



State of Alaska
Department of Environmental Conservation
Village Safe Water Program

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January 6, 2022

To: Vendor List

Re: Amendment 1
RFP 22-VSW-UNK-030
Unalakleet Water Distribution Replacement Design
RFP Due Date: January 21, 2022 @ 2:00 PM AST

The following are vendor questions and the department's response:

1. Vendor: On pdf page 8, Part C, Evaluation Criteria, Project Manager Experience: The RFP requests information about the project managers experience on water treatment plan design projects. We assume that this is a typo and that VSW wants to see the PM experience with water distribution system design, not water treatment system design. Please clarify.

Department: Please see attached updated Part C of the RFP. Additions are in blue and deletions are redlined.

- Yes, that is a typo. Under RFP Part C, Section 1 Technical Proposal, #3 Project Manager Experience, change reference of Water Treatment Plant Design to Water Distribution Design.
- Under RFP Part C, Section 1 Technical Proposal, #4 Project Team Qualifications and Experience delete the following third subsection under Team Design Experience: Relevant team experience must be identified as follows:
 - a) Project title;
 - b) Project description;
 - c) Project start and end dates;

- d) Client name, telephone number and email address.
2. Vendor: Please confirm that we do not need to include billing rates or a pricing with our proposal. I assume that items with 0 weight are not required but I want to make sure.

Department: In accordance with RFP Part B, #6 “price is not an evaluation criterion for the proposed contract.” Upon issuance of the Notice of Intent to Negotiate letter the offeror(s) selected for negotiation per RFP, Part A #5 will need to submit their price proposal in accordance with RFP Part C section III, items 12 & 13.

3. Vendor: I also wanted to reach out to see if there was any flexibility in the proposal due date. The RFP was published immediately after Christmas when most staff were away for the holidays. As I’m sure you are aware, many people were delayed in returning from their holiday break due to poor weather and chaos in the airlines. This affected several key [redacted] staff and I’m sure the effects were felt throughout the engineering community. The recent storms in the Valley have also taken time away from key staff that live there. If the proposal due date could be pushed back a few days it would be greatly appreciated.

Department: The RFP due date is extended from January 18, 2022 to January 21, 2022 @ 2:00 PM AST.

Evan Patterson



Procurement Specialist

EVALUATION CRITERIA

PART

C

Criteria with a weight of zero are not applicable and should be disregarded. If a weight is not indicated for any criterion, telephone the Agency Contact person identified at the top of page 1 of Part A - RFP.

SECTION I - TECHNICAL PROPOSAL

1. Objectives and Services

1. Weight: 20

Page limit: 1 page

Response must **demonstrate your comprehension of the objectives and services** for the proposed contract. Do not merely duplicate the Statement of Services provided with this RFP. Also, consider if Statement of Services is sufficiently explicit; are expressed or implied schedules attainable/economically feasible; etcetera? Explain. **Define any assumptions made** in formulating Criteria Response. If design services for a construction project are included, express any opinions regarding alternative design considerations that could impact construction costs.

2. Project Approach

2. Weight: 15

Page limit: 1 page

Response must outline the methods for accomplishing the proposed contract or, if methodology is contained in the proposed Statement of Services, address its adequacy. Describe what, when, where, how, and in what sequence the work will be done. Address how proximity to the Project site, *particular* geographic familiarity, experience, and capabilities of your firms (Offeror and Proposed Subcontractors) and Project Staff might *specifically* contribute to the proposed methods.¹ Identify the amount and type of work to be performed by any Subcontractors. Consider how each task may be carried out; what services or interaction required from/with the Contracting Agency; etcetera. Suggest alternatives, if appropriate. Identify any **distinct and substantive qualifications** for undertaking the proposed contract such as the availability of specialized equipment or unique approaches or concepts **relevant to the required services** which the firms may use.

3. Project Manager Experience

3. Weight: 30

Page limit: 3 pages

Describe the qualifications and experience of the proposed Project Manager in accordance with the outline below.

Design Experience:

Relevant project experience shall be identified as follows:

- a) Project title;
- b) Project description;
- c) Project start and end dates;
- d) Client name, telephone number and email address.

Experience on Water ~~Distribution Treatment Plant~~ Design Projects in rural Alaska: Relevant water ~~distribution treatment plant~~ design experience shall be identified as follows:

- a) Project title;
- b) Project description;
- c) Project start and end dates;
- d) Client name, telephone number and email address.

Construction Administration Experience:

Relevant construction administration experience shall be identified as follows:

- a) Project title;

¹ Delete sentence beginning with "Address how proximity. ..." if any federal funds unless performed by licensed Architects, Engineers or Land Surveyors.

- b) Project description;
- c) Project start and end dates;
- d) Client name, telephone number and email address.

4. Project Team Qualifications and Experience

4. Weight: 25

Page limit: 8 pages

Describe the qualifications and experience of the proposed project team that will directly work on the project. Identify each proposed team member and their role.

Team Summary: Introduce the project team, including any sub consultants, by providing one or two paragraphs about each key team member, summarizing their qualifications and relevant project experience to complete the assigned work. Provide a chart that shows the organization structure and lines of authority of the project team.

Consultant may provide resumes (2-page maximum per team member) for the project manager and key staff as an attachment and doesn't count towards the technical proposal page count. The resumes must only provide relevant project experience of the individual.

Team Design Experience:

Relevant team project experience shall be identified as follows:

- a) Project title;
- b) Project description;
- c) Project start and end dates;
- d) Client name, telephone number and email address.

Team Construction Administration Experience: Provide narrative statements that explain the project teams experience with;

- Construction Administration;
- procurement; and
- project closeout activities.

~~Relevant team experience must be identified as follows:~~

- ~~a) Project title;~~
- ~~b) Project description;~~
- ~~c) Project start and end dates;~~
- ~~d) Client name, telephone number and email address.~~

5. Quality of Proposal

5. Weight: 5

Page limit: N/A

Offerors do not respond to this criterion. Committee members will rate this criterion based on their perception of the clarity, completeness and presentation of submittal. Note: This criterion is **NOT** used to evaluate color, graphics or other visual techniques except as they may detract from legibility.

6.	Weight: 0
7.	Weight: 0
8.	Weight: 0
9.	Weight: 0
10.	Weight: 0
11. MBE/WBE Preference 40 CFR §33.202	11. Weight: 5

To be granted this preference:

Offeror must claim the MBE/WBE Preference on page one of Part D Proposal Form. In claiming the MBE/WBE Preference on page one of Part D, the Offeror is certifying that they, or subcontractor(s) meet the following requirements per 40 CFR §33.202 and/or §33.203:

In order to qualify for the Women's Business Enterprises (WBE) or Minority Business Enterprises (MBE), the business must obtain certification from any of the following organizations:

- United States Small Business Administration,
- United States Department of Transportation,
- Indian Tribal Governments,
- State/local Governments,
- Independent private organizations.

To qualify for the federal Environmental Protection Association, Disadvantaged Business Enterprises program, an entity must be certified, and such certification must meet the criteria as stipulated in 40 CFR §33.202 and/or §33.203. If a subcontractor is used to meet the preference then the offeror claiming eligibility for this preference must pledge in their proposal that the eligible subcontractor will be guaranteed the proposed work.

Offerors may provide their MBE/WBE certification number on the proposal form. If a certification number is not available then the offeror must provide a letter from the certifying agency verifying the offerors certification status within 10 days of the State's request.

MBE/WBE Preference will be scored: Rating x Number of Evaluators x Weight = Criterion Score.

Rating will be as follows:

MBE/WBE preference (i.e., a Rating of 5) will be assigned to the proposal of an Offeror who certifies (by claiming the preference on page one of Part D) that they are a MBE/WBE as described above.

No MBE/WBE preference (i.e., a Rating of 0) will be assigned to the proposal of an Offeror who does not certify (by failure to claim the preference on page one of Part D) that it qualifies as a MBE/WBE as described above.

No narrative response to this criterion is required within the Offeror's Proposal.

SECTION III - PRICE

Price is not an Evaluation Criterion and weights for both Criterion #12 and #13 shall be "0". State of Alaska preferences are removed from this solicitation in accordance with AS 36.30.890 and 2 CFR 200.319(c).

See item #9, under Notices in Part A – RFP, regarding statutory and regulatory provisions about price competition and item #10.3, in Part B – Submittal Checklist, regarding procedure for submittal of Billing Rates and/or Price Proposals. Cost terminology is explained on page 2 of the Pre-Audit Statement (DOT&PF Form 25A257).

CAUTION: Submittal of Offeror's or Subcontractor's "standard" rate schedules or other pricing documents which are not in required format will be non-responsive if they do not allow direct comparison with other responsive proposals.

Rates and costs proposed by the Offeror selected for contract negotiations may be investigated for reasonableness and allowability in accordance with AS 36.30.400, .420 & .480, 2 AAC 12.550 and the contract cost principles in 48 CFR Part 31. Unsupported rates and costs may be disallowed or result in termination of negotiations, or contract award. All proposed rates and the negotiated contract rates will be public information.

12. Labor Billing Rates (Required Format)
12. Weight: 0

Offerors shall provide a proposed total hourly Billing Rates (i.e., inclusive of Direct Cost of Direct Labor, all Indirect Costs, and Fee) for all personnel that will work on the project. The offerors price proposal must include all subcontractor costs for a total price proposal amount. The offeror must include all subcontractor price proposals. Subcontractor price proposals must comply with this section. The offeror and subcontractors may use their own generated price proposal format but it must include the following information:

- Official Title and First and Last Name of each staff member working on the project.
- The hourly rate for each staff member. The hourly rate must include all direct and indirect costs.
- List each task and subtask that corresponds with the scope of work stated in this RFP. The offeror must list all subtasks even if they're not outlined in the scope of work.
- The amount of hours each staff member will allocate towards each subtask.
- If applicable include any travel or other expense costs.
- Total hours and cost for each task (subtotal) and total hours and cost for the project (total).

13. Total Price Proposal (Required Format)
13. Weight: 0

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 Item #4 (Other Direct Costs) 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. Show project title, project number, and Offeror or Subcontractor Name.

2. **Direct Costs of Direct Labor (DCDL)**

Show the estimated costs for each job classification of employees proposed for the contract. List under the following headings. Names required only for key staff and/or persons in "responsible-charge" (Ref: AS 08.48). **Hourly Rates must not include Indirect Costs or Fee.**

<u>Job Classification</u>	<u>Name</u>	<u>Total Hours</u>	<u>Rate(\$/hr)</u>	<u>Proposed Costs (\$)</u>
				Total DCDL: \$ _____

3. **Indirect Costs (IDC)**

These costs include what are generally referred to as 1) Fringe Benefits and 2) Overhead (including direct and indirect costs of Indirect Labor). Show the Proposed IDC Rate as a percentage of Direct Costs of Direct Labor and the product (IDC Amount) of that Rate multiplied by the total DCDL.

IDC Rate: _____ % IDC Amount: \$ _____

4. **Other Direct Costs (ODC)**

These costs include: subcontracts, equipment (company owned or rented), and reimbursable expenses (e.g., transportation, food and lodging, reproduction) – if not included in Indirect Costs. List proposed costs under the following headings. If multiples of an item required, list the proposed quantity, unit rate, and total cost for each. ***Costs must be based on actual costs to the offeror or the subcontractor, without any profit or other markup.***

<u>Item</u>	<u>Quantity</u>	<u>Cost (\$/Unit)</u>	<u>Proposed Costs (\$)</u>
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|----|--|------------------------|
| 5. | <u>Total Proposed Cost</u> | Total ODC: \$ _____ |
| | Sum of DCDL + IDC + ODC | Total Cost: \$ _____ |
| 6. | <u>Proposed Fee</u> | |
| | List a <u>proposed amount</u> (Contract Fee is generally negotiated using a structured Fee analysis of proposed costs). | |
| | | Proposed Fee: \$ _____ |
| 7. | <u>Total Proposed Price</u> | |
| | Sum of Total Proposed Cost plus Proposed FEE. | Total Price: \$ _____ |
| 8. | In accordance with the Submittal Checklist ('rfp-b'), item 10.3, Price Proposals must be signed and dated by the person who prepares it (may be a different signature for each subcontractor). | |