



# Alaska Department of Transportation & Public Facilities

## REQUEST FOR PROPOSALS PACKAGE

(Procurement per Article 3 of AS 36.30)

PART



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### Proposed Statement of Services

Other: Additional information may be available for review on the DOT&PF Website:

<http://www.dot.state.ak.us/rfpmgr/lg.cfm>

### ISSUING OFFICE

Agency Contact & Phone No.....: Eric Verrelli, Chief of Contracts, (907) 465-4420  
 Contracting Division .....: State of Alaska, Department of Transportation and Public Facilities,  
 Southcoast Region, Design and Engineering Services

### PROJECT

**RFP NUMBER** .....: **25243022**  
**Project Numbers-State/Federal**.....: **SFAPT00501 / TBD**  
**Project Site (City, Village, etc.)**.....: **Nondalton**  
**Project Title & Contract Description** .....: **Nondalton Airport Rehabilitation- Survey Services**

The Department is seeking professional surveying services as the surveyor of record in responsible charge to conduct a control survey, survey for design, survey for right-of-way, and develop and maintain supporting documents including but not limited to: field books, point files, descriptors, ASCII coordinate files, survey report and control summary, survey control diagram (record of survey), survey control sheets, GNSS data, digital photographs, TIN files, AutoCAD survey drawings, Right-of-way survey report memo, and annotated plats and research documents.

### SCHEDULE & PAYMENT

Anticipated period for performance-Begin/End: January 15, 2024 to December 31, 2027

Estimated amount of proposed contract:

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Less than \$200,000              | <input type="checkbox"/> \$200,000 to \$250,000            | <input type="checkbox"/> \$1,000,000 or greater                |
| <input type="checkbox"/> \$250,000 to \$500,000                      | <input type="checkbox"/> \$500,000 to \$1,000,000          |  |
| Proposed Method(s) of Payment:                                       |  |  |
| <input checked="" type="checkbox"/> Fixed Price Plus Expenses (FPPE) | <input checked="" type="checkbox"/> Firm Fixed Price (FFP) | <input checked="" type="checkbox"/> Cost Plus Fixed Fee (CPFF) |
|  | <input type="checkbox"/> Other:                            |  |

### SUBMITTAL DEADLINE AND LOCATION

**OFFERORS ARE RESPONSIBLE TO ASSURE DELIVERY PRIOR TO DEADLINE (2 AAC 12.250). ONLY PROPOSALS RECEIVED PRIOR TO THE FOLLOWING DATE AND TIME WILL BE OPENED.**

**DATE: December 22, 2023**                      **PREVAILING TIME: 4:00 PM**

#### HAND DELIVER PROPOSALS TO:

ATTN: Eric Verrelli  
 Chief of Contracts  
 Department of Transportation and Public Facilities  
 6860 Glacier Highway  
 Juneau, AK 99801-7999

Email to [srdotpfcontracts@alaska.gov](mailto:srdotpfcontracts@alaska.gov) and [eric.verrelli@alaska.gov](mailto:eric.verrelli@alaska.gov)

\*Received files will not be opened until after the submittal deadline passes.

\*If you have questions regarding submitting proposals, email or call Eric Verrelli at (907) 465-4420.

\*When submitting proposals, please identify the project title and RFP number in the subject line of your email, or the outer envelope of the submittal package

**IMPORTANT NOTICE:** If you downloaded this solicitation from the State's Website, you must self-register for the Plan Holders list to receive subsequent addenda. Failure to register may adversely affect your proposal. It is the Offeror's responsibility to ensure that he has received all addenda affecting this RFP.

## SELECTION PROCEDURE

1. Competitive Sealed Proposals will be evaluated by a committee (2 AAC 12, Article 4). Evaluation of responses to criteria set forth in Part C results in a numerical score for each proposal. Each criterion in Part C has an assigned weight for this RFP which demonstrates its relative importance. The total of all weights is 100 (100%). Each one-percent weight equates to a range of 0-5 points per Evaluator. The maximum points (score) obtainable for any proposal is equal to the product of 500 multiplied by the number of Evaluators.
2. Scoring of proposals will be accomplished as follows:
  - 2.1 Each Evaluator will individually read and rate each Offeror's response to each criterion described in Part C - Section I - Technical Proposal. Ratings will be based solely on contents of proposal and in compliance with the Contracting Agency's standard Instructions for Evaluation Committee. Except as may be stated within any criterion description in Part C, a rating of "5" = Best Response from all Offerors; "4" to "1" = Progressively Less Responsive; "0" = Non-Responsive. Ratings are multiplied by the assigned weights for each criterion to obtain criteria scores.
  - 2.2 After completion of individual ratings in Part C, Section 1, Technical Proposal, the Evaluation Committee will meet to discuss proposals. Evaluators may then alter their ratings; however, any changes shall be based solely on the criteria set forth in Part C.
  - 2.3 After scoring Part C - Section I - Technical Proposal, criteria scores for Part C - Section II - Preferences, and Section III - Price (if applicable), will be calculated based on criteria descriptions.
  - 2.4 The total score for each Offeror will be obtained by summing the scores determined for each criterion in Sections I, II and III of Part C. The order of ranking for negotiations shall be as follows: highest scored Offeror will be ranked first, next highest scored second, and etcetera.
3. Evaluators may discuss factual knowledge of, and may investigate Offerors' and proposed Subcontractors' prior work experience and performance, including projects referenced in proposal, available written evaluations, etcetera, and may contact listed references or other persons knowledgeable of a Contractor's and/or a Subcontractor's past performance. Factors such as overall experience relative to the proposed contract, quality of work, control of cost, and ability to meet schedules may be addressed. If any issues of significant concern to the proposed contract are discovered, the Committee may:
  - 3.1 Provide written recommendations for consideration during contract negotiations;
  - 3.2 Conduct discussions in accordance with paragraph 4, below.
4. The Committee may decide to conduct discussions (or "interviews") with responsible Offerors whose proposals are determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements (AS 36.30.240 & 2 AAC 12.290). Offerors selected by the Committee for discussions may be permitted to submit Best and Final Offers (BAFO) for final Committee Evaluation. After discussions and any BAFOs, Evaluators will determine the final scoring and ranking for contract negotiations by evaluating written and oral responses using only the criteria set forth in Part C of this RFP (2 AAC 12.260(b)).
5. All Offerors will be advised of the Offeror selected for negotiation and, after completion of negotiations, a Notice of Intent to Award will be provided to all Offerors. If contract negotiations are unsuccessful with Offeror(s) selected for negotiation, the Contracting Agency may either cancel the solicitation or negotiate with other Offerors in the order of ranking.

## NOTICES

PART

A

1. The Contracting Agency is an equal opportunity employer.
2. Copies of contract documents are available for review at the Contracting Agency's office. Offerors located outside the general vicinity of the Contracting Agency's office may telephone the Agency Contact identified on page one of this Part A for a discussion of such items.

**General Conditions** of the Professional Services Agreement are contained in the Small Procurement Standard Provisions Booklet, which is located on the Department's website under "Procurement."

The General Conditions are the **same** for both Competitive Sealed Proposals and Small Procurements.

3. Offerors are specifically advised that a contract shall not be in effect until a written agreement is executed by an authorized agent of the Contracting Agency. The Contracting Agency shall not be liable for any cost incurred by an Offeror in response to this solicitation, including any work done, even in good faith, prior to execution of a contract and issuance of a Notice to Proceed.

4. The Contracting Agency expressly reserves the right to waive minor informalities, negotiate changes or reject any and all proposals and to not award the proposed contract, if in its best interest. "Minor Informalities" means matters of form rather than substance which are evident from the submittal, or are insignificant matters that have a negligible effect on price, quantity, quality, delivery, or contractual conditions and can be waived or corrected without prejudice to other Offerors (2 AAC 12.990).

5. All proposals shall be open for public inspection (AS 36.30.230) after a Notice of Intent to Award is issued. Offerors should not include proprietary information in proposals if such information should not be disclosed to the public. Any language within a submittal purporting to render all or portions of a proposal confidential will be disregarded. Proprietary information which may be provided after selection for contract negotiations will be confidential if expressly agreed to by the Contracting Agency (AS 36.30.230).

6. Substitution for any personnel named in a proposal may result in termination of negotiations.

7. If it is discovered that a selected Offeror is in arrears on taxes due the State of Alaska, a contract may not be awarded until the Alaska Department of Revenue approves the payment provisions for the contract.

8. **Offerors and proposed subcontractors shall be in compliance with the statutory requirements for Alaska business licensing and professional registrations included in the certification statement on Page 2 of Part D in this RFP package.**

9. **PRICE COMPETITION:** Price cannot be an Evaluation Criterion in accordance with Article 3 of AS 36.30 for services that must be performed only by Architects, Engineers, Land Surveyors, or Landscape Architects (A/E, LS or LA) licensed in the State of Alaska, UNLESS the provisions of AS 36.30.270(d) apply; i.e., unless the services required are repetitious in nature, and the nature and amount of services required are thoroughly defined by measurable and objective standards to reasonably enable firms or persons making proposals to compete with a clear understanding and interpretation of the services required. If price is a factor, a majority of the evaluation committee must be registered in Alaska to perform architectural, engineering, or land surveying services.

- 9.1 If the services performed do not require an A/E, LS or LA, then all Offerors including any A/E, LS or LA must provide Price Proposals in accordance with AS 36.30.270(b) and 2 AAC 12.260(c).

- 9.2 Price (or any estimate of labor hours) cannot be an Evaluation Criterion for contracts that will receive Federal-aid highway program funding per 23 CFR 172.7 and FAA Airport Improvement Program funding per AC 150/5100-14E, 2.1. For FAA exceptions: see AC 150/5100/14E, 2.4.

10. An audit of the selected Offerors' and proposed Subcontractors' cost accounting systems and business records may be required to ascertain if systems are adequate for segregating contract costs; to establish a maximum allowable Indirect Cost Rate for the Agency's negotiator; and to investigate the accuracy of proposed labor rates and unit prices. In order not to unduly delay contract negotiation or award, be prepared to submit Pre-Audit Statement, DOT&PF Form 25A257 immediately for your firm and any subcontract that may exceed \$250,000.

For contract amounts less than \$250,000, the Contracting Agency may require the Offeror and proposed Subcontractor to submit the Pre-Audit Statement if deemed necessary to determine allowable costs under Title 23 CFR requirements. If selected for negotiation, failure to submit properly completed Pre-Audit Statement(s) in a timely manner may disqualify an Offeror from further consideration. Information from Pre-Audit Statements and any Audit conducted for the Contracting Agency is considered proprietary and will be confidential.

11. Standard insurance provisions for Worker's Compensation, General and Automobile Liability, and Professional Liability are contained in DOT&PF Form 25A269, Indemnification and Insurance. Coverages may be modified under very limited circumstances. Offeror should not assume any modification of coverages.

12. Professional Liability Insurance for the proposed contract:  is not required

is required as shown on DOT&PF Form 25A269.

13. The proposed contract  will  will not be a Federally Assisted Program of the U.S. Department of Transportation. If it will be an assisted program, then the Offeror shall insert the following notification in all subcontract solicitations for bids or proposals pertinent to this RFP:

"In accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, CFR, U.S. Department of Transportation (U.S. DOT), Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. DOT issued pursuant to such Act, in any Subcontract entered into pursuant to this RFP, Disadvantaged Business Enterprise firms will be afforded full opportunity to submit bids or proposals and will not be discriminated against on the grounds of race, color, sex, or national origin, in consideration for an award.

14. Pre-proposal Conference:  None  As follows:

15. Special Notices:

15.1 Per Alaska Statute (AS) 36.30.210(e): An Alaska Business License is required of Contractors who do business in Alaska at time of award. To qualify for the Alaska Offerors' Preference, under AS 36.30.321, an Offeror shall have a valid Alaska business license as a prerequisite to proposal. Information regarding applying for an Alaska Business License can be found on-line at <https://www.commerce.alaska.gov/web/cbpl/BusinessLicensing.aspx> or by calling 1-907-465-2550. The business license must be in the name of the company under which the proposal is submitted.

15.2 Effective May 8, 2015, the Department, in coordination with the U.S. Department of Transportation, adopted a Race-Neutral Disadvantaged Business Enterprise (DBE) Program for its federal-aid program. The Race-Neutral DBE program applies to federally-funded construction-related professional services solicitations, with the exception of FAA-funded projects located within the boundaries of the Department's Northern Region, which remain under a Race-Conscious DBE program. The Department encourages contractors to utilize DBEs in all Federal-aid projects to ensure the Department meets its overall DBE Utilization Goal. All DBE participation will count towards the Race-Neutral program. If you have any questions about this notice or the Department's DBE program, please contact the Civil Rights Office at (907) 269-0851 or refer to their website <http://www.dot.alaska.gov/cvlrts/index.shtml>.

15.3 In light of the current health situation, the Department will accept an electronic (email) submission of proposals for this solicitation. Proposals should be submitted to [srdotpfcontracts@alaska.gov](mailto:srdotpfcontracts@alaska.gov) prior to the date and time shown on page 1. Offerors are responsible to assure timely delivery, and receipt of their proposal. Offerors are cautioned that due to mailbox restrictions, we cannot receive proposals over 20MB in size. The Contracting Agency will either print out proposals in color for distribution, or email a PDF to the Evaluation Committee.

**15.4 Compensation under this Agreement may include various methods of cost reimbursement payment as indicated on page 1 of rfp-a, and as negotiated with the Department. The compensation terms of the Agreement (Appendix C-1) will itemize current audited indirect cost rates (IDCRs) for the firms named in the agreement. The Department of Transportation and Public Facilities Internal Review section is typically the responsible section for conducting these audits.**

**If the top scoring Offeror selected for negotiations does not have a current audit, they will be required to submit the necessary paperwork to DOT&PF's Internal Review section in a timely fashion. In addition, any proposed subcontractors that may receive more than \$250,000 under the proposed contract, or any proposed subcontractors who may receive more than \$250,000 cumulatively under contracts with the State, will be required to submit a complete and executed copy of the DOT&PF Form 25A257, Pre-Audit Statement, unless any such Subcontractors have been audited by the Department within the last year.**

**By submitting a response to this RFP, Offerors acknowledge the audit requirements and commit to furnishing all required audit information to DOT&PF's audit staff in an expedited manner as required by the Department for their entire team, including any identified subcontractors. Failure of an Offeror to satisfy this requirement for their team may result in unsuccessful contract negotiations. And, in the event contract negotiations are unsuccessful with the top ranked Offeror, the Contracting Agency may negotiate with the next ranked Offeror or cancel the solicitation.**



# SUBMITTAL CHECKLIST

PART

**B**

Offeror may use left margin to check off items when completed.

**An Alaska Business License is required of Contractors who do business in Alaska at time of award (AS 36.30.210(e)).**

- [ ] 1. Offerors must carefully review this RFP Package for defects and questionable material and become familiar with submittal requirements. Submit written comments to the address shown under "Submittal Deadline and Location" on page 1 of Part A - RFP. Substantive issues will be addressed in a written addendum to all RFP recipients on record. Failure to comply with directions may result in lower score and may eliminate a submittal from consideration. Protests based on alleged improprieties or ambiguities in a solicitation may be disallowed at the discretion of the Contracting Agency if the protest is not received in writing at least ten Agency work days prior to the Submittal Deadline (AS 36.30.565).
- [ ] 2. Review Part A - RFP and the proposed Statement of Services and any other attached or referenced materials. If no Statement of Services is attached, telephone the Agency contact person identified on page 1 of Part A.
- [ ] 3. Review Part C - Evaluation Criteria. Read each criterion in light of the proposed Statement of Services. Note any project specific criteria which may have been added or any changes to standard criteria descriptions which may have been made. Be aware of the assigned weight for each criterion. If a weight is not entered for any criterion on Part C, notify the Agency contact person. Plan your proposal to address the applicable criteria. Criteria Responses shall not exceed the number of pages stated below. **Note:** If weight is applied to Criterion #11, Alaska Bidder (Offeror) Preference, that box must be checked on page 1 of Part D, rfp-d.
- [ ] 4. Prepare a distinct Response for each criterion that has a weight more than zero. Failure to respond directly to any criteria weighted more than zero will result in an evaluation score of zero for that criteria. Any Responses to criteria weighted zero will be disregarded. Acceptable Responses must be specific and directly related to the Contracting Agency's proposed Statement of Services. Marketing brochures, federal SF330s, marketing resumes, and other non-project specific materials will be discarded without evaluation and should not be submitted.
- [ ] 5. **Each criterion Response must be titled, numbered and assembled in the order in which the criteria are listed in Part C**, so the criterion to which information applies shall be plainly evident. Material not so identified or assembled may be discarded without evaluation.

[ ] 6. Price  is  is not an evaluation criterion for the proposed contract.  
If Price is a Criterion, prepare **Billing Rates and/or Price Proposals** as described in Criteria #12 and/or #13.

- [ ] 7. Complete all entries on Part D - Proposal Form. Note the statutory requirements for Alaska business licenses and professional registrations, and be sure to sign and date the Certification. Copies of licenses and registrations may be provided with submittal, and will not count in the requirements of #8 below.

[ ] 8. Attach Criteria Responses (**except any Billing Rates or Price Proposals**) to Part D - Proposal Form. The maximum number of attached pages (**each printed side equals one page**) for Criteria Responses shall not exceed: **Five (5)**. Attached page limit does not include the four-page Part D - Proposal Form, or any Billing Rates or Price Proposals.

Criteria Responses shall be presented in **8-1/2" X 11" format**, except for a minimal number of larger sheets (e.g., 11" x 17") that may be used (e.g., for schedules) if they are folded to 8-1/2" X 11" size. Large sheets will count as multiple pages at 93.5 square inches or fraction thereof per page, unless otherwise noted.

**CAUTION:** Criteria Responses which do not comply with the required page limit or presentation size, may result in disqualification. Further, small print or typeface that is difficult to read may negatively influence evaluation of your submittal and affect scoring for "Quality of Proposal."

CHECKLIST IS CONTINUED NEXT PAGE

- [ ] 9.
- [ ] 10. Parts A, B and C of Form 25A270 and the proposed Statement of Services shall not be returned to the Contracting Agency. **Submittals shall consist of the following applicable items assembled as follows and in the order listed:**
- [ ] 10.1 Completed Part D - Proposal Form (generally at least one copy with original signature) and Responses to all evaluation criteria -- **except Billing Rates, Price Proposals** – attached. Each copy shall be fastened with one staple in the upper left corner. No other form of binding shall be used and no cover and no transmittal letter will be included. **CAUTION:** Failure to comply with this instruction will negatively influence evaluation of Submittal.
- [ ] 10.2 Number of copies of Part D (**all pages**) and Criteria Responses (**except Billing Rates, and Price Proposals**) required is: **One (1)**
- [ ] 10.3 If **Billing Rates and/or Price Proposals** are required, **one copy** bound with one staple in the upper left corner separately enclosed in a sealed envelope marked on the outside to identify it as a **Billing Rates or Price Proposal** and the names of the Project and Offeror. Each **Billing Rates or Price Proposal** must be signed and dated by the person who prepares it (may be different signatures for each Subcontractor).
- [ ] 10.4 If Item 9, above, is completed for this RFP Package, any submittal items described therein. Unless otherwise stated, one copy only, bound appropriately.
- [ ] 10.5 Pre-Audit Statement, DOT&PF Form 25A257, shall **not** be provided with Submittal. (See Notice #10 on page 3 of Part A - RFP.)
- [ ] 10.6 **CAUTION:** If you replicate (other than by photocopy) Part D or any form in lieu of completing the forms provided by the Contracting Agency, provide a signed certification that lists such forms and attests that they are exact replicas of that issued by the Contracting Agency. Changed forms may result in rejection at the Contracting Agency's discretion. Any alteration – other than completion of the required entries – may be cause for rejection without recourse.
- [ ] 11. Deliver **submittals in one sealed package** to the location and before the submittal deadline cited in Part A - RFP. **Mark the outside of the package** to identify the Project and the Offeror. Proposals must be received prior to the specified date and time. Late proposals will not be opened (2 AAC 12.250).

# EVALUATION CRITERIA

Criteria with a weight of zero are not applicable and should be disregarded. If a weight is not indicated for any criterion, telephone the Agency Contact person identified at the top of page 1 of Part A - RFP.

## SECTION I - TECHNICAL PROPOSAL

### 1. Objectives and Services

1. Weight: 15

Response must **demonstrate your comprehension of the objectives and services** for the proposed contract. Do not merely duplicate the Statement of Services provided with this RFP. Also, consider if Statement of Services is sufficiently explicit; are expressed or implied schedules attainable/economically feasible; etcetera? Explain. **Define any assumptions made** in formulating Criteria Response. If design services for a construction project are included, express any opinions regarding alternative design considerations that could impact construction costs.

### 2. Methods

2. Weight: 20

Response must outline the methods for accomplishing the proposed contract or, if methodology is contained in the proposed Statement of Services, address its adequacy. Describe what, when, where, how, and in what sequence the work will be done. Address how proximity to the Project site, *particular* geographic familiarity, experience, and capabilities of your firms (Offeror and Proposed Subcontractors) and Project Staff might *specifically* contribute to the proposed methods.<sup>1</sup> Identify the amount and type of work to be performed by any Subcontractors. Consider how each task may be carried out; what services or interaction required from/with the Contracting Agency; etcetera. Suggest alternatives, if appropriate. Identify any **distinct and substantive qualifications** for undertaking the proposed contract such as the availability of specialized equipment or unique approaches or concepts **relevant to the required services** which the firms may use.

### 3. Management

3. Weight: 15

Response must describe the administrative and operational structures that will be used for performing the proposed contract. For example consider: who will have overall responsibility for the contract? Who will have direct responsibility for specific disciplines? What will the lines of authority be? For any individual who would be in "responsible-charge" (reference AS 08.48) as an Architect, Engineer, Land Surveyor or Landscape Architect, so state and list his/her Alaska professional registration number. A graphic depiction is preferred in your response to this criterion. Additionally, the Contracting Agency may want to inspect work products in progress and have a close ongoing working relationship with your Project Staff. Accordingly, your response should also identify where the various contract services will be performed, *in proximity to the Contracting Agency's office* <sup>2</sup>, and how communications will be maintained between your Project Staff, the Contracting Agency, and (as applicable) any other government agencies or the public.

### 4. Proposed Project Staff

4. Weight: 20

Response must name the individuals to perform the following **FUNCTIONS** plus any other professional/technical functions you deem essential to perform the services:

1. Contract Management (contract compliance)
2. Project Management (single point-of-contact directly engaged in contract performance)
3. Senior Engineer
4. Project Engineer(s) (may involve multiple personnel based on registration)
5. Technical Specialists (e.g., environmental; archaeological; land surveying)

\*All personnel acting in responsible charge for all Architectural, Engineering, Land Surveying, and Landscape Architecture functions require an Alaska Registration and must be identified in your proposal.

Continued Next Page

<sup>1</sup> Delete sentence beginning with "Address how proximity. ..." if any federal funds unless performed by licensed Architects, Engineers or Land Surveyors.

<sup>2</sup> Delete sentence beginning with "Accordingly, your response..." if any federal funds unless performed by licensed Architects, Engineers or Land Surveyors.

Describe the work to be performed by the individuals you name to perform essential functions and detail their specific qualifications and substantive **experience directly related to the proposed contract**. A response prepared specifically for this proposal is required. Marketing resumes often include non-relevant information which may detract from the evaluation of proposal. Lists of projects are not useful. Focus on individual's specific duties and responsibilities and how project experience is relevant to the proposed contract.

For each person named, identify their: employer, professional discipline or job classification and state of residency. List at least 3 professional references (contact persons and telephone numbers) for each person.

**5. Workload and Resources****5. Weight: 10**

Response must: (1) discuss both current and potential time commitments of your proposed Project Staff to all clients; (2) discuss the projected workload of each firm (Offeror and Proposed Subcontractors) for all clients; and (3) demonstrate adequate support personnel, facilities and other resources to provide the services required. Provide a list of current contracts with the Contracting Agency in which your proposed Project Staff are participating. Include all contracts statewide with regions, divisions, etc., of the Contracting Agency.

Briefly address capabilities for providing additional services and/or services under an accelerated schedule. Address capacity to reassign personnel, equipment and facilities whenever the proposed contract would not require such capabilities or was delayed.

**6. Past Performance & Quality Control****6. Weight: 15**

Response must describe previous projects the project team has worked on that are related in size and scope to this project. Describe the dollar amount of the projects and a brief narrative of the successes of the projects. Address how the experience will help your team to perform under this contract. Provide references (contact name and phone number) for each project. Indicate which of the proposed firms and project staff was involved in each project. The State reserves the right to investigate referenced projects, contact references and research other projects that the respondent has worked on.

Include in your response a description of your firm's quality control process and how this process has affected the quality of your deliverables. Use specific examples.

**7. Quality of Proposal****7. Weight: 5**

**Offerors do not respond to this criterion.** Committee members will rate this criterion based on their perception of the clarity, completeness and presentation of submittal. Note: This criterion is **NOT** used to evaluate color, graphics or other visual techniques except as they may detract from legibility.



8.

8. Weight: 0

9.

9. Weight: 0

## SECTION II - PREFERENCES

## 10. Disadvantaged Business Enterprises

49 CFR 26

10. Weight: 0

This solicitation is being conducted under the Department's Race Neutral Disadvantaged Business Enterprise (DBE) program for construction related professional services solicitations. Therefore, there is no DBE goal for this solicitation and the criterion has a weight of zero (0).

See rfp-a, section 15. Special Notices, paragraph 15.2.

## 11. Alaska Bidder (Offeror) Preference

23 CFR 172.7(a)(1)(iii)(C), AC 150/5100-14E, and 2 AAC 12.260(e)

Weight shall be "0" if any federal funding, otherwise weight shall be at least "10".

11. Weight: 0

To be granted this preference:

**Offeror must claim the Alaska Bidder (Offeror) Preference on page one of Part D Proposal Form. In claiming the Alaska Bidder (Offeror) Preference on page one of Part D, the Offeror is certifying that they meet the following requirements per AS 36.30.990:**

- (A) Firm holds a current Alaska Business License;
- (B) Proposal is submitted under the name as appearing on the Firm's current Alaska Business License;
- (C) Firm has maintained a place of business within Alaska, staffed by the Firm or an employee of the Firm, for a period of six months immediately preceding the date of the offer;
- (D) Firm is incorporated or qualified to do business under the laws of the State of Alaska, is a sole proprietorship, and the proprietor is a resident of Alaska, is a limited liability company organized under AS 10.50 and all members are residents of Alaska, or is a partnership under AS 32.06, or AS 32.11 and all partners are residents of Alaska; and
- (E) If the Firm is a Joint Venture, it is composed entirely of entities that qualify under (A) - (D).

*Alaska Bidder (Offeror) Preference will be scored: Rating x Number of Evaluators x Weight = Criterion Score.*

*Rating will be as follows:*

*An Alaska Offeror's preference (i.e., a Rating of 5) will be assigned to the proposal of an Offeror who certifies (by claiming the preference on page one of Part D) that they are an Alaska Bidder (Offeror) as described above.*

*No Alaska Offeror's preference (i.e., a Rating of 0) will be assigned to the proposal of an Offeror who does not certify (by failure to claim the preference on page one of Part D) that it qualifies as an Alaska Bidder (Offeror) as described above.*

No narrative response to this criterion is required within the Offeror's Proposal.

## SECTION III - PRICE

If price is not an Evaluation Criterion, weights for both Criterion #12 and #13 shall be "0". If price is an Evaluation Criterion, the sum of weights for Criterion #12 and #13 shall be at least "10", and all Offerors shall submit Price Proposals in the specified format(s).

See item #9, under Notices in Part A – RFP, regarding statutory and regulatory provisions about price competition and item #10.3, in Part B – Submittal Checklist, regarding procedure for submittal of Billing Rates and/or Price Proposals. Cost terminology is explained on page 2 of the Pre-Audit Statement (DOT&PF Form 25A257).

CAUTION: Submittal of Offeror's or Subcontractor's "standard" rate schedules or other pricing documents which are not in required format will be non-responsive if they do not allow direct comparison with other responsive proposals.

Rates and costs proposed by the Offeror selected for contract negotiations may be investigated for reasonableness and allowability in accordance with AS 36.30.400, .420 & .480, 2 AAC 12.550 and the contract cost principles in 48 CFR Part 31. Unsupported rates and costs may be disallowed or result in termination of negotiations, or contract award. All proposed rates and the negotiated contract rates will be public information.

12. Labor Billing Rates (Required Format)

12. Weight: 0

Provide a proposed total hourly Billing Rate (i.e., inclusive of Direct Cost of Direct Labor, all Indirect Costs, and Fee) only for each of the job **FUNCTIONS** listed below. Note: Some of these functions may be performed by one or more employees of the Offeror or Subcontractors; consequently, an individual might be billed under the contract at different rates appropriate to the functions performed. **Only the maximum rate paid to any individual for each listed job function** – regardless of employer (Offeror or Subcontractor) – **must be provided and will be considered for this response**. Rates for lower paid individuals or for other job functions, if any, will be addressed during contract negotiations.

|                        |               |                          |
|------------------------|---------------|--------------------------|
| 1. Contract Management | (Estimated at | % of total labor effort) |
| 2. Project Management  | (Estimated at | % of total labor effort) |
| 3.                     | (Estimated at | % of total labor effort) |
| 4.                     | (Estimated at | % of total labor effort) |
| 5.                     | (Estimated at | % of total labor effort) |

\*In accordance with the submittal Checklist ('rfp-b'), item 10.3, *Billing Rates must be signed and dated by the person who prepares it (may be different signatures for each Subcontractor)*

Response will be scored as follows: The maximum hourly rates proposed for the job functions listed above will be multiplied by the percentage of total labor effort (estimated above) and then summed to obtain an aggregate rate for each Offeror. If more than one rate is provided for any job function, only the highest rate will be used. Each Offeror's score will be calculated using the following equation – except that the **score will be zero if a rate for each listed function is not provided by an Offeror**.

$$\frac{(\text{Lowest aggregate rate from all Offerors}) \times (\text{MPP}^*)}{(\text{Offeror's aggregate rate})} = \text{Offeror's Criterion Score}$$

\*MPP = Maximum Possible Points = (5) x (Number of Evaluators) x (Weight)

If no federal funding, then per AS 36.30.250(b), aggregate rates shall be reduced for the above calculation by the following applicable percentages when the rates are from Offerors that **designate preferences on page one of Part D**.

- ALASKA BIDDER (OFFEROR) PREFERENCE [2 AAC 12.260(d)]..... 5%
- ALASKA VETERAN-OWNED BUSINESS PREFERENCE [AS 36.30.175] (maximum \$5000)..... 5%
- and only ONE of the following:
- EMPLOYMENT PROGRAM PREFERENCE [AS 36.30.170(c)] ..... 15%
- DISABLED SOLE PROPRIETOR OR 50% DISABLED EMPLOYEES [AS 36.30.170(e & f)]..... 10%

To claim employment or disabled preference, Offeror must be on the appropriate Alaska Division of Vocational Rehabilitation list at the time designated for opening (i.e., receipt) of proposals.

**13. Total Price Proposal (Required Format)**

**13. Weight: 0**

Provide proposed costs for all labor, subcontracts, equipment, expenses, etc., and a proposed amount for Fee. Submit a separate price proposal in the following format for the Offeror and for each Subcontract (first, second, third tier, etc.) that may exceed \$25,000. Each price proposal must be signed and dated by the person who prepares it. Note that the PRICES of the next lower tier subcontracts must be listed as COSTS in Item #4 (Other Direct Costs) of the price proposal for the next higher tier contractor so that the price of all subcontracts "roll-up" into the Offeror's total price proposal.

1. Show project title, project number, and Offeror or Subcontractor Name.
2. **Direct Costs of Direct Labor (DCDL)**  
Show the estimated costs for each job classification of employees proposed for the contract. List under the following headings. Names required only for key staff and/or persons in "responsible-charge" (Ref: AS 08.48). **Hourly Rates must not include Indirect Costs or Fee.**

| <u>Job Classification</u> | <u>Name</u> | <u>Total Hours</u> | <u>Rate(\$/hr)</u> | <u>Proposed Costs (\$)</u> |
|---------------------------|-------------|--------------------|--------------------|----------------------------|
|                           |             |                    |                    | Total DCDL: \$ _____       |

3. **Indirect Costs (IDC)**  
These costs include what are generally referred to as 1) Fringe Benefits and 2) Overhead (including direct and indirect costs of Indirect Labor). Show the Proposed IDC Rate as a percentage of Direct Costs of Direct Labor and the product (IDC Amount) of that Rate multiplied by the total DCDL.  
  
IDC Rate: \_\_\_\_\_ %    IDC Amount: \$ \_\_\_\_\_

4. **Other Direct Costs (ODC)**  
These costs include: subcontracts, equipment (company owned or rented), and reimbursable expenses (e.g., transportation, food and lodging, reproduction) – if not included in Indirect Costs. List proposed costs under the following headings. If multiples of an item required, list the proposed quantity, unit rate, and total cost for each. **Costs must be based on actual costs to the offeror or the subcontractor, without any profit or other markup.**

| <u>Item</u> | <u>Quantity</u> | <u>Cost (\$/Unit)</u> | <u>Proposed Costs (\$)</u> |
|-------------|-----------------|-----------------------|----------------------------|
|             |                 |                       | Total ODC: \$ _____        |

5. **Total Proposed Cost**  
Sum of DCDL + IDC + ODC  
  
Total Cost: \$ \_\_\_\_\_

6. **Proposed Fee**  
List a proposed amount (Contract Fee is generally negotiated using a structured Fee analysis of proposed costs).  
  
Proposed Fee: \$ \_\_\_\_\_

7. **Total Proposed Price**  
Sum of Total Proposed Cost plus Proposed FEE.  
  
Total Price: \$ \_\_\_\_\_

8. *In accordance with the Submittal Checklist ('rfp-b'), item 10.3, Price Proposals must be signed and dated by the person who prepares it (may be a different signature for each subcontractor).*

Response will be scored as follows: 
$$\frac{(\text{Lowest Total Proposed Price}) \times (\text{MPP}^*)}{(\text{Offeror's Total Proposed Price})} = \text{Criterion Score}$$

\*MPP = Maximum Possible Points = (5) x (Number of Evaluators) x (Weight)

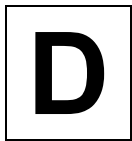
If no federal funding, then per AS 36.30.250(b), total price shall be reduced for the above calculation by the following applicable percentages when the prices are from Offerors **designate preferences on page one of Part D.**

- ALASKA BIDDER (OFFEROR) PREFERENCE [2 AAC 12.260(d)]..... 5%
- ALASKA VETERAN-OWNED BUSINESS PREFERENCE [AS 36.30.321(f)] (maximum \$5,000)..... 5%
- and only ONE of the following:
- EMPLOYMENT PROGRAM PREFERENCE [AS 36.30.321(b)] ..... 15%
- DISABLED SOLE PROPRIETOR [AS 36.30.321(d) / (k)] ..... 10%

To claim employment or disabled preference, Offeror must be on the appropriate Alaska Division of Vocational Rehabilitation list at the time designated for opening (i.e., receipt) of proposals.

# Alaska Department of Transportation & Public Facilities PROPOSAL FORM

**PART**



**THIS FORM MUST BE THE FIRST PAGE OF PROPOSAL.** Attach criteria responses as explained in Part B - Submittal Checklist. No transmittal letter or cover sheet will be used.

### PROJECT

|                                     |  |
|-------------------------------------|--|
| Project Numbers-State/Federal.....: | <b>SFAPT00501/TBD</b>                                    |
| Project Title .....                 | <b>Nondalton Airport Rehabilitation- Survey Services</b> |
| RFP No. ....                        | <b>25243022</b>  |

### OFFEROR (CONTRACTOR)

|  |  |
|--|--|
| Contractor.....:   |  |
| Street.....:   |  |
| P.O. Box.....:   |  |
| City, State, Zip.....:   |  |
| Alaska Business License Number .....   |  |
| Federal Tax Identification No. ....:   |  |
| DOT&PF DBE Certification No. (if any) .....  |  |
| Individual(s) to sign contract .....   |  |
| Title(s) .....   |  |
| Type of business enterprise (check one).....: [    ] Corporation in the state of . . : |  |
| [    ] Individual      [    ] Partnership      [    ] Other(specify) .....             |  |

### ALASKA STATUTORY PREFERENCES (IF NO FEDERAL FUNDING)

|   |  |
|---|--|
| Check the applicable preferences that you claim for the proposed contract (reference Criteria 11, 12 & 13 in Part C): |  |
| [    ] Alaska Bidder (Offeror) <b>AND&gt;&gt;</b>   | [    ] Veterans <b>AND&gt;&gt;</b> [    ] Employment Program <u>or</u> [    ] Disabled Persons |

### PROPOSED SUBCONTRACTOR(S)

| <u>Service, Equipment, etc.</u> | <u>Subcontractor &amp; Office Location</u> | <u>AK Business License No.</u> | <u>DOT&amp;PF DBE Certification No.</u> |
|---------------------------------|--|--------------------------------|---|
|                                 |  |                                |   |

### CERTIFICATIONS

I certify: that I am a duly authorized representative of the Contractor; that this Submittal accurately represents capabilities of the Contractor and Subcontractors identified herein for providing the services indicated; and that the requirements of the Certifications on page 2 and 3 of this Part D for 1) Alaska Licenses/Registrations, 2) Insurance, 3) Federal-Aid Contracts exceeding \$100,000, 4) Cost and Pricing Data, 5) Trade Restrictions/Suspension/Debarment, 6) Foreign Contracting, 7) DBE Commitment, and 8) Former Public Officer – will be complied with in full. These Certifications are material representations of fact upon which reliance will be placed if the proposed contract is awarded. 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 Contractor and Subcontractors. This proposal is valid for at least ninety days.

|                 |                          |
|-----------------|--------------------------|
| Signature ..... |                          |
| Name .....      | Date: .....              |
| Title.....      | Telephone (voice): ..... |
|                 | (fax): .....             |
|                 | Email Address: .....     |

## CERTIFICATION FOR ALASKA BUSINESS LICENSES AND REGISTRATIONS

PART

D

Contractor and all Subcontractors shall comply with the following applicable requirements of Alaska Statutes:

1. **Alaska Business License** (Form 08-070 issued under AS 43.70) at the time contract is awarded as required by AS 36.30.210(e) for Contractor and all Subcontractors. In accordance with Administrative Manual, Section 81.120, proof of application for an Alaska Business license will satisfy this requirement. Per AAM 81.120, acceptable evidence that the offeror possesses a valid Alaska business license consists of any one of the following:
  - a. Copy of the Alaska business license.
  - b. A canceled check that demonstrates payment for the Alaska business license fee.
  - c. A copy of the Alaska business license application with a receipt stamp from the State's business license office.
  - d. A sworn notarized affidavit that the bidder/offeror applied and paid for the Alaska business license.
  - e. Other forms of evidence acceptable to the Department of Law.
2. **Certificate of Registration** for each individual to be in "responsible charge" (AS 08.48.341(11-14)) for Architecture, Engineering, Land Surveying, or Landscape Architecture (Form 08-2407 issued under AS 08.48.211) issued prior to submittal of proposal. Associates, consultants, or specialists under the supervision of a registered individual in "responsible charge" are exempt from registration requirements (AS 08.48.331).
3. **Certificate of Authorization for Corporations, Limited Liability Companies, and Limited Liability Partnerships** for Contractors and Subcontractors for Architecture, Engineering, Land Surveying, or Landscape Architecture (Form 08-2407 issued under AS 08.48.241). Entities offering to provide Architectural, Engineering or Land Surveying services do not need to be registered for such disciplines at the time proposal is submitted provided they obtain registration prior to contract award (AS 08.48.241).
4. **Certificate of Incorporation** (Alaska firms) or **Certificate of Authorization for Foreign Firm** ("Out-of-State" firms). All corporations, regardless of type of services provided, must have one of the certificates (AS 10.06.218 and other sections of Title 10.06 - Alaska Corporations Code).
5. **Current Board of Director's Resolution** for incorporated Contractors and incorporated Subcontractors for Architecture, Engineering, Land Surveying or Landscape Architecture (reference AS 08.48.241) that names the person(s) designated in "responsible charge" for each discipline. Such persons shall be licensed in Alaska and shall participate as project staff in the Contract/Subcontracts.
6. **All partners** in a Partnership to provide Architectural, Engineering, Land Surveying, or Landscape Architecture **must be legally registered in Alaska** prior to submittal of proposal for at least one of those disciplines (AS 08.48.251) which the Partnership offers.
7. **Joint Ventures**, regardless of type of services provided, must be licensed/registered in the legal name of the Joint Venture as used in this proposal (AS 43.70.020 and 43.70.110(4)).
8. **Contracts for Architecture, Engineering, Land Surveying, or Landscape Architecture** may not be awarded to individuals, corporations or partnerships not in compliance, respectively, with the provisions of paragraph 2, 3, and 6, above (AS 36.90.100).

**For information about licensing, Offerors may contact the Alaska Department of Commerce, Community, and Economic Development, Division of Corporations, Business and Professional Licensing at P.O. Box 110806, Juneau, AK 99811-0806, or at Telephone (907) 465-2550, or at Internet address: <https://www.commerce.alaska.gov/web/cbpl>**

## CERTIFICATION FOR INSURANCE

Contractor will ensure that it and all Subcontractors have insurance coverage to effectuate the requirements of DOT&PF Form 25A269, Indemnification and Insurance.

## CERTIFICATION FOR FEDERAL-AID CONTRACTS EXCEEDING \$100,000

The individual signing this proposal certifies to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Contractor shall complete and submit Standard Form-LLL, Disclosure of Lobbying Activities, in accordance with its instructions. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

This certification is a material representation of fact upon which reliance will be placed if the proposed contract is awarded. Submission of this certification is a prerequisite for making or entering into the proposed contract imposed by Section 1352, Title 31, U.S. Code. The Contractor also agrees by submitting this proposal that Contractor shall require that the language of this certification be included in all lower tier subcontracts which exceed \$100,000 and that all such Subcontractors shall certify and disclose accordingly.

**CERTIFICATION – COST AND PRICING DATA**

In accordance with AS 36.30.400, any cost and pricing data submitted herewith, or in any future price proposals for the proposed contract, will be accurate, complete and current as of the date submitted and will continue to be accurate and complete during the performance of the contract, if awarded.

The Contractor certifies that all costs submitted in a current or future price proposal are allowable in accordance with the cost principles of the Federal Acquisition Regulations of Title 48, Code of Federal Regulations (CFR), Part 31 and that the price proposal does not include any costs which are expressly unallowable under the cost principles of the FAR of 48 CFR 31. In addition, all known material transactions or events that have occurred affecting the firm's ownership, organization and indirect costs rates have been disclosed.

**CERTIFICATION – TRADE RESTRICTIONS AND SUSPENSION AND DEBARMENT**

The individual signing this proposal certifies to the best of his or her knowledge that the Contractor and any subcontractors are in compliance with DOT&PF 25A262 Appendix A, General Conditions, Article A25 and Article A26.

**CERTIFICATION - FOREIGN CONTRACTING**

By signature on this solicitation, 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 10 days 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 bid or proposal as non-responsive, or cancel the contract.

**CERTIFICATION – DBE COMMITMENT**

For federal-aid projects with DBE goals: if the Contractor submits a utilization report that proposes to use certified DBE's in the performance of work, the Contractor certifies that every effort will be made to meet or exceed the proposed percentage.

In addition, the Contractor certifies that a Consultant Registration form shall be submitted to the DBE/Civil Rights Office for their firm and each subconsultant prior to award.

**CERTIFICATION – FORMER PUBLIC OFFICER**

Any proposer listing as a member of the proposer's team a current public officer or a former public officer who has left state service within the past two 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.

The Ethics Act bars a public officer who leaves State service from representing, advising or assisting a person for compensation regarding a matter –

that was under consideration by the administrative unit in which the officer served, and in which the officer participated personally and substantially through the exercise of official action,

for two years after leaving state service. See AS 39.52.180(a). "Public officer" includes a state employee, a member of a state board and commission, and a trustee of the Exxon Valdez Oil Spill Trust. "Official action" means a recommendation, decision, approval, disapproval, vote, or other similar action or inaction. Possible remedies for violating the bar include penalties against the former public officer and voiding the state grant, contract or lease in which the former public officer is involved.

Additionally, former public officers may not disclose or use information acquired in the course of their official duties that could in any way result in a benefit to the former public officers or their families, if the information has not been disseminated to the public or is confidential by law, without appropriate authorization. See AS 39.52.140.

Each current or former public officer is responsible for determining whether he or she may serve in the listed capacity on this project without violating the Ethics Act. A form that a former public officer may use to certify their eligibility is attached. Current public officers may seek advice from their designated ethics supervisors concerning the scope and application of the Ethics Act. Former public officers may, in writing, request advice from the Office of the Attorney General, Ethics Attorney concerning the application of the Ethics Act to their participation in this project. It is the responsibility of the individual and the proposer to seek resolution in a timely manner of any question concerning the individual's eligibility.



# PRE-AUDIT STATEMENT

(Confidential when completed)

Submit this form, completed and with required attachments, **only** if specifically requested, and **only** to the following address: DOT&PF, Attn: Office of Internal Review, PO Box 196900, Anchorage, AK 99519-6900 OR to fax number: (907) 269-0733. Confidentiality may not be ensured if delivered otherwise.

Evaluation of this statement may preclude the necessity for a comprehensive on-site audit of Contractor's records. Entries may be handwritten, if legible.

1. Identify your financial year including beginning and ending dates .....
2. List your actual costs, by the following categories, for your most recently ended fiscal year. Cost Terminology is defined on the reverse.
  - 2a. Direct Labor ..... \$
  - 2b. Attach a Trial Balance with grouping of accounts used to arrive at the following Indirect Cost amounts:

|   |    |
|---|----|
| Fringe Benefits .....                   | \$ |
| General & Administrative Expenses ..... | \$ |
| Sum .....                               | \$ |
  - 2c. Indirect Cost Rate (Sum of 2b / 2a) .....Percent (%):
3. If your records have been audited within the last two years by a government agency, attach a copy of the Audit Report.
4. Attach copies of your most recent Internal and Audited (if performed by other than the Contracting Agency) Financial Statements.
5. Are your accounting methods for recording contract costs based on a job or project identified cost system?  
[ ] Yes [ ] No If your response is "No", attach an explanation of your project cost accounting system.
6. If you charge projects based on unit rates (e.g.: for computer time, laboratory tests, copies or equipment use, etc.) attach a list of such items and unit rates.
7. Do you offset revenue received from unit rate payments against the applicable Indirect Cost Accounts?  
[ ] Yes [ ] No

***If you have questions concerning this document, please telephone our Auditors at (907) 269-0715.***

## CERTIFICATION

I certify that I am a duly authorized representative of the Contractor and that information and materials enclosed within this statement accurately represent financial records of the office listed below.

|                   |                  |
|-------------------|------------------|
| Signature: _____  | Date: _____      |
| Name: _____       | Telephone: _____ |
| Title: _____      | Fax: _____       |
| Contractor: _____ | Email: _____     |

|  |   |
|--|---|
| Office Address for which this Submittal is made: | Address where Accounting Records are maintained,<br>if not at Office Address: |
| Street:  | :   |
| P.O. Box:  | :   |
| City, State, Zip:                                | :   |

## **COST TERMINOLOGY**

**DIRECT LABOR** - Base salary or wages paid to employees charged directly to contracts or projects.

**OTHER DIRECT COSTS** - Actual costs of other than Direct Labor. Some examples of Other Direct Costs are subcontracts, equipment (company owned or rented), unit rate items and reimbursable expenses (travel, computer charges, reproduction, etc.).

**INDIRECT COST RATE** – A computed rate developed by adding all of a firm's general and administrative costs, and all other indirect costs, then dividing by a base value, usually direct labor dollars to get a percentage. This rate is normally compiled based on the consultant's applicable fiscal year.

**INDIRECT COSTS** - Indirect costs consist of allowable expenses which, because of their incurrence for common or joint cost objectives, must be prorated (allocated) to jobs or contracts using a specified Indirect Cost Rate. A cost objective is a function, organizational subdivision, contract, project or work unit for which cost data is accumulated under the Contractor's accounting system. Generally, Indirect Costs are segregated into the following categories: Fringe Benefits and General & Administrative Expenses .

Fringe Benefits - Costs for items such as:

Workers' Compensation Insurance  
Deferred Compensation/Retirement Plans

Vacation Time and Authorized Leave  
Social Security and Unemployment Taxes  
Group Medical Plan and Life Insurance Premiums

Overhead costs for items such as the following, if they are not included in Direct Costs:

Indirect Labor (Supervisory, Administrative, etc.)  
Travel, Food and Lodging  
Maintenance and Depreciation of Equipment/Computers  
Business Insurance Premiums Not Billed to Clients  
Rent, Heat, Power, Light and Janitorial Services

Office Supplies  
Communications  
Reproduction Costs  
Recruiting Expense  
Rentals of Equipment/Computers

**UN-ALLOWABLE COSTS** - Costs for the following items and certain other costs defined in 48 CFR Part 31 and related regulations are not allowable. Such costs shall not be included as Indirect Costs or in the calculation of the Indirect Cost Rate.

Alcoholic Beverages  
Advertising  
Interest and Other Financial Costs  
Contributions and Donations  
Federal Income Taxes  
Goodwill

Organization Costs  
Lobbying Costs  
Bad Debts  
Fines and Penalties  
Entertainment  
Keyman Insurance

**NOTE: IF YOUR ACCOUNTING SYSTEM WHOLLY OR PARTIALLY ALLOCATES INDIRECT COSTS ON OTHER THAN A DIRECT LABOR BASIS, ATTACH A DESCRIPTION OF THE COST POOLS OR SERVICE CENTERS YOU USE AND IDENTIFY THE INDIRECT COSTS RATE(S) AND BASE(S).**

# INDEMNIFICATION AND INSURANCE

## Appendix D in Professional Services Agreements

IRIS Program No:SFAPT00501  
Federal Project No: TBD  
Date Prepared: 11/30/2023

CONTRACTOR shall include the provisions of this form in all subcontracts that exceed \$25,000 and shall ensure Subcontractor's compliance with such provisions.

### ARTICLE D1 INDEMNIFICATION

D1.1 The CONTRACTOR shall indemnify, hold harmless, and defend the CONTRACTING AGENCY from and against any claim of, or liability for negligent acts, errors or omissions of the CONTRACTOR under this Agreement. The CONTRACTOR shall not be required to indemnify the CONTRACTING AGENCY for a claim of, or liability for, the independent negligence of the CONTRACTING AGENCY. If there is a claim of, or liability for, the joint negligent error or omission of the CONTRACTOR and the independent negligence of the CONTRACTING AGENCY, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "CONTRACTOR" and "CONTRACTING AGENCY", as used within this article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "Independent Negligence" is negligence other than in the CONTRACTING AGENCY's selection, administration, monitoring, or controlling of the CONTRACTOR and in approving or accepting the CONTRACTOR's Work.

D1.2 The CONTRACTOR shall exercise that degree of skill, care and judgment commensurate with the professional standards for the services of a similar nature. When such standards are in dispute, they shall be established by a panel of three qualified, impartial professionals objectively selected and appointed by the Appeals Officer.

D1.3 The CONTRACTOR shall correct, through re-performance at its expense, any services which are deficient or defective because of the CONTRACTOR's failure to perform said services in accordance with professional standards, provided the CONTRACTING AGENCY has notified the CONTRACTOR in writing within a reasonable time, not to exceed 60 days, of the discovery of any such deficiency during the performance of the services and within 12 months of the date of final payment under this Agreement.

### ARTICLE D2 INSURANCE

D2.1 Without limiting the CONTRACTOR's indemnification, it is agreed that CONTRACTOR shall purchase at its own expense and maintain in force at all times for the duration of this Agreement, plus one year

following the date of final payment, the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the CONTRACTOR's policy contains higher limits, the CONTRACTING AGENCY shall be entitled to coverage to the extent of such higher limits. Certificates of insurance must be furnished to the CONTRACTING AGENCY and incorporated into this Agreement with copies attached to this document. Certificates must provide for the CONTRACTING AGENCY to receive notice of any policy cancellation or reduction per AS 21.36 Sections 210-310. Failure to furnish certificates of insurance or lapse of the policy is a material breach and grounds for termination of the CONTRACTOR's services and may preclude other Agreements between the CONTRACTOR and the CONTRACTING AGENCY.

D2.1.1 Worker's Compensation Insurance: The CONTRACTOR shall provide and maintain, for all employees engaged in work under this Agreement, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal USL&H and Jones Act requirements. The policy(s) must waive subrogation against the State of Alaska.

D2.1.2 Commercial General Liability Insurance: Such policy shall have *minimum* coverage limits of \$300,000 combined single limit per occurrence, covering all business premises and operations used by the Contractor in the performance of services under this agreement. The policy shall be written on an "occurrence" form and shall not be written as a "claims-made" form unless specifically reviewed and agreed to by the CONTRACTING AGENCY.

D2.1.3 Comprehensive Automobile Liability Insurance: Such policy shall have *minimum* coverage of \$300,000 combined single limit per occurrence covering all vehicles used by the Contractor in the performance of services under this agreement.

D2.1.4 Professional Liability (E&O) Insurance: Covering all negligent errors or omissions, and negligent acts, which the CONTRACTOR, Subcontractor or anyone directly or indirectly employed by them, make in the performance of this Agreement which result in financial loss to the State of Alaska. Limits required are per the following schedule:

**MINIMUM LIMITS OF E&O INSURANCE**

| <u>Contract Amount</u> | <u>Combined Single Limit, Per Occurrence &amp; Annual Aggregate</u> |
|------------------------|---|
| Under \$25,000         | As Available  |
| \$25,000 to \$100,000  | \$300,000   |
| \$100,000 to \$499,999 | \$500,000   |
| \$500,000 to \$999,000 | \$1,000,000   |
| \$1,000,000 and over   | Negotiable  |

D2.1.5 Professional Liability Insurance required for this

Agreement is

\$300,000

**ARTICLE D3**

**MODIFICATION OF INSURANCE REQUIREMENTS**

(Article D3 is completed only when some of the standard insurance coverages are not applicable.)

**CONTRACTOR RELATED MODIFICATIONS**

- D3.1  **Workers Compensation Insurance** is not required because the CONTRACTOR is an Independent Contractor, Sole Proprietor or Self-Employed Person having no employees in any sense of AS 23.30.045.
- D3.2  **Comprehensive or Commercial General Liability Insurance** is not required because the general public and clients do not have any business access to a place of business or home office maintained by the CONTRACTOR.
- D3.3  **Comprehensive Automobile Liability Insurance** is not required because only public transportation, or a rented passenger vehicle with business use insurance, will be used to accomplish requirements of this Agreement.

**PROJECT RELATED MODIFICATIONS FOR E&O COVERAGE**

***When services may apply to fire, life safety or structural aspects and/or wherever the services should safeguard life, limb, health or property, Professional Liability Insurance shall be required.***

(E&O Coverage may be waived only if it was specifically not required within the solicitation for proposals.)

- D3.4  **Professional Liability (E&O) Insurance** is not required because: 1) the CONTRACTING AGENCY's use of the services or Work products obtained from the CONTRACTOR will not result in significant exposure to any third party claims for loss or damage; and 2), the CONTRACTOR services will not apply to any construction, alteration, demolition, repair or direct use of any highway, airport, harbor, building or other structure.
- D3.5  **Professional Liability (E&O) Insurance** is not required because this Agreement is for one of the following applicable (*checked*) services for which E&O coverage is not needed:
  - Right-of-Way Fee Appraisals
  - Photogrammetric Mapping Services
  - Architectural/Engineering review of Construction Bid Documents wherein design responsibility clearly remains with the designer of record.

**OTHER BASIS FOR MODIFICATIONS**

(Requires written concurrence from Division of Risk Management)

- D3.6  Attached Exhibit D-1 identifies and provides justification for insurance modifications.

Above *checked* modifications of the insurance requirements specified in Article D2 are hereby approved:

**CONTRACTING OFFICER**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name:

Title:

# PROPOSED STATEMENT OF SERVICES

## APPENDIX B1 - ADMINISTRATIVE REQUIREMENTS

|                                  |
|----------------------------------|
| <b>RFP No:</b> 25243022          |
| <b>Program No:</b> SFAPT00501    |
| <b>Federal No:</b> TBD           |
| <b>Date Prepared:</b> 11/28/2023 |

### RFP No. 25243022 Nondalton Airport Rehabilitation- Survey Services

The Southcoast Region, State of Alaska Department of Transportation and Public Facilities (DEPARTMENT), Division of Preconstruction Services is seeking professional surveying services for the Nondalton Airport Rehabilitation project.

The consultant selected will provide lead airport surveying services as the surveyor of record in responsible charge to develop survey sheets, and supporting documents..

#### Administrative Requirements

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

**Project Schedule.** A schedule of services shall be part of each project assignment negotiated under this term agreement. If the CONTRACTOR becomes aware of any reason why the project schedule may be delayed, such reason shall be identified in writing to the Project Manager within two working days of discovery.

**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.** All reports, plan sheets, 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.

**Correspondence.** All correspondence, prepared by the Contractor will bear the DEPARTMENT's assigned Project number as outlined below.

SFAPT00501 5NN - *(Subject of Email)*

**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 Contractor 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. 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:**

- All studies, reports, and design services will be performed with all applicable codes, regulations, and standards;

- professional practice procedures; and commonly recognized construction methods.
- AutoCAD Civil 3D 2021
  - The DEPARTMENT plans to upgrade to Civil 3D 2024 in Fall 2023.
- Microsoft Office Suite: Word, Excel, PowerPoint, Project
- Microsoft TEAMS
- AASHTOWare Preconstruction
- Bluebeam

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. At the DEPARTMENT's request, the Consultant shall provide the file directory to the DEPARTMENT that ensures dependencies among files are maintained.

**Specifications.** Project specifications will be in accordance with the current version of the "State of Alaska, Department of Transportation and Public Facilities, Standard Specifications for Airport Construction" and the most current FAA Advisory Circulars. Any modifications to standard (MOS) must follow FAA Order 5300.1G (Modifications to Agency Airport Design, Construction, and Equipment Standards).

**Submittal Requirements.** Deliverables shall be compatible with DEPARTMENT standard software, and submitted in original electronic format as well as PDF. All electronic dependencies shall be maintained. 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 DEPARTMENT 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 Consultant shall provide a two-page (typical) report with each monthly billing for months in which services are performed. The two-page report shall include, but is not limited to:

- **A narrative that identifies and describes the services performed in the previous month;**
- A narrative that identifies and describes the services expected to be performed in the next month;
- Identification of deliverables completed during the reporting period, accomplishments, milestones, significant and current open issues relating to the work;
- Identification of any issues that may impact scope, schedule, or budget;
- Any delayed costs from the previous billing period that are included in the current billing period must be explained;
- An estimate of the percent of services complete.

**Revisions.** The Consultant will modify work products in response to direction from the DEPARTMENT. Corrections, adjustments, or modifications necessitated by the review/approval process, but which do not substantially affect the scope, complexity, or character of the services, will be considered a normal part of the Consultant's services.

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

**Review Meetings.** Following each review, the DEPARTMENT will provide written comments and may hold a meeting to discuss the issues. The Consultant'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.

**Comment Resolution.** The Consultant will provide a written response with subsequent submittals that address all written and oral comments from the DEPARTMENT. All changes from previous submittals will be clearly explained.

**Project Schedules.** The Consultant shall develop a Critical Path Method (CPM) or other approved schedule for the project. Schedules shall be developed and updated monthly by the Consultant and shall be submitted alongside each billing report.

**Progress Meetings/Reports.** The Consultant shall participate in and facilitate Project Coordination Meetings, as requested by the DEPARTMENT, the Project Manager and the Regional Survey 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 DEPARTMENT. The Consultant will keep minutes of all meetings and submit them to the Project Manager within five business days following each meeting. Attendance at the meetings will be via Microsoft Teams.

**Comment Resolution.** The Consultant shall provide a written response with subsequent submittals that address all written and oral comments from the DEPARTMENT. All changes from previous submittals shall be clearly explained. At the DEPARTMENT's discretion may be addressed through Bluebeam software.

**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 Contractor shall prepare a quality control plan and develop checklists and procedures for review of completed work products. If requested, the Contractor shall furnish copies of redlines and completed checklists

**Errors and Omissions.** Except as described in the Statement of Services, work products shall be essentially complete when submitted to the DEPARTMENT. 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 DEPARTMENT. The consultant shall prepare a quality control plan and develop checklists and procedures for review of completed work products. The Consultant shall furnish copies of redlines and completed checklists.

# PROPOSED STATEMENT OF SERVICES

## APPENDIX B2 – STATEMENT OF SERVICES

|                                  |
|----------------------------------|
| <b>RFP No:</b> 25243022          |
| <b>Program No:</b> SFAPT00501    |
| <b>Federal No:</b> Pending       |
| <b>Date Prepared:</b> 11/28/2023 |

### RFP No. 25243022 Nondalton Airport Rehabilitation- Survey Services

The Southcoast Region, State of Alaska Department of Transportation and Public Facilities (DEPARTMENT), Division of Preconstruction Services is seeking professional land survey services for the Akhiok Airport Rehabilitation project.

#### 1. Project Description and Background Information

**1.1. Location/Population.** Nondalton is located approximately 189 miles southwest of Anchorage within the Lake and Peninsula Borough. The town is located along Sixmile lake and there is no connecting road to any other town or villiages. The airport is in Township (T) 2S, Range (R) 32 & 33W. The population of Nondalton is 133 (2020 Census) having decreased from 164 (Census 2016).

**1.2. Background.** The Nondalton Airport is an active public airport owned and maintained by the DEPARTMENT since July 1962. It's within the DEPARTMENT's Southcoast region and is within the Kodiak-Aleutian Maintenance & Operation district. The Alaska Aviation System Plan (AASP) classifies the airport as Community Off-Road airport. Community airports fulfil the role of a small community's primary airport and serve basic needs such as passenger travel to regional hubs, mail service, local aviation related business, and emergency needs. Off-Road airports are not connected to the National Highway System (NHS). Currently, the runway, taxiways and the Apron are compacted gravel.

As part of this project, a Capital Improvement and Maintenance Program (CIMP) Inspection took place in June 2021. Runway 02-20 has experienced surface related distress, and runway longitudinal plane is V-shaped, causing drainage to the center of the runway. Surfaces are not thoroughly compacted, frequent soft spots and surface shows no sign of dust palliative.

- 1.3. Project Description.** The goal of this project is to rehabilitate the Runway, Taxiway, and Apron, by resurfacing and adding a crown with new material, and adding a dust palliative. This project will also replace navigational aids (NAVAIDs) such as the lighting, windcones, and segmented circle.
- 1.4. Project Status.** The project was initiated in August, 2021. The current Airport Layout Plan (ALP) can be found in Attachment 1
- 1.5. Schedule.** The goal for this project is to complete design and certification in line with the AIP spending plan (Construction Obligation FFY27). It's expected that the selected consultant will provide survey for design by July 31, 2023. Suppelemtal survey due to unexpected site changes will be addressed via addendum.

#### 2. Scope of Work

- 2.1. General.** The Contractor will be expected to be prepared to:
- Travel to the project site to complete field work.
  - Complete a control survey, survey for design, and survey for right-of-way, and all associated deliverables, in accordance with this Statement of Services.
- 2.2. Survey Support.** Region has no prior survey data for this location. The Contractor will coordinate with the Regional Survey office and the DOT&PF Project Manager for the duration of the contract.
- 2.3. Right-of-way.** Right-of-way (ROW) impacts are not expected. However, the Contractor will coordinate with the Regional ROW office for the duration of the contract.
- 2.4. Expected Tasks.** This project is anticipated to be conducted under the following primary tasks. Tasks may be conducted concurrently as requested by the Contractor and approved by the DEPARTMENT.

- Task 1 - Control Survey
- Task 2 - Survey for Design
- Task 3 - Survey for Right-of-way

### 3. General Criteria for Surveying and Mapping Services

- 3.1. General.** The Contractor shall research all information applicable to the requirements of the assigned project and perform all necessary field and office services necessary to collect geospatial data and to reduce the collected data to a form useful for the DEPARTMENT's project.
- 3.2. Survey Limits and Scope.** The survey limits and scope will be defined within each specific project's Request for Proposal.
- 3.3. Survey Services** shall be performed in the following sequence unless otherwise directed by the DEPARTMENT:
- Research
  - Pre-Work Meeting with ADOT&PF
  - Control Survey
  - Aerial Photography/Photogrammetry & LiDAR
  - Topographic/Planimetric Survey
  - Right-of-Way Survey
- 3.4. Standards.** The Contractor shall perform the services to standards called for in the Alaska State Professional Land Surveyors (ASPLS) Standards of Practice, the California Geodetic Control Committee (CGCC) Standards for Band IV surveys, U.S. COE Manual EM-1110-1-10000 for Photogrammetric Mapping, or the DOT&PF Construction Surveying Requirements, as appropriate to the services being performed.

All studies, reports and services shall be performed in accordance with applicable codes, regulations and standards; professional practice procedures; and commonly recognized surveying and mapping methods. The contractor shall package the deliverable in an electronic format using folders. The Contractor shall not begin surveying for design, surveying for right-of way, or right-of-way mapping without specific written authorization from the DEPARTMENT.

- 3.5. Considerations.** The Contractor shall consider the geographical location of the project as well as other environmental and site specific constraints when performing services. The Contractor shall procure the necessary right of entry permissions when required, including private property, any Native Allotments, and Alaska Railroad property.
- 3.6. Registration.** All survey services shall be conducted by, or under, the direct supervision of a Professional Land Surveyor (PLS) holding current registration in the State of Alaska. A PLS shall be directly involved in the preparation of all survey deliverables.
- 3.7. Field books.** The Contractor shall furnish hardbound field books for recording survey information. The books shall become the property of the DEPARTMENT after the survey information has been entered and the contract completed. Each book shall be labeled with the project name and an appropriate title, e.g. Horizontal Control, Vertical Control, etc., and shall have an index and comments page. The index page shall reference the contents by page number. A readable PDF copy of the field books is acceptable.
- 3.7.1.** Field notes shall be kept in a neat and orderly fashion. All pages shall be consecutively numbered, showing date, weather, and crew names. All abbreviations used shall be described on the comments page. Sketches are to be used frequently and shall be detailed enough to assist in following the progression of the services. Notes and sketches shall be adequately detailed to convey their intent to a person who is not familiar with the project. Descriptions of all monuments or other points, recovered or set, are to include the data stamped on the monument and the condition of the monument.
- 3.8. Units.** U.S. Customary System of Measurement (foot units) shall be used throughout development of the project. Any metric conversions required shall be based upon the U.S. Survey Foot (3937 feet = 1200 meters exact).
- 3.9. Drawings, Plats, and Maps** shall be prepared in electronic format as specified by the DEPARTMENT.

- 3.9.1. Unless otherwise stated, the format and standards for all drawings will be according to the most current DOT/PF Statewide CAD Standards and Drafting Guide. These standards and/or drawing templates are available upon request. The plotted scale shall be as specified by the DEPARTMENT.
  - 3.9.2. Drawings shall be produced and provided in English (U.S. Survey foot units) format. Distances will be shown in horizontal ground foot units. Areas shall be annotated with "Ac." for acres, and "sq. ft." for square feet. Metric units shall not be shown on drawings developed for design work, unless requested to do so by the DEPARTMENT.
  - 3.9.3. All linework and lettering must be of professional quality and all line widths and lettering sizes must be of such size that all information can be clearly shown without overlap or confusion. All lettering must be a minimum size of 0.1 inch at a full-scale plot. Lettering and linework must be in the appropriate black drafting ink. AutoCAD style names and fonts shall follow the DEPARTMENT's specified standards.
  - 3.9.4. Linework shall not run through text. Do not break lines at text; mask the linework using color 155 solids. Solids shall be placed on the same layer as the text that the solid lies under.
  - 3.9.5. Drawings are to be accurate models of the data shown, e.g.; a line labeled N 10°00'00" E 104.35' shall be electronically drawn exactly as labeled, a line that is shown to terminate at a monument symbol shall be electronically drawn with no distance between the endpoint of the line and the center of the symbol, etc.
  - 3.9.6. All CAD work within Model Space shall be color by layer. The drawing shall include metadata, to include: control statements, drawing notes, and any other survey related info shown as text within Model space. The drawing shall be purged before submitting. Zoom to extents and remove any extraneous features. Check to ensure that all symbols are the same scale, which should be the plotted scale of the drawing. A standard DOT&PF north arrow, a legend depicting only the symbols and linework used on that sheet, a foot unit bar scale, and standard DOT&PF border will be included on each sheet within the drawing. Do not include any extraneous backup files.
  - 3.9.7. Final Plans, Maps, and Plats shall be submitted electronically in both .dwg and .pdf format. Final submittals shall be signed, and sealed by the responsible PLS.
  - 3.9.8. Drawings not meeting these standards will be rejected. All drawing files shall be submitted electronically to the DEPARTMENT Regional Survey Manager and Project Manger upon completion for review. The contractor shall perform their own internal review of these products before delivery, to see that DEPARTMENT standards have been followed.
- 3.10. Triangulated irregular networks (TINs)** shall be an Autodesk Civil3D Surface or 3D lines with an accompanying LandXML file. Include the TIN boundary as a closed polyline at elevation zero, and the fault lines as 3D polylines. All TINs produced shall be checked by ground based survey methods and by field inspection of contours generated by the TIN.
- 3.10.1. A TIN certificate shall be submitted, signed, and sealed by the responsible PLS and shall contain the following: 1) the methods used to gather data for production of the TIN(s), 2) the accuracy of the TIN(s), and 3) the checks used to substantiate the accuracy of the TIN(s). All ground based TIN(s) shall be field checked before final submittal, and this shall be stated on the TIN certificate. All TIN(s) shall be checked by a PLS using withheld Topographic points randomly collected throughout the TIN(s) area. A minimum of 50 points shall be collected. Provide a spreadsheet showing the elevation differences from the TIN(s). A sample certification of TIN is available from the DEPARTMENT's Survey Section.
- 3.11. Coordinate Files** shall be comma-delimited ASCII text files. Data shall be in the sequence Point Number, N, E, Z, and Description. Coordinates shall be given to four decimals for the Northings and Eastings, and two decimals for elevations. Points of unknown elevation shall have a placeholder of -9999 in the Z position. Descriptors are to be case sensitive, e.g.: Rebar5 shall not equal REBAR5. Descriptors for found or set monuments shall follow examples provided by the Contracting Agency.
- 3.11.1. **Point Numbering Scheme.** The following point numbering scheme shall be used:

| Range | Use |
|-------|-----|
|-------|-----|

|               |   |
|---------------|---|
| 1-200         | Primary Control Set (main project, line-of-sight traverses) |
| 201-300       | Primary GNSS Control  |
| 301-400       | Aerial Control Panels or Naturals (HV's)                    |
| 401-550       | Secondary Control Points (Spikes/Nails)                     |
| 551-600       | Recovered Published Hz. Control (NGS, NOS, etc.)            |
| 601-700       | Set or Recovered Vertical Control                           |
| 701-2000      | Fnd Mons/Prop Cors  |
| 2,001-5,000   | Computed/Protracted Points, Search, Pre/Post Stakeout       |
| 5,001-20,000+ | Topography Survey Points                                    |

The Surveyor shall ensure that point numbers used in this task do not conflict with point numbers used in other survey tasks on this project.

- 3.12. Electronic Data** (drawing files, coordinate files, reports, etc.) shall be submitted on appropriate size and type of digital media.
- 3.13. Quality Control** shall be performed by the Contractor prior to all submittals. Three dimensional backsight checks shall be recorded at the beginning and end of all instrument setups. Three dimensional coordinate checks shall be recorded at the beginning and end of an RTK GNSS work session. These checks shall become part of the submittal, labeled as "Quality Control Checks" within the Control Summary deliverable. The DEPARTMENT will reject submittals that do not substantially conform to the requirements of this statement of services.
- 3.14. Reviews.** Draft documents required under this agreement shall be submitted to the DEPARTMENT Survey Manager for review. The Contractor shall allow three weeks for the return of written comments. The Contractor shall address and respond to these comments to the satisfaction of the DEPARTMENT prior to submitting the final documents.
- 3.15. Submittal Delivery.** Deliverables shall be submitted to the DEPARTMENT in accordance with the negotiated schedule.

#### **4. Task 1 – Control Survey**

- 4.1. General.** Control surveys include establishing horizontal and vertical control points as approved by the DEPARTMENT. The Contractor shall prepare a Survey Control Diagram (SCD) showing the results of the control survey. The SCD will be a recorded document, and as such, will need to meet certain criteria. All points used or tied as a part of these control surveys shall be included in the project coordinate file and shown on the SCD. SCD guidelines are available from the DOT&PF Survey Section. Prior to performing field surveys for the project, the Contractor shall meet with the DEPARTMENT's Survey Manager, or their designee, to get existing Department control data and to discuss the control requirements for the project.
- 4.1.1. Basis of Horizontal Control.** When the primary control is provided by the DEPARTMENT, it shall be held as the basis of control for the project. Contact the DEPARTMENT if the provided control is found to be disturbed or out of tolerance. Any auxiliary control points necessary to augment this control shall be incidental to the task for which it is required. When the primary control is to be performed by the Contractor, the basis of control shall be as directed by the DEPARTMENT's Survey Section. The local project coordinate system to be used shall be based upon transformation parameters supplied by the DEPARTMENT.
- 4.1.2. Horizontal Control Standards.** All horizontal control survey measurements and references shall be recorded in field books. Electronic data collection can be used to record control data, but is not acceptable as the sole data source for survey measurements. Distances shall be measured and

recorded in both feet (nearest 0.01 foot) and meters (nearest 0.001 meter) as a check. Recorded angle sets, at a minimum, will contain 2 direct and 2 reverse measurements of the forward angle right. When the difference between a direct and reverse pointing of an angle pair exceeds six seconds (ten seconds for distances of 150 feet or less), then that angle pair shall be rejected and remeasured. The mean angle right shall be used for all computations. All foresights and backsights shall be of the fixed leg type. Secondary control points may be side-tied in the same manner. Secondary control points shall be, at minimum, a mag-nail in paved areas or a 6-inch spike in unpaved areas.

All traverses performed shall meet or exceed the standards for Third Order Class I, Traverse Surveys as specified in the ASPLS Standards of Practice. All traverses shall be closed; beginning and ending at known points with an allowable linear error of closure of 1:10,000 or better. In no case shall ground traverses run greater than 2 miles between GNSS controlled points. Static GNSS work shall meet current CGCC Standards for Band IV Surveys. Traverse and GNSS network adjustments shall be by simultaneous least squares adjustment methods.

All cadastral, property, or right of way corners controlled with GNSS shall be done using Static GNSS survey methods. These corners are to be considered secondary control and need only to be occupied once, providing there is a minimum of two 20 minute duration vectors from project control computed for the corner position that differ by no more than 0.08 feet horizontally.

**The use of Post-Processed Kinematic (PPK) or Real-Time-Kinematic (RTK) GNSS procedures are not allowed for establishing control.**

- 4.1.3. Primary Horizontal Control.** Primary and Secondary Airport Control Stations are not present on this airport. The contractor shall develop and submit to the DEPARTMENT for approval a plan for establishing at a minimum three permanent control monuments to be used as the basis of Horizontal Control. . Additional intervisible traverse points or GNSS control points to be set as needed, and shall consist of a minimum 5/8" x 24" rebar with identifying cap. These points shall be located off of the existing paved surfaces wherever possible, and shall be set at least 0.1 foot below the existing ground surface. No spikes or nails shall be used as the Primary Horizontal Control.

All primary horizontal control points and reference points, found or set, shall be shown on the SCD.

The Contractor shall prepare a narrative horizontal control summary detailing the datum, primary control points used, Basis of Bearings, type of adjustment performed and statistics, problems encountered during the survey, equipment used, etc., which shall include annotated copies of control computations and control adjustments, and a horizontal control statement. For GNSS control surveys, the Contractor shall also provide a RINEX2 format data file of at least 8 hours of GNSS data for at least two control points for at least two different days in the Contractor's control network. **The DEPARTMENT recommends logging as much data on as many different days as possible to account for any solar disturbances or other unanticipated problems that might occur.**

- 4.1.4. Basis of Vertical Control.** When primary vertical control is provided by the DEPARTMENT, it shall be held as the basis of control for the project. Any auxiliary control points necessary to augment this control shall be incidental to the task for which it is required. When the primary vertical is to be established by the Contractor, the vertical datum shall be determined by the DEPARTMENT. Note: A tie to MLLW shall be made for all surveys in or adjoining tidally influenced areas unless specifically directed to do otherwise by the DEPARTMENT.

- 4.1.5. Vertical Control Standards.** All vertical control survey measurements shall be recorded in field books. If an electronic digital level is used and the data is recorded electronically the Contractor shall provide annotated copies of the raw and reduced data. All vertical survey circuits shall meet or exceed the standards for third order leveling as specified in the latest printing of the Federal Geodetic Control Committee's Standards and Specifications for Geodetic Control Networks. All vertical control points shall be part of a closed level loop; side-shots are not acceptable. Each loop shall be adjusted and this adjusted elevation used for any further loops. Loop closures and loop-adjusted elevations shall be shown in the field books. The books shall also be used to record descriptions and sketches of vertical control points found or set, condition of found points, and for electronically recorded data the loop information (start point, point(s) controlled, end point, etc.) necessary to interpret the data. Primary vertical control points (BMs and TBMs) shall be controlled by differential leveling. Elevations may be established for secondary control points by closed trigonometric loops, in which case sight distances shall not exceed 750 feet with foresights and backsights of approximately equal lengths, and the line of sight

shall clear obstacles by a minimum of 1.5 feet to avoid the effects of adverse refraction. Elevation differences shall be measured and recorded to the nearest 0.01 foot.

**4.1.6. Primary Vertical Control.** Primary and Secondary Airport Control Stations are not present on this airport. The contractor shall develop and submit to the DEPARTMENT for approval a plan for establishing the basis of Vertical Control. Existing official bench marks (BMs) shall be used wherever possible, with intermediate temporary bench marks (TBMs) established between them. These TBMs shall be stable objects such as luminaire and signal pole base bolts, spikes in trees, etc. **Wooden utility poles, scribes in concrete, and traverse points shall not be used for TBM's.** Contact the DEPARTMENT for direction if no suitable TBM locations exist. Where no permanent official bench marks exist, the Contractor shall establish a minimum of three **permanent bench marks** per project site, for use through project construction. Permanent bench marks shall be at a minimum, 9/16" dia. stainless steel rod driven no more than 40 feet or until refusal into dry ground, encased by a 2.5 foot section of 4" dia. well casing flush with the ground with a rubber cap covering the top of the pipe, or a brass cap cemented into rock outcrops or stable concrete structures, e.g. bridge abutments or building foundations and walls. These points may also satisfy the requirements for Horizontal control, under Section 4.1.3. A marker post shall be placed near each permanent benchmark, found or set. Refer to the [NOAA Manual NOS NGS 1, Geodetic Bench Marks](#) for recommended guidelines for setting permanent benchmarks.

Primary vertical control points, found or set, shall be described in great detail, identifying the particular physical feature used for the elevation point, and sketches shall be made to aid in this effort. Instructions sufficient to enable someone unfamiliar with the project to find these points shall be recorded; these instructions shall include distances and directions from recognizable terrain features such as major intersections, bridges, buildings, etc. All primary vertical control points, found or set, shall be tied to the project horizontal control and shown on the SCD.

The Contractor shall prepare and provide a narrative vertical control summary detailing the datum, primary control points used, vertical network adjustment data, problems encountered during the survey, equipment used, etc., which shall include an NGS benchmark data sheet if available.

**4.2. Survey Control Diagram.** The Contractor shall prepare a Survey Control Diagram (SCD) for the project showing the relationship between survey monuments set and found in the field. The SCD typically shows all horizontal and vertical control found or set in the course of a survey, as well as all found or set monuments that exist in or control the airport boundary. The SCD will be recorded as a Record of Survey in the appropriate Recording District by the Contractor once approved by the DEPARTMENT. In cases where Right of Way Mapping will not take place as part of a project, the Contractor may be required to show all monument ties on the SCD, as directed by the DEPARTMENT. This record of survey can be done in conjunction with the requirements of Section 6.1.

**4.3. Survey Control Sheet.** The Contractor shall prepare a Survey Control Sheet (SCS) for the project showing the relationship between the final project centerline and survey monuments in the field. This differs from a Survey Control Diagram (SCD-see Section 4.2) in that the SCD does not show the final project centerline. The SCS shall be part of the construction plan set and its principal users will likely be Land Surveyors staking the project centerline prior to and after construction or replacing corners that have been disturbed, DEPARTMENT surveyors checking that work, and the Project Engineer to ensure that existing monumentation does not get disturbed. Other near-term users may include Land Surveyors who are performing boundary work in the vicinity of the project. The SCS may be recorded as a Record of Survey, but typically is not. The SCS must not be prepared before the final design centerline is known, typically after the PS&E Review. Samples are available from the DEPARTMENT's Survey Section.

**4.4. Electronic Photographs.** To assist in the point identification, verification of markings, condition of monument and accessories, we ask that .jpg digital photographs be gathered of all monuments found, set, or tied. Each corner should have a minimum of three photographs: one readable close-up of the cap, one near distance showing monument condition, and one with an overview of the monument and its surroundings (it helps to have a tripod setup over the point or some other indicator like fiberglass post to find monument in surrounding picture). All original bearing trees and other accessories of record should also be photographed for these corners. The photographs should be indexed by point number, with the point number in the file name to aid identification of the point. Many times a chalkboard or other similar device can be used in the field to identify the point in the photographs by writing the point legal designation and project point number on the board, and placing board in scene of the pictures. Resolution/File Size should be limited to no more than 1Mb per photo, or a resolution of no more than 2048x1356.

**4.5. Deliverable Items.** The deliverables shall be organized electronically in folders according to the following list.

Only submit what is required for your specific project. Do not submit extra information not required by the DEPARTMENT. Name the files and folders according to what they represent. Do not use contractor specific job numbers. CAD drawings should be named in such a manner that anyone can tell what it represents without having to open the drawing. An example would be "Sleetmute\_ROW.dwg", and not "06-342.dwg". The Contractor shall submit the following items related to their Survey to the AK DOT&PF Survey Section:

**Deliverable Description\***

- A. Field Books: The original field books or PDF indexed, reduced, stamped and checked. (§3.7)
- B. Point Files: An ASCII coordinate file containing all recovered, computed, and topographic points in the local system (if provided). Electronic format shall be submitted. Elevations that are not valid TIN elevations shall be coded as such in the descriptor. (§3.11)
- C. Descriptors: An ASCII file listing all descriptors used and an expanded description of their meanings. Descriptors not used on this project shall not be included in this list. (§3.11)
- D. Survey Report and Control Summary: Horizontal and vertical control summaries in ASCII format. The Contractor shall also provide stamped annotated copies of control computations and control adjustments, including a check shot report. (§4)
- E. Survey Control Diagram (Record of Survey): Electronic CAD and PDF copy. Recording reference number of the final document as recorded in the Alaska Department of Natural Resources Recorder's Office. (§4.2)
- F. Survey Control Sheet(s): Electronic CAD and PDF copy. (§4.3)
- G. GNSS Data: For GNSS control surveys, the Contractor shall provide RINEX2 GNSS data files of 8 hours length for at least 2 control points, along with any GNSS processing or OPUS reports. (§4.1.3)
- H. Electronic Pictures: Organized folders containing all of the control, monument ties, and project site photos. Do not use separate folders for each point. If applicable, the point number should be referenced within the image filename. (§4.4)

\*including, but not limited to.

**5. Task 2 – Survey for Design**

- 5.1. General.** Design Surveys include topographic, hydrographic, photogrammetric, and other geospatial methods of data collection associated with defining the existing ground surface and both natural and man-made features.
- 5.2. Monument Ties.** The Contractor shall research, locate, photograph, and verify all monuments within the existing Right-of-Way limits and the proposed construction limits. If the DEPARTMENT previously performed a field survey tying monumentation, the existence of these monuments shall be field verified. This will insure that the DEPARTMENT can comply with the provisions of AS 19.10.260 and AS 34.65.040, and enable an estimate of quantities to be made. Examples would be Rectangular or Centerline monuments. In the event there is no Right of Way survey performed, these corners will need to be surveyed using the methodology described in Section 4.1.2, so their position can be accurately reestablished.
- 5.3. Remote Sensing.** When directed by the DEPARTMENT, the Contractor shall obtain remotely sensed and associated mapping products. The DEPARTMENT shall be granted rights to use of the data and associated delivered products, for our project design and other in-house uses, including transmittal to others.
  - 5.3.1. Photogrammetry.** Ortho Photo Mosaic will be required. As aerial photography may be used for a variety of analyses, the photography shall be natural color and have sufficient scale and resolution to allow for the preparation of the photogrammetric products, which meet the required accuracies and provide economical acquisition. Aerial photography used for topographic mapping products shall be acquired during leaf-free and snow free conditions. Aerial photography used solely for orthophoto products may be acquired with leaf-on conditions. Existing photography may be substituted for new photography with the approval of the DEPARTMENT Project Manager. All acquired aerial photography, and all photogrammetric products prepared by the Contractor, shall conform to the guidelines and standards of the US COE Manual EM-1110-1-1000. The Contractor using methods suitable to return the desired mapping accuracies shall control aerial photography used for mapping products. Horizontal and vertical datum for the photogrammetric products shall be on the same datums as that used for the project

control. Any photo pre-mark panel points shall be set and controlled for this task, using the same methods and materials as detailed for auxiliary control points presented above for Horizontal and Vertical Control. The Contractor shall determine the number of, location of, and panel size for these points in conjunction with the firm performing the aerial photography. Each photogrammetric control point shall be marked using appropriate panel material. The Contractor shall remove and dispose of all panels set under this contract at the direction of the DEPARTMENT. The use of the most cost effective techniques that will provide the specified products is encouraged. All photogrammetric products for development of TINs shall meet the format, content, accuracy and certification requirements of Section 5.4.1 through 5.4.6 unless directed otherwise by the DEPARTMENT.

If aerial photography is acquired for, or available for use on this project, a digital orthophoto, geo-referenced to the project coordinates, shall be provided to the DEPARTMENT for use in design. Orthophotos shall be delivered in two formats with the associated world files: uncompressed .TIF, and compressed Mr. Sid image file.

**5.3.2. LiDAR.** Light Detection and Ranging (LiDAR) will be required. Accuracy will be suitable for bare earth topography at the 2' contour level and precision for both horizontal and vertical shall meet National Map Accuracy Standards. Pulse density will be of such to meet or exceed the 2 foot contour interval. Mission and flight lines will be planned to have best accuracy and precision achievable and take into consideration foliage and terrain for the greatest density of ground returns.

**5.4. Topographic Survey.** Topographic features shall be surveyed using appropriate data collection methods. The Contractor shall provide complete topographic mapping in a single AutoCAD drawing file along with a single TIN upon completion. All points located in these surveys shall be included in the project coordinate file. The Contractor shall:

- 5.4.1. Define the existing ground surface** by creating a Triangular Irregular Network (TIN). The TIN shall be capable of accurately generating 1 foot contours in all areas. Hard shots (pavement, concrete, etc.) shall have vertical accuracy of less than 0.1 foot. The TIN shall incorporate fault lines (grade breaks, existing centerlines, edges of pavement, curbs [flowline and top back], sidewalks, shoulders and/or tops of bank, toes of slope/fill, ditches and/or drainages, etc.) and additional shots as necessary to insure that the TIN accurately represents the **existing ground surface**. The TIN shall not represent water surfaces. Sufficient data shall be gathered along driveways and side streets to allow grade matching. Provide TIN verification in the form of the DEPARTMENT's TIN Certificate. (§3.10)
- 5.4.2.** Locate and map all **existing improvements and utilities** (above and below ground) within the survey limits. Mapping of overhead utility wires shall include the apparent low point of the wire sag. Overhead wire crossings shall also be located at the existing and proposed centerlines. Elevations for these points shall be the bottom wire elevation. Locate all attachments (guy wires, pedestals, stand pipes, load centers, lights, etc.) within the project survey limits. This includes, but is not limited to, power, telephone, fuel lines, water and sewer lines, cable television, edge of pavement, fences, signage, and navoids within the survey limits. Note any historical sites located in this area. Caution shall be used to avoid disturbing any historic remnants. Locate the edge of trees and identify the approximate average height of the trees at the edge. Locate the limits of any apparent contaminated soils and waters within the project area. Tie to any Corp of Engineers flood plain datums. For Airports: Heights of towers, antennas and any other structure that could be considered a hazard to aircraft shall be included. Determine location, finish floor elevations, peak roof elevations and a description of all buildings in and within 100 feet of the surveyed area. Locate the first tier of structures lying outside of the proposed airport boundary and within 200 feet of that boundary.
- 5.4.3.** Locate and map all **drainage structures** within the survey limits. Record diameter, length, invert elevations, structure type and condition, high water marks, and apparent flow direction.
- 5.4.4.** Locate and map any **other physical feature, natural or man-made**, including any ordinary or mean high water boundaries that could affect the design of the project, as directed by the DEPARTMENT.
- 5.4.5.** After the DEPARTMENT has reviewed the provided data, the Contractor may need to **extend the TIN & topographic mapping as specified** by the DEPARTMENT.
- 5.4.6.** Locate and tie, both horizontally and vertically, **all proposed and existing geotechnical sample locations**. The Contractor shall stake the baseline or sample locations as directed by the DEPARTMENT.

**5.5. Deliverable Items.** The deliverables shall be organized electronically in folders according to the following list. Only submit what is required for your specific project. Do not submit extra information not required by the DEPARTMENT. Name the files and folders according to what they represent. Do not use contractor specific job numbers. CAD drawings should be named in such a manner that anyone can tell what it represents without having to open the drawing. An example would be "Sleetmute\_Topo.dwg", and not "06-342.dwg". The Contractor shall submit the following items related to their survey to the AK DOT&PF Survey Section:

**Deliverable Description\***

- A. Field Books: The original field books or PDF indexed, reduced, stamped and checked. (§3.7)
- B. Point Files: An ASCII coordinate file containing all recovered, computed, and topographic points in the local system (if provided). Electronic format shall be submitted. Elevations that are not valid TIN elevations shall be coded as such in the descriptor. (§3.11)
- C. Descriptors: An ASCII file listing all descriptors used and an expanded description of their meanings. Descriptors not used on this project shall not be included in this list. (§3.11)
- D. Electronic Pictures: Organized folders containing all project site photos. Do not use separate folders for each point. If applicable, the point number should be referenced within the image filename.
- E. TIN: All TIN files with a sealed and signed certificate of accuracy. Quality control check spreadsheet showing the differences from the true values (§3.10).
- F. Air Photo Report: A report of the photogrammetric control shall be provided including all ground control points, aerial photography camera logs, airborne GNSS control procedures and results, analytical aero triangulation results, current camera calibration reports, and other data associated with control of the aerial photography. (§5.3.1)
- G. Ortho Photo Mosaic: .tif format files shall be delivered in files less than 250MB in size. A compressed image file in Mr. Sid format shall also be included. An index file showing the project area and the areas covered by the individual files shall be included. (§5.3.1)
- H. LiDAR Data:
  - .las classified v1.2 files for each tile or subset of collected data, 1-All returns, 2-Ground, 3-Low veg, 4-Med veg, 5-Hi veg, 6-bldg, 7-noise, 8-model key points, 9-water, 11-road surface, 14-Wire Conductor, 15-Transmission Tower/Power Pole, 17-Bridge deck.
  - Bare Earth, Model key points in ASCII .xyz comma delimited format (no point number or descriptors). Files to match DEM tiles.
- I. Project Drawing: Single or multiple referenced complete and edited AutoCAD drawing file(s) of the entire survey limits, containing topographic mapping (points, surfaces, annotations, metadata), base-mapping, planimetric linework, symbols, descriptive notes, etc. (§5.4)

\*including, but not limited to.

**5.8. Topographic Survey Scope.** The topographic survey performed per Section 5.4 shall consist of both hand collected survey points and a LIDAR survey of the entire airport property.

**5.8.1. Runway(s).** Survey the runway centerline, edge of runway, as defined in the current Airport Layout Plan, and edge of gravel surfacing. Survey runway cross sections at every 50 feet along the runway centerline alignment, starting at the runway threshold. Surface irregularities larger than 6" in height within the RSA, 60 feet either side of runway centerline, shall also be surveyed. Survey of top of slope, toe of slope and any ditches, streams, ponds, and culverts within the ROFA, 125 feet either side of runway centerline and 240 feet past either end of the runway threshold. Survey all runway threshold and edge markers, segmented circle barrels, the lighted windcone, and supplementary windcone.

**5.8.2. Taxiway(s).** Survey the taxiway centerline, edge of taxiway, as defined in the current Airport Layout Plan, and edge of gravel surfacing. Survey taxiway cross sections at every 25 feet along the taxiway centerline alignment.

**5.8.3. Apron.** Survey edge of gravel surfacing and additional points on a 25 foot by 25 foot grid. Survey all aircraft

tie downs in the apron if found, and facilities exteriors.

- 5.8.4. **Access Road.** Cross sections: 25 foot spacing, centerline, and edge of gravel surfacing. Any guardrail and culverts. Top of slope and toe of slope either side of roadway.
- 5.8.5. **LIDAR Survey.** Conduct an aerial LIDAR survey of the entire airport property.

## 6. Task 3 – Survey for Right-of-way

- 6.1. **General.** The Contractor shall perform the following services to the standards in Section 4. Typically the surveying for ROW is performed after horizontal control is established for the project. Any exceptions shall be discussed at the project pre-work meeting.
  - 6.1.1. Prior to commencement of the survey, the Contractor shall review any title documents and mapping in the Contracting Agency/DEPARTMENT's possession which is considered relevant to the project. The Contractor shall be responsible for researching additional relevant documentation from other sources. These documents include but are not limited to the following:

Bureau of Land Management (BLM) and Department of Natural Resources (DNR) land status plats, BLM township survey plats, Mineral and U.S. Survey plats and field notes, any records of survey, subdivisions, and relevant engineering control surveys, United States Coast and Geodetic Survey (USC&GS)/ National Geodetic Survey (NGS) control diagrams-descriptions, DOT&PF right-of-way records and other easement or boundary documents of record, DOT&PF engineering as-builts, DOT&PF Airport Leasing documents, DNR surveys, and aerial photos, DEC Community Profile Maps, Local or Municipal data.

All research for property corner ties (generally includes local platting authority subdivision plats and right-of-way plats, BLM U.S. Surveys, state land survey plats, waiver documents, deeds, record of surveys and monument records) should be done prior to commencement of searching and tying property and ROW controlling corners.

- 6.1.2. Tie all existing boundary monumentation throughout the project limits. Tie the nearest Public Land Survey System (PLSS) monuments (Section, 1/4 Section and 1/16 Section Corners) or if existing monuments that represent the legal corner positions do not exist at those locations, sufficient additional rectangular monuments and/or accessories to control the computations of the legal locations of those corners per the relevant BLM *Manual of Surveying Instructions for Public Lands*. Any corner monument in need of rehabilitation or re-monumentation shall first be photographed, and then have rehabilitation accomplished prior to tying the monument location and re-photographing the final condition.

For the initial surveys all property corners within and along the existing airport boundary should be searched for, documented and tied. The extent of the corners to be tied normally is discussed and clarified during contract negotiations or at the survey pre-work meeting.

- 6.2. **Record of Survey.** A Record of Survey shall be prepared for recording in the appropriate Recording District for the Right of Way survey. All Right of Way surveying completed above in Section 6.1 shall be included in the Record of Survey. This record of survey can be done in conjunction with the requirements of Section 4.2. Consult with the DEPARTMENT for guidance in the preparation of the Record of Survey.
- 6.3. **Annotated Plats and Research Documents.** PDF Copies of all of the research documents for the rectangular survey and property boundary monuments shall be provided, along with annotations of whether the point was searched for and not found, or monument destroyed, or if found it's corresponding project point number. These annotations do not need to be "works of art", and many times are the original paper plat copies, or scans of such, that the field crews had in the field with them. The annotated plats should be indexed in some method (by Section Location, MOA grid, or other logical means), placed in labeled folders organized by the indexing scheme.
- 6.4. **Deliverable Items.** The deliverables shall be organized electronically in folders according to the following list. Only submit what is required for your specific project. Do not submit extra information not required by the DEPARTMENT. Name the files and folders according to what they represent. Do not use contractor specific job numbers. CAD drawings should be named in such a manner that anyone can tell what it represents without having to open the drawing. An example would be "Sleetmute\_ROW.dwg", and not "06-342.dwg". The

Contractor shall submit the following items related to their Survey to the AK DOT&PF Survey Section:

**Deliverable Description\***

- A. Field Books: The original field books or PDF indexed, reduced, stamped and checked. (§3.7)
- B. Point Files: An ASCII coordinate file containing all recovered, computed, and topographic points in the local system (if provided). Electronic format shall be submitted. Elevations that are not valid TIN elevations shall be coded as such in the descriptor. (§3.11)
- C. Descriptors: An ASCII file listing all descriptors used and an expanded description of their meanings. Descriptors not used on this project shall not be included in this list. This file shall be submitted with the draft coordinate file. (§3.11)
- D. Right of Way Survey Report Memo. A brief description of the survey methods, equipment, computations, quality control checks and accuracy estimates.
- E. Survey Control Diagram (Record of Survey): Electronic CAD and PDF copy. Recording reference number of the final document as recorded in the Alaska Department of Natural Resources Recorder's Office. (§4.2)
- F. Annotated Plats and Research Documents. (§6.3)
- G. GNSS Data: For GNSS control surveys, the Contractor shall provide RINEX2 GNSS data files of 8 hours length for at least 2 control points, along with any GNSS processing or OPUS reports. (§4.1.3)
- H. Electronic Pictures: Organized folders containing all of the control, monument ties, and project site photos. Do not use separate folders for each point. If applicable, the point number should be referenced within the image filename. (§4.4)

\*including, but not limited to.

**7. Supporting Documents (Attachments)**

- 1. Current ALP and As-builts