

**STATE OF ALASKA RFP NUMBER 2523H072**  
**AMENDMENT NUMBER SIX**  
**AMENDMENT ISSUING OFFICE:**



Department of Transportation & Public Facilities  
Statewide Contracting & Procurement  
P.O. Box 112500  
(3132 Channel Drive, Room 350)  
Juneau, Alaska 99811-2500

**THIS IS NOT AN ORDER**

**DATE AMENDMENT ISSUED: May 30, 2023**

**RFP TITLE:**  
**Advanced Air Mobility**

**REVISED RFP PROPOSAL DUE DATE AND TIME: June 6, 2023 at 2:00PM Prevailing Alaska Time**

**This is a non - mandatory return Amendment and need not be returned with the proposal.**

**Signature:** Tom Mayer  
**Name:** Tom Mayer  
**Title:** Procurement Specialist V

**Date:** 5/30/2023

Due to an administrative error, the following change is hereby incorporated into RFP 2523H072.

**Change 1:** Delete Section 4.05 as issued in Amendment 4 on May 23, 2023 in it's entirely and replace with the following:

**SEC. 4.05 DESCRIPTION OF EVALUATION CRITERIA**

To ensure that a proposal is complete and addresses all key RFP issues, proposals must adhere to the following format. Proposals shall be organized into the following sections, in the order listed, and inclusive of all requested information:

- a) **Attachment C: RFP Proposal Cover Page, Declaration and Checklist:** Offeror must prepare and submit the RFP Cover Page, Declaration and Checklist
- b) **Attachment D: Key Personnel Proposal Form:** Using **Attachment D**, the Offeror must complete the Key Personnel Proposal Form. The Offeror shall provide the name of the Primary Project Lead the Offeror proposes to execute the project pursuant to a resultant contract. The Primary Project Lead offered shall be the person who will be interviewed if shortlisted.

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- c) **Attachment E: Project Capability (PC) Submittal Checklist and Format:** The Project Capability (PC) Submittal has three components: Scope/Level of Expertise Plan (SC/LE), Value-Added Plan (VA), and Milestone Schedule (MS). (See Attachments E, E1, E2 and E3).
- i. **Purpose of PC Submittal**
    - a. Assist client in prioritizing Offerors submittals based on their scope, expertise, and ability to understand and deliver the intended project.
    - b. Provide high performing Offerors the opportunity to differentiate themselves from their competitors due to their experience and expertise by using verifiable performance metrics and previous relative project performance results.
  - ii. **PC Submittal Format Requirements**
    - a. PC submittal must **NOT** contain any names that can be used to identify who the Offeror is (such as firm names, personnel names, project names, or product names).
    - b. A PC proposal template (**Attachment E**) is included in this RFP. This document must be used by all Offerors. Offerors are **NOT allowed** to re-create, re-format, or modify the template in any manner except as specified on the form. Offerors must type their responses on the Word template provided.
    - c. Failure to comply with any of the PC formatting requirements may result in disqualification.
    - d. The PC submittal **shall not** contain any marketing information. The submittal should be used to prove to the client that the Offeror has expertise for the specific project being proposed on.
    - e. References used in the PC submittal must be listed in the **Attachment F: Reference List**. The Reference List is not seen by the selection committee until after PC submittal evaluations are performed.
  - iii. **Overview of the Scope / Level of Expertise Plan (Attachment E1):** The Scope/Level of Expertise Plan is to allow Offerors to differentiate themselves based on their technical capability and understanding of client's specific needs. It should summarize the metrics that show the Offeror can accomplish the subject project with the Scope defined by past experiences on similar projects. Offerors should identify scope claims based on their expertise and experience supported by verifiable performance metrics that show the capability to this specific project environment and requirement.
  - iv. **Overview of the Value-Added Section (Attachment E2):** The purpose of the Value-Added Plan is to provide Offerors with an opportunity to identify any value-added options or ideas that may benefit client at a change in cost or revenue. These options or ideas may also be referred to as additional or optional services. Where applicable, the Offeror should identify:

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- a. what client may have excluded or omitted from its scope; and
  - b. how these options or ideas have been successful through verifiable performance information of previous projects.

The Offeror should list the cost and time impact of its options or ideas.

- v. **Overview of the Milestone Schedule Section (Attachment E3):** The milestone schedule is to allow Offeror to map out the major activities of the project, demonstrate the expertise of the offeror, and provide supporting performance metrics.
  - vi. **Reference List:** There will be a designated area on both the Scope / Level of Expertise Plan and Value-Added Plan where performance claims are supported by an indicated reference. As the PC submittals are anonymous, the reference will be indicated only by a reference number which corresponds to the matching number on the **Reference List (Attachment F)**.
  - vii. **Cost Proposal: Attachment G – Cost Proposal** shall be evaluated in accordance with **Section 5.05**.
- d) **Interviews:** The Offeror will be required to participate in an interview to evaluate expertise. This is not a presentation. The client will interview the Primary Project Lead on the Interview date specified in the Project Procurement Schedule. The individual is required to be in person for the interview. Example questions will be discussed during the BV Orientation session as described in **Section 1.17**. Interviews will be in person with the individual named as the Primary Project Lead as seen on **Attachment D**. Interviews will be held In Anchorage, AK and all parties are responsible for their own travel costs.
- e) **Selection Transparency: Dominance Check:** Up to this point, the Procurement Evaluation Committee (PEC) does not know what ratings were given to the different vendors. During the dominance check, all the rating information is revealed to the PEC. If there is any further discussion on the best value, additional information can be requested to ensure that the selection has been totally transparent. The verification of the reference information can also be verified.

All proposals will be reviewed to determine if they are responsive. Proposals determined to be responsive will be evaluated using the criterion that is set out in **SECTION 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION**.

An evaluation may not be based on discrimination due to the race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, disability, or political affiliation of the offeror.