



# Alaska Department of Transportation & Public Facilities

## REQUEST FOR PROPOSALS PACKAGE

(Procurement per Article 3 of AS 36.30)

PART



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

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

### ISSUING OFFICE

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

### PROJECT

RFP NUMBER .....: **25253003**  
 Project Numbers-State/Federal.....: **SFHWHY00601 N/A**  
 Project Site (City, Village, etc.).....: **Juneau**  
 Project Title & Contract Description .....: **JNU Egan Yandukin Intersection Improvements- Design Services**

The department intends to seek design services for the installation of a partial signal at the Egan/Yandukin intersection located in Juneau, Alaska. The Contractor will provide Design services including a complete design of the partialized signal and pedestrian accommodations. The Contractor shall provide assistance with design information necessary to complete the project's environmental document and permitting processes and will also provide support services necessary for conducting public and stakeholder involvement.

### SCHEDULE & PAYMENT

Anticipated period for performance-Begin/End: October 01, 2024 to December 31, 2026

Estimated amount of proposed contract:

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

### SUBMITTAL DEADLINE AND LOCATION

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

DATE: **August 28, 2024** PREVAILING TIME: **4:00 PM**

HAND DELIVER PROPOSALS TO:

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

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

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

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

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

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

## SELECTION PROCEDURE

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

## NOTICES

PART

A

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

14. Pre-proposal Conference:  None  As follows:

15. Special Notices:

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

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

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

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

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

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

**Termination by Default**

**By signature on their proposal/bid, the offeror/bidder certifies that they will not support or participate in a boycott of the State of Israel. Failure to comply with this requirement may cause the state to reject the proposal as non-responsive or cancel the contract.**



# SUBMITTAL CHECKLIST

PART

**B**

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

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

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

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

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

[ ] 8. Attach Criteria Responses (**except any Billing Rates or Price Proposals**) to Part D - Proposal Form. The maximum number of attached pages (**each printed side equals one page**) for Criteria Responses shall not exceed: **Ten (10)**. Attached page limit does not include the four-page Part D - Proposal Form, or any Billing Rates or Price Proposals.

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

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

CHECKLIST IS CONTINUED NEXT PAGE

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

# EVALUATION CRITERIA

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

## SECTION I - TECHNICAL PROPOSAL

### 1. Objectives and Services

1. Weight: 15

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

### 2. Methods

2. Weight: 25

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

### 3. Management

3. Weight: 15

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

### 4. Proposed Project Staff

4. Weight: 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. Design Lead
4. Public Involvement Specialist

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

Continued Next Page

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

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



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

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

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

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

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

**6. Past Performance & Quality Control****6. Weight: 5**

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

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

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

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

**8. Pre-Environmental Review Workflow (30% Plan Review)**

**8. Weight: 10**

Describe the important goals and steps to get there of a successful pre-environmental review. How will assure these goals are achieved?

9.

**9. Weight: 0**

## SECTION II - PREFERENCES

## 10. Disadvantaged Business Enterprises

49 CFR 26

10. Weight: 0

## Option #1

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

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

## Option #2 Generally, weight shall be at least "10" for FAA funded contracts.

A DBE goal has been established for the RFP.

Proposed DBE participation will count towards the Department's Race-Conscious DBE program, or

Proposed DBE participation will count towards the Department's Race-Neutral DBE program.

To be granted this preference, Offeror's response must identify a certified Disadvantaged Business Enterprise firm(s) (DBEs) in their proposal that will participate in the proposed contract services. The proposed DBE must be certified in the category of work proposed as listed in the DBE AUCP Directory in order to be credited for the services in the proposal and given the DBE preference and the DBE certification must be effective as of the proposal due date. Failure to submit adequate information pertaining to the percentage of work proposed to be completed by the DBE when this preference has been given weight may result in "0" points. Offerors should propose a single percentage number. Specifying a range of percentages (for example 5-8%) is not acceptable. If a range of percentages is proposed, the lowest number will be utilized in the calculation to determine the criterion score.

Certified DBE firms are listed in a DBE Directory which is available from the Alaska Department of Transportation and Public Facilities at its regional Design and Construction Offices in Juneau, Anchorage and Fairbanks or by mail from the Civil Rights Office, ADOT/PF, Box 196900, Anchorage, AK 99519 (telephone 907-269-0851) or at their internet address <http://www.dot.state.ak.us/cvlrts/directory.shtml>.

*Response will be scored: Rating x Number of Evaluators x Weight = Criterion Score. Rating will be as follows:*

"5" - More than 5% DBE Participation;

"3" - 5% DBE Participation;

"1" - Less than 5% but more than 0% DBE participation;

"0" - No DBE participation.

## 11. Alaska Bidder (Offeror) Preference

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

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

11. Weight: 0

To be granted this preference:

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

(A) Firm holds a current Alaska Business License;

(B) Proposal is submitted under the name as appearing on the Firm's current Alaska Business License;

(C) Firm has maintained a place of business within Alaska, staffed by the Firm or an employee of the Firm, for a period of six months immediately preceding the date of the offer;

(D) Firm is incorporated or qualified to do business under the laws of the State of Alaska, is a sole proprietorship, and the proprietor is a resident of Alaska, is a limited liability company organized under AS 10.50 and all members are residents of Alaska, or is a partnership under AS 32.06, or AS 32.11 and all partners are residents of Alaska; and

(E) If the Firm is a Joint Venture, it is composed entirely of entities that qualify under (A) - (D).

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

*Rating will be as follows:*

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

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

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

## SECTION III - PRICE

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

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

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

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

12. Labor Billing Rates (Required Format)

12. Weight: 0

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

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

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

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

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

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

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

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

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

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

**13. Weight: 0**

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

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

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

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

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

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

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

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

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

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

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

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

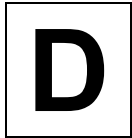
If no federal funding, then per AS 36.30.250(b), total price shall be reduced for the above calculation by the following applicable percentages when the prices are from Offerors **designate preferences on page one of Part D.**

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

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

# Alaska Department of Transportation & Public Facilities PROPOSAL FORM

PART



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

### PROJECT

Project Numbers-State/Federal.....:	<b>SFHWHY00601/N/A</b>
Project Title .....	<b>JNU Egan Yandukin Intersection Improvements- Design Services</b>
RFP No. ....	<b>25253003</b>

### OFFEROR (CONTRACTOR)

Contractor.....:	
Street.....:	
P.O. Box.....:	
City, State, Zip.....:	
Alaska Business License Number .....	
Federal Tax Identification No. ....:	
DOT&PF DBE Certification No. (if any) .....	
Individual(s) to sign contract .....	
Title(s) .....	
Type of business enterprise (check one).....:	<input type="checkbox"/> Corporation in the state of . :
	<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Other(specify) .....

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

Check the applicable preferences that you claim for the proposed contract (reference Criteria 11, 12 & 13 in Part C):			
<input type="checkbox"/> Alaska Bidder (Offeror) <b>AND&gt;&gt;</b>	<input type="checkbox"/> Veterans <b>AND&gt;&gt;</b>	<input type="checkbox"/> Employment Program	or <input type="checkbox"/> Disabled Persons

### PROPOSED SUBCONTRACTOR(S)

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

### CERTIFICATIONS

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

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

## CERTIFICATION FOR ALASKA BUSINESS LICENSES AND REGISTRATIONS

PART

D

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

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

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

## CERTIFICATION FOR INSURANCE

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

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

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

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

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



**CERTIFICATION – COST AND PRICING DATA**

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

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

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

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

**CERTIFICATION - FOREIGN CONTRACTING**

By signature on this solicitation, the offeror certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States. If the offeror cannot certify that all work is being performed in the United States, the offeror must contact the Contracts Officer to request a waiver at least 10 days prior to proposal deadline. The offeror must provide with their submission a detailed description of the portion of work being performed outside the United States, where, by whom, and the reason the waiver is necessary. Failure to comply with this requirement may cause the state to reject the bid or proposal as non-responsive, or cancel the contract.

**CERTIFICATION – DBE COMMITMENT**

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

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

**CERTIFICATION – FORMER PUBLIC OFFICER**

Any proposer listing as a member of the proposer's team a current public officer or a former public officer who has left state service within the past two years must submit a sworn statement from that individual that the Alaska Executive Branch Ethics Act does not prohibit his or her participation in this project. If a proposer fails to submit a required statement, the proposal may be deemed nonresponsive or nonresponsible, and rejected, depending upon the materiality of the individual's proposed position.

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

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

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

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

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



# PRE-AUDIT STATEMENT

(Confidential when completed)

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

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

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

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

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

## CERTIFICATION

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

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

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

**COST TERMINOLOGY**

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

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

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

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

Fringe Benefits - Costs for items such as:

Workers' Compensation Insurance  
Deferred Compensation/Retirement Plans

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

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

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

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

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

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

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

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

# INDEMNIFICATION AND INSURANCE

## Appendix D in Professional Services Agreements

IRIS Program No:SFHWY00601  
Federal Project No: N/A  
Date Prepared: 05/09/2019

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

### ARTICLE D1 INDEMNIFICATION

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

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

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

### ARTICLE D2 INSURANCE

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

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

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

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

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

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

**MINIMUM LIMITS OF E&O INSURANCE**

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

D2.1.5 Professional Liability Insurance required for this Agreement is

\$500,000

**ARTICLE D3**

**MODIFICATION OF INSURANCE REQUIREMENTS**

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

**CONTRACTOR RELATED MODIFICATIONS**

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

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

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

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

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

**OTHER BASIS FOR MODIFICATIONS**

(Requires written concurrence from Division of Risk Management)

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

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

**CONTRACTING OFFICER** Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

# STATEMENT OF SERVICES

## APPENDIX B

RFP No. 25253003

### JNU Egan Yandukin Intersection Improvements

Iris Program No. SFHWY00601

Date: 5/30/2024

Rev:

#### ARTICLE B1 - INDEX

(NIC) is an abbreviation for (Not In Contract); the DEPARTMENT, hereafter referenced as the DEPARTMENT, reserves the right to negotiate and add to this Article by Amendment, however, is under no obligation to do so, and reserves the right to complete the services by any other means.

<u>ARTICLE</u>	<u>TASK #</u>	<u>SUBJECT</u>
<b>B2</b>		Exhibits
<b>B3</b>		Codes, Regulations, Standards, and Procedures
<b>B4</b>		Administrative Requirements
<b>B5</b>		Project Location and Description
<b>B6</b>		Summary of Contract Services
<b>B7</b>		Management
<b>B8</b>	Task 1	Assessment of Project Documents
<b>B9</b>	Task 2	Project Management Plan
<b>B10</b>	Task 3	Utility Conflicts
<b>B11</b>	Task 4	Geotechnical Investigation
<b>B12</b>	Task 5	Signal Pole Foundation Design, Complete
<b>B13</b>	Task 6	Traffic and Safety
<b>B14</b>	Task 7	Electrical Engineering
<b>B15</b>	(NIC)	Survey
<b>B16</b>	(NIC)	Hydrologic and Hydraulic Design
<b>B17</b>	Task 8	Pre-Environmental Review (30% Plans)
<b>B18</b>	Task 9	Environmental Support
<b>B19</b>	Task 10	Public Involvement Support
<b>B20</b>	Task 11	Design Study Report
<b>B21</b>	(NIC)	Bridge Design
<b>B22</b>	(NIC)	Landscape Design
<b>B23</b>	Task 12	Plans-In-Hand (PIH) Review (75% Plans)
<b>B24</b>	Task 13	Pre-Plans, Specifications, and Estimate and Final Plans, Specifications, and Estimate
<b>B25</b>	Task 14	Completion Documentation
<b>B26</b>	Task 15	Assistance during Bidding
<b>B27</b>	(NIC)	Assistance during Construction

## ARTICLE B2 - EXHIBITS

<u>Exhibits</u>	<u>Subject</u>
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B-1	Alaska Construction Surveying Manual
B-2	Statewide CAD Standards & Drafting Guide (2016)
B-3	Project Location
B-4	JNU Egan Yandukin PEL Study
B-5	SR Pre-Environmental Review (PER) Review Guidance
B-6	Plans, Specifications, and Estimate Review QC Checklist
B-7	Project Schedule

## ARTICLE B3 - CODES, REGULATIONS, STANDARDS, AND PROCEDURES

### **B3.1 General**

All studies, reports, and design services will be performed in accordance with applicable codes, regulations, and standards; professional practice procedures; and commonly recognized construction methods. The Contractor will consider the geographical location of the project as well as other environmental and site-specific constraints when performing services for this project.

### **B3.2 Standards and Guidelines**

Publications that contain the current highway design standards and guidelines are listed in Appendix B1. During the period of this agreement these documents may be supplemented, deleted, or revised. Drafting standards and conventions are listed in Exhibits B-2.

### **B3.3 Units of Measurement**

Use U.S. Customary units of measurement throughout development of the project.

## ARTICLE B4 - ADMINISTRATIVE REQUIREMENTS

### **B4.1 General**

The Contractor will provide services as identified and authorized by sequentially numbered Notices-to-Proceed (NTP). Prior to the issuance of an NTP, the Contractor and the DEPARTMENT will discuss the scope and negotiate a budget for each task within each phase to be authorized, based on the most current information. The Contractor shall not perform services or incur billable expenses except as authorized by a NTP. The DEPARTMENT does not guarantee that all tasks in this scope of services will be authorized by an NTP. The contract may terminate at any stage if it is found to be in the DEPARTMENT's best interest.

### **B4.2 Duplicate Requirements**

In combining all tasks into one contract, duplicate requirements may be encountered during project development in regards to reports, drawings, activities, etc. No duplication is intended. Coordinate all work items internally and with the DEPARTMENT to maximize the results from work efforts and eliminate any perceived duplication.

### **B4.3 Project Staff**

Project Staff will be as indicated in the Contractor's proposal. Names and Project Responsibilities will be inserted into the Statement of Services prior to NTP #1. All services must be performed by, or under the direct supervision of, the following individuals (replacement of, or addition to, the Project Staff named below shall be accomplished only by prior written approval from the DEPARTMENT):



ENTER NAMES OF CONTRACTOR'S & SUBCONTRACTOR'S KEY STAFF

<u>Project Responsibilities</u>	<u>Name</u>	<u>Company</u>
Contract Manager		
Project Manager		
Engineer of Record		
Public Involvement		
Quality Control		

**B4.4 Contractor Name on Plan Sheets and Documents**

No Contractor logos shall be allowed on any electronic or hard copy document produced for the DEPARTMENT. The Contractor company name shall be included in the box adjacent to the engineer's seal on each plan sheet. Documents produced for the DEPARTMENT 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's 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 11"x17" plan sheets, and shall be in the following format:

PLANS DEVELOPED BY:  
COMPANY NAME

Include the following information on all documents required to be signed and sealed as required by 12 AAC 36.185:

- a. Company name, physical address, and telephone number;
- b. Certificate of authorization number issued to the corporation, limited liability company, or limited partnership to practice engineering, land surveying, or landscape architecture, if applicable.

**B4.5 Professional Registration**

All reports, plans, specifications, estimates, and similar work products provided by the Contractor will be prepared by or under the supervision of a Professional Engineer or Land Surveyor in responsible charge for these services. These Engineers or Land Surveyors will be currently registered in the State of Alaska and they will sign, seal, and certify the accuracy of each final work product for which they are responsible.

**B4.6 Contract Negotiations**

Upon notification of contract selection by the DEPARTMENT, the Contractor shall coordinate with the DEPARTMENT's project manager to confirm that all contract deliverables are clear in both scale and scope. Adjustments to clarify project expectations and deliverables shall be conducted if necessary by amending the contract's scope. After confirmation of scope is completed, negotiations for contract services shall commence. The negotiations shall be recorded in excel format on a template provided by the DEPARTMENT project manager and adjusted as necessary to provide clarity in services provided.

**B4.7 Billing Reports**

The Contractor shall prepare and submit an invoice and progress report monthly. The invoice and progress report shall include, but is not limited to:

- A narrative that identifies and describes significant activities performed in the previous month;
- A narrative that identifies and describes significant activities expected to be performed in the next month;
- Identification of deliverables completed during the reporting period, accomplishments, milestones, significant meetings, and current open issues relating to the work;
- Identification of any issues that may impact scope, schedule, or budget;
- An Earned Value Report for each work element for each firm on the Contractor team and projected future expenditures.

### **Assumptions:**

- The contracted period of project performance is expected to span a period of time of approximately thirty (23) months. (The DEPARTMENT reserves the right to negotiate extending the period of performance to accommodate subsequent project segments.)
- The Contractor will submit invoices and progress reports to the DEPARTMENT by the 1<sup>st</sup> of each month (or the first business day following the 1<sup>st</sup> of the month).
- The Contractor will submit one (1) electronic copy of the above-mentioned documentation, including all sub-Contractor invoices and supporting documentation.

### **Deliverables:**

- Monthly progress report
- Monthly invoice for each firm
- Monthly Earned Value Report for each firm and projected future expenditures

### **B4.8 Correspondence**

All correspondence, prepared by the Contractor will bear the DEPARTMENT's assigned Project Name and Numbers (State & Federal). All emails shall bear the subject line:

SFHWHY00601 JNU Egan Yandukin Intersection Improvements – (*Subject of Email*)

### **B4.9 Documents and Reports**

All Documents and Reports shall be submitted by email in PDF format to the DEPARTMENT Project Manager unless other formats are requested in the deliverables:

#### **B4.9.1 Covers**

The cover of all documents and reports will include the following information:

- a. Name of document or report
- b. Date
- c. Indicate whether draft or final
- d. Project Name: JNU Egan Yandukin Intersection Improvements
- e. State and Federal Project Number(s). SFHWHY00601, Federal Project number: XXXX
- f. Prepared for: Alaska Department of Transportation and Public Facilities
- g. Prepared by:
- h. Map and/or picture of the project area

#### **B4.9.2 Reproduction and Distribution**

When the contract requires only the original or only one copy of a work product to be delivered, the DEPARTMENT will reproduce and distribute any other copies required. Deliver items for reproduction single-sided, organized, and camera ready for copying and not stapled or otherwise bound. The DEPARTMENT will be responsible for the distribution of all draft and final reports produced under this contract.

#### **B4.9.3 Paper Copies**

When the contract calls for more than one copy of documents or reports, print copies on both sides of the paper. However, print the cover and pages with approved illustrations, multicolored graphics, photographs, or estimates on one side of the page only. Comb-bind all copies; do not bind originals. For reviews, bind copies of estimates as the first item behind the cover of the specifications.

#### **B4.9.4 Digital Copies**

The DEPARTMENT uses Microsoft Windows, Microsoft Office Suite (Word, Excel, et al.), Microsoft Project, and AutoCAD Civil 3D software. Submit all digital files in formats fully compatible with the DEPARTMENT's current software versions. Provide informal digital submittal as approved by the Project Manager, usually as e-mail attachments.

#### **B4.9.5 Page Numbers**

Number pages in all documents to allow every major Section, Chapter, Appendix, ext., to begin on a “right-hand”, odd numbered page.

#### **B4.10 Plans, Maps, and Plats**

*Plans, Maps, and Plats* shall be submitted in electronic format to the DEPARTMENT’s Project Manager.

##### **B4.10.1 Drafting**

All drawings will be submitted as AutoCAD 2024 or later e-transmittal drawing files and PDF plot files. Draft drawing and plot files will be submitted digitally. DOT&PF will provide .ctb files:

National Standard (full size).ctb  
National Standard (half size).ctb

#### **B4.11 Specifications and Estimates**

*Specifications and Estimates* will be submitted digitally in PDF and Word format. If Excel is utilized for the development of the estimate, also submit the digital excel estimate file. The Contractor shall develop the Estimate for this project using the DEPARTMENT of Transportation & Public Facilities AASHTOWare. Access to the program and instructional documentation for the software will be provided to the Contractor. Specifications and estimates will contain no graphics and no photographs except as specifically approved by the DEPARTMENT.

#### **B4.12 Quantity Calculations**

Quantity calculations will be submitted digitally in PDF and Excel formats. Quantity calculations shall not contain any reference material or information used for estimating bid item unit prices. Quantity calculations are to be submitted with a computed by and checked by signature area. Failure to provide proof of adequate quality control is subject to deliverable refusal by the DEPARTMENT.

#### **B4.13 Proofreading**

Prepare reports and specifications, to the greatest extent possible, free of mathematical, grammar, spelling, and typographical errors. The Contractor is responsible for professional proofreading of the documents to meet the intent of this requirement. All errors and omission in deliverables will be corrected at the Contractor’s expense.

#### **B4.14 Revisions**

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

##### **B4.14.1 Errors and Omissions**

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

#### **B4.15 Review Meetings and Comment Resolution**

The Contractor shall host the Pre-Environmental review (PER) and the DEPARTMENT will host review meetings to discuss the Plans-In-Hand (PIH) and Plans, Specifications, and Estimate (PS&E) review comments. Refer to article B-5 for requirements of the PER review. The Contractor shall attend the PER, PIH, and PS&E Meetings and document the discussions. The PER and PIH review meetings are to include a walkthrough of the project site to discuss the current state of design, constructability, and maintenance of traffic development. These discussions are to include items regarding the plans, specification, estimate, project documents, and any other topics that develop project consensus or have action needed. The list of plan reviews to follow this procedure are as follows:

1. Pre-Environmental Review
2. Plans-In-Hand (PIH) Review
3. Preliminary Plans, Specification, and Estimate (PS&E) Review
4. Final Plans, Specifications, and Estimate (PS&E) (Pre-PS&E review log and finalized updates)

#### **Assumptions:**

JNU Egan Yandukin Intersection Improvements  
Scope of Services

- The DEPARTMENT will provide the Contractor a list of DEPARTMENT compiled comments two days before the review meeting. The Contractor shall provide preliminary responses to the comments before the review meeting to facilitate a faster review. The Contractor shall go over each review comment that they do not intend to incorporate into the plans or specifications as written.
- The DEPARTMENT shall provide an excel spreadsheet log template to the Contractor for the purpose of documenting review meeting comments. The Contractor shall include written comments received prior to the review and comments received at the review. The Contractor shall fill in their initial responses as stated in the review meeting.
- The Contractor shall submit to the DEPARTMENT the complete spreadsheet log of plans, specifications, and estimate comments for each review as follows:
  - I. *Within Five (5) working days of current review.* A summary of review comments and plan of action to address the discussed issue. For example: a review comment is recorded that recommends a different layout for a design element. An acceptable initial Contractor response is “The Contractor will coordinate with the Department to further discuss revisions to the item”. The DEPARTMENT shall review the provided summary of comments and action items that the CONTRACTOR has provided and comment if needed where corrections are to be made. The finalized review log shall be distributed by the DEPARTMENT.
  - II. *The subsequent project review submittal.* Finalized version of the previous review’s spreadsheet log which clearly states how the comments were addressed in the current review’s submittal.
- The Project Manager may elect to conduct a separate adjudication meeting to address significant comments and resolution items received during the review. The Contractor shall attend the meeting and provide written responses to all comments received.

**Deliverables:**

- Finalized spreadsheet excel file log of the prior project review submittal that lists each comment that was received for a plan, specification, or bid estimate item and how it has been addressed in the current submittal.
- Draft spreadsheet log of all review comments and action items for the project plans, specifications, estimate, and items that were discussed at the current review.

**B4.16 Roadway Design QC Checklist**

The Contractor is to provide QC documentation as presented in Exhibits B-5 (Roadway Design Criteria Checklist as contained in the PER Memo) and B-6 (Plans, Specifications, and Estimate Review QC Checklist) for their respective deliverable packages. All deliverable and applicable checklist items must show documentation demonstrating the QC was completed. Engineering design and estimate calculations are to have a ‘Computed By’ initial line item and a ‘Checked By’ line item signed by responsible party. The QC documentation must be submitted at or before each milestone review package distribution. It is the Contractor’s responsibility to demonstrate that all QC documentation has been completed. The DEPARTMENT reserves the right to request resubmittals, at the Contractor’s expense, on Contractor submittals that have not been attributed correctly.

**ARTICLE B5 - PROJECT LOCATION AND DESCRIPTION**

**B5.1 Location**

Juneau is home to the State capital of Alaska. A population of approximately 31,000 live within the municipality limits. The proposed Egan/Yandukin intersection is located on Egan Drive at MP 7.41 at the Fred Meyer merge onto Egan Drive.

The community is accessible by plane, ferry, and road.

## **B5.3**

## **Project Description**

### **B5.3.1 Project Scope**

The Alaska DEPARTMENT of Transportation and Public Facilities (DOT&PF) will address traffic safety, connectivity, and reliability of use issues at the entrance to Fred Meyer intersection located on Egan Drive. The intersection is currently unsignalized. A design overview of the services is as follows:

- Complete design of partial signalization of the intersection and pedestrian crossing accommodations as recommended in the Planning and Environmental Linkages (PEL) Study Report in 2021.
- Foundation design for signal pole foundations
- Conduct traffic island channelization design along with signage and striping configurations.
- Provide drainage design evaluation and integration with existing topography.
- Update traffic and accident history for the location that have occurred after the PEL (Planning Environmental Linkage) Study for the project was completed in August of 2021.
- Coordinate design elements with Department environmental staff and assist with necessary graphics as needed to obtain the environmental document for the project.
- Provide traffic construction phasing recommendations and participate in constructability reviews.
- Coordinate with Department Right-of-Way (ROW) as necessary for acquisitions and scheduling.
- Coordinate with local utilities for location and to provide power to the signal.
- Act as project lead for recommending and conducting public involvement coordination.
- Adhere to Department design policies and procedures as per the AKDOT&PF Preconstruction Manual.

The project will be phased such that the scope of work for the project will be refined as needed as the project progresses through the completion of the Pre-Environmental Review (30% Review). Thus, additional work may be added to this scope of work for the project as the development progresses. The DEPARTMENT anticipates issuing an initial NTP through the Pre-Environmental Review state of development with additional NTPs to be issued after the scope of work for the project is refined.

### **B5.3.2 Project History**

#### ***Planning and Environmental Linkages (PEL) Study August 2021***

The purpose of the Egan Drive and Yandukin Drive (E-Y) Intersection Planning and Environmental Linkages (PEL) Study was to identify ways to improve transportation safety for all users. The secondary purposes are to identify ways to improve mobility and route diversity in the transportation grid, improve access and mobility for pedestrians and bicyclists, and maintain traffic capacity and flow through the E-Y intersection and the surrounding area.

During the PEL study, local government, state, and federal agency representatives were engaged through four Agency Workgroup meetings. Key stakeholders, including business owners, tribal representatives, and elected officials, were engaged through four Community Focus Group (CFG) meetings. The general public was involved through two Public Open House meetings, a project website, and other outreach activities. The full PEL study is attached to this RFP in Appendix B-4.

The Partial Access Signalized Intersection with a protected pedestrian crossing and Glacier Lemon Spur Extension was the Recommended Alternative based on the alternatives screening process used for the PEL process. This alternative scored the highest among the alternatives that met the project purpose and need while having acceptable impacts to ROW, wetlands, and vegetation. This alternative was also considered more cost effective as it meets the project needs at a reduced cost as compared to the interchange.

#### ***Traffic Analysis and Alternative Concepts Report (DOT&PF 2019)***

The Traffic Analysis and Alternative Concepts Report analysis identified two main concerns for the intersection:

- Left-turning vehicles had difficulty judging gaps in oncoming traffic, resulting in injury crashes. The high speed of oncoming vehicles (85th percentile speeds of around 60 miles per hour) contributed to this condition.

- Pedestrians had difficulty crossing Egan Drive at the E-Y intersection because of the lack of adequate crossing gaps. While a controlled, marked crossing of Egan Drive was provided at the Glacier-Nugget intersection, pedestrians had been observed crossing Egan Drive at the Fred Meyer intersection. Thus, any proposed changes should also consider accommodating pedestrian crossing movement.

#### **B5.4 Funding**

Currently, \$7.5 M in construction funding is available for obligation in Federal Fiscal Year (FFY) 2026.

#### **B5.5 Schedule**

The current Alaska Statewide Transportation Improvement Program (STIP) has programmed the project certification in FFY 2026. See Exhibit B-7 for the current project delivery schedule.

#### **B5.6 Review Meetings and Comment Resolution.**

The Contractor will host the PER and the DEPARTMENT will host the Plans-In-Hand, and PS&E review meetings. Refer to Exhibit B-5 for requirements of the PER review. The Contractor is to attend these review meetings and document the discussions. These discussions are to include items regarding the plans, specifications, estimate, and any other topics that develop project consensus or have action needed. The PER and PIH review meetings also include a field walkthrough as part of the review. The list of plan reviews to follow this procedure are as follows:

- 1) Pre-Environmental Review (PER) which includes a field review of the project site
- 2) Plans-In-Hand (PIH) Review which includes a field review of the project site
- 3) Preliminary Plans, Specifications, and Estimate (PS&E) Review
- 4) Final Plans, Specifications, and Estimate (PS&E) (Pre-PS&E review log and finalized updates)

#### **Assumptions:**

- Each meeting at this time is to be assumed that it will be attended in person.
- Reviews which involve a field review will consist of a one-half (1/2) day office review and a field review.
- The DEPARTMENT will provide the Contractor a list of Agency compiled comments two days before the review meeting. The Contractor will provide preliminary responses to the comments before the review meeting to facilitate a faster review. The Contractor will go over each review comment that they do not intend to incorporate into the plans or specifications as written.
- The DEPARTMENT will provide an excel spreadsheet log template to the Contractor to document review meeting comments. The Contractor will include written comments received prior to the review and comments received at the review. The Contractor will fill in their initial responses as stated in the review meeting.
- The Contractor will submit to the DEPARTMENT the complete spreadsheet log of plans, specifications, and estimate comments for each project review submittal within five (5) working days of the completed review. These will contain the initial responses to the review comments as revised as a result of the meeting. The subsequent project review submittal will include the finalized version of this spreadsheet log and clearly document how the comments received from the previous review submittal were addressed in the current review's submittal package. For example, a review comment recommends a different layout for a design element. The initial Contractor response is "we will take a look at that". The final response is "we were able to make some adjustments, but not completely what was requested (details provided)"
- The DEPARTMENT will provide a completed review of the Contractor's review summary documentation within ten (10) working days of receipt of the draft comment log. The Contractor will promptly revise any draft issues or responses according to the DEPARTMENT's requests.
- The Project Manager may elect to conduct a separate adjudication meeting to address significant comments received during the review. Attend the adjudication meeting and provide written responses to all comments received.

#### **Deliverables:**

- Finalized spreadsheet excel file log of the prior project review submittal that lists each comment that was received for a plan, specification, or bid estimate item and how it has been addressed in the current submittal. If the comment has not been addressed the Contractor must provide a brief explanation.
- Draft spreadsheet log of all review comments and action items for the project plans, specifications, estimate, and items discussed at each review.

## **ARTICLE B6 - SUMMARY OF CONTRACT SERVICES**

### **B6.1 General**

The Contractor will provide professional services for Preliminary Design through the final PS&E Design package. This includes:

- Project Management
- Civil 3D Design and Documentation
- Project Review Documentation
- QC Documentation
- Public Involvement Assistance
- Project Specification
- Project Construction Estimates

The DEPARTMENT reserves the right to add or remove services provided by the consultant.

Not currently included in the professional services are:

- Survey and Remote Sensing
- Bridge Design
- Landscape Design
- Assistance during Construction

### **B6.2 Cost-Effective Design**

The Contractor will evaluate alternatives for each major design element to determine the most cost-effective design. Conclusions will state the recommended alternative and the reasons why it is recommended. The Contractor will finalize these recommendations with the DEPARTMENT decision making upon completion of the Pre-Environmental review process of review and updates. The following items will be considered in the determination of the recommended alternative:

- a. Right-of-Way requirements
- b. Utilities
- c. Environmental concerns and impacts, including hazardous substances
- d. The traveling public, both during and after construction
- e. Design Schedule
- f. Design, construction, and maintenance budgets
- g. Traffic maintenance and temporary detour alignment
- h. Other issues as appropriate.

### **B6.3 Guarantee**

There is no guarantee given that the Contractor will be required to provide all of the services detailed in this Statement of Services or that the Contractor will incur all of the costs estimated in Appendix C of the PSA. Likewise, no guarantee is given that the Contractor will perform other services for the project beyond that defined in this contract.

## **ARTICLE B7 – MANAGEMENT**

### **B7.1 Project Initiation and Kickoff**

Upon Notice to Proceed (NTP) the Contractor will conduct a meeting with the DEPARTMENT project team. Topics to be included in this meeting include the current project scope of work, communication protocols working with the DEPARTMENT support staff, potential discuss data gaps, project schedule, and any other topic that left unresolved could affect the project's scope of work and construction budget.

The Contractor will set up the project files, any sub-Contractor agreements, and set up the project invoicing requirements including the monthly status report template.

The Contractor will schedule and lead a one-day virtual kickoff meeting with the DEPARTMENT staff and schedule a project site visit to outline the project objectives, roles and responsibilities, critical success factors, public involvement plan, schedule and work plan activities. Key team members will participate in person or via teleconference. Up to four

Contractor staff are approved to attend the site visit. The DEPARTMENT will provide the necessary staff to participate. This one-day event will include joint work sessions with DOT&PF planning, environmental, traffic and engineering to voice their vision, identify project challenges and opportunities, and share existing data. The DEPARTMENT will invite Statewide Environmental staff to participate. The Contractor will draft an agenda, facilitate the office and field meetings, take meeting minutes, and distribute them to the DEPARTMENT project team for comment and finalization.

**Assumptions:**

- The Contractor is to prepare an invite list and meeting agenda one (1) week prior to the meeting for the Project Manager's review and necessary revisions.
- The Contractor is to prepare meeting minutes for distribution within one (1) week of the kick-off meeting and distribute them for comments and corrections.
- The DEPARTMENT will provide an example site visit report to the Contractor.
- Up to four (4) Contractor staff are approved to attend the site visit.

**Deliverables:**

- Kick-off meeting agenda one (1) week prior to meeting
- Draft Kick-off meeting minutes within in one (1) week following the meeting
- Final Kick-off meeting minutes within one (1) week of receiving comment back from the DEPARTMENT
- The Contractor will deliver site visit notes within five days of the site visit

**B7.2 Scheduling**

The Contractor will develop a Critical Path Method Schedule (CPM) for construction obligation delivery in Summer 2026 based on the department provided schedule in Exhibit B-7. The Contractor will update this schedule and provide monthly schedule updates for overall project delivery and advise the DEPARTMENT of any risk items that develop.

**Assumptions:**

- The anticipated timeline of development for the contracted work for the project is assumed to be 40 months.
- Up to two review cycles of the initial schedule will be completed by the DEPARTMENT
- All comments from the DEPARTMENT will be consolidated into a single comment form with contradicting comments resolved for the Contractor to review and respond
- Microsoft Project will be used for the development of the project CPM schedule
- The DEPARTMENT will provide a Microsoft Project schedule template for the Contractor's use

**Deliverables:**

- Draft baseline CPM schedule within thirty (30) calendar days after Notice to Proceed.
- Final baseline CPM schedule within fourteen (14) working days of the projects Pre-Environmental Review (PER)
- Monthly project schedule updates

**B7.3 Six Week Look Ahead Scheduling**

The Contractor will develop six (6) week look-ahead project status schedules for submittal to the DEPARTMENT along with the project coordination meeting agenda on a bi-weekly basis. The schedule will be developed using Microsoft Project, or equivalent, as discussed with the DEPARTMENT's project manager. It will include scope deliverables, meetings, and Contractor and review submittals. The six (6) week look-ahead schedule will also include fast-track items that come up during the project too quickly to be included in the main project schedule as well as deliverables such as reports and review dates.

**Assumptions:**

- The DEPARTMENT will provide the Contractor with an example six-week look-ahead schedule prior to fee negotiations.

**Deliverables:**



- Bi-weekly, six (6) week look-ahead schedules to be submitted to the DEPARTMENT's Project Manager within two (2) days of each project team meeting's completion.

### **B7.2.3 Schedule Changes**

Adherence to the Project Schedule is necessary to meet the DEPARTMENT's goals and commitments. The Contractor agrees to expend all effort necessary to stay on schedule and satisfy the contract delivery dates. Amendments to the schedule must be submitted in advance in a reasonable time frame for DOT&PF to adjust commitments to other government agencies and funding sources.

### **B7.2.4 Meetings/Reports**

The Contractor will facilitate and participate in bi-weekly Project Coordination Meetings with the Contract Manager for the duration of the project. The intent of these meetings will be to discuss project progress, resolve issues, and receive guidance and/or direction from the DEPARTMENT. The Contractor will be responsible for providing timely information required for the project-related services performed by the functional groups within the DEPARTMENT. The Contractor will provide "exception reporting". The exception report should be a written statement of scheduled Milestone activities that are late, suspended, or significantly accelerated. The report can be included within the meeting materials or as a standalone document. The Contractor will explain why any activity is off schedule, or likely to become so. The Contractor will also explain what corrective action(s) are being taken. The Contractor will prepare and submit to the Contract Manager for these meetings a meeting agenda three (3) working days prior to each coordination meeting. The Contractor will keep minutes of all meetings and submit them to the Contract Manager within three (3) workdays following each meeting. Attendance at the meetings will be via teleconference or video conferencing.

#### **Deliverables:**

- Coordination meeting agenda three (3) working days prior to meeting
- Coordination meeting minutes within three (3) working days following meeting

### **B7.2.5 Environmental Meetings**

The Contractor is to conduct bi-weekly meetings with the DEPARTMENT's environmental analyst to coordinate design and environmental impacts and scope of work modifications. These meetings are to take place upon receiving the first project NTP and continue through the Pre-Environmental Review (PER). After the completion of the project's Environmental Document. The Contractor shall provide a meeting agenda prior to each coordination meeting. The Contractor will provide a copy of the meeting minutes for these meetings to the environmental analyst and the Project Manager. These minutes are to be submitted within three (3) working days following each meeting

#### **Deliverables:**

- Environmental meeting agenda three (3) working days prior to meeting
- Environmental meeting agenda within three (3) working days following meeting

### **B7.2.6 Post Review Meetings**

The Contractor shall conduct a review meeting with DEPARTMENT environmental and Right-of-Way staff upon completion of the Pre-Environmental Review (30%) and Plans-In-Hand (PIH) review to verify the current design is consistent with the design that was used to secure the project's environmental document and property rights.

The Contractor shall conduct a meeting with DEPARTMENT environmental staff after the Plans, Specifications, and Estimate (PS&E) review meeting to go over any project changes that need to be captured in a re-evaluation of the existing environmental document or if modifications require a new document.

Items of particular interest are those where any of the following changes have occurred since the environmental document.

1. New work that expands the project construction limits
2. Increase of anticipated excavation in either depth or total volume

3. Late utility coordination information of work to be performed

**Assumptions:**

- The DEPARTMENT environmental analyst will complete the Environmental Document.
- **Up to three (3) meetings following the Pre-Environmental Review to discuss project changes**
- Up to three (3) meetings following the PIH review to discuss any project changes
- Up to three (3) meetings following the PS&E review to discuss any design changes that need to be incorporated into a re-evaluation or new environmental document.

**Deliverables:**

- Post Review Meeting agenda three (3) working days prior to meeting
- Post Review Meeting minutes and action items within three (3) working day following the meeting

**B7.3 Project Coordination**

All coordination and correspondence for the project will be conducted through the DEPARTMENT's Project Manager unless otherwise approved.

**B7.3.1 DEPARTMENT Activities**

The DEPARTMENT's Project Manager will coordinate the Contractor's activities with those of various functional groups within the Agency. These groups may include Materials; Highway Planning; Traffic & Safety; Utilities; Environmental; Right-of-Way; Maintenance & Operations; Construction and Contracts.

**B7.3.2 Agency and Public Coordination**

The Contractor will work with DOT&PF staff to coordinate with the appropriate federal (e.g., National Marine Fisheries Service (NMFS), United States Forest Service (USFS), United States Army Corps of Engineers (USACE), etc.), state (e.g. DEPARTMENT of Environmental Conservation (DEC), DEPARTMENT of Fish and Game (DF&G), State Historic Preservation Officer (SHPO), etc.) and local government agencies and the public, including tribes, special interest groups, and organizations that could be potentially affected by the proposed project. The Contractor will not commit the DEPARTMENT to any action to be accomplished by the proposed project. Any commitments to action or mitigation will be made by the DEPARTMENT.

**B7.3.3 Agency Meetings / Release of Information**

Notify the Project Manager of all meetings with agencies, organization, or individuals at least three (3) working days in advance. Prior to such meetings, discuss the agenda for the meetings with the Project Manager to ensure that no inappropriate or incorrect information is disclosed. Do not release data collected under this agreement to any agency or to the public without prior written approval of the Project Manager. Document all meetings and telephone conversations concerning the proposed project. Forward original signed documents to the Project Manager.

**B7.3.4 Federal Highway (FHWA) Communication**

Communication with FHWA regarding this project will be handled solely by the DEPARTMENT.

**B7.3.5 Correspondence**

The Contractor will submit all written material, letters, phone logs, survey forms, etc., used to communicate information regarding the project to the DEPARTMENT's Project Manager for review and acceptance prior to its distribution. Copies of all outgoing and incoming correspondence will be provided to the DEPARTMENT's Project Manager at least once a week. All outgoing correspondence, including e-mails, will include the project title and state and federal project numbers. See B4.8 for email subject line requirements.

**Deliverables:**

- Email summaries for decision points reached in verbal discussion between the Contractor and the DEPARTMENT or outside agency personnel.

### **B7.3.6 Right-of-Entry Permits**

The Contractor will obtain Right-of-Entry authorizations for the project when required. Requests for Right-of-Entry will be drafted and finalized by the Contractor in coordination with the DEPARTMENT. All requests for entry will be submitted to the property owner by the DEPARTMENT. Access to the properties will not be initiated until the DEPARTMENT has given express written permission to the Contractor.

## **ARTICLE B8 – ASSESSMENT OF PROJECT DOCUMENTS – TASK 1**

### **B8.1 Contractor Assessment of Project Documents**

The Contractor shall review all documents provided in the PEL study and provide commentary on the recommended project design and include these items in the initial project kick-off meeting. See B7.1 for requirements of the project kick-off meeting. The Contractor will assess and provide comments on the following documents:

1. 2021 Egan Yandukin PEL Study

#### **Assumptions:**

- The DEPARTMENT will provide the Contractor the final version of the Egan Yandukin PEL Study.

#### **Deliverables:**

- The Contractor design and impact review discussion within one (1) month of NTP
- Spreadsheet register of initial project submittal package comments and modifications needed to progress to 30% PER submittal.

## **ARTICLE B10 – PROJECT MANAGEMENT PLAN – TASK 2**

### **B9.1 Project Management Plan (PMP)**

**The Contractor will develop a Project Management Plan in accordance with the Alaska Highway Preconstruction Manual. A draft version of this document is to be submitted at the Pre-Environmental review and finalized upon completion of adjudicated items that arise in the review.**

The PMP shall include a complete list of anticipated studies, reports, permits, and clearances necessary to develop the project.

#### **B9.1.1 PMP Scope**

Preliminary scoping is detailed in Article B5.3. The first phase of project development under NTP No. 1 will include finalization of the project management plan (PMP) and conducting the Pre-Environmental (30%) plan review. The Contractor shall conduct meetings and field inspections with the DEPARTMENT to finalize the. Changes to the draft PMP due to the Pre-Environmental review of the project plans are to be discussed with the project manager for dismissal or inclusion into the project's final PMP.

#### **Assumptions:**

- The draft PMP is to be submitted with the PER (30%) Plan Review

#### **B9.1.2 PMP Schedule**

The preliminary schedule is to be detailed by the Contractor as outlined in B7.2.1 and reviewed by the DEPARTMENT under the condition that the substructure improvements project is to be obligated in 2025. The Contractor shall include the milestone schedule in the draft PMP.

### **B9.1.3 PMP Estimate**

The DEPARTMENT has prepared a preliminary construction budget for the project. The Contractor is to provide updates on this estimate as the project development progresses. An updated construction estimate is to be completed upon finalization of the Pre-Environmental review and included in the final PMP.

#### **Assumptions:**

- The Contractor is to provide the preliminary estimate and pay items in AASHTOWare with the 30% review submittal.
- Up to two review cycles will occur for the DEPARTMENT and all comments will be resolved and submitted as a single consolidated set for the Contractor to review and respond.
- One review meeting per review cycle will be scheduled for the Pre-Environmental Review, Local Review, Plans In Hand Review, and Plans, Specifications and Estimate Review.

#### **Deliverables:**

- Project Management Plan (Draft)
- Project Management Plan (Final)

Draft deliverables shall be submitted project manager as outlined in B4.9.

## **ARTICLE B10 – UTILITY CONFLICTS - TASK 3**

### **B10.1 General**

The Contractor shall prepare a Utility Conflict Report. The Contractor will investigate and identify all conflicts of existing above ground or underground utilities with proposed improvements. All conflicts must be clearly identified and a plan for their remedy proposed for DEPARTMENT approval prior to final design.

### **B10.2 Utility Conflict Memorandum**

The utility conflict memorandum shall be submitted per Article B4.9. The memorandum identifies utilities present within the project corridor, potential conflicts, and anticipated utility work to resolve the potential conflicts. The utility conflict memorandum will be submitted with the pre-environmental review package and include the above information as well as any additional detail to confirm the project scope and impacts needed to obtain the environmental document.

### **B10.2 Utility Conflict Report**

The utility conflict report shall be submitted per Article B4.9. The report is a record of the existing utilities within the project limits, the conflicts with the proposed work, and the consideration of impacts on construction. These impacts are also to include relocation costs and right of way needs. The draft Utility Conflict Report shall be submitted with the Pre-Environmental Review (30%) and the final draft submittal date shall coordinated with the DEPARTMENT's Project Manager. Deliverables shall be submitted to the DEPARTMENT in the formats specified in Article B4.9. The following information shall be included:

- Plan Sheets.
- Cross Sections.
- List of utility conflicts.
- Proposed solutions to all utility conflicts.
- Cost estimate for utility relocations.

#### **B10.2.1 Plan Sheets**

The Plan Sheets shall be submitted per Exhibits B-2, B-5, and B-6 and shall include existing utilities; proposed improvements; existing and proposed right of way limits; existing drainage features; and any structures affected by the proposed construction. Existing utilities within the project limits shall be identified including their size and type. Existing utility locations shall be based on the following in order of preference: field topographic surveys, as-built drawings, and utility system maps.

### **B10.2.2 Cross Sections**

The cross sections shall be submitted per Exhibits B-5 and B-6. To these cross sections the Contractor shall add the existing overhead and underground utilities. If elevations of utilities are not available, the elevations shall be estimated from the utility permit depth requirements and based on utility company standard installation practices. Cross sections shall be included in all locations where utility conflicts exist or utility relocations are proposed.

### **B10.2.3 List of Utility Conflicts**

The Utility Conflict Report shall compare the proposed design of the roadway and appurtenances against the existing and proposed utilities and identify any conflicts. All conflicts will be identified and listed per utility affected.

### **B10.2.4 Proposed Solutions to all Utility Conflicts**

The report shall propose solution(s) to all conflicts and recommend a preferred solution if more than one is proposed. The Contractor shall consider the following when selecting the preferred solution.

- Relocation costs
- Additional right of way needs
- Environmental impacts
- Construction impacts
- Project development timing

### **B10.2.5 Cost Estimate for Utility Relocation**

The report shall include a cost estimate for relocating the utilities in conflict with the proposed project.

### **Deliverables:**

- Utility Conflict Memorandum
- Draft Utility Conflict Report
- Final Utility Conflict Report
- Utility Plan Sheets
- Cross Sections
- Utility Relocation Cost Estimate

## **ARTICLE B11 – GEOTECHNICAL INVESTIGATION – TASK 4**

### **B11.1 Geotechnical Investigation**

The Contractor shall gather geotechnical information needed for the project and provide the Geotechnical Data Report, Geotechnical Recommendations Memo for the project area. The Contractor shall provide figures to the Department for any permit and public notice efforts that are needed. The DEPARTMENT shall assist the Contractor with recommendations, as needed. All existing geotechnical information on the project area shall be provided to the Contractor prior to drilling activities. Coordinate all work completed under this task with the Regional Engineering Geologist and Regional Geotechnical Engineer.

### **B11.2 General**

The geotechnical investigation will be executed in three (3) phases:

- Phase I: Centerline drilling to determine asphalt thickness, base course thickness, and engineering properties of the structural section.
- Phase II: Reconnaissance of potential realignment and retaining structure locations. A representative of the DEPARTMENT will participate in the reconnaissance.
- Phase III: Additional drilling required for the design of retaining structures, rock cuts, and realignments of the roadway. Final borehole locations and depths will be based on the results from the Phase I and II investigations as well as elements from the project's geometric design.

Following the geotechnical investigation, the Consultant will prepare a Geology Data Report (GDR),

Geotechnical Recommendations Memo (GRM), Structural Foundation Engineer Report (SFER) as needed and conduct Plan Reviews to ensure all recommendations are correctly incorporated into the project bid documents.

### **B11.3 Geotechnical Exploration Plan**

The Contractor shall submit a geotechnical exploration plan for each phase of exploration. The exploration plan shall be developed in accordance with the Department Alaska Geotechnical Procedures Manual. Submit a draft geotechnical exploration plan to the DEPARTMENT for review and acceptance four (4) months prior to mobilization for that phase of work.

#### **Deliverables:**

- Draft Geotechnical Exploration Plans
- Final Geotechnical Exploration Plans

### **B11.4 Drilling Contractor**

The Contractor shall provide the drilling services required to complete Phase I and Phase III of the geotechnical investigation and shall obtain, and review with the DEPARTMENT. The DEPARTMENT will approve the firm to provide drilling work prior to the beginning of any drilling activity.

### **B11.5 Field Activities**

Field activities may include, but are not limited to, auger drilling, direct push drilling, rock core drilling, backhoe or excavator pits, peat probes, instrumentation installation, and sample retrieval. All field activities shall follow guidelines in the ADOT&PF Geotechnical Procedures Manual and the 1988 AASHTO Manual on Subsurface Investigations. Ensure all applicable permits and rights of entry are obtained prior to any field work. Any work performed within the road ROW requires a traffic control plan be submitted to the Southcoast Traffic & Safety Engineer for approval a minimum of two weeks prior to proposed field work. Copies of permits and rights of entry shall be kept with the field crew during the course of the investigation.

#### **Assumptions:**

- The Contractor is responsible for submittal of traffic control plans for field work performed within the road ROW.
- The Contractor will provide traffic control for field work performed within the road ROW.
- The Department will secure all necessary environmental approvals for geotechnical investigations. Geotechnical investigations may not occur until clearance is given by the Department's Environmental staff.

#### **Deliverables:**

- Traffic Control Plan

### **B11.6 Geotechnical Sampling**

Representative samples of materials collected during field activities shall be tested to determine those material characteristics pertinent to design and construction of the project. The Contractor is responsible for all sample testing and sample test reports.

### **B11.7 Geotechnical Investigation Progress Reports**

Field staff will communicate the work completed, notable discoveries, and any issues encountered to the Geotechnical Engineer on a daily basis. The Contractor shall submit periodic progress reports as the geotechnical investigation proceeds. The progress report shall include the work completed, notable discoveries, proposed changes to the exploration plan, and any issues encountered. Also included will be tables summarizing the exploration locations, total depth explored, and groundwater conditions. The reports will be provided twice per week during Phase I and daily during Phase II and III.

#### **Deliverables:**

- Progress Reports

### **B11.8 Geotechnical Investigation**

The geotechnical investigations, as described in the exploration plan shall consist of the following field activities:

Phase I:

- Borings will be performed at 500 foot intervals in fill sections and 200 foot intervals in cut sections. Additional borings may be required in distressed areas.
- Borings will be performed by driving a 3-inch outside diameter split spoon through the asphalt, base course, and into the subbase using the Modified Standard Penetration Test Procedure to a depth of 2 feet bgs.
- The total depth of the borings, as described in the exploration plan, will be modified for cut sections and areas with evidence of pavement distress caused by frost action, up to a maximum depth of 10 feet bgs.
- Borings performed to depths greater than 2 feet bgs will be performed by making a clean hole in the asphalt a minimum of 6 inches in diameter larger than the outside diameter of the hollow stem augers. The Contractor will perform continuous sampling using a 3-inch outside diameter split spoon using the Modified Standard Penetration Test Procedure.
- All samples will be logged, photographed, bagged, and transported to the Contractor's laboratory for testing.
- All borings will be backfilled with cuttings and any remaining voids will be filled with a granular fill. Asphalt cold patch will be used to patch all of the holes in the asphalt.
- In-situ testing of the pavement structural section will be performed at each boring location using a Light Weight Deflectometer (LWD) and Dynamic Cone Penetrometer (DCP).

Phase II:

- A geologic reconnaissance of potential realignments, rock cuts, and retaining structures will be performed with a team from the Contractor and representatives from the DEPARTMENT as desired.
- A reconnaissance of the existing rock cuts along the project corridor and an identification of stabilization or rock fall mitigation needs.
- Data will be collected in accordance with the GAM, the Geotechnical Procedures Manual, and other scoping methodologies established in the technical memorandums produced in Task 1.
- Additional data will be collected as described in the exploration plan.

#### **Assumptions:**

- Ten (10) hour work days when in the field.
- Ten (10) hours will be billed for weather delays.
- Phase I and Phase II of the geotechnical investigation will not be performed concurrently.
- Phase III will take place a minimum of three (3) weeks after the completion of Phase II.

### **B11.9 Phase III Geotechnical Investigation**

A Phase III investigation will likely be required as part of the geotechnical investigation. This task will be authorized as needed. The tasks will likely consist of the following field activities:

Phase III:

- Additional drilling required for the design of retaining structures, rock cuts, and realignments of the roadway will be performed.
- Investigation may include vertical and horizontal mechanical probes to evaluate overburden and quality of bedrock.
- Final borehole locations and depths will be based on the results from the Phase I and II investigations as well as elements from the project's final design.
- All samples will be logged, photographed, bagged, and transported to the Contractor's laboratory for testing.

The following assumptions are used to budget this task. The task may need to be amended based on the actual geotechnical investigation needed.

### **Assumptions:**

- Ten (10) hour workdays when in the field.
- Ten (10) hours will be billed for weather delays.
- Phase III will take place a minimum of three (3) weeks after the completion of Phase II.

### **B11.10 Geology Data Report (GDR)**

The Contractor shall provide a GDR that presents data collected during the geotechnical investigations for all phases of exploration. Information shall include at least the following: project location map, description of the project scope, presentation of previous work, presentation of the field investigations, station to station descriptions of the subsurface conditions encountered during the field investigation, laboratory test results, and a test hole map showing all project borings and/or test pits, and gINT logs prepared in accordance with and formatted per the data template provided.

The report shall be submitted to the DEPARTMENT in both draft and final forms. The draft shall be made available concurrent with the distribution of the PS&E Review. The final report shall be completed concurrent with the receipt of Authority to Advertise the project. The final report shall also be submitted in the Contract Agency's current version of Microsoft Word and as a single Adobe Acrobat (.pdf) file suitable for electronic storage and reproduction.

### **Assumptions:**

- The DEPARTMENT will provide a GDR template, gINT template, and all historical information and reports: as-builts, bore logs, previous exploration reports, etc.

### **Deliverables:**

- Draft GDR
- Final GDR
- GDR Supporting Files (gINT, ACAD, ArcGIS, etc.)

### **B11.11 Geotechnical Recommendations Memo (GRM)**

Following field investigations and submittal of the Draft GDR, the Contractor shall provide geotechnical recommendations to support the project's design. Recommendation may include the following:

- Suitability of materials within the project limits for use in the project.
- Maximum cut slope angles in soil and rock.
- Subcut depth and limits.
- Subsurface drainage recommendations,
- Culvert foundation recommendations.
- Estimating factors, e.g. unit weight estimating factors, shrinking and swelling, etc.
- The presence and identification of geologic hazards, what risks may be involved, and how risks might be mitigated.
- Utility of existing structural section.
- Rock and soil slopes stability analysis.

The GRM will include recommendations for conventional soil and rock cuts that do not require stabilization. Recommendations for stabilizing oversteepened soil slopes, rock stabilization, or design recommendations for intermediate geomaterial slopes will not be included in the GM. Recommendations for unconventional slopes will be provided in design memorandums. Design memorandums are not included in this task but may be negotiated after the requirements and scope have been defined.

The Draft GM shall be submitted a minimum of 60 days prior to the submittal of the Plans-In-Hand Review Assembly. After the DEPARTMENT review and/or as design proceeds, modifications to the GM may be required. The Contractor shall implement required changes in a timely manner. The GM shall not be included, appended or otherwise identified in the GDR. The GM will become final concurrently with final design. The Final GM shall also be submitted in the Contract Agency's current version of Microsoft Word and Civil 3D format, and as a single Adobe Acrobat (.pdf) file suitable for electronic storage and reproduction



**Assumptions:**

- Progress reports to the DEPARTMENT twice per week during Phase I and daily during Phase II and III.

**Deliverables:**

- Draft GM
- Final GM

**ARTICLE B12 – SIGNAL POLE FOUNDATION DESIGN, COMPLETE – TASK 5**

**B12.1 Foundation Design**

- Provide all design services needed for the development and design of traffic signal pole foundations.

**Assumptions:**

The completed design shall be provided to the Department for internal review. The CONTRACTOR is to coordinate as necessary to address Department comments.

**Deliverables:**

- Completed foundation design for signal pole foundation(s).

**ARTICLE B13 TRAFFIC AND SAFETY – TASK 6**

**B13.1 3R Analysis**

The Contractor shall provide a 3R analysis and report for the intersection. Geometric design recommendations and configurations shall be in accordance with the Alaska Highway Preconstruction Manual. The Contractor shall provide a 3R Analysis of geometric design options in sufficient detail at the Preliminary Environmental Review (PER) to support finalization of the project's alignment configuration and the environmental document.

**Deliverables:**

- Draft 3R Analysis Report
- Final 3R Analysis Report

**B13.1 Traffic Phasing and Delays**

Due to the existing heavy use of the existing intersection, additional work is to be conducted to maintain access and traffic flow during construction. The Contractor will provide a conceptual traffic-phasing diagram to assist with the project's environmental document completion at the Pre-Environmental Review. Provide anticipated delays and impacts to the traveling public based on the proposed construction phasing. The Contractor is to schedule an independent traffic review at the approximate Pre-Environmental Review (30%) level of completion of the project plans. The finalized Traffic Control Plan is to be submitted as part of the Plans-In-Hand Review submittal.

**Assumptions:**

- Summer tourism traffic levels are to be used for analysis purposes.
- Tourism bicycle traffic is at tour operation capacity.

**Deliverables:**

- Conceptual traffic control plan and traffic delay impacts in support of environmental document development
- Traffic Control Plan Specifications

- Draft Traffic control plan traffic review
- Finalized Traffic Control plan and traffic delay impacts at Plans-In-Hand (75% Design Completion) Review

## **ARTICLE B14 – ELECTRICAL ENGINEERING, COMPLETE – TASK 7**

### **B14.1 Electrical Design**

Provide electrical design for the project including and not limited to all electrical elements such as the traffic signal system, power supply for the system, signal interconnect, and lighting system modifications needed as a result of the intersection changes.

## **ARTICLE B15 – SURVEY – (NIC)**

### **B15.1 Existing Survey Availability**

Topographic, Bridge, and ROW survey was performed between 2018 and 2020 by the DEPARTMENT on North Tongass Highway in the vicinity adjacent to the bridge as well as bathymetric data for Ward Creek.

### **B15.2 Supplemental Survey and Remote Sensing**

The DEPARTMENT reserves the right to negotiate and add to this Sub-Article by Amendment, however, is under no obligation to do so, and reserves the right to complete the services by any other means.

## **ARTICLE B16 – HYDROLOGIC AND HYDRAULIC DESIGN – (NIC)**

### **B16.1 General**

The Contractor will perform all services to prepare required hydraulic and hydrologic data collection, documentation, reports, summaries, calculations, preliminary designs, environmental permit support, final designs including plans, specifications, estimates and quantity calculations during bidding. Requirements for hydraulic design not detailed below will be determined as the needed services are identified.

The Contractor will support the DEPARTMENT's environmental team with required information for the completion of the NEPA process.

The DEPARTMENT will design any scour or erosion protection required for the protection of the Skagway River Bridge #308.

### **B16.2 Standards and Guidelines**

The Contractor will follow the design standards and guidance outlined in the following documents. These documents may be supplemented, deleted, or revised during the period of this agreement.

- Alaska Highway Drainage Manual
- Alaska Highway Preconstruction Manual
- AASHTO Drainage Manual

Other requirements will be agreed upon during consultation with the assigned DEPARTMENT hydraulics staff.

Standard software programs used by the DEPARTMENT for hydrologic and hydraulic analysis include:

- HEC
- HY-8
- HEC-RAS
- HEC-HMS
- SMS
- ESRI products, AGOL, Collector, Survey 123, Field Mapper

### **B16.3 Review of Existing Data**

The Contractor will review the existing hydrologic and hydraulic data and identify any data gaps that require additional JNU Egan Yandukin Intersection Improvements  
Scope of Services

field work. Provide the DEPARTMENT with a summary memo of the reviewed data and needed data collection.

**Assumptions:**

- The DEPARTMENT will provide the Contractor with the culvert inventory and inspection report conducted in 2019.

**Deliverables:**

- Data Review and Gap Memo

**B16.4 Culvert and Fish Passage Design**

The Contractor will analyze and design culverts in accordance the applicable standards outlined in B16.2. Provide the DEPARTMENT with recommended treatments for each culvert requiring repair, rehabilitation, or replacement. The recommendations shall include the proposed material, size, length. Recommendations should consider available ROW, ease of construction, and environmental impacts. For fish passage culverts and any culvert 48" or larger in diameter, provide a plan and profile design for each fish passage culvert proposed to be replaced with the Pre-Environmental review submittal. This submission should also include the hydraulic design information table on the plan sheet and cut and fill volumes below ordinary high water.

**Assumptions:**

- The DEPARTMENT will provide the Contractor with an example fish passage design plan sheet.

**Deliverables:**

- Culvert Recommendations Memo
- Draft Culvert Design Plans
- Final Culvert Design Plans

**B16.5 Hydraulic and Hydrologic Reports**

The Contractor will provide a Hydraulic and Hydrology report that documents the existing and proposed structures within the project corridor. The report will include a general project description, standards followed, area hydrology, hydraulic design information, erosion control recommendations, Erosion and Sediment Control Plan information, needed special provision requirements, general recommendations for culverts, needed plan sheet notes, hydrologic and hydraulic summary tables, and supporting references. The report will include an appendix with all calculations and model reports for each designed culvert. The draft hydraulic and hydrologic report will be submitted with the Pre-Environmental review submittal. The Final Hydraulic and Hydrologic Report is due with the PIH review submission.

**Assumptions:**

- The DEPARTMENT will provide the Contractor with an example Hydraulic and Hydrologic report
- The DEPARTMENT will provide the Contractor with the Location Hydraulic Study (LHS) for inclusion in the Hydraulic and Hydrologic report.

**Deliverables:**

- Draft Hydraulic and Hydrologic Report
- Final Hydraulic and Hydrologic Report

**B17.6 Dewatering Plans**

Design and provide a dewatering typical detail for inclusion in the project plans. Design a location specific dewatering detail for any culvert replacement or rehabilitation passing an anadromous stream or if the culvert is located within 1500 feet of an active contaminated site. Draft dewatering details shall be submitted with the PIH review submittal and final will be submitted with the PS&E submittal. Location specific dewatering should be considered prior to the submission of the Pre-Environmental review to assess impacts and construction footprint.

**Deliverables:**

- Draft Dewatering Details
- Final Dewatering Details

**ARTICLE B17 PRE-ENVIRONMENTAL REVIEW – TASK 8**

**B18.1 Pre-Environmental Review (PER)**

Refer to Exhibit B-5, SR Pre-Environmental Review (PER) Review Guidance, for requirements of the PER review.

**Assumptions:**

- The Department reserves the right to add to or modify the contents of Exhibit B-5. The Contractor shall be afforded the right to renegotiate services as needed if these requirements add to or change the level of effort put forth by the Contractor after an NTP has been issued based on the prior PER Guidance.

**Deliverables:**

- All deliverables as presented in Exhibit B-5.

**ARTICLE B18 – ENVIRONMENTAL SUPPORT – TASK 9**

**B18.1 Environmental Support**

The Contractor will develop a PER (30%) set of plans for finalization of an environmental document. Conceptual level plans will include items listed in the Pre-Environmental Review Guidance in exhibit B-5. Updated scoping and Area of Potential (APE) figures may be required following each review meeting depending on the magnitude of the comments.

This information, along with project plan sheets as outlined above, will form the basis of the environmental document.

The Contractor will develop the required figures for public notice associated with the environmental document for geotechnical investigations.

**Assumptions:**

- The Contractor shall coordinate with the DEPARTMENT on an as needed basis for environmental deliverable sources.

**Deliverables:**

- Draft and Final Updated Scoping Figures
- Draft and Final APE Figures, updates as needed
- Draft and Final Geotechnical Investigations Scoping Figures

The DEPARTMENT reserves the right to negotiate and add to this Sub-Article by Amendment, however, is under no obligation to do so, and reserves the right to complete the services by any other means.

**B18.2 Invasive Species Survey and Wetland Delineation**

The Contractor will evaluate and document the project area for the presence of invasive species. Fieldwork for the identification of invasive species must be conducted by persons competent in plant identification.

The Contractor will delineate, evaluate, and assess wetlands impacts based on the proposed and final construction footprint. Delineate all wetlands in the project area including all proposed material sites and waste areas, per the 1987 USACE Wetland Delineation Manual and 2007 Alaska Region Supplement. The Contractor will assist with communication and meetings with USACE and other agency reviewers. Assumptions:

- The Contractor may send up to two (2) staff for fieldwork

- Data will be collected and analyzed using geospatial software
- The DEPARTMENT will provide the Contractor with the original scoping drawings

Deliverables:

- Draft Invasive Species Report
- Final Invasive Species Report
- Draft and Final Wetland Delineation Report (.doc and .pdf)
- Plant and Wetland Data (per “Data Collection Methods”)
- Draft and Final Function and Value Assessment (.doc and .pdf)

**ARTICLE B19 – PUBLIC INVOLVEMENT SUPPORT – TASK 10**

**B19.1 General**

For this Agreement, Public Involvement is defined as the total effort, both informal and formal, made by the Contractor and the DEPARTMENT to keep the public and agencies informed about the project. Reasonable alternatives are identified, and public and agency concerns are considered and addressed.

The Contractor shall prepare the Public Involvement Plan with DEPARTMENT input, which the Contractor shall include in the Project Management Plan (PMP) (Article B9) prepared by the Contractor. Debriefings of the project scope of work with the public and agencies shall take place upon completion of the post 30% Pre-Environmental Review comments (Article B17).

The DEPARTMENT reserves the right to negotiate and add to this Article by Amendment, however, is under no obligation to do so, and reserves the right to complete the services by any other means.

**B19.2 Project Team Meetings and Status Calls**

In addition to weekly project team meetings, the Contractor is authorized to schedule and hold up to three (3) additional project team meetings where additional preparation or coordination is necessary prior to public involvement scheduled meetings. For all meetings, the Contractor shall develop an agenda and lead a discussion of action items. The Contractor shall prepare and distribute meeting notes

Assumptions:

- Each team meeting is expected to last one (1) hour.
- Up to two (2) Contractor team members may attend the additional coordination meetings.

Deliverables:

- Contractor team meeting minutes shall be provided to the DEPARTMENT within five calendar days (5) to the DEPARTMENT.

**B19.3 Public Involvement General Assumptions**

All media inquiries will be directed to DEPARTMENT’s Public Information Officer. The DEPARTMENT review period for Public Involvement deliverables is five (5) days unless otherwise noted in the scope. The DEPARTMENT will provide consolidated comments or edits on draft deliverables.

**B21.4 Project Website Content**

The Contractor will provide content to the DEPARTMENT to use to update the project website, hosted and managed by the DEPARTMENT. The website will be updated with Public Open House information and materials.

Assumptions:

- Contractor will not provide IT support or hosting services for website.
- A customized URL will not be purchased (standard DEPARTMENT site URL).
- DEPARTMENT brand standards will be used (no customized project branding).

- No new technical information or graphics will be presented on the project web site that has not already been used in the project presentations or reports unless formatting modifications are necessary for web site display.
- The Contractor will provide all material recommendations to the project manager (PM) prior to posting on the website.

Deliverables:

- Draft website content update
- Final website content update

**B19.5 Stakeholder Advisory Group Meeting**

The Contractor, in coordination with the DEPARTMENT, will hold a separate stakeholder advisory group (SAG) meeting with the stakeholders and agencies who were involved in the original PEL study. The SAG meeting with each group is anticipated to be early in the project development at the approximate 30% design stage for the project and during finalization of project scope of work features and approximately two weeks prior to the Public Open House.

In preparation for the SAG meetings, the Contractor will collaborate with the DEPARTMENT's Project Manager to determine meeting goals, materials, and agenda topics.

In preparation for each SAG meeting, the Contractor will provide content for initial and follow up emails to be sent to participants by the DEPARTMENT, arrange location/time/date for meeting, draft agenda and supporting meeting materials, facilitate a dry run meeting prior to the meeting, facilitate the meeting, and prepare a meeting summary.

Assumptions:

- Four (4) hours allocated for preparation for each SAG meeting. The DEPARTMENT will coordinate the meeting location.
- The SAG meetings will be up to three (3) hours in length.
- Travel expenses for up to two (2) consultant staff for each meeting

Deliverables:

- Draft and final agenda for two (2) meetings
- Meeting materials and presentation methods for two (2) meetings
- Meeting Summaries for two (2) meetings

**B19.6 Pre-Briefings**

In preparation for the SAG meetings, a series of pre-briefings will be planned and scheduled with key members of the SAG by the Department and the Contractor. There will be up to two (2) hours of strategizing with the DEPARTMENT for each set of briefings. All other planning will occur during regular project team meetings/conference calls.

Assumptions:

- Two (2) hours shall be allocated for preparation for each set of pre-briefings.
- The Contractor shall provide the preliminary SAG meeting materials for the pre-briefing meetings.

Deliverables:

- Updated talking points for each pre-briefing meeting.

**B19.7 Small Group Presentations**

The Contractor will prepare one (1) additional small community group presentation. This presentation will be utilized for community small groups not included in the SAG request information about the project.

Assumptions:

- Presentations will be given by DOT&PF without Contractor participation.

### Deliverables:

- One (1) brief presentation coordination plan.

### **B19.8 Public Open House**

The CONSULTANT, working closely with the DEPARTMENT, shall hold two (2) public meetings to summarize project development and seek input. Using an open house style format, there shall be staffed displays and tables where participants can sit and write comments. The public meeting shall provide a project overview and information exhibits. Participants will be asked to give their input on the project and to include concerns or ideas for concept refinement, as well as identification of additional ideas for improvements. The Contractor shall schedule and plan the open house, develop all materials (boards, comment forms, sign-in sheets, handouts, etc.), and participate in and report on the results of the open houses.

### Assumptions:

- The Consultant will advertise the open houses in local media in accordance with DEPARTMENT procedures.
- The Contractor will host and facilitate an online public open house
- The Contractor shall prepare one mailing to inform the stakeholders in advance of each public open house.
- Up to two (2) Contractor staff will facilitate a dry run meeting prior to the public open house.
- Up to two (2) Contractor staff will attend the public meeting and support the set-up, and facilitation.
- Public open houses/meetings will be held at a no or low-cost location. No court reporter or translator will be provided for the Public Open House.
- The Contractor will reserve the public open house/meeting locations as well as provide light refreshments. (i.e. bottled water, hand held fruits, single serving desserts such as cookies)
- The Public Open House may be up to two (2) hours in duration with one and a half (1.5) hours for setup and teardown.
- The Contractor shall prepare Public Open House Summaries which includes attendees, key themes, and paraphrased comments no later than two weeks following the meeting.
- The Contractor will provide a full-size corridor scroll map at each open house with self-stick notes and pens for collecting location-specific comments.
- The Contractor shall take photographs during the public open house to incorporate into the meeting summary and provide to the Department.

### Deliverables:

- Summary Report, including the comment spreadsheet with all comments received within 10 days following the comment period close.
- Public meeting materials; 1<sup>st</sup> draft due ten (10) calendar days prior to SAG meeting. Final draft due three (3) calendar days prior to the public open house or during the dry run meeting.
- Open house meeting reports; draft report due within ten (10) working days upon comment period end.
- Electronic copies of the project mailing in both searchable .pdf format and in the original file format that was used to create the announcements.
- One (1) open house project folio with updates as requested by the DEPARTMENT. The folio shall include information about the project including, but not limited to, a project description, project map and project timeline. The folio shall be presented in plain speak. The first draft is due ten (10) calendar days prior to the first open house; final draft due three (3) days prior to the first open house or dry run meeting.

### **B21.9 Advertising for Public Open House and Online Open House**

The Contractor will collaborate with the DEPARTMENT's project manager to plan and implement the advertising for the Public Open House. The anticipated advertising list potentially includes the following list of methods of engaging the public:

- Flyers
- Direct Mail Postcards
- Email Notification (E-blast) Invitation
- Newspaper Ads – The DEPARTMENT will place one (1) advertisement.
- Social Media
- Press Release/Media Advisory

- Public Service Announcement (PSA)
- Online Public Notice (OPN)/List Servs

Assumptions:

- All draft and final advertising deliverables will be provided for client review a minimum of four (4) weeks prior to the open house.

**B19.10 Comment Management and Reporting**

The Contractor will collect comments from the public, agencies, and stakeholders (from all sources except social media) in an Excel spreadsheet format.

Assumptions:

- Comments will be collected and summarized in a narrative format along with an excel spreadsheet of comments collected. Individual responses will not be provided to commenters.
- The comment summary spreadsheet will be updated weekly for discussion at the regularly scheduled project team meetings.
- Draft responses to the comments will be provided to the DEPARTMENT for review and response in the comment summary spreadsheet within fourteen (14) days of the open house.
- The DEPARTMENT will provide final comment responses to commenters as warranted.

Deliverables:

- Comment/response spreadsheet in Excel

**ARTICLE B20 - DESIGN STUDY REPORT – TASK 11**

**B20.1 General**

The Contractor will provide a Design Study Report (DSR) that satisfies the requirements of the Alaska Highway Preconstruction Manual. The draft version of this document is to be submitted with the Local Review and finalized version is to be submitted with Plans-In-Hand Review.

**B20.2 Estimates**

Construction cost estimates will be consistent with AASHTOWare web-based estimating software and exported to excel format. Pay item numbers, pay item names, and pay units will match those in the Standard Specifications for Highway Construction. For items not listed in the Standard Specifications, the Contractor will obtain the pay item numbers, names, and units from the DEPARTMENT. The DEPARTMENT will make its historical records available to the Contractor for the determination of unit prices. Both the preparer and Contractor's checker will initial and date the estimate.

**B20.3 Reviews and Schedule**

The draft Design Study Report is to be submitted between the Pre-Environmental Review and Plans-In-Hand review submittals. The final report is to be sealed and signed by the supervising registered Civil Engineer and is to be submitted to the DEPARTMENT for review ten (10) working days prior to the Plans Spec and Estimate (PSE) review package.

**B20.4 Approval**

The Contractor will address the DEPARTMENT's comments and make corrections until the Agency approves the finalized report. The DEPARTMENT's acceptance of the final Design Study Report for reproduction completes this task.

Deliverables:

- Draft Design Study Report
- Final Design Study Report



## **ARTICLE B21 - BRIDGE DESIGN - (NIC)**

### **B21.1 Bridge Design**

The DEPARTMENT reserves the right to negotiate and add to this Article by Amendment, however, is under no obligation to do so, and reserves the right to complete these services by any other means.

## **ARTICLE B22 - LANDSCAPE DESIGN - (NIC)**

### **B22.1 Landscape Design**

The DEPARTMENT reserves the right to negotiate and add to this Article by Amendment, however, is under no obligation to do so, and reserves the right to complete the services by any other means.

## **ARTICLE B23 - PLANS-IN-HAND (PIH) REVIEW (75% Plans) – TASK 12**

### **B23.1 General**

Based on decisions from the Local Review, this activity will result in a completed design for the project. The Contractor will provide Plans, Specifications, Cross Sections, and Estimate. This PIH assembly will present the design that best accommodates the information derived from prior tasks. These documents will be submitted to the DEPARTMENT's Project Manager prior to conducting the Plans-In-Hand (PIH) Review. The PIH review will consist of a field review followed by an office review. The PIH submittal will be consistent with the level of detail outlined in the Plans-In-Hand section of Exhibit Article B4, and as detailed by Article B23 of this scope of services. QC documentation shall be submitted to the DEPARTMENT's Project Manager at the time of the PIH submittal. The Contractor will provide meeting minutes of this review and documentation as outlined in article B4.15.

Site visits may be required to acquire the information to perform the design. The Contractor shall coordinate these visits with the DEPARTMENT.

#### **Assumptions:**

- Up to two (2) field visits and associated expenses are approved for Contractor visits to the project site
- Up to four (4) Contractor employees are approved for these visits.

### **B23.2 Cross Sections**

Each cross-section will include all information as shown in Exhibits B-2, and the roadway and station for which it is applicable. The cross-sections will be submitted on 11" X 17" sheets and by PDF file.

### **B23.3 Content and Organization of Plan Set**

The plans will contain at least the following sheets, assembled in the order listed, with the specific information required by the DEPARTMENT's plan sheet checklist:

- A. Title, Legend/Symbols, Sheet Layout Schematic, and Survey Control
- B. Typical Sections
- C. Estimate of Quantities/Table of Estimating Factors
- D. Summary Tables
- E. Miscellaneous Details (Regional and Project Specific)
- F. Plans and Profiles
- G. Approach Plan and Profile (Intersections and Driveways)
- H. Traffic (Signing, Striping, Illumination, and Signalization)
- I. DO NOT USE
- J. Unassigned
- K. Automatic Traffic Recorder (ATR)
- L. Landscaping
- M. Retaining Walls
- N. Bridge Structures (DEPARTMENT Provided)

- O. DO NOT USE
- P. Erosion Sediment Control Plan (ESCP)
- Q. Unassigned
- R. Right-Of-Way Plans
- S. Construction Phasing
- T. Traffic Control Plans
- U. Utilities
- V. Unassigned
- W. Unassigned
- X. Unassigned
- Y. Unassigned
- Z. Unassigned

*Note: Do not use the letters "I" and "O"*

**B23.4 A. Sheets: Title, Legend/Symbols, Sheet Layout Schematic and Survey Control**

A sheets will include the following information:

- a. Project title, Project numbers and description of work
- b. Vicinity map and Project location map.
- c. Plan sheet index.
- d. List of applicable Standard Plans.
- e. Project summary table.
- f. Design Designation
- g. Legend

**B23.5 B. Sheets: Typical Sections**

The number of typical sections prepared for roadway segments will be minimized by showing minor changes on other sheets. Each typical section will include the following information:

- a. Roadway and stationing for which the typical section applies.
- b. Lane, shoulder, and median widths.
- c. Cross slopes.
- d. Roadway profile grade point.
- e. Roadway features such as curbs and gutters.
- f. Structural sections.
- e. Original ground.

**B23.6 C. Sheets: Estimate of Quantities/Table of Estimating Factors**

The C sheets will list each pay item by number and name. For each pay item, the table will give the pay unit, various quantity subtotals, and the total quantity. The pay item number, pay item name, and pay unit will match those given in the specifications and estimate. The sum of the quantity subtotals will equal the total quantity. The total quantity given for each item will match that given in the estimate.

**B23.7 D. Sheets: Summary Table(s)**

The D sheets will designate the location of project features. Each table will identify the pay item name, pay item number, and bubble number (if any) of the feature being summarized. A station and offset will be provided to locate each item. Provide notes for any unique conditions present (if any).

**B23.8 E. Sheets: Miscellaneous Details (Regional and Project Specific)**

The E sheets will show all construction details not shown on other sheets including non-roadway typical sections.

**B23.9 F. Sheets: Plan and Profile Sheets**

The F sheets will show the following:

- a. Roadway names.

- b. North arrow.
- c. Existing roadways and appurtenances.
- d. Existing topographic features.
- e. New construction.
- f. The horizontal and vertical alignment of all roadway centerlines. The horizontal scale will be 1" = 50' (100' half-size) and the vertical scale will be 1" = 5' (10' half-size).
- g. Roadway centerline stations.
- h. All roadway and appurtenant features not shown on other sheets such as medians, curbs & gutters, drainage improvements, pedestrian amenities, utilities, and right-of-way.
- i. Bubbles identifying existing features to be modified.
- j. Road Right-of-Way and adjacent property owner names
- k. Wetland fill areas.
- l. Historic sites.

**B23.10 G. Sheets: Approach Plan and Profile (Intersections and Driveways)**

The G sheets will locate each driveway by roadway name, roadway centerline station, and right or left of centerline. The width of each driveway will be given and will be identified as serving either commercial or residential property. Approach sheets will show plan, profile, and all necessary cross sections for each new and reconstructed driveway.

**B23.11 H. Sheets: Traffic**

The H sheets will include all the information relating to signing, striping, illumination, signalization, and traffic recorders.

**B23.11.1 Sign Summary Tables**

A sign summary table will provide the following information for all new and relocated signs.

- a. Page number of the traffic plan view on which the sign is shown.
- b. Sign location.
- c. Sign code, according to the Alaska Sign Design Specifications.
- d. Sign legend.
- e. Sign size, area, direction it faces, post size and type, thickness, post embedment type, framing or bracing requirements, and letter size.
- f. Remarks, including notes regarding signs mounted above or below the referenced sign on the same mounting post.

**B23.11.2 Traffic sheets**

The H Sheets will show the following:

- a. Roadway names.
- b. North arrow.
- c. Roadway centerline and stations.
- d. All signing, striping, illumination, and signalization to be removed.
- e. All existing signing, striping, illumination, and signalization to remain or be relocated.
- f. All new signing, illumination, and signalization.
- g. All new striping, including the location, color, and width.
- h. All new traffic recorders, if any.

**B23.12 P. Sheets: Erosion and Sediment Control Plan (ESCP)**

The Contractor will prepare an ESCP for inclusion in the plans and specifications. This will include proposed and recommended BMP's noted on plan sheets, BMP typicals, an ESCP narrative using the current DOT&PF ESCP template, and conform to information required as per Exhibits B-2, B-6, and B-6.

**B23.13 R. Sheets: Right-of-Way Map**

The Department will provide Right-of-Way maps if required.

**B23.14 T. Sheets: Traffic Control Plan**

The T sheets will present a method for constructing the project and maintaining both vehicular and pedestrian traffic through the roadway corridor. It will be developed in accordance with the "Alaska Traffic Manual". The Plan will include all proposed work included in the PS&E package and all utility relocation required for the project. A permanent construction signing detail will be included.

### **B23.15 Detours**

The Plan will provide alignments, typical sections, signing, and striping for any proposed detours.

### **B23.16 U. Sheets: Utilities**

The U sheets will be plotted using appropriate symbols. This may require researching the City of Skagway as-builts as well as field studies to confirm locations. The Contractor will promptly notify the DEPARTMENT whenever the proposed design modifies utility installations, driveways, and/or right-of-way acquisitions. The DEPARTMENT must approve changes in utilities, driveways, or right-of-way involvement before the Contractor proceeds with design.

### **B23.17 Storm Drainage Systems**

The plan and cross-section sheets will provide a clear representation of existing infrastructure and planned improvements to the storm drain system. This may require researching the City of Skagway as-builts as well as field studies to confirm locations. The Contractor will analyze the need to improve, extend, repair, or install storm drainage infrastructure to provide adequate storm drainage capacity adjacent to or within the affected corridor.

### **B23.18 Specifications**

The DEPARTMENT will provide a current copy of the Standard Modifications, Statewide Special Provisions and Regional Special Provisions to the Standard Specifications for Highway Construction. If the Project requires materials not listed in the specifications, the Contractor will prepare the required project special provisions for review and concurrence by the DEPARTMENT. Performance specifications will be written whenever possible, rather than method specifications. The Standard Modifications and Special Provisions for the PS&E assemblies will be combined by the Contractor with the Special Provisions for the PIH assemblies and transmitted digitally to the DEPARTMENT as detailed in Article B4.

### **B23.19 Standard Modifications and Statewide Special Provisions**

The Contractor will include all the Standard Modifications and Statewide Special Provisions that apply to the construction contract.

### **B23.20 Regional Special Provisions**

The Contractor will include all of the applicable regional special provisions that apply to the construction contract.

### **B23.21 Project Special Provisions / Proprietary Products**

The Contractor will prepare any project specific special provisions. Whenever possible, Performance Specifications rather than Method Specifications will be used. No brand name material will be specified unless the requirements of DOT&PF Policy and Procedure 10.02.050 are met.

### **B23.22 DEPARTMENT Format**

The specifications package will be a combination of all the items listed above and will be prepared in the DEPARTMENT standard specification format. Specifications will be transmitted to the DEPARTMENT as detailed in Article B4.

### **B23.23 Estimate**

The Contractor will submit an Engineer's Estimate with each of the plan reviews in the AASHTOWARE Project software in accordance with Article B4.11. For review submittals, copies of the Estimate will be included with the Specifications immediately behind the cover page.

### **B23.24 Confidentiality of Estimate**

The Contractor will not release any information pertinent to the Engineer's Estimate, other than to the DEPARTMENT, without the express written authorization of the DEPARTMENT.

### **B23.25 Reviews and Schedules**

The Contractor will submit to the DEPARTMENT the documents listed below under "Deliverables." Assemblies include submittal of the plans, specifications, and an estimate. The DEPARTMENT will be allowed four weeks for the return of written comments for each review assembly. The Contractor will address these comments to the satisfaction of the DEPARTMENT prior to the next submittal. Reviews will be conducted according to Chapter 4 of the Alaska Highway Preconstruction Manual.

### **B23.26 Field Inspection**

The Contractor will prepare plan and profile sheets and cross-sections for a field inspection. The field inspection will be attended by the Contractor's Project Manager and DEPARTMENT personnel.

### **B23.27 Project Technical Elements Memorandum**

The Contractor shall prepare a technical memorandum detailing non-standard features, elements, and specifications required for the project. This memorandum will detail how the features are being addressed by the project contract documents.

#### **Assumptions:**

The DEPARTMENT will provide the Contractor with the following:

- Sample Erosion and Sediment Control Plan
- Survey Control Sheets
- Topographic Survey and TIN for design
- Survey for Right of Way
- Design Designations including:
  - Annual Average Daily Traffic (AADT)
  - Directional Distribution (D)
  - Percentage of Trucks (T)
  - Equivalent Single Axle Loads (ESAL's)
  - Design Speed (V)
  - Design Hourly Volume (DHV)

#### **Deliverables:**

- Project Technical Elements Memorandum
- Plans-In-Hands Plans (Half Size)
- Plans-In-Hand Specs
- Plans-In-Hand Cross Sections
- Plans-In-Hand Estimate
- Final Design Study Report (DSR)
- QC Documentation (Per Exhibit B-5 and B-6)

## **ARTICLE B24 – PRE-PLANS, SPECIFICATIONS, AND ESTIMATE AND FINAL PLANS, SPECIFICATIONS, AND ESTIMATE – TASK 13**

### **B24.1 General**

Site visits may be required to acquire the information to perform the design. The Contractor shall coordinate these visits with the DEPARTMENT.

#### **Assumptions:**

- Up to two (2) field visits and associated expenses are approved for Contractor visits to the project site.
- Up to four (4) Contractor employees are approved for these visits.

The following are to be delivered with the Pre-PS&E Review and the Final PS&E Review Submittals:

#### **B24.1.1 Pre-PS&E Review**

This assembly will consist of complete plans, specifications and engineer's estimate plus the following:

- a. A recommended number of calendar days for the construction contract or a recommended construction contract completion date.

- b. A brief report of significant changes made to the assembly after the Plans-In-Hands Review meeting that was not discussed at that meeting.
- c. A brief of the work required to construct this project.
- d. Specifications, including the Special Notice to Bidders.
- e. Engineer's estimate.
- f. The Plans-In-Hand letter from the Contractor to the DEPARTMENT that lists all the comments made on the Plans-In-Hands Review assembly and a response to each.

### **B24.1.2 Final PS&E Assembly**

This assembly will consist of complete, sealed and signed, Plans, Specifications and Engineer's Estimate plus the following (Documents that include inadequate responses to previous comments and documents with errors or omissions will not be accepted until such problems are corrected):

- a. A recommended number of weeks to advertise for construction bids.
- b. A brief description of the work required to construct this project.
- c. A brief report of significant changes made to the assembly after the Pre-PS&E Review meeting but which were not discussed at that meeting.
- d. The original of all development documents as presented in Article B21.
- e. A half-size plan set on black line paper with date and original hand signature of the designer of record over the seal, in accordance with 12 AAC 36.185(f)(1).
- f. A half-size plan set in electronic format, digitally signed and dated in accordance with 12 AAC 36.185(f), in the format stated in the list of Deliverable Items.
- g. Specifications, including the Special Notice to Bidders.
- h. Engineer's Estimate entered in AASHTOWare Project.
- i. Engineer's quantity computations.
- j. Completed checklist for each plan sheet on the forms provided by the DEPARTMENT.
- k. A letter from the Contractor to the DEPARTMENT that lists all the comments made on the PS&E review assembly and a response to each.
- l. Letter describing any unusual features and the reason(s) for them.

The Contractor will provide a Plans, Specifications, Cross Sections, and Estimate (PS&E) assembly suitable for project bidding and construction and detail as outlined in Exhibit B-2 and B-6. The Contractor will submit the entire assembly to the DEPARTMENT's Project Manager two weeks prior to the review which will be conducted by teleconference or video conference. The PS&E assembly will present the design that best accommodates the information derived from prior tasks. This task will be complete when the DEPARTMENT accepts the **Final PS&E** assembly and receives Authority-to-Advertise.

### **B24.2 Design Plan Sheets**

Each sheet will have a title block and be sealed by a Professional Civil Engineer, Electrical Engineer or Land Surveyor, as appropriate, currently registered in the State of Alaska who is responsible for the work. All seals will remain unsigned until the Final PS&E assembly submittal when all seals will be signed and dated.

### **B24.3 Content and Organization of Plan Set**

The plans will contain at least the following sheets, assembled in the order listed, with the specific information required by the DEPARTMENT's plan sheet checklist:

- A. Title, Legend/Symbols, Sheet Layout Schematic, and Survey Control
- B. Typical Sections
- C. Estimate of Quantities/Table of Estimating Factors
- D. Summary Tables
- E. Miscellaneous Details (Regional and Project Specific)
- F. Plans and Profiles
- G. Approach Plan and Profile (Intersections and Driveways)
- H. Traffic (Signing, Striping, Illumination, and Signalization)
- I. DO NOT USE
- J. Unassigned
- K. Automatic Traffic Recorder (ATR)

- L. Landscaping
- M. Retaining Walls
- N. Bridge Structures (DEPARTMENT Provided)
- O. DO NOT USE
- P. Erosion Sediment Control Plan (ESCP)
- Q. Unassigned
- R. Right-Of-Way Plans
- S. Construction Phasing
- T. Traffic Control Plans
- U. Utilities
- V. Unassigned
- W. Unassigned
- X. Unassigned
- Y. Unassigned
- Z. Unassigned

*Note: Do not use the letters "I" and "O"*

**B24.4 A. Sheets: Title, Legend/Symbols, Sheet Layout Schematic and Survey Control**

The A sheets will include the following information:

- a. Project title, Project numbers and description of work
- b. Vicinity map and Project location map.
- c. Plan sheet index.
- d. List of applicable Standard Plans.
- e. Project summary table.
- f. Design Designation
- g. Legend

**B24.5 B. Sheets: Typical Sections**

The number of typical sections prepared for roadway segments will be minimized by showing minor changes on other sheets. Each typical section will conform with information requirements as presented in Exhibits B-2 and B-6.

**B24.6 C. Sheets: Estimate of Quantities/Table of Estimating Factors**

The C sheets will list each pay item by number and name. For each pay item, the table will give the pay unit, various quantity subtotals, and the total quantity. The pay item number, pay item name, and pay unit will match those given in the specifications and estimate. The sum of the quantity subtotals will equal the total quantity. The total quantity given for each item will match that given in the estimate.

**B24.7 D. Sheets: Summary Table(s)**

The D sheets will designate the location of project features. Each table will identify the pay item name, pay item number, and bubble number (if any) of the feature being summarized. A station and offset will be provided to locate each item. Provide notes for any unique conditions present (if any).

**B24.8 E. Sheets: Miscellaneous Details (Regional and Project Specific)**

The E sheets will show all construction details not shown on other sheets including non-roadway typical sections.

**B24.9 F. Sheets: Plan and Profile Sheets**

The F sheets will show the following and detail as described in Exhibits B-2 and B-6:

- a. Roadway names.
- b. North arrow.
- c. Existing roadways and appurtenances.
- d. Existing topographic features.
- e. New Construction.
- f. The horizontal and vertical alignment of all roadway centerlines. The horizontal scale will be 1" = 50' (100' half-size) and the vertical scale will be 1" = 5' (10' half-size).
- g. Roadway centerline stations.

- h. All roadway and appurtenant features not shown on other sheets such as medians, curbs & gutters, drainage improvements, pedestrian amenities, utilities, and right-of-way.
- i. Bubbles identifying existing features to be modified.
- j. Road Right-of-Way and adjacent property owner names
- k. Wetland fill areas.
- l. Historic Sites.

#### **B24.10 G. Sheets: Approach Plan and Profile (Intersections and Driveways)**

The G sheets will locate each driveway by roadway name, roadway centerline station, and right or left of centerline. The width of each driveway will be given and will be identified as serving either commercial or residential property. Approach sheets will show plan, profile, and all necessary cross sections for each new and reconstructed driveway.

#### **B24.11 H. Sheets: Traffic**

The H sheets will include all the information relating to signing, striping, illumination, signalization, and traffic recorders.

##### **B24.11.1 Sign Summary Table**

A sign summary table will provide the following information for all new and relocated signs.

- a. Page number of the traffic plan view on which the sign is shown.
- b. Sign location.
- c. Sign code, according to the Alaska Sign Design Specifications.
- d. Sign legend.
- e. Sign size, area, direction it faces, post size, thickness, post embedment type, framing or bracing requirements, and letter size.
- f. Remarks, including notes regarding signs mounted above or below the referenced sign on the same mounting post.

#### **B24.12 P. Sheets: Erosion and Sediment Control Plan (ESCP)**

The Contractor will prepare an ESCP for inclusion in the plans and specifications. This will include proposed and recommended BMP's noted on plan sheets, BMP typicals, invasive plant species locations, an ESCP narrative using the current DOT&PF ESCP template, and conform to the requirements of Exhibits B-2 and B-6.

#### **B24.13 R. Sheets: Right-of-Way Maps**

The DEPARTMENT will provide Right-of-Way maps if required.

#### **B24.14 T. Sheets: Traffic Control Plan**

The T sheets will present a method for constructing the project and maintaining both vehicular and pedestrian traffic through the roadway corridor. It will be developed in accordance with the "Alaska Traffic Manual." The Plan will include all proposed work included in the PS&E package and all utility relocation required for the project. A permanent construction signing detail will be included.

#### **B24.15 Detours**

The Plan will provide alignments, typical sections, signing, and striping for any proposed detours.

#### **B24.16 U. Sheets: Utilities**

The U sheets will be plotted using appropriate symbols. This may require researching the City of Skagway as-builts as well as field studies to confirm locations. The Contractor will promptly notify the DEPARTMENT whenever the proposed design modifies utility installations, driveways, and/or right-of-way acquisitions. The DEPARTMENT must approve of changes in utilities, driveways, or right-of-way involvement before the Contractor proceeds with design.

#### **B24.17 Storm Drainage Systems**

The plan and cross-section sheets will provide a clear representation of existing infrastructure and planned improvements to the storm drain system. This may require researching Alaska DOT&PF as-builts as well as field studies to confirm locations and flow line elevations. The Contractor will analyze the need to improve, extend, repair or install storm drainage infrastructure to provide adequate storm drainage capacity adjacent to or within the affected corridor.



#### **B24.18 Cross Sections**

Each cross-section will include all information as shown in Exhibits B-2 and B-6, and the roadway and station for which it is applicable. The cross-sections will be submitted on 11" X 17" sheets and by PDF file.

#### **B24.19 Specifications**

The DEPARTMENT will provide a current copy of the Standard Modifications, Statewide Special Provisions and Regional Special Provisions to the Standard Specifications for Highway Construction. If the Project requires materials not listed in the specifications, the Contractor will prepare the required project special provisions for review and concurrence by the DEPARTMENT. Performance specifications will be written whenever possible, rather than method specifications. The Standard Modifications and Special Provisions for the PS&E assemblies will be combined by the Contractor with the Special Provisions for the PS&E assemblies and transmitted digitally to the DEPARTMENT as detailed in Article B4.

#### **B24.20 Proprietary Products**

No brand name material or product will be specified unless a Public Interest Finding (PIF) and associated sole source DEPARTMENT procurement authorization have been issued.

#### **B24.21 Material Certification List**

The Contractor will prepare a Material Certification List and annotate applicable personnel responsible for acceptance. The DEPARTMENT will provide the Contractor with the bridge-related MCL.

#### **B24.22 Erosion and Sediment Control Plan (ESCP narrative)**

The Contractor will prepare an ESCP narrative using a template provided by the DEPARTMENT.

#### **B24.23 Project Technical Elements Memorandum**

The Contractor shall prepare a technical memorandum detailing unusual features, elements, and specifications required for the project. This memorandum will detail how the features are being addressed by the project contract documents.

#### **B24.24 DEPARTMENT Format**

The specifications package will be a combination of all the items listed above and will be prepared in the DEPARTMENT standard specification format. Specifications will be transmitted to the DEPARTMENT printed on standard paper and as electronic media as detailed in Article B4.

#### **B24.25 Estimate**

The Contractor will submit an Engineer's Estimate with the Pre-PS&E review in AASHTOWare format. Pay item numbers and names will be as given in the Standard Specifications, Standard Modifications or Special Provisions. The Contractor will obtain pay item numbers for items not listed in the Specifications from the DEPARTMENT. The Contractor will provide unit prices and total estimated costs for all specialty items not listed in the Standard Specifications. The DEPARTMENT will make its historical records available for the determination of unit prices. Estimates will be signed and dated by both preparer and checker. For review submittals, copies of the Estimate will be included with the Specifications immediately behind the cover page.

#### **B24.26 Confidentiality of Estimate**

The Contractor will not release any information pertinent to the Engineer's Estimate, other than to the DEPARTMENT, without the express written authorization of the DEPARTMENT.

#### **B24.27 Reviews and Schedules**

The Contractor will submit to the DEPARTMENT the documentation as listed in the deliverables section. The DEPARTMENT will be allowed four weeks for the return of written comments for the Pre-PS&E review assembly. The Contractor will address these comments to the satisfaction of the DEPARTMENT prior to submission of the Final PS&E Assembly. Reviews will be conducted according to Chapter 4 of the Alaska Highway Preconstruction Manual.

#### **Pre-PS&E Deliverables:**

- Final Design Study Report (DSR)
- Project Technical Elements Memorandum

- Plans, Specifications and Estimate - Plans (Half Size)
- Plans, Specifications and Estimate - Specifications
- Plans, Specifications and Estimate - Cross-Sections
- Plans, Specifications and Estimate - Estimate
- QC Documentation (Ex B-6)

In addition to the documentation outlined above, the Contractor shall provide the following:

- A memorandum with the recommended number of calendar days for the construction contract or a recommended construction contract completion date.
- A brief (one or two sentence description) of the work required to construct this project.
- A half-size black line paper plan set in the numbers stated in the list of Deliverable Items.
- Specifications, including the Special Notice to Bidders.
- Erosion and Sediment Control Narrative
- Project Technical Elements Memorandum.

The Final PS&E Assembly will consist of the final, sealed and signed Project Plans, Specifications, Engineer's Estimate, and supporting development documentation.

**Final PS&E Deliverables:**

- Project Technical Elements Memorandum
- Plans, Specifications and Estimate – Signed Plans
- Plans, Specifications and Estimate - Specifications
- Plans, Specifications and Estimate - Cross-Sections
- Plans, Specifications and Estimate - Estimate
- QC Documentation (Ex B-6)

The submittal shall also include the following:

- A memorandum with the recommended number of calendar days for the construction contract or a recommended construction contract completion date.
- A brief one or two sentence description of the work required to construct this project.
- The finalized versions of all development documentation as presented in Pre-PS&E Deliverables.
- A number of half-size sets stated in the list of Deliverable Items along with associated PDF file(s).
- Specifications, including the Special Notice to Bidders.
- Project Technical Elements Memorandum.

**ARTICLE B25 - COMPLETION DOCUMENTATION – TASK 14**

**B25.1 Development Documents**

The original of all documents prepared by the Contractor during project development will be submitted with the Final PS&E assembly. These documents include all notes, sketches, maps, photographs, survey data, computations (cost computations will be under separate cover), cross sections, and other materials created to develop, record, or justify services provided for the project. These documents will identify all assumptions made. The Contractor will keep a copy of all the development documents until construction is complete.

**B25.2 Survey Data**

Survey data will be submitted electronically.

**B25.3 Pay Items**

Documents created to determine pay item quantities will contain sufficient information to allow the quantity for each pay item to be checked by starting from the source document. These Documents will be referenced to the applicable pay item.

#### **B25.4 Final Project Documentation**

Final Design Documentation will be submitted in PDF, word, or excel format. Services done on a computer will be submitted on standard paper and electronic files as detailed in Article B4.

#### **B25.5 Cross Section**

Each cross section will include the original ground and the roadway template as well as the roadway and station for which it is applicable. The cross sections will be submitted electronically.

### **ARTICLE B26 - ASSISTANCE DURING BIDDING – TASK 15**

#### **B26.1 General**

The Contractor will assist the DEPARTMENT with bidder question responses and addendums as requested during project bidding. The Contractor will provide the DEPARTMENT with initial responses to bidder questions within twenty-four (24) hours of receipt by the Contractor. Personnel that were in responsible charge for engineering and land surveying, and other personnel as necessary and appropriate, will be available to interpret and clarify documents prepared during project development and to assist the DEPARTMENT with preparing any necessary addenda to the bid documents. When performing these services, the Contractor will not communicate about this project with any potential bidders for its construction.

##### **Assumptions:**

- The DEPARTMENT will provide the Contractor with an example of initial responses prior to negotiating this task.
- Assume a four (4) week advertisement period

#### **B26.2 Bidding Documents**

Within a month after the bid opening, the Contractor will submit to the DEPARTMENT the original of all documents prepared or modified during bidding. The Contractor will keep a copy of these documents until construction is complete.

### **ARTICLE B27 - ASSISTANCE DURING CONSTRUCTION – (NIC)**

#### **B27.1 General**

The Contractor will assist the DEPARTMENT as requested during project construction. Personnel that were in responsible charge for engineering, and other personnel as necessary and appropriate, will be available to interpret and clarify documents prepared during project development and bidding; to review and approve any necessary plans, drawing, submittals, and/or procedures; and to assist the DEPARTMENT with preparing any necessary change documents. The Contractor will not communicate directly about this project with the successful bidder. All communication will be through the DEPARTMENT

#### **B27.2 Documents**

Within a month after the DEPARTMENT accepts the constructed project, the Contractor will submit to the DEPARTMENT the original of all documents prepared or modified when performing the services for this task.

#### **B27.3 "As-built" Drawings**

The Contractor will prepare a set of record prints of the plans showing significant changes in the project made during construction based on marked-up prints, drawings and other data prepared by the construction Contractor and its subContractors and furnished by the DEPARTMENT.