

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

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

Date of Issue: November 9, 2017

1. Background

A water pump failure in the interstitial ceiling space resulted in water damage to five rooms and portions of two corridors in the State of Alaska, Department of Environmental Conservation (DEC) Environmental Health Lab (EHL) located at 5251 Dr. Martin Luther King Jr. Ave., Anchorage, AK 998507, USA. Immediately following the flood, the area was dried out and the equipment failure was addressed. No chemicals or reagents were impacted from the flooding. The water ran down the walls except for the hallway ceiling tiles which became saturated and failed. The repair and restoration services that shall be provided are described herein.

The contractor awarded the contract resulting from this RFP shall manage and perform all aspects of the scope of work as noted herein and within its proposal. The scope of work shall be performed on time and on budget. The anticipated budget for this RFP is a not to exceed amount of \$25,000. Funding for the contract resulting from this RFP is subject to legislative appropriation.

Any requested change to the time, scope, or cost of the contract resulting from this RFP must be agreed upon and executed through a written amendment to the contract. DEC reserves the right to request documentation that supports and justifies an increase to the cost of the contract, and reserves the right in good faith to either accept or reject any such request. Any conflicting technical requirements will be resolved between the contractor and DEC in a timely manner throughout the duration of the contract.

1.01 General Requirements

The contractor shall comply with each of the following:

1. Adherence with all applicable federal, state, and local laws and ordinances.
2. Work shall be performed by qualified personnel, experienced with work of the nature described herein.
3. Proposals that exceed the budget are subject to either rejection by DEC or contract negotiation, at DEC's sole discretion. DEC reserves the right to not accept proposals that are not in the best interest of the state.
4. Should the effort of the contract resulting from this RFP, within this scope of work, develop into more than originally anticipated, DEC reserves the right to increase the time, scope, or cost of the contract as agreed upon and memorialized through a written amendment.
5. Cover Letter: In order to be responsive, the Contractor must make evident at least 2 years of successful documented experience working on commercial construction and epoxy projects. This information must be included in a cover letter and must be able to be verified.

1.02 Repairs to the EHL

The Contractor shall make all repairs to the lab as described herein. This shall include, without limitation, the following:

- Restore each damaged room and hall to like-new condition.
- Provide all materials and equipment for repairs.
- Ensure all materials match the original materials and are safe and appropriate for use in the laboratory environment. All paint and installations shall match the existing room space surfaces.
- Clean up, remove, and dispose of all repair-related waste on a daily basis.

1.02.01 Scope of Work

The Contractor shall repair and restore each damaged room as shown in Attachment 1 by accomplishing the following without limitation:

- 1) Corridor 140, starting at corridor 150 to the southern end of corridor 140.
 - a) All damaged areas of sheetrock shall be repaired or replaced to be filed, sanded, textured, and painted to match the undamaged wall surfaces.
 - b) Damaged trim panels shall be repaired or replaced.
 - c) Damaged rubber cove base shall be replaced with new matching cove base.
 - d) All damaged ceiling tiles shall be replaced.

- 2) Room 141, an extension of corridor 140
 - a) All damaged areas of sheetrock shall be repaired or replaced to be filed, sanded, textured, and painted to match the undamaged wall surfaces.
 - b) All damaged ceiling tiles shall be replaced.
 - c) Damaged rubber cove base shall be replaced with new matching cove base.
- 3) Corridor 150, East wall
 - a) All damaged areas of sheetrock shall be repaired or replaced to be filed, sanded, textured, and painted to match the undamaged wall surfaces.
- 4) Room 145, all walls and hard lid ceiling
 - a) All damaged areas of sheetrock shall be repaired or replaced to be filed, sanded, textured, and painted to match the undamaged wall surfaces.
 - b) Damaged rubber cove base shall be replaced with new matching cove base.
- 5) Room 148, West wall
 - a) All damaged areas of sheetrock shall be repaired or replaced to be filed, sanded, textured, and painted to match the undamaged wall surfaces.
 - b) Damaged rubber cove base shall be replaced with new matching cove base.
- 6) Room 144, all walls and ceiling
 - a) All damaged areas of sheetrock shall be repaired or replaced to be filed, sanded, textured, and painted to match the undamaged wall surfaces.
 - b) Damaged rubber cove base shall be replaced with new matching cove base.
 - c) All damaged ceiling tiles shall be replaced.
- 7) Room 147, West wall and entire ceiling
 - a) Ceilings and walls shall be repaired using an epoxy coating system solution that is compatible with the current product as proposed by the proposer and described in your cover letter. The current system is described in Attachment 2.
 - b) All damaged areas of sheetrock shall be repaired or replaced to be filed, sanded, textured, and painted to match the undamaged wall surfaces.
 - c) Damaged rubber cove base shall be replaced with new matching cove base.
 - d) A temporary wall shall be built to contain work dust.

The Contractor shall provide at their cost all materials, supplies, and equipment to complete the repairs and restoration. Contractor shall give notice to the DEC Project Manager regarding which room they will be working in so that the Lab Staff may move equipment.

The Contractor shall install matching materials including, but not limited to, ceiling tiles, trim, paint, and trim.

1.02.02 Schedule

The Contractor shall coordinate the repair work schedule with the operational schedule and security policies of the laboratory according to [Section 3 Point of Contact](#) to include, without limitation, the following:

- 1) A mandatory onsite building safety/security briefing, estimated less than an hour, will be held to include all Contractor workers involved in the project on the first day of Contractor operations onsite.
- 2) The Contractor's Project Manager will attend a weekly planning meeting, estimated less than an hour each week, with lab management to coordinate the repair work schedule with the operational schedule of the laboratory. Operational schedule will be 7:00am to 5:00pm business days with prior notice in weekly planning meetings. Upon request and with prior planning, work hours can be modified at the discretion of the Chief of Laboratory Services.

1.02.03 Safety

The building was constructed in 2005 and there is no asbestos or lead paint present in the facility. As such, there are no hazardous materials that will be considered for this project.

No background checks are required.

The Contractor shall ensure that the job site is safe for all personnel to include, without limitation, the following:

- 1) The job site shall have no slip nor trip hazards.
- 2) The Contractor shall provide and establish appropriate ventilation to the job site.
- 3) The Contractor shall remove debris from the job site on a daily basis in order to maintain a clean, orderly, and safe work area.
- 3) All construction debris shall be removed from the laboratory property by the Contractor by the end of each business day.
- 4) All Contractor workers shall sign in to and out of the laboratory upon arrival and departure to the EHL.
- 5) Contractor workers will be escorted by laboratory personnel.
- 6) Contractor workers shall wear a Visitor's Badge provided by DEC while in the building.

1.02.04 Project Timeline

The work in this contract shall be completed no later than February 28, 2018 and shall take no longer than 5 consecutive calendar weeks to complete. Contractors that propose a schedule that accomplishes the work quickly and efficiently will be more competitive in Part A - RFP Basis of Selection.

2. Alaska Business License and Other Required Licenses

Prior to the award of a contract, an Offeror must hold a valid Alaska business license. However, in order to receive the Alaska Bidder Preference and other related preferences, such as the Alaska Veteran and Alaska Offeror Preference, an Offeror must hold a valid Alaska business license prior to the Deadline for Receipt of Proposals. Offerors should contact the Department of Commerce, Community and Economic Development, Division of Corporations, Business, and Professional Licensing, P. O. Box 110806, Juneau, Alaska 99811-0806, for information on these licenses. Acceptable evidence that the Offeror possesses a valid Alaska business license may consist of any one of the following:

- Copy of an Alaska business license;
- Certification on its proposal that the Offeror has a valid Alaska business license and has included the license number in the proposal;
- A canceled check for the Alaska business license fee;
- A copy of the Alaska business license application with a receipt stamp from the State's occupational licensing office; or
- A sworn and notarized affidavit that the Offeror has applied and paid for an Alaska business license.

3. Point of Contact

Questions or matters pertaining to the technical aspects of the scope of work, deliverables, and reports are to be directed to the DEC Project Manager:

John Thornburgh
Environmental Health Lab
5251 Dr. Martin Luther King Jr. Ave.
Anchorage, AK 99507
Phone: 907-375-8223
Email: john.thornburgh@alaska.gov

Questions or matters pertaining to this RFP, the resulting contract, amendments, contract negotiations, modifications, or procurement protests are to be directed to the DEC Procurement Officer:

Natalie Wolfe
Procurement Services Unit
555 Cordova Street
Anchorage, AK 99501
Phone: 907-269-0291 Fax: 907-269-3061
Email: natalie.wolfe@alaska.gov

Questions or matters pertaining to invoicing, payments, and project completion are to be directed to:

Jean Greco
Environmental Health Director's Office
5251 Dr. Martin Luther King Jr. Ave.

Anchorage, AK 99507
Phone: 907-375-8207 Fax: 907-929-7335
Email: jean.greco@alaska.gov

4. Deliverables

The contractor awarded the contract resulting from this RFP shall complete and provide the following project deliverables. All deliverables shall be provided to the DEC Project Manager as set forth in [Section 6. Point of Contact](#).

4.01 Initial On-Site Safety Briefing

Prior to the start of any on-site work related to this RFP, all Contractor workers involved in the project shall attend a mandatory on-site building safety/security briefing, estimated to be less than an hour in which rules in subsections [1.02.02 Schedule](#) and [1.02.03 Safety](#) will be reviewed and explained in further detail. This meeting will be scheduled the week of contract issuance and coordinated according to [Section 3 Point of Contact](#).

4.02 Contract Type

The contract type shall be time and materials based on actual services rendered and actual costs incurred. Equipment and supply costs will be reimbursed without mark-up based on receipts provided. Prevailing wage is not required.

4.03 Invoices

Invoices shall be submitted to DEC according to [Section 3 Point of Contact](#). Invoices shall clearly indicate the Contract Number and include details of invoiced costs and receipts. Invoices shall be submitted to the State for payment within 30 calendar days of work completion. Both email and mail carrier delivery are acceptable modes of invoice delivery. Final invoices are due no later than March 31, 2018.

4.04 Project Schedule

The estimated project schedule is as follows. In the event the schedule needs adjusted, the DEC Project Manager will communicate the adjustments via written correspondence to the awarded contractor. Upon contract execution, DEC may work with the contractor to determine a firm schedule, and that schedule shall supersede the estimated schedule provided herein. All deliverables or tasks are due by the Close of Business (COB) on the due date noted below.

Deliverable or Task	Date Due
4.01 Initial On-Site Safety Briefing	TBD by DEC Project Manager
1.03.02 Project Completion	February 28, 2018

5. RFP and Project Schedule

The RFP schedule is as follows. In the event the schedule needs adjusted, the Procurement Officer will issue the adjustments via a written amendment to the RFP. All times are Alaska Standard Time (AKST).

Event	Date Due	Time Due
Pre-proposal Walkthrough	November 17, 2017	1:30pm Alaska Time
Inquiries	November 20, 2017	4:00pm Alaska Time
Response to Inquiries	November 21, 2017	
Proposal Due Date	November 27, 2017	4:00pm Alaska Time
Proposal Evaluation complete, NOIA issued	November 28, 2017	
Contract award issued	December 8, 2017	

Pre-proposal Walkthrough

The Pre-proposal Walkthrough shall take place on Friday, November 17, 2017 at 1:30pm Alaska Time at the DEC Environmental Health Laboratory which is located at:

5251 Dr. Martin Luther King Jr. Ave.
Anchorage, AK 998507
USA

6. Proposal Requirements

Proposals

Proposals and pricing shall be provided in accordance with and submitted on Part A-RFP and include a cover letter. To be considered responsive, Part A-RFP, Part B-RFP, and cover letter must be included when responding to this solicitation.

There is no page limit on the cover letter. Document experience in your cover letter that can be validated either by reference or documentation of the projects themselves with type of epoxy that was used, location and contact information.

Costs for this project will be paid based on actual services rendered and costs incurred for the performance and completion of the requirements herein. Travel that is proposed to occur outside of Alaska (out-of-state travel) must be identified within the cost proposal and is subject to DEC approval.

7. Attachments

Part A, RFP 18.40 EHL Flood Damage Repair

Part B, RFP 18.40 EHL Flood Damage Repair
Attachment 1 EHL Map RFP 18.40
Attachment 2 Product Data Sheet RFP 18.40
Attachment 3 Epoxy Wall System RFP 18.40
Attachment 4 Paint Colors RFP 18.40