

# 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; FHwy / FAA / FTA Small Procurement Limit is \$150,000

### 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 January 2018 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: Spill Prevention, Control, and Countermeasure (SPCC) Plan Services		Contracting Agency:	
Project Number(s): AKST221033		State of Alaska	
RFP #: 09-3001-AKST221033		Department of Military and Veterans Affairs	
Project Site: Statewide		Facility Management Office	
		57024 Roosevelt Road	
		P.O. BOX 5169	
		Joint Base Elmendorf-Richardson, Alaska 99505	
Agency Contact: Eric Ekstrom		Phone: (907) 428-7175	
		Email: <a href="mailto:eric.ekstrom@alaska.gov">eric.ekstrom@alaska.gov</a>	
Estimated Amount of Proposed Contract:		<input checked="" type="checkbox"/> less than \$50,000 <input type="checkbox"/> \$50,000 to \$100,000	
		<input type="checkbox"/> \$100,000 to \$150,000 <input type="checkbox"/> \$150,000 to \$200,000	
Funding Source (check all that apply): <input checked="" type="checkbox"/> State <input type="checkbox"/> FHWA <input type="checkbox"/> FAA <input type="checkbox"/> FTA <input checked="" type="checkbox"/> Other: FEDERAL			
REQUIRED SERVICES: <input checked="" type="checkbox"/> are described in the A, B, and C consisting of 13 pages, are described as follows: Spill Prevention, Control, and Countermeasure (SPCC) Plan Services.			
OR: <input type="checkbox"/> (SPCC) Plan Services.			
<b>Note to Proposers:</b> Any proposer listing as a member of their team a current public officer or a former public officer who has left State service within the past two (2) years must submit a sworn statement from that individual that the Alaska Executive Branch Ethics Act does not prohibit his or her participation in this project. If a proposer fails to submit a required statement, the proposal may be deemed nonresponsive or nonresponsible, and rejected, depending upon the materiality of the individual's proposed position.			
If required, submit the attached Former Employee's Certification of Eligibility (Form 25A270). The page limit noted below does not include this form.			
<b>Note:</b> Offerors shall carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the purchasing authority before proposal due date. This will allow issuance of any necessary addenda. It will also help prevent the opening of a defective solicitation and exposure of Offeror's proposals upon which award could not be made. Protests based upon any omission, error, or the content of the solicitation will be disallowed if not made in writing before the proposal due date.			
PERIOD OF PERFORMANCE: Begin: August 2021 End: August 2024 with one (1) 2 year extension option			

### 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 emailed or hand delivered to the Contracting Agency.

## 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)

Provide proposed costs for all labor, subcontracts, equipment, expenses, etc., and a proposed amount for Fee. Submit a separate price proposal in the following format for the Offeror and for each Subcontract (first, second, third tier, etc.) that may exceed \$25,000. Each price proposal must be signed and dated by the person who prepares it. Note that the PRICES of the next lower tier subcontracts must be listed as COSTS in Items #3 (Subcontracts) and #4 (Expenses) of the price proposal for the next higher tier contractor so that the price of all subcontracts "roll-up" into the Offeror's total price proposal.

1. \* Direct Costs of Direct Labor (DCDL). Provide a table with the following columns (Names required only for key staff and persons "in-responsible-charge"):  

<u>Job Classification</u>	<u>Name</u>	<u>Total Hours</u>	<u>Rate (\$/hr) *</u>	<u>Estimated Cost (\$)</u>	<u>Total DCDL \$</u> _____
  2. \* Indirect Costs (IDC). IDC Rate: \_\_\_\_\_%      Total IDC \$ \_\_\_\_\_
  3. Subcontracts. List each, the amount for each and **attach an estimate in this format for each.** Total Subcontracts \$ \_\_\_\_\_
  4. Expenses. (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:  

<u>Item</u>	<u>Quantity</u>	<u>Cost (\$/Unit)</u>	<u>Estimated Cost (\$)</u>	<u>Total Expenses \$</u> _____
  5. \* Total Estimated Cost. Sum of DCDL + IDC + Subcontracts + Expenses. 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 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). **Firms that routinely allocate Indirect Costs to projects may not use Billing Rates for this estimate.**

**SUBMITTAL DEADLINE AND LOCATION DATE: 11 August 2021      PREVAILING TIME: AKDT**  
**1:00 P.M.      E-MAIL: [eric.ekstrom@alaska.gov](mailto:eric.ekstrom@alaska.gov)**

Hand deliver proposal directly to following location, and person, if named; E-Mail to the address above: Department of Military and Veterans Affairs Facility Management Office  
 Attn: Eric Ekstrom  
 P.O. BOX 5169  
 Joint Base Elmendorf-Richardson, Alaska 99505  
 (907) 428-7175

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

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

END OF PART A