



SMALL PROCUREMENT DOCUMENTS

for Construction Related Professional Services - RFP, Proposal & Award per AS 36.30.320 and 2 AAC 12.400

PART A – REQUEST FOR PROPOSALS

NOTE: Small Procurement Limit is \$200,000 for State, FHWA, FAA, & FTA Funded Projects

GENERAL INFORMATION

These documents consist of three parts (Part A - Request for Proposals; Part B - Proposal Form; Part C - Contract Award, Notice to Proceed & Invoice Summary), -- **plus the current edition dated 2018 of the Standard Provisions Booklet** (DOT&PF Standard Provisions for Small Procurements of Construction Related Professional Services) that is hereby incorporated by reference. The Booklet will not be

distributed with any of the three parts; however, a copy may be obtained on our website at the following link: <http://www.dot.state.ak.us/procurement>. The Booklet contains copies of the Small Procurements Procedure (Chapter 2 of the PSA Manual), Appendix A (General Conditions), Appendix C (Compensation), Exhibit C-1 (Methods of Payment), Appendix D (Indemnification and Insurance), and Appendix E (Certificate of Compliance).

Project Title: Hoonah Airport Rehabilitation - Electrical Design Services		Contracting Agency: State of Alaska Department of Transportation & Public Facilities Southcoast Region, Design and Engineering Services	
Project Number(s): SFAPT00523/3-02-0125-xxx- RFP No. 25243026			
Project Site (City, Village, etc.) Hoonah			
Agency Contact: Jessica Piukala, Contracts Officer		Phone: 907-465-1023	Email: Jessica.piukala@alaska.gov
Estimated Amount of Proposed Contract:		<input type="checkbox"/> less than \$50,000	<input type="checkbox"/> \$50,000 to \$100,000
		<input checked="" type="checkbox"/> \$100,000 to \$150,000	<input type="checkbox"/> \$150,000 to \$200,000
Funding Source (check all that apply): <input type="checkbox"/> State <input type="checkbox"/> FHWA <input checked="" type="checkbox"/> FAA <input type="checkbox"/> FTA <input type="checkbox"/> Other:			
<p>REQUIRED SERVICES: <input checked="" type="checkbox"/> are described in the enclosure consisting of 5 pages, dated September 26, 2024</p> <p>OR: <input type="checkbox"/> are described as follows:</p> <p>Note to Proposers: Any proposer listing as a member of their team a current public officer or a former public officer who has left State service within the past two (2) 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.</p> <p>If required, submit the attached Former Employee's Certification of Eligibility (Form 25A270). The page limit noted below does not include this form.</p> <p>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.</p> <p>Note: Offerors shall carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the purchasing authority before proposal due date. This will allow issuance of any necessary addenda. It will also help prevent the opening of a defective solicitation and exposure of Offeror's proposals upon which award could not be made. Protests based upon any omission, error, or the content of the solicitation will be disallowed if not made in writing before the proposal due date.</p>			
PERIOD OF PERFORMANCE:		Begin: November 15, 2024	End: December 31, 2028

PROPOSAL FORMAT

Written proposals to provide the required services shall consist of the enclosed "Part B - Proposal Form", completed as indicated, plus a **letter not to exceed Four (4) (8.5" x 11") pages**. If a Price Estimate

is required, the page limit does not include the Price Estimate. Proposals that exceed the page limit may be disqualified. Proposals may be sent by fax or electronically as indicated on page 2, or hand delivered to the Contracting Agency.

PRICE AND METHOD OF PAYMENT

A Price Estimate is NOT required with your proposal. The selected Offeror shall submit a Price Estimate within **one** business day following a request from the Contracting Agency.

A Price Estimate is required with your proposal.

A Price Estimate shall include all tasks to perform the contract and be prepared in the format shown below. Note that a Price Estimate is not a bid. It is a negotiable offer. A Fixed Price contract is desirable; however, a Cost Reimbursement contract may result if a Fixed Price cannot be negotiated.

PRICE ESTIMATE FORMAT (if required per above)

1. * Direct Costs of Direct Labor (DCDL). Provide a table with the following columns (Names required only for key staff and persons "in-responsible-charge"):

<u>Job Classification</u>	<u>Name</u>	<u>Total Hours</u>	<u>Rate (\$/hr) *</u>	<u>Estimated Cost (\$)</u>	<u>Total DCDL \$</u> _____
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2. * Indirect Costs (IDC). IDC Rate: _____% Total IDC \$ _____
3. Subcontracts. List each, the amount for each and **attach an estimate in this format for each.** Total Subcontracts \$ _____
4. Expenses. (Equipment, transportation, food and lodging, reproduction, etc. - if not included in Indirect Costs.) Amounts shall be based on actual cost to the Offeror, without any profit or other markup. Provide a table with the following columns:

<u>Item</u>	<u>Quantity</u>	<u>Cost (\$/Unit)</u>	<u>Estimated Cost (\$)</u>	<u>Total Expenses \$</u> _____
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5. * Total Estimated Cost. Sum of DCDL + IDC + Subcontracts + Expenses. Total Cost \$ _____
6. * Proposed Fee. List a proposed **amount** (not a percentage) for profit. Fee \$ _____
7. Total Estimated Price. Sum of Total Estimated Cost plus Proposed Fee. Total Price \$ _____

* Sole proprietorships and small firms that do not maintain an accounting system that separately identifies costs for "payroll" benefits and overhead, for routine allocation of such costs to jobs, may omit items 2, 5, & 6 if the Rates (\$/hr) in Item 1 are proposed as Billing Rates (DCDL + IDC + FEE). **Firms that routinely allocate Indirect Costs to projects may not use Billing Rates for this estimate.**

SUBMITTAL DEADLINE AND LOCATION

DATE: October 21, 2024

PREVAILING TIME: 4:00pm

FAX: (907) 465-4238

EMAIL: srdotpfcontracts@alaska.gov

Hand deliver proposal directly to following location, and person, if named; or email to address above:

Jessica Piukala, Contracts Officer, DOT&PF, 6860 Glacier Highway, Juneau, AK 99801

Late proposals will not be considered. **Offerors** are responsible to assure timely delivery and receipt and **are encouraged to respond at least four business hours prior to the above deadline.** Any addendum issued less than 24 hours prior to a Deadline will extend that Deadline by a minimum of an additional 24 hours. The Contracting Agency shall not be responsible for any communication equipment failures or congestion and will not extend the deadline for any proposals not received in their entirety prior to the deadline. Except for hand delivered proposals, confirmation of receipt by telephone or other means four hours or less prior to deadline will **not** be provided. (An out-of-town/state Offeror may also electronically transmit their proposal to a local personal representative who may reproduce a copy of it and deliver it "in person" to the submittal location prior to the deadline.)

BASIS OF SELECTION

This solicitation does not guarantee that a contract will be awarded. All proposals may be summarily rejected. Our intent, however, is to select a Contractor based on the following criteria:

- | | |
|--|---|
| 1) Demonstrated comprehension of required services and proposed strategy for performance. | 3) Reasonableness of proposed schedule for performance. |
| 2) Relevant experience and credentials of proposed personnel including any subcontractors. | 4) Price Estimate (if required with proposal). |
| | 5) Other (specify): |

Proposals will be evaluated per Chapter 2 of the DOT&PF PSA Manual.

END OF PART A



SMALL PROCUREMENT DOCUMENTS PART B - PROPOSAL FORM

THIS COMPLETED FORM MUST BE THE FIRST PAGE. NO OTHER COVER SHALL BE USED.

Project Title: Hoonah Airport Rehabilitation - Electrical Design Services
RFP No.: 25243026

PROPOSAL REQUIREMENTS

Proposals shall demonstrate comprehension of the objectives and services for the proposed contract; include a brief overview of what will be done; and show a sequence and schedule for each important task. Assumptions made in formulation of the proposal and the support expected from the Contracting Agency shall be defined. The key individuals who will perform services shall be named (including all who would be "in responsible charge" (Ref: AS 08.48) for Architecture, Engineering, Land Surveying and/or Landscape Architecture with their Alaska

registration number). Include a brief – about one paragraph – statement for each person named that describes **experience directly related** to the service(s) they will perform. Proposed subcontracts, if any, shall be explained. Resources; e.g., support personnel, facilities, equipment, current and projected workload could be summarized. Any **unique** qualifications or knowledge of the project, project area, or services to be provided, should be identified.

ALASKA STATUTORY PREFERENCES

are are not applicable to this contract.

If applicable, check those preferences that you (Offeror) claim.

Alaska Bidder (Offeror) **AND>>** Veterans **AND >>** Employment Program **OR** Disabled Persons

2 AAC 12.260(d)

AS 36.30.175 **if applicable** AS 36.30.170(c)

AS 36.30.170 (e & f)

Invalid claim(s) will result in the Offeror's disqualification for contract award.

PROPOSAL

The undersigned has reviewed Part A – RFP of these documents, understands the instructions, terms, conditions, and requirements contained therein and in the Standard Provisions Booklet, and proposes to provide the required services described in Part A in accordance with the attached letter which constitutes our proposal to complete the project.

this requirement may cause the state to reject the proposal as non-responsive, or cancel the contract.

I further certify that I am a duly authorized representative of the Offeror; that this Proposal accurately represents capabilities of the Offeror and Subcontractors identified for providing the services indicated. I understand that these Certifications are material representations of fact upon which reliance will be placed if this contract is awarded and that 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 Offeror and Subcontractors. This proposal is valid for at least ninety (90) days.

By my initials below, I certify that the Offeror and all Subcontractors identified in the Proposal shall comply with all requirements for the following items as explained in the Standard Provisions Booklet:

- [] Certification of Compliance (Alaska Licenses and Registrations, and Certifications).
- [] Insurance, including Workers' Compensation, Comprehensive or Commercial General Liability, and Comprehensive Automobile Liability.
- [X] Professional Liability Insurance as follows:
 - As available.
 - Minimum of \$300,000.
 - Minimum of \$500,000.
- [] Certification for Federal-Aid Contracts Exceeding \$100,000 (DOT&PF Form 25A262 Appendix A, General Conditions)

Signature *and Date*

Name.....:
 Title.....:
 Offeror (Firm).....:
 Street or PO Box.....:
 City, State, Zip.....:
 Telephone - Voice.....:
 Telephone - Fax.....:
 Email.....:

Federal Tax Identification No.:

Type of Firm (Check one of the following):

- Individual Partnership
- Corporation in state of.....:
- Other (specify)

For Small Procurements over \$50,000, by signature on this form, 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 24 hours 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

END OF PART B

HOONAH AIRPORT REHABILITATION ELECTRICAL DESIGN SERVICES

Supporting Documents (Attachments)

- A. Airport Layout Plan
- B. DOT&PF As-Built Drawings
- C. PER Guidance Memo

Project Description and Background Information

The Alaska Department of Transportation and Public Facilities (DOT&PF), in cooperation with the Federal Aviation Administration (FAA), propose to rehabilitate the runway, taxiways, and apron surfaces at the Hoonah Airport (HNH). The airfield lighting system at HNH has exceeded its service life and will be replaced as part of this project. DOT&PF is seeking electrical engineering services to assist DOT&PF's in-house project team, which will be responsible for the Civil design.

The current layout of the airport is accurately detailed in the as-built Airport Layout Plan (ALP) from 2018, which can be found in Attachment A).

In general, this project will:

- Rehabilitate the runway, both taxiways, safety areas, apron, and access drive
- Clear vegetation/tree obstructions within safety areas and embankment slopes
- Replace the existing airfield lighting system and the electrical equipment building
- Replace segmented circle and re-grade segmented circle pad
- Replace lighted primary wind cone, and two secondary wind cones
- Install aircraft tie-downs on the apron
- Construct rock protection at culvert inlet/outlets, and provide additional drainage improvements as needed
- Upgrade utilities to the electrical equipment building
- Relocate/adjust/install FAA navigation aids as needed
- Install new roadway traffic and airport signs in the project area as needed

Scope of Work

The selected Consultant will provide professional electrical engineering services as required for the design of new construction, demolition, relocations, and adjustment of electrical infrastructure resulting from DOT&PF's civil design. The airfield lighting design may include, but is not limited to, the following:

- Replace runway and taxiway lighting systems

- Replace DOT&PF's Electrical Equipment Building (EEB)
- Replace the lighted primary wind cone, and two secondary wind cones (unlighted)
- Develop electrical load calculations and coordinate with DOT&PF's Utility Group to evaluate existing power services to DOT&PF and FAA facilities
- Coordination as needed to support the development of Utility Agreements
- Identify utility conflicts, and participate in planning their relocation or adjustment
- Design the adjustment or replacement of FAA junction boxes to match new grades
- Participate in FAA discovery meeting and design the replacement of FAA Navaids, as needed
- Design temporary electrical systems as needed to maintain airfield lighting and visual aids during construction
- Assist with developing the Construction Safety Phasing Plan (CSPP), Engineering Design Report (EDR), and Material Certification List (MCL)

Civil engineering, environmental permitting, environmental studies, geotechnical studies, hydrologic and hydraulic (H&H) studies, and land surveying are not included in this solicitation; DOT&PF will conduct these services in-house or with other consultant staff.

Coordination

Effective coordination between DOT&PF and the selected Consultant is key for the successful delivery of the project. The Consultant is expected to work closely with the Project Manager, who will coordinate any required services or activities with various DOT&PF functional groups and stakeholders. The Consultant is expected to keep copies of telephone records and meeting minutes, and share these with the Project Manager. If significant issues or problems arise, the Consultant must promptly coordinate with the Project Manager to resolve them.

Early project coordination during the Pre-Environmental Review (PER) will be a high priority for the project team. It is imperative that the Consultant fully engages in all necessary PER coordination. The PER process is not currently documented in the Aviation Preconstruction Manual, however, the Consultant will be expected to follow the PER guidance which is provided in Attachment C. Conducting a PER helps to thoroughly explore alternatives and establish the project scope. This process ensures that the environmental document is completed accurately and reduces the risk of project delays due to scope changes after the environmental document has been approved.

Expected Tasks

This project will proceed under the primary tasks listed below.

1. Engineering Design Report (EDR) – Assist the Civil design team in the development of the EDR. Provide input specifically for the narrative sections on airport lighting systems, NAVAIDS, and other electrical related designs.
2. Pre-Environmental Review (PER) – Develop the design as necessary to fully define the construction impacts, and in accordance with the processes listed in the PER Guidance Memo. The PER Guidance Memo may be updated periodically. The Consultant is expected to adhere to any PER updates as they occur. The PER task typically requires the Consultant to develop multiple iterations of the plans, cost estimates, and supporting figures (PER package) as the scope evolves. During this stage of development the Project Manager will initiate coordination with

local Utilities, the FAA, and other stakeholders to seek input on the scope of work. The Consultant will assist the Project Manager as needed to evaluate Utility impacts and develop formal agreements with local Utilities, the FAA, or other stakeholders.

3. Plans In Hand (PIH) Review – The Consultant will prepare plans, specifications, and cost estimates to support all aspects of the electrical design. The PIH deliverable is expected to represent a 75% level of completion. The Consultant is expected to follow the guidance contained in the latest version of the DOT&PF Aviation Preconstruction Manual. The Consultant will not specify brand names without prior approval from the Project Manager. This submittal requires the Consultant to verify that all specified materials comply with the Build America Buy America (BABA) requirements. If specified materials do not meet BABA, the Consultant must identify the type of waiver needed. The Consultant will update the electrical sections of the Engineer’s Design Report as needed to accurately reflect the current project scope. Any changes to project scope must be coordinated in advance with the Project Manager prior to submitting the PIH review package. During the review period a site visit may be held. Following the review period, a PIH review meeting will be held. The Consultant is expected to provide draft responses to all comments in advance of the meeting.
4. Preliminary Plans, Specifications, and Estimate (pre-PS&E) Review – The Consultant will revise the plans, specifications, cost estimates that address all comments from the PIH review. This deliverable is expected to represent a 95% level of completion. The Consultant will provide the full review deliverable, complete with a design checklist furnished by DOT&PF, and adjudicated responses that fully address comments from the PIH review. During the review period a site visit may be held. Following the review period, a pre-PS&E review meeting will be held. The Consultant is expected to provide draft responses to all comments in advance of the meeting.
5. Final Plans, Specifications, and Estimate (Final PS&E) – The Consultant will finalize the contract documents based on comments from the PS&E review. The documents will not be accepted until comments have been addressed to the satisfaction of the Project Manager. The Consultant can expect to develop multiple iterations of the PS&E package based on comments that arise during the Certification process. The final PS&E package will be submitted with a signed Quality Assurance (QA) memo, signed design checklist, significant change memo (if applicable) and will include final sealed plan sheets, CSPP narrative and plans, specifications with special provisions, final MCL, cost estimates, adjudicated responses to pre-PS&E comments, quantity computations, electrical load calculations, sealed EDR, CAD files, and originals of all documents prepared during project development.
6. Assistance During Bidding – Following the advertisement, personnel who were in responsible charge for engineering and other personnel, as necessary and appropriate, shall be available to interpret and clarify documents prepared during project development and to assist with preparing any necessary addenda to the bid documents.
7. Assistance During Construction – A project handoff meeting will be held with DOT&PF Construction Personnel and the Contractor to discuss unique aspects of the project’s development and construction. Personnel who were in responsible charge for engineering and other personnel, as necessary and appropriate, shall be available to help interpret and clarify project documents, review and approve shop drawings and material submissions, and assist in preparing change order

documents. The Consultant is expected to visit the construction site as needed and attend the final inspection.

Deliverables

Deliverables are subject to negotiation and change depending on the authorized development level of the project. At minimum, the following deliverables can be expected:

Task 1 – The Consultant will assist the Civil design team as needed to complete the electrical design components of the EDR. The EDR will be updated at each milestone review (PER, PIH, pre-PSE, and Final PS&E).

Task 2 – The PER deliverables will include a signed QA memo, electrical load calculations, site visit reports, meeting minutes, plans, specifications, estimates, quantity calculations, CSPP figures, and other supporting graphics and calculations as needed to facilitate coordination under this task.

Task 3 – The PIH deliverables will include all items listed under Task 2 and the following: The plans will be further developed to include project specific details, standard plan drawing references, lighting schedules, quantity summary tables and one-line diagrams. Specifications will be updated to reflect any changes to the standard specifications, and will include relevant appendices such as the MCL edited for project related electrical items, a written CSPP narrative to specific to the electrical design, and any FAA specifications to support NAVAID design.

Task 4 – The pre-PS&E deliverables will include all items listed under Task 3 in addition to the following: Adjudicated responses to the prior milestone review comments and updates to the plans, specifications, and estimates reflecting the adjudicated responses. Submit a detailed design checklist, signed by the Consultant team. Also provide a significant changes memo (if applicable).

Task 5 – The Final PS&E deliverables will include all items listed under Task 4 in addition to the following: Final checkset plans (unsealed), specifications, estimate and EDR (unsealed) as needed to facilitate Certification review. Following certification review submit final sealed plans, specifications, estimates, and EDR (sealed). Submit original versions of all documents created during project development that pertain to the final design.

Task 6 – The Assistance During Advertising deliverables may include developing addendums as necessary to update the advertised PS&E package, and responses to bidder questions.

Task 7 – The Assistance During Construction deliverables may include developing plans, specifications, and cost estimates as needed to support change orders, and the review and approval of shop drawings and material submissions.

Quality control and review of deliverables before they are submitted to the Department shall occur throughout the performance of this project. The Consultant is expected to prepare a quality control plan and develop separate checklists and procedures to support internal reviews of completed work products.

Anticipated Period of Performance

The specific period(s) of performance will be determined through negotiations based on the tasks authorized by the Department. The anticipated key target dates are as follows:

PER Submittal – 1/15/26
PIH Submittal – 1/15/27
Pre PSE Submittal – 7/1/27
Final PSE Submittal – 8/25/27

The project schedule is dependent upon receiving the Notice to Proceed by November 29, 2024.