

SMALL PROCUREMENT DOCUMENTS

for Construction Related Professional Services - RFP, Proposal & Award per AS 36.30.320 and 2 AAC 12.400

PART A - REQUEST FOR PROPOSALS

NOTE: State Small Procurement Limit is \$200,000; FHWA Small Procurement Limit is \$150,000; FAA / FTA Small Procurement Limit is \$100,000

GENERAL INFORMATION

These documents consist of three parts (Part A - Request for Proposals; Part B - Proposal Form; Part C - Contract Award, Notice to Proceed & Invoice Summary), -- plus the current edition dated March 2014 of the Standard Provisions Booklet (DOT&PF Standard Provisions for Small Procurements of Construction Related Professional Services) that is hereby incorporated by reference. The Booklet will not be distributed with any of the three parts; however a

copy may be obtained on our website at the following link: http://www.dot.state.ak.us/procurement. The Booklet contains copies of the Small Procurements Procedure (Chapter 2 of the PSA Manual), Appendix A (General Conditions), Appendix C (Compensation), Exhibit C-1 (Methods of Payment), Appendix D (Indemnification and Insurance), and Appendix E (Certification for Licenses and Insurance).

Project Title: Environmental Health Lab Flood Damage Repair		Contracting Agency:	
		DEC, Division of Enviror	nmental Health
Project Number(s):	RFP #: 180000040		
Project Site (City, Village, etc.) Anchorage			
Agency Contact: Natalie Wolfe, CPPO		Phone: 907-269-0291	Fax: 907-269-3061
Estimated Amount of Proposed Contract:		☐ \$50,000 to \$100,000	
	☐ \$100,000 to \$150,000	☐ \$150,000 to \$200,000	
Funding Source (check all that apply): Star		☐ FTA ☐ Other:	
REQUIRED SERVICES: ⊠are desc		onsisting of 13 pages, da	ted September 28, 2017
OR: are	described as follows:		
Note: Offerors shall carefully revie			
Comments concerning defects and o			
authority before proposal due date.			
the opening of a defective solicitation			
Protests based upon any omission, e	error, or the content of the	ne solicitation will be disa	llowed if not made in writing
before the proposal due date.			
PERIOD OF PERFORMANCE:	Begin: October 23, 201	7 End: Decemb	per 15, 2017

PROPOSAL FORMAT

Written proposals to provide the required services shall consist of the enclosed "Part B - Proposal Form", completed as indicated, plus a *letter not to exceed five (8.5" x 11") pages.* If a Price Estimate

is required, the page limit does not include the Price Estimate. Proposals that exceed the page limit may be disqualified. Proposals may be faxed or hand delivered to the Contracting Agency.

PRICE AND METHOD OF PAYMENT

propo Estimation the	sal. The selected Offeror shall submit a Price ate within one business day following a request the Contracting Agency. Price Estimate is required with your sal.	contract and be prepared Note that a Price Estimate offer. A Fixed Price cont	d in the format shown below. e is not a bid. It is a negotiable tract is desirable; however, a ontract may result if a Fixed ed.
	PRICE ESTIMATE FORM	MAT (if required per above)	
1. *	<u>Direct Costs of Direct Labor</u> (DCDL). Provide a table with the responsible-charge"):	following columns (Names require	red only for key staff and persons "in-
	, , ,	e (\$/hr) * Estimated Cost (\$)	Total DCDL \$
2. *	Indirect Costs (IDC).	IDC Rate:	% Total IDC \$
3.	Subcontracts. List each, the amount for each and attach an es	stimate in this format for each.	Total Subcontracts \$
4.	Expenses. (Equipment, transportation, food and lodging, repro on actual cost to the Offeror, without any profit or other markup		
	<u>Item</u> <u>Quantity</u> <u>Cost (\$/Unit)</u> <u>Estimated Cost (\$)</u>		Total Expenses \$
5. *	Total Estimated Cost. Sum of DCDL + IDC + Subcontracts + E	xpenses.	Total Cost \$
6. *	Proposed Fee. List a proposed amount (not a percentage) for	profit.	Fee \$
7.	Total Estimated Price. Sum of Total Estimated Cost plus Propo	osed Fee.	Total Price \$
C	Sole proprietorships and small firms that do not maintain an acco overhead, for routine allocation of such costs to jobs, may omit it DCDL + IDC + FEE). Firms that routinely allocate Indirect Co	ems 2, 5, & 6 if the Rates (\$/hr) ir	n Item 1 are proposed as Billing Rates

SUBMITTAL DEADLINE AND LOCATION

DATE: **OCTOBER 11, 2017**

PREVAILING TIME: 4:00PM Email: Natalie.Wolfe@alaska.gov

A Drice Estimate shall include all tooks to perform the

Hand deliver or mail proposal directly to following location, and person, if named; or send via email to email address noted above:

Attention: Natalie Wolfe, Procurement Officer 555 Cordova Street Anchorage, AK 99501

A Drice Estimate is NOT required with your

Late proposals will not be considered. *Offerors* are responsible to assure timely delivery and receipt and *are encouraged to respond at least four business hours prior to the above deadline.* Any addendum issued less than 24 hours prior to a Deadline will extend that Deadline by a minimum of an additional 24 hours. The Contracting Agency shall not be responsible for any communication equipment failures or congestion and will not extend the deadline for any proposals not received in their entirety prior to the deadline. Except for hand delivered proposals, confirmation of receipt by telephone or other means four hours or less prior to deadline will *not* be provided. (An out-of-town/state Offeror may electronically transmit their proposal to a local personal representative who may reproduce a copy of it and deliver it "in person" to the submittal location prior to the deadline.)

BASIS OF SELECTION

This solicitation does not guarantee that a contract will be awarded. All proposals may be summarily rejected. Our intent, however, is to select a Contractor based on the following criteria:

- 1) Demonstrated comprehension of required services and proposed strategy for performance.
- 2) Relevant experience and credentials of proposed personnel including any subcontractors.
- 3) Reasonableness of proposed schedule for performance.
- 4) Price Estimate.

Proposals will be evaluated per Chapter 2 of the DOT&PF PSA Manual.

END OF PART A