



Date: April 01, 2022

Project: EV Program Support

Solicitation No.: 22074

Addendum No. Three

TO ALL PLANHOLDERS:

The enclosed addendum amends the documents for the above referenced Project.

Sincerely,

Selwin C. Ray

Selwin C. Ray
Contracting Officer

ADDENDUM TO CONTRACT DOCUMENTS		No. of Pages 4
Addendum No. Three	Date Addendum Issued: April 01, 2022	
Issuing Office Selwin Ray Alaska Energy Authority 813 W Northern Lights Blvd Anchorage, AK 99503 Phone: (907) 771-3035 Fax: (907) 771-3044	Previous Addenda Issued	
Project: EV Program Support Solicitation No.: 22074	Date and Hour Bids Due: April 06, 2022 at 2:00p.m., prevailing Anchorage time.	

NOTICE TO BIDDERS:

Bidders must acknowledge receipt of this addendum prior to the hour and date set for the bid due date by one of the following methods:

- (a) By acknowledging receipt of this addendum on the proposal form submitted.
- (b) By email or telefacsimile which includes a reference to the project and addendum number.

The bid documents require acknowledgment individually of all addenda to the drawings and/or specifications. This is a mandatory requirement and any bid received without acknowledgment of receipt of addenda may be classified as not being a responsive bid. If, by virtue of this addendum it is desired to modify a bid already submitted, such modification may be made by email or telefacsimile provided such an email or telefacsimile makes reference to this addendum and is received prior to the opening hour and date specified above.

The Bid documents for the above project are amended as follows (All other terms and conditions remain unchanged):

QUESTIONS AND ANSWERS

Question #1: Can be included a Template of Contract.

Answer #1: Please check the attachment document included in this addendum named:

- **22074-EV Program Support-Addendum 3 - Part 2-4 RFP – Shell**
- **22074-EV Program Support-Addendum 3 - Part 3-4 RFP – Sample Contract document**

Question #2: Is email submission of proposals acceptable? Page 1 of the RFP seems to indicate email submission is acceptable, but the submittal checklist only provides direction for physical documents mailed or hand delivered. 2.1. If emailed proposals are accepted, are two separate files per RFP desired, one for Part D, the technical proposal and supporting documents, and a separate file for the cost proposal?

Answer #2: Yes, The proposal can be accepted by either email or delivered to our offices. It does not have to be both.

In case Offer want submit one **hard copy** of their proposal, in writing, to the procurement officer in a sealed package. The **cost proposal** included with the package must be sealed separately from the rest of the proposal and must be clearly identified. The sealed proposal package(s) must be addressed as follows:

Alaska Energy Authority
Attention: **Selwin C. Ray**
Request for Proposal (RFP) Number: **22074**
RFP Title: **EV Program Support**
813 W. Northern Lights Blvd.
Anchorage, AK 99503

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If using **U.S. mail**, please use the following address:

**Alaska Energy Authority
Selwin C. Ray
813 W. Northern Lights Blvd.
Anchorage, AK 99503**

If using a **delivery service**, please use the following address:

**813 W. Northern Lights Blvd.
Anchorage, AK 99503**

If submitting a proposal **via email**, the technical proposal and cost proposal must be saved as separate PDF documents and emailed to procurement@aidea.org as separate, clearly labeled attachments, such as “**Vendor A – Technical Proposal.pdf**” (Must include **Part D – Proposal Form**) and “**Vendor A – Cost Proposal.pdf**” (Vendor A is the name of the offeror). The email must contain the RFP number in the subject line.

The maximum size of a single email (including all text and attachments) that can be received is 20mb (megabytes). If the email containing the proposal exceeds this size, the proposal must be sent in multiple emails that are each less than 20 megabytes and each email must comply with the requirements described above.

Please note that email transmission is not instantaneous. Similar to sending a hard copy proposal, if you are emailing your proposal, we recommend sending it enough ahead of time to ensure the email deliver meet the deadline for receipt of proposals.

It is the offeror’s responsibility to contact the **Procurement Officer** at PHONE NUMBER: **907-771-3035** to confirm that the proposal has been received. **Alaska Energy Authority** is not responsible for unreadable, corrupt, or missing attachments.

Question #3: 2. The Proposed Project Staff directions in Part C allows for "any other professional/technical functions you deem essential to perform services", while the Labor Billing Rates directions specify "provide a proposed total hourly Billing Rate...only for each of the job FUNCTIONS listed below." This sets up a situation where we may propose additional functions deemed essential without providing you rate or cost information. Please provide guidance as to whether new functions can be added in the Labor and Billing Rates section, or other budget estimate formats that may be required by AEA, to align the scope, personnel, and budget elements of the proposal package.

Answer #3: yes, new functions can be added in the labor and billing rates section and budget estimates.

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Question #4: Please update to Rfp-c:

Answer #4: See the attachment document included in this addendum named: 22074-EV Program Support-Addendum 3 - Part 4-4

Before	Updated
<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px;">4. Proposed Project Staff</div> <div style="border: 1px solid black; padding: 2px;">4. Weight: 20</div> </div> <p>Response must name the individuals to perform the following FUNCTIONS plus any other professional/technical functions you deem essential to perform the services:</p> <ol style="list-style-type: none"> 1. Contract Management (contract compliance) 2. Project Management (single point-of-contact directly engaged in contract) 3. Meeting Facilitation 4. EV Infrastructure Planning 5. GIS 	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px;">4. Proposed Project Staff</div> <div style="border: 1px solid black; padding: 2px;">4. Weight: 20</div> </div> <p>Response must name the individuals to perform the following FUNCTIONS plus any other professional/technical functions you deem essential to perform the services:</p> <ol style="list-style-type: none"> 1. Contract Management (contract compliance) 2. Project Management (single point-of-contact directly engaged in contract) 3. EV Infrastructure Planning 4. GIS

END OF ADDENDUM