



September 9, 2024

ATTN: Vendors

**RE:**     **Project Name:**                      Statewide HVAC Negative Pressure Room Evaluation & Design  
         **Project Number:**                      240005785  
         **Project Location:**                      Statewide - Alaska  
         **New RFP Deadline**                      **September 18, 2024 @ 2:00 P.M. local time**

**Addendum# One (1)**

The Department of Corrections is issuing this Addendum to the Request for Proposals (RFP) for the above referenced project.

The following are changes/additions to the RFP:

1. The deadline for this RFP has been extended until **Wednesday, September 18, 2024, @ 2:00 P.M. local time.**
2. On Page 21 and Page 22 of the RFP, Statement of Services, Appendix B, under **1.4 Project Location and Travel**, remove the following:
  1. Anchorage Correctional Complex (ACC)  
1400 East 4<sup>th</sup> Avenue  
Anchorage, Alaska 99501
  4. Goose Creek Correctional Center (GCCC)  
22301 West Alsop Road  
Wasilla, Alaska 99654
  10. Spring Creek Correctional Center (SCCC)  
3600 Bette Cato Avenue  
Seward, Alaska 99664
  12. Yukon Kuskokwim Correctional Center (YKCC)  
1000 Chief Eddie Hoffman Highway  
Bethel, Alaska 99559
3. On Page 26 of the RFP, delete Article B2, Scope of Service, PHASE 1 – Evaluation Study and Report, in its entirety. See attached new Scope of Service.

4. On Page 27 of the RFP, rename “PHASE 2 – Design and Specifications” to “PHASE 1 – Design and Specifications”. See attached new Scope of Service.

The following are questions from interested parties and the department’s responses:

Q: Article B2 Scope of Service detailed on page 26 of the RFP lists NEBB certification as required for the air balancing contractor. Is TABB certification acceptable?

A: *See attached new Scope of Service.*

Q: We are requesting clarification of the Scope of Work included in the Statewide HVAC Negative Pressure Room Evaluation and Design RFP.

1 – Appendix B – Article B1 – 1.4 – Twelve locations are listed with a deliverable in 1.6 of 65% Plans and Specs of October 31, 2024.

**1.6 Schedule**

The RFP schedule set out herein represents the State of Alaska best estimate of the schedule that will be followed. If a component of this schedule, such as contract execution, is delayed, the rest of the schedule will be shifted accordingly.

Calendar days are used unless otherwise noted:

Event / Deliverable	Event or Deliverable Deadline:
65% Plans and Specifications	October 31, 2024
95% Plans and Specifications and Cost Estimate	December 18, 2024
Final Sealed Plans	December 31, 2024

2 – In Article B – 2.1 – Four locations are listed for Phase 1 with a final evaluation report due NLT November 15, 2024.

Can you clarify the timeline, # of facilities, and deliverables under Phase 1 as well as the Scope for 65% Plans and Specifications? The current RFP appears contradictory.

A: *See attached new Scope of Service.*

**This addendum is considered part of the Request for Proposals (RFP) and is to be acknowledged on your quote form.**

Sincerely,



Erin Messing  
Procurement Specialist IV

cc:

John Gard, Facilities Manager, DOC  
Michael Lim, Procurement Specialist V, DOC

**End of Addendum**

## **ARTICLE B2**

### **SCOPE OF SERVICE**

#### **PHASE 1 – Design and Specifications**

##### **3.1 Design and Specification Development**

The contractor shall provide design services for biddable construction drawings and specifications to upgrade and/or add exhaust systems to selected rooms, make-up air to adjacent corridors/day rooms, Room Pressure Monitoring and Indication as required in several correctional facilities throughout the state. Design should use ASHRAE/ASHE as a guideline. The successful contractor shall provide design services to complete bid-ready sets for plans, specifications, and estimates (PS&E) assistance during bidding and assistance during construction. The contractor shall provide final 100% design plans and specifications no later than December 31, 2024.

##### **3.2 Task 1 – Plans and Specifications Package**

The contractor shall complete an individual bid-ready P&S package for the project sites as outlined below.

- A. Plans in Hand (PIH) Description. Prepare draft contract documents addressing the primary elements of the project.
- B. Technical Specifications. Technical Specifications shall include Division 2-16, 23, and 26 or another department approved format. This reflects the level of completeness of the plan set and estimate. Include all appropriate pay items and include drafts of any significant project-specific specifications. Discuss these with the department before submitting the review documents.
- C. Work Description.

##### **3.3 Task 1 – Deliverable Items**

<u>Document Type</u>	<u>Format</u>
Draft PIH	Emailed PDF
Draft Specification	Emailed Microsoft Word
Work Description	Emailed Microsoft Word

##### **3.4 Task 2 – Plans and Specifications Review**

The contractor shall revise the contract documents according to the comments and responses from the PIH review. Provide plans, specifications, and construction cost estimate for the P&S review that is 95% complete.

- A. Adjudicated PIH Review Comments. Provide the comments and responses from the PIH review meeting and a summary memo to the project manager. Format all responses in the past tense (e.g. “have done”, “changed”, etc.).
- B. Significant Change Memo. Provide a memo to the project manager summarizing any significant design changes between the PIH review meeting and the P&S review submittal that were not captured in the adjudicated PIH review comments.
- C. Draft Mod to Standards Memo. Provide a draft Modifications to Construction Standards Memo based on the departments template.

##### **3.5 Task 2 – Deliverable Items**

<u>Document Type</u>	<u>Format</u>
Adjudicated PIH Review Comments	Emailed PDF
Significant Change Memo	Emailed PDF
Draft Mods to Standards Memo	Emailed PDF
95% Cost Estimate	Emailed PDF

##### **3.6 Task 3 – Review Meetings**

The contractor shall attend department review meetings to discuss the P&S review comments from the PIH and P&S Review and the contractor shall note any discussions that resolve comments or develop consensus.

- A. Pre-Meeting Comment Responses. The department will provide the contractor a list of compiled comments two (2) days before each review meeting if needed. The contractor shall provide preliminary responses to the comments before the review meeting to facilitate a quicker review.
- B. Post-Meeting Comment Resolution. The contractor shall provide a memo to the department that lists the comments and proposed response within 2 weeks after each meeting and promptly revise any draft responses according to department requests. The contractor shall provide a finalized list of adjudicated comments and responses once comments are resolved.

### 3.7 Task 3 – Deliverable Items

<u>Document Type</u>	<u>Format</u>
Preliminary Responses	Emailed PDF
Comment and Response Memo	Emailed PDF
Final List of Adjudicated Comments and Response	Emailed PDF

### 3.8 Task 4 – Final Plans and Specifications

The contractor shall 100% finalize the contract documents based on comments from the P&S Review. Include the indicated products that were listed for changes in a previous review. Documents will not be accepted until comments have been addressed to the department satisfaction. Prepare documents that are ready for advertising for construction bids as identified below.

- A. Final Check Set. Provide a final unsigned plan set for final comments by the department. Incorporate any comments received into the plans before signing and sealing the final plan sheets.
- B. Engineering Seals. Submit final plan sheets sealed by an appropriate Professional Engineer currently registered in the State of Alaska who is in charge for the project work. Sign plan sheets in blue waterproof ink. Digital signatures will not be accepted.
- C. A Plan Review with the State Fire Marshall is required for final acceptance of Task 4 – Deliverable Item “Final Sealed Plans”.

### 3.9 Task 4 – Deliverable Items

<u>Document Type</u>	<u>Format</u>
Final Check Set	Emailed PDF
Final Sealed Plans	Emailed PDF

## **Phase 1 – Bidding and Contracting Assistance**

### **4.1 Task 1 – Assistance During Bidding**

The contractor shall assist the department as requested during project bidding. Anticipated construction duration time frame is 2025-2026. Contractor personnel who were responsible for design drawing and specification development shall be available during this phase.

- A. As requested by the department, the contractor shall participate in department meetings such as, but not limited to, pre-bid meetings, teleconferences, evaluation of bids and substantial completion inspections.
- B. The contractor shall prepare responses to questions from bidders concerning clarification or interpretations of bidding documents only when requested by the department. The contractor shall assist the department with any required bid addenda. The contractor must respond and issue documents to the department in a timely manner to avoid a long solicitation. The contractor shall provide all responses within three (3) calendar days to the department. The contractor shall notify the department if more time is needed within two (2) calendar days of receiving initial request from the department. The contractor shall not communicate this project with potential bidders. All correspondence and documents shall be through the department and not directly with a bidder unless authorized by the department.
- C. Within one month after bid opening, the contractor shall submit the original of all documents prepared or modified during bidding and retain copies of these documents until construction is complete.

### **4.2 Task 1 – Deliverables**

- 1. Attendance at department meetings.
- 2. Assistance during bidding to include interpretation, clarification, and document changes.

### **4.3 Task 2 – Construction Services**

Construction services shall consist of aiding the department in its administration of the construction contract commencing with award and terminating following final acceptance of the project and the department's approval of the contractor's final invoice for all services throughout the project. Contractor personnel who were responsible for design drawing and specification development shall be available during this phase.

- A. The contractor shall respond to department requests through the department for clarifications of the construction documents including any inadequacies in the documents. The contractor shall prepare appropriate instructions or modifications to the contract documents for the department to issue to the construction contractor. The contractor shall advise the department on matters that may affect the utilization of the project, extra cost, or additional time. Services for change orders necessitated by inadequacies in the construction documents must be provided by the contractor at no additional cost to the department.
- B. The contractor shall promptly review, approve, or disapprove of shop drawings, test results, samples, color selections, and other submissions by the construction contractor for conformance with the design concept of the project and for compliance with the information given in the contract documents.
- C. The contractor shall maintain a submittal log and shall promptly notify the department concerning any submittals, or lack of submittals, which may delay construction progress. The contractor shall return reviewed submittals to the department within seven (7) calendar days of receipt. The contractor's approval of submittals must be in writing to the department. Approvals must contain a recommendation for credit due to the department, if appropriate, for construction contractor substituted items. The contractor shall use the following convention when reviewing submittals:
  - “No Exceptions Taken” – denotes the submittal is generally consistent with the requirements of the contract documents. A resubmittal is not required.

- “Make Corrections Noted” – denotes the submittal is generally consistent with the requirements of the contract documents but only as conditioned by notes and corrections made on the submittal. A resubmittal is not required provided the construction contractor understands the review comments and desires no further clarification.
- “Rejected” – denotes that the submittal does not meet the requirements of the contract documents and shall not be used in the work period the department will indicate on the returned submittal the reasons for its rejection. A resubmittal is required.

- D. The contractor must respond and issue documents to the department in a timely manner to avoid project delays or stoppage. The contractor shall provide all responses within seven (7) calendar days to the department. The contractor shall notify the department if more time is needed within two (2) calendar days of receiving initial requests from the department. The contractor shall not communicate directly with the construction contractor or subcontractor(s), all communication and documents shall be through the department.
- E. Contractor to provide two (2) on-site construction inspections at each institution if owner requests the inspection.
- F. Contractor to provide one (1) on-site substantial completion inspection with report within fifteen (15) days of inspection.

#### **4.4 Task 2 – Deliverables**

1. Assistance during construction to include interpretation, clarification, change order documents, and review and approve shop drawings.
2. Provide as-built drawings within thirty (30) days after construction contractor provides redline drawings. As-built drawings will be in PDF and DWG/DXF format.