



## PRICE AND METHOD OF PAYMENT

**A Price Estimate is NOT required with your proposal.** The selected Offeror shall submit a Price Estimate within **one** business day following a request from the Contracting Agency.

**A Price Estimate is required with your proposal.**

A Price Estimate shall include all tasks to perform the contract and be prepared in the format shown below. Note that a Price Estimate is not a bid. It is a negotiable offer. A Fixed Price contract is desirable; however, a Cost Reimbursement contract may result if a Fixed Price cannot be negotiated.

PRICE ESTIMATE FORMAT (if required per above)												
1. *	<u>Direct Costs of Direct Labor</u> (DCDL). Provide a table with the following columns (Names required only for key staff and persons "in-responsible-charge"):											
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Job Classification</th> <th style="text-align: left; border-bottom: 1px solid black;">Name</th> <th style="text-align: left; border-bottom: 1px solid black;">Total Hours</th> <th style="text-align: left; border-bottom: 1px solid black;">Rate (\$/hr) *</th> <th style="text-align: left; border-bottom: 1px solid black;">Estimated Cost (\$)</th> <th style="text-align: left; border-bottom: 1px solid black;">Total DCDL \$ _____</th> </tr> </thead> </table>	Job Classification	Name	Total Hours	Rate (\$/hr) *	Estimated Cost (\$)	Total DCDL \$ _____					
Job Classification	Name	Total Hours	Rate (\$/hr) *	Estimated Cost (\$)	Total DCDL \$ _____							
2. *	<u>Indirect Costs</u> (IDC).			IDC Rate: ____%	Total IDC \$ _____							
3.	<u>Subcontracts</u> . List each, the amount for each and <b>attach an estimate in this format for each</b> .				Total Subcontracts \$ _____							
4.	<u>Expenses</u> . (Equipment, transportation, food and lodging, reproduction, etc. - if not included in Indirect Costs.) Amounts shall be based on actual cost to the Offeror, without any profit or other markup. Provide a table with the following columns:											
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Item</th> <th style="text-align: left; border-bottom: 1px solid black;">Quantity</th> <th style="text-align: left; border-bottom: 1px solid black;">Cost (\$/Unit)</th> <th style="text-align: left; border-bottom: 1px solid black;">Estimated Cost (\$)</th> <th style="text-align: left; border-bottom: 1px solid black;">Total Expenses \$ _____</th> </tr> </thead> </table>	Item	Quantity	Cost (\$/Unit)	Estimated Cost (\$)	Total Expenses \$ _____						
Item	Quantity	Cost (\$/Unit)	Estimated Cost (\$)	Total Expenses \$ _____								
5. *	<u>Total Estimated Cost</u> . Sum of DCDL + IDC + Subcontracts + Expenses.				Total Cost \$ _____							
6. *	<u>Proposed Fee</u> . List a proposed <b>amount</b> (not a percentage) for profit.				Fee \$ _____							
7.	<u>Total Estimated Price</u> . Sum of Total Estimated Cost plus Proposed Fee.				Total Price \$ _____							
* Sole proprietorships and small firms that do not maintain an accounting system that separately identifies costs for "payroll" benefits and overhead, for routine allocation of such costs to jobs, may omit items 2, 5, & 6 if the Rates (\$/hr) in Item 1 are proposed as Billing Rates (DCDL + IDC + FEE). <b>Firms that routinely allocate Indirect Costs to projects may not use Billing Rates for this estimate.</b>												

### SUBMITTAL DEADLINE AND LOCATION

DATE: January 7, 2021

PREVAILING TIME: 4:00pm

FAX: (907) 465-4238

EMAIL: jeff.jenkins@alaska.gov

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

Jeff Jenkins, Chief of Contracts, DOT&PF, 6860 Glacier Highway, Juneau, AK 99801

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 also 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.  | 3) Reasonableness of proposed schedule for performance. |
| 2) Relevant experience and credentials of proposed personnel including any subcontractors. | 4) Price Estimate ( <b>if</b> required with proposal).  |
|  | 5) Other (specify):                                     |

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

END OF PART A



# SMALL PROCUREMENT DOCUMENTS PART B - PROPOSAL FORM

**THIS COMPLETED FORM MUST BE THE FIRST PAGE. NO OTHER COVER SHALL BE USED.**

Project Title: KTN: Tongass Ave. Improvements- Utility Pole Relocation- Design Svcs.  
RFP No.: 25213017

### PROPOSAL REQUIREMENTS

Proposals shall demonstrate comprehension of the objectives and services for the proposed contract; include a brief overview of what will be done; and show a sequence and schedule for each important task. Assumptions made in formulation of the proposal and the support expected from the Contracting Agency shall be defined. The key individuals who will perform services shall be named (including all who would be "in responsible charge" (Ref: AS 08.48) for Architecture, Engineering, Land Surveying and/or Landscape Architecture with their Alaska

registration number). Include a brief – about one paragraph – statement for each person named that describes **experience directly related** to the service(s) they will perform. Proposed subcontracts, if any, shall be explained. Resources; e.g., support personnel, facilities, equipment, current and projected workload could be summarized. Any **unique** qualifications or knowledge of the project, project area, or services to be provided, should be identified.

### ALASKA STATUTORY PREFERENCES

are  are not applicable to this contract.

If applicable, check those preferences that you (Offeror) claim.

Alaska Bidder (Offeror) **AND>>**  Veterans **AND >>**  Employment Program **OR**  Disabled Persons

2 AAC 12.260(d)

AS 36.30.175 **if applicable** AS 36.30.170(c)

AS 36.30.170 (e & f)

Invalid claim(s) will result in the Offeror's disqualification for contract award.

### PROPOSAL

The undersigned has reviewed Part A – RFP of these documents, understands the instructions, terms, conditions, and requirements contained therein and in the Standard Provisions Booklet, and proposes to provide the required services described in Part A in accordance with the attached letter which constitutes our proposal to complete the project.

By my initials below, I certify that the Offeror and all Subcontractors identified in the Proposal shall comply with all requirements for the following items as explained in the Standard Provisions Booklet:

- [ ] Certification of Compliance (Alaska Licenses and Registrations, and Certifications).
- [ ] Insurance, including Workers' Compensation, Comprehensive or Commercial General Liability, and Comprehensive Automobile Liability.
- [ ] Professional Liability Insurance as follows:
  - As available.
  - Minimum of \$300,000.
  - Minimum of \$500,000.
- [ ] Certification for Federal-Aid Contracts Exceeding \$100,000 (DOT&PF Form 25A262 Appendix A, General Conditions)

this requirement may cause the state to reject the proposal as non-responsive, or cancel the contract.

I further certify that I am a duly authorized representative of the Offeror; that this Proposal accurately represents capabilities of the Offeror and Subcontractors identified for providing the services indicated. I understand that these Certifications are material representations of fact upon which reliance will be placed if this contract is awarded and that failure to comply with these Certifications is a fraudulent act. The Contracting Agency is hereby authorized to request any entity identified in this proposal to furnish information deemed necessary to verify the reputation and capabilities of the Offeror and Subcontractors. This proposal is valid for at least ninety (90) days.

### Signature *and Date*

Name.....:  
 Title.....:  
 Offeror (Firm).....:  
 Street or PO Box.....:  
 City, State, Zip.....:  
 Telephone - Voice.....:  
 Telephone - Fax.....:  
 Email.....:

Federal Tax Identification No. ....:

Type of Firm (Check one of the following):

- Individual  Partnership
- Corporation in state of.....:
- Other (specify) .....

For Small Procurements over \$50,000, by signature on this form, the Offeror certifies that all services provided under this contract by the Contractor and all Subcontractors shall be performed in the United States. If the offeror cannot certify that all work is being performed in the United States, the Offeror must contact the Contracts Officer to request a waiver at least 24 hours prior to proposal deadline. The Offeror must provide with their submission a detailed description of the portion of work being performed outside the United States, where, by whom, and the reason the waiver is necessary. Failure to comply with

END OF PART B



# SCOPE OF WORK STATEMENT

## December 2020

### KETCHIKAN TONGASS AVENUE IMPROVEMENTS UTILITY POLE RELOCATION PROJECT NO. Z680910000

#### Supporting Documents

Document A: Current Planset (Completed to about 75%)

Document B: Site Plan of Electrical Work

#### Project Description and Background Information

The Department is developing plans to resurface pavement, construct improvements to pedestrian and bike facilities, modify lane configurations, and install pedestrian illuminations at crossings on South Tongass Highway. This project would do the following:

- Cold plane and repave to a depth of 2”;
- Reconfigure the lane configuration to a more uniform 3 lane configuration where no on-street parking exists and to a 2 lane configuration where on-street parking remains;
- Improve pedestrian and bike facilities;
- Install new pedestrian islands;
- Install pedestrian illumination at street crossings;
- Modify the traffic signal at the two signalized intersections to conform to the new lane configuration.

This work requires that approximately 4 utility poles be relocated to accommodate the improvements. The Department is soliciting proposals for the provision of engineering services to design the utility pole relocations that are required on this project. The chosen contractor will also be required to support to the Department’s efforts to conclude utility relocation agreements with the affected utilities. Design support during bidding and construction will also be needed.

This project is a federally funded project subject to FHWA requirements.

#### Expected Tasks

This project is expected to be conducted under the following primary tasks.

1. Review existing information and confirm the lighting and traffic signal configuration.
2. Develop plans, specifications and estimate for all work requiring the seal of an Electrical Engineer.
3. Assistance to conclude utility agreements.
4. Assistance during bidding (Separate Notice to Proceed).
5. Assistance during construction (Separate Notice to Proceed).

#### Project Deliverables

Deliverables are subject to negotiation and change. At minimum, the following deliverables can be expected:

- A technical memorandum outlining the configuration of the new utility poles and any hardware which will need to be replaced;
- A combined Plans in Hand (PIH)/PS&E review set of plans and specifications;
- Bid Ready set of plans and specs.

Assistance during construction will involve the provision of expertise and assistance to the Department's construction management staff during field construction of the project. This includes the review and approval of fabrication or shop drawings and associated material submittals, provision of special or routine field inspections and other assistance as may be required by the Department during the course of construction. The consultant is not expected to provide full-time or comprehensive construction management or inspection services.

### **Schedule**

The Department wants to be ready to advertise this project for construction in July 2021. The critical milestones with approximate dates to meet this schedule are as follows:

- Notice to Proceed: January 2021
- Technical Memorandum: February 2021
- Combined Plans in Hand/PS&E review package April 2021
- Final Plans and Specifications May 2021

### **Proposals**

Proposals shall contain the following information:

- A description of the Contractor's understanding of the objectives of the proposed contract and the services to be provided.
- The methods the Consultant intends to use to perform the work to be accomplished.
- The proposed staff and their qualifications the Consultant intends to use to perform the work to be accomplished.
- Confirmation that the Consultant will be able to meet the schedule outlined above.
- An assessment of the data available for the analysis and whether any new data will have to be collected.

Questions and responses regarding this project shall be addressed to:

Chuck Tripp, PE  
Engineering Manager  
Telephone. 907-465-4439  
Email: [chuck.tripp@alaska.gov](mailto:chuck.tripp@alaska.gov)