

Village Safe Water Program

REQUEST FOR PROPOSALS PACKAGE

(Procurement per Article 3 of AS 36.30)



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ISSUING OFFICE

Agency Contact & Email.....: Evan Patterson, Procurement Specialist, evan.patterson@alaska.gov
Issue Date.....: January 6, 2025

PROJECT

RFP NUMBER: 25-VSW-AUK-017
Project Numbers-State/Federal.....: 25-VSW-AUK-017
Project Site (City, Village, etc.).....: Alakanuk, Alaska
Project Title & Contract Description: Water and Wastewater Improvements
The State of Alaska, Department of Environmental Conservation, Village Safe Water Program is issuing this RFP for a contractor to design two (2) separate designs for Alakanuk, Alaska. See separate scope of services for more details.
Attachments:
Offerors must contact the procurement officer to receive the attachments listed in Article B1 Administrative Requirements, section 1.28 Attachments. Attachments will be sent to offerors via ZendTo.

SCHEDULE & PAYMENT

Anticipated period for performance-Begin/End: 4/1/2025 through 11/30/2028
Estimated amount of proposed contract:
Less than \$200,000 \$200,000 to \$250,000 \$500,000 to \$1,000,000 \$1,000,000 or greater
Proposed Method(s) of Payment: Firm Fixed Price (FFP) for Phase I Time and Expense (T&E) for Phase II

SUBMITTAL DEADLINE AND LOCATION

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

DATE: 1/27/2025 Alaska Standard Time: 2:00 PM
Email only directly to the address listed in the following return instructions: (and person, if named).
IMPORTANT NOTICE: If you downloaded this solicitation from the State's Website, you must self-register with the procurement officer to receive subsequent addenda. Failure to register may adversely affect your proposal. It is the Offeror's responsibility to ensure that he has received all addenda affecting this RFP.

Return Instructions:

If submitting a proposal via email, the technical proposal and cost proposal must be saved as separate PDF documents and emailed to april.akers@alaska.gov as separate, clearly labeled attachments, such as "Vendor A – Technical Proposal.pdf" and "Vendor A – Cost Proposal.pdf" (Vendor A is the name of the offeror). 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 **20mb (megabytes)**. If the email containing the proposal exceeds this size, the proposal must be sent in multiple emails that are each less than 20 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 enough ahead of 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 april.akers@alaska.gov to confirm that the proposal has been received. The state is not responsible for unreadable, corrupt, or missing attachments.

SELECTION PROCEDURE

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

NOTICES

PART

A

1. The Contracting Agency is an equal opportunity employer.
2. Copies of contract documents are attached to the RFP.

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

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

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

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

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

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

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

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

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

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

10. An audit of the selected Offerors' and proposed Subcontractors' cost accounting systems and business records may be required to ascertain if systems are adequate for segregating contract costs; to establish a maximum allowable Indirect Cost Rate for the Agency's negotiator; and to investigate the accuracy of proposed labor rates and unit prices.

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

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

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

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

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

14. Pre-proposal Conference: None As follows:

15. Special Notices:

15.1 MBE/WBE Preference:

This procurement is funded in part or fully through federal grants or cooperative agreements. It is a national policy to award a fair share of contracts to Minority Firms and Women's Business Enterprises through affirmative action. This solicitation incorporates a five point preference for all qualified minority firms and women's business enterprises.

15.2 Site Visit:

A pre-proposal inspection of the site is not scheduled. If offerors choose to visit the project site, they may contact the onsite coordinator Martin Harry, City Administrator, (907) 238-3316 or (907) 238-3313 to schedule a site visit. Offerors shall direct all project questions to the procurement officer. The onsite coordinator and any other community members are not available for project questions. The department is not responsible for travel coordination or costs.

SUBMITTAL CHECKLIST

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

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

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

- [] 6. Price is is not an evaluation criterion for the proposed contract.

If Price is a Criterion, prepare **Billing Rates and/or Price Proposals** as described in Criteria #12 and/or #13.

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

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

Criteria Responses shall be presented in **8-1/2" X 11" format**, except for a minimal number of larger sheets (e.g., 11" x 17") that may be used (e.g., for schedules).

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

CHECKLIST IS CONTINUED NEXT PAGE

- [] 9. Cover Letter:
Offerors must include a 1 page cover letter that provides a brief high level overview of the offerors firm. The cover letter must include a statement that the offeror meets Request for Proposal, Statement of Services, Appendix B, section 1.2 Minimum Requirements.
- [] 10. Parts A, B and C of Form 25A270 and the proposed Statement of Services shall not be returned to the Contracting Agency. **Submittals shall consist of the following applicable items assembled as follows and in the order listed:**
- [] 10.1 Completed Part D - Proposal Form (generally at least one copy with original signature) and Responses to all evaluation criteria -- **except Billing Rates, Price Proposals** – attached.
- [] 10.2 Number of copies of Part D (**all pages**) and Criteria Responses (**except Billing Rates, and Price Proposals**) required is: **1 PDF**
- [] 10.3 If **Billing Rates and/or Price Proposals** are required, **one PDF copy** in accordance with the Part A Return Instructions. Each **Billing Rates or Price Proposal** must be signed and dated by the person who prepares it (may be different signatures for each Subcontractor).
- [] 10.4 N/A
- [] 10.5 N/A
- [] 10.6 **CAUTION:** If you replicate (other than by photocopy) Part D or any form in lieu of completing the forms provided by the Contracting Agency, provide a signed certification that lists such forms and attests that they are exact replicas of that issued by the Contracting Agency. Changed forms may result in rejection at the Contracting Agency's discretion. Any alteration – other than completion of the required entries – may be cause for rejection without recourse.
- [] 11. Deliver submittals in accordance with Part A - RFP. Proposals must be received prior to the specified date and time. Late proposals will not be opened (2 AAC 12.250).

EVALUATION CRITERIA

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

SECTION I - TECHNICAL PROPOSAL

1. Project Understanding

1. Weight: 20

Page limit: 1 page

Response must demonstrate your comprehension of the objectives and services for the proposed contract. Do not merely duplicate the Statement of Services provided with this RFP. Also, consider if Statement of Services is sufficiently explicit; are expressed or implied schedules attainable/economically feasible; etcetera? Explain. Define any assumptions made in formulating Criteria Response. Describe any risks that the team perceives.

2. Project Approach

2. Weight: 15

Page limit: 1 page

Response must outline the methods for accomplishing the proposed contract or, if methodology is contained in the proposed Statement of Services, address its adequacy. Describe your firm's approach to executing and managing these projects. Describe what, when, where, how, and in what sequence the work will be done. Explain if your firm is able to accomplish the project based on the department's schedule in RFP Statement of Services, Appendix B, section 1.6 Schedule. Explain if any overtime would be needed to meet the department's proposed schedule.

3. Project Manager Experience

3. Weight: 30

Page limit: 3 pages

Describe the qualifications and experience of the proposed Project Manager in accordance with the outline below.

Relevant Design Experience shall be identified by:

- a) Project title;
- b) Project description;
- c) Project start and end dates;
- d) Client name, telephone number and email address.

Experience on water and wastewater system projects in rural Alaska shall be identified by:

- a) Project title;
- b) Project description;
- c) Project start and end dates;
- d) Client name, telephone number and email address.

Construction Administration Experience shall be identified by:

- a) Project title;
- b) Project description;
- c) Project start and end dates;
- d) Client name, telephone number and email address.

4. Project Team Qualifications and Experience

4. Weight: 25

Page limit: 8 pages

Describe the qualifications and experience of the proposed project team that will directly work on the project. Identify each proposed team member and their role.

Team Summary: Introduce the project team, including any sub consultants, by providing one or two paragraphs about each key team member, summarizing their qualifications and relevant project experience to complete the assigned work. Provide a chart that shows the organization structure and lines of authority of the project team.

Consultant may provide resumes (2-page maximum per team member) for the project manager and key staff as an attachment and doesn't count towards the technical proposal page count. The resumes must only provide relevant project experience of the individual.

Team Design Experience shall be identified by:

- a) Project title;
- b) Project description;
- c) Project start and end dates;
- d) Client name, telephone number and email address.

Provide narrative statements that explain the project teams experience with:

- Construction Administration;
- procurement; and
- project closeout activities.

5. Quality of Proposal

5. Weight: 5

Page limit: N/A

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

6.

6. Weight: 0

7.

7. Weight: 0

PART

C

8.

8. Weight: 0

9.

9. Weight: 0

10.

10. Weight: 0

SECTION II - PREFERENCES

11. MBE/WBE Preference
40 CFR §33.202

11. Weight: 5

To be granted this preference:

Offeror must claim the MBE/WBE Preference on page one of Part D Proposal Form. In claiming the MBE/WBE Preference on page one of Part D, the Offeror is certifying that they, or subcontractor(s) meet the following requirements per 40 CFR §33.202 and/or §33.203:

In order to qualify for the Women's Business Enterprises (WBE) or Minority Business Enterprises (MBE), the business must obtain certification from any of the following organizations:

- United States Small Business Administration,
- United States Department of Transportation,
- Indian Tribal Governments,
- State/local Governments,
- Independent private organizations.

To qualify for the federal Environmental Protection Association, Disadvantaged Business Enterprises program, an entity must be certified, and such certification must meet the criteria as stipulated in 40 CFR §33.202 and/or §33.203. If a subcontractor is used to meet the preference then the offeror claiming eligibility for this preference must pledge in their proposal that the eligible subcontractor will be guaranteed the proposed work.

Offerors may provide their MBE/WBE certification number on the proposal form. If a certification number is not available then the offeror must provide a letter from the certifying agency verifying the offerors certification status within 10 days of the State's request.

MBE/WBE Preference will be scored: Rating x Number of Evaluators x Weight = Criterion Score.

Rating will be as follows:

MBE/WBE preference (i.e., a Rating of 5) will be assigned to the proposal of an Offeror who certifies (by claiming the preference on page one of Part D) that they are a MBE/WBE as described above.

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

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

SECTION III - PRICE

Price is not an Evaluation Criterion and weights for both Criterion #12 and #13 shall be "0". State of Alaska preferences are removed from this solicitation in accordance with AS 36.30.890 and 2 CFR 200.319(c).

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

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

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

12. Labor Billing Rates

12. Weight: 0

Separate price proposals must be submitted for each design.

Offerors shall provide a proposed total hourly Billing Rates (i.e., inclusive of Direct Cost of Direct Labor, all Indirect Costs, and Fee) for all personnel that will work on the project. The offerors price proposal must include all subcontractor costs for a total price proposal amount. The offeror must include all subcontractor price proposals. Subcontractor price proposals must comply with this section. The department may request price proposals be submitted in PDF and Excel formats. The offeror and subcontractors may use their own generated price proposal format but it must include the following information:

- Official Title and First and Last Name of each staff member (including subcontractor staff) working on the project.
- The hourly rate for each staff member. The hourly rate must include all direct and indirect costs.
- List each task and subtask that corresponds with the scope of work stated in this RFP. The offeror must list all subtasks even if they're not outlined in the scope of work.
- The amount of hours each staff member will allocate towards each subtask.
- If applicable include any travel or other expense costs.
- Total hours and cost for each task (subtotal) and total hours and cost for the project (total).

13. Total Price Proposal (Required Format)

13. Weight: 0

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

1. Show project title, project number, and Offeror or Subcontractor Name.

2. **Direct Costs of Direct Labor (DCDL)**

Show the estimated costs for each job classification of employees proposed for the contract. List under the following headings. Names required only for key staff and/or persons in "responsible-charge" (Ref: AS 08.48). **Hourly Rates must not include Indirect Costs or Fee.**

| <u>Job Classification</u> | <u>Name</u> | <u>Total Hours</u> | <u>Rate(\$/hr)</u> | <u>Proposed Costs (\$)</u> |
|---------------------------|-------------|--------------------|--------------------|----------------------------|
|---------------------------|-------------|--------------------|--------------------|----------------------------|

Total DCDL: \$ _____

3. **Indirect Costs (IDC)**

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

IDC Rate: _____ % IDC Amount: \$ _____

4. **Other Direct Costs (ODC)**

These costs include: subcontracts, equipment (company owned or rented), and reimbursable expenses (e.g., transportation, food and lodging, reproduction) – if not included in Indirect Costs. List proposed costs under the following headings. If multiples of an item required, list the proposed quantity, unit rate, and total cost for each.

Costs must be based on actual costs to the offeror or the subcontractor, without any profit or other markup.

| <u>Item</u> | <u>Quantity</u> | <u>Cost (\$/Unit)</u> | <u>Proposed Costs (\$)</u> |
|-------------|-----------------|-----------------------|----------------------------|
|-------------|-----------------|-----------------------|----------------------------|

Total ODC: \$ _____

5. **Total Proposed Cost**

Sum of DCDL + IDC + ODC

Total Cost: \$ _____

6. **Proposed Fee**

List a proposed amount (Contract Fee is generally negotiated using a structured Fee analysis of proposed costs).

Proposed Fee: \$ _____

7. **Total Proposed Price**

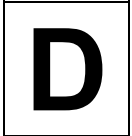
Sum of Total Proposed Cost plus Proposed FEE.

Total Price: \$ _____

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

**Alaska Department of Environmental Conservation
Village Safe Water Program
PROPOSAL FORM**

PART



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

PROJECT

| | |
|-------------------------------------|-----------------------------------|
| Project Numbers-State/Federal.....: | 25-VSW-AUK-017 |
| Project Title | Water and Wastewater Improvements |
| RFP No.....: | 25-VSW-AUK-017 |

OFFEROR (CONTRACTOR)

| | |
|---|-------------------------------------|
| Contractor.....: | |
| Street.....: | |
| P.O. Box.....: | |
| City, State, Zip.....: | |
| Alaska Business License Number | |
| Federal Tax Identification No.: | |
| DOT&PF DBE Certification No. (if any) | |
| Individual(s) to sign contract | |
| Title(s) | |
| Type of business enterprise (check one).....: | [] Corporation in the state of . : |
| [] Individual | [] Partnership |
| [] Other(specify) | |

FEDERAL FUNDING PREFERENCES

| |
|---|
| Check the applicable preferences that you claim for the proposed contract (reference Criteria 11, 12 & 13 in Part C): |
| [] MBE / WBE Preference |

PROPOSED SUBCONTRACTOR(S)

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

CERTIFICATIONS

I certify: that I am a duly authorized representative of the Contractor; that this Submittal accurately represents capabilities of the Contractor and Subcontractors identified herein for providing the services indicated; and that the requirements of the Certifications on pages 2 through 4 of this Part D for 1) Alaska Licenses/Registrations, 2) Insurance, 3) Federal-Aid Contracts exceeding \$100,000, 4) Cost and Pricing Data, 5) Trade Restrictions/Suspension/Debarment, 6) Foreign Contracting, 7) DBE Commitment, 8) Former Public Officer, 9) Telecom Prohibition, and 10) Clean Air Act – will be complied with in full. These Certifications are material representations of fact upon which reliance will be placed if the proposed contract is awarded. Failure to comply with these Certifications is a fraudulent act. The Contracting Agency is hereby authorized to request any entity identified in this proposal to furnish information deemed necessary to verify the reputation and capabilities of the Contractor and Subcontractors. This proposal is valid for at least ninety days.

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

PART

CERTIFICATION FOR ALASKA BUSINESS LICENSES AND REGISTRATIONS



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

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

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

CERTIFICATION FOR INSURANCE

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

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

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

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

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

CERTIFICATION – COST AND PRICING DATA

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

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

CERTIFICATION – TRADE RESTRICTIONS AND SUSPENSION AND DEBARMENT

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

CERTIFICATION - FOREIGN CONTRACTING

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

CERTIFICATION – DBE COMMITMENT

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

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

CERTIFICATION – FORMER PUBLIC OFFICER

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

The Ethics Act bars a public officer who leaves State service from representing, advising or assisting a person for compensation regarding a matter that was under consideration by the administrative unit in which the officer served, and in which the officer participated personally and substantially through the exercise of official action, for two years after leaving state service. See AS 39.52.180(a). "Public officer" includes a state employee, a member of a state board and commission, and a trustee of the Exxon Valdez Oil Spill Trust. "Official action" means a recommendation, decision, approval, disapproval, vote, or other similar action or inaction. Possible remedies for violating the bar include penalties against the former public officer and voiding the state grant, contract or lease in which the former public officer is involved.

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

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

PROHIBITION ON CERTAIN TELECOMMUNICATION AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT

On projects using federal funds, the Contractor shall comply with the requirements of 2 CFR 200.216, as amended effective August 13, 2020, Federal Register, Vol. 85, No. 157, 49506 - 49582, **Prohibition on certain telecommunication and video surveillance services or equipment**.

By signature of this solicitation, the Contractor certifies the Contractor and subcontractors have not entered into a contract nor extended or renewed a contract to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system produced by:

- a. Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
- b. Hera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
- c. Any entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

The Contractor shall further certify that it has complied the requirements of 2 CFR 200.216, as amended effective August 13, 2020, Federal Register, Vol. 85, No. 157, 49506- 49582 and that it will continue to do so throughout the term of the Contract.

Clean Air Act

The contractor and subcontractors shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act ([42 U.S.C. 7401-7671q](#)) and the Federal Water Pollution Control Act as amended ([33 U.S.C. 1251-1387](#)). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

PROFESSIONAL SERVICES AGREEMENT

Agreement No: 25-VSW-AUK-017
IRIS Program No: N/A
Federal Project No: N/A

Project Title: Water and Wastewater Improvements

To this Agreement between **THE STATE OF ALASKA, DEPARTMENT OF ENVIRONMENTAL CONSERVATION, VILLAGE SAFE WATER PROGRAM**

hereafter the CONTRACTING AGENCY, and

hereafter the CONTRACTOR, effective on the last date executed by its parties, in consideration of the terms, conditions and promises of Articles 1 through 7 in this document, the parties hereby agree.

CONTRACTOR

Signature: _____
Name: _____ Date _____
Title: _____

Signature: _____
Name: _____ Date _____
Title: _____

CONTRACTING AGENCY

Contract Manager

Contracting Officer

Signature: _____
Name: _____ Date _____
Title: _____

Signature: _____
Name: _____ Date _____
Title: Procurement Specialist

ARTICLE 1 - PURPOSE

1.1 The purpose of this contract is for the contractor to design two (2) separate designs for Alakanuak, Alaska. See Phase I – Design and Specification Development and Phase II – Bidding and Contracting Assistance.

ARTICLE 2 - COMPENSATION

2.1 The maximum amount payable under this Agreement as set out in Appendix C, shall not exceed:

\$

ARTICLE 3 - PERIOD OF PERFORMANCE

3.1 CONTRACTOR shall commence services under this Agreement as authorized by written *Notice(s) to Proceed* and shall complete the services in accordance with any time schedule required by Appendices. This Agreement is of no force or effect until executed by the CONTRACTOR and the CONTRACTING AGENCY and no services shall be undertaken or performed until a Notice to Proceed is issued.

3.2 The Period of Performance under this Agreement shall end: **11/30/2028**

ARTICLE 4 - APPENDICES

4.1 The following Appendices are attached to this document and incorporated herein:

| <u>Appendix</u> | <u>Title</u> | <u>Date Prepared</u> | <u>No. Pages</u> |
|-----------------|---|----------------------|------------------|
| A | General Conditions, Form 25A262 | | |
| B | Statement of Services | | |
| C | Compensation, Form 25A280, plus Exhibits: | | |
| D | Indemnification & Insurance, Form 25A269, plus Certificates of Insurance (for the prime CONTRACTOR) | | |
| E | Certification of Compliance | | |
| F | Contractor's Proposal | | |

ARTICLE 5 - CONTRACTING AGENCY DATA

Office Address

Street: 555 Cordova Street
 PO Box:
 City, State, Zip: Anchorage, AK 99501
 Phone-Voice: (907) 269-7612
 Phone-FAX:
 Email:

Appeals Officer: Commissioner, DEC
 Authorization: AS 46.07.040
 Funding Source: **Federal**

- State IHS
 EPA Other: _____

(Check all that apply)

ARTICLE 6 - CONTRACTOR DATA

Manager:
 Title: Member

Alaska Business License No.:
 Federal Tax Identification No.:

Office Address

Street:
 PO Box:
 City, State, Zip:
 Phone-Voice:
 Phone-FAX:
 Email:

Type of Firm

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

ARTICLE 7 - SUBCONTRACTORS

7.1 CONTRACTOR shall perform all professional services required under this Agreement except as may be performed by the Subcontractors listed below or as may be allowed under Appendix A, Article A19.

Service or Engineering Discipline

Subcontractor

GENERAL CONDITIONS

APPENDIX A

PSA No:25-VSW-AUK-017
Date Prepared:12/13/2024

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Article Number and Title

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ARTICLE A1 DEFINITIONS

A1.1 Additional or Extra Services – Services, work products or actions required of the CONTRACTOR above and beyond provisions of the Agreement.

A1.2 Agreement – This Professional Services Agreement and its appendices that outline the terms and conditions regarding Contractor's services during the authorized period of performance.

A1.3 Amendment – A written change to this Agreement.

A1.4 Change – A revision in services, complexity, character, or duration of the services or provisions of this Agreement.

A1.5 Commissioner – Commissioner of DEC.

A1.6 CONTRACTING AGENCY – The Department of Environmental Conservation (DEC).

A1.7 Contracting Officer – The individual or a duly appointed successor designated as the official

representative to administer contracts for the CONTRACTING AGENCY.

A1.8 CONTRACTOR – The firm (person or any business combination) providing services.

A1.9 Contractor's Manager – The CONTRACTOR's representative in responsible charge of the project(s) and directly answerable for the required services.

A1.10 Contract Manager – CONTRACTING AGENCY's representative and the CONTRACTOR's primary point of contract with the CONTRACTING AGENCY.

A1.11 Contracts Officer – CONTRACTING AGENCY's representative within the Contracts/Professional Services section.

A1.12 Funding Agency – An agency of a Federal, State, Political subdivision, or Local Government which furnishes funds for the CONTRACTOR's compensation under this Agreement and which may have established regulations and requirements binding upon the CONTRACTING AGENCY and the CONTRACTOR.

A1.13 Notice to Proceed (NTP) – Written authorization from the CONTRACTING AGENCY to the CONTRACTOR to provide all or specified services in accordance with an existing Agreement.

A1.14 Statement of Services – Services and work products required of the CONTRACTOR by this Agreement.

A1.15 Subcontractor – CONTRACTOR engaged to provide a portion of the services by subcontract with the firm which is a party to this Agreement.

ARTICLE A2 INFORMATION AND SERVICES FROM OTHERS

A2.1 The CONTRACTING AGENCY may, at its election or in response to a request from the CONTRACTOR, furnish information or services from other contractors. If, in the CONTRACTOR's opinion, such information or services is inadequate, the CONTRACTOR must notify the CONTRACTING AGENCY of the specific service or material deemed inadequate and the extent of the inadequacy prior to use in the performance of this Agreement. The CONTRACTING AGENCY will then evaluate and resolve the matter in writing. Unless so notified by the CONTRACTOR, the CONTRACTING AGENCY may assume the information or services provided are adequate.

ARTICLE A3 HOLD HARMLESS

A3.1 See Appendix D, "Indemnification and Insurance".

**ARTICLE A4
INSURANCE**

A4.1 See Appendix D, "Indemnification and Insurance".

**ARTICLE A5
OCCUPATIONAL SAFETY AND HEALTH**

A5.1 The CONTRACTOR and its Subcontractors shall observe and comply with the Federal Occupational Safety and Health act of 1970 and with all safety and health standards promulgated by the Secretary of Labor under authority thereof and with all State of Alaska Occupational Safety and Health Laws and regulations.

**ARTICLE A6
EQUAL EMPLOYMENT OPPORTUNITY**

A6.1 The CONTRACTOR shall comply with the following applicable laws and directives and regulations of the CONTRACTING AGENCY which effectuate them; all of which are incorporated herein by reference:

- Title VI of Federal Civil Rights Act of 1964;
- Federal Executive Order 11625 (Equal Employment Opportunity);
- Title 41, Code of Federal Regulations, Part 60 (Equal Employment Opportunity);
- Title 49 Code of Federal Regulations, Part 21 (Discrimination);
- Title 49, Code of Federal Regulations, Part 26 (Minority Business Enterprises);
- Office of Management and Budget (OMB) circular 102, Attachment O (Procurement Standards);
- Alaska Statute (AS) 18.80.200-300 (Discrimination).

A6.2 The CONTRACTOR may not discriminate against any employee or applicant for employment because of race, religion, color, national origin, age, physical disability, sex, or marital status, change in marital status, pregnancy or parenthood when the reasonable demands of the position do not require distinction on such basis. The CONTRACTOR shall take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, national origin, age, physical disability, sex, or marital status. 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 employees and applicants for employment, notices setting out the provisions of this paragraph.

A6.3 The CONTRACTOR shall state, in all solicitations or advertisements for employees to work in performance of this Agreement, 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, physical disability, sex, or marital status.

A6.4 The CONTRACTOR shall send to each labor union or representative or workers with which the CONTRACTOR has a collective bargaining Agreement or other contract or understanding a notice advising the labor union or workers' 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.

A6.5 In the event the CONTRACTOR subcontracts any part of the services to be performed under this Agreement, the CONTRACTOR agrees to make good faith efforts to utilize Disadvantaged Business Enterprises, to affirmatively solicit their interest, capability and prices and to furnish documentation of the results of all such direct contacts on forms provided by or acceptable to the CONTRACTING AGENCY.

A6.6 The CONTRACTOR shall make, keep and preserve such records necessary to determine compliance with equal employment opportunity obligations and shall furnish required information and reports. All records must be retained and made available in accordance with Article A9, Audits and Records.

A6.7 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 these provisions will be binding upon each Subcontractor.

**ARTICLE A7
PAYMENTS TO THE CONTRACTOR**

A7.1 Payments shall be based on approved CONTRACTOR's invoices submitted in accordance with this article and the provisions of Appendix C. The sum of payments shall not exceed allowable compensation stated in Notice(s) to Proceed and no payments shall be made in excess of the maximum allowable total for this Agreement.

A7.2 The CONTRACTING AGENCY will exert every effort to obtain required Funding Agency approvals and to issue authorizations in a timely manner. CONTRACTOR shall not perform any services without a Notice to Proceed therefore. Accordingly, the CONTRACTING AGENCY will not pay the CONTRACTOR for services or associated reimbursable costs performed outside those which are authorized by a Notice to Proceed.

A7.3 CONTRACTOR's invoices shall be submitted when services are completed or monthly, for months during which services are performed, as applicable, in a format provided by or acceptable to the CONTRACTING AGENCY.

A7.4 In the event items on an invoice are disputed, payment on those items will be held until the dispute is resolved. Undisputed items will not be held with the disputed items.

A7.5 The CONTRACTOR shall submit a final invoice and required documentation within 90 days after final acceptance of services by the CONTRACTING AGENCY. The CONTRACTING AGENCY will not be held liable for payment of invoices submitted after this time unless prior written approval has been given. Total payment of all Subcontractors and satisfactory compliance with Article A22, Taxes, are conditions precedent to final payment.

ARTICLE A8 CHANGES

A8.1 Changes (including "Supplemental Agreements") in the period of performance, general conditions, statement of services, or other provisions established by this Agreement may be made by written Amendment only. If such changes cause an increase or a decrease in the CONTRACTOR's cost, an equitable adjustment shall be made and specified in the Amendment. The CONTRACTOR shall not perform any additional or extra services prior to receiving a fully executed copy of an Amendment and a Notice to Proceed, except as the CONTRACTOR may be directed under the provisions of Article A20, Claims and Disputes.

A8.2 If at any time the CONTRACTING AGENCY through its authorized representatives, either verbally or in writing, requests or issues instructions for Additional or Extra Services or otherwise directs actions which conflict with any provision of this Agreement, the CONTRACTOR shall, within 30 days of receipt and prior to pursuing such instructions, so notify the CONTRACTING AGENCY in writing, and to the extent possible, describe the services and estimated cost of any Additional or Extra Services. The CONTRACTING AGENCY will then evaluate and, if appropriate, negotiate an Amendment. Unless so notified by the CONTRACTOR, the CONTRACTING AGENCY will conclude such instructions have not changed any provisions of this Agreement nor require additional compensation. No additional payments shall be made to the CONTRACTOR without such notice.

ARTICLE A9 AUDITS AND RECORDS

A9.1 The CONTRACTOR shall maintain records of performances, communications, documents, correspondence and costs pertinent to this Agreement and the Funding or CONTRACTING AGENCY's authorized representatives shall have the right to examine such records and accounting procedures and practices.

A9.2 The Funding or CONTRACTING AGENCY's authorized representatives shall have the right to examine all books, records, documents and other data of the CONTRACTOR related to the negotiation, pricing and performance of this Agreement and any modification or

change for the purpose of evaluating the accuracy, completeness and currency of the data submitted. The right of examination shall extend to all documents necessary to permit adequate evaluation of the data, computations and projections used.

A9.3 The materials described in this article shall be made available at a business office of the CONTRACTOR at all reasonable times for inspection, audit or reproduction, for a minimum of 3 years from the date of any resulting final settlement.

A9.3.1 If this Agreement is completely or partially terminated, records relating to the services terminated shall be made available for a minimum of three (3) years from the date of any termination or resulting final settlement, whichever is later.

A9.3.2 Records which relate to appeals under Article A20, Claims and Disputes, or litigation or the settlement of Claims arising out of the performance of this Agreement shall be made available until such appeals, litigation or Claims have been concluded.*

ARTICLE A10 CONTRACTING AGENCY INSPECTIONS

A10.1 The CONTRACTING AGENCY has the right to inspect, in the manner and at reasonable times it considers appropriate during the period of this Agreement, all facilities and activities of the CONTRACTOR as may be engaged in the performance of this Agreement.

ARTICLE A11 TERMINATION OR SUSPENSION

A11.1 This Agreement may be terminated by either party upon 10 days written notice if the other party fails substantially to perform in accordance with its terms through no fault of the party initiating the termination (default termination). If the CONTRACTING AGENCY terminates this Agreement, the CONTRACTING AGENCY will pay the CONTRACTOR a sum equal to the percentage of work completed that can be substantiated in whole or in part either by the CONTRACTOR to the satisfaction of the CONTRACTING AGENCY or by the CONTRACTING AGENCY. If the CONTRACTING AGENCY becomes aware of any non-conformance with this Agreement by the CONTRACTOR, the CONTRACTING AGENCY will give prompt written notice thereof to the CONTRACTOR. Should the CONTRACTOR's services remain in non-conformance, the percentage of total compensation attributable to the nonconforming work may be withheld.

A11.2 The CONTRACTING AGENCY may at any time terminate (convenience termination) or suspend this Agreement for its needs or convenience. In the event of a convenience termination, or suspension for more than 3 months, the CONTRACTOR will be compensated for authorized services and authorized expenditures performed to the date of receipt of written notice of termination or suspension plus reasonable expenses. No

fee or other compensation for the uncompleted portion of the services will be paid except for already incurred indirect costs which the CONTRACTOR can establish and which would have been compensated for over the life of this Agreement, but because of the termination or suspension would have to be absorbed by the CONTRACTOR without further compensation.

A11.3 If federal funds support this Agreement, settlement for default or convenience termination must be approved by the Funding Agency.

A11.4 In the event of termination or suspension, the CONTRACTOR shall deliver all work products, reports, estimates, schedules and other documents and data prepared pursuant to this Agreement to the CONTRACTING AGENCY.

ARTICLE A12 OFFICIALS NOT TO BENEFIT

A12.1 No member of or delegate to Congress, United States Commissioner or other officials of the Federal, State, Political subdivision or Local Government shall be admitted to any share or part of this Agreement or any benefit to arise therefrom.

ARTICLE A13 INDEPENDENT CONTRACTOR

A13.1 The CONTRACTOR and its agents and employees shall act in an independent capacity and not as officers or agents of the CONTRACTING AGENCY in the performance of this Agreement except that the CONTRACTOR may function as the CONTRACTING AGENCY's agent as may be specifically set forth in this Agreement.

A13.2 Any and all employees of the CONTRACTOR, while engaged in the performance of any work or services required by the CONTRACTOR under this Agreement, shall be considered employees of the CONTRACTOR only and not of the CONTRACTING AGENCY and any and all Claims that may or might arise under the Worker's Compensation Act on behalf of said employees, while so engaged and any and all Claims made by a third party as a consequence of any negligent act or omission on the part of the CONTRACTOR's employees, while so engaged on any of the services to be rendered herein, shall be the sole obligation and responsibility of the CONTRACTOR.

A13.3 This Agreement will be declared null and void should the CONTRACTING AGENCY determine that by Internal Revenue Service definitions the CONTRACTOR is an employee of the CONTRACTING AGENCY.

ARTICLE A14 PROSELYTIZING

A14.1 The CONTRACTOR agrees that it will not engage on a full or part time basis, during the period of this Agreement, any person or persons who are or have been employed by the CONTRACTING AGENCY during the period of this Agreement or during the 90 days immediately preceding the date of this Agreement except those who have been regularly retired or approved in writing by the CONTRACTING AGENCY.

ARTICLE A15 COVENANT AGAINST CONTINGENT FEES

A15.1 The CONTRACTOR shall comply with the Copeland "Anti-Kickback" Act (18 USC 874) as supplemented in Federal Department of Labor regulations (29 CFR, part 3), which are incorporated by reference and made a part of this Agreement.

A15.2 The CONTRACTOR warrants that it has not employed or retained any organization or person, other than a bona fide employee, to solicit or secure this Agreement and that it has not paid or agreed to pay any organization or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the CONTRACTING AGENCY has the right to annul this Agreement without liability or, in its discretion, to deduct from the allowable compensation the full amount of such commission, percentage, brokerage or contingent fee.

A15.3 The CONTRACTING AGENCY warrants that the CONTRACTOR or the CONTRACTOR's representative has not been required, directly or indirectly as an express or implied condition in obtaining or carrying out this Agreement, to employ or retain, or agree to employ or retain, any organization or person or to make a contribution, donation or consideration of any kind.

ARTICLE A16 PRECEDENCE OF DOCUMENTS

A16.1 Components of this Agreement shall stand and prevail in the following order: Agreement over General Conditions; General Conditions over Statement of Services; Statement of Services over Basis of Compensation; Basis of Compensation over any appendices beyond Appendix C.

A16.2 If a "Request for Proposal" (RFP) and/or a proposal are appended to this Agreement, the components described in paragraph A16.1 shall stand and prevail over the proposal and the proposal over the RFP.

**ARTICLE A17
ENDORSEMENT ON DOCUMENTS**

A17.1 Endorsements and professional seals, if applicable, must be included on all final drawings, specifications, cost estimates and reports prepared by the CONTRACTOR. Preliminary copies of such documents submitted for review must have seals affixed without endorsement (signature).

**ARTICLE A18
OWNERSHIP OF WORK PRODUCTS**

A18.1 Work products produced under this Agreement, except items which have pre-existing copyrights, are the property of the CONTRACTING AGENCY. Payments to the CONTRACTOR for services hereunder include full compensation for all work products produced by the CONTRACTOR and its Subcontractors and the CONTRACTING AGENCY shall have royalty free non-exclusive and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, such work products.

A18.2 Should the CONTRACTING AGENCY elect to reuse work products provided under this Agreement for other than the original project and/or purpose, the CONTRACTING AGENCY will indemnify the CONTRACTOR and its Subcontractors against any responsibilities or liabilities arising from such reuse. Additionally, any reuse of design drawings or specifications provided under this Agreement must be limited to conceptual or preliminary use for adaptation and the original CONTRACTOR's or Subcontractor's signature, professional seals and dates removed. Such reuse of drawings and specifications, which require professional seals and dates removed, will be signed, sealed and dated by the professional who is in direct supervisory control and responsible for all adaptation.

**ARTICLE A19
SUBCONTRACTORS, SUCCESSORS AND ASSIGNS**

A19.1 The CONTRACTING AGENCY must concur in the selection of any person or firm that may be engaged in performance of this Agreement to provide negotiable professional or technical services, products, etc., (vs. commodity items available to the general public in stores at market prices).

A19.2 If this Agreement includes named firms or individuals, then such firms or individuals shall be employed for the designated services, unless the Agreement is changed by Amendments.

A19.3 The CONTRACTOR shall not assign, sublet or transfer any interest in this Agreement without the prior written consent of the CONTRACTING AGENCY.

A19.4 The CONTRACTOR binds itself, its partners, its Subcontractors, assignees and legal representatives to this Agreement and to the successors, assignees and legal representatives of the CONTRACTING AGENCY with respect to all covenants of this Agreement.

A19.5 The CONTRACTOR shall include provisions appropriate to effectuate the purposes of this Appendix A in all subcontracts executed to perform services under this Agreement which may exceed a cost of \$25,000.

**ARTICLE A20
CLAIMS AND DISPUTES**

A20.1 If the CONTRACTOR becomes aware of any act or occurrence which may form the basis of a Claim by the CONTRACTOR for additional compensation or an extension of time for performance, or if any dispute arises regarding a question of fact or interpretation of this Agreement, the CONTRACTOR shall immediately inform the Contracts Officer. If the matter cannot be resolved within 7 days, the CONTRACTOR shall, within the next 14 days, submit an "Intent to Claim" in writing to the Contracts Officer.

A20.1.1 If the CONTRACTOR believes additional compensation is warranted, the CONTRACTOR shall immediately begin to keep and maintain complete, accurate and specific daily records concerning every detail of the potential Claim including actual costs incurred. The CONTRACTOR shall give the CONTRACTING AGENCY access to any such record and, when so requested, shall forthwith furnish the CONTRACTING AGENCY copies thereof.

A20.1.2 The Claim, if not resolved, shall be presented to the Contracting Officer, in writing, within 60 days following receipt of the "Intent to Claim". Receipt of the Claim will be acknowledged in writing by the Contracting Officer.

A20.1.3 The CONTRACTOR agrees that unless these written notices are provided, the CONTRACTOR will have no entitlement to additional time or compensation for such act, event or condition. The CONTRACTOR shall in any case continue diligent performance under this Agreement.

A20.2 The Claim shall specifically include the following:

A20.2.1 The act, event or condition giving rise to the Claim.

A20.2.2 The provisions of the Agreement which apply to the Claim and under which relief is provided.

A20.2.3 The item or items of project work affected and how they are affected.

A20.2.4 The specific relief requested, including Contract Time if applicable, and the basis upon which it was calculated.

A20.3 The Claim, in order to be valid, must not only show that the CONTRACTOR suffered damages or delay but that those conditions were actually a result of the act, event or condition complained of and that the Agreement provides entitlement to relief to the CONTRACTOR for such act, event, or condition.

A20.3.1 The CONTRACTING OFFICER reserves the right to make written requests to the CONTRACTOR at

any time for additional information which the CONTRACTOR may possess relative to the Claim. The CONTRACTOR agrees to provide the Contracting Officer such additional information within 30 days of receipt of such a request. Failure to furnish such additional information may be regarded as a waiver of the Claim.

A20.3.2 If the Claim is not resolved by Agreement within 90 days of its receipt, the Contracting Officer will issue a written decision to the CONTRACTOR.

A20.3.3 The CONTRACTOR shall certify that the Claim is made in good faith, that the supporting cost and pricing data are accurate and complete to the best of the CONTRACTOR's knowledge and belief, and that the amount requested accurately reflects the adjustment to the Agreement for which the CONTRACTOR believes the CONTRACTING AGENCY is liable.

A20.4 The CONTRACTOR will be furnished a written signed copy of the Contracting Officer's decision within 90 days, unless additional information is requested by the Contracting Officer. The Contracting Officer's decision is final unless, within 14 days of receipt of the decision, the CONTRACTOR delivers a written Notice of Appeal to the Commissioner designated on Page 2 of this Agreement.

A20.5 Procedures for appeals and hearings are covered under AS 36.30.625 and AS 36.30.630.

ARTICLE A21 EXTENT OF AGREEMENT

A21.1 This Agreement including appendices represents the entire and integrated Agreement between the CONTRACTING AGENCY and the CONTRACTOR and supersedes all prior negotiations, representations or Agreements, written or oral.

A21.2 Nothing contained herein may be deemed to create any contractual relationship between the CONTRACTING AGENCY and any Subcontractors or material suppliers; nor may anything contained herein be deemed to give any third party Claim or right of action against the CONTRACTING AGENCY or the CONTRACTOR which does not otherwise exist without this Agreement.

A21.3 This Agreement may be changed only by written Amendment executed by both the CONTRACTING AGENCY and the CONTRACTOR.

A21.4 All communications that affect this Agreement must be made or confirmed in writing and must be sent to the addresses designated in this Agreement.

A21.5 The CONTRACTOR on receiving final payment will execute a release, if required, in full of all Claims against the CONTRACTING AGENCY arising out of or by reason of the services and work products furnished and under this Agreement.

ARTICLE A22 TAXES

A22.1 As a condition of performance of this Agreement, 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 Agreement.

ARTICLE A23 GOVERNING LAW

A23.1 This Agreement is governed by the laws of the State of Alaska and Federal and Local Laws and Ordinances applicable to the work performed. The CONTRACTOR shall be cognizant and shall at all times observe and comply with such laws which in any manner affect those engaged or employed in the performance, or which in any way affects the manner of performance, of this Agreement.

ARTICLE A24 FEDERAL AID CERTIFICATION (For Agreements exceeding \$100,000)

A24.1 The CONTRACTOR certifies, by executing this Agreement, to the best of his or her knowledge and belief, that:

A24.1.1 No federal appropriated funds have been paid or will be paid, by or on behalf of the CONTRACTOR, to any person for influencing or attempting to influence an officer or employees of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative Agreement, and at the extension, continuation, renewal, Amendment, or modification of any Federal contract, grant, loan, or cooperative Agreement.

A24.1.2 If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress in connection with this Federal contract, grant, loan, or cooperative Agreement, the undersigned shall complete and submit Standard Form LLL, Disclosure of Lobbying Activities, in accordance with its instructions. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

A24.2 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.

A24.3 The CONTRACTOR also agrees by executing this Agreement that the CONTRACTOR shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

**ARTICLE A25
TRADE RESTRICTIONS**

The CONTRACTOR or Subcontractor, by submission of an offer and/or execution of a contract, certifies that it:

- a. 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 published by the Office of the United States Trade Representative (USTR);
- b. 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 on said list, or is owned or controlled directly or indirectly by one or more citizens or nationals of a foreign country on said list;
- c. Has not procured any product nor subcontracted for the supply of any product for use on the project that is produced in a foreign country on said list.

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 a contractor or subcontractor who is unable to certify to the above. If the CONTRACTOR knowingly procures or subcontracts for the supply of any product or service of a foreign country on said list for use on the project, the Federal Aviation Administration may direct through the Sponsor cancellation of the contract at no cost to the Government.

Further, the CONTRACTOR agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in each contract and in all lower tier subcontracts. The CONTRACTOR may rely on the certification of a prospective subcontractor unless it has knowledge that the certification is erroneous.

The CONTRACTOR shall provide immediate written notice to the sponsor if the contractor learns that its certification or that of a subcontractor was erroneous when submitted by reason of changed circumstances.

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

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 posed by a prudent person in the ordinary course of business dealings.

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, United States Code, Section 1001.

**ARTICLE A26
SUSPENSION AND DEBARMENT**

The bidder/offeror certifies, by submission of this proposal or acceptance of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this proposal that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the bidder/offeror/contractor or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation/ proposal.

**ARTICLE A27
ADDITIONAL PROVISIONS**

(Any deletion or modification of Articles A1 through A26 shall be approved "as to form" by the CONTRACTING AGENCY's legal section, acknowledged in writing, and attached as an Exhibit to this Appendix.)

A27.1 Contractor shall comply, and ensure subcontractors comply, with Code of Federal Regulations (CFR) 2 CFR 200.216 Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment.

A27.2 The contractor shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Water and Wastewater Improvements

Article B1 Administrative Requirements

1.1 General

The contractor shall provide services as identified and authorized by one sequentially numbered Notice to Proceed. The contractor shall not perform services or incur billable expense except as authorized by a NTP.

1.2 Minimum Qualifications

In order for offers to be considered responsive offerors must meet the following minimum qualification requirements. Offerors must state in their cover letter that they meet these requirements.

1. The proposing firm shall be in the business of providing engineering design services and construction administration services for water and wastewater system projects.
2. The project manager shall have at least five (5) years of project management experience.
3. The project manager shall be a current licensed professional engineer in the State of Alaska.
4. The project manager shall have at least five (5) years of design experience as a P.E. in the State of Alaska.
5. The project manager shall have experience with Construction Administration on designs they completed in this time.
6. The offeror shall have experience working in any of the communities served by Village Safe Water or the Alaska Native Tribal Corporation (ANTHC) as listed in the attached Community Water Sewer Improvements Contact List spreadsheet. Experience shall include engineering services for water or wastewater infrastructure.

An offeror's failure to meet these minimum qualification requirements will cause their proposal to be considered nonresponsive and rejected.

1.3 Project Staff

All services must be performed by or under the direct supervision of the following individuals. Replacement of, or addition to, the Project Staff named below shall be accomplished only by prior written approval from the department:

| <u>Name</u> | <u>Project Responsibilities</u> |
|-------------|---------------------------------|
|-------------|---------------------------------|

1.4 Definitions and Project Responsibility

The department's project manager or designee shall be the contractor's main point of contact. The contractor shall not deal directly with other department personnel or the subsequent construction contractor without the project manager's approval.

| | |
|----------------------------------|---|
| Department or Contracting Agency | State of Alaska, Department of Environmental Conservation, Village Safe Water Program |
| Contractor | Selected Design Contractor |
| Project Manager | Department Village Safe Water (VSW) Engineer |
| Construction Contractor | Subsequent Construction Contactor |

General Terms:

- The Contractor herein is the "Engineer".
- The "Department" is the Owner with the rights and privileges that pertain to the Owner.
- The "Builder" herein refers to a contractor under contract with the Department for services to the project.
- The Engineer shall act as the Department's Representative during construction with respect to the Builder.
- The Engineer shall administer the Builder's contract with the Department to the degree defined herein. Engineer shall act on behalf of the Department only as specifically stipulated herein.
- Construction Administration services includes Assistance during Bidding, Services during Construction, and Services during Closeout and Warranty.

1.5 Project Location and Travel

The project location is Alakanuk, Alaska. Travel under the resulting contract shall be in accordance with the State's travel policies [AAM 60 Travel](#). Travel must be pre-approved by the project manager.

1.6 Schedule

The RFP schedule set out herein represents the State of Alaska's best estimate of the schedule that will be followed. If a component of this schedule, such as contract execution, is delayed, the rest of the schedule may be shifted accordingly. Calendar days are used unless otherwise noted.

Design 1: Surface Water Intake

| Event/Deliverable | Event or Deliverable Deadline: |
|--|---------------------------------------|
| Contract execution/Notice to Proceed (NTP) | Estimated 4/1/2025 |
| Tech Memo options | N/A |
| Design Analysis Report | 20 weeks after NTP |
| 35% Drawings | N/A |
| 65% Drawings` | N/A |
| 95% Drawings | 8 weeks after DAR |
| Issue NTP for Phase 2 | 8 weeks after DAR |
| Finalize Permitting | 2 weeks after 95% |
| 100% Drawings, Approval to Construct (ATC) | 8 weeks after 95% |
| Construction Start | 2 months after ATC |
| Construction Complete | 6 months after construction starts |

Design 2: Service to Homes Across the River

| Event/Deliverable | Event or Deliverable Deadline: |
|--|---------------------------------------|
| Contract execution/Notice to Proceed (NTP) | Estimated 4/1/2025 |
| Tech Memo options | N/A |
| Design Analysis Report and 35% Drawings | 20 weeks after NTP |
| 65% Drawings | 12 weeks after DAR |
| 95% Drawings | 8 weeks after 65% |
| Issue NTP for Phase 2 | 8 weeks after 65% |
| Finalize Permitting | 2 weeks after 95% |
| 100% Drawings, Approval to Construct (ATC) | 8 weeks after 95% |
| Construction Start | 2 months after ATC |
| Construction Complete | 12 months after construction starts |

1.7 General Standards

The contractor shall perform all services in accordance with applicable codes, regulations and standards, professional practice procedures, and commonly recognized construction methods. The contractor shall consider the geographical location, intent of the project and any site specific constraints when performing work.

1.8 Unit of Measure

The contractor shall use U.S. Customary units of measure throughout the project.

1.9 Professional Registration

All reports, plans, specification, estimates and similar work products provided by the contractor shall be prepared by or under the supervision of the Registered Alaskan Engineer or Architect in responsible charge for the services. These Engineers or Architects shall be currently registered in the State of Alaska and they shall sign, seal and certify as to the accuracy of each final work product for which they are responsible.

1.10 Billing Reports

The contractor shall provide a two-page (typical) report with each monthly billing for months in which services are performed. The report shall specifically describe the services and other items for which the billing is submitted, and shall estimate the percent the services are complete. Any delayed costs from previous billing periods that are included in the current billing must be clearly explained in the report.

1.11 Correspondence

All correspondence prepared by the contractor shall bear the department's assigned project name and numbers (State & Federal).

1.12 Documents and Reports

Documents and Reports shall be printed with solid black letters that are double spaced on white, 8.5 inch x 11 inch bond

or "Xerox Copy" paper. Other size paper may be used for illustrations if they are folded to 8.5 inch x 11-inch size. Original documents and reports shall be printed on one side of the paper only and shall be ready for copying. Documents and reports shall have no black and white photographs, color photographs, or multicolored graphics except as specifically approved by the Contracting Agency. Original, camera ready, copies of final documents and reports shall be submitted to the Contracting Agency for a check before printing.

1.13 Copies

When the Contract calls for multiple copies of documents or reports, the copies shall be printed on both sides of the paper. However, the cover and pages with approved illustrations, multicolored graphics, or photographs shall be printed on one side of the page only. All copies - except for originals - shall be bound.

1.14 Page Numbers

All documents shall be page numbered to allow every major Section, Chapter, Appendix, etc., to begin on a "right hand," odd numbered page.

1.15 Covers

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

- a. Name of document or report.
- b. Date.
- c. Indicate whether draft or final.
- d. Project Name.
- e. State and Federal Project Number(s).
- f. Prepared for: Department of Environmental Conservation, Village Safe Water Program.
- g. Prepared by:
- h. Map and/or picture of project area.

1.16 Contractor Name on Plan Sheets and Documents

No contractor logos shall be allowed on any electronic or hard copy document produced for the department. The contractor company name shall be included in the box above or below the engineer's seal on each plan sheet. Documents produced for the department shall include the contractor's company name at the bottom right of the first page, cover sheet or title sheet only. Contractor letterhead shall be allowed only as exhibits in document appendices. The contractor name shall be in the same font as other lettering on the plan sheet or document, shall be 1/16" or less in height on 11"x17" plan sheets, and shall be in the following format:

PLANS DEVELOPED BY:
COMPANY NAME
ADDRESS
TELEPHONE NO.
CERTIFICATION OF AUTHORIZATION NO.

1.17 Plans, Maps, and Plats

Plans, Maps, and Plats shall be submitted with solid black ink on 11 x 17 inch bond paper. Submit final drawings on 11 x 17 inch bond paper and in pdf format.

1.18 Digital Copies

The department uses Microsoft Windows (Word, Excel) and AutoCAD Civil 3D 2016 software. The contractor shall submit all digital files in formats fully compatible with the department's software. Formal submittals shall be on CD-R(W) or as approved by the department. Provide informal digital submittals as approved by the department.

1.19 Drafting

Design submittal plan sets shall be provided as PDF. The 100% drawings shall be submitted in either Autocad, current format, or DXF format to the department as a resource file. All submissions shall include the Autocad drawing files, or DXF drawing files, on CD ROM discs or thumb drive.

1.20 Specifications and Estimates

Specifications and Estimates shall be submitted with solid black letters that are double spaced on white, 8.5 inch x 11-inch bond or "Xerox Copy" paper. They shall be printed on one side of the paper only and shall be ready for copying. Specifications and estimates shall contain no graphics and no photographs except as specifically approved by the Contracting Agency. All Specifications shall also be submitted on CD ROM discs or thumb drive as document files for Microsoft Word current edition. It is the contractor's responsibility to ensure all document files are virus free.

1.21 Revisions

The Contractor shall modify work products in response to direction from the Contracting Agency. Corrections,

adjustments, or modifications necessitated by the review/approval process, but which do not substantially affect the scope, complexity, or character of the services, shall be considered a normal part of the Contractor's services.

1.22 Errors and Omissions

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

1.23 Review Meetings

Following each review the Contracting Agency will provide written comments and may hold a meeting to discuss the issues. The Contractor's personnel who are in-responsible-charge for the work products under review shall attend the meeting and they may be asked to interpret and provide explanations of the content.

1.24 Comment Resolution

The Contractor shall provide a written response with subsequent submittals that address all written and oral comments from the Contracting Agency. All changes from previous submittals shall be clearly explained.

1.25 Reproduction and Distribution

When the contract requires only the original or only one copy of a work product to be delivered, the Contracting Agency will reproduce and distribute any other copies required. Items delivered for reproduction shall be organized and camera ready for copying and not stapled or otherwise bound.

1.26 Engineer Estimate

The contractor shall provide their best construction estimate for each design phase. The contractor shall not release any information pertinent to the engineer's estimate without the prior written authorization by the department's project manager.

1.27 Cost Effective Design

When developing the design the contractor shall advise the department of any cost effective solutions such as minimum or desirable design criteria.

1.28 Specifications

The contractor shall not specify sole source materials unless the department first obtains a sole source approval. The contractor shall not specify brand name materials unless a minimum of three (3) are named, and if "Department approved equivalent" is used, specify the criteria for judging equivalence.

1.29 Attachments

The following are attached to the RFP:

1. Community Water Sewer Improvements Contact List.
2. VSW Basic Plan Set Requirements.
3. VSW Design Analysis Report Table of Contents.

The following attachments will be sent to offerors via ZendTo. Design 1 attachments 4 – 17. Design 2 attachments 6,7,18-26.

4. Design 1 01.03.2024_YKHC_Alakanuk RMW report
5. Design 1 04.19.2023_YKHC_Alakanuk RMW report
6. Design 1 and Design 2 1995 Geotechnical Report W&WW System Improvements
7. Design 1 and Design 2 1998 Record Drawings W&WW System Improvements
8. Design 1 2021-NOV-01 – Description of Freezing, RMW Report
9. Design 1 270362 Alakanuk Water System Sanitary Survey for 2023
10. Design 1 Alakanuk Phone Record on Nov 1, 2024 with Allan Paukman, RMW
11. Design 1 AUK 19950113 Raw Water Transmission
12. Design 1 AUK 20240216 RMW Winter Issues
13. Design 1 AUK 20240223 RMW Winter Issues
14. Design 1 AUK 20240301 RMW Winter Issues
15. Design 1 Water Source Map
16. Design 1 Billy, RMW, Trip Reports
17. Design 1 Photos from Dave
18. Design 2 1993 Community Water Sewer and Solid Waste Master Plan
19. Design 2 1999 Record Drawings Washeteria Sauna Renovation
20. Design 2 2002 Sanitation Feasibility Study Water and Sewer for Service Area 7
21. Design 2 2014 Plans for Realignment Water-Sewer in Alakanuk
22. Design 2 2019 ER North Side Water and Sewer Expansion

23. Design 2 2019 PER North Side Water and Sewer Improvements
24. Design 2 AUK Drawings 1.29.2002
25. Design 2 Service Area 5 and Service Area 7, C113
26. Design 2 Service Area 5 Main plan and profile, C25

ARTICLE B2 BACKGROUND & SCOPE OF SERVICE

Background:

Alakanuk, Alaska is a Yup'ik village active in commercial fishing and subsistence with approximately 726 people. "Alakanuk" in the Yup'ik language means "wrong way," aptly applied to this village that lies within a maze of watercourses near the terminus of the Yukon River. The village was first reported by G.R. Putnam of the U.S. Coast & Geodetic Survey in 1899 and was incorporated as a second-class city in 1969.

The location of Alakanuk (community) is at the east entrance of Alakanuk Pass, the major southern channel of the Yukon River, 15 miles from the Bering Sea. The Yukon Delta National Wildlife Refuge surrounds the community. The community lies 8 miles southwest of Emmonak and approximately 162 air miles northwest of Bethel. It is the longest village on the lower Yukon River that stretches over a 3-mile area along the pass. Most of the community is located on the south side, while the north side has approximately 20 homes and the old Bureau of Indian Affairs (BIA) school. Approximately 25 homes in the community are threatened by erosion.

The community is off the road system and is only accessible by the Yukon River and air. There are dock facilities and regular barge access. In the winter, there are ice roads from November to May reaching to Emmonak, Bethel, and various other areas. The Yukon River is ice-free from mid-June to mid-October. There is a state-maintained public airport with a 4,000-foot by 75-foot gravel runway that accommodates daily scheduled flights from Bethel and Emmonak.

The community falls within the transitional climate zone, characterized by tundra interspersed with boreal forests, and a weather patterns of long, cold winters and shorter, warm summers. Heavy winds are frequent during the fall and winter.

The community water system was first constructed in 1976. By the late 1980s, there was a limited piped water and sewer system for the school and washeteria. The community completed a Water, Sewer, and Solid Waste Master Plan in 1993. It outlined a plan to provide piped water and sewer throughout the entire community, starting in the core community (south side) and expanding outwards, including residents on the north side of the river.

The first six phases developed piped water and sewer for residents on the south side. The City of Alakanuk operates the Alakanuk Water System (PWSID# AK2270362) and obtains its water from the Yukon River. The surface water intake and transmission line to the Water Treatment Plant (WTP) were constructed in 1995. The WTP uses a pressurized greensand filter. Water and sewer distribution lines are above ground in separate arctic pipes. There are two 6-inch HDPE circulating water mains (e.g. Uptown and Downtown Loops). Heat is added to the distribution system at the WTP. The sewer is a vacuum system with two 4-inch collection mains (e.g. Uptown and Downtown). The sewer mains are heated by glycol from the vacuum plant. The sewer's force main discharges to the sewage lagoon. Only the north side remains unserved in the community.

Scope of Service:

On behalf of the City of Alakanuk (City), The State of Alaska, Department of Environmental Conservation, Village Safe Water Program (department) is soliciting a Request for Proposals (RFP) for a contractor to design two (2) separate designs for the City.

Design 1 - Surface Water Intake:

Surface Water Intake, Raw Water Transmission Line, and Utility Box Deficiencies: Alakanuk's piped water system was installed in the 1990's. The surface water intake sits about 160 feet away from the river's edge and, in the winter, it lies on river ice. The chilled water withdrawn from the river does not have the benefit of heat to protect it from freezing for the first 160 feet, until it reaches the utility box, at which point the glycol heat trace can keep the water warm. The grading of the intake transmission line and heat tape malfunctions have contributed to the intake freezing. When the intake freezes up, the circulation loops freeze up also, causing complete blockage of the intake transmission line. The blockage of the intake transmission line has happened as many as 6 to 7 times in a single winter, depending on the weather. If there is a severe freeze up at the intake, one that lasts more than a few days, then the available water in the storage tank can get low enough so that the distribution lines to the community can freeze up. When this happens, the entire community is without water. It has become normal for the intake malfunctions to interrupt service to the entire community for 10 days to 2 weeks. These deficiencies are well documented in the numerous Remote Maintenance Worker (RMW) reports attached to this RFP.

Design 1 shall be for surface water intake replacement in accordance with the recommendations outlined in the attached RMW reports. The design shall include but not limited to:

- Replacement of a utility box and move it 100 feet closer to the river to reduce vulnerability to freezing.
- Extend the glycol and electrical heat trace to the new utility box.
- Install five (5) supports beneath the raw water pipe between the intake assembly and the water plant.
- Correct the surface water intake transmission line grade to allow drain back.

PHASE I – Design and Specification Development
Design 1: Surface Water Intake

2.1 Design and Specification Development

Task 1 – Review Meetings:

A VSW design review team shall review each design phase submittal. A design review meeting shall be held with the Engineer. In order to expedite the design, comments will be incorporated concurrently with design work. Design production schedule is critical so anything holding up progress, shall be a priority to resolve. The Engineer shall respond to and incorporate design review comments as follows:

- a. Pre-Meeting Comment Responses. The department will provide the contractor a list of compiled comments two (2) days before each review meeting. The contractor shall provide preliminary responses to the comments before the review meeting to facilitate a quicker review.
- b. Post-Meeting Comment Resolution. The contractor shall revise any draft responses pursuant to the design review meeting determination.
- c. The contractor shall incorporate changes as reflected in the comments and responses in the next design phase submittal.
- d. At the DAR stage the contractor shall facilitate a design presentation discussing the DAR to the community and VSW.
- e. At the 95% stage the contractor shall facilitate a design presentation to the community and VSW. This shall include 3rd party review of process, Civil, Mechanical, Electrical, Control, Structural, and Architectural. Any questions or concerns during this meeting shall follow the above procedure a. – c. The contractor shall discuss any issues with plan review or permitting.

Task 1 – Review Meetings Deliverables

| Document Type | Format |
|---------------------------------|-------------------------|
| Pre-Meeting Comment Responses | Emailed Microsoft Excel |
| Post Meeting Comment Resolution | Emailed Microsoft Excel |

Task 2 – Preliminary Design Technical Memo:

A technical memo is not currently needed. The department may amend the contract to include a Technical Memo.

Task 2 – Technical Memo Deliverables

| Document Type | Format |
|----------------|-------------|
| Technical Memo | Emailed PDF |

Task 3 – Design Analysis Report (DAR):

The contractor shall prepare and finalize a DAR. The DAR develops the conceptual design (from suggestions in RMW reports) by analyzing and documenting the design approach, design requirements, and construction considerations. The DAR shall address the following items and other design issues. The DAR must follow the attached DAR table of contents.

1. Surface Water Intake and associated water infrastructure:
 - a. Estimate the scope of work to construct the replacement of the surface water intake and associated water infrastructure.
 - b. Establish design criteria for the replacement of the surface water intake and associated water infrastructure.
 - c. Discuss approach and phasing for construction to replace the surface water intake and associated water infrastructure.
2. DAR Appendices:
 - a. Trip Reports.
 - b. Geotechnical Findings and Recommendations.
 - c. Outline Specifications using appropriate CSI Divisions.

Task 3 – DAR Deliverables:

| Document Type | Format |
|---------------|-------------|
| Final DAR | Emailed PDF |

Task 4 – 35% Submittal:

A 35% submittal is not currently needed. The department may amend the contract to include a 35% submittal.

Task 4 – 35% Submittal Deliverables

| Document Type | Format |
|---------------|-----------------------|
| psa-b | Statement of Services |

| | |
|------------------------------|-------------------------------|
| Draft Design Drawings | Emailed PDF |
| Review Meeting and Responses | See Task 1 deliverable format |
| Design Cost Estimate | Emailed PDF |

Task 5 – 65% Submittal:

A 65% submittal is not currently needed. The department may amend the contract to include a 65% submittal.

Task 5 – 65% Submittal Deliverables

| Document Type | Format |
|--|-------------------------------|
| Draft Design Drawings | Emailed PDF |
| Draft Specifications | Emailed Microsoft Word |
| Draft Construction Schedule including major milestones | Emailed MS Project |
| Work Description | Emailed Microsoft Word |
| Review Meeting and Responses | See Task 1 deliverable format |

Task 6 – 95% Submittal:

The contractor shall provide the following submittals at the 95% design phase.

1. Submittal includes draft bid ready plans and specifications and shall conform to the attached Basic Plan Set requirements. The 95% submittal shall include the following:
 - Site Plan.
 - Survey Information.
 - Soils Information.
 - Conceptual Layout.
 - System Schematics.
 - Plan and Profile views for the replacement of the surface water intake and associated water infrastructure.
 - Design Criteria for the replacement of the surface water intake and associated water infrastructure.
 - Standard Details for the replacement of the surface water intake and associated water infrastructure.
 - The Survey, Civil, Architectural, Structural, and Process shall be substantially complete.
 - The Mechanical, Electrical, and Control sheets shall be substantially complete, if required.
2. Construction Environmental Conditions and Permitting submittal to:
 - Fire Marshall Review.
 - U.S. Army Corps of Engineers (USACE) Permit
 - General Construction Discharge Permit and Storm Water Pollution Prevention Plan
 - Other permits not listed here, if needed.
3. Draft Final Specifications. These shall be well advanced.
4. Design Cost Estimate. The contractor shall provide the following cost estimates:
 - Capital.
 - Operation and Maintenance.
4. Construction Schedule.
5. 95% Design Review Meeting. See Task 1 – Review Meetings, e.
6. Procurement Package for the General Contractor and other long lead items.

Task 6 – 95% Submittal Deliverables

| Document Type | Format |
|---------------------------------|-------------------------------|
| Adjudicated PIH Review Comments | Emailed PDF |
| Significant Change Memo | Emailed PDF |
| Review Meeting and Responses | See Task 1 deliverable format |

Task 7 – 100% Submittal:

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

1. Final Check Set. Provide a final unsigned plan set for final comments by the department. Incorporate any comments received into the plans before signing and sealing the final plan sheets.
2. Engineering Seals. Submit final plan sheets sealed by an appropriate Professional Engineer currently registered in the State of Alaska who is in charge for the project work. Sign plan sheets in blue waterproof ink. Digital signatures will not be accepted.
3. Final Construction Schedule and Issued for Construction Plans.
4. Final Specifications.
5. Final Cost Estimate

Task 7 – 100% Submittal Deliverables

| Document Type | Format |
|--------------------|-------------|
| Final Check Set | Emailed PDF |
| Final Sealed Plans | Emailed PDF |
| Final Permits | Emailed PDF |

Task 8 – Permitting:

The contractor shall obtain the following permits, and any other necessary permits identified over the course of the design.

1. Fire Marshall Review.
2. DEC Approval to Construct:
 - Drinking Water.
3. State Historic Preservation Office (SHPO) Determination.
4. USACE Wetlands Fill Permit.

Task 8 – Permitting Deliverables

| Document Type | Format |
|---------------|-------------|
| Final Permits | Emailed PDF |

Design 2: Service to Homes Across the River

Water and Sewer Deficiencies: The northside of the river is across from the established southside community. Residents on the northside collect rain, river, or hauled water for drinking water. The homes also do not have any supportive sewer infrastructure, such as no washeteria, no sewage haul, and no piped sewer service. Instead, residents use honey buckets and on-property bunkers for their wastewater disposal. The community reports that 17 year-round homes on the northside are in a cluster that can be reached with pipes and another 4 year-round homes are located in an outlying area.

To address these deficiencies, Kuna Engineering prepared for the City of Alakanuk the North Side Water and Sewer Improvements Preliminary Engineering Report (PER) in 2019. Five alternatives were considered, including a no improvement alternative. The completed report recommends Alternative 3 to address these deficiencies with Horizontal Directional Drilling, Piped Water, and Individual Wastewater Package Plants for 13 homes. Also within this recommendation, the 4 outlying homes are to be served with Portable Alternative Sanitation System (PASS).

Design 2 shall be for water and sewer service to home across the river in accordance with the recommendations outlined in the attached PER. The design shall include but is not limited to:

- Serve 13 homes on the northside with piped water under the river and packaged wastewater treatment plants.
- Serve the 4 outlying homes on the northside with the PASS.

Design 2: Service to Homes Across the River

Task 1 – Review Meetings:

A VSW design review team shall review each design phase submittal. A design review meeting shall be held with the Engineer. In order to expedite the design, comments will be incorporated concurrently with design work. Design production schedule is critical so anything holding up progress, shall be a priority to resolve. The Engineer shall respond to and incorporate design review comments as follows:

- a. Pre-Meeting Comment Responses. The department will provide the contractor a list of compiled comments two (2) days before each review meeting. The contractor shall provide preliminary responses to the comments before the review meeting to facilitate a quicker review.
- b. Post-Meeting Comment Resolution. The contractor shall revise any draft responses pursuant to the design review meeting determination.
- c. The contractor shall incorporate changes as reflected in the comments and responses in the next design phase submittal.
- d. At the DAR and 35% stage the contractor shall facilitate a design presentation discussing the DAR and 35% plans to the community and VSW.
- e. At the 65% stage the contractor shall facilitate a design presentation to the community and VSW. This shall include 3rd party review of process, Civil, Mechanical, Electrical, Control, Structural, and Architectural. Any questions or concerns during this meeting shall follow the above procedure a. – c.
- f. At the 95% stage the contractor shall facilitate a design presentation to the community and VSW. This shall include 3rd party review of Mechanical, Electrical, Control, Structural, and Architectural. The contractor shall discuss any issues with plan review or permitting.

Task 1 – Review Meetings Deliverables

| Document Type | Format |
|---------------------------------|-------------------------|
| Pre-Meeting Comment Responses | Emailed Microsoft Excel |
| Post Meeting Comment Resolution | Emailed Microsoft Excel |

Task 2 – Preliminary Design Technical Memo:

A technical memo is not currently needed. The department may amend the contract to include a Technical Memo.

Task 2 – Technical Memo Deliverables

| Document Type | Format |
|----------------|-------------|
| Technical Memo | Emailed PDF |

Task 3 – Design Analysis Report (DAR):

The contractor shall prepare and finalize a DAR. The DAR further develops the PER by analyzing and documenting the design approach, design requirements, and construction considerations. The DAR shall address the following items and other design issues. The DAR must follow the attached DAR table of contents.

1. Water Mains:
 - a. Estimate the scope of work to construct new water mains.
 - b. Establish design criteria for new water mains.
 - c. Discuss approach and phasing for construction of new water mains.

2. Water Service Lines and Wastewater Packaged Treatment Plants:
 - a. Estimate the number of new water service lines and new wastewater packaged treatment plants required.
 - b. Establish design criteria for new water service lines and new wastewater packaged treatment plants.
 - c. Discuss approach and phasing for construction of new water service lines and new wastewater packaged treatment plants.
3. Portable Alternative Sanitation System:
 - a. Estimate the number of new PASS units required. Only one (1) PASS unit per residence is needed.
 - b. Establish design criteria for new PASS units.
 - c. Discuss approach and phasing for construction of new PASS units.
4. DAR Appendices:
 - a. Trip Reports.
 - b. Geotechnical Findings and Recommendations.
 - c. Outline Specifications using appropriate CSI Divisions.

Task 3 – DAR Deliverables:

| | |
|---------------|-------------|
| Document Type | Format |
| Final DAR | Emailed PDF |

Task 4 – 35% Submittal:

The contractor shall provide the following submittals at the 35% design phase.

1. 35% Plans (the following is a list of sheets). Plans in Hand (PIH) Description. Prepare draft contract documents addressing the primary elements of the project. Provide preliminary plans and estimate for project manager review that is at least 35% complete.
 - Site Plan.
 - Survey Information.
 - Soils Information.
 - Conceptual Layout.
 - System Schematics.
 - Plan and Profile views for the water mains, water service lines, wastewater packaged treatment plants, and PASS units.
 - Design Criteria for the water mains, water service lines, wastewater packaged treatment plants, and PASS units.
 - Standard Details for the water mains, water service lines, wastewater packaged treatment plants, and PASS units.
 - Conceptual Mechanical, if required.
 - Conceptual Electrical, if required.
2. 35% Design Cost Estimate. The contractor shall provide the following cost estimates:
 - Capital.
 - Operation and Maintenance for the City and separately for the homeowners.
3. 35% Design Review meeting. See Task 1 – Review Meetings, d.

Task 4 – 35% Submittal Deliverables

| | |
|------------------------------|-------------------------------|
| Document Type | Format |
| Draft Design Drawings | Emailed PDF |
| Review Meeting and Responses | See Task 1 deliverable format |
| Design Cost Estimate | Emailed PDF |

Task 5 – 65% Submittal:

The contractor shall provide the following submittals at the 65% design phase.

1. Submittal includes draft bid ready plans and specifications and shall conform to the attached Basic Plan Set requirements. The 65% submittal shall include the following:
 - Site Plan.
 - Survey Information.
 - Soils Information.
 - Conceptual Layout.
 - System Schematics.
 - Plan and Profile views for the water mains, water service lines, wastewater packaged treatment plants, and PASS units.
 - Design Criteria for the water mains, water service lines, wastewater packaged treatment plants, and PASS units.
 - Standard Details for the water mains, water service lines, wastewater packaged treatment plants, and PASS

- units.
 - The Survey, Civil, Architectural, Structural, and Process shall be substantially complete.
 - The Mechanical, Electrical, and Control sheets may be less advanced and may still require coordination, if required.
2. The 65% submittal shall be in draft form at this stage and shall include draft Division 01 General Requirements.
 3. Identify Permitting associated with project:
 - Department Wastewater (WW) Plan Review.
 - General Construction Discharge Permit and Storm Water Pollution Prevention Plan.
 - U.S. Army Corps of Engineers (USACE) Permit.
 - Fire Marshall Review.
 4. Draft procurement packages for:
 - General Contractor.
 - Other long lead elements.
 5. 65% Design Cost Estimate. The contractor shall provide the following cost estimates:
 - Capital.
 - Operation and Maintenance for the City and separately for the homeowners.
 6. 65% Design Review Meeting. See Task 1 – Review Meetings, e.

Task 5 – 65% Submittal Deliverables

| | |
|--|-------------------------------|
| Document Type | Format |
| Draft Design Drawings | Emailed PDF |
| Draft Specifications | Emailed Microsoft Word |
| Draft Construction Schedule including major milestones | Emailed MS Project |
| Work Description | Emailed Microsoft Word |
| Review Meeting and Responses | See Task 1 deliverable format |

Task 6 – 95% Submittal:

The contractor shall provide the following submittals at the 95% design phase.

1. Submittal includes draft bid ready plans and specifications and shall conform to the attached Basic Plan Set requirements. The 95% submittal shall include the following:
 - Site Plan.
 - Survey Information.
 - Soils Information.
 - Conceptual Layout.
 - System Schematics.
 - Plan and Profile views for the water mains, water service lines, wastewater packaged treatment plants, and PASS units.
 - Design Criteria for the water mains, water service lines, wastewater packaged treatment plants, and PASS units.
 - Standard Details for the water mains, water service lines, wastewater packaged treatment plants, and PASS units.
 - The Survey, Civil, Architectural, Structural, and Process shall be complete.
 - The Mechanical, Electrical, and Control sheets shall be substantially complete.
2. Construction Environmental Conditions and Permitting submittal to:
 - Department WW Plan Review.
 - Fire Marshall Review.
 - Other permits not listed here.
3. Draft Final Specifications. These shall be well advanced.
4. Final Cost Estimate.
5. Final Construction Schedule.
6. 95% Design Review Meeting. See Task 1 – Review Meetings, f.
7. Procurement Package for the General Contractor.

Task 6 – 95% Submittal Deliverables

| | |
|---------------------------------|-------------------------------|
| Document Type | Format |
| Adjudicated PIH Review Comments | Emailed PDF |
| Significant Change Memo | Emailed PDF |
| Review Meeting and Responses | See Task 1 deliverable format |

Task 7 – 100% Submittal:

The contractor shall 100% finalize the contract documents based on comments from the review phase. Include the indicated

products that were listed for changes in a previous review. Documents will not be accepted until comments have been addressed to the department's satisfaction. Prepare documents that are ready for advertising for construction bids as identified below.

1. Final Check Set. Provide a final unsigned plan set for final comments by the department. Incorporate any comments received into the plans before signing and sealing the final plan sheets.
2. Engineering Seals. Submit final plan sheets sealed by an appropriate Professional Engineer currently registered in the State of Alaska who is in charge for the project work. Sign plan sheets in blue waterproof ink. Digital signatures will not be accepted.
3. Issued for Construction Plans.
4. Final Specifications.

Task 7 – 100% Submittal Deliverables

| Document Type | Format |
|--------------------|-------------|
| Final Check Set | Emailed PDF |
| Final Sealed Plans | Emailed PDF |
| Final Permits | Emailed PDF |

Task 8 – Permitting:

The contractor shall obtain the following permits, and any other necessary permits identified over the course of the design.

1. Fire Marshall Review.
2. DEC Approval to Construct:
 - Drinking Water.
 - Wastewater.
3. State Historic Preservation Office (SHPO) Determination.
4. USACE Wetlands Fill Permit.

Task 8 – Permitting Deliverables

| Document Type | Format |
|---------------|-------------|
| Final Permits | Emailed PDF |

PHASE II – Bidding and Contracting Assistance

I. Construction Administration services by the Engineer

1) Task 1 – Assistance During Bidding:

The Engineer shall assist the Department as requested during project bidding. Engineer's personnel who were responsible for design drawing and specification development shall be available during this phase.

- a) As requested by the department, the Engineer shall participate in department meetings including but not limited to pre-bid teleconferences and evaluation of bids.
- b) The Engineer shall prepare responses to questions from bidders concerning clarification or interpretations of bidding documents when requested by the Department. The Engineer shall assist the Department with any required bid addenda. The Engineer shall respond and issue documents to the Department within 2 business days to avoid a long solicitation period. The Engineer shall not communicate information about this project with potential bidders. All correspondence and documents shall be through the Department and not directly with a bidder unless authorized by the Department.
- c) The Engineer shall review the Schedule of Values and assess if it is properly proportioned and detailed for the work.
- d) At the discretion of the Department, the Engineer shall review the Builder's list of subcontractors as provided by the Builder, which list is typically provided within five days of issuance of the Apparent Low Bidder. The Engineer shall promptly apprise the Department if it deems the Builder's subcontractors satisfactory or unsatisfactory in their respective areas of building expertise.
- e) Within one month after bid opening the Engineer shall submit the conformed drawings and specification.

Task 1 – Assistance During Bidding Deliverables

1. As needed department meetings.
2. Assistance during bidding to include interpretation, clarification and change order documents and review and approve shop drawings.

2) Task 2 – Engineering Services During Construction

These services are provided after the Builder's contract with the Department has been executed and ends when the services hereunder are complete or the period of performance has lapsed.

- a) Communication:
 - i. Meetings: The Engineer shall facilitate regular meetings with the Builder and the Department to provide project updates and address conditions or events that may affect schedule or price. During construction, "regular" is weekly.
 - ii. Monthly reports: Engineer shall summarize progress and expenditures monthly. It is anticipated that this would follow or coincide with the Builders progress payment.
 - iii. Routine or special reports and photos provided by the Builder to the Engineer on a daily, weekly, or intermittent basis, shall in turn be made available to the Department directly or through appropriate software.
- b) Submittal Review Services: The Engineer shall promptly review material submittals, shop drawings, test results, samples and other submissions provided by the Builder for conformance with the design specifications and drawings. As required by the specifications, the Engineer shall approve or not approve submittals requiring acknowledgment or approval, and file submittals for the record.

The Engineer shall maintain a submittal log and shall promptly notify the department concerning submittals, or lack of submittals, which may delay construction progress. The Engineer shall use the following convention when responding to submittals:

- i. "No Exceptions Taken" – denotes the submittal is generally consistent with the requirements of the contract documents. A resubmittal is not required.

- ii. “Make Corrections Noted” – denotes the submittal is generally consistent with the requirements of the contract documents but only as conditioned by notes and corrections made on the submittal. A resubmittal is not required.
- iii. “Rejected” – denotes that the submittal does not meet the requirements of the contract documents. The department will indicate on the returned submittal deficiencies that must be remedied. A resubmittal is required.

The Engineer shall make submittals and associated approval correspondence available through appropriate software to the Department.

c) Design Clarification and Variation Requests (DCVRs) and Requests for Information (RFIs):

- i. The Engineer shall respond to Department DCVRs and RFIs submitted by the Builder regarding the design specifications and drawings. The Engineer shall prepare appropriate clarifications and instructions or modifications to the contract documents as required and submit to the Department.
- ii. The Engineer shall not approve variation requests that affect site utilization, and or increase cost or schedule without consultation with the Department.

d) Delay by Engineer Avoided:

The Engineer shall respond and issue documents to the department in a timely manner to avoid project delays or stoppage. The Engineer shall provide all responses within 7 calendar days to the department. The Engineer shall notify the department if more time is needed within 2 calendar days of receiving initial request from the department.

e) Progress Site Visits:

- i. Engineer shall make work site visits at intervals appropriate to the various stages of construction as Engineer deems necessary in order to observe as an experienced and qualified design professional the progress that has been made and the quality of the various aspects of Builder’s executed work. Based on information obtained during such visits and observations, Engineer, for the benefit of Department, will determine, in general, if the work is proceeding in accordance with the Contract Documents. Engineer will not be required to make exhaustive or continuous inspections on the Site to check the quality or quantity of the work. Engineer’s efforts will be directed toward providing for Department a greater degree of confidence that the completed work will conform generally to the Contract Documents. On the basis of such visits and observations, Engineer shall keep Department informed of the progress of the work and will endeavor to guard Department against defective work.
- ii. Engineer shall provide written (digital) trip reports while at the work site highlighting progress, issues, and including annotated photos.
- iii. During Site Visits and in the course of observations of Builder’s work, Engineer shall not supervise, direct, control, or have authority over or be responsible for Builder’s means, methods, techniques, sequences, or procedures of construction, or the safety precautions and programs incident thereto, or for any failure of Builder to comply with Laws and Regulations applicable to the performance of the work.

f) Observation and Inspection of the work:

- i. The Engineer shall observe the work for conformance with the contract documents for progress payment approval.
- ii. Acceptability of work: Engineer will render decisions regarding the requirements of the contract documents, and judge the acceptability of the work. (In rendering such decisions and judgments, Engineer will not show partiality to Department or Builder, and will not be liable to Department, Builder, or others in connection with any proceedings, interpretations, decisions, or judgments conducted or rendered in good faith.)
- iii. Additional Inspections: Engineer has authority to require inspections or testing if in the opinion of the Engineer they are required.
- iv. Concealed Conditions: Engineer shall investigate and make recommendations to the Department regarding concealed conditions.

- v. Defective Work: Engineer has the authority to determine whether work is defective, and to reject defective work.
- vi. Stopping the Work: The Engineer does not have authority to stop work. The Engineer may recommend such to the Department.
- vii. Performance: Interprets and decides matters concerning performance.

g) Inspections, Testing, and Commissioning:

- i. Substantial Completion: Engineer conducts inspections for, determines the date of Substantial Completion, and issues a *Substantial Completion Punch List* pursuant to such inspection.
- ii. Final Completion: Engineer conducts inspections for, determines the date of, and provides a notice of Final Completion.
- iii. Special Inspections and Systems Commissioning: Engineer shall perform special inspections and testing as required in the specifications. Engineer shall observe commissioning to confirm system performance as provided in the specifications. Engineer shall provide a commissioning or performance report.

h) Changes: Engineer shall recommend and draft changes to the Contract Documents as required:

- i. Recommends and prepares Change Orders and construction Change Directives to be approved, formalized, and executed by the Department.
- ii. Approves or directs changes that do not affect price, scope of work or schedule, and reports them to the Department.
- iii. Serves as initial decision maker in responding to claims and promptly communicates such to the Department.

i) Processing Pay Applications:

- i. The Engineer shall review and certify payment requests from the Builder. If certified, the payment requests shall be forwarded to the Department for final approval and payment. If not certified, the Engineer shall inform the Builder and the Department.
- ii. The Engineer shall maintain a record of payment requests, cumulative payment, and retainage.

Task 2 – Engineering Services During Construction Deliverables

1. Weekly meetings
2. Monthly Reports
3. As needed Special Reports
4. Submittal Review
5. Submittal Log
6. DCVR and RFI Review and Response
7. As needed Progress Site Visits
8. Observation and Inspection of the Work
9. Inspections, Testing, and Commissioning
10. Change Order review
11. Processing Pay Applications

3) Task 3 – Services during Closeout and Warranty

a) Substantial Completion: The Engineer shall determine Substantial Completion.

The Engineer shall confirm that the following submittals and requirements have been met prior to determining the date of Substantial Completion.

- i. Operation and Maintenance submittals and data have been provided by the Builder;

- ii. Satisfactory performance of facility systems has been demonstrated by the Builder, including commissioning, testing, and training of the facility operators;
 - iii. Evidence bearing on the Record Documents has been provided by the Builder as required in the Contract Documents.
- b) Final Completion. The Engineer shall determine Final Completion.
- i. The Engineer shall confirm that the Substantial Completion punch list has been completed.
 - ii. The Engineer shall review and certify (when the application is complete) final application and payment. Because of need to reconcile unit prices, stipulated payments, Engineering costs associated with failed tests, or other Builder contract provisions that affect price, final payment may include a final change order. The Engineer shall draft the substance of the final change order, and submit it to the Department to execute.
- c) Closeout:
- i. The Engineer shall obtain final permitting and close permitting which has been issued to the Department, on behalf of the Department.
 - ii. The Engineer shall compile operation and maintenance manuals from information provided by the Builder and draft an Operation and Maintenance manual that is readily understandable by key operations stakeholders.
 - iii. The Engineer shall execute and stamp Record Drawings.
- d) Warranty:
- i. The Engineer shall act on behalf of the Department in regards to issues that come up during the course of Warranty period, which may be 1 or 2 years subject to provisions in the Builders contract.

Task 3 – Services during Closeout and Warranty Deliverables

1. Substantial Completion
2. Final Completion
3. Closeout
4. Warranty

INDEMNIFICATION AND INSURANCE

Appendix D in Professional Services Agreements

VSW Program No: 25-VSW-AUK-017
Federal Project No:
Date Prepared:12/13/2024

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

ARTICLE D1 INDEMNIFICATION

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

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

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

ARTICLE D2 INSURANCE

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

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

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

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

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

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

COMPENSATION

APPENDIX C EXHIBIT C-1, METHOD(S) OF PAYMENT

VSW Contract No:25-VSW-AUK-017
Date Prepared:12/13/2024

1. Payments will be made in accordance with Article A7 (Basic Agreement), Articles C1 - C9 (Appendix C), the following, and the applicable discussions of Methods of Payment presented below.

| | | | | | |
|--|----------------------------------|--------------------------|-----------------------|------------|------------------------|
| <u>CONTRACTOR & SUBCONTRACTORS</u> | <u>SUBCONTRACTOR TO: (FIRM)</u> | <u>METHOD OF PAYMENT</u> | <u>ESTIMATED COST</u> | <u>FEE</u> | <u>ESTIMATED PRICE</u> |
|--|----------------------------------|--------------------------|-----------------------|------------|------------------------|

Total Agreement Amount: _____

Note: If a Method of Payment is "Fixed Price", then the amount listed under "Estimated Price" is the Fixed Price.

2. **FIXED PRICE(S)** payments will be a single lump sum payment equal to the Fixed Price upon acceptable completion of this Agreement, or progress payments not to exceed the Fixed Price. Phase I Design and Specification Development (Phase I) shall be Fixed Price (FP).

3. **FIXED PRICE(S) PLUS EXPENSES** section not used.

4. **COST PLUS FIXED FEE** section not used.

5. **TIME AND EXPENSES** payments will be made according to the following for Phase II Bidding and Contracting Assistance (Phase II). The contractor shall submit a price proposal for Phase II within 30 days of the department's request.

5.1 Payments for **TIME** will be equivalent to the number of hours expended by each job classification multiplied by the applicable Billing Rate. Work will be performed by personnel with the lowest reasonable skill levels and hourly rates. Further, when performing work for which they are over qualified, individuals will charge time at rates equivalent to skill levels commensurate with the work they perform.

The contractor's Phase I hourly rates will be the base hourly rates used for Phase II. The department will enter the below information as provided on the contractor's final submitted price proposal, after any negotiations, per RFP Part C, Section III – Price, #12. Labor Billing Rates. The department will not enter the Person's Name until the contractor submits a price proposal for Phase II.

| Firm | Job Classification | Person's Name | Billing Rate (\$/HR) |
|------|--------------------|---------------|----------------------|
|------|--------------------|---------------|----------------------|

5.1.2 **BILLING RATES** are hourly labor rates which include compensation for all Costs (Direct Cost of Direct Labor and all Indirect Costs) plus Fee, except for allowable direct Expenses.

5.1.3 **Time & Expenses Overtime** shall be calculated at 1.5 times the base labor rate (DL & IDCR) and then the profit factor added. The contractor shall manage workload in a manner to reduce the need for overtime. The contractor must submit overtime requests to the department with as much advance notice as possible. The request must include a reason why overtime is needed, any negative effects if the request is not approved, for what task(s), and a time period (specific limited days). Approval of overtime is at the department's sole discretion.

5.2 Payments for Other Direct Costs (**EXPENSES**) will be made for actual substantiated costs that are directly chargeable to and necessary for performance of services assuming they are not recovered through the Indirect Cost Rate. "Markup" of Expenses is prohibited (reference paragraph C8).

5.3 The following Consumer Price Index clause only pertains to Phase II.

Annually the contractor may request price adjustments 30 days prior to March 31. Price adjustment requests must be in writing. If the contractor fails to request a price adjustment, the price adjustment will be effective 30 days after the state receives the contractor's written request.

Price adjustments will be made in accordance with the percentage change in the U.S. Department of Labor Consumer Price Index (CPI-U) for All Urban Consumers, All Items, Urban Alaska.

The price adjustment rate will be determined by comparing the percentage difference between the CPI in effect for the base year six-month average January through June 2024; and each January through June thereafter. The percentage difference between those two CPI issues will be the price adjustment rate. The price adjustment rate will be applied to the contractors base Phase II hourly rates. No retroactive contract price adjustments will be allowed.

Unless the contractor is able to provide a base rate that was in effect when the original contract base rates were submitted the following process will be used for new positions not identified when the contract was executed to include but not limited to subcontractors. When a new position is added to the contract the positions hourly rate will become the positions base Phase II hourly rate. The price adjustment rate will be determined by comparing the percentage difference between the CPI in effect for the base year six-month average January through June or July through December (base year will be the most recent published January through June or July through December CPI); and each January through June or July through December thereafter. The percentage difference between those two CPI issues will be the price adjustment rate. The price adjustment rate will be applied to the contractors base Phase II hourly rates. No retroactive contract price adjustments will be allowed. All other rate adjustment processes remain in effect.

All price adjustments must be approved by the procurement officer prior to the implementation of the adjusted pricing. Approval shall be in the form of a contract amendment issued by the department.

6. SPECIAL CONSIDERATIONS:

6.1 Travelers are permitted actual costs, or an allowance, for lodging (as negotiated and detailed below) and an allowance for meal and incidental expenses (M&IE). Refer to AAM 60.250 for policies regarding travel.

6.2 Employees shall be considered in travel status from the time an authorized trip begins until it ends. An authorized trip is a trip approved in accordance with a NTP issued under the contract. The duty station of the employee is the city, town, or village, or within a 50-mile radius thereof, where the employee spends the majority of their working time.

6.3 M&IE allowances shall be limited to the State rate of \$60.00 per day. The duration of the trip must be more than 12 hours in order for the traveler to be eligible for M&IE allowances. Additionally, the traveler will receive 75% of the full allowable daily allowance on the initial date of departure and the final date of arrival for contract-approved travel, regardless of time of departure/arrival.

6.4 If paying actuals for Lodging, Lodging shall be at the hotel's "government" rate (when applicable) and for single occupancy, not to exceed \$300.00 per day. Lodging receipts are required.

NOTICE TO PROCEED & BILLING SUMMARY

| |
|---------------------------------|
| NTP No: 1 |
| Agreement No: 25-VSW-AUK-017 |
| PSA Expiration Date: 11/30/2028 |

(This form is for any COST REIMBURSEMENT Agreement, generally one that will exceed \$250,000.)

| |
|---|
| Contractor: Project Title: Water and Wastewater Improvements |
|---|

NOTICE TO PROCEED

Provide services for the Tasks Group(s) and specific Tasks enumerated below in the Billing Summary. Any services beyond the written scope and/or any costs above the price estimate for **each Task Group** in our Agreement, require prior Agency approval and a contract Amendment. Actual cost underrun of Contract Amount for any Task Group shall not routinely accumulate for other Groups. The Contracting Agency reserves the right to retain or reallocate any remaining funds resulting from such cost underruns.

This NTP is cumulative and it supersedes all prior NTPs for this Agreement.

The Agency Contract Manager for this NTP is: _____ Tel No. _____

| | |
|--|--|
| Issued for the Contracting Agency by: Signature _____ Date _____ Name: _____ | Accepted for the Contractor by: Signature _____ Date _____ Name: _____ |
|--|--|

BILLING SUMMARY

This Invoice is for [] Progress OR [] Final Payment. **Sequential Invoice # for this Agreement is: []**.

| Total Contract Amounts | Authorized Task Groups and Tasks Number(s) | Authorized To - Date | Prior Aprv'd Payments | This Billing | Total To - Date |
|------------------------|--|----------------------|-----------------------|--------------|-----------------|
| Design 1 | | | | | |
| | A, Tasks No(s): | | | | |
| | B, Tasks No(s): | | | | |
| | C, Tasks No(s): | | | | |
| Design 2 | | | | | |
| | D, Tasks No(s): | | | | |
| | Total Authorized Amount for All Groups | | | | |
| | Sum of Prior APPROVED Payments | | | | |
| | Sum for THIS INVOICE | | | | |
| | Sum of Prior Payments and this Invoice | | | | |
| | Balance of Authorized Amount | | | | |

| | | |
|--|-----------------------------------|--|
| <u>Template</u> <u>Activity</u> | <u>Object</u> <u>Phase</u> | PAYMENT REQUEST (Contractor): Signature _____ Date _____ Name: _____ |
|--|-----------------------------------|--|

APPROVAL FOR PAYMENT

| | |
|--|--|
| PAYMENT RECOMMENDED: I certify this Invoice to be valid and accurate and that services were performed substantially in conformance with the contract requirements and schedule. Signature _____ Date _____ Name: _____ | PAYMENT APPROVED: Based upon the Contract Manager's recommendation and certification, I hereby approve payment. Signature _____ Date _____ Name: _____ |
|--|--|

INSTRUCTIONS TO CONTRACTOR
for
COST REIMBURSEMENT NOTICE TO PROCEED (NTP)
& BILLING SUMMARY

1. **RETAIN AN UNMARKED**, as issued, **COPY OF THIS FORM** to be used for reproduction and billing.
2. If this NTP is unacceptable, notify the Contracting Agency immediately. If acceptable, acknowledge by signature where indicated *on a copy* of this NTP and return it within ten days after your receipt.
3. Submit monthly Invoices to the Agency Contract Manager named in this NTP. **Provide a copy of page one of this form as the FACE PAGE of each invoice submitted and with the following entries accurately completed:**
 - a) Indicate if the Invoice is for Progress or Final Payment and show the Sequential Invoice Number for this NTP.
 - b) Entries in the following columns: Prior Aprv'd Payments, This Billing, and Total to Date for each Task Group; plus the SUM TOTALS for: Authorized To - Date, Prior APPROVED Payments, THIS INVOICE, Prior Payments plus this Invoice, and Balance of Authorized Amount.

Note "Prior APPROVED Payments" amounts may NOT be the same as the total of all your prior invoices if some items were disallowed or adjustments were made. If a prior billing has not been acknowledged with any payment, or a different amount from your billing was paid without notification to you of the reason(s), attach a request for an explanation and remedial action.

4. Sign, date and enter printed or typed name under "PAYMENT REQUEST (Contractor)" thereby attesting to the following:

"By signature on this form, the Contractor certifies entries to be true and correct for the services performed to date under or by virtue of said Agreement and in accordance with AS 36.30.400. The Contractor further certifies that all applicable Federal, State and Local taxes incurred by the Contractor in the performance of the services have been paid and that all Subcontractors engaged by the Contractor for the services included in any invoice shall be fully compensated by the Contractor for such services."
5. **ATTACH A CURRENT COPY OF EXHIBIT C-4, COST REIMBURSEMENT BILLING DETAIL FORM (from Appendix C of the Agreement) to each invoice. Internally, check the form and correct mathematical extensions. The Contracting Agency may return erroneous invoices for correction before processing for payment.**
6. Substantiate all charges in each billing, other than for Fixed Prices or Fixed Fees, by attaching a summary of hours expended and hourly labor rate per employee; summary of units completed; subcontractor invoices; expense receipts, etc.; or other proof of expenditures.
7. ***Prime Contractor's Labor and Indirect Cost shall be billed to the Contracting Agency within 45 days of performance. Subcontractors' Labor and Indirect Cost shall be billed to the Contracting Agency within 60 days of performance. All of the Contractor's and Subcontractors' Other Direct Costs (Expenses) shall be billed to the Contracting Agency within 90 days of being incurred. Charges submitted after the above stated times will, at the Contracting Agency's discretion, not be paid.***
8. When each NTP is approximately 75% complete, the Contractor shall determine if the Authorized Amount(s) might be exceeded; and, if so, shall provide an estimate of cost to complete. The Contracting Agency will determine after discussion with the Contractor if additional cost is reasonable and does not include costs that should be absorbed by the Contractor. If additional cost is validated, a negotiated Amendment will be executed which either (1) reduces the scope of services/work products required commensurate with the Authorized Amount(s), or (2) increases the Authorized Amount(s) to that required for completion of the original contract scope.

CERTIFICATION OF COMPLIANCE

APPENDIX E

VSW Program No: 25-VSW-AUK-017
Federal Project No:
Date Prepared: 12/13/2024

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

1. For Procurements over the Small Procurement Limits, **Alaska Business License** (Form 08-070 issued under AS 43.70) at the time designated for award as required by AS 36.30.210(e) for Contractor and all Subcontractors.
2. **Certificate of Registration** for each individual to be in "responsible charge" (AS 08.48.341(14)) for Architecture, Engineering, Land Surveying or Landscape Architecture (Form 08-2407 issued under AS 08.48.211) issued prior to submittal of proposal. Associates, consultants, or specialists under the supervision of a registered individual in "responsible charge" are exempt from registration requirements (AS 08.48.331).
3. **Certificate of Incorporation (Alaska firms) or Certificate of Authorization** for Foreign Firm ("Out-of-State" firms). All corporations, regardless of type of services provided, must have one of the certificates (AS 10.06.218 and other sections of Title 10.06 - Alaska Corporations Code).
4. **Current Board of Director's Resolution** for incorporated Contractors and incorporated Subcontractors for Architecture, Engineering, Land Surveying, or Landscape Architecture (AS 08.48.241), which names the person(s) designated in "responsible charge" for each discipline. Such persons shall be licensed in Alaska and shall participate as project staff in the Contract / Subcontracts.

5. **Corporations, limited liability companies, and limited liability partnerships** shall have a valid Certificate of Authorization under 08.48.241 prior to award.
6. **All partners** in a Partnership to provide Architecture, Engineering, Land Surveying, or Landscape Architecture **must be legally registered in Alaska** prior to submittal of proposal for at least one of those disciplines (AS 08.48.251) that the Partnership offers.
7. **Joint Ventures**, regardless of type of services provided, must be licensed/registered in the legal name of the Joint Venture as used in this proposal (AS 43.70.020 and 43.70.110(4)).
8. The Contractor certifies that firms or individuals **debarred or suspended by the Department, State or Federal agencies** are not employed or subcontracted under this Professional Services Agreement.

The Contractor will ensure that it and all Subcontractors have insurance coverage to effectuate the requirements of Appendix D, "Indemnification and Insurance", DOT&PF Form 25A269, as prepared for this Agreement.

I certify that I am a duly authorized representative of the Contractor and that the above requirements will be complied with in full. This certification is a material representation of fact upon which reliance will be placed if the proposed contract is awarded.

Signature _____ Date _____
Name :
Title :

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

Community Water Sewer Improvements Contact List

| Community | 3 Letter Airport Code | Project Agency Lead | Primary Project Engineer | Phone Number | RMW Region | Remote Maintenance Worker | Phone Number | RMW Supervisor | Phone Number | RUBA Contact | Phone Number | Operator Certification Contact | Phone Number | Drinking Water Staff | Phone Number | Solid Waste Contact | Phone Number |
|-------------------|-----------------------|---------------------|--------------------------|--------------|------------|---------------------------|------------------------|------------------|------------------------|-------------------|--------------|--------------------------------|--------------|----------------------|--------------|---------------------|--------------|
| Adak | ADK | VSW | Oscar Menendez | 907-269-7606 | APIA | John Rukovichnikoff | 907-276-2700 | John Johnson | 907-269-7605 | Trish Gilliland | 907-269-0350 | Autumn Ratzel | 907-465-5136 | Elizabeth Nakanishi | 907-269-7517 | Rachel Mills | 907-269-7642 |
| Akiak | AKK | ANTHC | James Amundsen | 907-301-5701 | APIA | Tanner Cote | 907-269-7609 | John Johnson | 907-269-7605 | Breanna Armstrong | 907-269-4501 | Autumn Ratzel | 907-465-5136 | Karis Barnes | 907-262-8204 | Stephen Price | 907-269-7467 |
| Akiachak | KKI | ANTHC | Ansel Morsillo | 412-952-7852 | YKHC | Nick Sanders | 907-543-6427 | Bob White | 907-545-0916 | Sengbe Kemokai | 907-543-3475 | Ronald Crompton | 907-465-1195 | Monica Ague | 907-269-7653 | Rachel Mills | 907-269-7642 |
| Akiak | AKI | ANTHC | Ivan Chikigak-Steadman | 907-748-0870 | YKHC | Nick Sanders | 907-543-6427 | Bob White | 907-545-0916 | Mike White | 907-269-4549 | Ronald Crompton | 907-465-1195 | John Davis | 907-262-8201 | Rachel Mills | 907-269-7642 |
| Akutan | KQA | ANTHC | James Amundsen | 907-301-5701 | DEC | John Rukovichnikoff | 907-276-2700 | Karen Pletnikoff | 907-222-4286 | Lydia Mielke | 907-269-4563 | Autumn Ratzel | 907-465-5136 | Karis Barnes | 907-262-8204 | | |
| Alakanuk | AUK | VSW | Anita Erickson | 907-269-4592 | YKHC | Allan Paukan | 907-438-6124 (cell) | Bob White | 907-545-0916 | Nicholas Martinez | 907-543-3475 | Ronald Crompton | 907-465-1195 | Elizabeth Nakanishi | 907-269-7517 | Stephen Price | 907-269-7467 |
| Alatna | ALT | ANTHC | Greg Martin | 907-538-1141 | TCC | Duane Burnham | 907-452-8251 ext. 3266 | Noah Tsigonis | 907-452-8251 ext. 3431 | Brendan Smyth | 907-451-2744 | Autumn Ratzel | 907-465-5136 | Mike Sharp | 907-451-2178 | Angie Weatherwax | 907-451-2135 |
| Aleknagik | WKK | ANTHC | Joyell Acuna | 907-382-4913 | BBAHC | Larry Small | 907-967-2105 | George Larsen | 907-842-3396 | Heather Nudlash | 907-842-5135 | | | John Davis | 907-262-8201 | Stephen Price | 907-269-7467 |
| Allakaket | AET | ANTHC | William Brooks | 907-538-4990 | TCC | Duane Burnham | 907-452-8251 ext. 3266 | Noah Tsigonis | 907-452-8251 ext. 3431 | Brendan Smyth | 907-451-2744 | Autumn Ratzel | 907-465-5136 | Mike Sharp | 907-451-2178 | Angie Weatherwax | 907-451-2135 |
| Ambler | ABL | ANTHC | Elizabeth Hodges | 916-996-9190 | MLQ | Bruce Nelson | 907-442-7042 | Chris Cox | 907-442-7352 | Breanna Armstrong | 907-269-4501 | Brandi Adams | 907-465-5530 | Gretchen Keim | 907-451-2231 | Angie Weatherwax | 907-451-2135 |
| Anaktuvuk Pass | AKP | ANTHC | Derek Hancey | 707-499-2923 | | | | | | Brendan Smyth | 907-451-2744 | Ronald Crompton | 907-465-1195 | Jenny Roberts | 907-451-2137 | Angie Weatherwax | 907-451-2135 |
| Anchor Point | APT | | | | DEC | Vacant Position | 907-269-7605 | John Johnson | 907-269-7605 | Gabriel Gonzales | 907-754-3588 | Autumn Ratzel | 907-465-5136 | James Latimer | 907-262-3410 | | |
| Anchorage | ANC | SRF | Susan Start | 907-269-7437 | | | | | | Trisha Sullivan | 907-269-4549 | Brandi Adams | 907-465-5530 | Kristine Poeppel | 907-269-7521 | Annemieke Powers | 907-269-7626 |
| Anderson | AND | VSW | Trenton Tulloss | 907-269-7554 | DEC | Cullen Richmond | 907-269-7571 | John Johnson | 907-269-7605 | Maisie Thomas | 907-451-2756 | | | | | | |
| Angoon | AGN | ANTHC | Kevin Ulrich | 907-440-2864 | DEC | Cullen Richmond | 907-269-7571 | John Johnson | 907-269-7605 | Iura Leahu | 907-465-4814 | Brandi Adams | 907-465-5530 | James Latimer | 907-262-3410 | Zach Gianotti | 907-465-5318 |
| Aniak | ANI | VSW | Anita Erickson | 907-269-4592 | YKHC | Bruce Werba | 907-476-2104 | Bob White | 907-545-0916 | Nicholas Martinez | 907-543-3475 | Ronald Crompton | 907-465-1195 | John Davis | 907-262-8201 | | |
| Annette Island | | VSW | Carrie Bohan | 907-465-5143 | | | | | | | | | | | | | |
| Anvik | ANV | VSW | Anita Erickson | 907-269-4592 | YKHC | Bruce Werba | 907-476-2104 | Bob White | 907-545-0916 | Sengbe Kemokai | 907-543-3475 | Ronald Crompton | 907-465-1195 | Kristine Poeppel | 907-269-7521 | | |
| Arctic Village | ARC | VSW | Erin Anderson | 907-451-5157 | TCC | Duane Burnham | 907-452-8251 ext. 3266 | Noah Tsigonis | 907-452-8251 ext. 3431 | Brendan Smyth | 907-451-2744 | Autumn Ratzel | 907-465-5136 | Mike Sharp | 907-451-2178 | Angie Weatherwax | 907-451-2135 |
| Atka | AKB | VSW | Oscar Menendez | 907-269-7606 | APIA | Tanner Cote | 907-269-7609 | John Johnson | 907-269-7605 | Trish Gilliland | 907-269-0350 | Autumn Ratzel | 907-465-5136 | Monica Ague | 907-269-7653 | Rachel Mills | 907-269-7642 |
| Atmautluak | ATT | ANTHC | Corbyn Jahn | 907-317-2917 | YKHC | Nick Sanders | 907-543-6427 | Bob White | 907-545-0916 | Mike White | 907-269-4549 | Ronald Crompton | 907-465-1195 | Elizabeth Nakanishi | 907-269-7517 | Rachel Mills | 907-269-7642 |
| Atkasuk | ATK | ANTHC | Derek Hancey | 707-499-2923 | | | | | | Maisie Thomas | 907-451-2756 | Ronald Crompton | 907-465-1195 | Jenny Roberts | 907-451-2137 | | |
| Beaver | WBQ | VSW | Erin Anderson | 907-451-5157 | TCC | Scot Demientieff | 907-452-8251 ext. 3267 | Noah Tsigonis | 907-452-8251 ext. 3431 | Catherine Brooks | 907-842-3396 | Autumn Ratzel | 907-465-5136 | Jenny Roberts | 907-451-2137 | Angie Weatherwax | 907-451-2135 |
| Bethel | BET | VSW | Erin Anderson | 907-451-5157 | | | | | | Nicholas Martinez | 907-543-3475 | Ronald Crompton | 907-465-1195 | Elizabeth Nakanishi | 907-269-7517 | Rachel Mills | 907-269-7642 |
| Bethel-ONC | | | | | | | | | | | | | | | | | |
| Birch Creek | KBC | ANTHC | William Brooks | 907-538-4990 | TCC | Romeo Stickman | 907-452-8251 ext. 4922 | Noah Tsigonis | 907-452-8251 ext. 3431 | Brendan Smyth | 907-451-2744 | Autumn Ratzel | 907-465-5136 | | | Angie Weatherwax | 907-451-2135 |
| Brevig Mission | KTS | ANTHC | Scott Fezer | 770-265-4220 | NSHC | Monti Tarawneh | 907-443-3403 | Richard Kuzuguk | 907-443-4584 | Lena Mathlaw | 907-443-5457 | Brandi Adams | 907-465-5530 | Jenny Roberts | 907-451-2137 | Trisha Bower | 907-451-2174 |
| Bristol Bay | | SRF | Young Ha | 907-269-7544 | | | | | | Trisha Sullivan | 907-269-4549 | Autumn Ratzel | 907-465-5136 | | | | |
| Buckland | BKC | VSW | Aaron Wheatall | 907-269-4967 | MLQ | Bruce Nelson | 907-442-7042 | Chris Cox | 907-442-7352 | Trisha Sullivan | 907-269-4549 | Brandi Adams | 907-465-5530 | Mike Sharp | 907-451-2178 | Angie Weatherwax | 907-451-2135 |
| Cantwell | TTW | ANTHC | Greg Martin | 907-538-1141 | | | | | | Catherine Brooks | | | | | | | |
| Central Peninsula | | | | | | | | | | Lynn Kenealy | 907-269-8122 | | | | | | |
| Chalkyitsik | CIK | ANTHC | Kay Sind | 314-504-2287 | TCC | Duane Burnham | 907-452-8251 ext. 3266 | Noah Tsigonis | 907-452-8251 ext. 3431 | Catherine Brooks | | Autumn Ratzel | 907-465-5136 | Mike Sharp | 907-451-2178 | Angie Weatherwax | 907-451-2135 |
| Chefornak | CYF | VSW | Erin Anderson | 907-451-5157 | YKHC | Willie Kamuck | 907-438-6026 | Bob White | 907-545-0916 | Sengbe Kemokai | 907-543-3475 | Ronald Crompton | 907-465-1195 | Monica Ague | 907-269-7653 | Rachel Mills | 907-269-7642 |
| Chenega Bay | CAB | ANTHC | Kevin Ulrich | 907-440-2864 | DEC | Cullen Richmond | 907-269-7571 | John Johnson | 907-269-7605 | Breanna Armstrong | 907-269-4501 | Autumn Ratzel | 907-465-5136 | Christina Harris | 907-262-3403 | Rachel Mills | 907-269-7642 |
| Chevak | VAK | ANTHC | Ryan Beckett | 907-830-1891 | YKHC | Willie Kamuck | 907-438-6026 | Bob White | 907-545-0916 | Nicholas Martinez | 907-543-3475 | Ronald Crompton | 907-465-1195 | Monica Ague | 907-269-7653 | Stephen Price | 907-269-7467 |
| Chignik | KCQ | ANTHC | Joyell Acuna | 907-382-4913 | BBAHC | Larry Small | 907-967-2105 | George Larsen | 907-842-3396 | Gabriel Gonzales | 907-754-3588 | Autumn Ratzel | 907-465-5136 | Monica Ague | 907-269-7653 | Stephen Price | 907-269-7467 |
| Chignik Lagoon | KCL | ANTHC | Joyell Acuna | 907-382-4913 | BBAHC | Larry Small | 907-967-2105 | George Larsen | 907-842-3396 | Gabriel Gonzales | 907-754-3588 | Autumn Ratzel | 907-465-5136 | Monica Ague | 907-269-7653 | Stephen Price | 907-269-7467 |
| Chignik Lake | CKL | ANTHC | Victoria Jelderks | 503-896-6265 | BBAHC | Larry Small | 907-967-2105 | George Larsen | 907-842-3396 | Gabriel Gonzales | 907-754-3588 | Autumn Ratzel | 907-465-5136 | Kristine Poeppel | 907-269-7521 | Stephen Price | 907-269-7467 |
| Chistochina | CZO | VSW | Oscar Menendez | 907-269-7606 | | | | | | Trish Gilliland | 907-269-0350 | | | | | | |
| Chitina | CXC | VSW | Oscar Menendez | 907-269-7606 | DEC | | | John Johnson | 907-269-7605 | | | Autumn Ratzel | 907-465-5136 | Jessica Cahill | 907-376-1824 | | |
| Chuathbaluk | CHU | VSW | Anita Erickson | 907-269-4592 | YKHC | Bruce Werba | 907-476-2104 | Bob White | 907-545-0916 | Sengbe Kemokai | 907-543-3475 | Ronald Crompton | 907-465-1195 | Elizabeth Nakanishi | 907-269-7517 | | |
| Circle | IRC | ANTHC | Greg Martin | 907-538-1141 | TCC | Romeo Stickman | 907-452-8251 ext. 4922 | Noah Tsigonis | 907-452-8251 ext. 3431 | Catherine Brooks | | Autumn Ratzel | 907-465-5136 | Gretchen Keim | 907-451-2231 | Angie Weatherwax | 907-451-2135 |
| Clark's Point | CLP | VSW | Anita Erickson | 907-269-4592 | BBAHC | Larry Small | 907-967-2105 | George Larsen | 907-842-3396 | Heather Nudlash | 907-842-5135 | Autumn Ratzel | 907-465-5136 | John Davis | 907-262-8201 | Stephen Price | 907-269-7467 |
| Coffman Cove | KCC | VSW | Aaron Wheatall | 907-269-4967 | DEC | Tanner Cote | 907-269-7609 | John Johnson | 907-269-7605 | Iura Leahu | 907-465-4814 | Brandi Adams | 907-465-5530 | Christina Harris | 907-262-3403 | | |
| Cold Bay | CDB | VSW | Trenton Tulloss | 907-269-7554 | APIA | John Rukovichnikoff | 907-276-2700 | Karen Pletnikoff | 907-222-4286 | Eric Bjelland | 907-269-3037 | Autumn Ratzel | 907-465-5136 | John Davis | 907-262-8201 | Rachel Mills | 907-269-7642 |
| Copper Center | CZC | VSW | Ari Sosnowski | 907-269-7615 | DEC | | | John Johnson | 907-269-7605 | Gabriel Gonzales | 907-754-3588 | Autumn Ratzel | 907-465-5136 | | | | |
| Cordova | CDV | SRF | Susan Start | 907-269-7437 | | | | | | Trisha Sullivan | 907-269-4549 | Autumn Ratzel | 907-465-5136 | Christina Harris | 907-262-3403 | Zach Gianotti | 907-465-5318 |
| Craig | CGA | ANTHC | Kevin Ulrich | 907-440-2864 | DEC | | | John Johnson | 907-269-7605 | Iura Leahu | 907-465-4814 | Brandi Adams | 907-465-5530 | Christina Harris | 907-262-3403 | | |
| Crooked Creek | CKD | ANTHC | Corbyn Jahn | 907-317-2917 | YKHC | Bruce Werba | 907-476-2104 | Bob White | 907-545-0916 | Sengbe Kemokai | 907-543-3475 | Ronald Crompton | 907-465-1195 | John Davis | 907-262-8201 | | |
| Deering | DRG | VSW | Ari Sosnowski | 907-269-7615 | MLQ | Bruce Nelson | 907-442-7042 | Chris Cox | 907-442-7352 | Eric Bjelland | 907-269-3037 | Brandi Adams | 907-465-5530 | Jenny Roberts | 907-451-2137 | Angie Weatherwax | 907-451-2135 |
| Delta Junction | DJN | VSW | Carrie Bohan | 907-465-5143 | | | | | | Maisie Thomas | 907-451-2756 | | | | | | |
| Denali Borough | | VSW | Carrie Bohan | 907-465-5143 | | | | | | Trisha Sullivan | 907-269-4549 | | | | | | |
| Dillingham | DLG | ANTHC | Victoria Jelderks | 503-896-6265 | | | | | | Heather Nudlash | 907-842-5135 | Autumn Ratzel | 907-465-5136 | John Davis | 907-262-8201 | Stephen Price | 907-269-7467 |
| Diomede | DIO | ANTHC | Scott Fezer | 770-265-4220 | NSHC | Monti Tarawneh | 907-443-3403 | Richard Kuzuguk | 907-443-4584 | Lena Mathlaw | 907-443-5457 | Brandi Adams | 907-465-5530 | Mike Sharp | 907-451-2178 | Trisha Bower | 907-451-2174 |
| Dot Lake | DTL | ANTHC | Greg Martin | 907-538-1141 | TCC | Scot Demientieff | 907-452-8251 ext. 3267 | Noah Tsigonis | 907-452-8251 ext. 3431 | Maisie Thomas | 907-451-2756 | Autumn Ratzel | 907-465-5136 | | | | |
| Dutch Harbor | DUT | | | | | | | | | | | Autumn Ratzel | 907-465-5136 | | | | |
| Eagle Village | EGV | ANTHC | Greg Martin | 907-538-1141 | TCC | Scot Demientieff | 907-452-8251 ext. 3267 | Noah Tsigonis | 907-452-8251 ext. 3431 | Maisie Thomas | 907-451-2756 | Autumn Ratzel | 907-465-5136 | Mike Sharp | 907-451-2178 | | |
| Eek | EEK | ANTHC | Ryan Beckett | 907-830-1891 | YKHC | Bob White | 907-545-0916 | Bob White | 907-545-0916 | Mike White | 907-269-4549 | Ronald Crompton | 907-465-1195 | Karis Barnes | 907-262-8204 | Rachel Mills | 907-269-7642 |
| Egegik | EGX | VSW | Carrie Bohan | 907-465-5143 | BBAHC | Larry Small | 907-967-2105 | George Larsen | 907-842-3396 | Eric Bjelland | 907-269-3037 | Autumn Ratzel | 907-465-5136 | Monica Ague | 907-269-7653 | Stephen Price | 907-269-7467 |
| Ekuak | KKU | VSW | Anita Erickson | 907-269-4592 | | | | | | Heather Nudlash | 907-842-5135 | | | | | Stephen Price | 907-269-7467 |
| Ekwook | KEK | VSW | Oscar Menendez | 907-269-7606 | BBAHC | Larry Small | 907-967-2105 | George Larsen | 907-842-3396 | Heather Nudlash | 907-842-5135 | | | John Davis | 907-262-8201 | Stephen Price | 907-269-7467 |
| Elfin Cove | ELV | VSW | Anita Erickson | 907-269-4592 | DEC | | | John Johnson | 907-269-7605 | Iura Leahu | 907-465-4814 | | | Christina Harris | 907-262-3403 | | |
| Elim | ELI | ANTHC | Scott Fezer | 770-265-4220 | NSHC | Shyler Johnson | 907-625-1231 | Richard Kuzuguk | 907-443-4584 | Lena Mathlaw | 907-443-5457 | Brandi Adams | 907-465-5530 | Mike Sharp | 907-451-2178 | Trisha Bower | 907-451-2174 |
| Emmonak | EMM | VSW | Aaron Wheatall | 907-269-4967 | YKHC | Allan Paukan | 907-438-6124 (cell) | Bob White | 907-545-0916 | Mike White | 907-269-4549 | Ronald Crompton | 907-465-1195 | Monica Ague | 907-269-7653 | Stephen Price | 907-269-7467 |
| Evansville | EVV | ANTHC | Kay Sind | 314-504-2287 | | | | | | Brendan Smyth | 907-451-2744 | | | | | Angie Weatherwax | 907-451-2135 |
| Fairbanks NSB | FAI | SRF | Josh Alvey | 907-269-1065 | | | | | | Lynn Kenealy | 907-269-8122 | Autumn Ratzel | 907-465-5136 | Mike Sharp | 907-451-2178 | | |
| False Pass | KFP | ANTHC | Kevin Ulrich | 9 | | | | | | | | | | | | | |

Community Water Sewer Improvements Contact List

| Community | 3 Letter Airport Code | Project Agency Lead | Primary Project Engineer | Phone Number | RMW Region | Remote Maintenance Worker | Phone Number | RMW Supervisor | Phone Number | RUBA Contact | Phone Number | Operator Certification Contact | Phone Number | Drinking Water Staff | Phone Number | Solid Waste Contact | Phone Number |
|----------------------|-----------------------|---------------------|--------------------------|--------------|------------|---------------------------|------------------------|------------------|------------------------|-------------------|--------------|--------------------------------|--------------|----------------------|--------------|---------------------|--------------|
| Grayling | KGX | ANTHC | Ryan Beckett | 907-830-1891 | YKHC | Bruce Werba | 907-476-2104 | Bob White | 907-545-0916 | Sengbe Kemokai | 907-543-3475 | Ronald Crompton | 907-465-1195 | Kristine Poeppel | 907-269-7521 | | |
| Gulkana | GKN | ANTHC | Elena Navas | 224-307-9028 | DEC | Tanner Cote | 907-269-7609 | John Johnson | 907-269-7605 | Trish Gilliland | 907-269-0350 | Autumn Ratzel | 907-465-5136 | Jenny Roberts | 907-451-2137 | | |
| Gustavus | GST | VSW | Anita Erickson | 907-269-4592 | DEC | | | John Johnson | 907-269-7605 | Iura Leahu | 907-465-4814 | Brandi Adams | 907-465-5530 | Jamie Bjorkman | 907-262-3423 | Zach Gianotti | 907-465-5318 |
| Healy Lake | HKB | VSW | Erin Anderson | 907-451-5157 | TCC | Romeo Stickman | 907-452-8251 ext. 4922 | Noah Tsigonis | 907-452-8251 ext. 3431 | Brendan Smyth | 907-451-2744 | Autumn Ratzel | 907-465-5136 | | | | |
| Holy Cross | HCR | ANTHC | Ryan Beckett | 907-830-1891 | YKHC | Bruce Werba | 907-476-2104 | Bob White | 907-545-0916 | Mike White | 907-269-4549 | Ronald Crompton | 907-465-1195 | Elizabeth Nakanishi | 907-269-7517 | | |
| Homer | HOM | SRF | Josh Alvey | 907-269-1065 | | | | | | Trisha Sullivan | 907-269-4549 | Ronald Crompton | 907-465-1195 | Christina Harris | 907-262-3403 | | |
| Hoonah | HNH | ANTHC | James Amundsen | 907-301-5701 | DEC | Cullen Richmond | 907-269-7571 | John Johnson | 907-269-7605 | Iura Leahu | 907-465-4814 | Brandi Adams | 907-465-5530 | Jamie Bjorkman | 907-262-3423 | Zach Gianotti | 907-465-5318 |
| Hooper Bay | HPB | VSW | Erin Anderson | 907-451-5157 | YKHC | Willie Kamuck | 907-438-6026 | Bob White | 907-545-0916 | Fred Broerman | 907-543-0890 | Ronald Crompton | 907-465-1195 | Kristine Poeppel | 907-269-7521 | Stephen Price | 907-269-7467 |
| Hughes | HUS | ANTHC | Greg Martin | 907-538-1141 | TCC | Scot Demientieff | 907-452-8251 ext. 3267 | Noah Tsigonis | 907-452-8251 ext. 3431 | Maisie Thomas | 907-451-2756 | Autumn Ratzel | 907-465-5136 | Mike Sharp | 907-451-2178 | Angie Weatherwax | 907-451-2135 |
| Huslia | HSL | ANTHC | Greg Martin | 907-538-1141 | TCC | Duane Burnham | 907-452-8251 ext. 3266 | Noah Tsigonis | 907-452-8251 ext. 3431 | Catherine Brooks | | Autumn Ratzel | 907-465-5136 | Gretchen Keim | 907-451-2231 | | |
| Hydaburg | HYG | ANTHC | James Amundsen | 907-301-5701 | DEC | Tanner Cote | 907-269-7609 | John Johnson | 907-269-7605 | Lydia Mielke | 907-269-4563 | Brandi Adams | 907-465-5530 | Jamie Bjorkman | 907-262-3423 | Zach Gianotti | 907-465-5318 |
| Igiugig | IGG | ANTHC | Joyell Acuna | 907-382-4913 | DEC | Vacant Position | 907-269-7605 | John Johnson | 907-269-7605 | Eric Bjelland | 907-269-3037 | Autumn Ratzel | 907-465-5136 | Monica Ague | 907-269-7653 | Stephen Price | 907-269-7467 |
| Iliamna | ILI | ANTHC | Joyell Acuna | 907-382-4913 | DEC | | | John Johnson | 907-269-7605 | Eric Bjelland | 907-269-3037 | | | | | Stephen Price | 907-269-7467 |
| Ivanof Bay | KIB | VSW | Oscar Menendez | 907-269-7606 | BBAHC | Larry Small | 907-967-2105 | George Larsen | 907-842-3396 | Heather Nudlash | 907-842-5135 | | | John Davis | 907-262-8201 | | |
| Juneau | JNU | SRF | Josh Alvey | 907-269-1065 | | | | | | Trisha Sullivan | 907-269-4549 | Brandi Adams | 907-465-5530 | Christina Harris | 907-262-3403 | Zach Gianotti | 907-465-5318 |
| Kachemak Selo | | VSW | Ari Sosnowski | 907-269-7615 | DEC | Vacant Position | 907-269-7605 | John Johnson | 907-269-7605 | Gabriel Gonzales | 907-754-3588 | Autumn Ratzel | 907-465-5136 | James Latimer | 907-262-3410 | | |
| Kake | KAE | ANTHC | Elizabeth Merrill | 907-306-3233 | DEC | Cullen Richmond | 907-269-7571 | John Johnson | 907-269-7605 | Iura Leahu | 907-465-4814 | Brandi Adams | 907-465-5530 | Jamie Bjorkman | 907-262-3423 | Zach Gianotti | 907-465-5318 |
| Kaktovik | BTI | ANTHC | Derek Hancey | 707-499-2923 | | | | | | Maisie Thomas | 907-451-2756 | Ronald Crompton | 907-465-1195 | Jenny Roberts | 907-451-2137 | Angie Weatherwax | 907-451-2135 |
| Kaltag | KAL | ANTHC | Elena Navas | 224-307-9028 | TCC | Scot Demientieff | 907-452-8251 ext. 3267 | Noah Tsigonis | 907-452-8251 ext. 3431 | Catherine Brooks | | Autumn Ratzel | 907-465-5136 | Jenny Roberts | 907-451-2137 | | |
| Karluk | KYK | ANTHC | Kevin Ulrich | 907-440-2864 | DEC | Tanner Cote | 907-269-7609 | John Johnson | 907-269-7605 | Breanna Armstrong | 907-269-4501 | Autumn Ratzel | 907-465-5136 | Karis Barnes | 907-262-8204 | Stephen Price | 907-269-7467 |
| Kasaan | KXA | ANTHC | James Amundsen | 907-301-5701 | DEC | Tanner Cote | 907-269-7609 | John Johnson | 907-269-7605 | Iura Leahu | 907-465-4814 | Brandi Adams | 907-465-5530 | Jamie Bjorkman | 907-262-3423 | | |
| Kasiulik | KUK | ANTHC | Ryan Beckett | 907-830-1891 | YKHC | Nick Sanders | 907-543-6427 | Bob White | 907-545-0916 | Sengbe Kemokai | 907-543-3475 | Ronald Crompton | 907-465-1195 | Kristine Poeppel | 907-269-7521 | Rachel Mills | 907-269-7642 |
| Kenai | ENA | SRF | Josh Alvey | 907-269-1065 | | | | | | Trisha Sullivan | 907-269-4549 | Ronald Crompton | 907-465-1195 | Jamie Bjorkman | 907-262-3423 | | |
| Kennicott/McCarthy | MXY | VSW | Oscar Menendez | 907-269-7606 | | | | | | Eric Bjelland | 907-269-3037 | | | | | | |
| Ketchikan | KTN | SRF | Susan Start | 907-269-7437 | | | | | | Trisha Sullivan | 907-269-4549 | Brandi Adams | 907-465-5530 | Christina Harris | 907-262-3403 | Zach Gianotti | 907-465-5318 |
| Kiana | IAN | ANTHC | Elizabeth Hodges | 916-996-9190 | MLQ | Bruce Nelson | 907-442-7042 | Chris Cox | 907-442-7352 | Gabriel Gonzales | 907-754-3588 | Brandi Adams | 907-465-5530 | Gretchen Keim | 907-451-2231 | Angie Weatherwax | 907-451-2135 |
| King Cove | KVC | ANTHC | James Amundsen | 907-301-5701 | APIA | John Rukovichnikoff | 907-276-2700 | Karen Pletnikoff | 907-222-4286 | Breanna Armstrong | 907-269-4501 | Autumn Ratzel | 907-465-5136 | John Davis | 907-262-8201 | Rachel Mills | 907-269-7642 |
| King Salmon | AKN | ANTHC | Victoria Jelderks | 503-896-6265 | | | | | | Heather Nudlash | 907-842-5135 | Autumn Ratzel | 907-465-5136 | | | | |
| Kipnuk | KIP | ANTHC | Corbyn Jahn | 907-317-2917 | YKHC | Willie Kamuck | 907-438-6026 | Bob White | 907-545-0916 | Sengbe Kemokai | 907-543-3475 | Ronald Crompton | 907-465-1195 | John Davis | 907-262-8201 | Rachel Mills | 907-269-7642 |
| Kivalina | KVL | ANTHC | Joseph Warren | 907-715-0246 | MLQ | Bruce Nelson | 907-442-7042 | Chris Cox | 907-442-7352 | Trish Gilliland | 907-269-0350 | Brandi Adams | 907-465-5530 | Jenny Roberts | 907-451-2137 | Angie Weatherwax | 907-451-2135 |
| Klawock | KLW | ANTHC | Kevin Ulrich | 907-440-2864 | DEC | Tanner Cote | 907-269-7609 | John Johnson | 907-269-7605 | Iura Leahu | 907-465-4814 | Brandi Adams | 907-465-5530 | Jamie Bjorkman | 907-262-3423 | Zach Gianotti | 907-465-5318 |
| Klukwan | WAN | ANTHC | Elizabeth Merrill | 907-306-3233 | DEC | Cullen Richmond | 907-269-7571 | John Johnson | 907-269-7605 | Iura Leahu | 907-465-4814 | Brandi Adams | 907-465-5530 | Christina Harris | 907-262-3403 | Zach Gianotti | 907-465-5318 |
| Kobuk | OBU | ANTHC | Elizabeth Hodges | 916-996-9190 | MLQ | Bruce Nelson | 907-442-7042 | Chris Cox | 907-442-7352 | Breanna Armstrong | 907-269-4501 | Brandi Adams | 907-465-5530 | Gretchen Keim | 907-451-2231 | Angie Weatherwax | 907-451-2135 |
| Kodiak | ADQ | SRF | Josh Alvey | 907-269-1065 | | | | | | Trisha Sullivan | 907-269-4549 | Autumn Ratzel | 907-465-5136 | Elizabeth Nakanishi | 907-269-7517 | Annemieke Powers | 907-269-7626 |
| Kokhanok | KHK | ANTHC | Joyell Acuna | 907-382-4913 | DEC | Vacant Position | 907-269-7605 | John Johnson | 907-269-7605 | Gabriel Gonzales | 907-754-3588 | Brandi Adams | 907-465-5136 | Monica Ague | 907-269-7653 | Stephen Price | 907-269-7467 |
| Koliganek | KGK | ANTHC | Victoria Jelderks | 503-896-6265 | BBAHC | Larry Small | 907-967-2105 | George Larsen | 907-842-3396 | Heather Nudlash | 907-842-5135 | Autumn Ratzel | 907-465-5136 | Elizabeth Nakanishi | 907-269-7517 | Stephen Price | 907-269-7467 |
| Kongiganak | KKH | VSW | Oscar Menendez | 907-269-7606 | YKHC | Nick Sanders | 907-543-6427 | Bob White | 907-545-0916 | Mike White | 907-269-4549 | Ronald Crompton | 907-465-1195 | Elizabeth Nakanishi | 907-269-7517 | Rachel Mills | 907-269-7642 |
| Kotlik | KOT | ANTHC | Ivan Chikigak-Steadman | 907-748-0870 | YKHC | Allan Paukan | 907-438-6124 (cell) | Bob White | 907-545-0916 | Sengbe Kemokai | 907-543-3475 | Ronald Crompton | 907-465-1195 | Elizabeth Nakanishi | 907-269-7517 | Stephen Price | 907-269-7467 |
| Kotzebue | OTZ | ANTHC | Elizabeth Hodges | 916-996-9190 | | | | | | Eric Bjelland | 907-269-3037 | Brandi Adams | 907-465-5530 | Mike Sharp | 907-451-2178 | | |
| Koyuk | KKA | ANTHC | Joseph Warren | 907-715-0246 | NSHC | Shyler Johnson | 907-625-1231 | Richard Kuzuguk | 907-443-4584 | Lena Mathlaw | 907-443-5457 | Brandi Adams | 907-465-5530 | Jenny Roberts | 907-451-2137 | Trisha Bower | 907-451-2174 |
| Koyukuk | KYU | ANTHC | William Brooks | 907-538-4990 | TCC | Romeo Stickman | 907-452-8251 ext. 4922 | Noah Tsigonis | 907-452-8251 ext. 3431 | Brendan Smyth | 907-451-2744 | Autumn Ratzel | 907-465-5136 | Jenny Roberts | 907-451-2137 | | |
| Kwethluk | KWT | ANTHC | Ivan Chikigak-Steadman | 907-748-0870 | YKHC | Nick Sanders | 907-543-6427 | Bob White | 907-545-0916 | Nicholas Martinez | 907-543-3475 | Ronald Crompton | 907-465-1195 | Monica Ague | 907-269-7653 | Rachel Mills | 907-269-7642 |
| Kwigillingok Village | KWK | ANTHC | Corbyn Jahn | 907-317-2917 | YKHC | Nick Sanders | 907-543-6427 | Bob White | 907-545-0916 | Nicholas Martinez | 907-543-3475 | Ronald Crompton | 907-465-1195 | Karis Barnes | 907-262-8204 | Rachel Mills | 907-269-7642 |
| Lake Minchumina | LMA | VSW | Carrie Bohan | 907-465-5143 | | | | | | | | | | | | | |
| Larsen Bay | LAR | ANTHC | Kevin Ulrich | 907-440-2864 | DEC | Tanner Cote | 907-269-7609 | John Johnson | 907-269-7605 | Lydia Mielke | 907-269-4563 | Autumn Ratzel | 907-465-5136 | Karis Barnes | 907-262-8204 | Stephen Price | 907-269-7467 |
| Levelock | KLL | ANTHC | Joyell Acuna | 907-382-4913 | BBAHC | Larry Small | 907-967-2105 | George Larsen | 907-842-3396 | Breanna Armstrong | 907-269-4501 | | | John Davis | 907-262-8201 | Stephen Price | 907-269-7467 |
| Lime Village | LVD | ANTHC | Ryan Beckett | 907-830-1891 | YKHC | | | | | Bob White | 907-545-0916 | Mike White | 907-269-4549 | | | | |
| Lowell Point | LPT | VSW | Oscar Menendez | 907-269-7606 | | | | | | | | | | | | | |
| Lower Kalskag | KLG | ANTHC | Ansel Morsillo | 412-952-7852 | YKHC | Bruce Werba | 907-476-2104 | Bob White | 907-545-0916 | Sengbe Kemokai | 907-543-3475 | Ronald Crompton | 907-465-1195 | Monica Ague | 907-269-7653 | | |
| Manley Hot Springs | | VSW | Erin Anderson | 907-451-5157 | TCC | Scot Demientieff | 907-452-8251 ext. 3267 | Noah Tsigonis | 907-452-8251 ext. 3431 | Maisie Thomas | 907-451-2756 | Autumn Ratzel | 907-465-5136 | | | Trisha Bower | 907-451-2174 |
| Manokotak | KMO | VSW | Aaron Wheatall | 907-269-4967 | BBAHC | Larry Small | 907-967-2105 | George Larsen | 907-842-3396 | Heather Nudlash | 907-842-5135 | Autumn Ratzel | 907-465-5136 | Karis Barnes | 907-262-8204 | Stephen Price | 907-269-7467 |
| Marshall | MLL | VSW | Erin Anderson | 907-451-5157 | YKHC | Allan Paukan | 907-438-6124 (cell) | Bob White | 907-545-0916 | Nicholas Martinez | 907-543-3475 | Ronald Crompton | 907-465-1195 | Monica Ague | 907-269-7653 | Stephen Price | 907-269-7467 |
| McGrath | MCG | VSW | Oscar Menendez | 907-269-7606 | DEC | Cullen Richmond | 907-269-7571 | John Johnson | 907-269-7605 | Lydia Mielke | 907-269-4563 | Autumn Ratzel | 907-465-5136 | Gretchen Keim | 907-451-2231 | | |
| Mekoryuk | MYU | VSW | Erin Anderson | 907-451-5157 | YKHC | Willie Kamuck | 907-438-6026 | Bob White | 907-545-0916 | Fred Broerman | 907-543-0890 | Ronald Crompton | 907-465-1195 | Monica Ague | 907-269-7653 | Rachel Mills | 907-269-7642 |
| Mentasta | MEN | VSW | Oscar Menendez | 907-269-7606 | DEC | | | John Johnson | 907-269-7605 | Trish Gilliland | 907-269-0350 | Autumn Ratzel | 907-465-5136 | Gretchen Keim | 907-451-2231 | | |
| Mertarvik | | ANTHC | Ryan Beckett | 907-830-1891 | YKHC | Willie Kamuck | 907-438-6026 | Bob White | 907-545-0916 | Mike White | 907-269-4549 | Ronald Crompton | 907-465-1195 | Elizabeth Nakanishi | 907-269-7517 | Rachel Mills | 907-269-7642 |
| Metlakatla | MTM | VSW | Ari Sosnowski | 907-269-7615 | DEC | Vacant Position | 907-269-7605 | John Johnson | 907-269-7605 | Iura Leahu | 907-465-4814 | | | James Latimer | 907-262-3410 | | |
| Minto | MNT | VSW | Erin Anderson | 907-451-5157 | TCC | Scot Demientieff | 907-452-8251 ext. 3267 | Noah Tsigonis | 907-452-8251 ext. 3431 | Catherine Brooks | | Autumn Ratzel | 907-465-5136 | Gretchen Keim | 907-451-2231 | Trisha Bower | 907-451-2174 |
| Moose Pass | | VSW | Aaron Wheatall | 907-269-4967 | | | | | | Breanna Armstrong | 907-269-4501 | | | | | | |
| Mountain Village | MOU | VSW | Erin Anderson | 907-451-5157 | YKHC | Allan Paukan | 907-438-6124 (cell) | Bob White | 907-545-0916 | Mike White | 907-269-4549 | Ronald Crompton | 907-465-1195 | Monica Ague | 907-269-7653 | Stephen Price | 907-269-7467 |
| Naknek | NNK | ANTHC | Victoria Jelderks | 503-896-6265 | BBAHC | Larry Small | 907-967-2105 | George Larsen | 907-842-3396 | Heather Nudlash | 907-842-5135 | Autumn Ratzel | 907-465-5136 | John Davis | 907-262-8201 | Stephen Price | 907-269-7467 |
| Nanwalek | KEB | ANTHC | James Amundsen | 907-301-5701 | DEC | Vacant Position | 907-269-7605 | John Johnson | 907-269-7605 | Trish Gilliland | 907-269-0350 | Autumn Ratzel | 907-465-5136 | Jamie Bjorkman | 907-262-3423 | Annemieke Powers | 907-269-7626 |
| Napakiaik | WNA | VSW | Trenton Tulloss | 907-269-7554 | YKHC | Bob White | 907-545-0916 | Bob White | 907-545-0916 | Sengbe Kemokai | 907-543-3475 | Ronald Crompton | 907-465-1195 | John Davis | 907-262-8201 | Rachel Mills | 907-269-7642 |
| Napakiaik | PKA | ANTHC | Brent Hove | 907-602-0925 | YKHC | Bob White | 907-545-0916 | Bob White | 907-545-0916 | Nicholas Martinez | 907-543-3475 | Ronald Crompton | 907-465-119 | | | | |

Community Water Sewer Improvements Contact List

| Community | 3 Letter Airport Code | Project Agency Lead | Primary Project Engineer | Phone Number | RMW Region | Remote Maintenance Worker | Phone Number | RMW Supervisor | Phone Number | RUBA Contact | Phone Number | Operator Certification Contact | Phone Number | Drinking Water Staff | Phone Number | Solid Waste Contact | Phone Number |
|---------------------|-----------------------|---------------------|--------------------------|--------------|------------|---------------------------|------------------------|------------------|------------------------|-------------------|--------------|--------------------------------|--------------|----------------------|--------------|---------------------|--------------|
| Ninichik | NIN | | | | DEC | Vacant Position | 907-269-7605 | John Johnson | 907-269-7605 | Breanna Armstrong | 907-269-4501 | Autumn Ratzel | 907-465-5136 | Jamie Bjorkman | 907-262-3423 | | |
| Noatak | WTK | ANTHC | Elizabeth Hodges | 916-996-9190 | MLQ | Bruce Nelson | 907-442-7042 | Chris Cox | 907-442-7352 | Trish Gilliland | 907-269-0350 | Brandi Adams | 907-465-5530 | Gretchen Keim | 907-451-2231 | Angie Weatherwax | 907-451-2135 |
| Nome | OME | SRF | Susan Start | 907-269-7437 | | | | | | Lena Mathlaw | 907-443-5457 | Brandi Adams | 907-465-5530 | Gretchen Keim | 907-451-2231 | | |
| Nondalton | NNL | ANTHC | Victoria Jelderks | 503-896-6265 | DEC | Vacant Position | 907-269-7605 | John Johnson | 907-269-7605 | Lydia Mielke | 907-269-4563 | Autumn Ratzel | 907-465-5136 | John Davis | 907-262-8201 | Stephen Price | 907-269-7467 |
| Noorvik | ORV | ANTHC | Elizabeth Hodges | 916-996-9190 | MLQ | Bruce Nelson | 907-442-7042 | Chris Cox | 907-442-7352 | Breanna Armstrong | 907-269-4501 | Brandi Adams | 907-465-5530 | Gretchen Keim | 907-451-2231 | Angie Weatherwax | 907-451-2135 |
| North Pole | | SRF | Willow Gaber | 907-465-5124 | | | | | | Brendan Smyth | 907-451-2744 | Autumn Ratzel | 907-465-5136 | Mike Sharp | 907-451-2178 | | |
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| Northway | ORT | ANTHC | Greg Martin | 907-538-1141 | TCC | Romeo Stickman | 907-452-8251 ext. 4922 | Noah Tsigonis | 907-452-8251 ext. 3431 | Maisie Thomas | 907-451-2756 | Autumn Ratzel | 907-465-5136 | Mike Sharp | 907-451-2178 | | |
| Nuiqsut | NUQ | ANTHC | Derek Hancey | 707-499-2923 | | | | | | Maisie Thomas | 907-451-2756 | Ronald Crompton | 907-465-1195 | Jenny Roberts | 907-451-2137 | Angie Weatherwax | 907-451-2135 |
| Nulato | NUL | VSW | Erin Anderson | 907-451-5157 | TCC | Duane Burnham | 907-452-8251 ext. 3266 | Noah Tsigonis | 907-452-8251 ext. 3431 | Brendan Smyth | 907-451-2744 | Autumn Ratzel | 907-465-5136 | Jenny Roberts | 907-451-2137 | | |
| Nunam Iqua | SXP | ANTHC | Ansel Morsillo | 412-952-7852 | YKHC | Allan Paukan | 907-438-6124 (cell) | Bob White | 907-545-0916 | Mike White | 907-269-4549 | Ronald Crompton | 907-465-1195 | Elizabeth Nakanishi | 907-269-7517 | Stephen Price | 907-269-7467 |
| Nunapitchuk | NUP | VSW | Oscar Menendez | 907-269-7606 | YKHC | Nick Sanders | 907-543-6427 | Bob White | 907-545-0916 | Nicholas Martinez | 907-543-3475 | Ronald Crompton | 907-465-1195 | Elizabeth Nakanishi | 907-269-7517 | Rachel Mills | 907-269-7642 |
| Old Harbor | OLH | ANTHC | Kevin Ulrich | 907-440-2864 | DEC | Tanner Cote | 907-269-7609 | John Johnson | 907-269-7605 | Breanna Armstrong | 907-269-4501 | Autumn Ratzel | 907-465-5136 | John Davis | 907-262-8201 | Stephen Price | 907-269-7467 |
| Oscarville | OSC | ANTHC | Ryan Beckett | 907-830-1891 | YKHC | Nick Sanders | 907-543-6427 | Bob White | 907-545-0916 | Sengbe Kemokai | 907-543-3475 | Ronald Crompton | 907-465-1195 | Kristine Poeppel | 907-269-7521 | Rachel Mills | 907-269-7642 |
| Ouzinkie | KOZ | ANTHC | James Amundsen | 907-301-5701 | DEC | Tanner Cote | 907-269-7609 | John Johnson | 907-269-7605 | Breanna Armstrong | 907-269-4501 | Autumn Ratzel | 907-465-5136 | John Davis | 907-262-8201 | Stephen Price | 907-269-7467 |
| Palmer | PAQ | SRF | Kevin De Michelis | 907-269-7603 | | | | | | Trisha Sullivan | 907-269-4549 | Brandi Adams | 907-465-5530 | Jessica Cahill | 907-376-1824 | Annemieke Powers | 907-269-7626 |
| Pedro Bay | PDB | ANTHC | Victoria Jelderks | 503-896-6265 | | | | | | Eric Bjelland | 907-269-3037 | | | | | Stephen Price | 907-269-7467 |
| Pelican | PEC | VSW | Anita Erickson | 907-269-4592 | DEC | Cullen Richmond | 907-269-7571 | John Johnson | 907-269-7605 | Iura Leahu | 907-465-4814 | Brandi Adams | 907-465-5530 | Christina Harris | 907-262-3403 | Zach Gianotti | 907-465-5318 |
| Perryville | KPV | ANTHC | Victoria Jelderks | 503-896-6265 | BBAHC | Larry Small | 907-967-2105 | George Larsen | 907-842-3396 | Eric Bjelland | 907-269-3037 | Autumn Ratzel | 907-465-5136 | Monica Ague | 907-269-7653 | Stephen Price | 907-269-7467 |
| Petersburg | PSG | SRF | Willow Gaber | 907-465-5124 | | | | | | Trisha Sullivan | 907-269-4549 | Brandi Adams | 907-465-5530 | Christina Harris | 907-262-3403 | Zach Gianotti | 907-465-5318 |
| Pilot Point | PIP | VSW | Aaron Wheatall | 907-269-4967 | BBAHC | Larry Small | 907-967-2105 | George Larsen | 907-842-3396 | Heather Nudlash | 907-842-5135 | | | | | Stephen Price | 907-269-7467 |
| Pilot Station | PQS | ANTHC | Corbyn Jahn | 907-317-2917 | YKHC | Allan Paukan | 907-438-6124 (cell) | Bob White | 907-545-0916 | Mike White | 907-269-4549 | Ronald Crompton | 907-465-1195 | John Davis | 907-262-8201 | Stephen Price | 907-269-7467 |
| Pitka's Point | PPT | ANTHC | Ansel Morsillo | 412-952-7852 | YKHC | Allan Paukan | 907-438-6124 (cell) | Bob White | 907-545-0916 | Mike White | 907-269-4549 | Ronald Crompton | 907-465-1195 | Monica Ague | 907-269-7653 | | |
| Platinum | PTU | VSW | Oscar Menendez | 907-269-7606 | YKHC | Tyke Olson | 907-843-0428 | George Larsen | 907-842-3396 | Heather Nudlash | 907-842-5135 | Ronald Crompton | 907-465-1195 | Karis Barnes | 907-262-8204 | Rachel Mills | 907-269-7642 |
| Point Baker | KPB | VSW | Carrie Bohan | 907-465-5143 | | | | | | Iura Leahu | 907-465-4814 | | | | | | |
| Point Hope | PHO | ANTHC | Derek Hancey | 707-499-2923 | | | | | | Maisie Thomas | 907-451-2756 | Ronald Crompton | 907-465-1195 | Jenny Roberts | 907-451-2137 | Angie Weatherwax | 907-451-2135 |
| Point Lay | PIZ | ANTHC | Derek Hancey | 707-499-2923 | | | | | | Maisie Thomas | 907-451-2756 | Ronald Crompton | 907-465-1195 | Jenny Roberts | 907-451-2137 | Angie Weatherwax | 907-451-2135 |
| Port Alexander | PTD | VSW | Anita Erickson | 907-269-4592 | DEC | Tanner Cote | 907-269-7609 | John Johnson | 907-269-7605 | Iura Leahu | 907-465-4814 | Brandi Adams | 907-465-5530 | Christina Harris | 907-262-3403 | | |
| Port Alsworth | PTA | VSW | Carrie Bohan | 907-465-5143 | | | | | | Eric Bjelland | 907-269-3037 | | | | | | |
| Port Graham | PGM | ANTHC | Elizabeth Merrill | 907-306-3233 | DEC | Vacant Position | 907-269-7605 | John Johnson | 907-269-7605 | Trish Gilliland | 907-269-0350 | Autumn Ratzel | 907-465-5136 | Jamie Bjorkman | 907-262-3423 | Annemieke Powers | 907-269-7626 |
| Port Heiden | PTH | VSW | Aaron Wheatall | 907-269-4967 | BBAHC | Larry Small | 907-967-2105 | George Larsen | 907-842-3396 | Gabriel Gonzales | 907-754-3588 | | | | | Stephen Price | 907-269-7467 |
| Port Lions | ORI | ANTHC | Elizabeth Merrill | 907-306-3233 | DEC | Tanner Cote | 907-269-7609 | John Johnson | 907-269-7605 | Trish Gilliland | 907-269-0350 | Autumn Ratzel | 907-465-5136 | John Davis | 907-262-8201 | Stephen Price | 907-269-7467 |
| Port Protection | PPV | VSW | Oscar Menendez | 907-269-7606 | DEC | Tanner Cote | 907-269-7609 | John Johnson | 907-269-7605 | Iura Leahu | 907-465-4814 | Brandi Adams | 907-465-5530 | Christina Harris | 907-262-3403 | | |
| Portage Creek | PCA | VSW | Oscar Menendez | 907-269-7606 | BBAHC | Larry Small | 907-967-2105 | George Larsen | 907-842-3396 | Heather Nudlash | 907-842-5135 | | | Monica Ague | 907-269-7653 | | |
| Quinhagak | KWN | VSW | Ari Sosnowski | 907-269-7615 | YKHC | Bob White | 907-545-0916 | Bob White | 907-545-0916 | Nicholas Martinez | 907-543-3475 | Ronald Crompton | 907-465-1195 | John Davis | 907-262-8201 | Rachel Mills | 907-269-7642 |
| Rampart | RMP | ANTHC | Kay Sind | 314-504-2287 | TCC | Scot Demientieff | 907-452-8251 ext. 3267 | Noah Tsigonis | 907-452-8251 ext. 3431 | Catherine Brooks | | Autumn Ratzel | 907-465-5136 | Mike Sharp | 907-451-2178 | Angie Weatherwax | 907-451-2135 |
| Red Devil | RDV | VSW | Oscar Menendez | 907-269-7606 | YKHC | Bob White | 907-545-0916 | Bob White | 907-545-0916 | Nicholas Martinez | 907-543-3475 | | | | | | |
| Ruby | RBV | ANTHC | William Brooks | 907-538-4990 | TCC | Duane Burnham | 907-452-8251 ext. 3266 | Noah Tsigonis | 907-452-8251 ext. 3431 | Maisie Thomas | 907-451-2756 | Autumn Ratzel | 907-465-5136 | Gretchen Keim | 907-451-2231 | | |
| Russian Mission | RSH | ANTHC | Ivan Chikigak-Steadman | 907-748-0870 | YKHC | Allan Paukan | 907-438-6124 (cell) | Bob White | 907-545-0916 | Nicholas Martinez | 907-543-3475 | Ronald Crompton | 907-465-1195 | Elizabeth Nakanishi | 907-269-7517 | Stephen Price | 907-269-7467 |
| Saint George | PBV | VSW | Aaron Wheatall | 907-269-4967 | APIA | John Rukovishnikoff | 907-276-2700 | John Johnson | 907-269-7605 | Gabriel Gonzales | 907-754-3588 | Autumn Ratzel | 907-465-5136 | Kristine Poeppel | 907-269-7521 | Rachel Mills | 907-269-7642 |
| Saint Mary's | KSM | ANTHC | Ansel Morsillo | 412-952-7852 | YKHC | Allan Paukan | 907-438-6124 (cell) | Bob White | 907-545-0916 | Mike White | 907-269-4549 | Ronald Crompton | 907-465-1195 | Elizabeth Nakanishi | 907-269-7517 | Stephen Price | 907-269-7467 |
| Saint Michael | SMK | ANTHC | Joseph Warren | 907-715-0246 | NSHC | Shyler Johnson | 907-625-1231 | Richard Kuzuguk | 907-443-4584 | Lena Mathlaw | 907-443-5457 | Brandi Adams | 907-465-5530 | Jenny Roberts | 907-451-2137 | Trisha Bower | 907-451-2174 |
| Saint Paul | SNP | VSW | Aaron Wheatall | 907-269-4967 | APIA | John Rukovishnikoff | 907-276-2700 | Karen Pletnikoff | 907-222-4286 | Gabriel Gonzales | 907-754-3588 | Autumn Ratzel | 907-465-5136 | Elizabeth Nakanishi | 907-269-7517 | Rachel Mills | 907-269-7642 |
| Sand Point | SDP | ANTHC | James Amundsen | 907-301-5701 | APIA | John Rukovishnikoff | 907-276-2700 | John Johnson | 907-269-7605 | Eric Bjelland | 907-269-3037 | Autumn Ratzel | 907-465-5136 | John Davis | 907-262-8201 | Rachel Mills | 907-269-7642 |
| Savoonga | SVA | ANTHC | Scott Fezer | 770-265-4220 | NSHC | Monti Tarawneh | 907-443-3403 | Richard Kuzuguk | 907-443-4584 | Lena Mathlaw | 907-443-5457 | Brandi Adams | 907-465-5530 | Jenny Roberts | 907-451-2137 | Trisha Bower | 907-451-2174 |
| Saxman | SAX | ANTHC | Elizabeth Merrill | 907-306-3233 | DEC | Vacant Position | 907-269-7605 | John Johnson | 907-269-7605 | Iura Leahu | 907-465-4814 | Brandi Adams | 907-465-5530 | Jamie Bjorkman | 907-262-3423 | | |
| Scammon Bay | SCM | ANTHC | Brent Hove | 907-602-0925 | YKHC | Willie Kamuck | 907-438-6026 | Bob White | 907-545-0916 | Nicholas Martinez | 907-543-3475 | Ronald Crompton | 907-465-1195 | John Davis | 907-262-8201 | Stephen Price | 907-269-7467 |
| Selawik | WLK | ANTHC | Joseph Warren | 907-715-0246 | MLQ | Bruce Nelson | 907-442-7042 | Chris Cox | 907-442-7352 | Eric Bjelland | 907-269-3037 | Brandi Adams | 907-465-5530 | Gretchen Keim | 907-451-2231 | Angie Weatherwax | 907-451-2135 |
| Seldovia | SOV | VSW | Anita Erickson | 907-269-4592 | DEC | Vacant Position | 907-269-7605 | John Johnson | 907-269-7605 | Gabriel Gonzales | 907-754-3588 | Autumn Ratzel | 907-465-5136 | Jamie Bjorkman | 907-262-3423 | Annemieke Powers | 907-269-7626 |
| Seward | SWD | SRF | Kevin De Michelis | 907-269-7603 | | | | | | Trisha Sullivan | 907-269-4549 | Ronald Crompton | 907-465-1195 | Christina Harris | 907-262-3403 | | |
| Shageluk | SHX | ANTHC | Brent Hove | 907-602-0925 | YKHC | Bruce Werba | 907-476-2104 | Bob White | 907-545-0916 | Sengbe Kemokai | 907-543-3475 | Ronald Crompton | 907-465-1195 | Monica Ague | 907-269-7653 | | |
| Shaktolik | SKK | VSW | Oscar Menendez | 907-269-7606 | NSHC | Shyler Johnson | 907-625-1231 | Richard Kuzuguk | 907-443-4584 | Lena Mathlaw | 907-443-5457 | Brandi Adams | 907-465-5530 | Mike Sharp | 907-451-2178 | Trisha Bower | 907-451-2174 |
| Shishmaref | SHH | ANTHC | Scott Fezer | 770-265-4220 | NSHC | Monti Tarawneh | 907-443-3403 | Richard Kuzuguk | 907-443-4584 | Lena Mathlaw | 907-443-5457 | Brandi Adams | 907-465-5530 | Jenny Roberts | 907-451-2137 | Trisha Bower | 907-451-2174 |
| Shungnak | SHG | ANTHC | Joseph Warren | 907-715-0246 | MLQ | Bruce Nelson | 907-442-7042 | Chris Cox | 907-442-7352 | Trish Gilliland | 907-269-0350 | Brandi Adams | 907-465-5530 | Gretchen Keim | 907-451-2231 | Angie Weatherwax | 907-451-2135 |
| Sitka | SIT | SRF | Susan Start | 907-269-7437 | | | | | | Trisha Sullivan | 907-269-4549 | Brandi Adams | 907-465-5530 | Christina Harris | 907-262-3403 | Zach Gianotti | 907-465-5318 |
| Skagway | SGY | SRF | Josh Alvey | 907-269-1065 | | | | | | Trisha Sullivan | 907-269-4549 | Brandi Adams | 907-465-5530 | Christina Harris | 907-262-3403 | Zach Gianotti | 907-465-5318 |
| Slana | SLA | VSW | Oscar Menendez | 907-269-7606 | | | | | | Breanna Armstrong | 907-269-4501 | | | | | | |
| Sleetmute | SLQ | VSW | Aaron Wheatall | 907-269-4967 | YKHC | Bruce Werba | 907-476-2104 | Bob White | 907-545-0916 | Nicholas Martinez | 907-543-3475 | Ronald Crompton | 907-465-1195 | Monica Ague | 907-269-7653 | | |
| Soldotna | SXQ | SRF | Willow Gaber | 907-465-5124 | | | | | | Trisha Sullivan | 907-269-4549 | Ronald Crompton | 907-465-1195 | Christina Harris | 907-262-3403 | Annemieke Powers | 907-269-7626 |
| South Naknek | WSN | ANTHC | Joyell Acuna | 907-382-4913 | BBAHC | Larry Small | 907-967-2105 | George Larsen | 907-842-3396 | Heather Nudlash | 907-842-5135 | Autumn Ratzel | 907-465-5136 | John Davis | 907-262-8201 | Stephen Price | 907-269-7467 |
| Stebbins | WBB | ANTHC | Joseph Warren | 907-715-0246 | NSHC | Shyler Johnson | 907-625-1231 | Richard Kuzuguk | 907-443-4584 | Lena Mathlaw | 907-443-5457 | Brandi Adams | 907-465-5530 | Jenny Roberts | 907-451-2137 | Trisha Bower | 907-451-2174 |
| Stevens Village | SVS | VSW | Erin Anderson | 907-451-5157 | TCC | Romeo Stickman | 907-452-8251 ext. 4922 | Noah Tsigonis | 907-452-8251 ext. 3431 | Catherine Brooks | | Autumn Ratzel | 907-465-5136 | Mike Sharp | 907-451-2178 | Angie Weatherwax | 907-451-2135 |
| Stony River | SRV | ANTHC | Corbyn Jahn | 907-317-2917 | YKHC | Bob White | 907-545-0916 | Bob White | 907-545-0916 | Sengbe Kemokai | 907-543-3475 | | | | | | |
| Takotna | TCT | VSW | Oscar Menendez | 907-269-7606 | DEC | Cullen Richmond | 907-269-7571 | John Johnson | 907-269-7605 | Eric Bjelland | 907-269-3037 | Autumn Ratzel | 907-465-5136 | Gretchen Keim | 907-4 | | |

Community Water Sewer Improvements Contact List

| Community | 3 Letter Airport Code | Project Agency Lead | Primary Project Engineer | Phone Number | RMW Region | Remote Maintenance Worker | Phone Number | RMW Supervisor | Phone Number | RUBA Contact | Phone Number | Operator Certification Contact | Phone Number | Drinking Water Staff | Phone Number | Solid Waste Contact | Phone Number |
|--------------------|-----------------------|---------------------|--------------------------|--------------|------------|---------------------------|------------------------|-----------------|------------------------|-------------------|--------------|--------------------------------|--------------|----------------------|--------------|---------------------|--------------|
| Toksook Bay | OOK | ANTHC | Corbyn Jahn | 907-317-2917 | YKHC | Willie Kamuck | 907-438-6026 | Bob White | 907-545-0916 | Nicholas Martinez | 907-543-3475 | Ronald Crompton | 907-465-1195 | John Davis | 907-262-8201 | Rachel Mills | 907-269-7642 |
| Trapper Creek | | VSW | Carrie Bohan | 907-465-5143 | | Cullen Richmond | 907-269-7571 | John Johnson | 907-269-7605 | Lydia Mielke | 907-269-4563 | Brandi Adams | 907-465-5530 | Patrick Houlihan | 907-376-1861 | | |
| Tuluksak | TLT | VSW | Oscar Menendez | 907-269-7606 | YKHC | Nick Sanders | 907-543-6427 | Bob White | 907-545-0916 | Mike White | 907-269-4549 | Ronald Crompton | 907-465-1195 | Elizabeth Nakanishi | 907-269-7517 | Rachel Mills | 907-269-7642 |
| Tuntutuliak | WTL | VSW | Oscar Menendez | 907-269-7606 | YKHC | Nick Sanders | 907-543-6427 | Bob White | 907-545-0916 | Sengbe Kemokai | 907-543-3475 | Ronald Crompton | 907-465-1195 | Monica Ague | 907-269-7653 | Rachel Mills | 907-269-7642 |
| Tununak | TNK | ANTHC | Ivan Chikigak-Steadman | 907-748-0870 | YKHC | Willie Kamuck | 907-438-6026 | Bob White | 907-545-0916 | Sengbe Kemokai | 907-543-3475 | Ronald Crompton | 907-465-1195 | | | Rachel Mills | 907-269-7642 |
| Twin Hills | TWA | ANTHC | Joyell Acuna | 907-382-4913 | BBAHC | Larry Small | 907-967-2105 | George Larsen | 907-842-3396 | Heather Nudlash | 907-842-5135 | Autumn Ratzel | 907-465-5136 | John Davis | 907-262-8201 | Stephen Price | 907-269-7467 |
| Tyonek Village | TYE | ANTHC | Joyell Acuna | 907-382-4913 | DEC | Cullen Richmond | 907-269-7571 | John Johnson | 907-269-7605 | Trish Gilliland | 907-269-0350 | Autumn Ratzel | 907-465-5136 | James Latimer | 907-262-3410 | Annemieke Powers | 907-269-7626 |
| Ugashik | UGS | ANTHC | Joyell Acuna | 907-382-4913 | BBAHC | Larry Small | 907-967-2105 | George Larsen | 907-842-3396 | Gabriel Gonzales | 907-754-3588 | | | John Davis | 907-262-8201 | Stephen Price | 907-269-7467 |
| Unalakleet | UNK | VSW | Aaron Wheatall | 907-269-4967 | NSHC | Shyler Johnson | 907-625-1231 | Richard Kuzuguk | 907-443-4584 | Lena Mathlaw | 907-443-5457 | Brandi Adams | 907-465-5530 | Jenny Roberts | 907-451-2137 | Trisha Bower | 907-451-2174 |
| Unalaska | DUT | | | | APIA | John Rukovichnikoff | 907-276-2700 | John Johnson | 907-269-7605 | Trisha Sullivan | 907-269-4549 | Autumn Ratzel | 907-465-5136 | Kristine Poeppel | 907-269-7521 | Annemieke Powers | 907-269-7626 |
| Upper Kalskag | KLK | VSW | Aaron Wheatall | 907-269-4967 | YKHC | Bruce Werba | 907-476-2104 | Bob White | 907-545-0916 | Sengbe Kemokai | 907-543-3475 | Ronald Crompton | 907-465-1195 | | | | |
| Utqiagvik (Barrow) | BRW | ANTHC | Derek Hancey | 707-499-2923 | | | | | | Brendan Smyth | 907-451-2744 | Ronald Crompton | 907-465-1195 | Mike Sharp | 907-451-2178 | | |
| Valdez | VDZ | SRF | Young Ha | 907-269-7544 | | | | | | Trisha Sullivan | 907-269-4549 | Brandi Adams | 907-465-5530 | Christina Harris | 907-262-3403 | Annemieke Powers | 907-269-7626 |
| Venetie | VEE | ANTHC | Greg Martin | 907-538-1141 | TCC | Duane Burnham | 907-452-8251 ext. 3266 | Noah Tsigonis | 907-452-8251 ext. 3431 | Maisie Thomas | 907-451-2756 | Autumn Ratzel | 907-465-5136 | Gretchen Keim | 907-451-2231 | Angie Weatherwax | 907-451-2135 |
| Voznesenka | VOZ | VSW | Aaron Wheatall | 907-269-4967 | DEC | Vacant Position | 907-269-7605 | John Johnson | 907-269-7605 | Gabriel Gonzales | 907-754-3588 | Autumn Ratzel | 907-465-5136 | James Latimer | 907-262-3410 | | |
| Wainwright | AIN | ANTHC | Derek Hancey | 707-499-2923 | | | | | | Maisie Thomas | 907-451-2756 | Ronald Crompton | 907-465-1195 | Jenny Roberts | 907-451-2137 | Angie Weatherwax | 907-451-2135 |
| Wales | WAA | VSW | Oscar Menendez | 907-269-7606 | NSHC | Monti Tarawneh | 907-443-3403 | Richard Kuzuguk | 907-443-4584 | Lena Mathlaw | 907-443-5457 | Brandi Adams | 907-465-5530 | Mike Sharp | 907-451-2178 | Trisha Bower | 907-451-2174 |
| Wasilla | WWA | SRF | Young Ha | 907-269-7544 | | | | | | Trisha Sullivan | 907-269-4549 | Brandi Adams | 907-465-5530 | Patrick Houlihan | 907-376-1861 | | |
| Whale Pass | WWP | VSW | Trenton Tulloss | 907-269-7554 | | | | | | Iura Leahu | 907-465-4814 | | | | | | |
| White Mountain | WMO | ANTHC | Scott Fezer | 770-265-4220 | NSHC | Shyler Johnson | 907-625-1231 | Richard Kuzuguk | 907-443-4584 | Lena Mathlaw | 907-443-5457 | Brandi Adams | 907-465-5530 | Jenny Roberts | 907-451-2137 | Trisha Bower | 907-451-2174 |
| Whittier | WHI | VSW | Ari Sosnowski | 907-269-7615 | DEC | | | John Johnson | 907-269-7605 | Eric Bjelland | 907-269-3037 | Autumn Ratzel | 907-465-5136 | Elizabeth Nakanishi | 907-269-7517 | | |
| Wrangell | WRG | SRF | Josh Alvey | 907-269-1065 | | | | | | Trisha Sullivan | 907-269-4549 | Brandi Adams | 907-465-5530 | Christina Harris | 907-262-3403 | Zach Gianotti | 907-465-5318 |
| Yakutat | YAK | ANTHC | Kevin Ulrich | 907-440-2864 | DEC | Cullen Richmond | 907-269-7571 | John Johnson | 907-269-7605 | Iura Leahu | 907-465-4814 | Brandi Adams | 907-465-5530 | Jamie Bjorkman | 907-262-3423 | Zach Gianotti | 907-465-5318 |

Basic Plan Set Requirements

| DRAWING CATEGORY & CONTENT | 35% | 65%, 95% and Stamped |
|--|-----|----------------------|
| GENERAL | | |
| Cover Sheet & Sheet Index | x | x |
| General Legend & Vicinity Map | x | x |
| Abbreviations & General Notes | x | x |
| Scope of Work & Community/Climate Data | x | x |
| Overall Site Plan with Topography | x | x |
| System Schematic(s) | x | x |
| Soil Boring Data | x | x |
| SURVEY | | |
| Easement Index Map | x | x |
| Basis of Bearing Map | | x |
| Parcel Boundary Map | | x |
| CIVIL | | |
| Design Criteria | x | x |
| Legend & Abbreviations | x | x |
| General Material & Installation Notes | x | x |
| Individual Site Plans | x | x |
| Plan & Profile Index Map | x | x |
| Plan & Profiles | x | x |
| Standard Details | x | x |
| Project Specific Details | | x |
| Grading Plan | | x |
| Fencing Plan | | x |
| PROCESS | | |
| Design Criteria | x | x |
| Legend & Abbreviations | x | x |
| Piping Floor Plans | x | x |
| Piping & Instrumentation Diagram | x | x |
| Operation Description | x | x |
| General Material & Installation Notes | x | x |
| Standard Details | x | x |
| Equipment Schedule & Specifications | | x |
| Equipment Floor Plans | | x |
| Project Specific Details | | x |
| MECHANICAL | | |
| Design Criteria | x | x |
| Legend & Abbreviations | x | x |
| Equipment Floor Plan | x | x |
| Piping & Instrumentation Diagram | | x |
| Operation Description | | x |

| | | |
|---------------------------------------|---|---|
| General Material & Installation Notes | | x |
| Equipment Schedule & Specifications | | x |
| Piping Floor Plans | | x |
| Standard Details | | x |
| Project Specific Details | | x |
| ARCHITECTURAL | | |
| Design Criteria | x | x |
| Legend & Abbreviations | x | x |
| Code Analysis | x | x |
| Floor Plans | x | x |
| General Material & Installation Notes | x | x |
| Elevations | x | x |
| Equipment Schedule & Specifications | | x |
| Sections | | x |
| Standard Details | | x |
| Project Specific Details | | x |
| STRUCTURAL | | |
| Design Criteria & Loads | x | x |
| Legend & Abbreviations | x | x |
| Code Analysis | x | x |
| Foundation Plan | x | x |
| General Material & Installation Notes | x | x |
| Equipment Schedule & Specifications | | x |
| Elevations | | x |
| Sections | | x |
| Standard Details | | x |
| Project Specific Details | | x |
| ELECTRICAL | | |
| Design Criteria & Loads | | x |
| Legend & Abbreviations | x | x |
| Code Analysis | x | x |
| Operation Description | | x |
| General Material & Installation Notes | x | x |
| Power One Line & Panel List | x | x |
| Equipment Schedule & Specifications | | x |
| Floor Plans | | x |
| Elevations | | x |
| Sections | | x |
| Panel Faces | | x |
| Panel Wiring Diagrams | | x |
| Standard Details | | x |
| Project Specific Details | | x |

GENERAL REQUIREMENTS FOR PLAN SHEETS

A typical set of drawings will contain many of the following sheets in the order in which they appear in the list.. The type of sheets contained in the plan set will vary depending on the scope of work for the project and the complexity of the proposed facility.

- Cover Sheet and Sheet Index
- General (G Sheets)
- Survey (V Sheets)
- Geotechnical (B Sheets)
- Civil (C Sheets)
- Structural (S Sheets)
- Architectural (A Sheets)
- Plumbing (P Sheets)
- Process (D Sheets)
- Mechanical (M Sheets)
- Electrical (E Sheets)
- Contractor/Shop Drawings (Z Sheets)

The following provides a detailed overview of the type of information that is normally included on drawings in the plan set:

I. Cover Sheet and Sheet Index

VSW's standard cover sheet will be used for all VSW projects.

II. General Legend and Vicinity Map (G Sheet)

VSW's standard General Legend and Vicinity Map format will be used for all VSW projects.

III. Scope of Work and Community/Climate Data (G Sheet)

The project scope of work, community data, climate data and project phasing plan is provided on this sheet.

IV. System Schematic and Project Specific Design Criteria (G Sheet)

Separate Schematic Sheets should be drawn for water and sewerage systems. The Schematic Sheet will serve as a line diagram of the overall systems. The schematic sheets should include the following:

A. Water

1. General perspective view of the entire water system with major features

2. Storage tanks with base and overflow elevations and capacities
3. Major points of use
4. Major elevation references
5. Operational pressures during both minimum and maximum flows

B. Well Data

1. Pump House/Washeteria location and note the source of power
2. Date of construction, contractor, well number, and surface elevation
3. Depth and size of bore hole
4. Static water level and the date of measurement

C. Sewerage

1. General

- a. General perspective view of the entire sewerage system designating direction of flow, major features, and force-mains
- b. Lagoon(s) with the number of cells, capacities of each cell, dimensions, floor elevations, overflow elevations, if applicable
- c. Community septic tanks with number of chambers, capacities of each chamber, dimensions, and inlet/outlet elevations, if applicable
- d. Community drainfield information with areas, materials, soil type, percolation rate, and elevations, if applicable
- e. Outfall lengths, materials, elevations, and diffuser type, if applicable
- f. Major points of use
- g. Major elevation references
- h. All manholes
- i. All lift stations

2. Lift Stations

- a. Type of lift station
- b. Make, model, horsepower, voltage, phasing and capacity of pump(s)
- c. Static, dynamic, and total discharge heads

V. Survey (V Sheets)

- A. Survey Easement Index Map
- B. Basis of Bearing and Vertical Control Map (including coordinates of monuments used)
- C. Parcel Boundary Map
- D. Project Right-of-Ways and Easements

VI. Geotechnical (B Sheets)

- A. Site plan with test hole locations and legend
- B. Test boring/hole logs with reference to boring/hole locations

VII. Civil Drawings (C Sheets)

- A. Civil/Survey Legend
- B. Civil General Material and Installation Notes
- C. Civil System Layout and Sheet Locator Map(s)

The System Layout Sheet(s) will be a plan view of the water and/or sewer system(s) showing all (or a large portion) of the system on one sheet. For larger systems, the scale should be between 1" = 400' and 1" = 1,000', depending on the density of services provided. For smaller systems, the scale should be as needed in order to show sufficient detail on one sheet. If the system cannot be put on one sheet, an index sheet should be provided that shows the waterline locations (without valves), major features such as roads, rivers, etc. and a reference to the areas covered by each layout sheet.

The system layout and sheet locator map will provide the following:

1. Highways, roads, streets, major drainage features, and major buildings. Aerial photographs can be used as a map base if the overlays are readable.
2. Sketch of the community sewer system(s) and wastewater treatment system location(s)
3. Reference areas designating which plan or plan and profile view sheet numbers apply to specific areas of the system
4. House numbers and names of homeowners in tabular form
5. Dwelling locations, with house numbers
6. Identity and approximate location of existing subsurface utilities
7. Main line gate valves (without markers and/or tie-ins)
8. North arrow and bar scale
9. Dimensional data for pipeline material used. (Example: ID., O.D., SDR, ASTM specification and pressure rating designation for each size of pipe used.) Pipeline distances between gate valves and appurtenances can be shown if desired but is not mandatory.
10. Topography existing & proposed contours. Proposed grade contours are shown on final stamped construction plans

D. Civil Plan and Profile Views

1. General

- a. North arrow with drawings oriented so that the north arrow is pointing more toward the top of the sheet than the bottom
- b. A bar scale
- c. Individual homes to be served and corresponding house numbers.

- d. Adequate information (coordinates, distance to property lines, etc.) to stake the designed improvements in the field
- e. Profile views are generally “left to right” but in certain instances to require them to go “right to left”.

2. Water

a. Fire hydrants

- Distance to the mainline and shut-off valve from the hydrant
- Size of the hydrant

b. Gate Valves, Air Release Valves, and Pressure Reducing Valves (PRV)

- Location of each valve with respect to at least two permanent points (i.e., buildings, hydrants, power poles, etc.) within 100 feet, if available
- Size of the valves
- Approximate depths of bury
- Size of PRV valve(s) including incoming and outgoing pressures, and ground elevations

c. Water main

- Proposed marker post locations on the plans, when appropriate. markers should be located at line of sight intervals or 1,500 feet apart (maximum)
- Nominal pipe size, material, type of joints, class, pressure rating, etc. (Example: 6”X 12” Aluminum Jacketed Arctic Pipe, HDPE, SDR 11, 160 psi, butt fused joints)
- Description and location of tees, elbows, crosses, bends, and reducers
- Profiles for 1) all road crossings, 2) any wash crossing which requires casing, 3) steep sections of water line where the slope exceeds 10%, 4) any area where the waterline is not at standard bury depth and 5) flow lines of deep ditch lines or drainages

d. Water Services

- Routing of service line with "dots" designating location of curb stop, meter, and corporation or domestic stop as applicable
- Use appropriate symbol from the “tool palette” and assign line type to the W/S layer

3. Sewer

a. Manholes and Cleanouts

- Ground, rim and invert (in and out) elevations
- Distances between manholes and/or cleanouts
- Number & type of each manhole and cleanout.

- b. Sewer main
 - Materials, type of joints, size, length, SDR, class, schedule, slope, etc.
- c. Sewer Services
 - Service/main connection location distances from a downstream manhole or stationing
 - Routing of the sewer service line, indicating the cleanouts with "dots" use symbol from tool palette
- d. Lift Stations
 - Site map information similar to that of a well site
 - Elevation and plan view with pump type, make, capacity, total discharge head (show both static and dynamic heads), voltage, phase, and horse power
- e. Force mains
 - Proposed pipeline marker locations on the plans (when appropriate)
 - Nominal pipe size, material, type of joints, class, pressure rating, etc. (Example: 6" DI, Class 51, 350 psi, integral bell)
 - Description and location of elbows, valves, reducers, and cleanouts
 - Profiles for all road crossings, any wash crossing which requires casing, steep sections of force main where the slope exceeds 10% or any area where the force main is not at standard bury depth

E. Civil Site Plan and Elevation Views

1. Water Source

- a. Site plan of the well and/or pump house/washeteria, proposed grading plan, drainage, access and power source
- b. Date of construction, contractor, well number, and surface elevation
- c. Depth and size of bore hole
- e. Size, depth, type, and location of casing
- f. Length, location, type, and slot size of screen, if applicable
- g. Gradation of gravel pack, if applicable
- h. Depth of grout envelope
- i. Static water level and date of measurement
- j. Make, model, horsepower, voltage, phasing, full load amperage of pump(s), and elevation of the pump probes. Actual or estimated pumping depth for the planned pumping rate.
- k. Depth of setting of the water level indicator and type

- l. Type and size of drop pipe and size of submersible cable
- m. Type, size, etc., of a pitless unit, if applicable

2. Water Storage Tank

- a. Size of the tank including the thickness of the floor, wall, and roof members
- b. Tank manufacturer
- c. Paint system and paint/primer brands used on the tank.
- d. Map of operational valves, fencing, surface drainage plan, and maintenance access
- e. Telemetry or controls if applicable
- f. Elevations of floor, inlet, outlet, overflow, and probes, if used
- g. Details of complex features such as controls, cathodic protection, if applicable
- h. Details of the foundation
- i. Overflow and drain locations and erosion protection

3. Pump House/Washeteria/Water Treatment Facility/Lift Station

- a. Building footing drain and discharge location
- b. Finish floor elevations
- c. Site plan of the building site, road access with curve radius, buried utilities, surface drainage, ditching, fencing, danger trees/site clearing, etc.
- d. Elevation view with classified fill, excavation limits, compaction, etc.

4. Wastewater Treatment System

- a. Site plan showing drainage and horizontal dimensions
- b. Side slopes, wave protection detail
- c. Number of cells, surface area per cell, maximum liquid volume per cell, and depth of cells
- d. Piping sizes and materials
- e. Fence and gate location and sign detail
- f. Location and lengths of inlet and outlet structures
- g. Locations of liquid level control structures, over-flow lines and surface drainage ditches, and sewage flow routing
- h. Elevations of top of berm, lagoon floor, overflow structure, and inlet(s)

5. Individual Site Plans

- a. Site plan, drawn to visual scale, for each structure served including homeowner name, house number, if appropriate, and a north arrow.
- b. Water Service
 - Service saddle location
 - Size, length, and type of service line materials used

- Appurtenances (curb stop, meter can, and domestic stop) tied to dwelling corners if within 100 feet
- c. Sewer Service
 - Cleanout locations
 - Size, length, and type of pipe used
- d. Septic tank and drainfield
 - Size of the septic tank and the material it is made of
 - Tie to the septic tank inspection manhole(s) and the corners of the drainfield to at least two permanent points (i.e., building corners, power poles, trees, etc.) within 100 feet, if available
 - Configuration and depth of the drainfield, and the type of materials used (e.g., 4-inch D3034 PVC, slip-on joint)

VIII. Structural Drawings (S Sheets)

- A. Structural Legend, Design Criteria and General Notes
- B. Structural Plan Views
 1. Foundation plan
 2. Floor framing plan
 3. Roof framing plan
 4. Diaphragm schedule
- C. Structural Elevations and Sections
 1. Foundation sections
 2. Wall sections
 3. Shear wall schedule
 4. Header elevations and schedule
- D. Structural Details
 1. Splice details
 2. Wall intersections
 3. Miscellaneous connections
 4. Bracket details
 5. Fastener details
 6. Anchor details
 7. Tie down details

IX. Architectural Drawings (A Sheets)

- A. Architectural Legend and General Notes
 1. Architectural Plan Views All building and room dimensions
 2. Room name and numbering
 3. Interior finish schedule
 4. Exterior finish schedule
 5. Wall Types
 6. Door schedule
 7. Window schedule
 8. Roof plan

9. Code design data
- B. Architectural Elevations and Sections
 1. Front, rear, left side and right side views
 2. Wall sections
 3. Foundation sections
 4. Bathroom/Laboratory/Treatment room/etc. elevations
 5. Cabinet elevations
- C. Architectural Details
 1. Headers (internal and external)
 2. Sills (internal and external)
 3. Jams (internal and external)
 4. Door frame schedule
 5. Handrails and guard rails
 6. Cabinet details
 7. Stair and landing details
 8. Ridge detail
 9. Eave detail
 10. Rake detail
 11. Valley detail
 12. Vent detail
 13. Vapor barriers
 14. Window seal
 15. Insulation
 16. Access hatch

X. Plumbing Drawings (P Sheets)

- A. Plumbing Legend and General Notes
- B. Plumbing Equipment Schedule
- C. Plumbing Plan Views
- D. Plumbing Elevation Views and Sections
 1. Plumbing Isometrics
- E. Plumbing Details
 1. Equipment details
 2. Equipment mounting
 3. Equipment locations
 4. Piping installation
 5. Piping supports

XI. Process Drawings (D Sheets)

- A. Process Diagram Legend
- B. Treatment Process Diagram and Operational Narrative
- C. Treatment Piping and Instrumentation Diagram
- D. Heating and Ventilation Process Diagram and Operational Narrative
- E. Heating and Ventilation Piping and Instrumentation Diagram

XII. Mechanical Drawings (M Sheets)

- A. Mechanical Legend and General Notes
- B. Mechanical Equipment Schedule and Operational Description
- C. Mechanical Plan Views
 - 1. Piping plan
 - 2. Heating plan
 - 3. Ventilation plan
- D. Mechanical Elevation Views and Sections
 - 1. Piping Isometrics
 - 2. Equipment elevations and sections
- E. Mechanical Details
 - 1. Equipment details
 - 2. Equipment mounting
 - 3. Equipment locations
 - 4. Piping installation
 - 5. Piping supports
 - 6. Equipment control interface
 - 7. Fuel oil
 - 8. Ducting

XIII. Electrical Systems (E Sheets)

- A. Electrical Legend, Design Criteria and Loads
- B. Electrical Code Analysis and Operation Description
- C. Electrical Equipment Schedule
- D. Electrical Power One Line and Panel List
- E. Electrical Plan View
 - 1. Exterior electrical site plan
 - 2. Power floor plan
 - 3. Electrical control device plan
 - 4. Electrical equipment plan
 - 5. Electrical signal plan
- F. Electrical Elevation Views
 - 1. Electrical panel layout
 - 2. Electrical panel wiring diagram
 - 3. Panel schedule
 - 4. Ladder diagram for all control panels
- G. Electrical Details
 - 1. Panel Faces

XIV. Contractor/Shop Drawings (Z Sheets)

- A. Drawings of water storage tank construction, premanufactured buildings, foundation design, filter construction, or other fabricated equipment
- B. Vendor cut sheets such as pumps, wall mounted instruments or other equipment

Proposed Table of Contents (TOC)

Design Analysis Report Water/Wastewater Facilities _____, Alaska

This TOC is general and comprehensive. Use this outline in creating a TOC that is applicable for the planned improvements.

- 1. Executive Summary**
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 - 3.2. Existing Site Conditions**
 - 3.2.1. Existing Facilities**
 - 3.2.2. Land Status**
- 4. Water Source**
- 5. Site Plan**
- 6. Design Requirements and Considerations**
 - 6.1. Building**
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 - 6.1.1.1. Soil Conditions**
 - 6.1.1.2. Select Fill Material and Source**
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 - 6.1.3.1. Design Criteria**
 - 6.1.3.2. Footings and Structural Members**
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 - 6.1.4.1. Design Criteria**
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 - 6.2.1. Design Criteria**
 - 6.2.2. Tank Size**
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