

**Alaska Department of  
Environmental Conservation  
Division of Environmental Health**

**SMALL REQUEST FOR PROPOSAL  
Environmental Health Lab Flood Damage Repair  
RFP 180000040**

**AMENDMENT 1**

**Date of Issue: November 21, 2017**

Amendment 1 to Environmental Health Lab Flood Damage Repair RFP serves to provide the minutes from the Pre-Proposal Walkthrough. No questions were submitted, therefore no responses will be provided. The minutes from the Pre-Proposal Walkthrough begin on page 2 and end on page 3. This Amendment is hereby made part of the RFP and is a total of 3 pages.

Issued by:

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## **PRE-PROPOSAL WALKTHROUGH MINUTES**

Date and time of Site Walkthrough: November 16, 2017 at 1:30 pm AKST

### **Agenda**

Introductions

Review RFP Highlights

Conduct walkthrough in the facility

Check out

### **RFP Highlights**

- RFP Form Part A provides the RFP Title and Number
- RFP Form Part A notes the Period of Performance. February 28, 2018 is the end date.
- RFP Form Part A page 2 contains the price estimate submittal that will need to be turned in with your proposal.
- RFP Form Part B is the proposal form. This form will need to be turned in with your proposal, and note the licensing information, as well as a signature, date, and company information.
- RFP section 1.01 General Requirements, the 5<sup>th</sup> bullet requires a cover letter be submitted. This cover letter is required and must identify the minimum qualification of documented experience working with commercial construction and epoxy projects. Without this information in the cover letter your proposal will be found non responsive.
- Make sure the experience is documented in your cover letter so it can be validated somehow. Either provide references for similar types of projects you have done. Or documentation of the projects themselves; the type of epoxy that was used and location, contact information, etcetera. We are looking for something that has verifiable documented evidence.
- RFP section 1.02.01 Scope of Work is the description of the replacement or repairs that will need to be done in each of the rooms.
  - In bullet 7 room 147, item A currently reads, "Ceilings and walls shall be repaired using the same epoxy coating system as described and shown in Attachment 2." This wording will be changed in the amendment to this RFP to allow vendors to propose which epoxy system will be used to make the repair. The type of proposed epoxy system will be required to be included in the cover letter.
  - All materials and supplies will be provided at your cost by you. Materials shall match what currently exists.
- RFP section 1.02.02 Schedule includes an initial security briefing or kick off meeting, and a weekly planning meeting.
- RFP section 1.02.04 Timeline notes the project absolute end date of December 15, and the project should be done within 5 consecutive weeks. Note contractors will be more competitive if they provide a schedule that accomplishes the work as quickly as possible.

Amendment 1

RFP Environmental Health Lab Flood Damage Repair 180000040

- RFP section 4.02 Contract Type notes this is a Time and Materials contract. Equipment and supply costs will be reimbursed at actual cost with receipts, mark ups are not allowed.
- RFP section 6 Proposal Requirements. Please note these are the documents required to be included in your proposal:
  - Cover Letter noting experience and epoxy solution
  - RFP Form Part A
  - RFP Form Part B
- What is not covered in the RFP is the specific paints details. We will be providing those details with the amendment to the RFP.

### **Review of Facility tour rules**

- Before we look at the damaged areas, there are some building rules. No one will be allowed to wander about, we must all stay together as one group.
- Vendors are required to provide your own PPE.
- Vendors must check in with the front desk upon entering the building, and check out upon leaving the building.
  
- Room 147 has epoxy paint on the walls and ceiling. There are spots in the walls and an estimated 6 feet of ceiling needs to be repaired. There is cloth under the wall but not on the ceiling.