

# STATE OF ALASKA REQUEST FOR PROPOSALS



## SUSTAINABLE AVIATION FUEL BIOMASS FEEDSTOCK ASSESSMENT FOR TED STEVENS INTERNATIONAL AIRPORT-FEDERALLY FUNDED

RFP 2525H054

ISSUED NOVEMBER 21, 2024

DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES IS SOLICITING PROPOSALS FOR FOR A STRATEGIC IMPLEMENTATION STUDY THAT WILL CRITICALLY ASSESS THE INFRASTRUCTURE MODIFICATIONS NEEDED FOR SUSTAINABLE AVIATION FUEL PRODUCTION, BLENDING, AND STORAGE.

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**ISSUED BY:**

Department of Transportation & Public  
Facilities

**PRIMARY CONTACT:**

Chris Hunt  
Procurement Officer  
chris.hunt@alaska.gov  
(907) 465-8448

**OFFERORS ARE NOT REQUIRED TO RETURN THIS FORM.**

**IMPORTANT NOTICE:** IF YOU RECEIVED THIS SOLICITATION FROM THE STATE OF ALASKA'S "ONLINE PUBLIC NOTICE" WEB SITE, YOU MUST REGISTER WITH THE PROCUREMENT OFFICER LISTED IN THIS DOCUMENT TO RECEIVE NOTIFICATION OF SUBSEQUENT AMENDMENTS. FAILURE TO CONTACT THE PROCUREMENT OFFICER MAY RESULT IN THE REJECTION OF YOUR OFFER.

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## SECTION 1. INTRODUCTION & INSTRUCTIONS

### SEC. 1.01 PURPOSE OF THE RFP

The Alaska Department of Transportation and Public Facilities (DOT&PF) is soliciting proposals for a Biomass Feedstock Assessment, a project supported by the FAST-SAF Tier 1 Grant and additional supplemental funds. This assessment aims to unlock Alaska’s potential to lead in Sustainable Aviation Fuel (SAF) production using local biomass resources, with a primary focus on supporting the Alaska International Airport System (AIAS) which features Ted Stevens Anchorage International Airport (TSAIA). Strategically located at the crossroads between North America and Asia, TSAIA is one of the world’s busiest cargo airports, is seeing unprecedented growth, and is uniquely positioned to serve as a refueling hub for trans-Pacific and global air cargo routes. TSAIA handles an annual average of over 850 million gallons of fuel across the past five years. Providing SAF as an option at both Fairbanks and Anchorage International Airports could reduce aviation emissions and solidify Alaska’s role as a global leader in sustainable energy solutions for the aviation industry.

This project is a cornerstone of DOT&PF’s commitment to advancing SAF capabilities. Feedstocks under consideration include forestry residues, fish oil, municipal waste, and other novel resources with potential for future scalability in SAF production. This project will also delineate pathways for optimizing biomass logistics, examining factors such as transportation, storage infrastructure, and environmental sustainability to support a viable, in-state SAF supply chain. By analyzing biomass logistics, storage, and environmental impacts, this project will establish strategies for a resilient, in-state SAF supply chain that reduces emissions, supports fuel security, and drives economic growth throughout Alaska. This solicitation will result in the award of a single contract for the required services.

### SEC. 1.02 BUDGET

DOT&PF estimates a budget of between \$450,000.00 and \$650,000.00 dollars for completion of this project. Proposals priced at more than \$750,000.00 will be considered non-responsive. This project is funded by a combination of State and Federal funding.

Payment for the contract is subject to funds already appropriated and identified.

### SEC. 1.03 DEADLINE FOR RECEIPT OF PROPOSALS

Proposals must be received no later than 2:00 PM prevailing Alaska Standard Time on December 13, 2024, as indicated by postmark or email timestamp and late proposals will not be considered.

### SEC. 1.04 PRIOR EXPERIENCE

In order for offers to be considered responsive offerors must meet these minimum prior experience requirements:

- **Experience in Biomass Feedstock Assessment Projects.** The offeror must have successfully completed at least one (1) biomass feedstock assessment project, preferably in remote or geographically challenging locations. This should include mapping biomass availability, evaluating logistics, and assessing economic viability.

- **Experience In Biomass Lifecycle Greenhouse Gas (GHG) Emissions.** The offeror must have performed at least one (1) environmental impact assessment (EIA), or lifecycle greenhouse gas (GHG) emissions analysis related to biomass usage. The assessment should include evaluating impacts on ecosystems, emissions reductions potential, and compliance with environmental regulations.

An offeror's failure to meet these minimum prior experience requirements will cause their proposal to be considered non-responsive and rejected.

### SEC. 1.05 REQUIRED REVIEW

Offerors should carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and questionable or objectionable material should be made in writing and received by the Procurement Officer at least ten days before the deadline for receipt of proposals. This will allow time for the issuance of any necessary amendments. It will also help prevent the opening of a defective proposal and exposure of offeror's proposals upon which award could not be made.

### SEC. 1.06 QUESTIONS PRIOR TO DEADLINE FOR RECEIPT OF PROPOSALS

All questions must be in writing and directed to the Procurement Officer. The interested party must confirm telephone conversations in writing.

Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the RFP. These questions may be answered over the telephone. Other questions may be more complex and may require a written amendment to the RFP. The Procurement Officer will make that decision.

PROCUREMENT OFFICER:	Chris Hunt	PHONE:	907-465-8448
EMAIL:	chris.hunt@alaska.gov	FAX:	907-465-3124

### SEC. 1.07 RETURN INSTRUCTIONS

If submitting a hard copy proposal, Offerors must submit one hard copy of their proposal to the Procurement Officer in a sealed package. The cost proposal included with the package must be sealed separately from the rest of the proposal and must be clearly identified. The sealed proposal package(s) must be addressed as follows:

Faxed or oral proposals **will not be accepted.**

The sealed proposal package(s) must be addressed and mailed as follows:

Department of Transportation & Public Facilities  
Statewide Contracting and Procurement  
Attention: Chris Hunt  
Request for Proposal (RFP) Number: 2525H054

RFP Title: Sustainable Aviation Fuel Biomass Feedstock Assessment For Ted Stevens Anchorage International  
Airport -Federally Funded

PO Box 112500

3132 Channel Drive, Room 350  
Juneau, Alaska 99811-2500

If using a **delivery service**, please use the following address:

Department of Transportation & Public Facilities  
Attention: Chris Hunt  
3132 Channel Drive, Room 350  
Juneau, Alaska 99801

An offeror's failure to submit its proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be opened or accepted for evaluation.

**Please take into consideration that due to weather, scheduling, and location there is no overnight delivery service to Juneau, Alaska.**

**Electronic Submission:**

If submitting a proposal via email, the technical proposal and cost proposal must be saved as separate PDF documents and emailed to [dotstatewideprocurement@alaska.gov](mailto:dotstatewideprocurement@alaska.gov) as separate, clearly labeled attachments, such as "Vendor A – Technical Proposal.pdf" and "Vendor A – Cost Proposal.pdf". The email must contain the RFP number in the subject line.

The **maximum** size of a single email (including all text and attachments) that can be received by the state is **15 mb (megabytes)**. If the email containing the proposal exceeds this size, the proposal must be sent in multiple emails that are each less than 15 megabytes and each email must comply with the requirements described above.

Please note that email transmission is not instantaneous. Similar to sending a hard copy proposal, if you are emailing your proposal, the state recommends sending it with enough time to ensure the email is delivered by the deadline for receipt of proposals.

It is the offeror's responsibility to contact the issuing agency at (907) 465-8447 to confirm that the proposal has been received. The state is not responsible for unreadable, corrupt, or missing attachments.

## **SEC. 1.08 ASSISTANCE TO OFFERORS WITH A DISABILITY**

Offerors with a disability may receive accommodation regarding the means of communicating this RFP or participating in the procurement process. For more information, contact the Procurement Officer no later than ten days prior to the deadline for receipt of proposals.

## **SEC. 1.09 AMENDMENTS TO PROPOSALS**

Amendments to or withdrawals of proposals will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of proposals. No amendments or withdrawals will be accepted after the deadline unless they are in response to the state's request in accordance with 2 AAC 12.290.

## **SEC. 1.10 AMENDMENTS TO THE RFP**

If an amendment is issued before the deadline for receipt of proposals, the amendment will be posted on the State of Alaska Online Public Notice (OPN) website. The link to the posting of the amendment will be provided to all who were notified of the RFP and to those who have registered with the Procurement Officer after receiving the RFP from the OPN.

After receipt of proposals, if there is a need for any substantial clarification or material change in the RFP, an amendment will be issued. The amendment will incorporate the clarification or change, and a new date and time established for new or amended proposals. Evaluations may be adjusted as a result of receiving new or amended proposals.

### **SEC. 1.11 RFP SCHEDULE**

RFP schedule set out herein represents the state’s best estimate of the schedule that will be followed. If a component of this schedule, such as the deadline for receipt of proposals, is delayed, the rest of the schedule may be shifted accordingly. All times are Alaska Standard Time.

<b>ACTIVITY</b>	<b>TIME</b>	<b>DATE</b>
Issue Date / RFP Released		November 21, 2024
Pre-Proposal Conference/Teleconference	10:00 AM AST	December 2, 2024
Deadline for Receipt of Proposals / Proposal Due Date	2:00 PM AST	December 13, 2024
Proposal Evaluations Complete		December 24, 2024
Notice of Intent to Award		December 24, 2024
Contract Issued		January 6, 2025

This RFP does not, by itself, obligate the state. The state's obligation will commence when the contract is approved by the Commissioner of the Department of Transportation & Public Facilities, or the Commissioner's designee. Upon written notice to the contractor, the state may set a different starting date for the contract. The state will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the contract start date set by the state.

### **SEC. 1.12 PRE-PROPOSAL TELECONFERENCE**

A pre-proposal teleconference will be held via Microsoft Teams at 10:00 AM, Alaska Standard Time, on December 2, 2024. The purpose of the teleconference is to discuss the work to be performed with the prospective offerors and allow them to ask questions concerning the RFP. All questions raised during the meeting must be submitted in writing to the Procurement Officer and will be posted along with the answers on the Alaska Online Public Notice website as an Amendment to the RFP, as soon as possible after the meeting.

Offerors with a disability needing accommodation should contact the procurement officer prior to the date set for the pre-proposal conference so that reasonable accommodation can be made. Participants may dial into the meeting using the following number:

#### **CONFERENCE CALL IN PHONE NUMBER, AND ACCESS CODE:**

**PHONE NUMBER: +1 907-202-7104**

**ACCESS CODE: 496 664 749#**

### **SEC. 1.13 ALTERNATE PROPOSALS**

Offerors may only submit one proposal for evaluation. In accordance with 2 AAC 12.830 alternate proposals (proposals that offer something different than what is asked for) will be rejected.

## **SEC. 1.14 NEWS RELEASES**

News releases related to this RFP will not be made without prior approval of the project director.

## **SEC. 1.15 FEDERAL CONTRACT PROVISIONS**

**Required Contract Provisions for Federal-Aid Contracts**, Form Federal Aviation Administration (FAA) pages 1 through 17 is attached to this document. This contract incorporates the provisions by reference, with the same force and effect as if they were given in full text. The Contractor must identify all known federal requirements that apply to the proposal, the evaluation, or the contract.

### **CONTRACT FUNDING:**

The funding of the resultant contract will be provided by the U.S. Federal Aviation Administration (FAA). Federal funds are identified and appropriated for the first term of the contract. Payment and performance obligations for additional terms of the contract are subject to the availability and appropriation of funds.

### **STATEMENT OF FINANCIAL ASSISTANCE:**

Statement of Financial Assistance: This Procurement is subject in part to financial assistance grants agreement between the State of Alaska and the Federal Aviation Administration (FAA).

### **Sec. 36.30.890. Federal Assistance**

If a procurement involves the expenditure of federal funds or federal assistance and there is a conflict between a provision of this chapter or a regulation adopted under a provision of this chapter and a federal statute, regulation, policy, or requirement, the federal statute, regulation, policy, or requirement shall prevail.

### **2 AAC 12.730. Federal Assistance**

If a procurement involves the expenditure or federal funds or requires federal assistance and there is a conflict between a provision of this chapter and federal statute, regulation, policy, or requirement, the procurement officer shall comply with the federal statute, regulation, policy, or requirement. Authority: AS 36.30.040; AS 36.30.890



## SECTION 2. BACKGROUND INFORMATION

### SEC. 2.01 BACKGROUND INFORMATION

The Alaska International Airport System features Ted Stevens International Airport (TSAIA) which is the fourth-largest cargo airport worldwide and second in North America, serving as a critical logistics hub that supports over 3.3 million metric tons of cargo annually. Given its unique position at the crossroads of North America and Asia, TSAIA is ideally situated to pioneer sustainable aviation practices. Considering TSAIA is one of the world’s largest air carrier suppliers of conventional jet fuel, SAF availability could significantly lower lifecycle carbon emissions on a large scale.

The focus on SAF aligns with the State of Alaska’s commitment to sustainability and leverages Alaska’s unique biomass resources. Feedstocks within reachable regions like the Matanuska-Susitna Valley and Kenai Peninsula—present promising sources for SAF production, including forestry byproducts and municipal waste. The Alaska Railroad provides an additional logistical link to support an efficient supply chain accessing biomass resources further to the north and south. Additionally, the byproducts from Alaska’s robust fishing industry, particularly fish oil, offer an unconventional yet viable biomass alternative, and the Port of Alaska is located adjacent to TSAIA, providing another key link in transport supply chains. This assessment will examine both current and emerging SAF pathways, beginning with established options such as Hydroprocessed Esters and Fatty Acids (HEFA), which dominate SAF production, while also considering the potential of Alcohol-to-Jet (AtJ) and Fischer-Tropsch synthesis methods to diversify feedstock inputs in the future.

#### SUSTAINABLE AVIATION FUEL

**SAF Pathways and Production Viability.** Given the technical and logistical demands of SAF production, this assessment will evaluate each feedstock for its volume, cost-efficiency, sustainability, scalability, and logistical feasibility in reaching AIAS’s fueling infrastructure. Alaska’s geographic remoteness and landscape necessitate a multifaceted analysis of transportation and storage logistics, particularly in regions that experience seasonal shifts affecting biomass accessibility. The report will address these challenges by recommending optimized supply chain structures that ensure consistent SAF delivery.

**Economic and Environmental Significance.** Anchorage’s high cargo traffic and the aviation industry’s reliance on jet fuel underscore the potential economic and environmental benefits of SAF adoption. Establishing a sustainable, in-state SAF supply chain not only reduces greenhouse gas emissions but also creates new market opportunities, enhances fuel security, and supports job creation in renewable energy sectors. Such initiatives, by cultivating a local SAF economy, would directly benefit the communities in Alaska and elevate Alaska’s profile as a leader in sustainable aviation.

This SAF Biomass Feedstock Assessment, through a rigorous evaluation of Alaska’s biomass resources and SAF logistics, will produce a roadmap for SAF integration at AIAS. The project is positioned to advance the State of Alaska’s objectives in renewable aviation fuels while setting a strategic precedent for other airports worldwide to adopt environmentally sustainable practices.

## SECTION 3. SCOPE OF WORK & CONTRACT INFORMATION

### SEC. 3.01 SCOPE OF WORK

**Introduction.** The contractor will provide a comprehensive biomass feedstock assessment service to support the Sustainable Aviation Fuel (SAF) Biomass Feedstock Assessment for DOT&PF.

The comprehensive biomass feedstock assessment will allow DOT&PF to evaluate the feasibility of producing sustainable aviation fuel from locally available biomass resources in Alaska. This includes mapping and inventorying biomass resources, assessing logistics and supply chain infrastructure, evaluating sustainability, and the regulatory environment.

The contractor will conduct a detailed assessment of Alaska's biomass resources, focusing on identifying land ownership, feedstock availability, analyzing logistics for transportation and storage, evaluating environmental compliance, and determining the economic viability of different biomass types for SAF production. The contractor will also provide lifecycle greenhouse gas (GHG) emissions analysis for each feedstock to determine the reduction potential compared to conventional jet fuel.

The goal of this project is to establish the feasibility of integrating locally sourced sustainable aviation fuel into AIAS's operations, thereby reducing aviation-related greenhouse gas emissions and creating an in-state SAF supply chain that supports economic resilience and sustainability in Alaska. The project aims to provide a detailed, evidence-based roadmap for SAF production and supply logistics that will inform future strategic initiatives in renewable aviation fuels.

**Agile Project Management Framework.** The Sustainable Aviation Fuel (SAF) Biomass Feedstock Assessment will be developed using an Agile project management methodology. This approach ensures that project tasks are completed in iterative cycles, or “sprints,” enabling frequent feedback, continuous improvement, and adaptability throughout the project lifecycle.

<b>Agile Project Planning and Iterative Development</b>	
<b>Phase</b>	<b>Description</b>
<b>Sprint Planning</b>	Once the project begins, the contractor will prepare a recommended schedule for sprints, aligning them with major milestones and deliverables. Adjustments will be discussed and approved during sprint planning meetings to reflect any shifts in priorities or emerging opportunities.
<b>Sprint-Based Development</b>	The project will be structured around iterative sprints, each focusing on specific tasks or deliverables. At the end of each sprint, deliverables will be presented to DOT&PF and the SAF Advisory Committee for review and feedback, allowing incremental progress.
<b>Defined Deliverables for Each Sprint</b>	Each sprint will have clearly defined goals, deliverables, and metrics for success. These will be documented and agreed upon at the beginning of each sprint cycle to ensure alignment with project objectives.

<b>Iterative Feedback Incorporation</b>	Feedback received will be incorporated into subsequent sprints to refine deliverables and ensure they meet DOT&PF’s standards. This ongoing review and adaptation is a key part of the Agile methodology.
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<b>Agile Roles and Responsibilities</b>	
<b>Role</b>	<b>Responsibilities</b>
<b>Sponsor (SAF Advisory Team)</b>	SAF Advisory Committee, consisting of experts from industry, academia, and relevant stakeholders, will provide strategic guidance and ensure that project objectives align with broader sustainable aviation fuel goals. They will also participate in key decision-making points, offering insights and validating project directions.
<b>Product Owner (DOT&amp;PF)</b>	DOT&PF will act as the Product Owner, providing direction on project priorities, reviewing sprint deliverables, and offering feedback to guide the project. Additionally, DOT&PF will ensure that the Sponsor and other stakeholders are engaged at key points for collaborative input.
<b>Scrum Master</b>	The awardee will designate a Scrum Master who is responsible for facilitating Agile processes, removing impediments to progress, and ensuring that the team adheres to Agile principles. The Scrum Master will coordinate sprint planning, reviews, retrospectives, and check-ins.
<b>Contractor (SAF Biomass Specialist)</b>	The contractor will act as the SAF Implementation Specialist, responsible for executing the project tasks, providing technical expertise, and ensuring alignment with the agile approach. The contractor will work closely with the Scrum Master, Product Owner, and other stakeholders to deliver the agreed-upon deliverables efficiently.
<b>Cross-Functional Team Members</b>	Team members from DOT&PF, contractor(s), and others, including data analysts, GIS specialists, and logistics experts, will participate in each sprint based on their role requirements, contributing to the iterative development of deliverables.

By adhering to an Agile project management methodology, this project will foster adaptive planning, early and continuous delivery of valuable outputs, and a strong collaborative environment. This approach will ensure that DOT&PF and the SAF Advisory Committee are closely involved throughout the project, with the flexibility to address changes and optimize outcomes for the SAF Biomass Feedstock Assessment.

**Feedstock Viability Analysis.** Conduct an in-depth analysis of local biomass feedstocks, including agricultural residues, forestry by-products, algae, municipal solid waste (MSW), fish processing waste, sawmill byproducts, and emerging options such as fish oil and other innovative biomass sources. The focus will be on determining the suitability of each feedstock for Sustainable Aviation Fuel (SAF) production pathways, including Hydroprocessed Esters and Fatty Acids (HEFA), Fischer-Tropsch

synthesis, and Alcohol-to-Jet (AtJ) conversion. Assess each resource's sustainability, availability, and conversion efficiency. Key criteria include sustainability metrics, alignment with existing SAF technologies, and logistical feasibility.

**Feedstock Sourcing Plan.** Evaluate the potential for sourcing Alaskan feedstocks, focusing on long-term sustainability, efficient logistics, and biomass supply stability. Quantify the volumes of available biomass, taking into account seasonal variations and their potential impact on reliability. This includes assessing data on Alaska's forestry regrowth rates, fish processing cycles, and municipal solid waste generation. Identify limitations in the current supply infrastructure and analyze logistical challenges such as road constraints, seasonal access, and opportunities for marine or rail transport. Provide specific recommendations for optimizing processing and transportation capacity to support SAF production effectively.

**Regulatory and Policy Review.** Perform a thorough review of both federal and state regulations related to SAF production and use. This should include an analysis of applicable environmental policies to ensure alignment with sustainability standards, including the avoidance of indirect land-use change (ILUC) impacts, and compliance with relevant SAF standards as defined by the Federal Aviation Administration (FAA) and other national certification bodies such as ASTM International and the Environmental Protection Agency (EPA). Utilize lifecycle assessment (LCA) methodologies to estimate greenhouse gas (GHG) emissions reductions across all stages of SAF production, from cultivation and harvesting of biomass to transportation and conversion into fuel. Generate emissions reduction scenarios based on varying levels of biomass supply, SAF production capacity, and integration into existing Jet A fuel infrastructure at TSAIA.

**Travel Requirements.** There will be a minimum of four meetings in Anchorage, which should be included in the cost proposal. It is recommended to include two key staff members for two workdays per meeting. Additional travel may be proposed as needed to complete project tasks.

### **SEC. 3.02 CONTRACT TERM AND WORK SCHEDULE**

The length of the initial contract term will be from the date of award, approximately January 6, 2025, one year until completion, approximately December 31, 2025. This contract contains no options to renew.

Unless otherwise provided in this RFP, the State and the successful offeror/contractor agree: (1) that any extension of the contract excluding any exercised renewal options, including Deliverables described as Phase 2, will be considered as a month-to-month extension, and all other terms and conditions shall remain in full force and effect and (2) the Procurement Officer will provide notice to the contractor of the intent to cancel such month-to-month extension at least 30 days before the desired date of cancellation. A month-to-month extension may only be executed by the Procurement Officer via a written contract amendment.

### **SEC. 3.03 DELIVERABLES**

The contractor will be required to provide the following deliverables:

**Agile Management and Collaboration.** The contractor shall engage with DOT&PF and the SAF team through agile sprints to iteratively fulfill each deliverable, conceptualized as an epic within the agile framework. This approach ensures a structured and adaptive progression aligned with project milestones. The SAF advisory team, which includes another contractor responsible for the SAF Strategic

Implementation Study, will participate in epic planning and reviews as able to ensure effective alignment and integration of activities. The contractor will collaborate with DOT&PF and the SAF team through agile sprints. The contractor will work with DOT&PF staff to iteratively develop a roadmap that follows an agile approach.

Epic Name	Due Date	Effort % of total project
Epic Planning and Artifact Generation	1 <sup>st</sup> week(s) of every Epic	10%
Epic 1: Project Initiation and Planning	2 weeks from project start	5%
Epic 2: Comprehensive Feedstock Inventory	Month 3	15%
Epic 3: Feedstock Viability Analysis	Month 5	20%
Epic 4: Lifecycle Greenhouse Gas (GHG) Emissions	Month 6	10%
Epic 5: Transportation and Supply Chain Feasibility Analysis	Month 9	20%
Epic 6: Final SAF Biomass Feedstock Assessment Report	Month 12	20%

Each Epic will contain:

**Epic Initiation and Planning.** The first week or two of each new Epic will involve developing a roadmap, defining the Epic's scope, and conducting sprint planning. Conduct an epic kickoff meeting, either in person or virtually, to align stakeholders. Create necessary artifacts for the product backlog to ensure clarity and readiness for execution.

- Example Sprint Goal 1: Finalize the epic roadmap and define initial sprints with stakeholder input during the kickoff meeting.
- Example Sprint Goal 2: Develop and document product backlog artifacts to establish a clear foundation for future sprints.

**Sprint Artifacts and Engagement Summaries.** Develop a comprehensive stakeholder engagement artifact that documents stakeholder consultations, including meeting summaries, key decisions, action items, and feedback integration, following Scrum retrospective and sprint review best practices.

- Example Sprint Goal 1: Create an initial stakeholder engagement template using agile best practices, ensuring it captures key decisions, meeting summaries, and action items for each sprint review and retrospective.
- Example Sprint Goal 2: Incorporate iterative feedback from stakeholders into the engagement artifact, updating it continuously throughout sprints, and prepare it for review by the SAF Advisory Team, ensuring alignment with agile ceremonies and collaboration standards.

Category	Details
Due Date	First 1-2 weeks of every Epic
Effort	10% of total project
Data Requirements	Raw data in a cloud-based platform such as Jira, Trello, or Excel

The contractor will be required to provide the following deliverables:

**Epic 1: Project Initiation and Planning.** Develop a detailed project plan that includes a roadmap, definition of epics, and sprint planning. Conduct a project kickoff meeting in person in Anchorage to align stakeholders. Create necessary artifacts for the project backlog to ensure clarity and readiness for execution.

- Example Sprint Goal 1: Finalize project roadmap and define initial epics with stakeholder input during the kickoff meeting.
- Example Sprint Goal 2: Develop and document the project backlog artifacts to establish a clear foundation for future sprints.

Category	Details
<b>Due Date</b>	2 weeks from project start
<b>Effort</b>	2% of total project
<b>Data Requirements</b>	Raw data in a cloud-based platform such as Jira, Trello, or Excel
<b>Acceptance Criteria</b>	GIS maps should be interactive, compatible with DOT&PF's mapping software, and peer-reviewed by relevant experts for accuracy.

The contractor will be required to provide the following deliverables:

**Epic 2: Comprehensive Feedstock Inventory.** A detailed GIS-based mapping report identifying biomass feedstocks accessible to Anchorage, with a focus on locations within the Matanuska-Susitna (MatSu) Valley and Kenai Peninsula. This report should include but is not limited to landownership and biomass resources such as forestry residues, sawmill byproducts, municipal solid waste (MSW), fish oil, and any alternative feedstocks with SAF potential.

- Example Sprint Goal 1: Collect GIS data on biomass availability, including land ownership and seasonal accessibility, and compile initial geospatial layers.
- Example Sprint Goal 2: Develop interactive GIS maps compatible with DOT&PF's mapping software, with preliminary peer review by relevant experts for accuracy

Category	Details
<b>Due Date</b>	Month 3
<b>Effort</b>	10% of total project
<b>Data Requirements</b>	GIS data must be precisely labeled, including geospatial layers indicating biomass availability, land ownership, seasonal accessibility, and logistical feasibility.
<b>Acceptance Criteria</b>	GIS maps should be interactive, compatible with DOT&PF's mapping software, and peer-reviewed by relevant experts for accuracy.

**Epic 3: Feedstock Viability Analysis.** A report assessing the economic viability of SAF production from each biomass type. This study should include a cost-benefit analysis covering harvesting, transport, storage, and processing costs.

- Example Sprint Goal 1: Compile data on harvesting, transportation, storage, and processing costs for each biomass type, ensuring data is well-organized and labeled.
- Example Sprint Goal 2: Conduct a preliminary cost-benefit analysis and ensure the economic model is accessible and editable for DOT&PF review and validation

Category	Details
<b>Due Date</b>	Month 5
<b>Effort</b>	20% of total project
<b>Data Requirements</b>	Data sources should be well-organized, with economic model formulas fully accessible, clearly labeled, and editable to allow DOT&PF review and validation.
<b>Acceptance Criteria</b>	The analysis must align with government financial standards, be peer-reviewed by appointed economic experts, and be accessible for review at all project stages.

**Epic 4: Lifecycle Greenhouse Gas (GHG) Emissions.** This assessment should estimate the GHG emissions reductions achievable through each feedstock option, with a broader analysis of environmental impacts, including land use and biodiversity.

- Example Sprint Goal 1: Develop transparent emissions models, ensuring all data inputs and outputs are labeled and accessible for replication.
- Example Sprint Goal 2: Perform an initial assessment of GHG reduction scenarios for each feedstock, ensuring compliance with Alaska's environmental regulations, and submit for preliminary review by DNR and AEA.

Category	Details
<b>Due Date</b>	Month 6
<b>Effort</b>	10% of total project
<b>Data Requirements</b>	Emissions models must be transparent, with each data input and output accessible and labeled to ensure ease of replication.
<b>Acceptance Criteria</b>	Compliance with Alaska's environmental regulations and accuracy in GHG reduction scenarios, with final analysis reviewed and accepted by DNR and AEA.

**Epic 5: Transportation and Supply Chain Feasibility Analysis.** A logistical assessment of transportation methods for delivering biomass to AIAS, addressing seasonal challenges and storage requirements.

- Example Sprint Goal 1: Gather logistics data, including transportation routes, storage needs, and cost estimates, with detailed file organization for each route and method analyzed.
- Example Sprint Goal 2: Align the assessment with AIAS's logistics capabilities and prepare a preliminary report for DOT&PF's review of accessibility and resilience.

Category	Details
<b>Due Date</b>	Month 9
<b>Effort</b>	20% of total project
<b>Data Requirements</b>	Logistics data should detail transportation routes, storage needs, and cost estimates, with clear file organization and labeling for each route and method analyzed.
<b>Acceptance Criteria</b>	The report must align with AIAS's logistics capabilities and meet DOT&PF standards for accessibility and resilience.

**Epic 6: Final SAF Biomass Feedstock Assessment Report.** A comprehensive report consolidating findings from the Feedstock Inventory, Economic Feasibility Study, GHG Emissions Assessment, and Transportation Analysis.

- **Example Sprint Goal 1:** Consolidate raw data from all previous assessments, ensuring all sources are labeled and organized with a metadata summary for SAF Advisory Team review.
- **Example Sprint Goal 2:** Submit the draft report for peer review by DNR, AEA, and other experts approved by SAF Advisory Team, ensuring technical rigor and completeness.

<b>Category</b>	<b>Details</b>
<b>Due Date</b>	Month 12
<b>Effort</b>	20% of total project
<b>Data Requirements</b>	Include all raw data sources used in the report, fully labeled and organized, with a metadata summary to facilitate DOT&PF's independent review.
<b>Acceptance Criteria</b>	The report must undergo a peer review by DNR, AEA, and additional experts approved by DOT&PF, ensuring technical rigor and completeness.

### Common to All Deliverables

<b>Cloud Access</b>	All data must be continuously accessible to DOT&PF via a shared cloud solution, with clear labeling and organization to facilitate real-time review and collaboration.
<b>File Type</b>	All deliverables must include raw data files in formats such as Excel, Word, and PowerPoint to ensure transparency and facilitate analysis. GIS map files (.shp, .gdb) should also be provided in their raw form. Polished documents, such as PDF reports and presentations, are required as needed for each deliverable.
<b>AI</b>	The DOT&PF encourages the consultant team to leverage available artificial intelligence (AI) tools throughout the project, provided that all outputs are verified by subject matter experts prior to submission. By utilizing AI, the consultant can enhance agility, streamline work processes, and maximize efficiency, allowing valuable project time to be redirected towards high-level, complex analysis and strategic decision-making. This approach will ensure that lower-level data processing and grooming are handled effectively, while the consultant's expertise is concentrated on tasks requiring significant critical thinking and domain-specific insight.
<b>Peer Review</b>	Each deliverable will undergo a peer review process through the SAF Advisory Board. Feedback will be incorporated into final documents.

## SEC. 3.04 CONTRACT TYPE

**Fixed-Price Contract and Agile Approach.** The project will begin with a clearly defined baseline scope, detailed in the Statement of Work (SOW). This baseline includes initial features, deliverables, and milestones to be developed. Any requirements or features outside of this baseline will be considered out of scope unless otherwise agreed upon through change management procedures.

**Change Management Process:** While adhering to the Agile methodology, both parties acknowledge that requirements may evolve as new information emerges or stakeholders provide feedback. To accommodate this:

- All change requests will be formally documented and reviewed by both the Contractor and the DOT&PF.



- Changes that impact cost or schedule will require an amendment to the original fixed-price contract, with the financial implications agreed upon in writing prior to implementation.
- Changes that do not have a material impact on the cost or schedule will be managed within the existing scope, at no additional cost to DOT&PF.

**Agile Iteration Flexibility.** To provide flexibility under a fixed-price model:

- The Contractor and DOT&PF will hold regular sprint review meetings to discuss potential scope changes.
- A contingency budget (up to an agreed-upon percentage of the contract value) may be allocated to accommodate approved iterative changes that arise during the Agile sprints. This allows for some flexibility while retaining a fixed-price structure.

**Contract Structure.** The contract is a fixed-price structure.

**Risk Sharing.** Both parties acknowledge that Agile projects inherently carry some uncertainty. To mitigate this, risk-sharing provisions can be included to address specific areas where evolving scope could have a significant impact on cost or schedule. These provisions can help balance the risks between Contractor and DOT&PF while maintaining project momentum.

**Scope Prioritization.** The DOT&PF and Contractor will work together to prioritize the backlog items. If new requirements are introduced, lower-priority items can be deferred to maintain the fixed-price arrangement, minimizing cost impacts.

### **SEC. 3.05 PROPOSED PAYMENT PROCEDURES**

The State will make monthly payments. Each billing must consist of an invoice and progress report. No payment will be made until the progress report and invoice has been approved by the project director.

### **SEC. 3.06 INVOICING**

Each monthly billing must consist of an invoice and project status report.

Billings will be submitted at the beginning of each month for work provided in the previous month.

No payment will be made until the invoice, project status report have been reviewed and approved in writing by the project director.

### **SEC. 3.07 CONTRACT PAYMENT**

No payment will be made until the contract is approved by the Commissioner of DOT&PF or the Commissioner's designee. Under no conditions will the state be liable for the payment of any interest charges associated with the cost of the contract. The state is not responsible for and will not pay local, state, or federal taxes. All costs associated with the contract must be stated in U.S. currency.

Payment for agreements under \$500,000 for the undisputed purchase of goods or services provided to a state agency, will be made within 30 days of the receipt of a proper billing or the delivery of the goods or services to the location(s) specified in the agreement, whichever is later. A late payment is subject to 1.5%

interest per month on the unpaid balance. Interest will not be paid if there is a dispute or if there is an agreement that establishes a lower interest rate or precludes the charging of interest.

Any single contract payment of \$1 million or higher must be accepted by the contractor via Electronic Funds Transfer (EFT).

### **SEC. 3.08 LOCATION OF WORK**

The location(s) the work is to be performed, completed, and managed at a location of the contractor's choosing.

The State will not workspace for the contractor. The contractor must provide its own workspace.

By signature on their proposal, 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 will be performed in the United States, the offeror must contact the procurement officer in writing to request a waiver at least 10 days prior to the deadline for receipt of proposals.

The request must include a detailed description of the portion of work that will be performed outside the United States, where, by whom, and the reason the waiver is necessary.

Failure to comply with these requirements may cause the state to reject the proposal as non-responsive, or cancel the contract.

### **SEC. 3.09 THIRD-PARTY SERVICE PROVIDERS**

The contractor must provide, on an annual basis, a Type 2 Statement on Standards for Attestation Engagements (SSAE) SOC 1, SOC 2, or SOC 3 report(s). Failure to provide these reports may be treated as a material breach and may be a basis for a finding of default.

### **SEC. 3.10 SUBCONTRACTORS**

Subcontractors may be used to perform work under this contract. If an offeror intends to use subcontractors, the offeror must identify in the proposal the names of the subcontractors and the portions of the work the subcontractors will perform.

Subcontractor experience shall be considered in determining whether the offeror meets the requirements set forth in Sec. 1.04 Prior Experience.

If a proposal with subcontractors is selected, the offeror must provide the following information concerning each prospective subcontractor within five working days from the date of the state's request:

- complete name of the subcontractor;
- complete address of the subcontractor;
- type of work the subcontractor will be performing;
- percentage of work the subcontractor will be providing;

- evidence that the subcontractor holds a valid Alaska business license;

If a subcontractor on the list did not have a valid Alaska business license at the close of the RFP, the Offeror may not use the subcontractor in the performance of the contract and shall replace the subcontractor with a subcontractor who had a valid Alaska business license at the close of the RFP.

- a written statement, signed by each proposed subcontractor that clearly verifies that the subcontractor is committed to render the services required by the contract.

An offeror's failure to provide this information, within the time set, may cause the state to consider their proposal non-responsive and reject it. The substitution of one subcontractor for another may be made only at the discretion and prior written approval of the project director.

Note that if the subcontractor will not be performing work within Alaska, they will not be required to hold an Alaska business license.

### **SEC. 3.11 JOINT VENTURES**

Joint ventures are acceptable. If submitting a proposal as a joint venture, the offeror must submit a copy of the joint venture agreement which identifies the principals involved and their rights and responsibilities regarding performance and payment.

### **SEC. 3.12 RIGHT TO INSPECT PLACE OF BUSINESS**

At reasonable times, the state may inspect those areas of the contractor's place of business that are related to the performance of a contract. If the state makes such an inspection, the contractor must provide reasonable assistance.

### **SEC. 3.13 F.O.B. POINT**

All goods purchased through this contract will be F.O.B. final destination. Unless specifically stated otherwise, all prices offered must include the delivery costs to any location within the State of Alaska.

### **SEC. 3.14 CONTRACT PERSONNEL**

Any change of the project team members or subcontractors named in the proposal must be approved, in advance and in writing, by the project director or procurement officer. Changes that are not approved by the state may be grounds for the state to terminate the contract.

### **SEC. 3.15 INSPECTION & MODIFICATION - REIMBURSEMENT FOR UNACCEPTABLE DELIVERABLES**

The contractor is responsible for the completion of all work set out in the contract. All work is subject to inspection, evaluation, and approval by the project director. The state may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. The project director or procurement officer may instruct the contractor to make corrections or modifications if needed in order to accomplish the contract's intent. The contractor will not unreasonably withhold such changes.

Substantial failure of the contractor to perform the contract may cause the state to terminate the contract. In this event, the state may require the contractor to reimburse monies paid (based on the identified portion of unacceptable work received) and may seek associated damages.

### **SEC. 3.16 LIQUIDATED DAMAGES**

The State will include liquidated damages in this contract to assure its timely completion. The total amount of actual damages will be difficult to determine. For the purposes of this contract, the State has set the rate of liquidated damages at \$150 per day. This amount is based on a reasonable estimate of the costs associated with delays, including administrative expenses, additional oversight, and potential impacts on project scheduling. The rate reflects a fair compensation proportionate to the estimated contract value, avoiding any punitive measures. If the contractor is in breach of contract, resulting in actual damages to the State, the State will collect liquidated damages for compensation.

### **SEC. 3.17 CONTRACT CHANGES - UNANTICIPATED AMENDMENTS**

During the course of this contract, the contractor may be required to perform additional work. That work will be within the general scope of the initial contract. When additional work is required, the project director will provide the contractor a written description of the additional work and request the contractor to submit a firm time schedule for accomplishing the additional work and a firm price for the additional work. Cost and pricing data must be provided to justify the cost of such amendments per AS 36.30.400.

The contractor will not commence additional work until the procurement officer has secured any required state approvals necessary for the amendment and issued a written contract amendment, approved by the Commissioner of DOT&PF or the Commissioner's designee.

### **SEC. 3.18 NONDISCLOSURE AND CONFIDENTIALITY**

Contractor agrees that all confidential information shall be used only for purposes of providing the deliverables and performing the services specified herein and shall not disseminate or allow dissemination of confidential information except as provided for in this section. The contractor shall hold as confidential and will use reasonable care (including both facility physical security and electronic security) to prevent unauthorized access by, storage, disclosure, publication, dissemination to and/or use by third parties of, the confidential information. “Reasonable care” means compliance by the contractor with all applicable federal and state law, including the Social Security Act and HIPAA. The contractor must promptly notify the state in writing if it becomes aware of any storage, disclosure, loss, unauthorized access to or use of the confidential information.

Confidential information, as used herein, means any data, files, software, information or materials (whether prepared by the state or its agents or advisors) in oral, electronic, tangible or intangible form and however stored, compiled or memorialized that is classified confidential as defined by State of Alaska classification and categorization guidelines provided by the state to the contractor or a contractor agent or otherwise made available to the contractor or a contractor agent in connection with this contract, or acquired, obtained or learned by the contractor or a contractor agent in the performance of this contract. Examples of confidential information include, but are not limited to: technology infrastructure, architecture, financial data, trade secrets, equipment specifications, user lists, passwords, research data, and technology data (infrastructure, architecture, operating systems, security tools, IP addresses, etc).

If confidential information is requested to be disclosed by the contractor pursuant to a request received by a third party and such disclosure of the confidential information is required under applicable state or federal law, regulation, governmental or regulatory authority, the contractor may disclose the confidential

information after providing the state with written notice of the requested disclosure ( to the extent such notice to the state is permitted by applicable law) and giving the state opportunity to review the request. If the contractor receives no objection from the state, it may release the confidential information within 30 days. Notice of the requested disclosure of confidential information by the contractor must be provided to the state within a reasonable time after the contractor’s receipt of notice of the requested disclosure and, upon request of the state, shall seek to obtain legal protection from the release of the confidential information.

The following information shall not be considered confidential information: information previously known to be public information when received from the other party; information freely available to the general public; information which now is or hereafter becomes publicly known by other than a breach of confidentiality hereof; or information which is disclosed by a party pursuant to subpoena or other legal process and which as a result becomes lawfully obtainable by the general public.

### **SEC. 3.19 INDEMNIFICATION**

The contractor shall indemnify, hold harmless, and defend the contracting agency from and against any claim of, or liability for error, omission, or negligent act 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 and the following 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.

### **SEC. 3.20 INSURANCE REQUIREMENTS**

Without limiting contractor's indemnification, it is agreed that contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement 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 state shall be entitled to coverage to the extent of such higher limits.

Certificates of Insurance must be furnished to the Procurement Officer prior to beginning work and must provide for a notice of cancellation, non-renewal, or material change of conditions in accordance with policy provisions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this contract and shall be grounds for termination of the contractor's services. All insurance policies shall comply with and be issued by insurers licensed to transact the business of insurance under AS 21.

**Workers' Compensation Insurance:** The contractor shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS 23.30.045, and where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. The policy must waive subrogation against the State.

**Commercial General Liability Insurance:** covering all business premises and operations used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per claim.

**Commercial Automobile Liability Insurance:** covering all vehicles used by the contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per claim.

**Professional Liability Insurance:** covering all errors, omissions, or negligent acts in the performance of professional services under this agreement. Limits required per the following schedule:

<b>Contract Amount</b>	<b>Minimum Required Limits</b>
Under \$100,000	\$300,000 per Claim/Annual Aggregate
\$100,000-\$499,000	\$500,000 per Claim/Annual Aggregate
\$500,000-\$999,999	\$1,000,000 per Claim/Annual Aggregate
\$1,000,000 or over	Refer to Risk Management

### **SEC. 3.21 TERMINATION FOR DEFAULT**

- a. If the Project Director or Procurement Officer determines that the contractor has refused to perform the work or has failed to perform the work with such diligence as to ensure its timely and accurate completion, the state may, by providing written notice to the contractor, terminate the contractor's right to proceed with part or all the remaining work.
- b. The Procurement Officer may also, by written notice, terminate this contract under Administrative Order 352 if the contractor supports or participates in a boycott of the State of Israel.

This clause does not restrict the state's termination rights under the contract provisions of Appendix A, attached in **SECTION 7. ATTACHMENTS**.

## SECTION 4. PROPOSAL FORMAT AND CONTENT

### SEC. 4.01 RFP SUBMITTAL FORMS

This RFP contains Submittal Forms, which must be completed by the offeror and submitted as part of their proposal. An electronic copy of the forms is posted along with this RFP.

Unless otherwise specified in this RFP, the Submittal Forms shall be the offeror’s entire proposal. Do not include any marketing information in the proposal.

**Any proposal that does not follow these requirements may be deemed non-responsive.**

### SEC. 4.02 SPECIAL FORMATTING REQUIREMENTS

The offeror must ensure that their proposal meets all special formatting requirements identified in this section.

**Documents and Text:** All attachment documents must be written in the English language, be single sided, and be single spaced with a minimum font size of 10. Pictures or graphics may be used if the offeror feels it is necessary to communicate their information, however, be aware of the below requirements for page limits.

**Page Limits:** Some Submittal Forms listed below have maximum page limit requirements. Offerors must not exceed the maximum page limits. Note, the page limit applies to the front side of a page only (for example, ‘1 Page’ implies that the offeror can only provide a response on one side of a piece of paper). Any pages exceeding the maximum page limit will be discarded and will not be included in the evaluations (for example, the maximum page limit is 3 pages, but the Offeror submits 5 pages for that submittal form. Only pages 1-3 will be evaluated. Pages 4 and 5 would be discarded by the Procurement Officer before sending to the proposal evaluation committee for evaluation.).

Submittal Form	Maximum Page Limits
Submittal Form A – Offeror Information and Certifications	
<b>Submittal Form B – Experience and Qualifications</b>	<b>6</b>
<b>Submittal Form C – Understanding of the Project</b>	<b>6</b>
<b>Submittal Form D – Methodology Used for the Project</b>	<b>6</b>
<b>Submittal Form E – Management Plan for the Project</b>	<b>6</b>
Submittal Form F – Subcontractors	
Submittal Form G – Cost Proposal	

Any Submittal Form submitted as part of a proposal that is not compliant with the instructions above may be a basis for finding the proposal non-responsive and thus rejected.

### SEC. 4.03 OFFEROR INFORMATION AND CERTIFICATIONS (SUBMITTAL FORM A)

The offeror must complete and submit this Submittal Form. The form must be signed by an individual authorized to bind the offeror to the provisions of the RFP.

By signature on the form, the offeror certifies they comply with the following:

- a) the laws of the State of Alaska;
- b) the applicable portion of the Federal Civil Rights Act of 1964;
- c) the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
- d) the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
- e) all terms and conditions set out in this RFP;
- f) a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury; and
- g) that the offers will remain open and valid for at least 90 days.

If any offeror fails to comply with [a] through [g] of this paragraph, the state reserves the right to disregard the proposal, terminate the contract, or consider the contractor in default.

The Submittal Form also requests the following information:

- a) The complete name and address of offeror's firm along with the offeror's Tax ID.
- b) Information on the person the state should contact regarding the proposal.
- c) Names of critical team members/personnel.
- d) Addenda acknowledgement.
- e) Conflict of interest statement.

Federal Requirements. An offeror's failure to address/respond/include these items may cause the proposal to be determined to be non-responsive and the proposal may be rejected.

#### **SEC. 4.04 EXPERIENCE AND QUALIFICATIONS (SUBMITTAL FORM B)**

Offerors must provide an organizational chart specific to the personnel assigned to accomplish the work called for in this RFP; illustrate the lines of authority; designate the individual responsible and accountable for the completion of each component and deliverable of the RFP.

Offerors must provide a narrative description of the organization of the project team and a personnel roster that identifies each person who will actually work on the contract and provide the following information about each person listed:

- title,
- resume,
- location(s) where work will be performed

Offerors must provide a minimum of five (5) reference names and phone numbers for similar projects the offeror's firm has completed.



The Offeror shall not disclose their costs in this Submittal Form. Submission forms shall not exceed the page limit (as described in Section 4.02).

**Offerors must provide resumes for those personnel with names and title that will be assigned to complete the project as a separate attachment to Submittal Form B. Resumes must not exceed one (1) page in length.**

Resumes included do not count against the 6-page limit for this evaluated criteria submittal.

#### **SEC. 4.05 UNDERSTANDING OF THE PROJECT (SUBMITTAL FORM C)**

Offerors must provide comprehensive narrative statements that illustrate their understanding of the requirements of the project and the project schedule.

The offeror shall not disclose their costs in this Submittal Form. Submission forms shall not exceed the page limit (as described in Section 4.02).

#### **SEC. 4.06 METHODOLOGY USED FOR THE PROJECT (SUBMITTAL FORM D)**

Offerors must provide comprehensive narrative statements that set out the methodology they intend to employ and illustrate how the methodology will serve to accomplish the work and meet the state's project schedule.

The offeror shall not disclose their costs in this Submittal Form. Submission forms shall not exceed the page limit (as described in Section 4.02).

#### **SEC. 4.07 MANAGEMENT PLAN FOR THE PROJECT (SUBMITTAL FORM E)**

Offerors must provide comprehensive narrative statements that set out the management plan they intend to follow and illustrate how the plan will serve to accomplish the work and meet the state's project schedule.

The offeror shall not disclose their costs in this Submittal Form. Submission forms shall not exceed the page limit (as described in Section 4.02).

#### **SEC. 4.08 SUBCONTRACTORS (SUBMITTAL FORM F)**

If using subcontractors, the offeror must complete and submit this Submittal Form.

#### **SEC. 4.09 COST PROPOSAL (SUBMITTAL FORM G)**

Offerors must complete and submit this Submittal Form. Proposed costs must all direct and indirect costs associated with the performance of the contract, including, but not limited to, total number of hours at various hourly rates, direct expenses, payroll, supplies, overhead assigned to each person working on the project, percentage of each person's time devoted to the project, and profit. The costs identified on the cost proposal are the total amount of costs to be paid by the state. No additional charges shall be allowed.

## SECTION 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION

### SEC. 5.01 SUMMARY OF EVALUATION PROCESS

The state will use the following steps to evaluate and prioritize proposals:

- 1) Proposals will be assessed for overall responsiveness. Proposals deemed non-responsive will be eliminated from further consideration.
- 2) A proposal evaluation committee (PEC), made up of at least three state employees or public officials, will evaluate the technical portion of all responsive proposals.
- 3) The Submittal Forms, from each responsive proposal, will be sent to the PEC. No cost information will be shared or provided to the PEC.
- 4) The PEC will independently evaluate and score the documents based on the degree to which they meet the stated evaluation criteria.
- 5) After independent scoring, the PEC will have a meeting, chaired by the Procurement Officer, where the PEC may have a group discussion prior to finalizing their scores.
- 6) The evaluators will submit their final individual scores to the Procurement Officer, who will then compile the scores and calculate awarded points as set out in Section 5.03.
- 7) The Procurement Officer will calculate scores for cost proposals as set out in Section 5.08 and add those scores to the awarded points along with factoring in any Alaska preferences.
- 8) The Procurement Officer may ask for best and final offers from offerors susceptible for award and revise the cost scores accordingly.
- 9) The state will then conduct any necessary negotiations with the highest scoring offeror and award a contract if the negotiations are successful.

### SEC. 5.02 EVALUATION CRITERIA

Proposals will be evaluated based on their overall value to state, considering both cost and non-cost factors as described below. Note: An evaluation may not be based on discrimination due to the race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, disability, or political affiliation of the offeror.

Overall Criteria	Weight
Responsiveness	Pass/Fail

Qualifications Criteria		Weight
Experience and Qualifications	(Submittal Form B)	125
Understanding of the Project	(Submittal Form C)	150
Methodology Used for the Project	(Submittal Form D)	250
Management Plan for the Project	(Submittal Form E)	75
	Total	600

Cost Criteria		Weight
Cost Proposal	(Submittal Form F)	400
	Total	400

**TOTAL EVALUATION POINTS AVAILABLE: 1000**

**SEC. 5.03 SCORING METHOD AND CALCULATION**

Each Proposal Evaluation Committee (PEC) member will individually evaluate and score each responsive proposal using the criteria set out in Sections 5.04 through 5.07 and assign a single score of 1 through 10, with 10 representing the highest score and 1 representing the lowest score. Using only whole numbers, PEC members should start with a score of 5 on each section. The score may either increase or decrease depending on the offeror’s response to each question for that section. As an example, if the Offeror provided responses over and above the evaluation questions in a section, they would receive a higher score. However, if the Offeror’s response fails to address all questions of a section or demonstrates some lack of understanding or competency as it relates to a question for that section, the Offeror would then receive a lower score.

After the PEC has scored, the scores for each section will be totaled and the following formula will be used to calculate the total amount of points awarded for each section:

$$\frac{\text{Offeror Total Score}}{\text{Highest Total Score Possible}} \times \text{Max Points} = \text{Points Awarded}$$

**Example (Max Points for the Section = 100):**

	PEC Member 1 Score	PEC Member 2 Score	PEC Member 3 Score	PEC Member 4 Score	Combined Total Score	Points Awarded
<b>Offeror 1</b>	10	5	5	10	30	75
<b>Offeror 2</b>	5	5	5	5	20	50
<b>Offeror 3</b>	10	10	10	10	40	100

**Offeror 1** was awarded 75 points:

$$\frac{\text{Offeror Total Score (30)}}{\text{Highest Total Score Possible (40)}} \times \text{Max Points (100)} = \text{Points Awarded (75)}$$

**Offeror 2** was awarded 50 points:

$$\frac{\text{Offeror Total Score (20)}}{\text{Highest Total Score Possible (40)}} \times \text{Max Points (100)} = \text{Points Awarded (50)}$$

Highest Total Score Possible (40)

**Offeror 3** was awarded 100 points:

Offeror Total Score (40)

$$\frac{\text{Offeror Total Score (40)}}{\text{Highest Total Score Possible (40)}} \times \text{Max Points (100)} = \text{Points Awarded (100)}$$

## **SEC. 5.04 EXPERIENCE AND QUALIFICATIONS (125 POINTS)**

**Proposals will be evaluated against the questions set out below:**

### **1) Questions regarding the personnel:**

- a) Do the individuals assigned to the project have experience on similar projects?
- b) Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the project requires?
- c) How extensive is the applicable education and experience of the personnel designated to work on the project?

### **2) Questions regarding the firm and subcontractor (if used):**

- a) How well has the firm demonstrated experience in completing similar projects on time and within budget?
- b) How successful is the general history of the firm regarding timely and successful completion of projects?
- c) Has the firm provided letters of reference from previous clients?
- d) If a subcontractor will perform work on the contract, how well do they measure up to the evaluation used for the offeror?

## **SEC. 5.05 UNDERSTANDING OF THE PROJECT (150 POINTS)**

**Proposals will be evaluated against the questions set out below:**

- 1) How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?
- 2) How well has the offeror identified pertinent issues and potential problems related to the project?
- 3) To what degree has the offeror demonstrated an understanding of the deliverables the state expects it to provide?
- 4) Has the offeror demonstrated an understanding of the state's time schedule and can meet it?

## **SEC. 5.06 METHODOLOGY USED FOR THE PROJECT (250 POINTS)**

**Proposals will be evaluated against the questions set out below:**

- 1) How comprehensive is the methodology and does it depict a logical approach to fulfilling the requirements of the RFP?
- 2) How well does the methodology match and achieve the objectives set out in the RFP?
- 3) Does the methodology interface with the time schedule in the RFP?

## **SEC. 5.07 MANAGEMENT PLAN FOR THE PROJECT (75 POINTS)**

**Proposals will be evaluated against the questions set out below:**

- 1) How well does the management plan support all of the project requirements and logically lead to the deliverables required in the RFP?
- 2) How well is accountability completely and clearly defined?
- 3) Is the organization of the project team clear?
- 4) How well does the management plan illustrate the lines of authority and communication?
- 5) To what extent does the offeror already have the hardware, software, equipment, and licenses necessary to perform the contract?
- 6) Does it appear that the offeror can meet the schedule set out in the RFP?
- 7) Has the offeror gone beyond the minimum tasks necessary to meet the objectives of the RFP?
- 8) To what degree is the proposal practical and feasible?
- 9) To what extent has the offeror identified potential problems?

## **SEC. 5.08 CONTRACT COST (COST PROPOSAL) (400 POINTS)**

Overall, a minimum of 40 % of the total evaluation points will be assigned to cost. After the Procurement Officer applies any applicable preferences, the offeror with the lowest total cost will receive the maximum number of points allocated to cost per 2 AAC 12.260(c). The point allocations for cost on the other proposals will be determined using the following formula:

$$[(\text{Price of Lowest Cost Proposal}) \times (\text{Maximum Points for Cost})] \div (\text{Cost of Each Higher Priced Proposal})$$

### **Example (Max Points for Contract Cost = 400):**

#### **Step 1**

List all proposal prices.

Offeror #1	\$40,000
Offeror #2	\$42,750
Offeror #3	\$47,500

#### **Step 2**

In this example, the RFP allotted 40% of the available 1,000 points to cost. This means that the lowest cost will receive the maximum number of points.

**Offeror #1 receives 400 points.**

The reason they receive that amount is because the lowest cost proposal, in this case \$40,000, receives the maximum number of points allocated to cost, 400 points.

**Offeror #2 receives 374.3 points.**

$\$40,000 \text{ lowest cost} \times 400 \text{ maximum points for cost} = 16,000,000 \div \$42,750 \text{ cost of Offeror \#2's proposal}$   
 $= 374.3$

**Offeror #3 receives 336.8 points.**

$\$40,000 \text{ lowest cost} \times 400 \text{ maximum points for cost} = 16,000,000 \div \$47,500 \text{ cost of Offeror \#3's proposal}$   
 $= 336.8$

**SECTION 6. GENERAL PROCESS AND LEGAL INFORMATION****SEC. 6.01 INFORMAL DEBRIEFING**

When the contract is completed, an informal debriefing may be performed at the discretion of the project director or procurement officer. If performed, the scope of the debriefing will be limited to the work performed by the contractor.

**SEC. 6.02 ALASKA BUSINESS LICENSE AND OTHER REQUIRED LICENSES**

Prior to the award of a contract, an offeror must hold a valid Alaska business license. Offerors should contact the **Department of Commerce, Community and Economic Development, Division of Corporations, Business, and Professional Licensing, PO Box 110806, Juneau, Alaska 99811-0806** for information on these licenses. Acceptable evidence that the offeror possesses a valid Alaska business license may consist of any one of the following:

- copy of an Alaska business license;
- certification on the proposal that the offeror has a valid Alaska business license and has included the license number in the proposal;
- a canceled check for the Alaska business license fee;
- a copy of the Alaska business license application with a receipt stamp from the state's occupational licensing office; or
- a sworn and notarized statement that the offeror has applied and paid for the Alaska business license.

You are not required to hold a valid Alaska business license at the time proposals are opened if you possess one of the following licenses and are offering services or supplies under that specific line of business:

- fisheries business licenses issued by Alaska Department of Revenue or Alaska Department of Fish and Game,
- liquor licenses issued by Alaska Department of Revenue for alcohol sales only,
- insurance licenses issued by Alaska Department of Commerce, Community and Economic Development, Division of Insurance, or

- Mining licenses issued by Alaska Department of Revenue.

Prior the deadline for receipt of proposals, all offerors must hold any other necessary applicable professional licenses required by Alaska Statute.

### **SEC. 6.03 SITE INSPECTION**

The state may conduct on-site visits to evaluate the offeror's capacity to perform the contract. An offeror must agree, at risk of being found non-responsive and having its proposal rejected, to provide the state reasonable access to relevant portions of its work sites. Individuals designated by the Procurement Officer at the state's expense will make site inspection.

### **SEC. 6.04 CLARIFICATION OF OFFERS**

In order to determine if a proposal is reasonably susceptible for award, communications by the Procurement Officer or the proposal evaluation committee (PEC) are permitted with an offeror to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Clarifications may not result in a material or substantive change to the proposal. The evaluation by the Procurement Officer or the PEC may be adjusted as a result of a clarification under this section.

### **SEC. 6.05 DISCUSSIONS WITH OFFERORS**

The state may conduct discussions with offerors in accordance with AS 36.30.240 and 2 AAC 12.290. The purpose of these discussions will be to ensure full understanding of the requirements of the RFP and proposal. Discussions will be limited to specific sections of the RFP or proposal identified by the Procurement Officer. Discussions will only be held with offerors who have submitted a proposal deemed reasonably susceptible for award by the Procurement Officer. Discussions, if held, will be after initial evaluation of proposals by the Procurement Officer or the PEC. If modifications are made as a result of these discussions, they will be put in writing. Following discussions, the Procurement Officer may set a time for best and final proposal submissions from those offerors with whom discussions were held. Proposals may be reevaluated after receipt of best and final proposal submissions.

If an offeror does not submit a best and final proposal or a notice of withdrawal, the offeror's immediate previous proposal is considered the offeror's best and final proposal.

Offerors with a disability needing accommodation should contact the Procurement Officer prior to the date set for discussions so that reasonable accommodation can be made. Any oral modification of a proposal must be reduced to writing by the offeror.

### **SEC. 6.06 EVALUATION OF PROPOSALS**

The Procurement Officer, or an evaluation committee made up of at least three state employees or public officials, will evaluate proposals. The evaluation will be based solely on the evaluation factors set out in **SECTION 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION.**

After receipt of proposals, if there is a need for any substantial clarification or material change in the RFP, an amendment will be issued. The amendment will incorporate the clarification or change, and a new date and time established for new or amended proposals. Evaluations may be adjusted as a result of receiving new or amended proposals.

## **SEC. 6.07 CONTRACT NEGOTIATION**

After final evaluation, the Procurement Officer may negotiate with the offeror of the highest-ranked proposal. Negotiations, if held, shall be within the scope of the request for proposals and limited to those items which would not have an effect on the ranking of proposals. If the highest-ranked offeror fails to provide necessary information for negotiations in a timely manner, or fails to negotiate in good faith, the state may terminate negotiations and negotiate with the offeror of the next highest-ranked proposal. If contract negotiations are commenced, they will be conducted virtually via Microsoft Teams.

## **SEC. 6.08 FAILURE TO NEGOTIATE**

If the selected offeror

- fails to provide the information required to begin negotiations in a timely manner; or
- fails to negotiate in good faith; or
- indicates they cannot perform the contract within the budgeted funds available for the project; or
- if the offeror and the state, after a good faith effort, simply cannot come to terms,

the state may terminate negotiations with the offeror initially selected and commence negotiations with the next highest ranked offeror.

## **SEC. 6.09 OFFEROR NOTIFICATION OF SELECTION**

After the completion of contract negotiation, the Procurement Officer will issue a written Notice of Intent to Award and send copies of that notice to all offerors who submitted proposals. The notice will set out the names of all offerors and identify the offeror selected for award.

## **SEC. 6.10 PROTEST**

AS 36.30.560 provides that an interested party may protest the content of the RFP.

An interested party is defined in 2 AAC 12.990(a) (7) as "an actual or prospective bidder or offeror whose economic interest might be affected substantially and directly by the issuance of a contract solicitation, the award of a contract, or the failure to award a contract."

If an interested party wishes to protest the content of a solicitation, the protest must be received, in writing, by the Procurement Officer at least ten days prior to the deadline for receipt of proposals.

AS 36.30.560 also provides that an interested party may protest the award of a contract or the proposed award of a contract.

If an offeror wishes to protest the award of a contract or the proposed award of a contract, the protest must be received, in writing, by the Procurement Officer within ten days after the date the Notice of Intent to Award the contract is issued.

A protester must have submitted a proposal in order to have sufficient standing to protest the proposed award of a contract. Protests must include the following information:

- the name, address, and telephone number of the protester;



- the signature of the protester or the protester's representative;
- identification of the contracting agency and the solicitation or contract at issue;
- a detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and the form of relief requested.

Protests filed by telex or telegram are not acceptable because they do not contain a signature. Fax copies containing a signature are acceptable.

The Procurement Officer will issue a written response to the protest. The response will set out the Procurement Officer's decision and contain the basis of the decision within the statutory time limit in AS 36.30.580. A copy of the decision will be furnished to the protester by certified mail, fax or another method that provides evidence of receipt.

All offerors will be notified of any protest. The review of protests, decisions of the Procurement Officer, appeals, and hearings, will be conducted in accordance with the State Procurement Code (AS 36.30), Article 8 "Legal and Contractual Remedies."

## **SEC. 6.11 STANDARD CONTRACT PROVISIONS**

The contractor will be required to sign the state's Standard Agreement Form for Professional Services Contracts (form SAF.DOC/Appendix A). This form is attached with the RFP for your review. The contractor must comply with the contract provisions set out in this attachment. No alteration of these provisions will be permitted, The State reserves the right to reject a proposal that is non-compliant or takes exception with the contract terms and conditions stated in the Agreement.

## **SEC. 6.12 QUALIFIED OFFERORS**

Per 2 AAC 12.875, unless provided for otherwise in the RFP, to qualify as an offeror for award of a contract issued under AS 36.30, the offeror must:

- 1) Add value in the contract by actually performing, controlling, managing, or supervising the services to be provided; or
- 2) Be in the business of selling and have actually sold on a regular basis the supplies that are the subject of the RFP.

If the offeror leases services or supplies or acts as a broker or agency in providing the services or supplies in order to meet these requirements, the Procurement Officer may not accept the offeror as a qualified offeror under AS 36.30.

## **SEC. 6.13 PROPOSAL AS PART OF THE CONTRACT**

Part of or all of this RFP and the successful proposal may be incorporated into the contract.

## **SEC. 6.14 ADDITIONAL TERMS AND CONDITIONS**

The State reserves the right to add terms and conditions during contract negotiations. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluations.

## **SEC. 6.15 HUMAN TRAFFICKING**

By signature on their proposal, the offeror certifies that the offeror is not established and headquartered or incorporated and headquartered in a country recognized as Tier 3 in the most recent United States Department of State’s Trafficking in Persons Report.

The most recent United States Department of State’s Trafficking in Persons Report can be found at the following website: <https://www.state.gov/trafficking-in-persons-report/>

Failure to comply with this requirement will cause the state to reject the proposal as non-responsive or cancel the contract.

## **SEC. 6.16 RIGHT OF REJECTION**

Offerors must comply with all of the terms of the RFP, the State Procurement Code (AS 36.30), and all applicable local, state, and federal laws, codes, and regulations. The Procurement Officer may reject any proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of the RFP.

Offerors may not qualify the proposal nor restrict the rights of the state. If an offeror does so, the Procurement Officer may determine the proposal to be a non-responsive counteroffer and the proposal may be rejected.

Minor informalities that:

- do not affect responsiveness;
- are merely a matter of form or format;
- do not change the relative standing or otherwise prejudice other offers;
- do not change the meaning or scope of the RFP;
- are trivial, negligible, or immaterial in nature;
- do not reflect a material change in the work; or
- do not constitute a substantial reservation against a requirement or provision;

may be waived by the Procurement Officer.

The State reserves the right to refrain from making an award if it determines that it is not in the best interest of the State.

**A proposal from a debarred or suspended offeror shall be rejected.**

## **SEC. 6.17 STATE NOT RESPONSIBLE FOR PREPARATION COSTS**

The state will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any proposal.

## **SEC. 6.18 DISCLOSURE OF PROPOSAL CONTENTS**

All proposals and other material submitted become the property of the State of Alaska and may be returned only at the state's option. AS 40.25.110 requires public records to be open to reasonable inspection. All proposal information, including detailed price and cost information, will be held in confidence during the

evaluation process and prior to the time a Notice of Intent to Award is issued. Thereafter, proposals will become public information.

The Office of Procurement and Property Management (OPPM), or their designee recognizes that some information an offeror submits might be confidential under the United States or the State of Alaska Constitution, a federal statute or regulation, or a State of Alaska statute: i.e., might be confidential business information (CBI). *See, e.g.*, article 1, section 1 of the Alaska Constitution; AS 45.50.910 – 45.50.945 (the Alaska Uniform Trade Secrets Act); *DNR v. Arctic Slope Regional Corp.*, 834 P.2d 134, 137-39 (Alaska 1991). For OPPM or their designee to treat information an offeror submits with its proposal as CBI, the offeror must do the following when submitting their proposal: (1) mark the specific information it asserts is CBI; and (2) for each discrete set of such information, identify, in writing, each authority the offeror asserts make the information CBI. If the offeror does not do these things, the information will become public after the Notice of Intent to Award is issued. If the offeror does these things, OPPM or their designee will evaluate the offeror’s assertion upon receiving a request for the information. If OPPM or their designee reject the assertion, they will, to the extent permitted by federal and State of Alaska law, undertake reasonable measures to give the offeror an opportunity to object to the disclosure of the information.

### **SEC. 6.19 ASSIGNMENT**

Per 2 AAC 12.480, the contractor may not transfer or assign any portion of the contract without prior written approval from the Procurement Officer.

### **SEC. 6.20 FORCE MAJEURE (IMPOSSIBILITY TO PERFORM)**

The parties to a contract resulting from this RFP are not liable for the consequences of any failure to perform, or default in performing, any of its obligations under the contract, if that failure or default is caused by any unforeseeable Force Majeure, beyond the control of, and without the fault or negligence of, the respective party.

For the purposes of this RFP, Force Majeure will mean war (whether declared or not); revolution; invasion; insurrection; riot; civil commotion; sabotage; military or usurped power; lightning; explosion; fire; storm; drought; flood; earthquake; epidemic; quarantine; strikes; acts or restraints of governmental authorities affecting the project or directly or indirectly prohibiting or restricting the furnishing or use of materials or labor required; inability to secure materials, machinery, equipment or labor because of priority, allocation or other regulations of any governmental authorities.

### **SEC. 6.21 DISPUTES**

A contract resulting from this RFP is governed by the laws of the State of Alaska. If the contractor has a claim arising in connection with the agreement that it cannot resolve with the State by mutual agreement, it shall pursue the claim, if at all, in accordance with the provisions of AS 36.30.620 – AS 36.30.632. To the extent not otherwise governed by the preceding, the claim shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

### **SEC. 6.22 SEVERABILITY**

If any provision of the contract or agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and the rights and obligations

of the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.

## **SEC. 6.23 SUPPLEMENTAL TERMS AND CONDITIONS**

Proposals must comply with Section 6.16 Right of Rejection. However, if the state fails to identify or detect supplemental terms or conditions that conflict with those contained in this RFP or that diminish the state's rights under any contract resulting from the RFP, the term(s) or condition(s) will be considered null and void. After award of contract:

If conflict arises between a supplemental term or condition included in the proposal and a term or condition of the RFP, the term or condition of the RFP will prevail; and

If the state's rights would be diminished as a result of application of a supplemental term or condition included in the proposal, the supplemental term or condition will be considered null and void.

## **SEC. 6.24 SOLICITATION ADVERTISING**

Public notice has been provided in accordance with 2 AAC 12.220.

## **SEC. 6.25 FEDERALLY IMPOSED TARIFFS**

Changes in price (increase or decrease) resulting directly from a new or updated federal tariff, excise tax, or duty, imposed after contract award may be adjusted during the contract period or before delivery into the United States via contract amendment.

- **Notification of Changes:** The contractor must promptly notify the Procurement Officer in writing of any new, increased, or decreased federal excise tax or duty that may result in either an increase or decrease in the contact price and shall take appropriate action as directed by the Procurement Officer.
- **After-imposed or Increased Taxes and Duties:** Any federal excise tax or duty for goods or services covered by this contract that was exempted or excluded on the contract award date but later imposed on the contractor during the contract period, as the result of legislative, judicial, or administrative action may result in a price increase provided:
  - a) The tax or duty takes effect after the contract award date and isn't otherwise addressed by the contract.
  - b) The contractor warrants, in writing, that no amount of the newly imposed federal excise tax or duty or rate increase was included in the contract price, as a contingency or otherwise.
- **After-relieved or Decreased Taxes and Duties:** The contract price shall be decreased by the amount of any decrease in federal excise tax or duty for goods or services under the contract, except social security or other employment taxes, that the contractor is required to pay or bear, or does not obtain a refund of, through the contractor's fault, negligence, or failure to follow instructions of the Procurement Officer.
- **State's Ability to Make Changes:** The state reserves the right to request verification of federal excise tax or duty amounts on goods or services covered by this contract and increase or decrease the contract price accordingly.

- **Price Change Threshold:** No adjustment shall be made in the contract price under this clause unless the amount of the adjustment exceeds \$250.

## **SECTION 7. ATTACHMENTS**

### **SEC. 7.01 ATTACHMENTS**

1) Proposal Evaluation Form

**Note: Attachments 2-8, Submittal Forms A-G are also provided electronically with the RFP posting.**

**2) Submittal Form A. Offeror Information and Certifications**

**3) Submittal Form B. Experience and Qualifications**

**4) Submittal Form C. Understanding of the Project**

**5) Submittal Form D. Methodology Used for the Project**

**6) Submittal Form E. Management Plan for the Project**

**7) Submittal Form F. Subcontractors**

**8) Submittal Form G. Cost Proposal**

9) Standard Contract Form & Appendix A

10) Appendix B2 Indemnity and Insurance

11) Notice of Intent to Award (NOIA)

12) Federal Aviation Administration (FAA) Federal Air Contract Provisions

# ATTACHMENT #1 PROPOSAL EVALUATION FORM

All proposals will be reviewed for responsiveness and then evaluated using the criteria set out herein.

Offeror Name: \_\_\_\_\_  
 Evaluator Name: \_\_\_\_\_  
 Date of Review: \_\_\_\_\_  
 RFP Number: 2525H054

## EVALUATION CRITERIA AND SCORING

THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS 1000

### 5.04 Experience and Qualifications—125 Points

Proposals will be evaluated against the questions set out below:

#### 1) Questions regarding the personnel:

- a) Do the individuals assigned to the project have experience on similar projects?

NOTES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- b) Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the project requires?

NOTES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- c) How extensive is the applicable education and experience of the personnel designated to work on the project?

NOTES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

#### 2) Questions regarding the firm and subcontractors (if included)

- a) How well has the firm demonstrated experience in completing similar projects on time and within budget?

NOTES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

b) How successful is the general history of the firm regarding timely and successful completion of projects?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c) Has the firm provided letters of reference from previous clients?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d) If a subcontractor will perform work on the contract, how well do they measure up to the evaluation used for the offeror?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EVALUATOR'S POINT TOTAL FOR EVALUATED SECTION 5.04:** \_\_\_\_\_



**5.05 Understanding of the Project—150 Points**

**Proposals will be evaluated against the questions set out below.**

- 1) How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 2) How well has the offeror identified pertinent issues and potential problems related to the project?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 3) To what degree has the offeror demonstrated an understanding of the deliverables the state expects it to provide?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 4) Has the offeror demonstrated an understanding of the state's time schedule and can meet it?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EVALUATOR'S POINT TOTAL FOR EVALUATED SECTION 5.05: \_\_\_\_\_**

**5.06 Methodology Uses for the Project—250 Points**

**Proposals will be evaluated against the questions set out below:**

- 1) How comprehensive is the methodology and does it depict a logical approach to fulfilling the requirements of the RFP?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 2) How well does the methodology match and achieve the objectives set out in the RFP?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 3) Does the methodology interface with the time schedule in the RFP?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EVALUATOR'S POINT TOTAL FOR EVALUATED SECTION 5.06:** \_\_\_\_\_

**5.07 Management Plan for the Project—75 Points**

**Proposals will be evaluated against the questions set out below:**

- 1) How well does the management plan support all of the project requirements and logically lead to the deliverables required in the RFP? To what degree is the proposal practical and feasible?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 2) How well is accountability completely and clearly defined?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 3) Is the organization of the project team clear?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 4) How well does the management plan illustrate the lines of authority and communication?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 5) To what extent does the offeror already have the hardware, software, equipment, and licenses necessary to perform the contract?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 6) Does it appear that the offeror can meet the schedule set out in the RFP?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 7) Has the offeror gone beyond the minimum tasks necessary to meet the objectives of the RFP?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8) To what degree is the proposal practical and feasible?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9) To what extent has the offeror identified potential problems?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EVALUATOR'S POINT TOTAL FOR EVALUATED SECTION 5.07:** \_\_\_\_\_

**5.08 Contract Cost — 400 Points**

Overall, a minimum of 40 percent of the total evaluation points will be assigned to cost.

**Converting Cost to Points**

The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set out in SECTION 5.08.

# SUBMITTAL FORM A – Offeror Information

Revised March 13, 2024

## PROJECT INFORMATION

RFP NUMBER: 2525H054

Sustainable Aviation Fuel Biomass Feedstock Assessment For Ted Stevens

PROJECT NAME: Anchorage International Airport -Federally Funded

## OFFEROR INFORMATION

Company Name: \_\_\_\_\_

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

Tax ID: \_\_\_\_\_

Alaska Business

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

## CONTACT INFORMATION

Provide contact information for the individual that can be contacted for clarification regarding this proposal:

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

## CRITICAL TEAM MEMBERS

Provide the names of all critical team members that will be assigned to this contract. Note: These individuals cannot be removed or replaced from this project, or their positions, unless approved in writing the project director or procurement officer.

Name of Position 1 \_\_\_\_\_

Name of Position 2 \_\_\_\_\_

Name of Position 3 \_\_\_\_\_

Name of Position 4 \_\_\_\_\_

## ADDENDA ACKNOWLEDGEMENT

The offeror acknowledges receipt of the following amendments and has incorporated the requirements of such amendments into their proposal. Failure to identify and sign for all amendments may subject the offeror to disqualification. The offeror must list all amendments (by number), then initial and date to confirm that you have received and incorporated them into your proposal (add more rows as necessary).

Number	Initials & Date

Number	Initials & Date

Number	Initials & Date

## CERTIFICATIONS

Sustainable Aviation Fuel Biomass Feedstock Assessment For  
Ted Stevens Anchorage International Airport -Federally Funded

No	Criteria	Response*
1	The offeror is presently engaged in the business of providing the services & work required in this RFP.	True   False
2	The offeror confirms that it has the financial strength to perform and maintain the services required under this RFP.	True   False
3	The offeror accepts the terms and conditions set out in the RFP and agrees not to restrict the rights of the state.	True   False
4	The offeror confirms that they can obtain and maintain all necessary insurance as required on this project.	True   False
5	The offeror certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States.	True   False
6	The offeror is not established and headquartered or incorporated and headquartered, in a country recognized as Tier 3 in the most recent United States Department of State’s Trafficking in Persons Report.	True   False
7	Offeror complies with the American with Disabilities Act of 1990 and the regulations issued thereunder by the federal government.	True   False
8	Offeror complies with the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government.	True   False
9	Offeror complies with the applicable portion of the Federal Civil Rights Act of 1964.	True   False
10	The offeror can provide (if requested) financial records for the organization for the past three years.	True   False
11	The offeror has not had any contracts terminated by the State of Alaska (within the past five years).	True   False
12	The offeror certifies that it is not currently debarred, suspended, proposed for debarment, or declared ineligible for award by any public or federal entity.	True   False
13	The offeror certifies that they will not support or participate in a boycott of Israel. Failure to comply with this requirement may cause the state to reject the proposal as non-responsive or cancel the contract.	True   False
14	The offeror certifies that they do not have any governmental or regulatory action against their organization that might have a bearing on their ability to provide services to the state.	True   False
15	The offeror certifies, within the last five years, they have not been convicted or had judgment rendered against them for: fraud, embezzlement, theft, forgery, bribery, falsification or destruction of records, false statements, or tax evasion.	True   False
16	The offeror does not have any judgments, claims, arbitrations or suits pending/outstanding against your company in which an adverse outcome would be material to the company.	True   False
17	The offeror is not (now or in the past) been involved in bankruptcy or reorganized proceeding.	True   False
18	Offeror certifies they comply with the laws of the State of Alaska.	True   False
19	Offeror confirms their proposal will remain valid and open for at least 90 days.	True   False

\* Failure to answer or answering “False” may be grounds for disqualification. For any “False” responses, provide clarification (up to 250 word maximum for each “False” clarification) below (**add rows as necessary**).

Section	Clarification

**CONFLICT OF INTEREST STATEMENT**

Indicate below whether or not the firm or any individuals that will work on the contract has a possible conflict of interest (e.g., currently employed by the State of Alaska or formerly employed by the State of Alaska within the past two years) and, if so, the nature of that conflict. The procurement officer reserves the right to consider a proposal non-responsive and reject it or cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity services to be provided by the offeror.

Does the offeror, or any individuals that will work on this contract, have a possible conflict of interest?

Yes  No

*\* Failure to answer may be grounds for disqualification.*

If “Yes”, please provide additional information regarding the nature of that conflict:

[Empty text box for providing additional information regarding the nature of the conflict.]

**FEDERAL REQUIREMENTS**

Indicate below all known federal requirements that apply to the proposal, proposal evaluation, or contract:

[Empty text box for listing federal requirements.]

**SIGNATURE**

This proposal must be signed by a company officer empowered to bind the company.

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

## SUBMITTAL FORM B – Experience and Qualifications

SPECIAL REQUIREMENTS: This Submittal Form must not identify the offeror’s proposed costs and must not exceed six pages (reference RFP section 4.02).



## **SUBMITTAL FORM C – Understanding of the Project**

SPECIAL REQUIREMENTS: This Submittal Form must not identify the offeror’s proposed costs and must not exceed six pages (reference RFP section 4.02).

## **SUBMITTAL FORM D – Methodology Used for the Project**

SPECIAL REQUIREMENTS: This Submittal Form must not identify the offeror’s proposed costs and must not exceed six pages (reference RFP section 4.02).

## **SUBMITTAL FORM E – Management Plan for the Project**

SPECIAL REQUIREMENTS: This Submittal Form must not identify the offeror’s proposed costs and must not exceed six pages (reference RFP section 4.02).

## SUBMITTAL FORM F – Subcontractors

Please complete the below form if using subcontractors. During contract negotiation, the state may require a signed written statement from each subcontractor that clearly verifies the subcontractor is committed to performing the services required by the contract. Prior to contract award, the state will also require evidence that a subcontractor possesses a valid Alaska business license if they will be performing work within Alaska.

Subcontractor Function	Subcontractor Name	Address	% of Work Performing

## SUBMITTAL FORM G – Cost Proposal

**This Cost Proposal must be submitted in response to this Request for Proposal.** A failure to submit this Cost Proposal may result in the proposal submission being considered non-responsive, any changes to this cost proposal other than completion of cost for each Item and the Grand Total Cost may result in an offeror’s proposal determined to be a conditioned and will be declared non-responsive and rejected. Offerors must complete and submit all portions of this cost proposal. Failure to do so may result in the proposal being declared non-responsive and rejected. Proposers shall include in the cost proposed for each item, all costs associated to complete each item, including but not limited to the administration, materials costs, overhead and profit.

### Sustainable Aviation Fuel Biomass Feedstock Assessment

<u>Item No.</u>	<u>Description</u>	<u>Cost</u>
<u>1</u>	<b>Epic Initiation and Planning.</b> The first week or two of each new Epic will involve developing a roadmap, defining the Epic's scope, and conducting sprint planning. Conduct an epic kickoff meeting, either in person or virtually, to align stakeholders. Create necessary artifacts for the product backlog to ensure clarity and readiness for execution. Per RFP Section 3.01 Scope of Work and RFP Section 3.03 Deliverables.	\$
<u>2</u>	<b>Epic 1: Project Initiation and Planning.</b> Develop a detailed project plan that includes a roadmap, definition of epics, and sprint planning. Conduct a project kickoff meeting in person in Anchorage to align stakeholders. Create necessary artifacts for the project backlog to ensure clarity and readiness for execution. Per RFP Section 3.01 Scope of Work and RFP Section 3.03 Deliverables.	\$
<u>3</u>	<b>Epic 2: Comprehensive Feedstock Inventory.</b> A detailed GIS-based mapping report identifying biomass feedstocks accessible to Anchorage, with a focus on locations within the Matanuska-Susitna (MatSu) Valley and Kenai Peninsula. This report should include but is not limited to landownership and biomass resources such as forestry residues, sawmill byproducts, municipal solid waste (MSW), fish oil, and any alternative feedstocks with SAF potential. Per RFP Section 3.01 Scope of Work and RFP Section 3.03 Deliverables.	\$
<u>4</u>	<b>Epic 3: Feedstock Viability Analysis.</b> A report assessing the economic viability of SAF production from each biomass type. This study should include a cost-benefit analysis covering harvesting, transport, storage, and processing costs. Per RFP Section 3.01 Scope of Work and RFP Section 3.03 Deliverables.	\$
<u>5</u>	<b>Epic 4: Lifecycle Greenhouse Gas (GHG) Emissions.</b> This assessment should estimate the GHG emissions reductions achievable through each feedstock option, with a broader analysis of environmental impacts, including land use and biodiversity. Per RFP Section 3.01 Scope of Work and RFP Section 3.03 Deliverables.	\$
<u>6</u>	<b>Epic 5: Transportation and Supply Chain Feasibility Analysis.</b> A logistical assessment of transportation methods for delivering biomass to TSAIA, addressing seasonal challenges and storage requirements. Per RFP Section 3.01 Scope of Work and RFP Section 3.03 Deliverables.	\$

<u>7</u>	<b>Epic 6: Final SAF Biomass Feedstock Assessment Report.</b> A comprehensive report consolidating findings from the Feedstock Inventory, Economic Feasibility Study, GHG Emissions Assessment, and Transportation Analysis.	\$
<u>8</u>	<b>Contract Travel Expenses:</b> Travel, lodging, Rental Car and Per diem	\$

**Items 1-8 Grand Total Cost \$ \_\_\_\_\_**

**The following proposed rates will not be evaluated for award, however, they will become the established contracted hourly rates for the personnel proposed for the Time & Materials Task.**

Offerors must identify the employee, applicable job class, hourly rate and the fully loaded hourly billing rate for each proposed employee essential for the completion of Phase 1 & Phase 2

The State guarantees no minimum or maximum number of hours.

If additional page(s) are needed to identify each proposed employee they shall be provided in the format below.

**PERSONNEL LIST & FIXED RATES**

(All staff proposed for the completion of this contract)

Name	Job Class	Hourly Billing Rate
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

# ATTACHMENT #9 STANDARD AGREEMENT FORM & APPENDIX A

## STANDARD AGREEMENT FORM FOR PROFESSIONAL SERVICES

The parties' contract comprises this Standard Agreement Form, as well as its referenced Articles and their associated Appendices

1. Agency Contract Number ■	2. Contract Title ■	3. Agency Fund Code ■	4. Agency Appropriation Code ■
5. Vendor Number ■	6. IRIS GAE Number (if used) ■	7. Alaska Business License Number ■	
<b>This contract is between the State of Alaska,</b>			
8. Department of ■	Division ■	hereafter the State, and	
9. Contractor ■		hereafter the contractor	
Mailing Address ■	Street or P.O. Box ■	City ■	State ZIP+4 ■
<p>10. <b>ARTICLE 1. Appendices:</b> Appendices referred to in this contract and attached to it are considered part of it.</p> <p><b>ARTICLE 2. Performance of Service:</b></p> <p>2.1 Appendix A (General Provisions), Articles 1 through 16, governs the performance of services under this contract.</p> <p>2.2 Appendix B sets forth the liability and insurance provisions of this contract.</p> <p>2.3 Appendix C sets forth the services to be performed by the contractor.</p> <p><b>ARTICLE 3. Period of Performance:</b> The period of performance for this contract begins ■, and ends, ■.</p> <p><b>ARTICLE 4. Considerations:</b></p> <p>4.1 In full consideration of the contractor's performance under this contract, the State shall pay the contractor a sum not to exceed \$■ in accordance with the provisions of Appendix D.</p> <p>4.2 When billing the State, the contractor shall refer to the Authority Number or the Agency Contract Number and send the billing to:</p>			
11. Department of ■	Attention: Division of ■		
Mailing Address ■	Attention: ■		
<b>12. CONTRACTOR</b>		<p>14. <b>CERTIFICATION:</b> I certify that the facts herein and on supporting documents are correct, that this voucher constitutes a legal charge against funds and appropriations cited, that sufficient funds are encumbered to pay this obligation, or that there is a sufficient balance in the appropriation cited to cover this obligation. I am aware that to knowingly make or allow false entries or alternations on a public record, or knowingly destroy, mutilate, suppress, conceal, remove or otherwise impair the verity, legibility or availability of a public record constitutes tampering with public records punishable under AS 11.56.815-820. Other disciplinary action may be taken up to and including dismissal.</p>	
Name of Firm ■			
Signature of Authorized Representative ■	Date ■		
Typed or Printed Name of Authorized Representative ■			
Title ■			
<b>13. CONTRACTING AGENCY</b>		Signature of Head of Contracting Agency or Designee ■	Date ■
Department/Division ■	Date ■	Typed or Printed Name ■	
Signature of Project Director ■		Title ■	
Typed or Printed Name of Project Director ■		Title ■	
Title ■			

NOTICE: This contract has no effect until signed by the head of contracting agency or designee.

Sustainable Aviation Fuel Biomass Feedstock Assessment For  
Ted Stevens Anchorage International Airport -Federally Funded

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**APPENDIX A  
GENERAL PROVISIONS**

**Article 1. Definitions.**

- 1.1 In this contract and appendices, "Project Director" or "Agency Head" or "Procurement Officer " means the person who signs this contract on behalf of the Requesting Agency and includes a successor or authorized representative.
- 1.2 "State Contracting Agency" means the department for which this contract is to be performed and for which the Commissioner or Authorized Designee acted in signing this contract.

**Article 2. Inspections and Reports.**

- 2.1 The department may inspect, in the manner and at reasonable times it considers appropriate, all the contractor's facilities and activities under this contract.
- 2.2 The contractor shall make progress and other reports in the manner and at the times the department reasonably requires.

**Article 3. Disputes.**

- 3.1 If the contractor has a claim arising in connection with the contract that it cannot resolve with the State by mutual agreement, it shall pursue the claim, if at all, in accordance with the provisions of AS 36.30.620 – 632.

**Article 4. Equal Employment Opportunity.**

- 4.1 The contractor may not discriminate against any employee or applicant for employment because of race, religion, color, national origin, or because of age, disability, sex, marital status, changes in marital status, pregnancy or parenthood when the reasonable demands of the position(s) do not require distinction on the basis of age, disability, sex, marital status, changes in marital status, pregnancy, or parenthood. The contractor shall take affirmative action to insure that the applicants are considered for employment and that employees are treated during employment without unlawful regard to their race, color, religion, national origin, ancestry, disability, age, sex, marital status, changes in marital status, pregnancy or parenthood. This action must include, but need not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The contractor shall post in conspicuous places, available to employees and applicants for employment, notices setting out the provisions of this paragraph.
- 4.2 The contractor shall state, in all solicitations or advertisements for employees to work on State of Alaska contract jobs, that it is an equal opportunity employer and that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, disability, sex, marital status, changes in marital status, pregnancy or parenthood.
- 4.3 The contractor shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising the labor union or workers' compensation representative of the contractor's commitments under this article and post copies of the notice in conspicuous places available to all employees and applicants for employment.
- 4.4 The contractor shall include the provisions of this article in every contract, and shall require the inclusion of these provisions in every contract entered into by any of its subcontractors, so that those provisions will be binding upon each subcontractor. For the purpose of including those provisions in any contract or subcontract, as required by this contract, "contractor" and "subcontractor" may be changed to reflect appropriately the name or designation of the parties of the contract or subcontract.
- 4.5 The contractor shall cooperate fully with State efforts which seek to deal with the problem of unlawful discrimination, and with all other State efforts to guarantee fair employment practices under this contract, and promptly comply with all requests and directions from the State Commission for Human Rights or any of its officers or agents relating to prevention of discriminatory employment practices.
- 4.6 Full cooperation in paragraph 4.5 includes, but is not limited to, being a witness in any proceeding involving questions of unlawful discrimination if that is requested by any official or agency of the State of Alaska; permitting employees of the contractor to be witnesses or complainants in any proceeding involving questions of unlawful discrimination, if that is requested by any official or agency of the State of Alaska; participating in meetings; submitting periodic reports on the equal employment aspects of present and future employment; assisting inspection of the contractor's facilities; and promptly complying with all State directives considered essential by any office or agency of the State of Alaska to insure compliance with all federal and State laws, regulations, and policies pertaining to the prevention of discriminatory employment practices.
- 4.7 Failure to perform under this article constitutes a material breach of contract.

**Article 5. Termination.**

- 5.1 The Procurement Officer, by written notice, may terminate this contract, in whole or in part, when it is in the best interest of the State. In the absence of breach of contract by the contractor, the State is liable only for payment in accordance with the payment provisions of this contract for services rendered before the effective date of termination.
- 5.2 The Procurement Officer may also, by written notice, terminate this contract under Administrative Order 352 if the contractor supports or participates in a boycott of the State of Israel.



Sustainable Aviation Fuel Biomass Feedstock Assessment For  
Ted Stevens Anchorage International Airport -Federally Funded

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**Article 6. No Assignment or Delegation.**

The contractor may not assign or delegate this contract, or any part of it, or any right to any of the money to be paid under it, except with the written consent of the Project Director and the Agency Head.

**Article 7. No Additional Work or Material.**

No claim for additional services, not specifically provided in this contract, performed or furnished by the contractor, will be allowed, nor may the contractor do any work or furnish any material not covered by the contract unless the work or material is ordered in writing by the Project Director and approved by the Agency Head.

**Article 8. Independent Contractor.**

The contractor and any agents and employees of the contractor act in an independent capacity and are not officers or employees or agents of the State in the performance of this contract.

**Article 9. Payment of Taxes.**

As a condition of performance of this contract, the contractor shall pay all federal, State, and local taxes incurred by the contractor and shall require their payment by any Subcontractor or any other persons in the performance of this contract. Satisfactory performance of this paragraph is a condition precedent to payment by the State under this contract.

**Article 10. Ownership of Documents.**

All designs, drawings, specifications, notes, artwork, and other work developed in the performance of this agreement are produced for hire and remain the sole property of the State of Alaska and may be used by the State for any other purpose without additional compensation to the contractor. The contractor agrees not to assert any rights and not to establish any claim under the design patent or copyright laws. Nevertheless, if the contractor does mark such documents with a statement suggesting they are trademarked, copyrighted, or otherwise protected against the State's unencumbered use or distribution, the contractor agrees that this paragraph supersedes any such statement and renders it void. The contractor, for a period of three years after final payment under this contract, agrees to furnish and provide access to all retained materials at the request of the Project Director. Unless otherwise directed by the Project Director, the contractor may retain copies of all the materials.

**Article 11. Governing Law; Forum Selection**

This contract is governed by the laws of the State of Alaska. To the extent not otherwise governed by Article 3 of this Appendix, any claim concerning this contract shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

**Article 12. Conflicting Provisions.**

Unless specifically amended and approved by the Department of Law, the terms of this contract supersede any provisions the contractor may seek to add. The contractor may not add additional or different terms to this contract; AS 45.02.207(b)(1). The contractor specifically acknowledges and agrees that, among other things, provisions in any documents it seeks to append hereto that purport to (1) waive the State of Alaska's sovereign immunity, (2) impose indemnification obligations on the State of Alaska, or (3) limit liability of the contractor for acts of contractor negligence, are expressly superseded by this contract and are void.

**Article 13. Officials Not to Benefit.**

Contractor must comply with all applicable federal or State laws regulating ethical conduct of public officers and employees.

**Article 14. Covenant Against Contingent Fees.**

The contractor warrants that no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee except employees or agencies maintained by the contractor for the purpose of securing business. For the breach or violation of this warranty, the State may terminate this contract without liability or in its discretion deduct from the contract price or consideration the full amount of the commission, percentage, brokerage or contingent fee.

**Article 15. Compliance.**

In the performance of this contract, the contractor must comply with all applicable federal, state, and borough regulations, codes, and laws, and be liable for all required insurance, licenses, permits and bonds.

**Article 16. Force Majeure:**

The parties to this contract are not liable for the consequences of any failure to perform, or default in performing, any of their obligations under this Agreement, if that failure or default is caused by any unforeseeable Force Majeure, beyond the control of, and without the fault or negligence of, the respective party. For the purposes of this Agreement, Force Majeure will mean war (whether declared or not); revolution; invasion; insurrection; riot; civil commotion; sabotage; military or usurped power; lightning; explosion; fire; storm; drought; flood; earthquake; epidemic; quarantine; strikes; acts or restraints of governmental authorities affecting the project or directly or indirectly prohibiting or restricting the furnishing or use of materials or labor required; inability to secure materials, machinery, equipment or labor because of priority, allocation or other regulations of any governmental authorities.

**ATTACHMENT #10 APPENDIX B2 INDEMNITY AND INSURANCE****APPENDIX B<sup>2</sup>****INDEMNITY AND INSURANCE****Article 1. Indemnification**

The contractor shall indemnify, hold harmless, and defend the contracting agency from and against any claim of, or liability for error, omission or negligent act 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 and the following 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.

**Article 2. Insurance**

Without limiting contractor's indemnification, it is agreed that contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement 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 state shall be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the contracting officer prior to beginning work and must provide for a notice of cancellation, non-renewal, or material change of conditions in accordance with policy provisions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this contract and shall be grounds for termination of the contractor's services. All insurance policies shall comply with and be issued by insurers licensed to transact the business of insurance under AS 21.

**2.1 Workers' Compensation Insurance:** The Contractor shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. The policy must waive subrogation against the State.

**2.2 Commercial General Liability Insurance:** covering all business premises and operations used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per claim.

**2.3 Commercial Automobile Liability Insurance:** covering all vehicles used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per claim.

**2.4 Professional Liability Insurance:** covering all errors, omissions or negligent acts in the performance of professional services under this agreement. Limits required per the following schedule:

<b>Contract Amount</b>	<b>Minimum Required Limits</b>
Under \$100,000	\$300,000 per Claim / Annual Aggregate
\$100,000-\$499,999	\$500,000 per Claim / Annual Aggregate
\$500,000-\$999,999	\$1,000,000 per Claim / Annual Aggregate
\$1,000,000 or over	Refer to Risk Management

## ATTACHMENT #11 NOTICE OF INTENT TO AWARD (NOIA)

# STATE OF ALASKA

Department of Transportation & Public Facilities  
Division of Administration and Program Management



## NOTICE OF INTENT TO AWARD A CONTRACT

**THIS IS NOT AN ORDER**

**DATE ISSUED:** TBD

**RFP NUMBER:** 2525H054

**RFP SUBJECT:** Sustainable Aviation Fuel Biomass Feedstock Assessment For Ted Stevens Anchorage International Airport -Federally Funded

**PROCUREMENT OFFICER:** Chris Hunt



**SIGNATURE:** \_\_\_\_\_

This is notice of the state's intent to award a contract. An offeror who wishes to protest this Notice of Intent must file the protest with the procurement officer within ten calendar days following the date of this notice. If the tenth day falls on a weekend or holiday, the last day of the protest period is the first working day following the tenth day. **The offeror identified below as being the most advantageous is instructed not to proceed until Contract Award or other form of notice to proceed is given by the procurement officer.** If the offeror proceeds prior to receiving a Contract Award or other form of notice to proceed, the offeror does so without a contract and at their own risk. AS 36.30.365.

**LEGEND:**  
 @ = MOST ADVANTAGEOUS  
 YES = RESPONSIVE AND RESPONSIBLE OFFEROR  
 NO = NON-RESPONSIVE OR NON-RESPONSIBLE OFFEROR

<u>Offeror</u>	<u>Responsive</u>	<u>Total Score</u>	<u>Most Advantageous</u>

<b>SUMMARY</b>
----------------

A Contract shall be awarded as follows:  
 Company Name  
 Address  
 City, State, Zip Code

The proposal submitted by Company Name has been deemed responsive and responsible and has been determined to be the most advantageous.

# ATTACHMENT #12 FEDERAL AVIATION ADMINISTRATION (FAA) FEDERAL AID CONTRACT PROVISIONS



STATE OF ALASKA  
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

## REQUIRED CONTRACT PROVISIONS for FEDERAL-AID (FAA) CONTRACTS

- |   |   |
|---|---|
| <p>A0 GENERAL</p> <p>A1 ACCESS TO RECORDS AND REPORTS</p> <p>A2 AFFIRMATIVE ACTION REQUIREMENT</p> <p>A3 BREACH OF CONTRACT TERMS</p> <p>A4 BUY AMERICAN PREFERENCE</p> <p>A5 CIVIL RIGHTS - GENERAL</p> <p>A6 CIVIL RIGHTS – TITLE VI ASSURANCE</p> <p>A7 CLEAN AIR AND WATER POLLUTION CONTROL</p> <p>A8 CONTRACT WORKHOURS AND SAFETY STANDARDS ACT REQUIREMENTS</p> <p>A9 COPELAND “ANTI-KICKBACK” ACT</p> <p>A10 DAVIS-BACON REQUIREMENTS</p> <p>A11 DEBARMENT AND SUSPENSION</p> <p>A12 DISADVANTAGED BUSINESS ENTERPRISE</p> <p>A13 DISTRACTED DRIVING</p> <p>A14 DRUG FREE WORKPLACE REQUIREMENTS</p> | <p>A15 ENERGY CONSERVATION REQUIREMENTS</p> <p>A16 EQUAL EMPLOYEMENT OPPORTUNITY (E.E.O.)</p> <p>A17 FEDERAL FAIR LABOR STANDARDS ACT (FEDERAL MINIMUM WAGE)</p> <p>A18 LOBBYING AND INFLUENCING FEDERAL EMPLOYEES</p> <p>A19 PROHIBITION of SEGREGATED FACILITIES</p> <p>A20 OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970</p> <p>A21 PROCUREMENT OF RECOVERED MATERIALS</p> <p>A22 RIGHT TO INVENTIONS</p> <p>A23 SEISMIC SAFETY</p> <p>A24 TAX DELINQUENCY AND FELONY CONVICTIONS</p> <p>A25 TERMINATION OF CONTRACT</p> <p>A26 TRADE RESTRICTION CERTIFICATION</p> <p>A27 VETERAN’S PREFERENCE</p> |
|---|---|

**Section A0 GENERAL**

[ Source: From previous Form 25D-55A]

Procurements made under the Airport Improvement Program, AIP, must adhere to the provisions outlined in [Title 49 CFR Part 18.36](#). This regulation provides for policies and procedures to be applied to typical procurement actions under the AIP, such as construction development, equipment purchases, and selection for professional services (engineering consultants etc.).

The Federal Aviation Administration, (FAA), is not a party to the contracts, the State of Alaska Department of Transportation and Public Facilities, (Department), executes in support of the AIP. The Department is the contractual authority for establishing and administering the contract agreements and is responsible for all contractual matters, including evaluation and award of contract, resolution of claims and disputes, and settlement of litigation issues.

A breach of any of the stipulations contained in these Required Contract Provisions may be sufficient grounds for withholding of progress payments, withholding of final payment, termination of the contract, suspension / debarment or any other action determined to be appropriate by the Department and FAA.

Language within brackets [example] is considered as reference or instructional for program administration.

**Section A1 ACCESS TO RECORDS AND REPORTS**

[ Source: 2 CFR § 200.333, 2 CFR § 200.336, FAA Order 5100.38. Include this provision in all contracts and subcontracts.]

The Contractor must maintain an acceptable cost accounting system. The Contractor agrees to provide the Department, the Federal Aviation Administration, and the Comptroller General of the United States or any of their duly authorized

representatives, access to any books, documents, papers, and records of the Contractor which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcriptions. The Contractor agrees to maintain all books, records and reports required under this contract for a period of not less than three years after final payment is made and all pending matters are closed.

**Section A2 NOTICE OF REQUIREMENT FOR AFFIRMATIVE ACTION to ENSURE EQUAL EMPLOYMENT OPPORTUNITY**

[Mandatory Language. Source: 41 CFR part 60-4, Executive Order 11246. Incorporate in all bids, RFPs, contracts and subcontracts; that exceed \$10,000.]

1. The Offeror's or Bidder's attention is called to the "Equal Opportunity Clause" and the "Standard

Federal Equal Employment Opportunity Construction Contract Specifications" set forth herein.

2. The goals and timetables for minority and female participation, expressed in percentage terms for the Contractor's aggregate workforce in each trade on all construction work in the covered area, are as follows:

**Timetables**

Goals for minority participation for each trade: Is listed on the Invitation to Bid, Form 25D-7; if not listed it is 0.0%

Goals for female participation in each trade: 6.9%

These goals are applicable to all of the Contractor's construction work (whether or not it is Federal or federally-assisted) performed in the covered area. If the Contractor performs construction work in a geographical area located outside of the covered area, it shall apply the goals established for such geographical area where the work is actually performed. With regard to this second area, the Contractor also is subject to the goals for both its federally involved and non-federally involved construction.

The Contractor's compliance with the Executive Order and the regulations in 41 CFR Part 60-4 shall be based on its implementation of the Equal Opportunity Clause, specific affirmative action obligations required by the specifications set forth in 41 CFR 60-4.3(a), and its efforts to meet the goals. The hours of minority and female employment and training must be substantially uniform throughout the length of the contract, and in each trade, and the Contractor shall make a good faith effort to employ minorities and women evenly on each of its projects. The transfer of minority or female employees or trainees from Contractor to Contractor or from project to project for the sole purpose of meeting the Contractor's goals shall be a violation of the contract, the Executive Order and the regulations in 41 CFR Part 60-4. Compliance with the goals will be measured against the total work hours performed.

3. The Contractor shall provide written notification to the Director of the Office of Federal Contract Compliance Programs (OFCCP) within 10 working days of award of any construction subcontract in excess of \$10,000 at any tier for construction work under the contract resulting from this solicitation. The notification shall list the name, address, and telephone number of the subcontractor; employer identification number of the subcontractor; estimated dollar amount of the subcontract; estimated starting and completion dates of the subcontract; and the geographical area in which the subcontract is to be performed.

4. As used in this notice and in the contract resulting from this solicitation, the "covered area" is the State of Alaska.

**Section A3 BREACH OF CONTRACT TERMS**

[Source: 2 CFR § 200 Appendix II(A). Include in all contracts and subcontracts that exceed \$150,000)]

Any violation or breach of terms of this contract on the part of the Contractor or its subcontractors may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this agreement.

The Department will provide Contractor written notice that describes the nature of the breach and corrective actions the Contractor must undertake in order to avoid termination of the contract. The Department reserves the right to withhold payments to Contractor until such time the Contractor corrects the breach or the Department elects to terminate the contract. The Department's notice will identify a specific date by which the Contractor must correct the breach. Department may proceed with termination of the contract if the Contractor fails to correct the breach by deadline indicated in the Department's notice.

The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder are in addition to, and not a limitation of, any duties, obligations, rights and remedies otherwise imposed or available by law.

#### **Section A4.3.1 BUY AMERICAN PREFERENCE**

[ Source: Title 49 USC § 50101. Also referenced in Department’s GCP 60-09, Forms 25D-151, 25D-152, 25D-153, 25D-154, 25D-155, 25D-156. Include in all contracts and subcontracts. ]

The Contractor agrees to comply with 49 USC § 50101, which provides that Federal funds may not be obligated unless all steel and manufactured goods used in AIP funded projects are produced in the United States, unless the FAA:

1. has issued a waiver for the product;
2. the product is listed as an Excepted Article, Material Or Supply in Federal Acquisition Regulation subpart 25.108; or
3. the product is included in the FAA Nationwide Buy American Waivers Issued list.

The Department will include a Certificate of Buy American Compliance for Total Facility (Department Form 25D-151) or a Certificate of Buy American Compliance for Manufactured Products (Department Form 25D-152) in the bid documents.

A Bidder or Offeror must complete and submit the Certificate of Buy American Compliance (Department Form 25D-151 or Form 25D-152) included in the bid documents with their bid or offer. The Department will reject as nonresponsive any bid or offer that does not include a completed Certificate of Buy American Compliance.

#### **Section A4.3.2 and A4.3.3 CERTIFICATE OF BUY AMERICAN COMPLIANCE**

The language in A4.3.2 Certificate of Buy American Compliance for Total Facility (Department Form 25D-151); and in A4.3.3 Certificate of Buy American Compliance for Manufactured Products (Department Form 25D-152); are hereby incorporated into these contract provisions for Buy American Preference.

#### **Section A5.3.1 GENERAL CIVIL RIGHTS PROVISIONS**

[ Mandatory Language. Source: 49 USC § 47123. Include in all contracts and subcontracts. ]

The Contractor agrees to comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.

This provision binds the Contractor and subcontractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

#### **Section A6.3.1 TITLE VI SOLICITATION NOTICE**

[ Mandatory Language. Source: 49 USC § 47123, FAA Order 1400.11. Include in all contracts and subcontracts ]

The Department, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all Bidders or Offerors that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

#### **Section A6.3.2 COMPLIANCE WITH NONDISCRIMINATION REQUIREMENTS**

[ Mandatory Language. Source: 49 USC § 47123, FAA Order 1400.11. Include in all contracts and subcontracts. ]

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “Contractor”) agrees as follows:

1. **Compliance with Regulations:** The Contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the

discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.

3. **Solicitations for Subcontracts, including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the Contractor's obligations under this contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.

4. **Information and Reports:** The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Department or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts And Authorities and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the Department or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance:** In the event of a Contractor's noncompliance with the non-discrimination provisions of this contract, the Department will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:

- a. Withholding payments to the Contractor under the contract until the Contractor complies;  
and/or
- b. Cancelling, terminating, or suspending a contract, in whole or in part.

6. **Incorporation of Provisions:** The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the Department or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the Department to enter into any litigation to protect the interests of the Department. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

#### Section A6.4.5 TITLE VI LIST OF PERTINENT NONDISCRIMINATION ACTS AND AUTHORITIES

[ Mandatory Language. Source: 49 USC § 47123, FAA Order 1400.11. Include in all contracts and subcontracts. ]

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor") agrees to comply with the following non- discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 USC § 2000d *et seq.*, 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination in Federally-assisted programs of The Department of Transportation— Effectuation of Title VI of the Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973, (29 USC § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;
- The Age Discrimination Act of 1975, as amended, (42 USC § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub- recipients and Contractors, whether such programs or activities are Federally funded or not);

- Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 USC §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC 1681 et seq).

#### Section A7 CLEAN AIR AND WATER POLLUTION CONTROL

[ Source: 2 CFR § 200, Appendix II(G). Include in all contracts and subcontracts that exceed \$150,000.]

The Contractor must agree to comply with all applicable standards, orders, and regulations issued pursuant to the Clean Air Act (42 USC § 740-7671q) and the Federal Water Pollution Control Act as amended (33 USC § 1251-1387). The Contractor agrees to report any violation to the Department immediately upon discovery. The Department assumes responsibility for notifying the Environmental Protection Agency (EPA) and the Federal Aviation Administration.

#### Section A8 CONTRACT WORKHOURS AND SAFETY STANDARDS ACT REQUIREMENTS

[ Mandatory Language. Source: 2 CFR § 200, Appendix II(E). Use for Construction, Equipment and Professional Services contracts in excess of \$100,000.]

##### 1. Overtime Requirements.

No Contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic, including watchmen and guards, in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

##### 2. Violation; Liability for Unpaid Wages; Liquidated Damages.

In the event of any violation of the clause set forth in paragraph (1) of this clause, the Contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such Contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this clause, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this clause.

##### 3. Withholding for Unpaid Wages and Liquidated Damages.

The Federal Aviation Administration (FAA) or the Department shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Contractor or subcontractor under any such contract or any other Federal contract with the same prime Contractor, or any other federally assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime Contractor, such sums as may be determined to be necessary to satisfy any liabilities of such Contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph 2 of this clause.

##### 4. Subcontractors.

The Contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraphs (1) through (4) and also a clause requiring the subcontractor to include these clauses in any lower tier subcontracts. The prime Contractor shall be



responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this clause.

#### Section A9 COPELAND “ANTI-KICKBACK” ACT

[Mandatory Language. Source: 2 CFR § 200, Appendix II(D), 29 CFR Parts 3 & 5. Include in contracts and subcontracts exceeding \$2,000.]

Contractor must comply with the requirements of the Copeland “Anti-Kickback” Act (18 USC 874 and 40 USC 3145), as supplemented by Department of Labor regulation 29 CFR part 3. Contractor and subcontractors are prohibited from inducing, by any means, any person employed on the project to give up any part of the compensation to which the employee is entitled. The Contractor and each Subcontractor must submit to the Department, a weekly statement on the wages paid to each employee performing on covered work during the prior week. Department must report any violations of the Act to the Federal Aviation Administration.

#### Section A10 DAVIS-BACON REQUIREMENTS

[Mandatory Language. Source: 2 CFR § 200, Appendix II(D), 29 CFR Part 5. Include in contracts and subcontracts exceeding \$2,000.]

##### 1. Minimum Wages

- (i) All laborers and mechanics employed or working upon the site of the work will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by the Secretary of Labor under the Copeland Act (29 CFR Part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalent thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the Contractor and such laborers and mechanics.

Contributions made or costs reasonably anticipated for bona fide fringe benefits under section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of paragraph (1)(iv) of this section; also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR Part 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: *Provided*, that the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under (1)(ii) of this section) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the Contractor and its subcontractors at the site of the work in a prominent and accessible place where it can easily be seen by the workers.

- (ii) (A) The contracting officer shall require that any class of laborers or mechanics, including helpers, which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. The contracting officer shall approve an additional classification and wage rate and fringe benefits therefore only when the following criteria have been met:

- (1) The work to be performed by the classification requested is not performed by a classification in the wage determination;
- (2) The classification is utilized in the area by the construction industry; and
- (3) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

(B) If the Contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and the contracting officer agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by the contracting officer to the Administrator of the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, Washington, DC 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise the contracting officer or will notify the

contracting officer within the 30-day period that additional time is necessary.

(C) In the event the Contractor, the laborers or mechanics to be employed in the classification or their representatives, and the contracting officer do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits where appropriate), the contracting officer shall refer the questions, including the views of all interested parties and the recommendation of the contracting officer, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(D) The wage rate (including fringe benefits where appropriate) determined pursuant to subparagraphs

(1)(ii) (B) or (C) of this paragraph, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

(iii) Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the Contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

(iv) If the Contractor does not make payments to a trustee or other third person, the Contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, *Provided*, that the Secretary of Labor has found, upon the written request of the Contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the Contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

## 2 Withholding.

The Federal Aviation Administration or the Department shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld from the Contractor under this contract or any other Federal contract with the same prime Contractor, or any other Federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime Contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the Contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working on the site of work, all or part of the wages required by the contract, the Federal Aviation Administration may, after written notice to the Contractor, or Department, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.

## 3. Payrolls and Basic Records.

(i) Payrolls and basic records relating thereto shall be maintained by the Contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work. Such records shall contain the name, address, and social security number of each such worker; his or her correct classification; hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in 1(b)(2)(B) of the Davis-Bacon Act); daily and weekly number of hours worked; deductions made; and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5(a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the Contractor shall maintain records that show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and that show the costs anticipated or the actual costs incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

(ii)(A) The Contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to the Federal Aviation Administration if the agency is a party to the contract, but if the agency is not such a party, the Contractor will submit the payrolls to the Department, for transmission to the Federal Aviation Administration. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under 29 CFR 5.5(a)(3)(i), except that full social security numbers and home addresses shall not be included on weekly transmittals. Instead the payrolls shall only need to include an individually identifying number for each employee (e.g., the last four digits of the employee's social security number). The required weekly payroll information may be

submitted in any form desired. Optional Form WH-347 is available for this purpose from the Wage and Hour Division Web site at [www.dol.gov/whd/forms/wh347instr.htm](http://www.dol.gov/whd/forms/wh347instr.htm) or its successor site. The prime Contractor is responsible for the submission of copies of payrolls by all subcontractors. Contractors and subcontractors shall maintain the full social security number and current address of each covered worker, and shall provide them upon request to the Federal Aviation Administration if the agency is a party to the contract, but if the agency is not such a party, the Contractor will submit them to the applicant, Department, for transmission to the Federal Aviation Administration, the Contractor, or the Wage and Hour Division of the Department of Labor for purposes of an investigation or audit of compliance with prevailing wage requirements. It is not a violation of this section for a prime Contractor to require a subcontractor to provide addresses and social security numbers to the prime Contractor for its own records, without weekly submission to the Department.

(B) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the Contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

- (1) The payroll for the payroll period contains the information required to be provided under 29 CFR § 5.5(a)(3)(ii), the appropriate information is being maintained under 29 CFR § 5.5 (a)(3)(i) and that such information is correct and complete;
- (2) Each laborer and mechanic (including each helper, apprentice and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in Regulations 29 CFR Part 3;
- (3) Each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

(C) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by paragraph (3)(ii)(B) of this section.

(D) The falsification of any of the above certifications may subject the Contractor or subcontractor to civil or criminal prosecution under Section 1001 of Title 18 and Section 231 of Title 31 of the United States Code.

- (iii) The Contractor or subcontractor shall make the records required under paragraph (3)(i) of this section available for inspection, copying or transcription by authorized representatives of the Department, the Federal Aviation Administration or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the Contractor or subcontractor fails to submit the required records or to make them available, the Federal agency may, after written notice to the Contractor, or Department, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

#### 4. Apprentices and Trainees.

- (i) Apprentices. Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Bureau of Apprenticeship and Training, or with a State Apprenticeship Agency recognized by the Bureau, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Bureau of Apprenticeship and Training or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the Contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a Contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the Contractor's or subcontractor's

registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event the Bureau of Apprenticeship and Training, or a State Apprenticeship Agency recognized by the Bureau, withdraws approval of an apprenticeship program, the Contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

- (ii) Trainees. Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination that provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate that is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the Contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

- (iii) Equal Employment Opportunity. The utilization of apprentices, trainees and journeymen under this part shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR Part 30.

#### 5. Compliance with Copeland Act Requirements.

The Contractor shall comply with the requirements of 29 CFR Part 3, which are incorporated by reference in this contract.

#### 6. Subcontracts.

The Contractor or subcontractor shall insert in any subcontracts the clauses contained in 29 CFR Part 5.5(a)(1) through (10) and such other clauses as the Federal Aviation Administration may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime Contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in 29 CFR Part 5.5.

#### 7. Contract Termination: Debarment.

A breach of the contract clauses in paragraph 1 through 10 of this section may be grounds for termination of the contract, and for debarment as a Contractor and a subcontractor as provided in 29 CFR 5.12.

#### 8. Compliance with Davis-Bacon and Related Act Requirements.

All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR Parts 1, 3, and 5 are herein incorporated by reference in this contract.

#### 9. Disputes Concerning Labor Standards.

Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR Parts 5, 6 and 7. Disputes within the meaning of this clause include disputes between the Contractor (or any of its subcontractors) and the contracting agency, the U.S. Department of Labor, or the employees or their representatives.

**10. Certification of Eligibility.**

- (i) By entering into this contract, the Contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the Contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).
- (ii) No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).
- (iii) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 USC 1001.

**Section A11.3.1 CERTIFICATION OF OFFERER/BIDDER REGARDING DEBARMENT**

[ Source: 2 CFR part 180 (Subpart C), 2 CFR part 1200, DOT Order 4200.5. Use for any contract, regardless of tier, that is awarded by a Contractor, subcontractor, supplier, consultant, or its agent or representative in any transaction, if the amount of the contract is expected to equal or exceed \$25,000.]

By submitting a bid/proposal under this solicitation, the Bidder or Offeror certifies that neither it nor its principals are presently debarred or suspended by any Federal Department or agency from participation in this transaction.

**Section A11.3.2 CERTIFICATION OF LOWER TIER CONTRACTORS REGARDING DEBARMENT**

[ Source: 2 CFR part 180 (Subpart C), 2 CFR part 1200, DOT Order 4200.5. Use for any contract, regardless of tier, that is awarded by a Contractor, subcontractor, supplier, consultant, or its agent or representative in any transaction, if the amount of the contract is expected to equal or exceed \$25,000.]

The successful Bidder, by administering each lower tier subcontract that exceeds \$25,000 as a "covered transaction", must verify each lower tier participant of a "covered transaction" under the project is not presently debarred or otherwise disqualified from participation in this federally assisted project. The successful Bidder will accomplish this by:

1. Checking the System for Award Management at website: <http://www.sam.gov>
2. Collecting a certification statement similar to the Certificate of Offeror/Bidder Regarding Debarment, above.
3. Inserting a clause or condition in the covered transaction with the lower tier contract

If the Federal Aviation Administration later determines that a lower tier participant failed to disclose to a higher tier participant that it was excluded or disqualified at the time it entered the covered transaction, the FAA may pursue any available remedies, including suspension and debarment of the non-compliant participant.

**Section A12.3.1 DISADVANTAGED BUSINESS ENTERPRISE - SOLICITATION LANGUAGE (RACE CONSCIOUS)**

[ Source: 49 CFR §26 and 49 CFR §26.53. Department GCP-120. Requires a Department's solicitation to address what a Contractor must submit on proposed (Race Conscious) DBE participation. This language is not required for projects where DBE participation is by race-gender neutral means. ]

**Information Submitted as a matter of Bidder responsiveness:**

The Department's award of this contract is conditioned upon Bidder or Offeror satisfying the good faith effort requirements of 49 CFR §26.53.

As a condition of bid responsiveness, the Bidder or Offeror must submit the following information with their proposal on the forms provided herein:

- 1) The names and addresses of Disadvantaged Business Enterprise (DBE) firms that will participate in the contract;
- 2) A description of the work that each DBE firm will perform;
- 3) The dollar amount of the participation of each DBE firm listed under (1)
- 4) Written statement from Bidder or Offeror that attests their commitment to use the DBE firm(s) listed under (1) to meet the Department's project goal; and
- 5) If Bidder or Offeror cannot meet the advertised project DBE goal; evidence of good faith efforts undertaken by the Bidder or Offeror as described in appendix A to 49 CFR part 26.

The successful Bidder or Offeror must provide written confirmation of participation from each of the DBE firms the Bidder or Offeror lists in their commitment. This Bidder or Offeror must submit the DBE's written confirmation of participation within 5 days after bid opening, or for negotiated agreements submit with the proposal documents, as a condition of bid

responsiveness.

**Section A12.3.2 DISADVANTAGED BUSINESS ENTERPRISE - SOLICITATION LANGUAGE (RACE/GENDER NEUTRAL)**

[ Source: 49 CFR §26.53. Department GCP-120.Contractor ]

The requirements of 49 CFR part 26 apply to this contract. It is the policy of the Department to practice nondiscrimination based on race, color, sex or national origin in the award or performance of this contract. The Department encourages participation by all firms qualifying under this solicitation regardless of business size or ownership.

**Section A12.3.3 DISADVANTAGED BUSINESS ENTERPRISES (Program Goals)**

[ Mandatory Language. Source: 49 CFR §26, Department G-120. Use for projects where DBE participation is obtained through race-gender neutral means (i.e. no project goal). Sections §26.13 and §26.29 and Department GCP 80-01, establish mandatory language for Contractor assurance and prompt payment. ]

**Contract Assurance (§ 26.13)** - The Contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of Department of Transportation assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the Department deems appropriate, which may include, but is not limited to:

- 1) Withholding monthly progress payments;
- 2) Assessing sanctions;
- 3) Liquidated damages; and/or
- 4) Disqualifying the Contractor from future bidding as non-responsible.

**Prompt Payment (§26.29 and Department GCP 80-01)** – The prime Contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than eight (8) working days from the receipt of each payment the prime Contractor receives from the Department. The prime Contractor agrees further to return retainage payments to each subcontractor within eight (8) working days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the Department. This clause applies to both DBE and non-DBE subcontractors.

**Section A13 DISTRACTED DRIVING - TEXTING WHEN DRIVING**

[ Source: Executive Order 13513, DOT Order 3902.10. Use for all AIP funded contracts that exceed the micro-purchase threshold of 2 CFR §200.67 (currently set at \$3,500).]

In accordance with Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving" (10/1/2009) and DOT Order 3902.10 "Text Messaging While Driving" (12/30/2009), the Federal Aviation Administration encourages recipients of Federal grant funds to adopt and enforce safety policies that decrease crashes by distracted drivers, including policies to ban text messaging while driving when performing work related to a grant or subgrant.

In support of this initiative, the Department encourages the Contractor to promote policies and initiatives for its employees and other work personnel that decrease crashes by distracted drivers, including policies that ban text messaging while driving motor vehicles while performing work activities associated with the project. The Contractor must include the substance of this clause in all sub-tier contracts exceeding \$3,500 that involve driving a motor vehicle in performance of work activities associated with the project.

**Section A14 DRUG FREE WORKPLACE REQUIREMENTS**

[ (A15 in Federal) Source: 49 CFR part 32, Drug-Free Workplace Act of 1988 (41 U.S.C. 701 *et seq.*, as amended) ]

The Drug-Free Workplace Act of 1988 requires some Federal contractors and all Federal grantees to agree that they will provide drug-free workplaces as a condition of receiving a contract or grant from a Federal agency. The Act does *not* apply to contractors, subcontractors, or subgrantees, although the Federal grantees workplace may be where the contractors, subcontractors, or subgrantees are working.

**Section A15 ENERGY CONSERVATION REQUIREMENTS**

[ (A14 in Federal) Source: 2 CFR § 200, Appendix II(H). Use for all contracts and subcontracts. ]

Contractor and Subcontractor agree to comply with mandatory standards and policies relating to energy efficiency as contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act

(42 USC 6201*et seq*).

**Section A16.3.1 EQUAL OPPORTUNITY CLAUSE (EEO Contract Clause)**

[ Mandatory Language. Source: 2 CFR 200, Appendix II(C), 41 CFR § 60-1.4, 41 CFR § 60-4.3, Executive Order 11246. Department Form 25A-301 and 25A-304. Use for any contract or subcontract when the amount exceeds \$10,000. ]

During the performance of this contract, the Contractor agrees as follows:

(1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identify or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.

(3) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(5) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(6) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(7) The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: *Provided, however,* that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

**Section A16.3.2 EQUAL EMPLOYMENT OPPORTUNITY SPECIFICATION**

The language in Department Form 25A-301 is similar to the FAA language in A16.3.2 EEO specification. The language in Department Form 25A-301 is hereby incorporated into these contract provisions for EEO.

**Section A17 FEDERAL FAIR LABOR STANDARDS ACT (FEDERAL MINIMUM WAGE)**

[ Source: 29 USC § 201, et seq. All consultants, sub-consultants, Contractors and subcontractors employed under this federally assisted project must comply with the FLSA.]

All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of

29 CFR part 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part time workers.

The Contractor has full responsibility to monitor compliance to the referenced statute or regulation. The Contractor must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

**Section A18 LOBBYING AND INFLUENCING FEDERAL EMPLOYEES**

[ Mandatory Language. Source: 31 USC § 1352 – Byrd Anti-Lobbying Amendment; 2 CFR part 200, Appendix II(J); 49 CFR part 20, Appendix A. Consultants and Contractors that apply or bid for an award of \$100,000 or more must certify to these paragraphs by signing the bid documents.]

The Bidder or Offeror certifies by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Bidder or Offeror, to any person for influencing or attempting to influence an officer or employee of an 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 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 undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**Section A19 PROHIBITION OF SEGREGATED FACILITIES**

[ Source: 41 CFR § 60. Include in all contracts and subcontracts subject to EEO. ]

(a) The Contractor agrees that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The Contractor agrees that a breach of this clause is a violation of the Equal Employment Opportunity clause in this contract.

(b) "Segregated facilities," as used in this clause, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, sex, or national origin because of written or oral policies or employee custom. The term does not include separate or single-user rest rooms or necessary dressing or sleeping areas provided to assure privacy between the sexes.

(c) The Contractor shall include this clause in every subcontract and purchase order that is subject to the Equal Employment Opportunity clause of this contract.



**Section A20 OCCUPATION SAFETY AND HEALTH ACT OF 1970**

[ Source: 20 CFR part 1910. Include in all contracts and subcontracts. ]

All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. The employer must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The employer retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). The employer must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

**Section A 21 PROCUREMENT OF RECOVERED MATERIALS**

[ Source: 2 CFR § 200.322, and 40 CFR part 247. ]

Contractor and subcontractor agree to comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, and the regulatory provisions of 40 CFR Part 247. In the performance of this contract and to the extent practicable, the Contractor and subcontractors are to use of products containing the highest percentage of recovered materials for items designated by the Environmental Protection Agency (EPA) under 40 CFR Part 247 whenever:

- 1) The contract requires procurement of \$10,000 or more of a designated item during the fiscal year; or,
- 2) The Contractor has procured \$10,000 or more of a designated item using Federal funding during the previous fiscal year.

The list of EPA-designated items is available at [www.epa.gov/smm/comprehensive-procurement-guidelines-construction-products](http://www.epa.gov/smm/comprehensive-procurement-guidelines-construction-products). Section 6002(c) establishes exceptions to the preference for recovery of EPA-designated products if the Contractor can demonstrate the item is:

- a) Not reasonably available within a timeframe providing for compliance with the contract performance schedule;
- b) Fails to meet reasonable contract performance requirements; or
- c) Is only available at an unreasonable price.

**Section A 22 RIGHTS TO INVENTIONS**

[ Source: 2 CFR § 200, Appendix II(F), and 37 CFR §401. ]

Contracts or agreements that include the performance of experimental, developmental, or research work must provide for the rights of the Federal Government and the Department in any resulting invention as established by 37 CFR part 401, Rights to Inventions Made by Non-profit Organizations and Small Business Firms under Government Grants, Contracts, and Cooperative Agreements. This contract incorporates by reference the patent and inventions rights as specified within 37 CFR §401.14. Contractor must include this requirement in all sub-tier contracts involving experimental, developmental or research work.

**Section A23 SEISMIC SAFETY**

[ Source: 49 CFR part 4. Clause used for construction of new buildings or structural addition to existing buildings.]

The Contractor agrees to ensure that all work performed under this contract, including work performed by subcontractors, conforms to a building code standard that provides a level of seismic safety substantially equivalent to standards established by the National Earthquake Hazards Reduction Program (NEHRP). Local building codes that model their code after the current version of the International Building Code (IBC) meet the NEHRP equivalency level for seismic safety.

**Section A24 TAX DELINQUENCY AND FELONY CONVICTIONS**

[Source: Sections 415 and 416 of Title IV, Division L of the Consolidated Appropriations Act, 2014 (Pub. L. 113-76), and similar provisions in subsequent appropriations acts. DOT Order 4200.6 - Requirements for Procurement and Non-Procurement Regarding Tax Delinquency and Felony Convictions. Include in all contracts and subcontracts. ]

**CERTIFICATION OF OFFERER/BIDDER REGARDING TAX DELINQUENCY AND FELONY CONVICTIONS**

The applicant must complete the following two certification statements. The applicant must indicate its current status as it relates to tax delinquency and felony conviction by inserting a checkmark (✓) in the space following the applicable response. The

applicant agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification in all lower tier subcontracts.

**Certifications – Use Department Form 25D-159 for signed certification**

- 1) The applicant represents that it is ( ) is not ( ) a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.
- 2) The applicant represents that it is ( ) is not ( ) a corporation that was convicted of a criminal violation under any Federal law within the preceding 24 months.

**Note**

If an applicant responds in the affirmative to either of the above representations, the applicant is ineligible to receive an award unless the Department has received notification from the agency suspension and debarment official (SDO) that the SDO has considered suspension or debarment and determined that further action is not required to protect the Government's interests. The applicant therefore must provide information to the Department about its tax liability or conviction to the Department, who will then notify the FAA Airports District Office, which will then notify the agency's SDO to facilitate completion of the required considerations before award decisions are made.

**Term Definitions**

**Felony conviction:** Felony conviction means a conviction within the preceding twenty four (24) months of a felony criminal violation under any Federal law and includes conviction of an offense defined in a section of the U.S. code that specifically classifies the offense as a felony and conviction of an offense that is classified as a felony under 18 U.S.C. § 3559.

**Tax Delinquency:** A tax delinquency is any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted, or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

**Section A25.3.1 TERMINATION FOR CONVENIENCE (Construction & Equipment Contracts)**

[Source: 2 CFR § 200 Appendix II(B). Department GCP 80-09. The Department must include a clause for termination for convenience on all contracts and subcontracts in excess of \$10,000.]

The Department may terminate this contract in whole or in part at any time by providing written notice to the Contractor. Such action may be without cause and without prejudice to any other right or remedy of Department. Upon receipt of a written notice of termination, except as explicitly directed by the Department, the Contractor shall immediately proceed with the following obligations regardless of any delay in determining or adjusting amounts due under this clause:

1. Contractor must immediately discontinue work as specified in the written notice.
2. Terminate all subcontracts to the extent they relate to the work terminated under the notice.
3. Discontinue orders for materials and services except as directed by the written notice.
4. Deliver to the Department all fabricated and partially fabricated parts, completed and partially completed work, supplies, equipment and materials acquired prior to termination of the work and as directed in the written notice.
5. Complete performance of the work not terminated by the notice.
6. Take action as directed by the Department to protect and preserve property and work related to this contract that Department will take possession.

Department agrees to pay Contractor for:

- 1) completed and acceptable work executed in accordance with the contract documents prior to the effective date of termination;
- 2) documented expenses sustained prior to the effective date of termination in performing work and furnishing labor, materials, or equipment as required by the contract documents in connection with uncompleted work;

- 3) reasonable and substantiated claims, costs and damages incurred in settlement of terminated contracts with
- 4) Subcontractors and Suppliers; and
- 5) reasonable and substantiated expenses to the Contractor directly attributable to Department's termination action

The Department will not pay Contractor for loss of anticipated profits or revenue or other economic loss arising out of or resulting from the Department's termination action.

The rights and remedies this clause provides are in addition to any other rights and remedies provided by law or under this contract in Department Standard Specification Section GCP 80-09.

#### Section A 25.3.2 TERMINATION FOR DEFAULT (Construction)

[ FAA Mandatory Language for Construction Contracts. Source: 2 CFR § 200 Appendix II(B),  
FAA Advisory Circular 150/5370-10, Section 80-09. Department Section GCP 80-08. ]

##### FAA Advisory Circular, 80-09 Default and termination of contract.

The Contractor shall be considered in default of his or her contract and such default will be considered as cause for the Department to terminate the contract for any of the following reasons if the Contractor:

- a. Fails to begin the work under the contract within the time specified in the Notice to Proceed, or
- b. Fails to perform the work or fails to provide sufficient workers, equipment and/or materials to assure completion of work in accordance with the terms of the contract, or
- c. Performs the work unsuitably or neglects or refuses to remove materials or to perform anew such work as may be rejected as unacceptable and unsuitable, or
- d. Discontinues the execution of the work, or
- e. Fails to resume work which has been discontinued within a reasonable time after notice to do so, or
- f. Becomes insolvent or is declared bankrupt, or commits any act of bankruptcy or insolvency, or
- g. Allows any final judgment to stand against the Contractor unsatisfied for a period of 10 days, or
- h. Makes an assignment for the benefit of creditors, or
- i. For any other cause whatsoever, fails to carry on the work in an acceptable manner.

Should the Engineer consider the Contractor in default of the contract for any reason above, the Engineer shall immediately give written notice to the Contractor and the Contractor's surety as to the reasons for considering the Contractor in default and the Department's intentions to terminate the contract.

If the Contractor or surety, within a period of 10 days after such notice, does not proceed in accordance therewith, then the Department will, upon written notification from the Engineer of the facts of such delay, neglect, or default and the Contractor's failure to comply with such notice, have full power and authority without violating the contract, to take the execution of the work out of the hands of the Contractor. The Department may appropriate or use any or all materials and equipment that have been mobilized for use in the work and are acceptable and may enter into an agreement for the completion of said contract according to the terms and provisions thereof, or use such other methods as in the opinion of the Engineer will be required for the completion of said contract in an acceptable manner.

All costs and charges incurred by the Department, together with the cost of completing the work under contract, will be deducted from any monies due or which may become due the Contractor. If such expense exceeds the sum which would have been payable under the contract, then the Contractor and the surety shall be liable and shall pay to the Department the amount of such excess.

The rights and remedies this clause provides are in addition to any other rights and remedies provided by law or under this contract in the Department's Standard Specifications Section GCP 80-08.

**Section A26 TRADE RESTRICTION CERTIFICATION**

[ Mandatory Language. Source: 49 USC § 50104, 49 CFR part 30. Include in all contracts and subcontracts. ]

By submission of an offer, the Offeror certifies that with respect to this solicitation and any resultant contract, the Offeror:

- 1) is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms as published by the Office of the United States Trade Representative (USTR);
- 2) has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country included on the list of countries that discriminate against U.S. firms as published by the USTR; and
- 3) has not entered into any subcontract for any product to be used on the Federal project that is produced in a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR.

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

The Offeror/Contractor must provide immediate written notice to the Department if the Offeror/Contractor learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The Contractor must require subcontractors provide immediate written notice to the Contractor if at any time it learns that its certification was erroneous by reason of changed circumstances.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with

49 CFR 30.17, no contract shall be awarded to an Offeror or subcontractor:

- (1) who is owned or controlled by one or more citizens or nationals of a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR or
- (2) whose subcontractors are owned or controlled by one or more citizens or nationals of a foreign country on such USTR list or
- (3) who incorporates in the public works project any product of a foreign country on such USTR list.

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

The Offeror agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in all lower tier subcontracts. The Contractor may rely on the certification of a prospective subcontractor that it is not a firm from a foreign country included on the list of countries that discriminate against U.S. firms as published by USTR, unless the Offeror has knowledge that the certification is erroneous.

This certification is a material representation of fact upon which reliance was placed when making an award. If it is later determined that the Contractor or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration (FAA) may direct through the Department cancellation of the contract or subcontract for default at no cost to the Department or the FAA.

**Section A 27 VETERAN'S PREFERENCE**

[ Source: 49 USC § 47112(c). ]

In the employment of labor (excluding executive, administrative, and supervisory positions), the Contractor and all sub-tier Contractors must give preference to covered veterans as defined within Title 49 United States Code Section 47112. Covered veterans include Vietnam-era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns (as defined by 15 USC 632) owned and controlled by disabled veterans. This preference only applies when there are covered veterans readily available and qualified to perform the work to which the employment relates.

END