



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

**Department of Transportation  
and Public Facilities**

SOUTHCOAST REGION  
Contracts Office

6860 Glacier Highway  
P.O. Box 112506  
Juneau, Alaska 99801-2506  
Main: (907) 465-4420  
Toll free: (800) 575-4540  
Fax: (907) 465-4238  
TTY-TDD: (800) 770-8973

December 8, 2022

RE: ADDENDUM NO. 2 TO REQUEST  
FOR PROPOSALS (RFP) PACKAGE:

25233014  
Various; Terrestrial Resources- Term Agreement

EMAIL TO: All RFP recipients on record.

The RFP Package is hereby clarified or changed as follows:

1. The proposal due date remains unchanged.
2. The statement of services has been replaced with Attachment 1.

All other terms and conditions remain the same.

END OF ADDENDUM

We appreciate your participation in this solicitation.

Sincerely,

A handwritten signature in blue ink that reads "Jessica Piukala".

Jessica Piukala  
Contracts Officer

## **Statement of Services**

### **Southcoast Region Terrestrial Resources Term Contract**

The Southcoast Region State of Alaska Department of Transportation and Public Facilities (DOT&PF) proposes to enter into term contracts with specialty service environmental consultants with expertise in wetland delineation, function and value assessments, Section 404/10 permitting and mitigation plans, freshwater essential fish habitat, invasive plant species surveys, noise studies, and wildlife surveys for DOT&PF Federal- and State-funded projects. The consultant will conduct environmental studies and analyses and complete documentation necessary to comply with Federal and State of Alaska regulations. The consultant might also be asked to review another consultant's technical reports and studies.

The purpose of this solicitation is to contract for professional services related to preconstruction environmental document preparation and construction planning in regard to endangered species, marine mammals, EFH, and USACE permitting. Services will be provided on a work order basis over a multi-year period. The State anticipates awarding the contract to three qualified consultants for an initial three-year period with two one-year renewal options.

Work Orders will be sent to every consultant issued a Term Agreement. Proposals will be due within 5 to 7 calendar days and price will be required (except for projects funded by the Federal Aviation Administration (FAA) where price cannot be a selection factor). All proposals will be evaluated by the department based on criteria listed on Part A of the Proposal Form, and negotiations will be initiated with the highest ranked consultant. Once an award has been made all consultants submitting a proposal will be notified of the award.

#### **Scope**

DOT&PF is requesting statements of qualification from environmental consultants who are able to provide the following professional services:

- Conduct field studies within proposed project limits to delineate and classify presence of wetlands and other Waters of the U.S.; map wetlands and other Waters of the U.S. identified within the project area and provide digital and hard copies to DOT&PF. If the consultant uses a Geographic Information System (GIS) to record and map data, the consultant would convert data to AutoCAD prior to submitting to DOT&PF, if requested.
- Assess the function and value of wetlands and other Waters of the U.S. identified in the study area. A working knowledge of the Wetland Ecosystem Services Protocol for Southeast Alaska (WESPAK-SE), 1987 Wetland Delineation Manual, and 2007 Alaska Region Supplement is required. Consultants should be familiar with the DOT&PF Alaska Wetland Assessment Method. DOT&PF or the consultant would use the consultant's wetland delineation and function & value assessment reports to support requests for Preliminary Jurisdictional Determinations from the United States Army Corps of Engineers (USACE).
- Provide the services necessary to support a Section 404/10 individual permit application to the USACE. Permit applications may require some or all of the following:
  - A fully developed purpose and need statement;
  - Documentation of DOT&PF's approaches to avoid and minimize unavoidable impacts to Waters of the U.S. and permit drawings clearly showing the unavoidable impacts;
  - A Proponent's Mitigation Statement;

- Recommended effect determinations for Endangered Species Act, Magnuson-Steven Fisheries Conservation Management Act;
  - A draft USACE public notice;
  - An alternative analysis.
- 
- Work with DOT&PF and the agencies to develop a mitigation plan, if required, to be submitted as part of the permit application package.
  - Field identification of invasive plant species and mapping to include size and density of infestations. Consultant is required to be familiar with the DOT&PF Disposal and Control of Invasive Plant Species (2014) and ADNR Prohibited and Restricted Noxious Weeds list.
  - Conduct Wildlife Surveys for projects as needed to include a final report of observations.
  - Provide the services necessary to complete a noise analysis.

Develop Essential Fish Habitat (EFH) Assessments for freshwater EFH under the jurisdiction of Alaska Department of Fish and Game (ADF&G) and United States Fish and Wildlife Service (USFWS). The majority of anadromous streams providing freshwater EFH have been identified in the ADF&G Anadromous Waters Catalog (AWC); however, consultant may be required to evaluate other streams for inclusion in the AWC.

***For any of the environmental tasks given to a consultant, they should be able to provide an adequate characterization of the affected environment, an analysis of environmental impacts, and develop and negotiate avoidance, minimization, and mitigation measures. We may only ask for an analysis of the affected environment but the consultant should be capable and prepared to take the environmental process to its conclusion.***

**Task Order Process.** For each task order, the environmental consultant(s) selected under this agreement will be offered the opportunity to provide a cost proposal and schedule for the specific services requested. The selection for the individual task order will be made based on cost, the ability of the consultant to provide the specific services requested and the ability to meet the requested schedule.

**Note:** Cost will not be a selection factor for any projects funded by the Federal Aviation Administration (FAA).

### **Funding Sources**

This term contract may be used for State-, Federal Highway Administration (FHWA)-, and FAA-funded projects which involve different consultation and coordination requirements that the Consultant must be familiar. The National Environmental Policy Act (NEPA) must be complied with for FAA- and FHWA-funded projects.

Applicable FAA regulations and guidance documents include: 40 CFR 1500-1508, FAA Order 5050.4B, and FAA Order 1050.1F. FAA is the lead agency for all projects and DOT&PF is the airport sponsor, acting on behalf of FAA.

DOT&PF and FHWA signed a Memorandum of Understanding (MOU) on November 3, 2017, under the authority of 23 USC 327, through which the FHWA assigned FHWA's full NEPA project-level decision-making responsibilities to DOT&PF, excluding those projects outlined in Section 3.3.2 of the MOU. For all projects assigned to DOT&PF from FHWA, DOT&PF is the lead federal agency as outlined in Section 3.2.1 of the MOU. Applicable regulations and guidance documents include: Alaska DOT&PF

Environmental Procedures Manual (February 2018), 23 CFR 771, and 23 CFR 774.

The State-funded environmental process is outlined within the Alaska Environmental Procedures Manual (November 2013) and DOT&PF is the lead agency.

### **Assumptions**

- DOT&PF would provide a project-specific scope for soliciting work under this term contract.
- A professional biologist or other qualified staff would complete the work.
- DOT&PF anticipates that work orders for the successful term contractors would focus on upcoming or near-term construction projects within the Southcoast region.

### **Deliverables**

Deliverables will vary depending on the scope of the work and will be project-specific.

### **Proposal**

The **Consultant's Proposal** will include the following:

- A general statement of the firm or consultant's strategy to accomplish field activities.
- Qualifications of key personnel proposed to conduct or lead wetland delineation and function & value assessment efforts, as well as invasive species identification efforts and EFH assessments.
- Specific company and individual staff experience in regard to wetland delineation; function & value assessments; individual Section 404/10 permit applications; mitigation plans; invasive species identification; and EFH assessments.

### **ADMINISTRATIVE REQUIREMENTS**

**General.** Execution of this Agreement does not guarantee any project assignments.

Provide services as identified and authorized by sequentially numbered Notices to Proceed (NTP).

Perform services under the direct supervision of lead individual(s) listed in RFP Part C, Criterion 4. Accomplish additions or substitutions of lead individuals by amendment to the Agreement.

**Term.** Initial three-year term, with (2) one-year renewal options.

- Number of Individual Master Agreements (Master Agreements) to be established: ~~the number of qualified responses received.~~ Up to three individual master agreements.
- NTP Limit: \$250,000 per Task/Phase Order. (Note: There is no maximum limit per contractor since there are a limited number of contractors who are able to perform these tasks. Award of multiple NTPs may occur simultaneously.)
- \$250,000 limit for all NTPs issued under each project.

**Consultant Name on Plan Sheets and Documents.** No Consultant logos shall be allowed on any electronic or hard copy document produced for DOT&PF. Consultant letterhead shall be allowed only as exhibits in document appendices.

### **Contracting Procedures.**

1. The Agency issues Master Agreement contract numbers for each task order and NTP forms.
2. Once the Master Agreements are in place and the Agency Contract Manager identifies a Task Order, the Agency Contract Manager sends a specific statement of services (SOS) to all contractors who are on contract under the Master Agreements. The SOS describes specific work requirements and requests availability and a work plan.
3. The Agency Contract Manager will evaluate and make the selection in writing to the file of the contractor best suited for the Task/Phase Order based on expertise, qualifications, availability and price unless funded by the FAA. The Agency Contract Manager will request a price from the selected consultant (if FAA-funded) to ensure conformity with the costs shown in the Master Agreement. (A Master Record of Negotiation and Selections (RONS) of costs will remain standing in the Master Agreement files for referral.) If the costs cannot be negotiated, then the Agency Contract Manager will negotiate with the next best contractor's offer.
4. The Agency Contract Manager issues a RONS for each Task Order (identifying the specific Master Agreement contract number) and sends a copy to the Regional Contracts Officer. The Regional Contracts Officer issues a NTP for each Task Order (identifying the specific Master Agreement contract number) and sends a copy to the Agency Contract Manager as well as the Administrative Officer for encumbrance. A copy of both the RONS as well as NTP is filed in the audit contract files.
5. The Regional Contracts Office is responsible for managing the Master Agreements and will renew upon approval by the Agency Contract Manager.