



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 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 (Certificate of Compliance).

Project Title: Evaluation of Historical Significance / Determination of Eligibility Study		Contracting Agency:	
Project Number(s): AKMVA22056 RFP No. 09-22-056		State of Alaska Department of Military and Veterans Affairs, FMO P.O. Box 5169 JBER, AK 99505	
Project Site (City, Village, etc.) KENAI			
Agency Contact: Greg Walker		Phone: 907-428-7693	Email: greg.walker@alaska.gov
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 type="checkbox"/> State <input type="checkbox"/> FHWA <input type="checkbox"/> FAA <input type="checkbox"/> FTA <input checked="" type="checkbox"/> Other:			
REQUIRED SERVICES: <input checked="" type="checkbox"/> are described in the enclosure consisting of 14 pages, dated OR: <input type="checkbox"/> are described as follows:			
Note to Proposers: 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.			
Note: 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: October 1, 2022 End: June 15, 2023	

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 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 \$
--------------------	------	-------------	----------------	---------------------	---------------
 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 \$
------	----------	----------------	---------------------	-------------------
 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: **8 Sept 2022**

PREVAILING TIME: **AKDT 1:00 PM** FAX OR EMAIL:
greg.walker@alaska.gov

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

Attn: Greg Walker
57024 Roosevelt Road
JBER, AK 99505
(907) 428-7693

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



Alaska Department of Military and Veterans Affairs

SMALL PROCUREMENT DOCUMENTS PART B - PROPOSAL FORM

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

Project Title: Evaluation of Historical Significance / Determination of Eligibility

RFP No.: 09-22-056

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.

STATEMENT OF SERVICES

APPENDIX B

<p>RFP No: 09-22-056 Project No: AKMVA22056 Date Prepared: 18-AUG-2022</p>

Statement of Work for a Determination of Eligibility for the National Guard Armory in Kenai, Alaska

Introduction

The Alaska Army National Guard (AKARNG), as administered by the Alaska Department of Military and Veterans Affairs Construction Facilities Management Office, Environmental Section (DMVA-CFMO-ENV), is proposing to evaluate the significance of AKARNG armory in Kenai to address requirements stipulated in Section 110 of the National Historic Preservation Act of 1966, as amended (NHPA).

Section 110 of the NHPA directs federal agencies to develop a program to inventory and evaluate historic properties in accordance with National Register of Historic Places (NRHP) eligibility criteria. Army Regulation 200-1 Chapter 6-4(b)(2) reiterates that this activity is pertinent to Department of Defense agencies, including the AKARNG. The process is designed to provide the AKARNG with information sufficient to plan appropriately for future Section 106 of the NHPA undertakings.

The Kenai armory is situated on 5.09 acres owned by the Department of Military and Veterans Affairs. It is surrounded on the north, east, and south by City of Kenai wooded lands. The west side of the armory parcel is S. Forest Dr. Archaeological site KEN-479 is at the southern border of the parcel. That site should not factor into the evaluation of the building/structures, however.

Budget

DMVA-CFMO-ENV estimates a budget not to exceed \$20,000.00 dollars for completion of this project. Proposals priced at more than **\$20,000.00** will be considered non-responsive.

Deadline for receipt of proposals

Proposals must be received no later than **1:00 pm, prevailing Alaska Time on the 8th DAY, SEPTEMBER 2022.** Late proposals or amendments will be disqualified and not opened or accepted for evaluation.

Minimum qualifications

In order for offers to be considered responsive, offerors must meet these minimum qualifications requirements:

- 1) This project must be supervised by a qualified Historic Preservation Specialist with demonstrated experience in developing similar planning documents for historic districts and buildings.
- 2) The Historic Preservation Specialist must meet at least one of the three relevant qualifications stipulated by the National Park Service, and 36 CFR Part 61 (outlined below). The qualifications define minimum education and experience required to perform identification, evaluation, registration, and treatment activities.

Architectural History

- a. The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with

coursework in American architectural history. Or, a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

- b. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

or

Architecture

The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time experience in architecture; or a State license to practice architecture.

or

Historic Architecture

- a. The minimum professional qualifications in historic architecture are a professional degree in architecture or a State license to practice architecture, plus one of the following:
- b. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field;
- c. or At least one year of full-time professional experience on historic preservation projects. Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

- 3) Other project personnel must demonstrate their experience and education in their fields of endeavor for this project, with emphasis on activities required in this contract.

An offeror's failure to meet these minimum qualification requirements will cause their proposal to be considered non-responsive and rejected.

Required report example

Offerors must include in their proposal package a report the contractor has generated demonstrating they have and can perform the kinds of work, analysis, interviews, documentation, and reporting required to successfully complete the services requested. Offeror will submit this report for a project done within the last five years, completed by a current employee assigned to this work. The report should include enough detail and supporting information (photos, charts, etc.) to demonstrate the offeror's ability to perform work required under this contract. The required report will be submitted in PDF electronic file format.

Scope of work

The work conducted for this contract will include the following.

Research and record review

1. Research and reference in hard copy and electronic file versions available at the DMVA-CFMO-ENV. This material includes reports, relevant correspondence, historical AKARNG facility material, and historical real estate records.
2. If available, the contractor will include other environmental/historical related documents located elsewhere and beyond DMVA-CFMO-ENV (i.e. old newspaper articles, data available online, etc.).
3. Contractor will review all reports mentioned in this SoW and incorporate this information into the preparations, field work, analysis, evaluation and reporting.
4. The contractor will produce an Alaska Building Inventory.
5. The contractor will procure new site numbers and fulfill documentation requirements for all new AHRS identified in this work.

Site survey

1. The contractor shall physically visit and conduct at least one field inspection of the building and associated structures (parking area, fenced in vehicle compound, any relevant item). It is expected that field inspection will take a maximum of one day.
2. The field inspection will collect information needed to fulfill AHRS buildings form documentation requirements, and observations to apply criteria for evaluating significance.
3. The contractor will coordinate site visits with DMVA-CFMO-ENV to ensure that they have access to the armory grounds, and that appropriate personnel are on site as needed.
4. Contractor(s) must comply with any armory-unique schedules and access rules.
5. The DMVA-CFMO-ENV office must approve contractor site visits at least fourteen (14) calendar days prior to execution.
6. The contractor will have keys to access facilities available for check out. Contractor will return all keys to the DMVA-CFMO-ENV no later than five business days following the conclusion of a site visit.
7. Contractor will attempt to conduct all site visits when there is no snow cover at the site.

Context and chronology for Kenai

Currently there is no context or chronology for use of the Kenai armory. The contractor will build a historical context for the Kenai based on, at a minimum, the reports mentioned below.

Contexts for military history associated with JBER

Richardson, James

1974 *Alaska Army National Guard and other stories*. Prepared by and for 134th Public Information Detachment.

Salisbury, Cliff

1992 *Soldiers of the Mists: Minutemen of the Alaska Frontier*. Pictorial Histories Publishing Company, Inc. Missoula, Montana.

Siedler, William J

1996 *The Coldest Front: Cold War Military Properties in Alaska Revised and Expanded 2012*. Prepared by Office of History and Archaeology, Alaska Department of Natural Resources, Anchorage. Prepared for the Legacy Resource Management Program, Washington, D.C. Pages 61 to 63.

Waddell, Karen

2003 *Cold War Historical Context 1951-1991 Fort Richardson, Alaska*. Prepared by CEMML, Fort Collins, Colorado. Prepared for U.S. Army Alaska, Fort Richardson, Alaska.

Chronology for Alaska Army National Guard post-WWII

Wolforth, Thomas, R.

2019 *Historic Context for Evaluating Foxhole Features Located Within and Near the Alaska Army National Guard Lands on Joint Base Elmendorf-Richardson*. Prepared by and for DMVA.

Archaeological work conducted at the Kenai Armory

Guilfoyle, David, R., Jason S. Rogers, Robert C. Bowman, and Roberta M. Gordaoff

2015 *Inventory and Evaluation of the Archaeological Resources at the Kenai Alaska Army National Guard Armory*. Prepared for the Alaska Army National Guard, JBER. Prepared by Northern Land Use Research Alaska, LLC, Anchorage.

Knowledgeable people: Oral interviews

People that have worked and do work at Kenai know about the construction, maintenance, function, abandonment, alterations and more for the resources requiring evaluation for this work. The contractor will interview two people to gather as much information as possible regarding information germane to make determinations of eligibility. The

DMVA-CFMO-ENV cultural resource manager will assist the contractor in contacting those to be interviewed when that time comes.

The contractor is not responsible for conducting consultation with tribes and the Certified Local Government for this contract.

Analysis

1. The contractor shall incorporate the information gathered in the oral interviews and apply that directly to the documentation and evaluation of the monument and buildings.
2. The contractor will explain the relevant criteria for evaluating the significance of the armory building and associated structures.
3. Application of the criteria will incorporate the background, context, oral interviews and all other data collected to apply the criteria of evaluation for all buildings for this work.
4. Contractor will make recommendations regarding the Kenai armory's eligibility for listing on the National Register of Historic Places.
5. The contractor will supply to DMVA-CFMO-ENV copies of the all photographs taken, and include a photolog.

Report

1. The contractor shall prepare a Draft, Draft Final, and Final report on the eligibility of all of the existing and new sites associated with this work for their listing on the National Register of Historic Places. The contractor may prepare additional drafts if deemed necessary by DMVA-CFMO-ENV for broader review of these reports/documents.

Report contents

The report will contain the required information in this basic format. Additional subdivisions of information may be included to address specific data. Figures and tables are to be integrated into the body of the report in locations near where they are cited.

1. Executive Summary
2. Introduction
 - 2.1. Project description.
 - 2.2. Physical setting.
 - 2.3. Synthesis of relevant federal and Army regulations.
3. Historical Context
 - 3.1. Relevant previous work.
 - 3.2. Context relevant to this work.
 - 3.3. Research methods and how they address the Section 110 requirements.
4. Interviews
 - 4.1. Methods.
 - 4.2. Biographies of interviewees.
 - 4.3. Indication that interviewees have reviewed their contributing information.
 - 4.4. Summary of topics discussed in interviews.
 - 4.5. Synthesis of information provided by interviewees germane to this work.
5. Field Investigations
 - 5.1. Methods.
 - 5.2. Building descriptions (dimensions, materials, function, notable qualities, alterations, dates of origin, floor plan, selected photographs).
 - 5.3. Observations on changes and modifications to the buildings over time, and assessment of how that affects the integrity of the buildings.
6. Discussion (Synthesis of data relating to cultural chronology)

- 6.1. Critical review of the AKARNG context/chronology with recommendations for alterations based on the results of the work conducted for this project.
- 6.2. Evaluation (DOE for each building with application of the criteria of significance).
- 6.3. Evaluation of potential historic district.
- 6.4. Recommendations for resolution of adverse effects (36 CFR 800.6) if necessary.
7. References cited
8. Appendix: New and rectified AKSHPO Building forms.

Work Schedule

The contractor shall submit the Draft **Evaluation of the Structures at the Kenai Armory** (a.k.a. Evaluation) on or before May 1, **2023**. The contractor shall supply:

1. **Draft Plan.** The contractor shall provide a Draft Evaluation created in MS Word format to DMVA CFMO-ENV and allow staff a review period of twenty-one (21) calendar days. Either Track Changes or an Errata sheet will be used to track comments.
2. **Draft Final Plan.** The contractor shall provide a word searchable “clean copy” Adobe PDF Draft Final Evaluation to DMVA-CFMO-ENV and allow staff a review period of twenty-one (21) calendar days.
3. **Final Plan.** The contractor shall provide the Final Evaluation in the following formats: a signed fully text-searchable Adobe PDF electronic copy, the originally signed Final Evaluation printed hard copy with a Compact Disk (CD) containing an electronic copy of a signed fully text-searchable Adobe PDF, all appendices with reference material, maps and photographs. The contractor will provide the printed, signed Final Evaluation as a hard copy, comb or spiral bound, printed double-sided with one (1) inch margins, and font size 11 Times New Roman.
 - a. Maps and figures in the report that appropriately illustrate the required information.
 - b. Photographs.
 - c. The contractor shall use a camera with a minimum resolution of 20-megapixels or greater for taking site photographs. Photos shall be included in the Draft Plan, Draft Final Plan, and Final Plan as an appendix, as well as on the Compact Disc (CD)
 - d. deliverable.

Deliverables

1. All photographs taken in .jpg format. (Selected photographs will be included in the report sufficient to support the information presented in the report.)
2. A photograph log in Excel.xlsx format.
3. Report in MSWord.docx format (one CD) and hardcopy formats (two printed copies).

Attached

1. General project location.
2. Kenai parcel.
3. Photo





graph of armory front exterior.



Alaska Department of Military and Veterans Affairs

SMALL PROCUREMENT DOCUMENTS PART C - CONTRACT AWARD, NOTICE TO PROCEED & INVOICE SUMMARY

Agreement No : 09-22-056
IRIS Program No :
Federal Project No : AKMVA22054

Contractor:

Project Title: Evaluation of Historical Significance / Determination of Eligibility Study

CONTRACT AWARD & NOTICE TO PROCEED

You have been awarded this Agreement in accordance with Parts A, B & C of these documents and the following correspondence:

From
To
Subject.....

Date :
Number of Pages :

This Agreement incorporates by reference the Small Procurement Standard Provisions Booklet dated **January 2018**. If you do not have a copy of the Standard Provisions Booklet, obtain one from the Contracting Agency. You are authorized to proceed with performance of this contract immediately and are required to complete it not later than: June 15, 2023.

The Agency Manager for this Contract is: **Greg Walker** Telephone: **907-428-7693** Email: greg.walker@alaska.gov

Compensation for this Contract shall be by the method(s) and not exceed the authorized amount(s) shown in the Invoice Summary (below):.

Issued for the Contracting Agency per ADOT&PF Policy #01.01.050 by:

Accepted for the Contractor by:

Signature Greg Walker
Name:

Date

Signature
Name:

Date

INVOICE SUMMARY

This Invoice is for [] Progress OR [] Final Payment.

Sequential Invoice Number for this Contract is: [].

* Each firm may be compensated for this Contract by only one of the following Methods of Payment (as explained in the Standard Provisions Booklet):

Fixed Price (FP) Amounts entered in Columns "c" and "g" only Cost Plus Fixed Fee (CPFF) Columns "c", "d", "e", "f" and "g"

FP + Expenses (FPPE) Columns "c", "e" and "g" only Time and Expenses (T&E) Columns "c", "e" and "g" only

Firms (Prime & Subcontractors)*	Meth of Pay	Labor (or FP)	Indirect Cost	Expenses	Fixed Fee	Total Price
Total Contract Amounts Authorized for All Firms						
Sum of Prior APPROVED Payments						
Sum for THIS INVOICE						
Sum of Prior Payments plus this Invoice						
Balance of Authorized Amounts						

PAYMENT

Phase Code

Activity Code

Template Code

Object Code

CONTRACTOR'S PAYMENT REQUEST:

Signature
Name:

Date
(Contractor's Project Manager)

PAYMENT RECOMMENDED: I certify this Invoice to be valid and accurate and that services were performed substantially in conformance with the contract requirements and schedule.

Signature
Name:

Date

PAYMENT APPROVED: Based upon the payment recommendation and certification, I hereby approve payment.

Signature
Name:

Date

SEE INSTRUCTIONS ON NEXT PAGE

Alaska Department of Military and Veterans Affairs
INSTRUCTIONS FOR AGENCY ISSUE AND CONTRACTOR BILLING

1. Agency Contract Manager – The Small Procurement Documents are organized for ***only one Notice-to-Proceed (NTP) to be issued with the Contract Award for all services to be provided so that accounting procedures do not become unnecessarily burdensome and costly*** (i.e., the Contractor is required to establish only one cost account for this contract). Also, this document (Part C – Contract Award, Notice to Proceed & Invoice Summary) must be issued and signed by the Contracting Officer (or a written designee per DOT&PF Policy #01.01.050). All items with a text formfield must be complete at the time this document is issued. Other items are completed by the Contractor with each billing. *Note: If a revised NTP is required, do not reissue this document; use the “c-2 ntp” or “c-3-cr.ntp” form.*
2. Contractor – If this Contract Award & NTP is unacceptable, notify the Contracting Agency immediately. If acceptable, acknowledge by signature where indicated on page 1 ***on a copy*** of this document and return the signed copy within ten days after your receipt. ***Retain the unmarked, as issued, document to be used for reproduction and billing.***
3. Contractor – Submit Invoices to the Agency Contract Manager named on page one of this document. Contractor may use the firm's invoice forms; however the Contractor must also ***provide a copy of page one of this form as the FACE PAGE of each invoice submitted and with the following entries under "Invoice Summary" and "Contractor's Payment Request" accurately completed:***
 - a) Indicate if the Invoice is for Progress or Final Payment and enter the Sequential Invoice Number for this Contract.
 - b) In each column (c, d, e, f & g) where there is an Authorized Amount, show amounts for: Prior APPROVED Payments; THIS INVOICE; Prior Payments plus this Invoice; and Balance of Authorized Amounts.

Note "Prior APPROVED Payments" amounts might not equal the total of all prior invoices if some items were disallowed or adjustments were made. If a prior billing has not been acknowledged with any payment, or a different amount from the billing was paid without any notification of the reason(s), Contractor may attach a request for an explanation and remedial action.

4. Contractor – Sign and date under "CONTRACTOR'S PAYMENT REQUEST" thereby attesting to the following:

"By signature hereunder, the Contractor certifies entries to be true and correct for the services performed to date under or by virtue of said Contract and in accordance with AS 36.30.400. The Contractor further certifies that all applicable Federal, State and Local taxes incurred by the Contractor in the performance of the services have been paid and that all Subcontractors engaged by the Contractor for the services included in any invoice shall be fully compensated by the Contractor for such services."
5. Contractor – Substantiate all charges on each invoice, other than for Fixed Prices or Fixed Fees, by attaching a summary of hours expended and hourly labor rate per employee; summary of units completed; subcontractor invoices; expense receipts, etc., or other proof of expenditures.
6. Contractor - ***Prime Contractor's Labor and Indirect Cost shall be billed to the Contracting Agency within 45 days of performance. Subcontractors' Labor and Indirect Cost shall be billed to the Contracting Agency within 60 days of performance. All of the Contractor's and Subcontractors' Other Direct Costs (Expenses) shall be billed to the Contracting Agency within 90 days of being incurred. Charges submitted after the above stated times will, at the Contracting Agency's discretion, not be paid.***
7. Contractor – When this Contract is approximately 75% complete, the Contractor shall determine if the Authorized Amount(s) might be exceeded; and, if so, shall provide an estimate of cost to complete. The Contracting Agency will determine after discussion with the Contractor if additional cost is reasonable and does not include costs that should be absorbed by the Contractor. If additional cost is validated, a negotiated Amendment will be executed which either (1) reduces the scope of services/work products required commensurate with the Authorized Amount(s), or (2) increases the Authorized Amount(s) to that required for completion of the original contract.
8. Amendments – if required – will be issued per Article A8 of Appendix A, General Conditions, as contained in the Standard Provisions Booklet.

END OF PART C