             MS. NAKANISHI: The 5.02, experience and  
23     qualifications, underneath there is a list of positions  
24     and required experiences for each, and that's farther down  
25     in the paragraph. When you present your proposal, it will



1 provide each position description there and on the list.

2 So we have our minimum qualification -- sorry -- our MEs,  
3 experience and qualifications, which is necessary in order  
4 to be considered -- what is the term?

5 MS. WOLFE: Responsive.

6 MS. NAKANISHI: Responsive. Thank you. And  
7 underneath each of these primary tasks the sub-tasks are  
8 listed. Under the sub-tasks they have the MQs, the  
9 minimum qualifications.

10 So we had a question. Describe the information  
11 that should be contained in column 4, experience relevant  
12 to sub-task, minimum qualifications, and years and months  
13 of the spread sheet, Attachment 1 required submittal.  
14 This should be a description of experience -- should this  
15 be a description of the experience or the number of  
16 years/months of experience for a minimum qualification?

17 Oh, this one is actually your question. I  
18 apologize. I will finish reading this.

19 If it is the years and months of experience for  
20 a minimum qualification, should one person have multiple  
21 rows with each row associated with a separate minimum  
22 qualification? So Tammy is going to explain the  
23 spreadsheet and how to fill it out in a way that answers  
24 that question.

25 MS. WALKER: Okay. So if everybody is able to

1 reference the Attachment 1, required qualification  
2 submittal form, the very front tab is the submission -- is  
3 the summary tab, pretty much, which it will say you guys  
4 will either put "yes" or "no" in the proposal submitted if  
5 you're going to bid on a specific sub-task. Simply just a  
6 "yes" or "no."

7           And then under the positions expected to conduct  
8 the work, that's where you will put every single title.  
9 We preloaded it for a drop-down menu. All these have it.  
10 You would put every single position title that will be  
11 doing work for that specific sub-task. You have the  
12 ability to choose multiple, and then there is an "Other"  
13 tab to where, if there's a position that was not included  
14 in the list, you could specify that within the comments  
15 and notes section. Okay?

16           So then as you go through, there is a separate  
17 worksheet for each sub-task. As you go through the  
18 sub-tasks -- so in -- let me see here. The specific  
19 question was, describe the information that should be  
20 contained in column 4, experience relevant to the sub-task  
21 minimum qualifications and years and months of the  
22 spreadsheet. So for that question specifically, column D,  
23 or column number 4, should only reflect the number of  
24 years and months of experience relevant to that particular  
25 sub-task.

1           So what you're going to do is, we recognize that  
2     the person can act in multiple capacities depending on  
3     what the sub-task is that you're bidding on. So in  
4     column A and B, that's where you're going to provide your  
5     first and last name. In column C, the position titles of  
6     the individual listed that will be doing the work, so  
7     you'll have your name listed there. And then in column D  
8     you're going to put the years and months of experience for  
9     each minimum qualification, because on each of the  
10    sub-tasks, at the very top of that particular worksheet,  
11    it will give all the minimum qualifications that is  
12    relevant and required for that particular sub-task. Okay?  
13    So you will list all the years and experience for each one  
14    of whatever is applicable for that individual that you're  
15    putting their name down for.

16           In column E, that's where you will give the  
17    brief description of your qualification that applies to  
18    that particular individual's duty per the sub-task.  
19    Column F is where the notes and comments cell can be used  
20    to elaborate on any information listed. For example, if a  
21    certification class is needed to meet qualifications,  
22    however your entire staff currently has expired  
23    certification, simply annotate that the certification will  
24    be acquired before bidding on a specific scope of work.

25           The comments and notes column can also be used

1 to emphasize which qualifications that particular  
2 individual can work on as well. Because there will be  
3 sections that you may not qualify in one section, one  
4 individual personally will not; however, you'll have  
5 another team member on your staff that does qualify. So  
6 you will say, I work on a specific system but then this  
7 other person will do the other system. That is required  
8 within those minimum qualifications.

9 And then in column G you'll simply click "yes"  
10 or "no" to identify if the named individual meets all the  
11 minimum qualifications. If you do not meet every single  
12 qualification that is at the top of each sub-task that  
13 you're bidding on, just say no and then you can put your  
14 comments in there, just like I had just mentioned. I  
15 don't qualify to do this particular piece of that work,  
16 but this member on our team does. And you'll list all  
17 those individuals for each sub-task separately, but put  
18 all their information in the separate list.

19 I mean, one cell could be pretty massive when  
20 you're saying your years of experience and when you're  
21 actually giving that brief description. Please do not  
22 write "See Resume" in the description cell. This is  
23 supposed to be a quick glance for all of us as we start  
24 reviewing all of these so that we don't have to shuffle  
25 through a bunch of resumes, because there could be dozens

1 of personal resumes. So this will give us the name of the  
2 person that is going to be doing specific work, their  
3 title, their years of experience, and then a brief  
4 description, which is pretty much what your resume is  
5 going to have on it, but we want them both. Okay?

6 MS. NAKANISHI: So we have an inquiry here which  
7 says -- the question was, several sub-tasks ask for staff  
8 who have all of the specific experience requirements that  
9 you desire. I apologize. I could not find any sub-task  
10 in the RFP where it's actually worded that the staff  
11 member has to have all of the specified experience. If  
12 I --

13 MR. PAGETT: Yeah. This is Greg Pagett. That  
14 may be my misunderstanding. In interpreting your  
15 spreadsheet, it implied that we needed to have somebody  
16 that could do it all, and what I just heard was no, you  
17 could have multiple people that do pieces. Is that  
18 correct?

19 MS. NAKANISHI: Correct. So that does answer  
20 that question. I just wanted to make sure I didn't miss  
21 something there. You can propose several individuals. It  
22 is expected that any staff member who's qualified in whole  
23 or in part to perform the task and has the potential to be  
24 assigned to the said task should be listed on  
25 Attachment 1.

1 MR. PAGETT: Got you.

2 MS. NAKANISHI: As Tammy was saying, for  
3 example -- I'm going to throw a name out here -- John  
4 doesn't know air mod. You can simply state that John  
5 would be working with Jim, who does, in the notes column.

6 We have a few other questions here that are not  
7 exactly related to the task. One of them was --

8 MS. WOLFE: We can wait until the end to cover  
9 the extras. Let's just focus on the scope of work at this  
10 point.

11 MS. NAKANISHI: So if anybody has any further  
12 questions on the tasks and sub-task, I am only  
13 specifically knowledgeable about task 1 through 6. So I  
14 cannot answer any questions for compliance, technical  
15 services, asbestos compliance, that type of thing. Please  
16 submit any questions specifically about the sub-tasks in  
17 writing and I will make sure you get an answer.

18 Are there any questions?

19 MS. WOLFE: Okay. Well, if there are, we can  
20 certainly come back and cover that at the end. So let's  
21 talk a little bit about Section 6.02 and 6.03. So the --  
22 one of the questions that was submitted is, is there only  
23 one evaluated criteria? In the past there had been six.  
24 Now it appears as though there is only one.

25 So yes, 5.02, experience and qualifications, is

1 the only subsection that you are required to provide a  
2 technical narrative for in your proposal. So we want to  
3 see a technical narrative on how you're going to  
4 accomplish everything that we ask for within that  
5 subsection, and in doing so, you are free to include  
6 approach, methodology. This is your proposal. It needs  
7 to demonstrate expertise and dominance. This is your  
8 opportunity to do so. This is the only evaluation  
9 criteria as part of the technical proposal.

10 Now, that is separate and distinct from whether  
11 or not you qualify for a particular task or sub-task, and  
12 I hope that that distinction is clear. Because, as a  
13 vendor, in your proposal you're going to identify which  
14 task and sub-task you're going to apply for, you're going  
15 to provide the evidence that demonstrates your proposed  
16 staff meets those minimum qualifications, and that is  
17 going to be how we award our term contract.

18 We are required to include technical proposal  
19 evaluation criteria. So in your proposal, of which your  
20 completed Attachment 1 is a piece, we also expect a  
21 written technical narrative responding to the requirements  
22 in 5.02, and again, that's where you can include  
23 methodology, how you're going to staff it. Your org chart  
24 will be part of that, etcetera, etcetera.

25 In 6.03, proposal format, we've made it really

1     easy. Your proposal should start out with a cover letter,  
2     should then have an executive summary, and that executive  
3     summary is constructed and written by you. You can  
4     highlight the experience, the expertise, the competencies  
5     of your company, similar projects. That's your ability to  
6     shine.

7             Then the next piece that we should find in your  
8     proposal is a section entitled 5.02, experience and  
9     qualifications, so that we have very clear delineation  
10    tying back to the RFP. So you've got cover letter; you  
11    have an executive summary; then your proposal starts with  
12    5.02, experience and qualifications; and then your  
13    response and a technical narrative to that subsection.

14            MR. PAGETT: This is Greg Pagett. Is there any  
15    page limitation on a response?

16            MS. WOLFE: Let me check. No. No, there is not  
17    that I can readily see. And if there is, I just  
18    superceded it. I guess I can do that.

19            MR. PAGETT: There you go.

20            MR. WOLFE: All right. And then you'll finish  
21    it up with your Appendix D, your cost proposal of course  
22    being provided separately, and then your completed  
23    Attachment 1.

24            MR. PAGETT: I'm sorry for so many questions. I  
25    just want to make sure I get this right. On Appendix C,



1       that is the cost proposal --

2               MS. WOLFE:   Appendix D, yes.

3               MR. PAGETT:   I'm sorry.   Appendix D.   And it  
4       looks like you're just asking for two rates.   Is that  
5       correct?

6               MS. WOLFE:   We'll cover that.

7               MR. PAGETT:   Okay.   Sorry.

8               MS. WOLFE:   That's all right.   So again, as part  
9       of your executive summary, which is spoken about in  
10      Section 6.05, briefly identify each -- because you're  
11      going to give us the full detail in your attachment, but  
12      in your executive summary briefly identify each task or  
13      sub-task for which you are requesting to qualify for in  
14      your proposal, and then again describe your company,  
15      history, experience, and be sure to highlight work that is  
16      done either in Alaska or in geographical areas similar to  
17      Alaska.

18              Now, a couple -- before I get into Appendix D, a  
19      couple of questions that have come up are, can you explain  
20      the proposal format in more detail, what are the required  
21      sections, subsections, numbers and headings?   I just  
22      explained that.   Your cover letter, your executive  
23      summary, Subsection 5.02, technical narrative response,  
24      your Appendix D, and your Attachment 1.   That is what your  
25      proposal should look like.

1                   MR. CARLSON:  Natalie, this is Tom Carlson.  
2   Real quick.  I think you answered my question there.  
3   Resumes go in the back of the 5.02 material?

4                   MS. WOLFE:  Yes.  So if you would like to  
5   include resumes, etcetera, other supporting documents and  
6   not have it be within your technical proposal proper, then  
7   you can include an attachment section where you include  
8   all of your resumes or copies of certifications, etcetera,  
9   etcetera.  That is appropriate.

10                  MR. CARLSON:  Perfect.  Thank you.

11                  MS. WOLFE:  We would prefer your org chart,  
12   however, be provided within your technical proposal  
13   proper.

14                  Another question is, verify the electronic copy  
15   of the proposal must be produced in Microsoft Office  
16   Professional 2007 or in an earlier version which is  
17   referenced in Subsection 2.01.

18                  If you've got a later version, you must at least  
19   save it so that it's compatible to be read.  The state's  
20   computer system only has up to 2007.  So you don't have to  
21   go buy a special computer, as indicated in this question,  
22   that only has Microsoft Office 2007.  You do have the  
23   ability when you do a save-as in your document to save it  
24   compatible with an earlier version.  We just need to be  
25   able to open it and read it.

1 MR. POPOVICI: So no PDF proposals?

2 MS. WOLFE: You can provide a PDF proposal, but  
3 we also require an unpassword-protected electronic version  
4 of the proposal as well.

5 MR. POPOVICI: You're saying Word. Both PDF?

6 MS. BRENA: We can't merge all the sections  
7 together in PDF like your attachments but in Word it will  
8 be multiple documents?

9 MS. WOLFE: Correct.

10 MS. BRENA: So you want just Word, not PDF?

11 MS. WOLFE: You can submit -- you can submit  
12 both, but we require -- let's look at the specific  
13 requirement. "In addition to the copies stated above, the  
14 offeror shall submit one complete copy of its proposal to  
15 include both the technical and cost on a CD or USB using  
16 Microsoft Office products." Okay. So it doesn't have to  
17 be in Word. It can be PDF. We would prefer the  
18 attachment -- because the attachment is going to be pretty  
19 large. If it's easier for you to submit it in Excel  
20 because it's currently an Excel spreadsheet, as an active  
21 document that we can print out here because we're not  
22 going to change anything, that's fine. If you would  
23 prefer to save the entire thing as a PDF hard copy, that's  
24 fine, just as long as we get an electronic copy as well.  
25 Good question.

1 UNIDENTIFIED SPEAKER: I'm sorry. Did you now  
2 say that you do not have to have a Word version of the  
3 document?

4 MS. WOLFE: Yes. According to the wording in  
5 2.01. It just has to be --

6 MS. BRENA: PDF isn't -- Adobe is not a Word  
7 program.

8 MS. WOLFE: Right. So it just has to be  
9 Microsoft Office products, a Professional 2007 or earlier  
10 version. So it can be provided in PDF --

11 MR. POPOVICI: That's not PDF. That's --

12 MS. WOLFE: Or it can be provided via Word, if  
13 you want to submit it as a Word document, and the  
14 Attachment 1 is an Excel document. We did not  
15 specifically state which one you had to use. Just  
16 something that's Microsoft Office products and saved  
17 compatible so that it can be read with a 2007 or earlier  
18 version.

19 I'll talk about the cost proposal in a minute.

20 Another question is, there appears to be no need  
21 for the following: No technical approach or management  
22 plan, only a brief summary of our corporate experience,  
23 and no proposal page limit exists.

24 I will confirm. We do require an executive  
25 summary. So that part is correct. In your response to

1     5.02 we would expect, if you would like to include a  
2     technical approach to how you're going to complete the  
3     task, because in there you're going to talk about how  
4     you're going to provide the staffing necessary to complete  
5     each task and sub-task for which you qualify, that that is  
6     where you should include it should you choose to include  
7     it.

8             The key point I would like to make here is, in  
9     this term contract RFP solicitation, this is where we're  
10    primarily focused on identifying qualified vendors to do  
11    the work. Your technical approach to actually completing  
12    a specific scope of work related to a task solicitation  
13    will be provided in a task proposal. So you don't have to  
14    go through the process of doing all of that work up front.

15            No license info required until post award? Let  
16    me make this also clear. If you are asking to qualify for  
17    a preference, as defined in Subsection 2.12, there are  
18    various Alaska preferences that are offered to bidders who  
19    qualify for them. You need to make sure and state that  
20    you're qualified for them in your cover letter, and if you  
21    are qualified for them in your cover letter, you must  
22    provide a copy of your business license to provide  
23    evidence that you're currently licensed to do business as  
24    an Alaska offeror. Otherwise, if you are not requesting a  
25    preference, no business license is required until contract

1     award.

2                   MS. BRENA: I didn't see that there was an  
3     Alaska bidder preference. I only saw that there was a  
4     minority business preference.

5                   MS. WOLFE: That's right. This the MBE/WBE,  
6     huh?

7                   MS. NAKANISHI: Uh-huh.

8                   MS. WOLFE: Never mind. I take back what I just  
9     said. It's MBE/WBE. Thank you.

10                  MS. BRENA: Disadvantaged business?

11                  MS. WOLFE: Yes.

12                  And no, we do not require equipment lists. Here  
13     again our primary focus is the staff that are qualified to  
14     perform the tasks and sub-tasks.

15                  I covered the majority of questions specific to  
16     the proposal format, what's required. So let's talk about  
17     the cost proposal.

18                  Appendix D is the cost proposal that we are  
19     requesting be submitted. We are asking for only two  
20     hourly billable rates. These are two positions that are  
21     required within the list of key positions in 5.02,  
22     experience and qualifications. The hourly billable rate  
23     should be noted for each position, and then those two  
24     rates should be summed together to give us your total  
25     hourly rate, and that is how the total hourly rate is

1     going to be calculated based on the cost proposal  
2     evaluation criteria in Section 7.01.

3             MS. BRENA:   What if we don't have an  
4     environmental scientist, per se?   What if they're all  
5     engineers?

6             MS. WOLFE:   An environmental scientist is  
7     required as part of the key positions, so you'll need to  
8     create an environmental scientist position.

9             MS. BRENA:   So can one person fill out several  
10    positions?

11            MS. WOLFE:   If they're qualified to do so, yes.  
12    You don't have to have one person for each sub-task.

13            MS. BRENA:   So one person could be the project  
14    manager, an engineer and a scientist?

15            MS. WOLFE:   As long as they're qualified for  
16    each of those, yes.

17            And then again referring to 5.02 in the list of  
18    key positions, it says, "Offerors must include in its  
19    proposal a list of all positions and persons that it will  
20    use to perform each service specific to a task and/or  
21    sub-task, as defined herein.   These are the positions we  
22    anticipate being included."   Environmental scientist is on  
23    here and project manager is on here.

24            MS. BRENA:   But it doesn't say you have to have  
25    these.

1 MS. WOLFE: You don't have to have them.

2 MS. BRENA: For example, I won't have any  
3 monitoring specialist if I'm not going to go for that  
4 task.

5 MS. WOLFE: Correct. So if you're going to  
6 qualify for a specific task or sub-task that would need to  
7 have one of these positions tied to it, then you're  
8 required to have it.

9 MS. BRENA: I still don't see where it says you  
10 have to have a scientist, though.

11 MS. WOLFE: So in 5.02, the first sentence says,  
12 "The following is a list of positions and required  
13 experience that a term contractor agrees to maintain as  
14 part of its team for the duration of the contract.  
15 Offerors must include in their proposal how it will  
16 provide each position described herein and as you may  
17 additionally propose within your proposal."

18 MS. BRENA: Like billing people and stuff like  
19 that, right? So -- but the sub-tasks say experience, but,  
20 for example, an engineer meets the experience of a  
21 scientist. So I still don't understand what -- where it  
22 says you have to have a scientist.

23 MS. WOLFE: But that's what I'm saying. So  
24 they're required to have these positions. What we've let  
25 you do is provided a little bit of flexibility so offerors



1 must include in its proposal a list of all positions or  
2 persons, here is the list of positions that we anticipate  
3 will be included. If -- because we want to make sure in  
4 some capacity, in some form these type of positions are  
5 provided as part of the proposal specific to the  
6 experience and qualifications for each task or sub-task  
7 for which you're applying to qualify for.

8           So if you're going to qualify for a task or a  
9 sub-task that includes minimum qualifications for an  
10 environmental scientist but you're also having somebody  
11 who qualifies as an environmental engineer, for example --  
12 and that could be logistically incorrect, but just for the  
13 sake of argument -- and you decide to call it an  
14 environmental engineer lead instead of an environmental  
15 scientist versus and/or an environmental engineer, we've  
16 given you flexibility to do that without dictating --

17           MS. BRENA: But not in the cost proposal --

18           MS. WOLFE: No. Without dictating you'll use  
19 these specific titles.

20           MS. BRENA: Right.

21           MS. WOLFE: So that part makes sense?

22           MS. BRENA: Yeah.

23           MS. WOLFE: In the cost proposal all we're  
24 interested in is a quote, an hourly rate for those two  
25 positions. So if in fact you're going to not use an

1 environmental scientist but you would use something  
2 equivalent, note that within your technical proposal, but  
3 in your cost proposal give us the rate for the  
4 environmental scientist position. So when the contracting  
5 process is finished, I can go back and I can see your  
6 environmental scientist rate is X number of dollars. In  
7 your technical proposal you say your environmental  
8 scientist position is represented as an environmental  
9 engineer lead. So that's where I could connect those two  
10 dots.

11 Now, keep in mind, this cost proposal is for the  
12 cost proposal evaluation process. These rates specific to  
13 those two positions, as with a cost proposal of any  
14 design, will become part of the contract. When you have a  
15 task solicitation, your cost proposal is going to be  
16 specific to the work that's requested in the scope of work  
17 in that task solicitation. So it may not even include --  
18 because we don't know what kind of work, what type of  
19 work, etcetera, etcetera at this point in time, when work  
20 comes up, then the scope of work is done appropriate to  
21 that work.

22 In your task proposal in your cost proposal you  
23 will cost it according to that scope of work and whatever  
24 is required to be done there. So you may never need to  
25 use either of these two positions if a task scope of work

1     never requires it. So that's why we're approaching this a  
2     little bit differently than what those who have --  
3     incumbent vendors seen in the past. So hopefully that  
4     provides a little bit of clarification.

5             The fully burdened rate means that we want to  
6     have an hourly billable rate that includes your wage and  
7     your fringe, any indirect costs. All of it needs to be in  
8     there. So whatever fully burdened, which is defined in  
9     definitions, which is Appendix C, needs to be included in  
10    that specific rate. And it's for the purposes of the cost  
11    proposal evaluation process.

12            This is a cost plus fix fee. So, again, keep in  
13    mind my explanation of the task solicitation process.  
14    These rates -- again, specific to the cost evaluation  
15    process here -- may at some point be reflected should we  
16    write a task solicitation scope of work that might require  
17    a project manager. We say, here's your project manager  
18    position. This has to be required as part of the group of  
19    positions that you're going to propose to complete this  
20    work. That hourly billable rate should be consistent with  
21    what you provided in your cost proposal here.

22            MR. POPOVICI: So basically the measure rate  
23    that you propose in your cost proposal has to stay the  
24    same when you actually --

25            MS. WOLFE: For only these two positions.

1 MR. POPOVICI: Okay.

2 MS. BRENA: So this, literally, this just one  
3 page, is going to be in a sealed envelope?

4 MS. WOLFE: Yes. One page. Because it cannot  
5 be concluded with the rest of the technical proposals.

6 MS. BRENA: Because you wanted it in our  
7 proposal format as number, say, 3, we would just say "See  
8 Sealed Envelope" or something like that?

9 MS. WOLFE: You don't have to include it. Your  
10 proposal format, again, is cover letter, executive  
11 summary, 5.02 response, and Attachment 1 should all be  
12 together in one envelope. Separate envelope, just give me  
13 the Appendix D, cost proposal.

14 MS. BRENA: Do we need separate envelopes for  
15 the three copies --

16 MS. WOLFE: No.

17 MS. BRENA: -- or just all --

18 MS. WOLFE: No. They can be in one, yes.

19 MS. BRENA: Okay.

20 MR. PAGETT: Hey, Natalie. This is Greg Pagett.  
21 Just a couple of clarifying things. Back to 5.02, the key  
22 positions. Are you expecting us to tell you what we think  
23 the minimum credentials are for each of those positions?  
24 Is that correct?

25 MS. WOLFE: We're expecting you to tell us your

1 minimum qualifications, credentials, education and  
2 experience for each position that you're using or  
3 proposing to be used to complete the tasks or sub-tasks  
4 for which you qualify for. They should be consistent with  
5 the minimum qualifications that we require, but we  
6 understand that there may be something beyond that that  
7 you would require as a vendor.

8 MR. PAGETT: Okay. Thank you. The other --

9 MS. WOLFE: Hold on just a second.

10 And those can be easily communicated in like a  
11 position description form.

12 MR. PAGETT: Right. Okay. The only other  
13 question, back to the technical proposal, I just want to  
14 make sure I heard this correctly. It was cover letter,  
15 executive summary, 5.02, and then you said Appendix C as  
16 in cat? Is that what you said?

17 MS. WOLFE: No, no, no. Appendix D, which is  
18 the cost proposal, which is in a separate envelope --

19 MR. PAGETT: Gotcha, gotcha.

20 MS. WOLFE: -- and then Attachment 1 as part of  
21 your technical proposal.

22 MR. PAGETT: Okay. Great. Thank you.

23 MS. WOLFE: Yes.

24 MS. BRENA: I have two other questions, if I  
25 can.

1 MS. WOLFE: Go ahead.

2 MS. BRENA: And I did submit one of these  
3 questions, and it had to do with the experience -- or  
4 minimum qualifications for the compliance sub-tasks.

5 MS. NAKANISHI: That would be me.

6 MS. BRENA: That mainly was, it said must be --  
7 have current VE certification.

8 MS. NAKANISHI: Correct.

9 MS. BRENA: So if nobody in my company has  
10 current VE, are we disqualified --

11 MS. NAKANISHI: No.

12 MS. BRENA: -- or can I just say --

13 MS. NAKANISHI: For a person whose certification  
14 has expired, the qualification can be achieved prior to  
15 bidding on the specific scope of work.

16 MS. BRENA: Would I fill out the worksheet with  
17 a no, we don't need it or a yes, we do need it for those  
18 people?

19 MS. NAKANISHI: I would say no, but then put in  
20 on the notes and comments, certification will be scheduled  
21 for next week.

22 MS. BRENA: So that wouldn't disqualify us from  
23 meeting that one?

24 MS. NAKANISHI: It does not disqualify you from  
25 meeting that one. It says that this person is not

1 qualified --

2 MS. WOLFE: Today.

3 MS. NAKANISHI: Today. They don't have that VE  
4 certification. And then you can present the date -- my  
5 understanding is that California has them every two weeks.  
6 So this shouldn't hold up work if --

7 MR. POPOVICI: We can do it.

8 MS. BRENA: You guys can do it? Any time or --

9 MR. POPOVICI: It's for a different discussion.

10 MS. WOLFE: Yeah. Let's wait.

11 MS. BRENA: That answers my question. So I can  
12 still move forward with that sub-task?

13 MS. NAKANISHI: Yes. You just want to note no,  
14 so that we can recognize in the notes column that there's  
15 a specific date that you're scheduling yourself to get it.

16 MS. BRENA: Okay. And then the other one, when  
17 you said that you would be sending out the -- any  
18 addendums to this RFP to the register list, but I thought  
19 the register list was only for people on the phone, so I  
20 never registered.

21 MS. WOLFE: There isn't a specific register  
22 list. Everybody who has contacted me up to this point, I  
23 will send them via e-mail a copy of the amendment that we  
24 issue as well as posting it on-line.

25 MS. BRENA: Just make sure. I would be happy to

1 register.

2 MS. WOLFE: Do we have any other questions?

3 MR. STOECKENIUS: This is Till Stoeckenius from  
4 Ramboll Environ. I had a question about the bidding  
5 process for individual work orders. Would you accept bids  
6 that include subcontractors who may or may not be on the  
7 qualified list in response to work orders?

8 MS. WOLFE: I just want to make sure. We would  
9 only on the condition that the requirements in  
10 Subsection 1.14 are met. So specifically the third  
11 paragraph. "If the contractor uses any subcontractors,  
12 each subcontractor shall have a written agreement with the  
13 contractor ensuring that they agree to comply with the  
14 terms of the term contract applicable to whatever scope of  
15 performance that they will be performing." And that we  
16 want to, should we request it, get a copy of that just to  
17 make sure that they're qualified.

18 What we don't want to have happen is a proposal  
19 says, well, here we're going to give you Joe, John, and  
20 Jim to do this work and then when the task solicitation  
21 is issued, then you say, well, actually, we're going to  
22 use subcontractor Acme to now perform this work instead of  
23 Joe, John, and Jim and we haven't ensured that they meet  
24 the minimum qualifications to do the work.

25 So if that in fact is going to happen -- and



1     there's language that I would encourage you to read  
2     specific to changes in personnel as proposed -- those need  
3     to be considered. The request for preapproval needs to  
4     happen. And it could be that we ask for further  
5     qualifying or clarification documents before we finish the  
6     evaluation process to ensure that they meet the MQs.

7             MR. STOECKENIUS: Okay. Thank you.

8             MS. WOLFE: Go ahead.

9             MR. STOECKENIUS: Thank you. Yeah, that makes  
10    sense.

11            MS. WOLFE: Now, something I would like to point  
12    out, because it's kind of been talked around but not  
13    specifically about, we're interested in positions and the  
14    persons that you have on staff that qualify to meet them.  
15    We understand that not all vendors are going to have a  
16    fully staffed company to meet these specific requirements  
17    out of the gate. So if in fact you do not have a person  
18    on staff, we want to see your position descriptions, we  
19    want to see what minimum qualifications are required as  
20    part of filling that position.

21            If you're awarded a term contract that includes  
22    that sub-task, go through the recruitment process and send  
23    their resume over to us so that we can take a look at it  
24    and review it. That would be the expectation.

25            MR. PAGETT: Just some clarification on that.

1 Let's suppose there's a position for an asbestos person.  
2 And are you expecting the vendor to have that person in  
3 the fold, if you will, immediately or do you wait until  
4 there's a task order that requires that person?

5 MS. WOLFE: Either one. It's your choice. So  
6 if you choose to bring a person like that on right away --  
7 because we don't guarantee when -- because we have no idea  
8 when a task solicitation will be issued. If you choose to  
9 do that, that's your business decision. If you choose to  
10 wait until you see a task solicitation and you choose to  
11 go that route at that time, just know it may delay or  
12 prohibit or become problematic to qualify given the time  
13 frame that we have for some of these work that needs to be  
14 done.

15 MR. PAGETT: Okay. Understood.

16 MS. WOLFE: Any other questions? Hearing none,  
17 I want to thank everyone for your time. Hopefully this  
18 has been very informative.

19 MS. NAKANISHI: I'm sorry. Natalie.

20 MS. WOLFE: Yes.

21 MS. NAKANISHI: There were two that Tammy and I  
22 needed to address.

23 MS. WOLFE: Okay. Go ahead.

24 MS. WALKER: So there was a question regarding  
25 the three references for each person included in the

1     proposal.  Yes, it is excessive.  We are not requiring  
2     three references per person.  What it is -- actually, it  
3     was miss-written in there and we will do this in the  
4     amount.  But it's list at least three references, contact  
5     persons and telephone numbers for each task.  So there's  
6     task 1, 2, and 3.  It's for each task, not sub-tasks  
7     and -- for the company, for whatever you're bidding on.  I  
8     hope that clarifies whoever asked that particular  
9     question.

10               MS. NAKANISHI:  And then I had an inquiry that  
11     was about the workload.  What workload might be on this  
12     contract over the contract period or the next year?  And  
13     the question is, for example, any thoughts on number of  
14     tasks, task orders that will be released, specific  
15     projects you are planning or even whether you have any  
16     specific projects in mind?

17               I have queried upper management and I was told  
18     that potential workload for this contract is contingent  
19     upon the departmental staff's workload.  We cannot predict  
20     the amount of incoming work in relationship to the number  
21     of working staff for the division.  I was not told of any  
22     projects coming up that we would not be able to do  
23     in-house, any planned projects.

24               UNIDENTIFIED SPEAKER:  I had a question related  
25     today that.  Would it be possible for you to provide a

1 list of the work orders that were issued during this  
2 current contract period?

3 MS. NAKANISHI: Yes.

4 MS. WALKER: Just numbers, sir?

5 MS. NAKANISHI: I'm sorry. We have the numbers.

6 MS. WALKER: I have the numbers if you just want  
7 numbers. If you need specifics, that's where I would have  
8 to verify we're allowed to do that.

9 MS. WOLFE: We would go through the public  
10 records process for that.

11 MS. WALKER: Do you just want numbers?

12 UNIDENTIFIED SPEAKER: Well, whatever -- it  
13 would be nice to know in what work areas those fall. So  
14 if you just have -- is that how you have them?

15 MS. WOLFE: Tell you what. We'll create a  
16 little spreadsheet that has that historical information in  
17 it and include it as part of the amendment.

18 UNIDENTIFIED SPEAKER: That's perfect.

19 MS. WALKER: Do you want that in writing -- as a  
20 question in writing?

21 MS. WOLFE: No, no, no. It doesn't have to be  
22 in writing. We can just include that as an attachment to  
23 the amendment.

24 MS. WALKER: Okay. That's what we'll do.

25 UNIDENTIFIED SPEAKER: Thank you.

1 MS. WOLFE: All right. Any other last-minute  
2 questions?

3 MR. PAGETT: When do you think the amendment  
4 will be published?

5 MS. WOLFE: Hopefully by Wednesday close of  
6 business. Inquiries are due Monday by 4:00 p.m. So our  
7 goal is to turn it around in two days.

8 Anything else? All right. Hearing quiet. It's  
9 been almost exactly an hour. Thank you all very much for  
10 your time, and we sure appreciate it. We will be hanging  
11 up now.

12 (Proceedings concluded at 10:59 a.m.)

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## REPORTER'S CERTIFICATE

I, DEIRDRE J.F. RADCLIFFE, Verbatim Shorthand Reporter, and Notary Public in and for the State of Alaska, do hereby certify that the foregoing proceedings were taken before me at the time and place herein set forth; that the proceedings were reported stenographically by me and later transcribed by computer transcription; that the foregoing is a true record of the proceedings taken at that time; and that I am not a party to nor have I any interest in the outcome of the action herein contained.

IN WITNESS WHEREOF, I have hereunto set my hand this 12th day of June 2017.

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DEIRDRE J.F. RADCLIFFE

My Commission Expires 5/31/18