## Department of Family & Community Services, FMS/Facilities



## 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: State Small Procurement Limit is \$200,000; FHWA Small Procurement Limit is \$150,000.

FAA / FTA Small Procurement Limit is \$100,000

#### **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 January 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 (Certification for Licenses and Insurance).

Project Title: Sitka Pioneer Home Sidewalk Renovation	Contracting Agency:			
Project Number(s): 25-N0980-P <b>RFP #</b> :26253002	Dept. of Family and Community Services, FMS Facilities 3601 C Street, Suite 290 Anchorage, AK 99503 Michael.fleming@alaska.gov			
Project Site (City, Village, etc.) Sitka	<u>mondomorning@didona.got</u>			
Agency Contact: Ryan O'Shaughnessy, Project Manager	Phone: 907-465-3082			
Estimated Amount of Proposed Contract:   ⊠ less than \$50,000     □ \$100,000 to \$150,0	□ \$50,000 to \$100,000 00 □ \$150,000 to \$200,000			
Funding Source (check all that apply): 🗵 State 🛛 FHWA 🗌 FAA				
REQUIRED SERVICES: are described in the OR:	ne enclosure consisting of 2 pages, dated are described as follows:			
All inquiries/questions need to be made to Ryan O'Shaughnessy, Project Manager at 907-465-3082 or email: ryan.oshaughnessy@alaska.gov . <u>Do Not Call the facility</u> .				
The Alaska Department of Family and Community Services (DFCS) is seeking professional design services to provide bid documents for renovations to the sidewalks at the Sitka Pioneer Home located in Sitka, Alaska. Service includes 65%, 95% and CD plans, and cost estimate development for all scoped services.				
The project scope includes removing existing sidewalks and installing new concrete sidewalks to improve accessibility and safety for residents and visitors. Accessibility considerations include identifying potential locations and design for an ADA-compliant ramp and incorporating supportive structures, like handrails on inclined areas, in line with ADA guidelines. Drainage improvements will be made where necessary to prevent water pooling, and minor grading adjustments will ensure appropriate slopes to support wheelchair and mobility device access. All work will conform to relevant standards outlined in the Alaska DOT Standard Specifications for Highway Construction manual.				
Deliverables:     1.   Project Plans to 65%, 95%, and CD Levels     2.   Construction Cost Estimate     3.   Bidding Assistance and Construction Administration to be negotiated after NTP				
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.				
PERIOD OF PERFORMANCE: Begin: 60 days after N	ſP			

#### **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 five (8.5" pages. If a Price X 11") Estimate is required, the page limit does not include the Price Estimate. Proposals that exceed the page limit may be disgualified. Proposals may be faxed 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.

1. *	PRICE ESTIMATE FORMAT (if required per above) Manual Man					
	ob Classification Name Total Hours Rate (\$/hr) * Estimated Cost (\$) Total DCDL \$					
2. *	ndirect 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.	. <u>Expenses</u> . (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 Quantity Cost (\$/Unit) Estimated Cost (\$)</u> Total Expenses \$					
5. *	Total Estimated Cost.   Sum of DCDL + IDC + Subcontracts + Expenses.   Total Cost \$					
6. *	Proposed Fee. List a proposed <i>amount</i> (not a percentage) for profit. Fee \$					
7.	Otal 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 "navroll" henefits and					

\* 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: 12/3/2024

PREVAILING TIME: 2:00 PM

Email: fcs.facilities@alaska.gov

Hand deliver proposal directly to following location, and person, if named, or via Email above:

DFCS/FMS Facilities 240 Main St, Juneau AK, 99801 Ste. 500

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 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.
- 2) Relevant experience and credentials of proposed personnel including any subcontractors.
- Reasonableness of proposed schedule for performance.
- 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: Sitka Sidewalk Renovation Plan 25-N0890-P RFP No.: 26253002

#### 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 and/or

Land Surveying with their Alaska registration number). Include a brief -- about one paragraph -- statement for each person named which describes experience directly related to the service(s) they will perform. Proposed subcontracts, if any, shall be explained. Resources -- support personnel, facilities, equipment, etc. -- 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 th	is contract.	
If applicable, check those preferences that you (Offeror) claim.				
☐ Alaska Bidder (Offeror) AND>> ☐ Veterans AND >> ☐ Employment Program <i>OR</i> ☐ Disabled Persons				
2 AAC 12.260(d)		licable 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

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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.

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:

- Alaska Licenses and Registrations. [X]
- Insurance, including Workers' Compensation, [X] Comprehensive or Commercial General Liability, and Comprehensive Automobile Liability.
- [X] Professional Liability Insurance as follows:  $\mathbf{X}$ As available.
  - Minimum of \$300,000.
  - Certification for Federal-Aid Contracts Exceeding
- ſ 1 \$100,000 (DOT&PF Form 25A262 Appendix A, General Conditions)

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 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 days.

Signature <b>and Date</b>	
Name Title Offeror (Firm) Street or PO Box City, State, Zip Telephone - Voice Telephone - Fax Email Address	
Federal Tax Identification No.   :     Type of Firm (Check one of the following):	
Alaska Business License #	

Alaska Professional License #