



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

**Department of Transportation  
and Public Facilities**

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June 13, 2023

RE: ADDENDUM NO. 01 TO REQUEST  
FOR PROPOSALS (RFP) PACKAGE:

25233068  
Z687130000; Kodiak: Otmeloi Way Rehabilitation- Design Services

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 Proposed Statement of Services Appendix B1 is replaced in its entirety.
3. The Proposed Statement of Services Appendix B2 is replaced in its entirety.
4. Proposers Questions & Answers:

Q1: Task 11 – Design through PS&E states that a wet-signed copy of the planset will be submitted. The Preconstruction Manual states that plan sheets are sealed and signed at Final PS&E (Section 450.20) and it would be atypical to provide signed plansheets for the PS&E Review submittal. Please confirm that signed plansheets will not be required for the PS&E Review Submittal.

A1: See the attached Statement of services Appendix B2.

Q2: Anticipated Period of Performance: The proposed schedule indicates that the PS&E Review submittal is expected in September 2024 and the Final PS&E submittal is expected one month later in October 2024. Typically the DOT&PF requires a 3-week review period for the PS&E deliverable followed by the review meeting itself. Following the review meeting the designers need to incorporate comments and finalize designs based on DOT&PF feedback. A 1-month turnaround does not leave enough time to review, update, QC, and submit the Final PS&E for advertisement. Please confirm the proposed schedule or update as necessary.

A2: See the attached Statement of services Appendix B2.

Q3: Services: There are two statements of services provided: 1) electrical and utility service and 2) design, survey and ROW. Are both these part of this RFP?

A3: See the attached Statement of services Appendix B1.

Q4: If we assume 2) is the correct and only scope; we don't see utility coordination identified as a task. Is utility conflict identification, coordination, and agreements part of this RFP?

A4: Consider utility conflict identification as part of Tsk 8. At this point, coordination and agreements will be accomplished by the Department.

Q5: Does DOT intend for the consultant to complete a Traffic & Safety Analysis i.e. LOS and crash analysis. Scope mentions it but Tasks don't define this work. Does it fall under Task 6 or meant to be included in Task 7?

A5: Traffic and crash analyses are not anticipated.

Q6: Are ROW Acquisition and Appraisal services part of this RFP? Scope says ROW but no Task identified.

A6: ROW Acquisition and Appraisal services are not anticipated.

All other terms and conditions remain the same.

END OF ADDENDUM

We appreciate your participation in this solicitation.

Sincerely,



Jessica Piukala  
Contracts Officer

# PROPOSED STATEMENT OF SERVICES

## APPENDIX B1 - ADMINISTRATIVE REQUIREMENTS

**RFP No:** 25233068  
**Program No:** Z68713000  
**Federal No:** Pending  
**Date Prepared:** 06/01/2023

### RFP No. 25233068 Kodiak: Otmeloi Way Rehabilitation

The Southcoast Region, State of Alaska Department of Transportation and Public Facilities (DEPARTMENT), Division of Preconstruction Services is seeking design, survey, and right-of-way professional services for the KDK Otmeloi Way Rehabilitation project.

#### **ADMINISTRATIVE REQUIREMENTS**

**General.** The Contractor shall provide services as identified and authorized by sequentially numbered Notices-to-Proceed. The Contractor shall not perform services or incur billable expense except as authorized by a NTP.

**Funding Source.** This is an FHWA project subject to federal Buy America requirements. The design consultant will insure consideration is provided for materials compliance of these requirements for both design and construction review processes.

**Project Staff.** All services must be performed by or under the direct supervision of the individuals noted and explained in the Consultant's RFP response. Only prior written approval from the DEPARTMENT shall accomplish replacement of, or addition to, the named Project Staff.

**Professional Registration.** Where applicable, all reports, plans, specification, estimates and similar work products provided by the Consultant shall be prepared by or under the supervision of the Registered Engineer, Architect or Land Surveyor in responsible charge for the services. These Engineers, Architects, or Land Surveyors shall be currently registered in the State of Alaska and they shall sign and seal as to the accuracy of each final work product for which they are responsible.

**Consultant Name on Plan Sheets and Documents.** No Consultant logos shall be allowed on any electronic or hard copy document produced for the DEPARTMENT. Consultant letterhead shall be allowed only as exhibits in document appendices. The Consultant name shall be in the same font as other lettering on the plan sheet or document, shall be 0.05" in height on 11"x17" plan sheets, and shall be included in the binding edge of each sealed and signed plan sheet in the following format:

PLANS DEVELOPED BY: CONSULTING FIRM NAME, LLC, CERT. OF AUTHORIZATION NO.  
 PHYSICAL ADDRESS  
 PHONE NUMBER

**Standards, Guidelines, References, and Software.** The Consultant shall use the most current editions of any publications of standards, guidelines, or references that have been adopted by the DEPARTMENT at the time that design services begin. Major changes in design guidance during the course of the project that change the design criteria may be addressed by amendment. Design guidelines and standards include, but are not limited to: Alaska DOT&PF Preconstruction Manual, Alaska Traffic Manual, Standard Drawings Manual, Highway Drainage Manual, Alaska Sign Design Specifications, Manual of Uniform Traffic Control Devices, Guide for Flexible Pavement Design and Evaluation, Standard Specifications, and the American Association of State Highway and Transportation Officials (AASHTO) Standards. **Standard software programs used by the DEPARTMENT include, but are not limited to, the following:**

- AutoCAD Civil 3D 2021
- Microsoft Office Suite: Word, Excel, PowerPoint, Project
- Microsoft TEAMS
- AASHTOWare Preconstruction

Department design and construction standards can be found under the below website. All work shall conform to the applicable published information.

<https://dot.alaska.gov/stwddes/index.shtml>

The most current version of AutoCAD and AutoCAD Civil 3D (C3D) adopted by the DEPARTMENT shall be used for all linework and modeling. Use drafting procedures outlined in the current DOT&PF CAD Standards and Drafting Guide. Use the DEPARTMENT's C3D template file, supplemented as necessary by the Consultant's library of styles. Consultant styles will be clearly differentiated by name so that the DEPARTMENT can review the styles for conformance to their standards. The C3D drawing files will contain all assemblies, vertical and horizontal geometry, alignments, corridors, styles, surface models (existing, proposed and all pertinent intermediate). All two-dimensional items will be incorporated into the C3D drawing as AutoCAD linework. The Consultant will provide the file directory to the DEPARTMENT that insures dependencies among files are maintained.

**Cost Estimates:** The Consultant shall develop the Estimate and associated bid schedule items for this project using AASHTOWare Preconstruction. Access to the program and instructional documentation for the software will be provided to the Consultant.

**Specifications:** Project specifications will be in accordance with DOT&PF Standard Specifications for Highway Construction (latest edition). The Department will assist the consultant with the development of the project specifications (Special Provisions) in accordance with current standards. The Department will furnish draft specifications from similar, past projects that are pertinent to this project on electronic format (MS Word). The Department will also assist in the compilation of all front end specification documents including bid forms and standard or special provisions associated with Division 1. The consultant will edit all appropriate specifications sections to suit and compile the final Special Provisions document.

**Submittal Requirements.** Deliverables shall be compatible with DEPARTMENT standard software, and submitted in original electronic format as well as PDF. Hard copies shall be submitted for all documents requiring an original seal or other documents as may be required by the Department's project manager.

**Reproduction and Distribution.** When the contract requires only the original or only one copy of a work product to be delivered, the Contracting Agency will reproduce and distribute any other copies required. Items delivered for reproduction shall be organized and camera ready for copying and not stapled or otherwise bound

**Billing Reports.** The Contractor shall provide a two-page (typical) report with each monthly billing for months in which services are performed. The report shall specifically describe the services and other items **for which the billing is submitted**, and shall estimate the percent the services are complete. Any delayed costs from previous billing periods that are included in the current billing must be clearly explained in the report.

**Review Meetings.** Following each review the Contracting Agency will provide written comments and may hold a meeting to discuss the issues. The Contractor's personnel who are in-responsible-charge for the work products under review shall attend the meeting and they may be asked to interpret and provide explanations of the content.

**Project Schedules.** The Contractor will develop a Critical Path Method (CPM) or other approved schedule for the project. Schedules shall be developed and updated monthly by the Contractor.

**Progress Meetings/Reports.** The Contractor shall participate in and facilitate monthly or bi-weekly Project Coordination Meetings with the Project Manager for the duration of the project. The intent of these meetings will be to discuss project progress, resolve issues, and receive guidance and/or direction from the Contracting Agency. The Contractor will prepare and submit to the Project Manager for these meetings a meeting agenda, six (6) week look ahead schedule and updates to the overall project schedule three (3) working days prior to each coordination meeting. The Contractor will keep minutes of all meetings and submit them to the Project Manager within five work days following each meeting. Attendance at the meetings will be via telephone or Microsoft Teams.

**Comment Resolution.** The Contractor shall provide a written response with subsequent submittals that address all written and oral comments from the Contracting Agency. All changes from previous submittals shall be clearly explained.

**Errors and Omissions.** Except as described in the Statement of Services, work products shall be essentially complete when submitted to the Contracting Agency. Work products having significant errors or omissions will not be accepted until such problems are corrected.

**Quality Control.** Internal quality control and review of deliverables shall occur during the performance of all phases before they are submitted to the Contracting Agency. The consultant shall prepare a quality control plan and develop checklists and procedures for review of completed work products. If requested, the Consultant shall furnish copies of redlines and completed checklists.

# PROPOSED STATEMENT OF SERVICES

## APPENDIX B2 – STATEMENT OF SERVICES

RFP No: 25233068

Program No: 68713

Federal No: P e n d i n g

### RFP No. 25233068

### KDK: OTMELOI WAY REHABILITATION

The Southcoast Region, State of Alaska DEPARTMENT of Transportation and Public Facilities (DEPARTMENT), Preconstruction Section is seeking design, survey, and right-of-way professional services for the KDK Otmeloi Way Rehabilitation project.

#### Project Description and Background Information

The Alaska DEPARTMENT of Transportation and Public Facilities (DEPARTMENT) is soliciting professional engineering and associated support services for the design of the KDK Otmeloi Way Rehabilitation Project. The project includes capturing updated survey, preparing the pre-environmental review planset, and design through PS&E. Expected services include civil design, geotechnical, environmental, traffic, and utility coordination.

Kodiak is a city located in Southwest Alaska. The island is accessible by plane and ferry. A population of about 13,000 lives in the borough. Otmeloi Way is a state-owned and maintained facility in the Kodiak Island Borough, serving residents and providing access to North Star Elementary School. Otmeloi Way provides access to the surrounding neighborhood through connecting side streets. The AADT of Otmeloi way is estimated at 390. The Borough will take ownership of the road from the state when the project is completed (See Appendix B-8 Memorandum of Agreement).

Otmeloi Way is a two-lane road, unpaved except at its east end. The existing road width is about 26 feet, somewhat wider near its ends. Grades approach 14 percent in some areas; there are sharp curves. Segment crash rate analysis indicates a substantive safety performance problem. Within those segments there are discrete or overlapping geometric elements that do not meet current minimum design standards for the existing posted speed limit of 25 MPH.

The DEPARTMENT is planning to improve Otmeloi Way from its current state, which is a crowned, undivided two-lane gravel road, to a paved, undivided two-lane road with shoulders wide enough to support pedestrian and bicycle traffic on the south side. The project will include work as a full reconstruction (4R) project and includes but is not limited to:

- Review of Existing 25% Pre-Environmental Design
- Pavement Design Review
- Drainage Design
- Guardrail and Roadside Design
- ADA Improvements
- Roadway Geometry Design
- Traffic and Crash Analyses
- Signing and Striping Design
- Identifying environmental concerns and coordination with DEPARTMENT Environmental Analysts
- Constructability and Traffic Phasing
- Slope and Embankment Stabilization
- Retaining Wall Design (if needed)

- Coordination with Stakeholders and Public Involvement

The design will also consider minimum versus desirable design criteria, ease of construction, and impact of each alternative on available Right-of-Way, Utilities, and other issues as appropriate.

The project will be phased such that the scope of work for the project will be refined as the project progresses. Additional work may be added as the scope of work for the project is refined. The DEPARTMENT anticipates issuing an initial NTP for review of the existing Pre-Environmental Review (PER) plan set the DEPARTMENT has developed in house. Any additional work identified during that review will be added by amendment.

### **Scope of Work**

**Project Description:** The proposed project would reconstruct and pave Otmeloi Way along the existing unpaved road from its intersection with Monashka Bay Road, the Beginning of Project (BOP), to its intersection with E. Rezanoff Drive, the End of Project (EOP) (Appendix B-4 - Vicinity Map). The reconstruction of Otmeloi Way establishes 11-foot lanes, a 3-foot shoulder, and a 5-foot wide unseparated asphalt walkway along the south side of the road. The proposed project would also include drainage improvements as needed. Otmeloi Way reconstruction project likely requires rock excavation, placement of fill, and retaining walls. The proposed project would also reconstruct and pave approximately 530 feet of Mallard Way. The paving of Mallard Way will occur from Otmeloi Way to the existing pavement at North Star Elementary School. Mallard Way paving will incorporate 11-foot lanes, 3-foot shoulders, and a 5-foot wide sidewalk located on the school side. The reconstruction and realignment of Otmeloi Way should be constructed to AASHTO standards for low-volume local roads at 25 mph.

Anticipated work items are listed below:

- Roadway excavation and realignment
- Roadway widening
- Paving
- Addition of unseparated asphalt sidewalk
- ADA Improvements
- Ditching
- Culvert installation
- Sign Replacement and addition
- New pavement markings
- Addition of Guardrail

Additional Detail will be provided to the selected CONSULTANT before the negotiation of the contract.

CONSULTANT will provide professional services for Preliminary Design through the final PS&E Design package and design support during advertising and construction. This includes:

- Project Management
- Updated Survey
- Drone Orthoimagery
- Locate of Property Corners and Monuments to establish ROW linework along corridor
- Encroachment diagrams
- Review of existing model and conceptual plans
- Drainage Design
- Retaining Wall Design (if needed)
- Civil3d Design and Completion of Project Through PS&E

- QC Documentation
- Project Specifications
- Project Construction Estimates
- Timely responses to bidder questions during advertisement
- Timely responses to contractor questions during construction

### **Coordination**

The successful CONSULTANT will work closely with local stakeholders and organize and attend local meetings to refine the conceptual design and develop preliminary plans, and final designs. Those stakeholders include:

- Kodiak Island Borough
- Kodiak Electric Association
- Kodiak Island Borough School District
- Alaska DOT&PF M&O Kodiak
- City of Kodiak

### **Expected Tasks / Deliverables**

This project is anticipated to be conducted under the following primary tasks. Tasks listed as Not-In-Contract (NIC) are made available to negotiate. Tasks may be conducted concurrently.

#### **Task 1 – Project Management**

Subtask 1A: CONSULTANT will maintain a CPM schedule using Microsoft Project to track delivery dates and progress updating and furnishing the DEPARTMENT with the schedule upon request.

Subtask 1B: The CONSULTANT will conduct weekly coordination meetings, preparing agendas and meeting notes.

Subtask 1C: CONSULTANT will update and maintain the PMP, and review other documents related the project management as required by the Alaska Preconstruction Manual.

#### **Task 2 - Identification of Goals and Objectives**

Subtask 2A: Review of Existing Design Concept and Asbuilts. The DEPARTMENT has an existing PER planset. This includes horizontal and vertical alignments, corridor models, and surfaces based on the 2016 survey data. This model was shelved, then updated in 2022. It has been used to create a PER planset which CONSULTANT will review. CONSULTANT will check and finalize this design or create fresh models and linework using this set as guidelines. See Appendix B6 for the PER Planset.

Subtask 2B: Kickoff Meeting

Subtask 2C: Field Review

#### **Task 3 – Hydraulics and Hydrology**

Perform hydrologic and hydraulic analysis. Work to include, but not limited, researching floodplain maps, environmental impact analysis relating to the floodplains and other hydrological elements, hydraulic analysis and sizing of culverts, alternatives analysis related to hydraulic and hydrological elements, data collection.

- Collect data necessary for the H&H report.
- Write H&H report as prescribed in the Alaska Pre-Construction Manual section 1120.
- Provide recommendations for culvert design including but not limited to culvert diameters, culvert locations, culvert orientation, ditch shape and depth, etc.

#### **Task 4- Geotechnical Investigation and Engineering**

This task will consist of geotechnical investigations and engineering necessary to support the project's environmental document, preliminary, and final design. The DEPARTMENT completed a centerline investigation in December 2015, as detailed in the draft "Geology Data Report Kodiak Otmeloi Way Rehabilitation" report dated April 5, 2016. The full scope of this task will be negotiated after the contract is awarded but is anticipated to include:

- Coordination with the Regional Engineering Geologist and Regional Geotechnical Engineer for all work completed under this task.
- Review of the existing subsurface information and identification of additional subsurface information needs.
- A geotechnical investigation, if required to supplement existing data, conducted in accordance with the Alaska Geotechnical Procedures Manual and DEPARTMENT approved Exploration Plan.
- Development of geotechnical recommendations to support design, including but not limited to, rock excavation and blasting recommendations, pavement recommendations, and retaining wall recommendations.

Draft and final deliverables under this task may include an Exploration Plan, Geotechnical Data Report (GDR), and Geotechnical Recommendations Report (GRR). All draft and final subsurface logs (borings, test pits, etc.) shall use Southcoast Region Materials Section's standard gINT template. The GDR and GRR shall use Southcoast Region Materials Section's standard templates.

#### **Task 5 - Survey**

Existing survey information is outdated. The winning CONSULTANT will provide up-to-date survey of the project area. Deliverables to include but are not limited to:

- Drone orthoimagery and/or LIDAR
- ROW monuments and property corners
- Encroachments in ROW
- Topography with contours at 1' where needed for design
- Edge of traveled way, centerline, breaklines and other features necessary to create a complete design

Data to be gathered in State Plane AK83-5f horizontal and NAVD 88 vertical datum unless directed otherwise.

#### **Task 6 - Propose and Execute Changes through PER of Updated Design**

Subtask 6A: After Task 1 and 2 have been completed CONSULTANT will perform analysis, modeling, and drafting to incorporate the new survey and design decisions into a planset package with all components needed for the most current PER Review process guidance (See Appendix B-3). The extent to which the winning CONSULTANT will check and finalize existing design or create a fresh model using the existing material as guidelines will be addressed during



negotiation. Once the review is complete CONSULTANT will address and incorporate review comments.

Subtask 6B: CONSULTANT will assist the DEPARTMENT by reviewing and updating documents required by the Alaska Preconstruction Manual such as the Project Management Plan and the Design Study Report.

Subtask 6C: CONSULTANT will lead a Pre-Environmental review with DEPARTMENT Design and Support Groups. Comments will be documented, addressed by CONSULTANT, and incorporated into the plans. At the end of this task the design will include all necessary information for DEPARTMENT Environmental analysts to complete the environmental document.

### **Task 7 – Traffic and Safety**

CONSULTANT will develop conceptual traffic control plans, construction traffic phasing plans and traffic delay impact analysis, Traffic control plan specifications, Traffic control review, and finalized traffic control plan.

### **Task 8 - Functional Group Support**

CONSULTANT will answer questions and prepare graphical exhibits or tables upon request of DEPARTMENT functional support groups including but not limited to: Environmental, Right-Of-Way (ROW), Utilities, and Geotechnical Services. This task may be expanded during negotiation to include field tasks such as invasive species survey.

### **Task 9 – Public Involvement Coordination**

CONSULTANT will assist the DEPARTMENT in coordinating with appropriate state and local government agencies, and the public. This will include attending and facilitating Pre-Environmental Review site visit meetings with stakeholders that potentially could be affected by the proposed project. This task includes preparing agendas and minutes for each meeting and setting up and maintaining a project website. Lastly, a Public Involvement Plan (PIP) will be completed under this task for inclusion with the Project Management Plan (PMP) in Task 1.

### **Task 10 – Design through PIH (75%)**

CONSULTANT will carry design through to a plans-in-hand review to:

- Ensure conformity with project scope and the approved project design criteria
- Verify environmental conditions and impacts
- Review design details and verify technical recommendations
- Assess the cost-effectiveness of the design and accuracy of the construction cost estimate
- Evaluate the quality of the product

### **Task 11 – Design through PS&E**

CONSULTANT will refine the PIH level planset and carry the project through to plans, specifications and estimate level review and incorporate review comments and decisions into design planset and specifications to create an advertise-ready package. CONSULTANT will provide a memorandum with the recommended construction contract completion date or the number of calendar days for the construction contract, a description of the construction work for the project, finalized versions of all documents in the pre-PS&E submittal, and Project technical elements memorandum.

**Task 12 - Final PS&E**

CONSULTANT will participate in the final Plans, Specs, and Estimates Review and address all comments. Plans will be stamped and signed. This task includes the delivery of all project documents, files, quantities, drawings, models, and CAD files to the DEPARTMENT.

**Task 13 - Assistance During Advertisement**

CONSULTANT will promptly answer bidder questions.

**Task 14 - Assistance During Construction (NIC – may be added by amendment)**

CONSULTANT will answer design-related questions.

Other Not-In-Contract (NIC) tasks: If determined necessary and authorized, landscape design and assistance during construction may be added to the tasks outlined in the scope of service.

**Anticipated Period of Performance**

The actual period(s) of performance will be negotiated based on the Tasks that are ultimately authorized by the DEPARTMENT. The following key target dates are currently anticipated:

<u>Deliverable</u>	<u>Date</u>
Survey Deliverables	September 2023
Pre-EV Review	October 2023
Environmental Document	February 2024
PIH	May 2024
PS&E	September 2024
Advertisement	December 2024

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. The DEPARTMENT anticipates the production of the project through PS&E.

**Supporting Documents****Appendix    Contents**

B3	PER Guidance Memo
B4	Vicinity Map
B5	KML of Area
B6	Existing Pre-EV Planset
B7	Existing Design Mainline XS Sheet set
B8	Memorandum of Agreement with KiB