



## 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; FHWA/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 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 (Certificate of Compliance).

Project Title: Wrangell Airport Gates and Security Upgrades-Design Services		Contracting Agency: State of Alaska Department of Transportation & Public Facilities Southcoast Region, Design and Engineering Services	
Project Number(s): SFAPT00412/TBD <b>RFP No. 25223016</b>			
Project Site (City, Village, etc.) <b>Wrangell</b>			
Agency Contact: Jeff Jenkins, Chief of Contracts		Phone: 907-465-4420	Email: jeff.jenkins@alaska.gov
Estimated Amount of Proposed Contract:		<input type="checkbox"/> less than \$50,000 <input type="checkbox"/> \$50,000 to \$100,000 <input checked="" type="checkbox"/> \$100,000 to \$150,000 <input type="checkbox"/> \$150,000 to \$200,000	
Funding Source (check all that apply): <input type="checkbox"/> State <input type="checkbox"/> FHWA <input checked="" type="checkbox"/> FAA <input type="checkbox"/> FTA <input type="checkbox"/> Other:			
<b>REQUIRED SERVICES:</b> <input checked="" type="checkbox"/> are described in the enclosure consisting of 4 pages, dated 12/15/2021 OR: <input type="checkbox"/> are described as follows:			
<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.			
<b>PERIOD OF PERFORMANCE:</b>		Begin: February 1, 2022      End: December 31, 2022	

#### 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 (5) (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 sent by fax or electronically as indicated on page 2, 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)

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"):  

Job Classification	Name	Total Hours	Rate (\$/hr) *	Estimated Cost (\$)	Total DCDL \$
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  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:  

Item	Quantity	Cost (\$/Unit)	Estimated Cost (\$)	Total Expenses \$
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  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: January 18, 2022

PREVAILING TIME: 4:00pm

FAX: (907) 465-4238

EMAIL: [srdotpfcontracts@alaska.gov](mailto:srdotpfcontracts@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.
- 2) Relevant experience and credentials of proposed personnel including any subcontractors.
- 3) Reasonableness of proposed schedule for performance.
- 4) Price Estimate (**if** 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: Wrangell Airport Gates and Security Upgrades- Design Services  
RFP No.: 25223016

### 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)

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

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) .....

END OF PART B

**Former Employee's Certification of Eligibility  
Under the Alaska Executive Branch Ethics Act  
(AS 39.52.140, AS 39.52.180)**

I am a former employee of the State of Alaska and left state service within the last two years. My last position with the state was [job title] with the [name of state agency and administrative unit]. I propose to work on [describe state contract or other matter] on behalf of [name of current employer]. This work will not involve any matter (a) that was under consideration by the state administrative unit that I served, and (b) in which I participated personally and substantially during my state service through the exercise of official action ("official action" means a recommendation, decision, approval, disapproval, vote, or other similar action or inaction). I am therefore eligible to participate in this [contract or matter] under the Alaska Executive Branch Ethics Act. I also understand that as a former public officer I may not disclose or use information acquired in the course of my official duties that could in any way result in a benefit to me or my family, if the information has not been disseminated to the public, or that is confidential by law, without appropriate authorization.

I certify under penalty of perjury that the foregoing is true.

Dated: \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, Alaska.

[name of former state employee]

STATE OF ALASKA )  
 ) ss.  
\_\_\_\_\_) JUDICIAL DISTRICT )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, [*name of former state employee*], whom I know to be the individual described in and who executed this certification, personally appeared before me and acknowledged that [s]he signed the certification as [*her or his*] free and voluntary act.

IN WITNESS WHEREOF, I have placed my signature and affixed my official seal.

Notary Public in and for Alaska  
My commission expires:

*If no notary or other official (judge, magistrate, U.S. postmaster or municipal clerk) is available, omit the notary certificate and include the following statement in the text: A notary or other official empowered to administer oaths is unavailable.*

## **WRANGELL AIRPORT GATES AND SECURITY UPGRADES SCOPE OF SERVICES**

### **Supporting Documents (Attachments)**

- A. Plan of work area location

### **Project Description and Background Information**

The Alaska Department of Transportation and Public Facilities (Department) is soliciting professional engineering design development services for the replacement of select electric vehicle gates at Wrangell Airport, Wrangell, Alaska. It also includes installation of along with installation of up-to-date security entry systems on these vehicles gates and select pedestrian access gates. This is a federally funded project anticipated to be funded by the Federal Aviation Administration (FAA).

### **Scope of Work**

This purpose of this project is to replace electric vehicle Gate nos. 3 and 9, and equip them with up-to-date security systems. This project will also install compatible and compliant security entry systems on pedestrian Gate nos. 4, 8, 11, and 13. This work will include installation of associated control equipment for all new systems.

The contractor will provide:

1. All professional civil and electrical engineering services required to develop bid-ready construction plans, specifications, and estimate in accordance with Alaska DOT&PF standards.
2. Assistance to Alaska DOT&PF during the bidding process.
3. Assistance to Alaska DOT&PF during construction.

The Department will furnish all environmental analysis work associated with obtaining an FAA approved environment document and any necessary regulatory agency permits (with the exception of DEC) and Right of Way services and certifications.

### **Expected Tasks**

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

1. Preliminary research, site visit and stakeholder meetings.
2. Topographic land surveys and geotechnical exploration.
3. Preliminary Design (25% design level) and Preliminary Design Review Meeting.
4. PIH Design (75% level) and PSE Design (100% level). A combined PIH/PSE Review meeting is anticipated. However, two independent design reviews (PIH and PSE) may be conducted depending on complexity and schedule.
5. Final bid documents (sealed and bid ready).
6. Assistance to the Department during bidding and construction.

## **Deliverables**

Deliverables are subject to negotiation and change depending on the authorized development level of the project. At minimum, the following deliverables can be expected:

Task 1 will encompass gathering all existing as-built drawings, information and meeting with the Department and other officials on site to develop parameters and understanding conditions for design and field data gathering. Task 1 will further encompass determining and identifying additional field exploration, data and work needs. This will include investigations and interviews of local Maintenance and Operations and Crash/Fire/Rescue personnel to ascertain the locations of past Per- and Polyfluorinated Substances (PFAS) application.

Task 2 will encompass any necessary topographic land surveying work and geotechnical explorations that may be needed to design the project. Given the scope of the project, it is expected that geotechnical investigation will be limited to hand and/or minor backhoe excavation. This project may take place in areas contaminated by PFAS. The contractor shall be prepared to sample for PFAS as directed by the Department.

Task 3 will develop a preliminary design for review and approval by the Department prior to embarking on further design development. A preliminary design review meeting will be conducted.

Task 4 will encompass final design. A minimum of three submittal levels for PIH, PSE, and Final sealed bid documents can be expected. Over the shoulder reviews by the Department will be conducted at each stage. However, a formal combined PIH/PSE Review meeting is currently anticipated. These documents will include Plans, Specifications and Estimates in accordance with Department and FAA agency standards. Informal, over the shoulder reviews may also be scheduled between key submittal dates. Key consultant staff will be expected to attend review meetings in Juneau, Wrangell or by web-based meeting platforms as may be directed and otherwise agreed upon. Deliverables shall be in the form of electronic PDF files. Final construction drawings or bid documents shall be sealed by an appropriately licensed professional engineer(s) in the State of Alaska. AutoCAD files (electronic stamp data not required) for all final drawings will also be required. Final design also includes obtaining all necessary plan reviews and approvals to construct from government agencies including, but not limited to, the Alaska Department of Environmental Conservation (ADEC).

Task 5 is to incorporate/resolve all design review comments and provide sealed, bid ready documents on PDF file format to the Department. The Department will advertise and bid the project. The consultant shall also furnish a wet-signed copy of the plans to the department per current State of Alaska requirements.

Task 6 is currently expected to involve the provision of expertise and assistance to the Department's construction management staff during bidding and field construction of the project. This is expected to include answering bid related questions, preparation of contract addendums, review and approval of shop drawings, material submittals and other assistance as may be required by the Department during the course of bidding and field construction.

Quality control and review of all deliverables will be required before they are submitted to the Department. The consultant shall prepare a quality control plan and develop checklists and procedures for review of completed work products.

### **Anticipated Period of Performance**

The actual period(s) of performance shall be negotiated based on the Tasks that are ultimately authorized by the Department and the time in which they are completed. Time is of the essence and an ambitious schedule is anticipated in order to meet a potentially aggressive construction funding opportunity as a result of federal stimulus spending plans that are now being considered by the USDOT and their agencies such as FAA. Final signed bid documents are desired within 12-months of receiving the initial notice to proceed.

The actual period of performance will be adjusted by the Department as deemed required to complete any work that may be authorized under any of the anticipated tasks. It is imperative to begin and complete Tasks 1-3 at the earliest opportunity.



