



**Department of Environmental Conservation
Village Safe Water Program**

**Request for Proposals (RFP)
RFP # 20-VSW-TRC-001**

Addendum One

**Design & Construction Management Services
City of Trapper Creek, Alaska**

Date of Issue: July 22, 2019

The RFP Package is hereby clarified or changed as follows:

1. Submittal deadline has not been changed.
2. Remove and Replace
3. Attachments

The remove and replace and attachments begin on page two. This Addendum is hereby made part of the RFP and is a total of two pages (not including attachments).

All other terms and conditions for this RFP remain unchanged.

Issued by: Fred Parrish
Procurement Specialist IV
(907) 269-7674

2. Remove and Replace

Remove pages 8 and 9 from RFP 20-VSW-TRC-001 packet, replace with Attachment One.

3. Attachments

1. RFP 20-VSW-TRC-001, Pages 8 and 9 (two pages).

Offerors must acknowledge receipt of this addendum prior to the submittal deadline.

The proposal documents require acknowledgment individually of all addenda to the drawings and/or specifications. This is a **mandatory requirement** and any proposal received without acknowledgment of receipt of addenda may be classified as not being a responsive proposal.

End of Addendum

Addendum One, Attachment One

4.0 MINIMUM QUALIFICATIONS AND EXPERIENCE

The proposing Contractor shall be in the business of providing engineering design services, construction management services and hold a valid license with the State of Alaska.

1. Have an experienced Project Manager with experience overseeing design and construction of projects similar to this RFP;
2. Have at least one year of experience and licensed design engineer currently licensed in the State of Alaska;
3. Provide a statement that the firm has at least five years of collective team experience showing relevant expertise in water source development in Alaska.

Offerors shall state in their proposal how they meet the minimum qualifications and experience.

Proposals that do not describe how the offeror meets the minimum qualifications and experience shall be deemed non-responsive and disqualified from consideration.

5.0 RFP SCHEDULE

The RFP schedule set out herein represents the State of Alaska's best estimate of the schedule that will be followed. If a component of this schedule, such as the deadline for receipt of proposals, is delayed, the rest of the schedule may be shifted by the same number of days:

- | | |
|--|------------------------------|
| ▪ Issue RFP | July 19, 2019 |
| ▪ Pre-Proposal Meeting | July 26, 2019, 10:00 AM AKST |
| ▪ RFP question submission deadline | July 26, 2019, 3:00 PM AKST |
| ▪ Deadline for Receipt of Proposals | August 9, 2019, 3:00 PM AKST |
| ▪ Proposals Evaluation Committee | week of August 12, 2019 |
| ▪ Issues Notice of Intent to Award approximately | week of August 19, 2019 |
| ▪ Contract start approximately | week of September 2, 2019 |

6.0 PROCESS FOR SUBMITTING PROPOSALS

Proposals shall be submitted using the format as indicated in section 9.0 "Proposal Format Guidelines and Evaluation Scoring." Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional or business marketing material beyond those sufficient to provide a complete, accurate and reliable presentation of each firm's business capability to perform the scope of work outlined in this RFP.

Offeror's shall submit four original copies of their proposal and one electronic version of their proposal on a CD to:

**Department of Environmental Conservation
Village Safe Water Program
Attention: Procurement Officer
555 Cordova Street, 4th Floor
Anchorage, AK 99501**

Proposals shall be received no later than 3:00 PM Alaska Time, August 9, 2019. Faxed, oral or e-mailed proposals are not acceptable. Proposals submitted after the deadline established for submitting proposals shall be deemed non-responsive and disqualified from consideration.

Questions regarding this RFP shall be addressed in writing (email preferred) to the Procurement Officer. The deadline for submission of questions is 3:00 PM Alaska Time, July 26, 2019. This will allow time for an amendment to be issued if one is required.

No questions other than written will be accepted and no response other than written will be binding upon the VSW Program. If a question from a prospective offeror would result in a change to the RFP or a clarification of the RFP, an amendment will be published and issued to all RFP registrants by email.

This RFP does not commit the City of Trapper Creek or the VSW Program to award a contract. Neither the City of Trapper Creek nor the VSW Program is responsible for any work done prior to a contract being signed by the City of Trapper Creek and the contractor. If additional work is required that is not part of the contract, the contractor will provide a proposal with a written description of the additional work, the projected time schedule and a fee for accomplishing the additional work. Work will not commence until an amendment is signed by both parties. The Contractor shall not exceed 10 percent markup fee for subcontractor costs. All other expenses can be direct billed with labor included; however, no mark-up percentage will be allowed.

All proposals will become the property of the City of Trapper Creek and the VSW Program. If any proprietary or business confidential information is contained in the proposal, it should be clearly identified by the offeror. If the Procurement Officer agrees with the offeror's assertion of proprietary/business confidential information in their proposal, the applicable sections will be redacted before a public information request is released to the requester.

Required Documentation from Offerors:

- **First page of Appendix D, Proposal Form;**
- **Minimum Qualifications and Experience – in accordance with Section 4;**
- **Proposal – in accordance with Section 9.**

Offerors that fail to submit the required documentation, as identified above, before the deadline set for receipt of proposals shall be deemed non-responsive.

7.0 PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held at **10:00 AM**, Alaska Time, on **July 26, 2019** in the conference room on the 1st floor of the Department of Environmental Conservation building at **555 Cordova Street in Anchorage**, Alaska. The purpose of the conference is to discuss the work to be performed with the prospective offerors and allow them to ask questions concerning the RFP. Questions and answers will be transcribed and sent to prospective offerors as soon as possible after the meeting. To join by teleconference dial: **1-800-315-6338**, Access Code: **75021#**.