

PRICE AND METHOD OF PAYMENT

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

A Price Estimate is required with your proposal.

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

PRICE ESTIMATE FORMAT (if required per above)						
1. *	<u>Direct Costs of Direct Labor</u> (DCDL). Provide a table with the following columns (Names required only for key staff and persons "in-responsible-charge"):					
	<u>Job Classification</u>	<u>Name</u>	<u>Total Hours</u>	<u>Rate (\$/hr) *</u>	<u>Estimated Cost (\$)</u>	<u>Total DCDL \$</u> _____
2. *	<u>Indirect Costs</u> (IDC).				IDC Rate: _____%	Total IDC \$ _____
3.	<u>Subcontracts</u> . List each, the amount for each and attach an estimate in this format for each.					Total Subcontracts \$ _____
4.	<u>Expenses</u> . (Equipment, transportation, food and lodging, reproduction, etc. - if not included in Indirect Costs.) Amounts shall be based on actual cost to the Offeror, without any profit or other markup. Provide a table with the following columns:					
	<u>Item</u>	<u>Quantity</u>	<u>Cost (\$/Unit)</u>	<u>Estimated Cost (\$)</u>	Total Expenses \$ _____	
5. *	<u>Total Estimated Cost</u> . Sum of DCDL + IDC + Subcontracts + Expenses.					Total Cost \$ _____
6. *	<u>Proposed Fee</u> . List a proposed amount (not a percentage) for profit.					Fee \$ _____
7.	<u>Total Estimated Price</u> . Sum of Total Estimated Cost plus Proposed Fee.					Total Price \$ _____
* Sole proprietorships and small firms that do not maintain an accounting system that separately identifies costs for "payroll" benefits and overhead, for routine allocation of such costs to jobs, may omit items 2, 5, & 6 if the Rates (\$/hr) in Item 1 are proposed as Billing Rates (DCDL + IDC + FEE). Firms that routinely allocate Indirect Costs to projects may not use Billing Rates for this estimate.						

SUBMITTAL DEADLINE AND LOCATION

DATE: **February 27, 2025**

PREVAILING TIME: **2:00 PM** FAX OR EMAIL: **(907) 269-8917**

katie.winter@alaska.gov

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

Katie Winter, P.E. at 550 W. 7th Avenue, Suite 1340; Anchorage, AK 99501

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

BASIS OF SELECTION

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

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

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

END OF PART A

PROPOSED STATEMENT OF SERVICES APPENDIX B

PSA No:	72018-3
IRIS Program No:	N/A
Federal Project No:	N/A
Date Prepared:	02/03/25

KRSMA: Eagle Rock and Big Eddy Floating Docks Design

ARTICLE B1 INDEX

<u>Article</u>	<u>Subject</u>
B2	Exhibits
B3	Codes, Regulations, Standards, and Procedures
B4	Administrative Requirements
B5	Project Description and Location
B6	Summary of Contract Services
B7	Management
B8	Design Development (65% Review)
B9	Construction Documents (95% Review / Final As-Advertised)
B10	A/E Services During Bidding
B11	A/E Services During Construction

ARTICLE B2 EXHIBITS

<u>Exhibits</u>	<u>Subject</u>
B-1	Exhibit 1: Eagle Rock Vicinity Map / Project Location
B-2	Exhibit 2: Eagle Rock Concept Site Plan
B-3	Exhibit 3: Eagle Rock Aerial Photograph
B-4	Exhibit 4: Big Eddy Vicinity Map / Project Location
B-5	Exhibit 5: Big Eddy Concept Site Plan
B-6	Exhibit 6: Big Eddy Aerial Photograph

ARTICLE B3 CODES, REGULATIONS, STANDARDS, AND PROCEDURES

B3.1 General. All studies, reports, and design services shall be performed in accordance with applicable codes, regulations, standards, professional practice procedures, and commonly recognized construction methods. The Contractor shall consider the geographical location of the project as well as other environmental and site specific constraints when performing services for this project.

B3.2 Units of Measurement. Standard U.S. units of measurements shall be used throughout development of the project.

ARTICLE B4 ADMINISTRATIVE REQUIREMENTS

B4.1 General. The Contractor shall provide services as identified and authorized by sequentially numbered Notices-to-Proceed. The Contractor shall not perform services or incur billable expense except as authorized by an NTP.

B4.2 Project Staff. All services must be performed by or under the direct supervision of the following individuals:

<u>Name</u>	<u>Project Responsibilities</u>
	[TBD]

Replacement of, or addition to, the Project Staff named above shall be accomplished only by prior written approval from the Contracting Agency.

B4.3 Professional Registration. All reports, plans, specifications, estimates and similar work products provided by the Contractor shall be prepared by or under the supervision of the Registered Alaskan Engineer or Land Surveyor in responsible charge for the services. These Engineers or Land Surveyors 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.

B4.4 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 percentage 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.

B4.5 Correspondence. All correspondence prepared by the Contractor shall bear the Contracting Agency's assigned Project name and number.

B4.6 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.

B4.6.1 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.

B4.6.2 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.

B4.6.3 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 Project Number.
- f. Prepared for: Alaska Department of Natural Resources, Division of Parks and Outdoor Recreation.
- g. Prepared by: [COMPANY NAME AND ADDRESS]
- h. Map and/or picture of project area.

B4.7 Contractor Name on Plan Sheets and Documents. No Contractor logos shall be allowed on any electronic or hard copy document produced for the Contracting Agency. 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 Contracting Agency 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 AND ADDRESS]

B4.8 Plans. Plans shall be submitted on title block provided by the Department. All submittals shall be half size, on 11"x17" plan sheets.

B4.8.1 Drafting. All drawings shall be submitted in Autocad 2020 or Autodesk Civil3D 2020 format using the e-transmit feature to capture all peripheral files into one zip file. All submissions shall include the Autocad or Civil3D drawing files in a USB flash drive and an e-mail or file sharing exchange. An industry standard layering scheme shall be used.

B4.9 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.

B4.9.1 Copies of the Specifications shall be printed on both sides of the paper and shall be bound with a comb binder. Copies of the estimates shall be single sided. For Reviews, copies of estimates shall be included as the first item behind the cover of the Specifications.

B4.9.2 All Specifications shall also be submitted on thumb drives as document files for Microsoft Word.

B4.10 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.

B4.10.1 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.

B4.10.2 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 may be asked to interpret and provide explanations of the content.

B4.10.3 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.

B4.11 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.

ARTICLE B5 **PROJECT DESCRIPTION AND LOCATION**

B5.1 The Division of Parks and Outdoor Recreation (DPOR) is planning to make improvements to its **Eagle Rock** and **Big Eddy** facilities located within the Kenai River Special Management Area (KRSMA).

Eagle Rock is located in the City of Kenai, Alaska at about Milepost 5.1 of the Kenai Spur Highway.

Big Eddy is located in Soldotna, Alaska off the Kenai Spur Highway and down Big Eddy Road.

DPOR intends to expand the parking capacity and improve access for both park units. River access improvements at both locations include the addition of floating docks and corresponding gangways.

Exhibits B-1 (Eagle Rock) and B-4 (Big Eddy) depict the project locations. Exhibits B-2 (Eagle Rock) and B-5 (Big Eddy) are the concept site plans with the needed features circled. Exhibits B-3 (Eagle Rock) and B-6 (Big Eddy) consist of recent aerial photos of the project locations taken by drone.

The work includes the design of the floating docks and gangways and preparation of all specifications for construction. These designs are intended to be part of larger projects.

ARTICLE B6 **SUMMARY OF CONTRACT SERVICES**

B6.1 General. The Contractor shall provide professional services to include documenting existing/as-built conditions, design services, assistance during bidding, assistance during construction, and production of record drawings. Services will require travel to the project site.

ARTICLE B7 **MANAGEMENT**

B7.1 Performance Schedule. The Contractor shall abide by the schedule submitted, adjusted for the actual Notice to Proceed (NTP) date.

B7.1.1 Schedule Changes. Adherence to the Project Schedule is necessary to meet the Contracting Agency's long-term goals and commitments. The Contractor agrees to expend all effort necessary to stay on schedule and meet the contract delivery dates.

B7.2 Project Coordination. All coordination and correspondence for the project shall be handled through or with the concurrence of the Contract Manager.

B7.2.1 Correspondence. The Contractor shall submit all written material, letters, survey forms, etc., used to communicate information regarding the project to the Contract Manager for review and acceptance prior to its distribution. Copies of all outgoing and incoming correspondence shall be provided to the Contract Manager. All outgoing correspondence shall include the project title and state project numbers.

B7.2.2 Release of Information. The release of any project-related information must be approved by the Contract Manager.

ARTICLE B8 **DESIGN DEVELOPMENT**

B8.1 General. The Contractor shall produce design development level plans (approximately 65%) for Contract Manager approval. The plans at this stage should be sufficiently developed to reflect the project's major design features including horizontal and vertical geometry.

B8.2 Drawings. Provide drawings to include title sheet, index, project vicinity map, and discipline specific design as described under this article.

B8.3 Specifications. Specifications for the design development level shall consist of the developed specifications addressing initial materials and systems for each section of the specifications. The format shall follow DOT&PF Standard Specifications for Highway Construction (2020).

B8.4 Cost Estimate. Provide a cost estimate based on the specifics and details presented in the design development plans. Include in the estimate a contingency line item of appropriate percentage for this design level. The cost estimate shall consider prevailing state wage rates (Alaska Little Davis Bacon) and any locality adjustments.

B8.5 Deliverable Items.

<u>Deliverable Item</u>	<u>Originals</u>	<u>Copies</u>
11x17 Review Drawings	PDF	1
CAD File (AutoCAD 2020)	DWG	0
Review Specifications	PDF	1
Cost Estimate	PDF	1

ARTICLE B9 **CONSTRUCTION DOCUMENTS**

B9.1 General. The Contractor shall produce construction documents level plans (95% / 100%). The construction documents shall include final drawings, final specifications, final cost estimate, and all permits for which the Contractor is responsible. The final drawings shall be signed and sealed by the Engineer of Record. All final design calculations shall also be submitted to the Contract Manager.

Assist the Department in securing all necessary permits for construction.

B9.2 Drawings. Drawings for the construction documents level shall consist of bid ready drawings depicting in sufficient detail the full scope of work.

B9.3 Specifications. Specifications for the construction documents level shall consist of complete specifications to sufficiently describe and detail all aspects of work. The format shall follow DOT&PF Standard Specifications for Highway Construction (2020).

B9.4 Cost Estimate. Provide a cost estimate based on the specifics and details presented in the construction documents. Present the estimate in a manner that separates additive alternative items from the basic bid. Include in the estimate a contingency line item of appropriate percentage for this design level. The cost estimate shall consider prevailing state wage rates (Alaska Little Davis Bacon) and any locality adjustments.

B9.5 Deliverable Items.

<u>Deliverable Item</u>	<u>Originals</u>	<u>Copies</u>
11x17 Stamped Drawings	1 & PDF	1
CAD File (AutoCAD 2020)	DWG	0
Final Specifications	1 & PDF	1
Cost Estimate	1 & PDF	1
Final Calculations	1 & PDF	0

ARTICLE B10
A/E SERVICES DURING BIDDING

B10.1 General. The Contractor shall assist the Contract Manager in responding to contractor questions during the bidding phase of the project. The Contractor shall prepare addenda material and responses to questions only when requested by the Contract Manager. Drawings, exhibits, and documents shall be produced as necessary to compile complete addendum packages. The Architect/Engineer of Record will seal all drawings generated for addenda. The Contract Manager will compile the addendum packages and issue them to prospective construction contractors. The Contractor shall respond to assistance requests within 7 calendar days.

B10.2 Revised Drawings. Revised drawings shall clearly show which aspects of the drawings have been revised with the use of revision clouds. Each revision cloud shall be clearly marked with a numbered triangle signifying the addendum number under which that revision was enforced.

B10.3 Revised Specifications. Revised specifications shall clearly show which aspects of the text have been revised by the use of revision marks (changed lines) along the margins of the page.

B10.4 Deliverable Items. Submit the following items as required:

<u>Deliverable Item</u>	<u>Originals</u>	<u>Copies</u>
11x17 Addenda Drawings	1 & PDF	1
CAD File (AutoCAD 2020)	DWG	0
Addenda Specifications	1 & PDF	1

ARTICLE B11
A/E SERVICES DURING CONSTRUCTION

B11.1 General. The Contractor shall assist in responding to questions, requests for information, or requests for substitution during the construction phase of

the project. The Contractor will also review and comment on submittals and shop drawings that deviate from design drawings and specifications. The Contractor shall respond to assistance requests within 7 calendar days.

The Contractor shall produce drawings, specifications, documents, and/or exhibits as necessary for change orders. The Architect/Engineer of Record will seal all drawings generated for change orders.

The Contractor shall participate in a final inspection upon substantial completion of the project.

B11.2 Deliverable Items. Submit the following items as required:

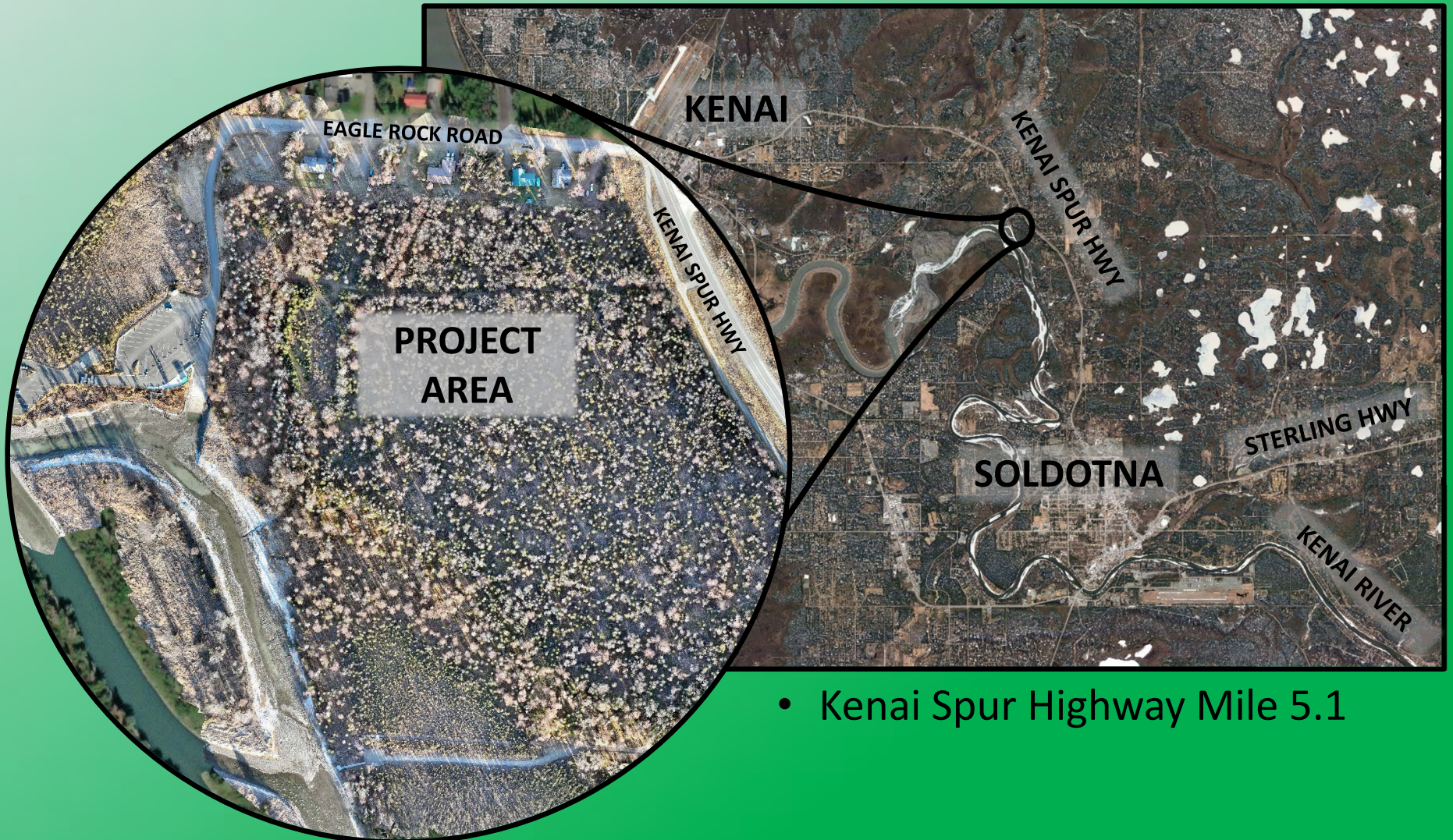
<u>Deliverable Item</u>	<u>Originals</u>	<u>Copies</u>
11x17 CO Drawings	1 & PDF	1
CAD File (AutoCAD 2020)	DWG	0
CO Specifications	1 & PDF	1



ALASKA STATE PARKS

KRSMA: Eagle Rock

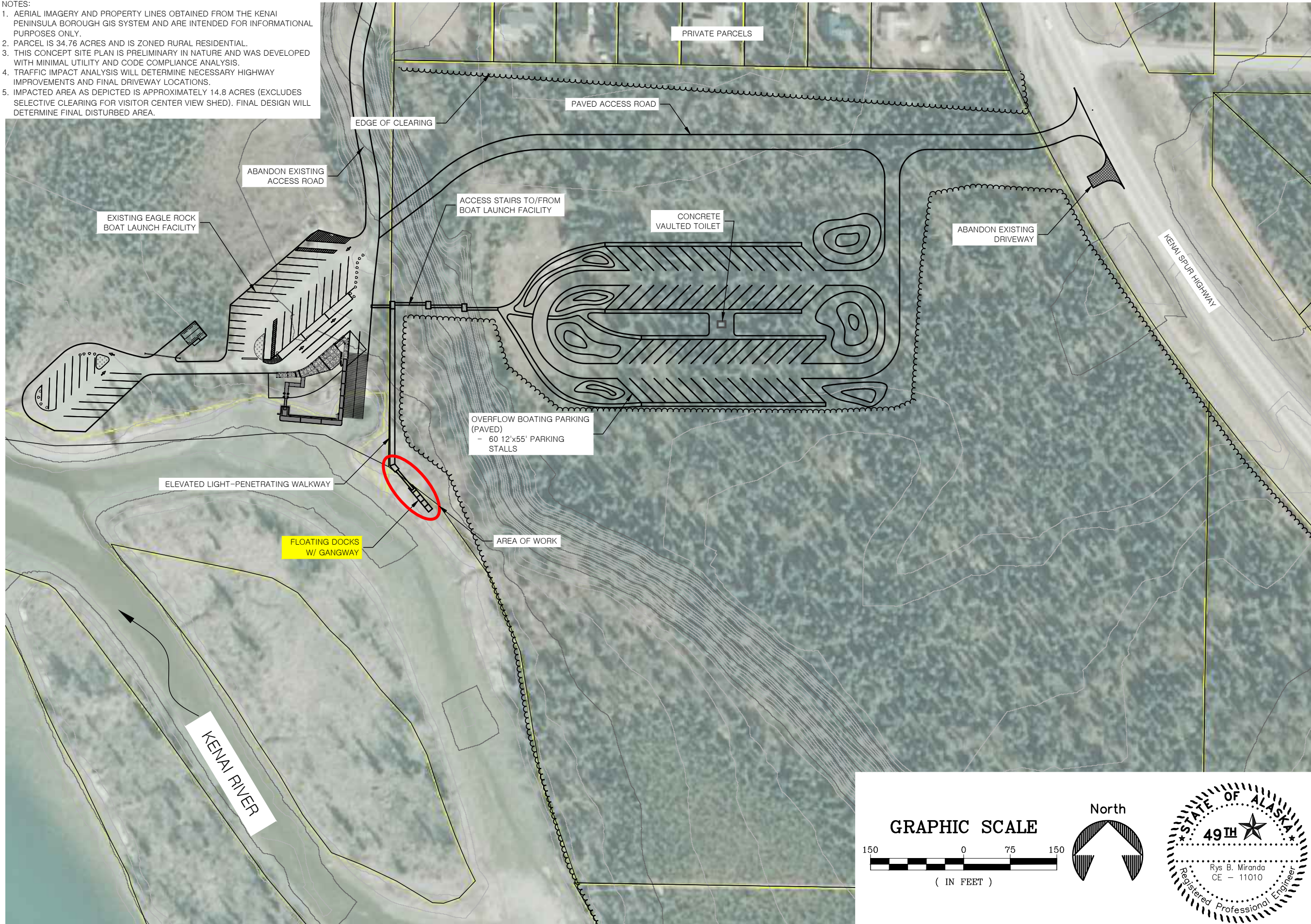
Project Location



- Kenai Spur Highway Mile 5.1

NOTES:

1. AERIAL IMAGERY AND PROPERTY LINES OBTAINED FROM THE KENAI PENINSULA BOROUGH GIS SYSTEM AND ARE INTENDED FOR INFORMATIONAL PURPOSES ONLY.
2. PARCEL IS 34.76 ACRES AND IS ZONED RURAL RESIDENTIAL.
3. THIS CONCEPT SITE PLAN IS PRELIMINARY IN NATURE AND WAS DEVELOPED WITH MINIMAL UTILITY AND CODE COMPLIANCE ANALYSIS.
4. TRAFFIC IMPACT ANALYSIS WILL DETERMINE NECESSARY HIGHWAY IMPROVEMENTS AND FINAL DRIVEWAY LOCATIONS.
5. IMPACTED AREA AS DEPICTED IS APPROXIMATELY 14.8 ACRES (EXCLUDES SELECTIVE CLEARING FOR VISITOR CENTER VIEW SHED). FINAL DESIGN WILL DETERMINE FINAL DISTURBED AREA.



STATE OF ALASKA, DEPARTMENT OF NATURAL RESOURCES
 PLANS DEVELOPED BY: DIVISION OF PARKS AND OUTDOOR RECREATION
 550 W 7TH AVE. SUITE 1340, ANCHORAGE, AK 99501 - 907.269.8731

KRSMA: EAGLE ROCK
 FLOATING DOCKS
 PROJECT NO. 72018-3

CONCEPTUAL
 SITE PLAN

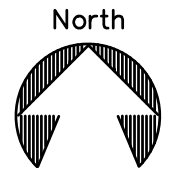
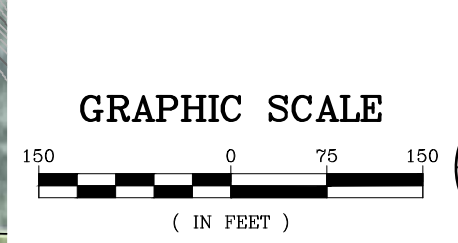


PREPARED: FWS
 DRAWN: RBM
 REVIEWED: D&C
 DATE: 02.FEB.2025

SHEET

1

OF 1 SHEETS



KENAI RIVER SPECIAL MANAGEMENT AREA
EAGLE ROCK UNIT
SITE AERIAL

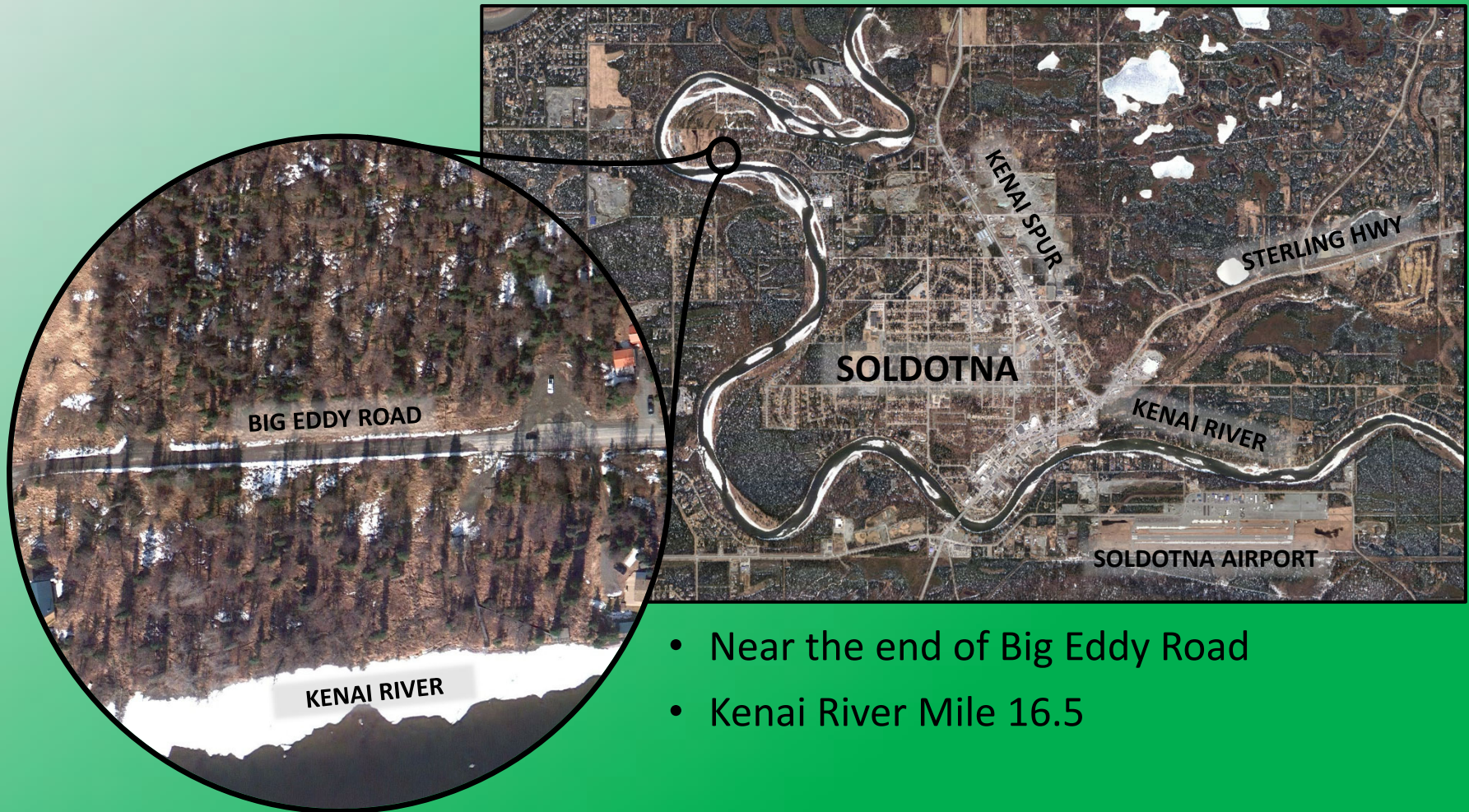




ALASKA STATE PARKS

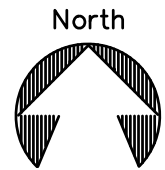
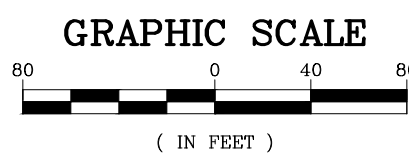
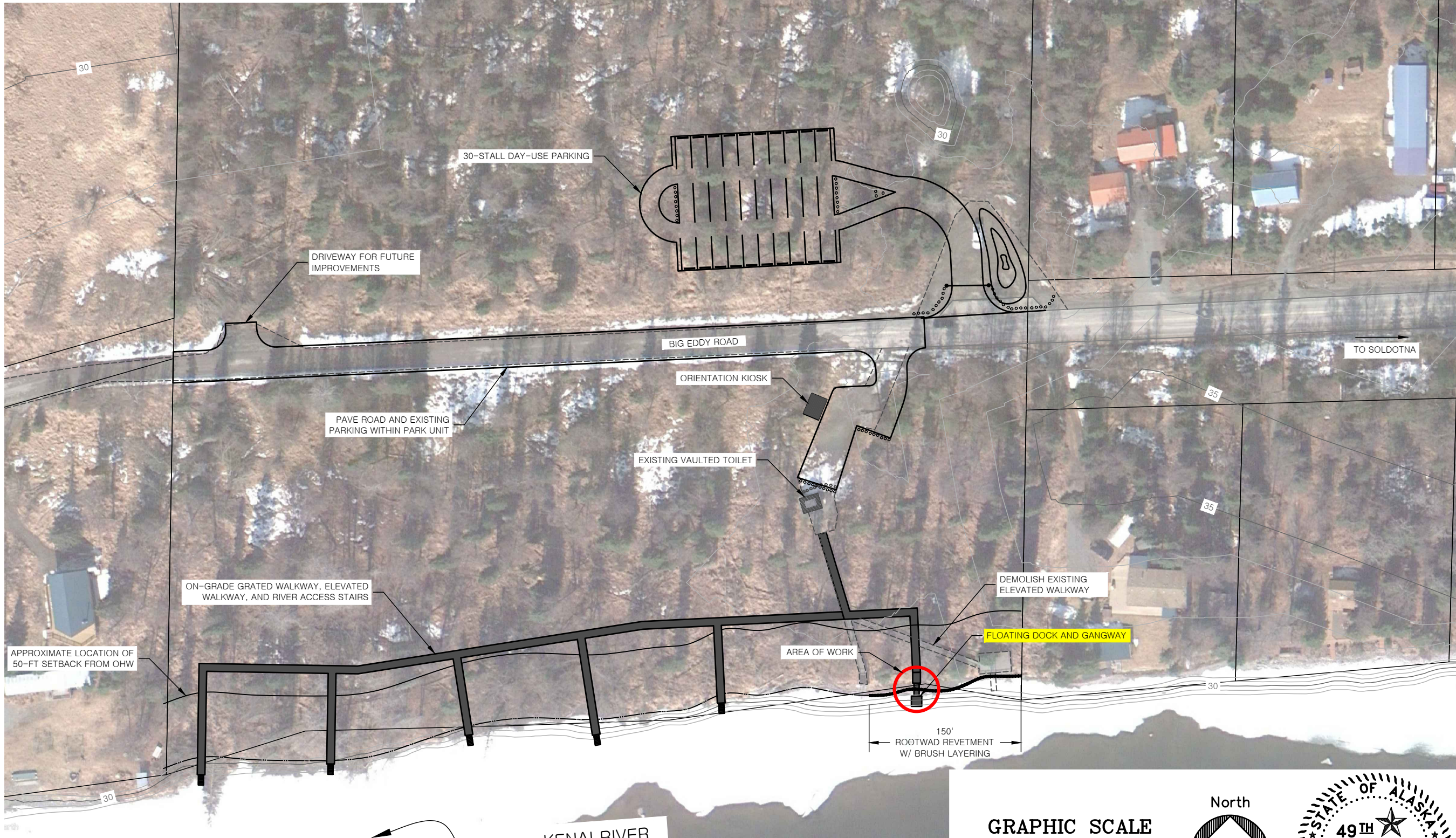
Big Eddy

Project Location



- Near the end of Big Eddy Road
- Kenai River Mile 16.5

- NOTES:
1. AERIAL IMAGERY WAS OBTAINED FROM GOOGLE EARTH AND IS INTENDED FOR INFORMATIONAL PURPOSES ONLY.
 2. PROPERTY LINES AND TOPOGRAPHIC DATA WERE OBTAINED FROM THE KENAI PENINSULA BOROUGH GIS SYSTEM AND IS INTENDED FOR INFORMATIONAL PURPOSES ONLY.
 3. SECTIONS OF WALKWAY OUTSIDE OF THE 50-FT SETBACK FROM OHW MAY BE ON-GRADE GRATED WALKWAY. SECTIONS WITHIN THE SETBACK MUST BE ELEVATED LIGHT-PENETRATING WALKWAY.
 4. INSTALL 'NO PARKING' SIGNS ALONG BIG EDDY ROAD.



STATE OF ALASKA, DEPARTMENT OF NATURAL RESOURCES
 PLANS DEVELOPED BY: DIVISION OF PARKS AND OUTDOOR RECREATION
 550 W 7TH AVE. SUITE 1340, ANCHORAGE, AK 99501 - 907.269.8731

KRSMA: BIG EDDY
 FLOATING DOCKS
 PROJECT NO. 72018-3

CONCEPT SITE PLAN



PREPARED: FWS
 DRAWN: RBM
 REVIEWED: D&C
 DATE: FEB. 2, 2025

SHEET
 1
 OF 1 SHEETS

KENAI RIVER SPECIAL MANAGEMENT AREA
BIG EDDY UNIT
SITE AERIAL





SMALL PROCUREMENT DOCUMENTS

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

Project Title: KRSMA: Eagle Rock and Big Eddy Floating Docks Design
RFP No.: 72018-3

PROPOSAL REQUIREMENTS

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

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

ALASKA STATUTORY PREFERENCES

are **are not** applicable to this contract.

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

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

2 AAC 12.260(d) AS 36.30.175 **if applicable** AS 36.30.170(c) AS 36.30.170 (e & f)

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

PROPOSAL

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

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

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

I further certify that I am a duly authorized representative of the Offeror; that this Proposal accurately represents capabilities of the Offeror and Subcontractors identified for providing the services indicated. I understand that these Certifications are material representations of fact upon which reliance will be placed if this contract is awarded and that failure to comply with these Certifications is a fraudulent act. The Contracting Agency is hereby authorized to request any entity identified in this proposal to furnish information deemed necessary to verify the reputation and capabilities of the Offeror and Subcontractors. This proposal is valid for at least ninety (90) days.

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

Signature *and Date*

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

Federal Tax Identification No. :

Type of Firm (Check one of the following):

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

For Small Procurements over \$50,000, by signature on this form, the Offeror certifies that all services provided under this contract by the Contractor and all Subcontractors shall be performed in the United States. If the offeror cannot certify that all work is being performed in the United States, the Offeror must contact the Contracts Officer to request a waiver at least 24 hours prior to proposal deadline. The Offeror must provide with their submission a detailed description of the portion of work being performed outside the United States, where, by whom, and the reason the waiver is necessary. Failure to comply with

END OF PART B

Alaska Department of Natural Resources

INSTRUCTIONS FOR AGENCY ISSUE AND CONTRACTOR BILLING

1. Agency Contract Manager – The Small Procurement Documents are organized for **only one Notice-to-Proceed (NTP) to be issued with the Contract Award for all services to be provided so that accounting procedures do not become unnecessarily burdensome and costly** (i.e., the Contractor is required to establish only one cost account for this contract). Also, this document (Pact C – Contract Award, Notice to Proceed & Invoice Summary) must be issued and signed by the Contracting Officer (or a written designee per DOT&PF Policy #01.01.050). All items with a text form field must be complete at the time this document is issued. Other items are completed by the Contractor with each billing. *Note: If a revised NTP is required, do not reissue this document; use the “c-2 ntp” or “c-3-cr.ntp” form.*
 2. Contractor – If this Contract Award & NTP is unacceptable, notify the Contracting Agency immediately. If acceptable, acknowledge by signature where indicated on page 1 **on a copy** of this document and return the signed copy within ten days after your receipt. **Retain the unmarked, as issued, document to be used for reproduction and billing.**
 3. Contractor – Submit Invoices to the Agency Contract Manager named on page one of this document. Contractor may use the firm's invoice forms; however the Contractor must also **provide a copy of page one of this form as the FACE PAGE of each invoice submitted and with the following entries under "Invoice Summary" and "Contractor's Payment Request" accurately completed:**
 - a) Indicate if the Invoice is for Progress or Final Payment and enter the Sequential Invoice Number for this Contract.
 - 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 might not equal the total of all 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 the billing was paid without any notification of the reason(s), Contractor may attach a request for an explanation and remedial action.**
4. Contractor – Sign and date under "CONTRACTOR'S PAYMENT REQUEST" thereby attesting to the following:

"By signature hereunder, the Contractor certifies entries to be true and correct for the services performed to date under or by virtue of said Contract 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. Contractor – Substantiate all charges on each invoice, 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.
 6. Contractor – **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.**
 7. Contractor – When this Contract 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.
 8. Amendments – if required – will be issued per Article A8 of Appendix A, General Conditions, as contained in the Standard Provisions Booklet.

END OF PART C