

**STATE OF ALASKA RFP NUMBER 2524H031  
AMENDMENT NUMBER ONE (1)**

***AMENDMENT ISSUING OFFICE:***



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

**THIS IS NOT AN ORDER**

**DATE AMENDMENT ISSUED: March 22, 2024**

**ITB TITLE: Statewide Functional Classification Update— Federally Funded**

**DUE DATE:** April 11, 2024 at 2:00 PM. (Alaska Time)

**This is a mandatory return Amendment.** *Your bid may be considered non-responsive if this signed amendment is not received [in addition to your bid] by the date and time bids are due.*

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

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

Printed Name: \_\_\_\_\_

Offerors Name: \_\_\_\_\_

The purpose of this Amendment #1 is to:

- **Extend the due date and time for receipt of proposals. Proposals are due no later than April 11, 2024 at 2:00 PM. (Alaska Time)**
- **Provide answers to questions received**
- **Modify sections of the RFP**
- **Provide an amended Cost Proposal**

**Questions and Answers**

**Question #1.**

To account for required time for hard copy mailing and time to clarify for/page limit discrepancies, we request an RFP submittal extension date to April 5, 2024.

**Answer #1.**

With this Amendment #1, the due date and time for receipt of proposals is extend. Proposals are due no later than April 11, 2024 at 2:00 PM. (Alaska Time)

**Question #2.**

Please consider allowing email submissions and not requiring hard copies.

**Answer #2.**

Not at this time.

**Question #3.**

Please clarify the page limits for each form, as the RFP and Word document of forms have conflicting instructions. Specifically, please state how many single-sided pages are permitted per section.

**Answer #3.**

See Modification to the RFP #1 Amendment #1 RFP 2524H031 Electronic Submittal Forms A-F provided with this Amendment #1.

**Question #4.**

Please clarify the names of the Subcontractors form and the Cost Proposal form. In Section 4.02, the RFP names them as F – Subcontractors and G – Cost Proposal. Attachment #8 calls it Form G. Cost Proposal. The Word document calls its form Form G – Subcontractors.

**Answer #4.**

See Modification to the RFP #1 Amendment #1 RFP 2524H031 Electronic Submittal Forms A-F provided with this Amendment #1.

**Question #5.**

The Cost Proposal form states to not manipulate it in any way, but the form itself is an uneditable PDF. Will you accept a Word-based recreation of this form? Or can you provide an Excel version of the desired form?

**Answer #5.**

See Amendment #1 Attachment G Cost Proposal Form.

**Question #6.**

The Cost Proposal form lists specific hours, titles, and role descriptions. Please provide a brief description of each of the titled roles because duties make a significant difference in billing rates.

**Answer #6.**

The Transportation Policy Analyst position has been removed from the cost proposal. The other positions listed are standard titles for this type of work. See Amendment #1 Cost Proposal provided with this Amendment #1 Attachment G Cost Proposal Form.

**Question #7.**

The Cost Proposal form states “The costs provided below will be evaluated and will become memorialized as part of the contract and remain firm through the life of the contract.”

Please consider allowing substantiated employee rate increases one time annually over the life of the contract to account for employee raises and fluctuations in approved DOT&PF audited overhead rates. If audited rates are used as they are in professional services agreements, there is also the possibility of billing rates going down from one year to the next even if employee direct labor rates increase.

**Answer #7.**

See Modification to the RFP #2 Cost Price Adjustments, provided with this Amendment #1.

**Question #8.**

Please consider removing required letters of reference and allowing reference name and contact information for firm and/or personnel experience.

If this requirement is retained, please clarify if the letters of reference are included in the page limit for Submittal Form B.

**Answer #8.**

See Modification to the RFP #3

**Question #9.**

Please clarify whether Alaska Bidder Preferences apply to this federally funded contract. See 2 CFR 200.319 (c). The RFP indicates those eligible may complete the forms if they believe the preference applies and we would like confirmation of whether it will be factored into scores.

**Answer #9.**

No Alaska preferences apply to this RFP. Reference to Alaska Preferences are removed in its entirety. See Modification to the RFP #1 Amendment #1 RFP 2524H031 Electronic Submittal Forms A-F provided with this Amendment #1.

**Question #10.**

The RFP states that *Submittal Form B* has a maximum page limit of 10 pages, but the form provided states that the maximum is 5 pages. Similarly, the RFP states that *Form C* has a 4-page limit, but the form document itself says there is a 5-page limit. The RFP states that *Forms D and E* each have an 8-page limit but the form document say there is a 5-page limit. Can you clarify?

**Answer #10.**

See answer #3 above.

**Question #11.**

The RFP instructs vendors to include *Submittal Form F – Subcontractors* and *Submittal Form G – Cost Proposal*, but the provided forms document does not include a Cost Proposal form and Submittal Form G is for Subcontractors. Can you clarify?

**Answer #11.**

See answer #4 above.

**Question #12.**

page 19 of the RFP indicates that submittal form G is the Cost Proposal but in the submittal forms document submittal form G is “Subcontractors” (there is no submittal form F as indicated on page 19). Is there a specific format for Cost that we should be using for this response?

**Answer #12.**

See answer #4 above.

**Question #13.**

Is it possible to have this response be electronic submission instead of hardcopy submission?

**Answer #13.**

See answer #2 above.

End of Questions and Answers

## Modifications to sections of the RFP

### **Modification #1**

The RFP 2525H031 Electronic Submittal Forms A-F is removed in its entirety and replaced with Amendment #1 RFP 2525H031 Electronic Submittal Forms A-F

### **Modification #2**

**The following Section has been added to the RFP:**

#### **SEC 3.19 Cost Price Adjustments**

Contracted hourly billing rates will remain firm through December 31, 2024.

The contractor may request price adjustments, in writing, 30 days prior to the contract renewal date. Requests must be in writing and must be received 30 days prior to December 31, 2024 and the subsequent optional contract renewal dates. If the contractor fails to request a CPI price adjustment 30 days prior to December 31, 2024, and the subsequent optional contract renewal date, the adjustment will be effective 30 days after the state receives their written request. Adjustments will only be allowed to the contracted hourly billing rates.

Price adjustments will be made in accordance with the percentage change in the U.S. Department of Labor Consumer Price Index (CPI-U) for All Urban Consumers, All Items, Urban Alaska.

The price adjustment rate will be determined by comparing the percentage difference between the CPI in effect for the base year six-month average January through June 2024; and each January through June six-month average thereafter. The percentage difference between those two CPI issues will be the price adjustment rate. No retroactive contract price adjustments will be allowed.

All price adjustments must be approved by the procurement officer prior to the implementation of the adjusted pricing. Approval shall be in the form of a contract amendment issued by the procurement officer.

### **Modification #3**

RFP Section 4.04 EXPERIENCE AND QUALIFICATIONS (SUBMITTAL FORM B) is removed in its entirety and replaced with the following:

#### **Sec. 4.04 EXPERIENCE AND QUALIFICATIONS (SUBMITTAL FORM B)**

Offerors must provide detail on the personnel assigned to accomplish the work called for in this RFP; illustrate the lines of authority; designate the individual responsible and accountable for the completion of each component and deliverable of the RFP.

Offerors must provide a narrative description of the organization of the project team and a personnel roster that identifies each person who will actually work on the contract along with their titles and location(s) where work will be performed.

Offerors must also provide 3 **contact names and phone numbers**, for similar projects the offeror's firm has completed. References must be able to provide evidence that offeror has met the minimum years' experience per section 1.05 RFP.

The offeror shall not disclose their costs in this Submittal Form. Submission forms shall not exceed the page limit (as described in Section 4.02).

**Offerors must provide resumes for those personnel with names and title that will be assigned to complete the project as a separate attachment to Submittal Form B.**

#### Modification #4

### Section 7. ATTACHMENTS

#### SEC. 7.01 ATTACHMENTS

Is modified to include Amendment #1 Attachment G Cost Proposal Form as an electronic form.

#### Modification #5

##### Attachment G Cost Proposal Form has been modified for this Amendment #1:

The Cost Proposal Form is amended and included with this *Amendment #1*. Proposers MUST complete and return this amended Cost Proposal with their offer in order to be considered responsive. Failure to submit the amended Cost Proposal with your offer will cause your offer to be deemed non responsive and your offer rejected.

If an Offeror has already submitted a proposal, you have the option to submit a new [technical] proposal with your amended Cost Proposal OR your previously submitted technical proposal will be retained by the Procurement Officer. Offerors who intend to submit a new technical proposal must contact the Procurement Officer and provide instructions for either the return or disposal of their initial submittal.

Proposals received after the Due Date and Time will be considered Non-responsive.

#### End of modifications to sections of the RFP

Signature:



Date:

3-22-24

Name:

Chris Hunt

Title:

Procurement Specialist 5

## SUBMITTAL FORM A – Offeror Information

### PROJECT INFORMATION

RFP NUMBER: 2524H031

PROJECT NAME: Statewide Functional Classification Update of All Public Roads- Federally Funded

### OFFEROR INFORMATION

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tax ID: \_\_\_\_\_

Alaska Business \_\_\_\_\_

License #: \_\_\_\_\_

### CONTACT INFORMATION

Provide contact information for the individual that can be contacted for clarification regarding this proposal:

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

### CRITICAL TEAM MEMBERS

Provide the names of all critical team members that will be assigned to this contract. Note: These individuals cannot be removed or replaced from this project, or their positions, unless approved in writing by the project director or procurement officer.

Name of Position 1 \_\_\_\_\_

Name of Position 2 \_\_\_\_\_

Name of Position 3 \_\_\_\_\_

Name of Position 4 \_\_\_\_\_

### ADDENDA ACKNOWLEDGEMENT

The offeror acknowledges receipt of the following amendments and has incorporated the requirements of such amendments into their proposal. Failure to identify and sign for all amendments may subject the offeror to disqualification. The offeror must list all amendments (by number), then initial and date to confirm that you have received and incorporated them into your proposal (add more rows as necessary).

Number	Initials & Date

Number	Initials & Date

Number	Initials & Date

## Amendment #1 RFP 2525H031 Electronic Submittal Forms A-F

### CERTIFICATIONS

No	Criteria	Response*
1	The offeror is presently engaged in the business of providing the services & work required in this RFP.	True   False
2	The offeror confirms that it has the financial strength to perform and maintain the services required under this RFP.	True   False
3	The offeror accepts the terms and conditions set out in the RFP and agrees not to restrict the rights of the state.	True   False
4	The offeror confirms that they can obtain and maintain all necessary insurance as required on this project.	True   False
5	The offeror certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States.	True   False
6	The offeror is not established and headquartered or incorporated and headquartered, in a country recognized as Tier 3 in the most recent United States Department of State's Trafficking in Persons Report.	True   False
7	Offeror complies with the American with Disabilities Act of 1990 and the regulations issued thereunder by the federal government.	True   False
8	Offeror complies with the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government.	True   False
9	Offeror complies with the applicable portion of the Federal Civil Rights Act of 1964.	True   False
10	The offeror can provide (if requested) financial records for the organization for the past three years.	True   False
11	The offeror has not had any contracts terminated by the State of Alaska (within the past five years).	True   False
12	The offeror certifies that it is not currently debarred, suspended, proposed for debarment, or declared ineligible for award by any public or federal entity.	True   False
13	The offeror certifies that they do not have any governmental or regulatory action against their organization that might have a bearing on their ability to provide services to the state.	True   False
14	The offeror certifies, within the last five years, they have not been convicted or had judgment rendered against them for: fraud, embezzlement, theft, forgery, bribery, falsification or destruction of records, false statements, or tax evasion.	True   False
15	The offeror does not have any judgments, claims, arbitrations or suits pending/outstanding against your company in which an adverse outcome would be material to the company.	True   False
16	The offeror is not (now or in the past) been involved in bankruptcy or reorganized proceeding.	True   False
17	Offeror certifies they comply with the laws of the State of Alaska.	True   False
18	Offeror confirms their proposal will remain valid and open for at least 90 days.	True   False

\* Failure to answer or answering "False" may be grounds for disqualification. For any "False" responses, provide clarification (up to 250 word maximum for each "False" clarification) below (add rows as necessary).

Section	Clarification

## Amendment #1 RFP 2525H031 Electronic Submittal Forms A-F

### CONFLICT OF INTEREST STATEMENT

Indicate below whether or not the firm or any individuals that will work on the contract has a possible conflict of interest (e.g., currently employed by the State of Alaska or formerly employed by the State of Alaska within the past two years) and, if so, the nature of that conflict. The procurement officer reserves the right to consider a proposal non-responsive and reject it or cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity services to be provided by the offeror.

Does the offeror, or any individuals that will work on this contract, have a possible conflict of interest?

☐ Yes ☐ No

*\* Failure to answer may be grounds for disqualification.*

If "Yes", please provide additional information regarding the nature of that conflict:

### FEDERAL REQUIREMENTS

Indicate below all known federal requirements that apply to the proposal, proposal evaluation, or contract:



## **SUBMITTAL FORM B – Experience and Qualifications**

**SPECIAL REQUIREMENTS:** This Submittal Form must not identify the offeror's proposed costs and must not exceed 10 pages (reference RFP section 4.02).

A large, empty rectangular box with a thin black border, occupying the majority of the page below the header. It is intended for electronic submittal forms.

## **SUBMITTAL FORM C – Understanding of the Project**

SPECIAL REQUIREMENTS: This Submittal Form must not identify the offeror's proposed costs and must not exceed 4 pages (reference RFP section 4.02).

**Amendment #1 RFP 2525H031 Electronic Submittal Forms A-F**

## **SUBMITTAL FORM D – Methodology Used for the Project**

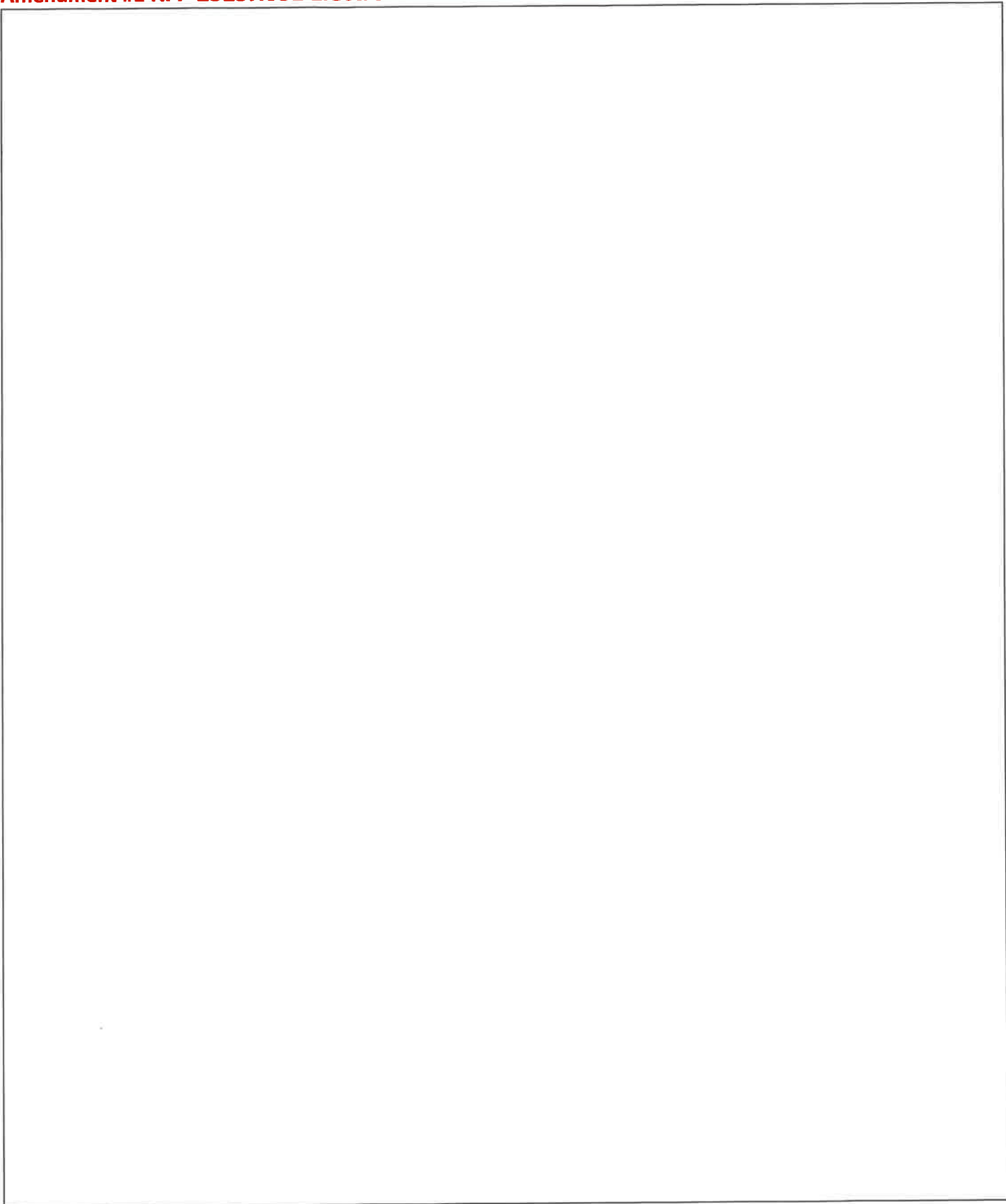
SPECIAL REQUIREMENTS: This Submittal Form must not identify the offeror's proposed costs and must not exceed 8 pages (reference RFP section 4.02).



**Amendment #1 RFP 2525H031 Electronic Submittal Forms A-F**

**SUBMITTAL FORM E – Management Plan for the Project**

SPECIAL REQUIREMENTS: This Submittal Form must not identify the offeror's proposed costs and must not exceed 8 pages (reference RFP section 4.02).

A large, empty rectangular box with a thin black border, occupying the majority of the page. It is intended for the submission of electronic forms, as indicated by the header text.



## **SUBMITTAL FORM F – Subcontractors**

Please complete the below form if using subcontractors. During contract negotiation, the state may require a signed written statement from each subcontractor that clearly verifies the subcontractor is committed to performing the services required by the contract. Prior to contract award, the state will also require evidence that a subcontractor possesses a valid Alaska business license if they will be performing work within Alaska.

Subcontractor Function	Subcontractor Name	Address	% of Work Performing

Attachment #8 - SUBMITAL FORM G COST PROPOSAL / PERSONNEL LIST & HOURLY FIXED RATES

Amendment #1 - RFP #2524H031 Statewide Functional Classification Update - Amendment #1

Personnel List & Hourly Fixed Rates

The purpose of the cost formula is to provide a mechanism for offerors to submit fully loaded hourly rates in a manner that DOT&PF can evaluate and score cost per Section 5. of the RFP. Cost proposals must identify a loaded hourly rate that includes all direct and indirect costs associated with the performance of the contract, including, but not limited to all services, total number of hours at various hourly billing rates; payroll, supplies, overhead assigned to each person working on the project. Percentage of each person's time devoted to the project, and profit to be provided by the contractor to complete all work provided in the Scope of Work in the RFP. The costs provided below will be evaluated and will become memorialized as part of the contract and remain firm through December 31, 2024. The contractor may request price adjustments, in writing, 30 days prior to the contract renewal date. Requests must be in writing and must be received 30 days prior to December 31, 2024 and the subsequent optional contract renewal dates. The contractor will be compensated for actual hours provided. No changes or alterations to the cost proposal form are permitted. Failure to complete and submit all applicable portions of this cost proposal form may result in the proposal being declared non-responsive and rejected. Submit only one cost proposal. The State does not guarantee any minimum or maximum number of hours that will be required under this task.

Offeror must provide an hourly rate for each person assigned to work on the project.			
Employee Name	Employee's Title	Hourly Billing Rate	Estimated Hours
	Contract/Project Manager		75
	Administrative Assistant - schedule meetings, billing, etc.		100
	Writer/Editor - create/edit documentation		125
	GIS Developer - create/edit maps		150
	GIS Applications Specialist- develop web apps, Story Maps		75
	Senior Transportation Planner		200
	Public Involvement Specialist - public outreach		200
	Transportation Planner		200
TOTAL EVALUATED COSTS			\$