

**STATE OF ALASKA RFP NUMBER 180000021**  
**AMENDMENT NUMBER 1**



Department of Natural Resources  
Division of Support Services  
550 W. 7<sup>th</sup> Avenue, Suite 1230  
Anchorage, AK 99501

**THIS IS NOT AN ORDER**

**DATE AMENDMENT ISSUED: Nov. 6, 2017**

**RFP TITLE: ASTAR Project Consulting for Office of Project Management & Permitting**

**RFP CLOSING DATE AND TIME: November 14, 2017, 4:00 p.m. Alaska time. (UNCHANGED!!).**

**The purpose of this amendment is to:**

1. Make changes to the RFP as follows:
  - a. Page 7, Section 1.11 Alternate Proposals, change the first paragraph to read: "Offerors may only submit one proposal for evaluation, except as described elsewhere in this RFP."
  - b. Page 8, Section 1.15, delete the last sentence of this paragraph which reads "Proposals must include evidence . . . outlined in Section 2.06."
  - c. Page 13, Section 2.07 Prior Experience/Minimum Qualifications, change the first sentence to now read: "In order to be considered responsive, the offeror's team must meet the following minimum prior experience requirements:"
  - d. Page 21, Section 3.01 Contract Type, change the first sentence to now read: "The contract(s) awarded as a result of this RFP will be a term contract(s) for approximately 1 ½ years, with the State's option to extend the contract for one additional one-year period, contingent upon the availability of funding."
  - e. Page 22, Section 3.09, Proposed Payment Procedures, change the part of the first sentence that now reads in part "...holdback of 20% of total contract amount..." to now read "...holdback of 20% of total NTP amount..."
  - f. Page 28, Section 5.01, Scope of Work, Group 2: Replace the Group 2 paragraph in its entirety with the following:

**GROUP 2: GIS data integration and analysis**

Overall GIS lead for ASTAR efforts, include managing GIS programs and data, developing GIS tools as needed. Successful offeror should demonstrate their ability to use GIS as an analytical tool (i.e. desktops/GIS analysis for route restrictions) as well as ability to create dynamic GIS products which will include ASTAR information.

The successful offeror will be responsible for collecting existing data, identifying existing data gaps, and where possible capturing data in a geodatabase. Work will include converting descriptions of infrastructure projects identified in scoping (Group 3) to GIS files and assuring they match stakeholder requests, doing route analysis (i.e. geohazard identification, hydrology, wetlands, other

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environmental constraints) and creating GIS analytic tools as requested. The successful offeror should demonstrate that they have field and data experience working within the ASTAR boundary and that they have the capability and an understanding of the region to accomplish the potential tasks and deliverables listed below.

### **Sample Tasks under Group 2:**

- Create and maintain interactive GIS project with all relevant data layers
- Assist with DNR GIS story map website for ASTAR
- Attend scoping meetings
- Attend regularly scheduled ASTAR team meetings
- Create GIS maps (mxd) as needed
- Database/GIS management
- Structure and classify data including image analysis

### Potential Deliverables:

- Create interactive GIS project with all relevant data layers and geodatabases
    - Designed to run reports, analyze routes
  - Create data layers that identify geohazards to analyze route alternatives
  - Convert infrastructure proposals identified in scoping into geospatial data
  - Create GIS tools as requested including potential GIS interface or webhosting
    - Create instructional manual for any newly created GIS tools
- g. Page 30, Section 5.02, Contractor Selection for Projects & Specific Project RFPs, change the third sentence of first paragraph which reads in part “The contractors will respond with a proposal letter...” to now read “The contractors will respond, typically within 10 calendar days, with a proposal letter...”
- h. Page 32, Section 5.07, Project Subcontractors, first paragraph at top of Page 32, delete the sentence that reads “Markup... Section 3.09” and replace it with: “There will be no markup allowed by subcontractors.”
- i. Page 34, Section 6.05 Experience and Qualifications, replace this section in its entirety with the following revised Section 6.05:

## **6.05 Experience and Qualifications**

Offerors must provide documentation that their project team meets the minimum requirements outlined in Section 2.07 of this RFP.

Offerors must provide a narrative description of the organization of the project team, including the location of the offeror’s and any subcontractors/joint venture partner’s headquarters. Offerors must also provide a brief (1-2 paragraph) biographical sketch of up to 2 people per labor category described on the revised Cost Proposal Form. These individuals should be the individuals who would likely spend the most time on this project. The biographical sketch of each individual should include:

- a. Title
- b. Relevant work experience
- c. Employer (offeror or subcontractor)

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- d. Current work location
- e. Anticipated percentage of available time to work on this project.

Offerors are encouraged to provide reference letters and phone numbers from other parties/entities who can verify that they have successfully completed similar projects, tasks, or deliverables.

- j. Page 47, Attachment 5, replace the Attachment 5 provided in the original RFP in its entirety with the Attachment 5 provided with this amendment.

**All terms and conditions not modified by this amendment remain unchanged.**

**THIS AMENDMENT IS FOR INFORMATIONAL PURPOSES ONLY AND NEED NOT BE RETURNED.**

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Marlys Hagen, C.P.M., CPPB, CPPO  
Contracting Officer  
Phone: (907) 269-8666  
TDD: (907) 269-8411  
FAX: (907) 269-8909

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*Questions and Answers*  
*November 3, 2017*

1. Q. Regarding Attachment 5, Cost Proposal Form, this page references a format included on page 52 for a separate wage sheet that is to be included for all potential staff (and subcontractors) who might work on this contract, however the RFP does not have page numbers that high. Please clarify and provide that format if it needs to be submitted with the cost proposal.  
A. See the revised Cost Proposal Form attached to this RFP amendment.
2. Q. Attachment 5 includes 6 labor categories and says “the evaluation of cost will be based on the evaluation of contractor’s rates for key employees . . .”. Please clarify the definition of “key employees. We’re trying to determine whether you’re looking for the highest or maximum rate on our entire team (including subs) for each of these labor categories, or whether you just want to see the rates for “key people” as we define them, which we would assume to be the staff members whom we anticipate to spend the most time on this project.  
A. References to key people have been removed. If there are different rates for the individuals in a labor category, on the cost proposal form, enter the highest rate per labor category. Please see the attached revised cost proposal form for details.
3. Q. Please reference RFP Section 1.15 Subcontractors. This section states “Proposals must include evidence that all subcontractors meet the minimum qualifications outlined in Section 2.06” However, Section 2.07 Prior Experience/Minimum Qualifications states that at least one individual must meet each of the minimum qualifications. If the individual that meets the minimum qualifications is a member of the prime contractor organization, does a member of the subcontractor firms also need to meet the minimum qualifications?  
A. We are modifying Section 1.15 via this amendment. At least one person on the project team must meet the minimum prior experience requirements.
4. Q. On Page 27 of the RFP, Section 5.01, it indicates that a contractor may submit a proposal for one or more groups of the RFP. If a contractor can provide services for more than one group, can a single proposal be provided for consideration under two or more groups?  
A. Per Section 6.01 Proposal Format and Content, a single proposal is acceptable as long as the expertise groups the offeror is proposing on are clearly identified, and there is a separate section for each expertise group.
5. Q. For the Group 2 qualifications and potential deliverables, please indicate if any assistance with web hosting or the deployment of a potential GIS interface will be necessary as this will potentially require a different skill set of individuals.  
A. The scope of Group 2 is being modified by this amendment to add these items as it is possible that will be necessary.
6. Q. For the Cost Proposal Form in Attachment 5, please provide further clarification on the level of experience requested for each of the categories included in the Billing Rate Table (i.e., years of professional experience for each individual). Also, please indicate if one person can fulfill multiple roles?  
A. It is up to the offeror to decide what level of experience fits the labor categories based on the RFP requirements. We did provide some guidance on the bottom of the cost proposal form. One person can fulfill multiple roles. If that is your desire, if their billing rates differ based on the role they fulfill, list the individual on the billing rate sheet as many times as necessary to reflect the roles they may fulfill.

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7. Q. For the technical/administrative support labor category, please provide clarification on the specific roles/responsibilities for this individual. Should project administration support fall into this category or should this be built into the rates for the other labor categories?  
A. It is up to the offeror to decide based on the RFP requirements and the way the offeror typically does business.
8. Q. Does being selected to work under this RFP and resulting contract(s) prohibit a firm from being eligible to compete/work on subsequent contracts/phases of the ASTAR project?  
A. We can't really give a definitive answer on this at this time. It will depend on what the offeror's involvement is in the work under this contract, and what work might be performed during potential subsequent phases, if any. If there is a task that either the State or offerors believe might pose a conflict of interest that can be defined in each task.
9. Q. Can a firm submit a proposal as a prime contractor in one or more groups and act as a subcontractor in another firm's proposal?  
A. Yes.
10. Q. Is it the State's intent that offerors will form teams (with a prime and one or more subcontractors) to cover all four Groups, or is the State interested in having offerors focus only on their Group/area of specialty with the intent of engaging multiple firms on an as-needed, project-specific basis?  
A. Either approach is acceptable to the State.
11. Q. Section 3.09 of the RFP states "The state will make payment upon task completion, with holdback of 20% of total contract amount until completion of the entire project, and receipt by the State of all the project materials in accordance with Section 5 herein." Since retainage is not typical for T&M professional services contracts, was this clause included by error?  
A. This amendment modifies this language to say 20% of the NTP amount.
12. Q. Based on the wording of Section 6.01, please confirm our understanding of this section. For example, if an offeror is submitting on all four expertise groups, 16 bound technical proposals would be needed ((1 original + 3 copies) x 4 expertise groups = 16 bound proposals).  
A. Confirmed, however Offerors could also submit one original and three copies (4 documents) of the technical proposal with separate sections for each expertise group. For example, if an offeror is submitting on all four expertise groups, 4 documents (1 original and 3 copies) with a section for each expertise group in each of the four documents would also be acceptable as long as it is very clear which expertise groups the offeror is proposing on. One cost proposal is required per expertise group in a separate envelope from the technical proposal.
13. Q. Section 1.02 indicates renewal options expire June 30, 2020 (a-year renewal after end of contract term). Section 3.01 indicates the State has the option to extend the contract for two additional one-year period. Please clarify if the renewal option is for one year or for two year.  
A. Section 3.01 is being modified by this amendment to be consistent with Section 1.02.
14. Q. Wages are proprietary information that is unlikely to be shared by subcontractors. Please clarify if the State is requesting wages for all staff including subcontractor staff. The instructions go on to reference "billing rate." Is a Billing Rate Sheet for all staff what is being asked for?  
A. Yes, a billing rate sheet is what the State wants. That change is being made via this amendment.
15. Q. Regarding Group 2, the GIS work, there is data mining included but that crosses groups. How are you going to deal with that?  
A. We anticipate each expertise group being responsible for their own data mining. Having said that, the RFP also anticipates that if a particular task crosses multiple expertise groups, we would

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send the project RFP to all contractors in the applicable groups. Specifics will be defined in each task scope.

16. Q. If each expertise group is going to be gathering their own data, will it need to be harmonized into a common database, i.e. synthesizing the information?  
A. It will depend on the end product we are looking for but we definitely want to end up with a common database.
17. Q. Are you essentially asking for four different subcontractors with the State acting as the general contractor?  
A. That is an acceptable scenario. Also see the answer to question 10 above.
18. Q. Is this a mandatory pre-proposal conference?  
A. No. Offerors who do not attend this conference will be able to submit a proposal.
19. Q. Does the development of a pool of multiple contract awards apply to group 1? Does that apply to all groups?  
A. Yes.
20. Q. Does data mining potentially include field data collection?  
A. Both data mining and field data collection could be required.. The State has the option of having the contractor(s) do either or both, or we could do either or both in-house as well.
21. Q. Is there currently a contractor working on this project?  
A. No.
22. Q. You just talked about an agreement with the North Slope Borough. Can you provide a copy of that agreement.  
A. Yes, it's attached to this amendment.
23. Q. Is there a legislative genesis for this project?  
A. Yes, the money was appropriated in the 2017 legislative session.
24. Q. There is inconsistency throughout the document related to the area this work applies to. Sometimes North Slope Borough is used, sometimes there are references to individual communities, and the Northwest Arctic Borough as well. Please clarify  
A. We reviewed the document and didn't see any references to the Northwest Arctic Borough. Generally, the North Slope Borough boundary is the intent, but there is the potential of surrounding Federal and State waters being included as well.
25. Q. Why are you contracting for this work instead of doing it in-house?  
A. Some of the work will be done in-house. Work that the State chooses not to perform in-house will be contracted out.
26. Q. Has DNR done anything like this before?  
A. Yes, we've done similar projects and have used similar contracting methods before.
27. Q. What is the process going forward for this RFP and are you essentially creating a pool of qualified contractors?  
A. The process is that we receive and evaluate proposals, separately per expertise group, make a decision on who are the top ranked offeror(s) and how many contracts we think we need, issue a notice of intent to award, negotiate any final contract details, sign contracts, then request project proposals for yet-to-be-determined specific tasks, and award the work through the contractor selection and NTP processes defined in Section 5.02 of the RFP. Yes, we are essentially creating a pool of qualified contractors.
28. Q. Do you anticipate awarding a single contract per expertise group or multiple contracts per group?  
A. We anticipate one per expertise group, but if we think having multiples is in the State's best interest we may choose to do that.

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END OF QUESTIONS AND ANSWERS

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Attachment 5

**Cost Proposal Form**

Offerors must fill out this form and include one copy (for each expertise group for which the Offeror wishes to be considered) in a sealed envelope separate from the remainder of the proposal. Offerors must attach to this form a current list of billing rates for all staff anticipated to work under this contract, including Subcontractor staff. The billing rate entered below must match the rate from the attached billing rate list for that individual. Contractors who have multiple billing rates for different individuals in the same Labor Category (i.e. John Doe’s billing rate for Project Management is \$125 per hour and Jane Doe’s billing rate for Project Management is \$150 per hour) must enter the individual with the highest billing rate below.

The evaluation of cost will be based on the evaluation of contractor’s billing rates entered into the chart below.

**If a contractor fails to provide a rate for any of the designated positions listed they will receive a total score of 0 for cost.**

**GROUP:** \_\_\_\_\_

Labor Category	Team Member Name	Billing Rate	Relative Weight Multiplier	Weighted hourly rate
Contract Management			1.05	
Project Management			1.15	
Senior Consultant/Scientist			1.30	
Journey Level Consultant/Scientist			1.30	
Junior Consultant/Scientist			1.10	
Technical/Administrative Support			1.10	
<b>Total</b>				

Billing Rate Designators:

**Senior** designates the most highly qualified expert on the team.

**Journey Level** designates fully-qualified, fully-competent in the field.

**Junior** designates any less experienced resource that does not meet the qualifications of Journey or Senior.

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**Price will be scored as follows:**

For each topic area, the billing rates proposed for the job functions will be multiplied by the Relative Weight Multiplier and then summed to obtain an aggregate rate for each Offeror. Each Offeror's score will be calculated using the following equation.

$$\frac{\text{(Lowest aggregate rate from all Offerors in that group)} \times \text{(MPP*)}}{\text{(Offeror's aggregate rate)}} = \text{Offeror's Criterion Score}$$

\*MPP = Maximum Possible Points

By signing below the Offeror certifies that the price was arrived at independently and without collusion, under penalty of perjury.

\_\_\_\_\_  
Offeror Name

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name/Title



## **Cooperative Partnership Agreement**

**This agreement formalizes the working relationship between the State of Alaska and the North Slope Borough (the agencies) in the development of the Arctic Strategic Transportation and Resources – Strategic Plan. It identifies the responsibilities of the agencies as they pertain to the development of the strategic plan. In no way does this agreement alter the existing authorities and responsibilities between or within the agencies, nor does it obligate either of the agencies for expenditures of funds or future payments.**

**This agreement serves to:**

- **Build on the collaborative relationship between the State of Alaska (State) and the North Slope Borough (Borough) by formalizing the partnership through a commitment to develop a strategic plan; and**
- **Ensure that the needs of the people and communities within the Borough are reflected in the development of the plan; and**
- **Ensure that the interest of the people of the State as a whole are considered in the development of the plan; and**
- **Provide the framework for the agencies to work collaboratively toward the development of a plan that addresses the infrastructure needs of the communities and the infrastructure needs to provide access to the State’s natural resources; and**
- **Incorporate jointly agreed upon recommendations from this plan as elements of the respective agency plans including: North Slope Borough Areawide Comprehensive Plan, NSB Transportation Plan, State Area Plans, Energy Plan, and Port Authority Strategic Plan.**

**The agencies agree to:**

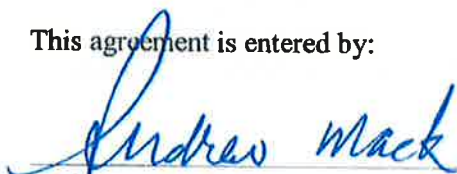
- **Identify appropriate staff and make them available to participate in core planning team meetings, engage agency staff as part of the extended internal planning team to identify, research, and synthesize data, and to provide information to the core planning team members in a timely fashion; and**
- **Work collaboratively toward successful completion of the strategic plan; and**
- **The free exchange of information and data between the agencies, however, this does not obligate or imply that the agencies will share, distribute, or discuss deliberative or classified information; and**
- **Attend all planning team meetings and working group meetings in person or through electronic means; and**

- Where possible, utilize existing technology to minimize costs associated with travel to increase opportunities for participation in meetings; and
- Incur costs associated with staff time, printing, publishing, copying, etc. for actions that are related to the development of the plan; and
- Strive to reach consensus on all issues; however, realizing that total agreement on some issues may not be possible, we will work toward informed consent to continue moving the process forward toward completion; and
- Resolve all issues at the lowest level possible and appropriate and will follow the elevation process as follows: 1) Core planning team members, 2) Section chiefs or equivalent, 3) Division directors or equivalent, and 4) Department commissioners or equivalent.

The agencies mutually agree:

- Nothing in this document expands or diminishes the authorities of the agencies.
- Nothing in the agreement shall obligate the agencies in the expenditure of funds or for future payments.
- Each agency is responsible for its own acts and the results thereof, and neither party will be responsible for the acts of the other agency.
- This document does not create any legal or equitable rights enforceable by any third party.
- Amendments to this agreement may be proposed by either agency and will become effective upon approval of both agencies.
- Either agency may terminate its participation in this agreement by providing the other party a written notice of its intention to withdraw at least 30 days in advance of the date its termination becomes effective.
- The effective date of this agreement shall be from the date of final signature.

This agreement is entered by:



Andrew T. Mack  
Commissioner  
State of Alaska, Department of Natural Resources

Date: 9/11/2017



Harry K. Brower Jr.  
Mayor  
North Slope Borough

Date: 9-14-17

ASTAR Strategic Planning Pre-Proposal Conference Sign-In Sheet

RFP 18000021

October 31, 2017

Name	Company	Address	Phone Number	Email Address
Ryan Cooper	Stantec			
Leah Cuero	Nor Eon			
Mike Fisher	Nor Eon			
Jim Calvin	McDowell Group			
Chelsea Walker	Denali Danielst Assoc			
Bill Morris	Owl Ridge			
Cara Wright				
Shannon Earl	Fugro			
Janet				
Loren Lyn	Red Mt Consulting			

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October 31, 2017

Name	Company	Address	Phone Number	Email Address
Howard Earl	Resource Data	560 E 34th Ave. Ste 100	907 770-4134	howard@resourcedata.com
Erika Green	VIC/VIMIAQ	6750 Arctic Summit Anchorage 99517	907-273-1813	erika.green@vicumiaq.com
<del>Tasha</del> Michael	<del>VIC/VIMIAQ</del>	6750 Arctic Summit Anchorage 99517	907-273-1832	<del>Tasha, Michael</del> vicumiaq.com
Dave Casey	HDR	2525 C Street Suite 500 Anchorage, AK 99553	644-2191	dave.casey@hdrinc.com
Elyette Flynn	Legna Consulting Ally North/Erica	601 W. 5th Ave Floor 2 Anchorage, 99501	444-4733	eflynn@legnagroup.com
Jon Isaacs	AECOM	700 G Street Suite 500 Anchorage 99501	261-6714	jon.isaacs@aecom.com
Matt Narves	AECOM	" "	201-6780	matt.narves@aecom.com
Sara Lindeberg	Stantec	" "	343-5250	sara.lindeberg@stantec.com

Cara Wright Owl Ridge

907 344-3448

Cwright@owlridgeinc.com

ASTAR Strategic Planning Pre-Proposal Conference Sign-In Sheet

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October 31, 2017

Name	Company	Address	Phone Number	Email Address
Rada Khadijina	Fugro		277 2995	rada@fugro.com
Paul Fawcett	ASRC Energy Services		339-6344	Paul.Fawcett@asrcenergy.com
Stewart Seaborg	ASRC Energy Services		339-7639	sseaborg@asrcenergy.com
Christina Livesey	Petrotechnical Resources of Alaska PRA		929-0804	clivesey@petroak.com
Kristen Hansen	DOWL		562-2000	khansen@dowl.com
Jon Dunham	Tortachemika	7011 Alutkallist Anchorage AK	440 9982	jon.dunham@tortachemika.com
Pete Stoves	P&A	3601 C St. Suite 1424 Ave 99503	677-5105	psto@p&a.com
Donna Logan	McDonnell Douglas	1400 W. Benson Blvd Ave. 1AC99503 Suite 510	274-3222	donna@mcDonnellDouglas.com