

# REQUEST FOR PROPOSALS PACKAGE

(Procurement per Article 3 of AS 36.30)



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## ISSUING OFFICE

Agency Contact & Phone No.: Kelly Pahlau, (907) 269-8493

Kelly.pahlau@alaska.gov

Contracting Division: Administrative Services

Issue Date: April 30, 2024

## PROJECT

**RFP NUMBER** ..... : 24FMUL0123A

Project Numbers-State/Federal..... : 24FMUL0123A

Project Site: Fairbanks, Alaska

Project Title & Contract Description: Fairbanks Post Renovation Design Services

The Contractor shall provide professional design services for the multi-phased renovation of the existing building, addition of a new Evidence Building, and all related site work. Services are anticipated to include Architecture, Civil, Structural, Mechanical, Electrical, and Geotechnical Engineering, Survey, Cost Estimating, and Environmental Services. Activities include project scoping, geotechnical exploration, environmental review and documentation, survey, design, assistance during bidding and construction, and other design-related services deemed necessary.

## SCHEDULE & PAYMENT

Anticipated period for performance-Begin/End: June 1, 2024 through August 2028

Estimated amount of proposed contract:

- Less than \$200,000
- \$200,000 to \$250,000
- \$250,000 to \$500,000
- \$500,000 to \$1,000,000
- \$1,000,000 or greater

Proposed Method(s) of Payment:

- Fixed Price Plus Expenses (FPPE)
- Firm Fixed Price (FFP)
- Other:
- Cost Plus Fixed Fee (CPFF)

## SUBMITTAL DEADLINE

*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: May 21, 2024

PREVAILING TIME: **4:00 PM**

Electronic Delivery ONLY to DPS.DAS.Solicitations@alaska.gov.

**IMPORTANT NOTICE:** If you downloaded this solicitation from the State's Website, you must self-register for the Plan Holders list to receive subsequent amendments. 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, DPS 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 DPS 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 Indemnification and Insurance Appendix D

13. The proposed contract 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:

Potential offerors are invited to a walkthrough of the current facility and surrounding area with a time for questions on **Wednesday, May 8, 2024, at 1979 Peger Road, Fairbanks, Alaska, 1:30pm.**

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>

Supplemental Information for Offeror Review:

Building Reconfiguration Master Plan Report (attached separately)

## SUBMITTAL CHECKLIST

Offeror may use left margin to check off items when completed. This checklist does not need to be returned with an offeror's proposal.

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

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 working days prior to the Submittal Deadline (AS 36.30.565).

Check Box	Item
	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.
	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. <b>Note:</b> If weight is applied to Criterion #11, Alaska Bidder (Offeror) Preference, that box must be checked on page 1 of Part D.
	Prepare and submit 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 proposals to criteria weighted zero will be disregarded. Acceptable proposals must be specific and directly related to the Contracting Agency's proposed Statement of Services.
	<b>Each criterion Response must be titled, numbered and assembled in the order in which the criteria are listed in Part C</b> , so the criterion to which information applies shall be plainly evident. Material not so identified or assembled may be discarded without evaluation.
	Price <input type="checkbox"/> is <input checked="" type="checkbox"/> is not an evaluation criterion for the proposed contract. If Price is a Criterion, prepare <b>Billing Rates and/or Price Proposals</b> as described in Criteria #12 and/or #13.
	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.
	Parts A, B and C of the solicitation and the proposed Statement of Services shall be returned to the Agency Contact listed on Page 1 of Part A. One copy shall be submitted electronically via email. It is the offeror's responsibility to contact the Contracting Officer listed on Page 1 of Submittal Form A to ensure the proposal has been received. Like mail, electronic delivery is not instantaneous. The proposal must be received by the state prior to the deadline. <b>Submittals shall consist of the following applicable items assembled clearly labeled and as separate documents or labeled within one combined document.</b>
	Completed Part D - Proposal Form: response proposal to all evaluation criteria -- <b>except Billing Rates, Price Proposals</b> – attached.
	If <b>Billing Rates and/or Price Proposals</b> are required, this shall be included as a separate attachment from the other submittal forms and clearly labeled. The <b>Billing Rates or Price Proposal</b> must be signed and dated by the person who prepares it.
	Pre-Audit Statement, shall <b>not</b> be provided with Submittal. (See Notice #10 on page 3 of Part A - RFP.)
	<b>CAUTION:</b> 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.
	<b>Completed Applicable Forms: Former Employee's Certification of Eligibility, Alaska Offeror's Certification, DBE Number</b>

# 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 identified at the top of page 1 of Part A - RFP.

## SECTION I - TECHNICAL PROPOSAL

### 1. Objectives and Services

1. Weight: 10

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: 15

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 firm's (Offeror and Proposed Subcontractors) and Project Staff might specifically contribute to the proposed methods. Identify the amount and type of work to be performed by any Subcontractors, if used. 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: 10

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 and how communications will be maintained between your Project Staff, the Contracting Agency, and (as applicable) any other government agencies or the public.

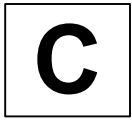
### 4. Proposed Project Staff

4. Weight: 15

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. Architecture\* (Alaska AELS Type A License)
4. Civil Engineering\* (Alaska AELS Type C License)
5. Structural Engineering\* (Alaska AELS Type T License)
6. Mechanical Engineering\* (Alaska AELS Type M License)
7. Electrical Engineering\* (Alaska AELS Type E License)
8. Geotechnical Engineering\* (Alaska AELS Type C License)
9. Surveying\* (Alaska AELS Type L License)
10. Cost Estimating
11. Environmental Services

\*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.



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: 15

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: 20

Response must describe previous projects the project team has worked on that are related in size and scope to this project. Provide 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.

PART

C

PART

C

SECTION II - PREFERENCES

**8. 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".

8. Weight: 10

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 Part B regarding procedure for submittal of Billing Rates and/or Price Proposals. Cost terminology is explained on page 2 of the Pre-Audit Statement.

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 Fees) 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. **Submit these rates on Part E with the required formatting.**

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)

Responses 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. **Submit these rates on Part E with the required formatting.**

- Show project title, project number, and Offeror or Subcontractor Name.
- 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>	<u>Total</u>
					DCDL: \$ _____

- 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: \$ \_\_\_\_\_

- 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: \$ _____

- Total Proposed Cost**  
Sum of DCDL + IDC + ODC

Total Cost: \$ \_\_\_\_\_

- Proposed Fee**  
List a proposed amount (Contract Fee is generally negotiated using a structured Fee analysis of proposed costs).

Proposed Fee: \$ \_\_\_\_\_

- Total Proposed Price**  
Sum of Total Proposed Cost plus Proposed FEE.

Total Price: \$ \_\_\_\_\_

- In accordance with the Part B, 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.



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

Title: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

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

**CERTIFICATION FOR ALASKA BUSINESS LICENSES AND REGISTRATIONS**

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.

**Former Employee's Certification of Eligibility  
Under the Alaska Executive Branch Ethics Act  
(AS 39.52.140, AS 39.52.180)**

I am a former employee of the State of Alaska and left state service within the last two years. My last position with the state was [job title] with the [name of state agency and administrative unit]. I propose to work on [describe state contract or other matter] on behalf of [name of current employer]. This work will not involve any matter (a) that was under consideration by the state administrative unit that I served, and (b) in which I participated personally and substantially during my state service through the exercise of official action ("official action" means a recommendation, decision, approval, disapproval, vote, or other similar action or inaction). I am therefore eligible to participate in this [contract or matter] under the Alaska Executive Branch Ethics Act. I also understand that as a former public officer I may not disclose or use information acquired in the course of my official duties that could in any way result in a benefit to me or my family, if the information has not been disseminated to the public, or that is confidential by law, without appropriate authorization.

I certify under penalty of perjury that the foregoing is true.

Dated: \_\_\_\_\_, 20\_\_, at \_\_\_\_\_, Alaska.

\_\_\_\_\_  
[name of former state employee]

STATE OF ALASKA                    )  
  ) ss.  
\_\_\_\_\_ JUDICIAL DISTRICT        )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, [name of former state employee], whom I know to be the individual described in and who executed this certification, personally appeared before me and acknowledged that [s]he signed the certification as [her or his] free and voluntary act.

IN WITNESS WHEREOF, I have placed my signature and affixed my official seal.

\_\_\_\_\_  
Notary Public in and for Alaska  
My commission expires: \_\_\_\_\_

*If no notary or other official (judge, magistrate, U.S. postmaster or municipal clerk) is available, omit the notary certificate and include the following statement in the text: A notary or other official empowered to administer oaths is unavailable.*

# PROPOSED STATEMENT OF SERVICES APPENDIX B

RFP No: 24FMUL0123A  
IRIS Program No: TBD

## Fairbanks Post Renovation Design Services

### INDEX

<u>ARTICLE NUMBER</u>	<u>TITLE</u>
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- |    |                             |
|----|-----------------------------|
| B1 | ADMINISTRATIVE REQUIREMENTS |
| B2 | BASIC SERVICES              |
| B3 | ADDITIONAL SERVICES         |
| B4 | SUPPLEMENTAL PROVISIONS     |

### ARTICLE B1

#### ADMINISTRATIVE REQUIREMENTS

B1.0 The following conditions and actions are mandatory Administrative Requirements of this agreement except as may be modified or deleted in Article B4.

B1.1 "Architect", Architect/Engineer", "A/E", or similar phrases mean the CONTRACTOR who is a party to this agreement.

B1.2 "Using Agency" means the department, division, school district, municipality, etc., that generated the requirement for which services under this agreement are obtained.

B1.3 Costs analysis and control is a primary concern of the CONTRACTING AGENCY and the following provisions are included for such purposes.

B1.3.1 The Budgeted Construction Funds are the specified amounts available for construction work and established as a condition of this agreement. The budgeted construction funds do not include the compensation of the CONTRACTOR and his subcontractors, the cost of the land, site investigations, right-of-ways, administrative or other costs which are the responsibility of the CONTRACTING AGENCY, unless otherwise stated herein. The amount of budgeted construction funds for this project is identified in B4 or as modified by amendment to this agreement. This amount includes all on-site and off-site improvements necessary for a complete and operational facility.

B1.3.2 The Total Estimated Construction Cost is the current estimated cost for all construction work to

complete the project scope in accordance with the bid documents. Budgeted construction funds and total estimated construction cost are not always equal.

B1.3.3 Bid Documents prepared by the CONTRACTOR must consist of a basic bid with an estimated cost equal to approximately 90% of the budgeted construction funds and two or more additive alternate bids. The alternate bids must be developed in coordination with the CONTRACTING AGENCY to enable contract(s) award of the basic bid and/or alternates with total estimated costs in the amount of 90%, 100% or 110% of the budgeted construction funds. Such alternates must allow for adjustment of the project scope at the time of contract award without rebidding or redesign being required.

B1.3.4 The CONTRACTING AGENCY may, at its option, obtain an independent estimate of total construction cost based on the CONTRACTOR's design. If such estimate varies significantly from the CONTRACTOR's estimate, then the CONTRACTING AGENCY and the CONTRACTOR shall review discrepancies. If the CONTRACTING AGENCY concludes that changes are required, the CONTRACTOR shall modify the Construction Documents accordingly.

B1.3.5 After Bid Opening, the CONTRACTING AGENCY may exercise any option available to it, including the following:

B1.3.5.1 If the lowest responsive basic bid by a responsible bidder (no alternate bids) exceeds 100% of the budgeted construction funds: increase the budgeted funds and award the construction contract(s); reduce the project scope and require the CONTRACTOR to modify the bid documents for rebid; or rebid the project.

B1.3.5.2 If the lowest responsive basic bid by a responsible bidder (no alternate bids) is within 90% to 100% of the budgeted construction funds: award the contract(s).

B1.3.5.3 If the lowest responsive basic bid plus all additive alternate bids by a responsible bidder is less than 90% of the budgeted construction funds: award the contract(s); increase the project scope and



require the CONTRACTOR to redesign and/or modify the bid documents for rebid; or rebid the project.

B1.3.6 If the CONTRACTOR is required by the CONTRACTING AGENCY, in accordance with the paragraphs referenced below, to modify bid documents following the completion of Construction Documents, an amendment, for such changes, shall include a change in the CONTRACTOR's compensation, only if one of the following conditions exist:

B1.3.6.1 Reference paragraph B.1.3.4, if the lowest responsive basic bid plus all additive alternate bids by a responsible bidder is less than 100% of the total estimated construction cost.

B1.3.6.2 Reference paragraph B1.3.5.1, if the CONTRACTOR specifically addressed in writing to the CONTRACTING AGENCY and established the probability that budgeted construction funds were insufficient for award of the basic bid and no action was taken by the CONTRACTING AGENCY to resolve the matter.

B1.3.6.3 Reference paragraph B1.3.5.3, if the CONTRACTOR specifically addressed in writing to the CONTRACTING AGENCY and established the probability that budgeted construction funds were more than that required for the project and no action was taken by the CONTRACTING AGENCY to resolve the matter.

B1.3.7 If the CONTRACTOR is required to modify design and/or bid documents to meet budgeted construction funds because the bid opening date is delayed, for reasons not the fault of the CONTRACTOR or its subcontractors, more than ninety days beyond a scheduled bid opening date established as a condition of this agreement, an amendment may be negotiated to provide compensation for extra services.

B1.4 Project Staff. The CONTRACTOR shall designate and employ project staff for performance of work. No substitution of identified project staff shall be permitted without the prior approval of the CONTRACTING AGENCY's Project Manager. Should circumstances require substitution of personnel, the CONTRACTOR shall submit for approval the qualifications of all personnel to be substituted, which shall not be unreasonably withheld.

B1.5 A time schedule containing specific calendar dates for completion of identified services and work elements, and a scheduled bid opening

date are requirements of this agreement. The time schedule for design of documents suitable for bidding is identified in B4 or as modified by amendment to this agreement. The Consultant in coordination with the CONTRACTING AGENCY will develop individual work elements dates.

B1.6 The CONTRACTOR must provide the CONTRACTING AGENCY with a narrative monthly status report for months during which services are performed and in a format approved by the CONTRACTING AGENCY. The reports shall be submitted within seven calendar days following the end of each calendar month. This report shall serve as the agenda for a monthly contract status report meeting/teleconference to be held at a regular date and time during the third calendar week of each month. At a minimum the report will include the following:

1. An action item list.
2. A review of the schedule or schedules for completion of work, the status of each task, with percentage of completion to date by tasks identified in the Notice to Proceed,
3. A narrative by task of contract related activities for the preceding month.
4. Planned activities by task for upcoming month.
5. Projection of the future usage/need for contract funds and or NTP increases or contract amendments.
6. The status of deliverables.
7. Problem areas,
8. New or anticipated action items.
9. Key upcoming events such as inspections, project and public meetings, etc.
10. Attach copies of any supporting documentation such as trip reports, correspondence received from governmental agencies having regulatory jurisdiction over the project, or from public or private entities that could potentially affect the project.

This report shall be submitted in PDF format.

The CONTRACTOR shall be responsible for writing and distributing meeting minutes after each meeting.

B1.7 The following procedures shall be used in the development of the deliverables under this agreement.

B1.7.1 All correspondence, drawings and other documents submitted by the CONTRACTOR must bear the CONTRACTING AGENCY's project number and title and must be signed or initialed by the CONTRACTOR's project manager to acknowledge that the submissions have been checked for accuracy.

B1.7.2 All drawings and specifications for the project must bear uniform project number and title.

B1.7.3 All drawings and specifications submitted for reviews and approvals must be marked "schematic design review set", "design development review set", "construction document review set" or with a similar phrase. The original set used to reproduce the bid documents will be marked and issue dated by the CONTRACTING AGENCY.

B1.7.4 All scaled drawings must be full size and measure 22 inches by 34 inches, including title blocks and borders. All submittals, including but not limited to: drawings, specifications, reports, and cost estimates shall be provided in both hard copy and electronically on compact disc. Electronic drawing files shall be compatible with AutoCAD 2005. All other documents shall be compatible with MS Office 2003. In addition to their native format, all electronic files shall be submitted in PDF format.

B1.7.5 The CONTRACTOR must allow the CONTRACTING AGENCY to use original drawings for reproduction of bid documents.

B1.7.6 The CONTRACTOR shall not subrogate, through the bid documents, any service required of it by this agreement. Specifications addressing third party requirements or instructions such as from a manufacturer, supplier or installer, must also state that the CONTRACTOR must review and approve all such requirements or instructions before compliance by the Builder. Additionally, the specifications must not require performance of any actions by a third party such as a manufacturer, supplier or installer. All such performance must be required of the Builder.

B1.7.7 "Brand name - sole source" or proprietary specifications may not be included in the bid documents except when economically justified by the CONTRACTOR and specifically approved in writing by the CONTRACTING AGENCY. "Brand name or equal" descriptions may be used in specifications as a means to define the performance or other salient requirements of an item if the specific features of the brand name which establishes the minimum essential characteristics required to satisfy its intended use are clearly stated.

B1.7.8 CONTRACTING AGENCY review of drawings and specifications may generate comments grouped according to the following classifications:

Class I comments pertain to real or potential code or regulation violations and require the CONTRACTOR's response via modification or formal written approval or variance from the regulatory agency (copied to the CONTRACTING AGENCY).

Class II comments pertain to errors, omissions or matters of document coordination and must result in the CONTRACTOR's correction of documents unless satisfactory justification is provided in writing.

Class III comments pertain to matters of design judgment and are offered in a positive manner with the intent of bettering the design result. These comments may be provided as qualified opinions of design professionals for consideration as appropriate. Neither revision of the documents nor any form of response is required by them.

B1.7.9 Review and comments by the CONTRACTING AGENCY shall not be written to affect any time schedules under the provisions of this agreement. Additionally, acceptance of the CONTRACTOR's design and document submissions is not an approval of omissions or oversights by the CONTRACTING AGENCY or of noncompliance with any applicable governmental regulations. The review process is a monitoring device intended to point out those conflicts and errors which are identified by the CONTRACTING AGENCY. The CONTRACTING AGENCY shall not be liable for failure to identify any conflicts or errors. All responsibility of this nature is and must remain that of the CONTRACTOR. **Except as described in this Statement of Services, work products shall be essentially complete when submitted to the Contracting Agency. Work products having significant errors or omissions will not be accepted until such problems are corrected.**

B1.7.10 The CONTRACTING AGENCY will reproduce and distribute bid documents and receive and open bids.

B1.7.11 CONTRACTOR name on Plan Sheets and Documents. No CONTRACTOR logos shall be allowed on any electronic or hard copy document produced for the CONTRACTING AGENCY. The CONTRACTOR company name shall be included in the box above or below the engineer's seal on each plan sheet. Documents produced for the

CONTRACTING AGENCY shall include the CONTRACTOR's company name at the bottom right of the first page, cover sheet or title sheet only. CONTRACTOR letterhead shall be allowed only as exhibits in document appendices. The CONTRACTOR name shall be in the same font as other lettering on the plan sheet or document, shall be 1/16" or less in height on 11x17 plan sheets, and shall be in the following format:

PLANS DEVELOPED BY:  
COMPANY NAME:

B1.8 The following includes other standard, acceptable practices required by the CONTRACTOR.

#### B1.8.1 Engineer Estimate

The CONTRACTOR shall provide their best construction estimate for each design. The department discourages the use of costly estimating services. The CONTRACTOR shall not release any information pertinent to the engineer's estimate without the prior written authorization by the department's project manager.

#### B1.8.2 Cost Effective Design

When developing the design, the contractor shall advise the department of any cost-effective solutions such as minimum or desirable design criteria.

## **ARTICLE B2**

### **BASIC SERVICES**

B2.0 The CONTRACTOR shall provide all basic services as described within this Article B2 except as may be modified or deleted in Article B4.

B2.0.1 The CONTRACTOR shall use the most current CSI Masterformat specification convention for development of the specification required at each deliverable phase.

B2.0.2 In conjunction with other standards referenced in this Agreement, The CONTRACTOR shall conform with applicable federal, state, and local statutes, ordinances, rules, regulations, and judicial and administrative decisions.

B2.0.3 The design shall conform to the Americans with Disabilities Act (42 U.S.C. sec. 201), Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities.

B2.0.4 Following each review, the Contracting Agency will provide written comments and may hold a meeting to discuss the issues. The

CONTRACTOR'S personnel who are in-charge for the work products under review shall attend the meeting and they may be asked to interpret and provide explanations of the content.

A design review team shall review each design phase submittal. A design review meeting shall be held with the CONTRACTOR.

The CONTRACTOR shall attend department review meetings to discuss reviews of the plans submitted by the CONTRACTOR in B2.2 and B2.3 of this document.

- a. Pre-Meeting Comment Responses: The department will provide the contractor a list of compiled comments two days before each review meeting if needed. The contractor shall provide preliminary responses to the comments before the review meeting to facilitate a quicker review.
- b. Post-Meeting Comment Resolution: The contractor shall provide a memo to the department that lists the comments and proposed response within two weeks after each meeting and promptly revise any draft responses according to department requests. The contractor shall provide a finalized list of adjudicated comments and responses once comments are resolved.

B2.1 Schematic Design Services shall consist of the preparation of drawings and other documents which illustrate the general scope, scale and relationship of project components for approval by the CONTRACTING AGENCY.

B2.1.1 The CONTRACTOR shall review the program furnished by the CONTRACTING AGENCY, if available, to ascertain the requirements of the project and shall confirm such requirements to the CONTRACTING AGENCY.

B2.1.2 The CONTRACTOR shall develop initial design concepts and options for the project in close coordination with the CONTRACTING AGENCY. Unusual structural, mechanical, electrical, communications, sitework, or other features that may impact costs or use must be identified and the systems selected shall be developed in sufficient detail to permit coordination among design elements. Preliminary construction materials must also be identified.

B2.1.3 Subject to CONTRACTING AGENCY receipt and written approval of the CONTRACTOR's request with proposed itinerary, the

CONTRACTOR's project manager and other personnel, as may be designated, shall visit the project site(s) during the schematic design phase.

B2.1.4 The CONTRACTOR shall endeavor to obtain all preliminary reviews or approvals as required by government or private entities which have regulatory authority over a proposed project (local, regional, state and/or federal agencies having jurisdiction regarding applicable laws, statutes, regulations and codes or privately owned utility companies or other entities which may impose conditions for a project) and from such agencies as may be specifically designed by the CONTRACTING AGENCY.

B2.1.5 The CONTRACTOR shall submit to the CONTRACTING AGENCY a preliminary statement of probable construction cost based on historic area, volume or other unit costs.

B2.2 Design Development Services shall consist of the preparation, from the approved schematic design, for approval by the CONTRACTING AGENCY, drawings and other documents to fix and describe the size and character of the entire project as to structural, mechanical, and electrical systems, materials and such other essentials as may be appropriate.

Services include detailed expansion of the architectural design so that the project's size, appearance, form, construction type, and engineering systems are developed by means of drawings and appropriate written material. Major material selections, equipment items, and quality of finishes shall be identified.

B2.2.1 Drawings and specifications shall specifically include the following items:

B2.2.1.1 Title sheet and site plan with details sufficiently developed to reflect the project's major civil engineering design concepts including on-site utility, drainage and fire protection systems. The legal description of the site must appear on the site plan drawing.

B2.2.1.2 Exterior elevations reflecting major construction materials and locations of exterior wall openings.

B2.2.1.3 Floor plans for all floors that are not repetitious, reflecting all door and window locations, wall construction, dimensions and room titles.

B2.2.1.4 Structural framing plans sufficiently developed to reflect the intended structural system(s).

B2.2.1.5 Room finish schedule or narrative sufficiently developed to reflect the intended materials, finishes and ceiling heights for all major rooms and spaces.

B2.2.1.6 Mechanical drawings, schedules and diagrams or a narrative sufficiently developed to reflect the intended heating, ventilation and plumbing systems and major mechanical elements to include preliminary equipment layouts.

B2.2.1.7 Electrical drawings, schedules and diagrams or a narrative sufficiently developed to reflect the specific power service, lighting, telephone, fire detection and alarm, security and electronic communications systems and identification of required equipment areas.

B2.2.1.8 Schematic drawing(s) sufficiently developed to reflect compliance with applicable code provisions for fire and life safety to include square footage, type of construction and occupancy, design numbers of fire-rated ceilings/floor and ceiling/roof assemblies, fire zones, paths of egress, capacities, occupant loads, hazard classifications and other pertinent considerations.

B2.2.1.9 Narrative outline of specifications which reflect initial materials and systems selections for each section of the specifications which must follow the Construction Specifications Institute (CSI) Masterformat.

B2.2.2 The CONTRACTOR shall submit to the CONTRACTING AGENCY a further statement of probable construction cost based on projected availability of materials and labor, construction sequence and scheduling, economic tradeoffs, safety and maintenance requirements.

B2.2.3 The CONTRACTOR shall obtain preliminary reviews or approvals as required by government or private entities which have regulatory power over a proposed project (local, regional, state and/or federal agencies having jurisdiction regarding applicable laws, statutes, regulations and codes or privately owned utility companies or other entities which may impose conditions for a project) and from such agencies as may be specifically designated by the CONTRACTING AGENCY.

B2.3 Construction Document Services shall consist of the preparation, from the approved design development documents, for approval by the CONTRACTING AGENCY, drawings and specifications setting forth in detail the requirements for construction of the entire project.

B2.3.1 The CONTRACTOR shall prepare a complete set of Construction Documents for the project in accordance with the CSI Masterformat (the term "Construction Documents" as used in this agreement means the bid documents less the bidding requirements and contract forms). Drawings and specifications shall specifically include the following carefully coordinated items:

B2.3.1.1 Civil working drawings to represent graphically on and off-site improvements such as utilities, roadways, bridges, culverts, drainage, grading, excavation, compaction, shoring, underpinning, retaining walls, parking lots and fire extinguisher/water supply systems.

B2.3.1.2 Architectural working drawings, plans, elevations, sections and details, plus notes and schedules, illustrating the design, location, size and dimensions of project components for the purpose of construction.

B2.3.1.3 Structural working drawings which present graphically the complete structural concept of the project and includes plans, sections details, schedules, notes and information necessary to facilitate construction.

B2.3.1.4 Detailed engineering working drawings for heating, ventilating, air conditioning, plumbing work and building fire protection systems and engineering analysis. Mechanical working drawings should include plans, sections, details, schedules, diagrams and notes as necessary to construct the mechanical work.

B2.3.1.5 Detailed engineering drawings for electrical work and engineering analysis. Electrical systems may include power acquisition and generation (on and offsite), major power distribution, interior and exterior lighting, telephone and communication systems, low voltage systems, direct current applications and emergency and special effects lighting. Electrical working diagrams should include plans, sections, details, schedules, diagrams and notes as necessary to construct the electrical work.

B2.3.1.6 The CONTRACTOR shall ensure the plans and Part 3 Execution of the specifications are coordinated and complete. References to external standards shall be kept to a minimum and shall only be allowed when such standards are normally or routinely used or followed by the applicable construction trade or industry on similarly sized projects. When used, the CONTRACTOR shall

supply the CONTRACTING AGENCY with a copy of the standard as part of the design deliverable.

B2.3.1.7 Special Inspection. Plans shall include a statement of the special inspections when required by IBC Chapter 17.

B2.3.1.8 The Contractor shall provide a register of submittals. The register shall be completely coordinated with the CONTRACTING AGENCY's requirements.

B2.3.2 The CONTRACTOR shall submit to the CONTRACTING AGENCY copies of all engineering calculations which establish the size, shape, dimensions and capacity of the work involved and energy calculations in a format approved by the CONTRACTING AGENCY.

B2.3.3 The CONTRACTOR shall obtain final reviews or approvals as required by government or private entities which have regulatory power over a proposed project (local, regional, state and/or federal agencies having jurisdiction regarding applicable laws, statutes, regulations, and codes or privately owned utility companies or other entities which may impose conditions for the project).

B2.3.4 The CONTRACTOR shall submit to the CONTRACTING AGENCY an estimate of construction period with a statement of conditions upon which the estimate is based for a basic bid and for each alternate.

B2.3.5 The CONTRACTOR shall submit to the CONTRACTING AGENCY, when the Construction Documents are approximately ninety-five percent complete, a further statement of probable construction cost based on changes in materials. Systems or details of construction which occurred following design development approval; known changes in the cost of materials, labor and services since the previous statement; and adjustments for anticipated changes in the bidding market relative to the project.

B2.4 **Bid Services** shall consist of the preparation, from the approved Construction Documents, for approval by the CONTRACTING AGENCY, bid documents for obtaining bids and awarding contracts for construction.

B2.4.1 The CONTRACTOR shall assist in the preparation of a complete set of bid documents consisting of the bidding requirements and contract documents. The contract documents include the contract forms, conditions of the contract (general and supplementary), specifications, drawings and

addenda. Bidding requirement forms, contract forms and general conditions will be generated by the CONTRACTING AGENCY. Preparation of contract forms, the bid schedule, supplementary conditions and general requirements (Division 1) of the specifications shall be accomplished by the CONTRACTING AGENCY in coordination with the CONTRACTOR. Technical specifications (Divisions 2-16), drawings and addenda shall be developed by the CONTRACTOR and approved by the CONTRACTING AGENCY. All documents and specifications must be complimentary and compatible. Items in the technical specifications which expand or modify the conditions or general requirements must reference the appropriate section number and subparagraph changed.

B2.4.2 The CONTRACTOR shall prepare responses to questions from bidders concerning clarification or interpretations of bidding documents only when requested by the CONTRACTING AGENCY. The CONTRACTOR shall not respond directly to any bidder's questions without specific authorization from the CONTRACTING AGENCY. **The contractor shall provide all assistance, responses, and required documents within three calendar days to the department to avoid a long solicitation period. The contractor shall notify the department if more time is needed within two calendar days of receiving initial request from the department.**

B2.4.3 Only when requested by the CONTRACTING AGENCY, the CONTRACTOR shall prepare addenda documents, to be distributed by the CONTRACTING AGENCY during the bidding period, which may include clarifications or supplementary drawings, specifications, instructions and notices of any changes in bidding procedures.

B2.4.4 As requested by the CONTRACTING AGENCY, the CONTRACTOR shall participate in pre-bid conferences; bid opening; review and evaluation of bids; and recommendation for award of contract(s).

B2.4.5 At the discretion of the Department, the CONTRACTOR shall review the construction contractor's list of subcontractors as provided by the Contractor, which list is typically provided within five days of issuance of the Apparent Low Bidder. The CONTRACTOR shall promptly apprise the Department if it deems the Contractor's subcontractors satisfactory or unsatisfactory in their respective areas of building expertise.

B2.5 **Construction Services** shall consist of providing assistance to the CONTRACTING

AGENCY in its administration of the construction contract commencing with award and terminating following final acceptance of the project and CONTRACTING AGENCY approval of the CONTRACTOR's final invoice for all services throughout the construction phase.

B2.5.1 As requested by the CONTRACTING AGENCY, the CONTRACTOR shall participate in pre-construction conferences with the CONTRACTING AGENCY and successful bidder.

B2.5.2 The CONTRACTOR shall respond to CONTRACTING AGENCY or Builder initiated requests through the CONTRACTING AGENCY for clarifications of the Construction Documents including any inadequacies in the documents. The CONTRACTOR shall prepare appropriate instructions or modifications to the Construction Documents for CONTRACTING AGENCY issuance to the Builder and shall advise the CONTRACTING AGENCY on those matters which may affect the utilization of the project, extra cost or additional time. Services for change orders necessitated by inadequacies in the Construction Documents must be provided by the CONTRACTOR at no additional cost to the CONTRACTING AGENCY.

B2.5.3 The CONTRACTOR shall promptly (**within two business days**) review, approve or disapprove shop drawings, test results, samples, color selections, and other submissions of the Builder for conformance with the design concept of the project and for compliance with the information given in the contract documents. If the submission for review is highly technical or complex, an extension may be requested prior to the two days expiring.

The CONTRACTOR shall maintain a submittal log and shall promptly notify the CONTRACTING AGENCY concerning any submittals, or lack of submittals, which may delay construction progress. The CONTRACTOR shall return reviewed submittals to the CONTRACTING AGENCY within seven calendar days of receipt. The CONTRACTOR's approval of submittals must be in writing to the CONTRACTING AGENCY. Approvals must contain a recommendation for credit due the CONTRACTING AGENCY, if appropriate, for Builder substituted items. The CONTRACTOR shall use the following convention when reviewing submittals:

**"No Exceptions Taken"** – denotes the submittal is generally consistent with the requirements of the Contract Documents. A resubmittal is not required.

“Make Corrections Noted” – denotes the submittal is generally consistent with the requirements of the Contract Documents but only as conditioned by notes and corrections made on the submittal. A resubmittal is not required provided the construction contractor understands the review comments and desires no further clarification.

“Revise and Resubmit” – denotes that revisions are required in the submittal in order for the submittal to be generally consistent with the requirements of the Contract Documents. The CONTRACTING AGENCY will indicate on the returned submittal what revisions are necessary. A resubmittal is required.

“Rejected” – denotes that the submittal does not meet the requirements of the Contract Documents and shall not be used in the Work. The CONTRACTING AGENCY will indicate on the returned submittal the reasons for its rejection. A resubmittal is required.

B2.5.4 Upon notice of substantial completion, the CONTRACTOR shall participate in a detailed final construction inspection with the CONTRACTING AGENCY’s designated representative of all architectural, civil, structural, mechanical and electrical aspects of the project. The CONTRACTOR shall assist the CONTRACTING AGENCY’s representative in the preparation of a list identifying any deficiencies or items to be accomplished and may be required to participate in final re-inspection of the project with the CONTRACTING AGENCY’s representative to ascertain that the corrections have been made.

### **ARTICLE B3**

#### **ADDITIONAL SERVICES**

B3.0 The CONTRACTOR shall provide services described within this article B3 or as may be modified or supplemented in article B4. only when: compensation for such services is included in the basis of compensation, Appendix C, and the services are authorized by notice(s) to proceed.

B3.1 **Concept Design Services:** The CONTRACTOR shall develop a facility program and conceptual level 10% design in sufficient detail to establish an estimate of probable construction cost for obtaining construction funding. At the completion

of Conceptual Design, the CONTRACTOR shall produce an estimate of probable construction cost.

B3.1.1 If alternate sites are identified by the CONTRACTING AGENCY, the CONTRACTOR shall include the feasibility and development costs for each site. The CONTRACTOR shall evaluate and shall include relevant site specific issues and programming changes that may affect the scope and cost of the facility.

B3.1.2 The CONTRACTOR’s probable construction costs shall be used to develop the Budgeted Construction Funds. Include in the concept submittal a brief design narrative, figures, cost estimates, and supportive data. Identify all permit requirements and issues affecting the project, scope, schedule and budget implications, and submittal deadlines.

B3.2 Perform a Preliminary Energy Audit in a format approved by the CONTRACTING AGENCY. If the preliminary audit discloses opportunities for energy conservation, the CONTRACTOR shall develop and submit to the CONTRACTING AGENCY a proposal to perform a detailed audit to identify technical solutions and the economic payback of those solutions.

B3.2.1 If the CONTRACTING AGENCY accepts a proposal submitted in accordance with paragraph B3.2, an amendment to this agreement for performance of a detailed energy audit must be executed.

B3.2.2 If a detailed energy audit identifies economical solutions to conserve energy, the CONTRACTOR and the CONTRACTING AGENCY may execute an amendment for preparation of the necessary design and inclusion of such design requirements in the bid documents within the basic bid or as additive alternates.

B3.2.3 Life Cycle Costs and Energy Consumption Forecast. Provide Life Cycle Cost Analysis for HVAC systems and an Annual Energy Consumption Forecast. Develop an estimate of total building annual gas and electric utility costs based upon energy rates at the time of analysis, suitable to assist the Using Agency with its preparation of legislative requests for operating funding. Prepare Life Cycle Cost Analysis for HVAC systems with consideration of first cost, operating labor and materials costs, and annual energy consumption. Focus analytic efforts to optimize capital investment and avoid recurring energy and operating costs.

Create a computer module to estimate Annual Energy Consumption Forecast baseline for the building in terms of kilowatts and BTUs. Input salient building parameters and model the building using the final system design choices based on Life Cycle Cost Analysis. Format results so that actual energy costs may be compared to the forecast after the first year of full operation to check for operating discrepancies.

B3.3 Attend meetings and make presentations of materials prepared under this agreement to groups (including public hearings) and individuals as specified by the CONTRACTING AGENCY to facilitate review and obtain required approvals. Prior approval of the method of presentation shall be obtained by the CONTRACTOR from the CONTRACTING AGENCY's project manager.

B3.4 To avoid project delays or stoppage, the CONTRACTOR must respond and issue documents to the department in a timely manner. **The CONTRACTOR shall provide all responses within seven calendar days to the department.** The CONTRACTOR shall notify the department if more time is needed within two calendar days of receiving initial request from the department. The CONTRACTOR shall not communicate directly with the construction contractor and/or subcontractor(s), all communication and documents shall be through the department.

B3.5 Design Clarification and Variation Requests (DCVRs) and Requests for Information (RFIs):

- a. The CONTRACTOR shall respond to Department DCVRs and RFIs submitted by the construction contractor regarding the design specifications and drawings. The CONTRACTOR shall prepare appropriate clarifications and instructions or modifications to the contract documents as required and submit to the Department.
- b. The CONTRACTOR shall not approve variation requests that affect site utilization, and or increase cost or schedule without consultation with the Department.

B3.6 Provide detailed estimates of construction cost in a typed format, acceptable to the CONTRACTING AGENCY, which consists of estimated costs for design components or functional parts, elements or subsystems. Such estimates shall be revised, updated and provided with schematic design, design development and construction document submittals. Estimates must include the costs for all materials, labor, tools, equipment and services needed for the work plus an

estimate of the Builder's overhead and profit. The costs of any labor, materials and equipment furnished by the CONTRACTING AGENCY for the project shall be separately identified at current market rates including a reasonable allowance for overhead and profit.

B3.7 Provide on-site construction observations with the CONTRACTING AGENCY's designated representative and, at mutually determined times during construction, assist CONTRACTING AGENCY inspectors and determine if work is proceeding in accordance with the contract documents. **A written report of each visit must be submitted to the CONTRACTING AGENCY within 15 days of each inspection including progress notes, issues, and any applicable photos.** The CONTRACTOR shall endeavor to guard the CONTRACTING AGENCY against defects and deficiencies in the work of the Builder(s); however, the CONTRACTOR shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work and he shall not be responsible for the Builder's failure to carry out work in accordance with contract documents.

During site visits and in the course of observations of construction contractor's work, the CONTRACTOR shall not supervise, direct, control, or have authority over or be responsible for Contractor's means, methods, techniques, sequences, or procedures of construction, or the safety precautions and programs incident thereto, or for any failure of construction contractor to comply with Laws and Regulations applicable to the performance of the work.

1. Substantial Completion: CONTRACTOR conducts inspections for, determines the date of Substantial Completion, and issues a Substantial Completion Punch List pursuant to such inspection.
2. Final Completion: CONTRACTOR conducts inspections for, determines the date of, and provides a notice of Final Completion.
3. Special Inspections and Systems Commissioning: CONTRACTOR shall perform special inspections and testing as required in the specifications. The CONTRACTOR shall observe commissioning to confirm system. The CONTRACTOR shall provide a commissioning or performance report.

CONTRACTOR will not be required to make exhaustive or continuous inspections on the Site to check the quality or quantity of the work. Contractor



to provide at state's request, a minimum of two on-site construction inspections in addition to the standard inspections for each phase.

Acceptability of work: the CONTRACTOR will render decisions regarding the requirements of the contract documents, and judge the acceptability of the work. (In rendering such decisions and judgments, the CONTRACTOR will not show partiality to Department or construction contractor, and will not be liable to Department, construction contractor, or others in connection with any proceedings, interpretations, decisions, or judgments conducted or rendered in good faith.)

Additional Inspections: the CONTRACTOR has authority to require inspections or testing if, in the opinion of the CONTRACTOR, they are required.

Concealed/Unforeseen Conditions: the CONTRACTOR shall investigate and make recommendations to the Department regarding concealed conditions.

Defective Work: the CONTRACTOR has the authority to determine whether work is defective, and to reject defective work.

Stopping the Work: The CONTRACTOR does not have authority to stop work. The CONTRACTOR may recommend such to the Department.

Performance: Interprets and decides matters concerning performance.

3.8.1 IBC Special Inspections. Develop a special inspection plan and obtain approval by the authority having jurisdiction. Provide IBC Special Inspections as required by code. Provide these services when authorized by the CONTRACTING AGENCY. Document the results of the inspections and submit to CONTRACTING AGENCY.

3.8.2 Contractor shall perform quality assurance material testing to verify Builder's quality control testing when requested by the CONTRACTING AGENCY.

B3.9 Prepare a set of reproducible mylar record prints of drawings showing significant changes in the project made during the construction process based on marked-up prints, drawings and other data prepared by the Builder and Builder's subcontractors and furnished by the CONTRACTING AGENCY

B3.10 Environmental. Determine if an environmental evaluation of the project is required by federal or state laws or regulations. If any such

requirement not identified by the CONTRACTOR causes delays to project completion, all costs resulting from such delays shall be incurred by the CONTRACTOR.

B3.10.1 Prepare a Phase 1 environmental assessment of the project: obtain federal, state and local review which must be obtained in accordance with applicable laws and regulations: and, revise as necessary.

B3.10.2 Based on the Findings under 3.7.1, perform a Phase II site assessment. If authorized, the phase II assessment(s) may include sampling and laboratory analyses. The Phase I and II assessments shall be performed in conjunction with the concept design phase services.

B3.10.3 Prepare an environmental impact statement (EIS) for the project; obtain federal, state and local reviews which must be obtained in accordance with applicable laws and regulations; revise as necessary; prepare any necessary design requirements; and include such design requirements in the bid documents within the basic bid or as additive alternates. (If the need for the EIS is determined in accordance with paragraph B3.7, an amendment must be executed to include the EIS under the provisions of this agreement).

B3.10.4 Determine if the proposed project site is listed or would possibly be eligible for the (federal) National Historic Register. Coordinate with the Alaska Department of Natural Resources to determine if the department desires to survey the site for historic, prehistoric, or archeological value in accordance with Alaska Statute 41.35.070. Obtain written site clearance or a statement or non-concurrence explaining the reasons therefore, from the State of Alaska Historical Preservation Officer.

B3.11 Platting. Prepare a plat for the facility site, including but not limited to necessary surveying, the preparation of supporting documents and drawings. Coordinate with the local authority having jurisdiction to produce a recorded plat for the property.

B3.12 Surveying. Provide a ground based topographic survey of the selected site. Survey shall tie into existing horizontal and vertical control. Elevations shall be measured at sufficiently close intervals to provide documentation of approximately one-foot contours over the area of the site to the adjacent structures or centerlines. Existing improvements, utilities visible from the surface, prominent vegetation, and other items of interest shall be located. Invert elevations and pipe sizes shall be measured on utilities accessible from the

surface. Finish floor elevations shall be measured on all buildings. Abandoned utilities, poles, concrete pads or other observed evidence of past development shall be located. Two temporary monuments shall be located or established on the site to provide the horizontal and vertical control for new construction. Test hole locations shall be documented.

B3.13 Plot Plans: Provide design and as-built plot plans for the facility and obtain approval of each by the authority having jurisdiction.

B3.14 Geotechnical Engineering Services. The CONTRACTOR shall provide services in support of the structural and foundation design, and civil infrastructure components of the project. The CONTRACTOR shall develop the soils boring program and prepare a soils boring plan with specifications. The CONTRACTOR shall review any existing and preliminary subsurface investigation data and reports available from the CONTRACTING AGENCY and establish additional subsurface investigation requirements. The CONTRACTOR shall develop a scope of work for subsurface investigations and perform field investigations. The CONTRACTOR shall produce a final geotechnical engineering report in accordance with the DOT&PF Engineering Geologist and Geologic Exploration Procedural Manual 2007, downloadable on DOT&PF website at Statewide Design & Engineering Services under Statewide Materials.

3.15 Landscape Architecture. The CONTRACTOR shall utilize a Landscape Architect for the development of designs and related services described or indicated herein for the landscape design. Included in this shall be, yet not limited to, a design analysis, evaluation (maintenance and cost) and plant selection for the work area indicated. The Landscape Architect drawings shall include, at a minimum, a site plan drawing and other drawings necessary to present the landscape design area. The landscape site plan drawing shall show all minimum required information listed above, as well as, planting locations, identifying plants to be installed, existing site features, to be preserved, proposed irrigation system and location of new landscape amenities. Include in the submission any drawings necessary to describe details for paving, planting, general site and accent lighting, retaining walls, benches, irrigation system, etc.

B3.16 Commissioning Activities. Provide start up assistance to include on-site observations; assistance in the operation of building systems during initial occupancy and subsequent periods until proper operations are established

responsibilities for corrective measures or procedures as may be needed. Provide written reports of the functional performance testing and document the tests performed, the results, and note corrective actions that are taken. Include items requiring additional corrective action on the formal checklist for Builder's action.

B3.16.1 Provide Commissioning Specifications for the project including but not limited to:

- a. Division 01 specifications outlining commissioning requirements for the Builder's performance. Specifications shall require the Builder to coordinate and document commissioning activities, to schedule commissioning tasks, to provide a Schedule of Values of commissioning tasks, to submit test forms and completed checklists, and to submit training syllabi with a training schedule.
- b. Include the following in Division 01 Commissioning Specifications:
  - i. A Master Commissioning Signoff Log identifying equipment and systems to be commissioned,
  - ii. Detailed requirements and schedule for Builder's submittal of O&M Manuals
- c. Division 15 and 16 commissioning specifications to require specific commissioning activities in coordination of commissioning references in Division 01 and the other divisions.

B3.16.2 Commissioning Checklists and Submittal Review: Provide detailed checklists and review Builder's commissioning submittals as follows:

- i. Prepare Pre-functional Checklists and Functional Performance Test checklists based on the Master Commissioning Signoff Log that identifies equipment and systems to be commissioned. Prepare checklists for Division 15, Division 16, and any specialty systems based on approved submittals & O&M Manual data.
- ii. Review Builder's commissioning CPM schedule and Schedule of Values.
- iii. Review completed Pre-Functional Checklists after Builder completes the installation.
- iv. Review Builder's training schedules and syllabi.

B3.17 Serve as a member of an art advisory committee to determine specific sites for work(s) of art and the scale and type of artwork most appropriate for the project.

B3.17.1 Coordinate with artist(s) approved by the CONTRACTING AGENCY to identify installation, structural, utility or other service requirements for selected work(s) of art and assure that all such requirements are integrated into the bid documents.

B3.17.2 Coordinate and participate in the artist selection and the commissioning, production, delivery, and installation of the Work(s) of art in coordination with the CONTRACTING AGENCY's Project Manager.

B3.18 Building Automation Systems. The CONTRACTOR shall provide by performance specification the complete detailed and functional designs for the Building Automation Systems to serve the facility. Provide contract allowances for a Direct Digital Control (DDC) system and computerized Maintenance Management System (CMMS), in both design and construction.

B3.19 Furniture Fixtures, and Equipment (FF&E). The CONTRACTOR shall provide services for the planning and design of FF&E for the new facility. Equipment associated with the work of this section is normally referred to as Group II – Major Moveable Equipment. This equipment shall be defined as not fixed-in-place, and may be floor mounted or countertop mounted, and is not installed by the Builder. (The CONTRACTOR shall incorporate fixed-in-place Group I equipment into the design as incidental to the scope for the design of the facility.) Work shall include the detailed inventory of existing equipment, if any, to enable planning and integration of existing equipment to be relocated to the new facility. The identification and programming of specialized equipment and furniture items shall be included in this effort. Furniture and equipment lists shall be provided for separate procurement actions. Design drawings and room schedules shall reflect the size and location of selected FF&E. The delivery, access, setup and support requirements (electrical power, water, drains, etc.) for FF&E shall also be addressed during design.

B3.20 System Operations and Maintenance Manuals. Prepare written narratives and supplemental materials for each mechanical and electrical system to enhance the operations and maintenance (O&M) manuals provided by the Builder. Where appropriate, include one-line drawings extracted from the design to better communicate the concepts. If requested, also

collaborate with the users and assist with the development of emergency action procedures.

#### B3.21 Additional Closeout Steps

The CONTRACTOR shall obtain final permitting and close permitting which has been issued to the Department, on behalf of the Department.

The CONTRACTOR shall execute and stamp Record Drawings

#### B3.22 Warranty

The CONTRACTOR shall act on behalf of the Department in regards to issues that come up during the course of Warranty period, which may be 1 or 2 years subject to provisions in the Contractors contract.

## **ARTICLE B4**

### **SUPPLEMENTAL PROVISIONS**

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B4.1 Background: The project is located at the Fairbanks Department of Public Safety Post, located at 1979 Peger Road, Fairbanks, Alaska.

The goal of this project is to expand the current facility to increase functionality and efficiency.

B4.2 Project Scope: The successful contractor shall provide design services for biddable construction specifications to expand the current Department of Public Safety Fairbanks post in three already-identified project phases. See Building Reconfiguration Master Plan Report for additional details.

Phase A/E Services – Design, Engineering, Project Management, and Construction Management

Phase 1 – Old DMV Space Infill

Phase 2 – Evidence Building Addition, Site Work, DOT Build Out (not included in Attachment 1)

Phase 3 – Operations Suite and DPS East

Phase 4 – Locker/Shower Rooms and remaining SPT Suite Work

*Phase 5 – Service Upgrades*

Architectural and engineering services include, but not limited to investigations and evaluations, mechanical, civil, electrical, architectural, structural, design, cost estimating, environmental services, bidding support, and construction administration assistance.

B4.2.5 Miscellaneous Services as Directed. The Contractor shall provide minor miscellaneous work items as directed that may not be known initially or may be added by amendment.

#### B4.3 Project Location and Travel

The physical project location will be at the Department of Public Safety Fairbanks Post at 1979 Peger Road, Fairbanks, Alaska. Travel to this location is not regularly required and shall be at the expense of the contractor. Contract personnel are required to complete a request for clearance form if requested to be onsite. The contractor shall follow all security requirements issued by the department. The department reserves the right to remove any contract personnel that are deemed detrimental to the facilities security. The contractor is responsible for all travel to any of the below listed locations.

B4.4 The state estimates the design phase to take approximately six months, however, offerors shall include a proposed timeline with the following milestones. If a component of this schedule, such as contract execution, is delayed, the rest of the schedule may be shifted accordingly. **This is a multi-year, phased project. Each phase needs to leave the office space operational upon completion, as each phase is dependent on legislative approval. The current tasks within each phase will be reviewed and adjusted as needed through mutual agreement between the contractor and the state.**

Reference B1.5 the Time Schedule shall be subject to revision by the Contracting Agency. The contractor shall provide final 100% design plans and specifications no later than six months following contract award unless otherwise mutually agreed upon. A proposed deliverable timeframe for each project step below shall be returned with the Offeror's proposal and negotiated prior to award (assuming state funding for all phases is available):

- a. 35% Plans and Specifications
- b. 65% Plans and Specifications
- c. 95% Plans and Specifications and Cost Estimate
- d. Final Sealed Plans
- e. Phase 1
- f. Phase 2
- g. Phase 3
- h. Phase 4

B4.5 Once in the construction phase, the CONTRACTOR shall facilitate regular meetings with the construction contractor and the Department to provide project updates and address conditions or

events that may affect schedule or price. During construction, "regular" is weekly.

#### B4.6 Process Pay Applications

The CONTRACTOR shall review and certify payment requests from the construction contractor. If certified, the payment requests shall be forwarded to the Department for final approval and payment. If not certified, the CONTRACTOR shall inform the construction contractor and the Department.

The CONTRACTOR shall maintain a record of payment requests, cumulative payment, and retainage.

# GENERAL CONDITIONS

## APPENDIX A

PSA No:  
IRIS Program No:  
Federal Project No:  
Date Prepared:

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### **ARTICLE A1 DEFINITIONS**

A1.1 Additional or Extra Services – Services, work products or actions required of the CONTRACTOR above and beyond provisions of the Agreement.

A1.2 Agreement – This Professional Services Agreement and its appendices that outline the terms and conditions regarding Contractor's services during the authorized period of performance.

A1.3 Amendment – A written change to this Agreement.

A1.4 Change – A revision in services, complexity, character, or duration of the services or provisions of this Agreement.

A1.5 Commissioner – Commissioner of DOT&PF.

A1.6 CONTRACTING AGENCY – The Department of Transportation & Public Facilities (DOT&PF).

A1.7 Contracting Officer – The individual or a duly appointed successor designated as the official representative to administer contracts for the CONTRACTING AGENCY.

A1.8 CONTRACTOR – The firm (person or any business combination) providing services.

A1.9 Contractor's Manager – The CONTRACTOR's representative in responsible charge of the project(s) and directly answerable for the required services.

A1.10 Contract Manager – CONTRACTING AGENCY's representative and the CONTRACTOR's primary point of contract with the CONTRACTING AGENCY.

A1.11 Contracts Officer – CONTRACTING AGENCY's representative within the Contracts/Professional Services section.

A1.12 Funding Agency – An agency of a Federal, State, Political subdivision, or Local Government which furnishes funds for the CONTRACTOR's compensation under this Agreement and which may have established regulations and requirements binding upon the CONTRACTING AGENCY and the CONTRACTOR.

A1.13 Notice to Proceed (NTP) – Written authorization from the CONTRACTING AGENCY to the CONTRACTOR to provide all or specified services in accordance with an existing Agreement.

A1.14 Statement of Services – Services and work products required of the CONTRACTOR by this Agreement.

A1.15 Subcontractor – CONTRACTOR engaged to provide a portion of the services by subcontract with the firm which is a party to this Agreement.

### **ARTICLE A2 INFORMATION AND SERVICES FROM OTHERS**

A2.1 The CONTRACTING AGENCY may, at its election or in response to a request from the CONTRACTOR, furnish information or services from other contractors. If, in the CONTRACTOR's opinion, such information or services is inadequate, the CONTRACTOR must notify the CONTRACTING AGENCY of the specific service or material deemed inadequate and the extent of the inadequacy prior to use in the performance of this Agreement. The CONTRACTING AGENCY will then evaluate and resolve the matter in writing. Unless so notified by the CONTRACTOR, the CONTRACTING

AGENCY may assume the information or services provided are adequate.

### **ARTICLE A3 HOLD HARMLESS**

A3.1 See Appendix D, "Indemnification and Insurance".

### **ARTICLE A4 INSURANCE**

A4.1 See Appendix D, "Indemnification and Insurance".

### **ARTICLE A5 OCCUPATIONAL SAFETY AND HEALTH**

A5.1 The CONTRACTOR and its Subcontractors shall observe and comply with the Federal Occupational Safety and Health act of 1970 and with all safety and health standards promulgated by the Secretary of Labor under authority thereof and with all State of Alaska Occupational Safety and Health Laws and regulations.

### **ARTICLE A6 EQUAL EMPLOYMENT OPPORTUNITY**

A6.1 The CONTRACTOR shall comply with the following applicable laws and directives and regulations of the CONTRACTING AGENCY which effectuate them; all of which are incorporated herein by reference:

Title VI of Federal Civil Rights Act of 1964;

Federal Executive Order 11625 (Equal Employment Opportunity);

Title 41, Code of Federal Regulations, Part 60 (Equal Employment Opportunity);

Title 49 Code of Federal Regulations, Part 21 (Discrimination);

Title 49, Code of Federal Regulations, Part 26 (Minority Business Enterprises);

Office of Management and Budget (OMB) circular 102, Attachment O (Procurement Standards);

Alaska Statute (AS) 18.80.200-300 (Discrimination).

A6.2 The CONTRACTOR may not discriminate against any employee or applicant for employment because of race, religion, color, national origin, age, physical disability, sex, or marital status, change in marital status, pregnancy or parenthood when the reasonable demands of the position do not require distinction on such basis. The CONTRACTOR shall take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, national origin, age, physical disability, sex, or marital status. This action must include, but need not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including

apprenticeship. The CONTRACTOR shall post in conspicuous places, available employees and applicants for employment, notices setting out the provisions of this paragraph.

A6.3 The CONTRACTOR shall state, in all solicitations or advertisements for employees to work in performance of this Agreement, that it is an equal opportunity employer and that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, physical disability, sex, or marital status.

A6.4 The CONTRACTOR shall send to each labor union or representative or workers with which the CONTRACTOR has a collective bargaining Agreement or other contract or understanding a notice advising the labor union or workers' representative of the CONTRACTOR's commitments under this article and post copies of the notice in conspicuous places available to all employees and applicants for employment.

A6.5 In the event the CONTRACTOR subcontracts any part of the services to be performed under this Agreement, the CONTRACTOR agrees to make good faith efforts to utilize Disadvantaged Business Enterprises, to affirmatively solicit their interest, capability and prices and to furnish documentation of the results of all such direct contacts on forms provided by or acceptable to the CONTRACTING AGENCY.

A6.6 The CONTRACTOR shall make, keep and preserve such records necessary to determine compliance with equal employment opportunity obligations and shall furnish required information and reports. All records must be retained and made available in accordance with Article A9, Audits and Records.

A6.7 The CONTRACTOR shall include the provisions of this article in every contract, and shall require the inclusion of these provisions in every contract entered into by any of its Subcontractors, so that these provisions will be binding upon each Subcontractor.

### **ARTICLE A7 PAYMENTS TO THE CONTRACTOR**

A7.1 Payments shall be based on approved CONTRACTOR's invoices submitted in accordance with this article and the provisions of Appendix C. The sum of payments shall not exceed allowable compensation stated in Notice(s) to Proceed and no payments shall be made in excess of the maximum allowable total for this Agreement.

A7.2 The CONTRACTING AGENCY will exert every effort to obtain required Funding Agency approvals and to issue authorizations in a timely manner. CONTRACTOR shall not perform any services without a Notice to Proceed therefore. Accordingly, the CONTRACTING AGENCY will not pay the CONTRACTOR for services or associated reimbursable costs performed outside those which are authorized by a Notice to Proceed.

A7.3 CONTRACTOR's invoices shall be submitted when services are completed or monthly, for months during which services are performed, as applicable, in a format provided by or acceptable to the CONTRACTING AGENCY.

A7.4 In the event items on an invoice are disputed, payment on those items will be held until the dispute is resolved. Undisputed items will not be held with the disputed items.

A7.5 The CONTRACTOR shall submit a final invoice and required documentation within 90 days after final acceptance of services by the CONTRACTING AGENCY. The CONTRACTING AGENCY will not be held liable for payment of invoices submitted after this time unless prior written approval has been given. Total payment of all Subcontractors and satisfactory compliance with Article A22, Taxes, are conditions precedent to final payment.

### **ARTICLE A8 CHANGES**

A8.1 Changes (including "Supplemental Agreements") in the period of performance, general conditions, statement of services, or other provisions established by this Agreement may be made by written Amendment only. If such changes cause an increase or a decrease in the CONTRACTOR's cost, an equitable adjustment shall be made and specified in the Amendment. The CONTRACTOR shall not perform any additional or extra services prior to receiving a fully executed copy of an Amendment and a Notice to Proceed, except as the CONTRACTOR may be directed under the provisions of Article A20, Claims and Disputes.

A8.2 If at any time the CONTRACTING AGENCY through its authorized representatives, either verbally or in writing, requests or issues instructions for Additional or Extra Services or otherwise directs actions which conflict with any provision of this Agreement, the CONTRACTOR shall, within 30 days of receipt and prior to pursuing such instructions, so notify the CONTRACTING AGENCY in writing, and to the extent possible, describe the services and estimated cost of any Additional or Extra Services. The CONTRACTING AGENCY will then evaluate and, if appropriate, negotiate an Amendment. Unless so notified by the CONTRACTOR, the CONTRACTING AGENCY will conclude such instructions have not changed any provisions of this Agreement nor require additional compensation. No additional payments shall be made to the CONTRACTOR without such notice.

### **ARTICLE A9 AUDITS AND RECORDS**

A9.1 The CONTRACTOR shall maintain records of performances, communications, documents, correspondence and costs pertinent to this Agreement and the Funding or CONTRACTING AGENCY's authorized representatives shall have the right to examine such records and accounting procedures and practices.

A9.2 The Funding or CONTRACTING AGENCY's authorized representatives shall have the right to examine all books, records, documents and other data of the CONTRACTOR related to the negotiation, pricing and performance of this Agreement and any modification or change for the purpose of evaluating the accuracy, completeness and currency of the data submitted. The right of examination shall extend to all documents necessary to permit adequate evaluation of the data, computations and projections used.

A9.3 The materials described in this article shall be made available at a business office of the CONTRACTOR at all reasonable times for inspection, audit or reproduction, for a minimum of 3 years from the date of any resulting final settlement.

A9.3.1 If this Agreement is completely or partially terminated, records relating to the services terminated shall be made available for a minimum of three (3) years from the date of any termination or resulting final settlement, whichever is later.

A9.3.2 Records which relate to appeals under Article A20, Claims and Disputes, or litigation or the settlement of Claims arising out of the performance of this Agreement shall be made available until such appeals, litigation or Claims have been concluded.\*

### **ARTICLE A10 CONTRACTING AGENCY INSPECTIONS**

A10.1 The CONTRACTING AGENCY has the right to inspect, in the manner and at reasonable times it considers appropriate during the period of this Agreement, all facilities and activities of the CONTRACTOR as may be engaged in the performance of this Agreement.

### **ARTICLE A11 TERMINATION OR SUSPENSION**

A11.1 This Agreement may be terminated by either party upon 10 days written notice if the other party fails substantially to perform in accordance with its terms through no fault of the party initiating the termination (default termination). If the CONTRACTING AGENCY terminates this Agreement, the CONTRACTING AGENCY will pay the CONTRACTOR a sum equal to the percentage of work completed that can be substantiated in whole or in part either by the CONTRACTOR to the satisfaction of the CONTRACTING AGENCY or by the CONTRACTING AGENCY. If the CONTRACTING AGENCY becomes aware of any non-conformance with this Agreement by the CONTRACTOR, the CONTRACTING AGENCY will give prompt written notice thereof to the CONTRACTOR. Should the CONTRACTOR's services remain in non-conformance, the percentage of total compensation attributable to the nonconforming work may be withheld.

A11.2 The CONTRACTING AGENCY may at any time terminate (convenience termination) or suspend this Agreement for its needs or convenience. In the event of a

convenience termination, or suspension for more than 3 months, the CONTRACTOR will be compensated for authorized services and authorized expenditures performed to the date of receipt of written notice of termination or suspension plus reasonable expenses. No fee or other compensation for the uncompleted portion of the services will be paid except for already incurred indirect costs which the CONTRACTOR can establish and which would have been compensated for over the life of this Agreement, but because of the termination or suspension would have to be absorbed by the CONTRACTOR without further compensation.

A11.3 If federal funds support this Agreement, settlement for default or convenience termination must be approved by the Funding Agency.

A11.4 In the event of termination or suspension, the CONTRACTOR shall deliver all work products, reports, estimates, schedules and other documents and data prepared pursuant to this Agreement to the CONTRACTING AGENCY.

#### **ARTICLE A12 OFFICIALS NOT TO BENEFIT**

A12.1 No member of or delegate to Congress, United States Commissioner or other officials of the Federal, State, Political subdivision or Local Government shall be admitted to any share or part of this Agreement or any benefit to arise therefrom.

#### **ARTICLE A13 INDEPENDENT CONTRACTOR**

A13.1 The CONTRACTOR and its agents and employees shall act in an independent capacity and not as officers or agents of the CONTRACTING AGENCY in the performance of this Agreement except that the CONTRACTOR may function as the CONTRACTING AGENCY's agent as may be specifically set forth in this Agreement.

A13.2 Any and all employees of the CONTRACTOR, while engaged in the performance of any work or services required by the CONTRACTOR under this Agreement, shall be considered employees of the CONTRACTOR only and not of the CONTRACTING AGENCY and any and all Claims that may or might arise under the Worker's Compensation Act on behalf of said employees, while so engaged and any and all Claims made by a third party as a consequence of any negligent act or omission on the part of the CONTRACTOR's employees, while so engaged on any of the services to be rendered herein, shall be the sole obligation and responsibility of the CONTRACTOR.

A13.3 This Agreement will be declared null and void should the CONTRACTING AGENCY determine that by Internal Revenue Service definitions the CONTRACTOR is an employee of the CONTRACTING AGENCY.

#### **ARTICLE A14 PROSELYTIZING**

A14.1 The CONTRACTOR agrees that it will not engage on a full or part time basis, during the period of this Agreement, any person or persons who are or have been employed by the CONTRACTING AGENCY during the period of this Agreement or during the 90 days immediately preceding the date of this Agreement except those who have been regularly retired or approved in writing by the CONTRACTING AGENCY.

#### **ARTICLE A15 COVENANT AGAINST CONTINGENT FEES**

A15.1 The CONTRACTOR shall comply with the Copeland "Anti-Kickback" Act (18 USC 874) as supplemented in Federal Department of Labor regulations (29 CFR, part 3), which are incorporated by reference and made a part of this Agreement.

A15.2 The CONTRACTOR warrants that it has not employed or retained any organization or person, other than a bona fide employee, to solicit or secure this Agreement and that it has not paid or agreed to pay any organization or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the CONTRACTING AGENCY has the right to annul this Agreement without liability or, in its discretion, to deduct from the allowable compensation the full amount of such commission, percentage, brokerage or contingent fee.

A15.3 The CONTRACTING AGENCY warrants that the CONTRACTOR or the CONTRACTOR's representative has not been required, directly or indirectly as an express or implied condition in obtaining or carrying out this Agreement, to employ or retain, or agree to employ or retain, any organization or person or to make a contribution, donation or consideration of any kind.

#### **ARTICLE A16 PRECEDENCE OF DOCUMENTS**

A16.1 Components of this Agreement shall stand and prevail in the following order: Agreement over General Conditions; General Conditions over Statement of Services; Statement of Services over Basis of Compensation; Basis of Compensation over any appendices beyond Appendix C.

A16.2 If a "Request for Proposal" (RFP) and/or a proposal are appended to this Agreement, the components described in paragraph A16.1 shall stand and prevail over the proposal and the proposal over the RFP.



**ARTICLE A17  
ENDORSEMENT ON DOCUMENTS**

A17.1 Endorsements and professional seals, if applicable, must be included on all final drawings, specifications, cost estimates and reports prepared by the CONTRACTOR. Preliminary copies of such documents submitted for review must have seals affixed without endorsement (signature).

**ARTICLE A18  
OWNERSHIP OF WORK PRODUCTS**

A18.1 Work products produced under this Agreement, except items which have pre-existing copyrights, are the property of the CONTRACTING AGENCY. Payments to the CONTRACTOR for services hereunder include full compensation for all work products produced by the CONTRACTOR and its Subcontractors and the CONTRACTING AGENCY shall have royalty free non-exclusive and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, such work products.

A18.2 Should the CONTRACTING AGENCY elect to reuse work products provided under this Agreement for other than the original project and/or purpose, the CONTRACTING AGENCY will indemnify the CONTRACTOR and its Subcontractors against any responsibilities or liabilities arising from such reuse. Additionally, any reuse of design drawings or specifications provided under this Agreement must be limited to conceptual or preliminary use for adaptation and the original CONTRACTOR's or Subcontractor's signature, professional seals and dates removed. Such reuse of drawings and specifications, which require professional seals and dates removed, will be signed, sealed and dated by the professional who is in direct supervisory control and responsible for all adaptation.

**ARTICLE A19  
SUBCONTRACTORS, SUCCESSORS AND ASSIGNS**

A19.1 The CONTRACTING AGENCY must concur in the selection of any person or firm that may be engaged in performance of this Agreement to provide negotiable professional or technical services, products, etc., (vs. commodity items available to the general public in stores at market prices).

A19.2 If this Agreement includes named firms or individuals, then such firms or individuals shall be employed for the designated services, unless the Agreement is changed by Amendments.

A19.3 The CONTRACTOR shall not assign, sublet or transfer any interest in this Agreement without the prior written consent of the CONTRACTING AGENCY.

A19.4 The CONTRACTOR binds itself, its partners, its Subcontractors, assignees and legal representatives to this Agreement and to the successors, assignees and legal representatives of the CONTRACTING AGENCY with respect to all covenants of this Agreement.

A19.5 The CONTRACTOR shall include provisions appropriate to effectuate the purposes of this Appendix A in all subcontracts executed to perform services under this Agreement which may exceed a cost of \$25,000.

**ARTICLE A20  
CLAIMS AND DISPUTES**

A20.1 If the CONTRACTOR becomes aware of any act or occurrence which may form the basis of a Claim by the CONTRACTOR for additional compensation or an extension of time for performance, or if any dispute arises regarding a question of fact or interpretation of this Agreement, the CONTRACTOR shall immediately inform the Contracts Officer. If the matter cannot be resolved within 7 days, the CONTRACTOR shall, within the next 14 days, submit an "Intent to Claim" in writing to the Contracts Officer.

A20.1.1 If the CONTRACTOR believes additional compensation is warranted, the CONTRACTOR shall immediately begin to keep and maintain complete, accurate and specific daily records concerning every detail of the potential Claim including actual costs incurred. The CONTRACTOR shall give the CONTRACTING AGENCY access to any such record and, when so requested, shall forthwith furnish the CONTRACTING AGENCY copies thereof.

A20.1.2 The Claim, if not resolved, shall be presented to the Contracting Officer, in writing, within 60 days following receipt of the "Intent to Claim". Receipt of the Claim will be acknowledged in writing by the Contracting Officer.

A20.1.3 The CONTRACTOR agrees that unless these written notices are provided, the CONTRACTOR will have no entitlement to additional time or compensation for such act, event or condition. The CONTRACTOR shall in any case continue diligent performance under this Agreement.

A20.2 The Claim shall specifically include the following:

A20.2.1 The act, event or condition giving rise to the Claim.

A20.2.2 The provisions of the Agreement which apply to the Claim and under which relief is provided.

A20.2.3 The item or items of project work affected and how they are affected.

A20.2.4 The specific relief requested, including Contract Time if applicable, and the basis upon which it was calculated.

A20.3 The Claim, in order to be valid, must not only show that the CONTRACTOR suffered damages or delay but that those conditions were actually a result of the act, event or condition complained of and that the Agreement provides entitlement to relief to the CONTRACTOR for such act, event, or condition.

A20.3.1 The CONTRACTING OFFICER reserves the right to make written requests to the CONTRACTOR at

any time for additional information which the CONTRACTOR may possess relative to the Claim. The CONTRACTOR agrees to provide the Contracting Officer such additional information within 30 days of receipt of such a request. Failure to furnish such additional information may be regarded as a waiver of the Claim.

A20.3.2 If the Claim is not resolved by Agreement within 90 days of its receipt, the Contracting Officer will issue a written decision to the CONTRACTOR.

A20.3.3 The CONTRACTOR shall certify that the Claim is made in good faith, that the supporting cost and pricing data are accurate and complete to the best of the CONTRACTOR's knowledge and belief, and that the amount requested accurately reflects the adjustment to the Agreement for which the CONTRACTOR believes the CONTRACTING AGENCY is liable.

A20.4 The CONTRACTOR will be furnished a written signed copy of the Contracting Officer's decision within 90 days, unless additional information is requested by the Contracting Officer. The Contracting Officer's decision is final unless, within 14 days of receipt of the decision, the CONTRACTOR delivers a written Notice of Appeal to the Commissioner designated on Page 2 of this Agreement.

A20.5 Procedures for appeals and hearings are covered under AS 36.30.625 and AS 36.30.630.

#### **ARTICLE A21 EXTENT OF AGREEMENT**

A21.1 This Agreement including appendices represents the entire and integrated Agreement between the CONTRACTING AGENCY and the CONTRACTOR and supersedes all prior negotiations, representations or Agreements, written or oral.

A21.2 Nothing contained herein may be deemed to create any contractual relationship between the CONTRACTING AGENCY and any Subcontractors or material suppliers; nor may anything contained herein be deemed to give any third party Claim or right of action against the CONTRACTING AGENCY or the CONTRACTOR which does not otherwise exist without this Agreement.

A21.3 This Agreement may be changed only by written Amendment executed by both the CONTRACTING AGENCY and the CONTRACTOR.

A21.4 All communications that affect this Agreement must be made or confirmed in writing and must be sent to the addresses designated in this Agreement.

A21.5 The CONTRACTOR on receiving final payment will execute a release, if required, in full of all Claims against the CONTRACTING AGENCY arising out of or by reason of the services and work products furnished and under this Agreement.

#### **ARTICLE A22 TAXES**

A22.1 As a condition of performance of this Agreement, the CONTRACTOR shall pay all Federal, State and Local taxes incurred by the CONTRACTOR and shall require their payment by any Subcontractor or any other persons in the performance of this Agreement.

#### **ARTICLE A23 GOVERNING LAW**

A23.1 This Agreement is governed by the laws of the State of Alaska and Federal and Local Laws and Ordinances applicable to the work performed. The CONTRACTOR shall be cognizant and shall at all times observe and comply with such laws which in any manner affect those engaged or employed in the performance, or which in any way affects the manner of performance, of this Agreement.

#### **ARTICLE A24 FEDERAL AID CERTIFICATION (HIGHWAYS) (For Agreements exceeding \$100,000)**

A24.1 The CONTRACTOR certifies, by executing this Agreement, to the best of his or her knowledge and belief, that:

A24.1.1 No federal appropriated funds have been paid or will be paid, by or on behalf of the CONTRACTOR, to any person for influencing or attempting to influence an officer or employees 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 at the extension, continuation, renewal, Amendment, or modification of any Federal contract, grant, loan, or cooperative Agreement.

A24.1.2 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 in connection with this Federal contract, grant, loan, or cooperative Agreement, the undersigned 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.

A24.2 This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code.

A24.3 The CONTRACTOR also agrees by executing this Agreement that the CONTRACTOR shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

**ARTICLE A25  
TRADE RESTRICTIONS**

The CONTRACTOR or Subcontractor, by submission of an offer and/or execution of a contract, certifies that it:

- a. is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representative (USTR);
- b. Has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country on said list, or is owned or controlled directly or indirectly by one or more citizens or nationals of a foreign country on said list;
- c. Has not procured any product nor subcontracted for the supply of any product for use on the project that is produced in a foreign country on said list.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to a contractor or subcontractor who is unable to certify to the above. If the CONTRACTOR knowingly procures or subcontracts for the supply of any product or service of a foreign country on said list for use on the project, the Federal Aviation Administration may direct through the Sponsor cancellation of the contract at no cost to the Government.

Further, the CONTRACTOR agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in each contract and in all lower tier subcontracts. The CONTRACTOR may rely on the certification of a prospective subcontractor unless it has knowledge that the certification is erroneous.

The CONTRACTOR shall provide immediate written notice to the sponsor if the contractor learns that its certification or that of a subcontractor was erroneous when submitted by reason of changed circumstances.

This certification is a material representation of fact upon which reliance was placed when making the award. If it

is later determined that the CONTRACTOR or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration may direct through the Sponsor cancellation of the contract or subcontract for default at no cost to the Government.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally posed by a prudent person in the ordinary course of business dealings.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

**ARTICLE A26  
SUSPENSION AND DEBARMENT**

The bidder/offeror certifies, by submission of this proposal or acceptance of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this proposal that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the bidder/offeror/contractor or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation/ proposal.

**ARTICLE A27  
ADDITIONAL PROVISIONS**

*(Any deletion or modification of Articles A1 through A26 shall be approved "as to form" by the CONTRACTING AGENCY's legal section, acknowledged in writing, and attached as an Exhibit to this Appendix.)*

A27.1

# INDEMNIFICATION AND INSURANCE

## Appendix D in Professional Services Agreements

Project No:

Federal Project No: not applicable

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**

Contract Amount	Combined Single Limit, Per Occurrence & Annual Aggregate
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

\$

**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:

# PRE-AUDIT STATEMENT

(Confidential when completed)

Submit this form, completed and with required attachments, **only** if specifically requested, and **only** to the following address: DPS, Attn: Facilities, 5700 E Tudor Road, Anchorage, AK 99507. 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 call the Agency Contact.***

## 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, 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).**