Alaska Department of Transportation & Public Facilities

REQUEST FOR PROPOSALS PACKAGE

(Procurement per Article 3 of AS 36.30)

PART **A**

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ISSUING OFFICE

Agency Contact & Phone No.....: Jenny Huntley, Chief of Contracts, (907) 465-4420
Contracting Division .....: State of Alaska, Department of Transportation and Public Facilities, Southcoast Region, Design and Engineering Services

PROJECT

RFP NUMBER ..... : **25273002**
Project Numbers-State/Federal..... : **SFHWY00704 / 0003324**
Project Site (City, Village, etc.)..... : **Akutan**
Project Title & Contract Description ..... : **Akutan Harbor Access Road- Design Services**

The Agreement's purpose is to obtain services necessary to design and proceed contract documents for a new gravel road that connects the Native Village of Akutan to the community's boat harbor.

SCHEDULE & PAYMENT

Anticipated period for performance-Begin/End: January 01, 2027 to December 31, 20231

Estimated amount of proposed contract:

☐ Less than $200,000
☐ $200,000 to $250,000
☐ $250,000 to $500,000
☒ $500,000 to $1,000,000
☐ $1,000,000 or greater

Proposed Method(s) of Payment:

☒ Firm Fixed Price (FFP)
☒ Cost Plus Fixed Fee (CPFF)
☒ Fixed Price Plus Expenses (FPPE)
☐ Other:

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: **November 24, 2026** PREVAILING TIME: **4:00 PM**

HAND DELIVER PROPOSALS TO:
ATTN: Jenny Huntley
Chief of Contracts
Department of Transportation and Public Facilities
6860 Glacier Highway
Juneau, AK 99801-7999

Email to srdotpfcontracts@alaska.gov
*Received files will not be opened until after the submittal deadline passes.

**If you have questions regarding submitting proposals, email or call Jenny Huntley at (907) 465-4420.*
**When submitting proposals, please identify the project title and RFP number in the subject line of your email, or the outer envelope of the submittal package*

IMPORTANT NOTICE: If you downloaded this solicitation from the State's Website, you must self-register for the Plan Holders list 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.

PART A

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%). Each one- percent weight equates to a range of 0-5 points per Evaluator. The maximum points (score) obtainable for any proposal is equal to the product of 500 multiplied by the number of Evaluators.

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. Except as may be stated within any criterion description in Part C, a rating of "5" = Best Response from all Offerors; “4” to “1” = Progressively Less Responsive; “0” = Non-Responsive. Ratings are multiplied by the assigned weights for each criterion to obtain criteria scores.

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.

PART A

NOTICES

1. The Contracting Agency is an equal opportunity employer.

2. Copies of contract documents are available for review at the Contracting Agency's office. Offerors located outside the general vicinity of the Contracting Agency's office may telephone the Agency Contact identified on page one of this Part A for a discussion of such items.

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).

9.2 Price (or any estimate of labor hours) cannot be an Evaluation Criterion for contracts that will receive Federal-aid highway program funding per 23 CFR 172.7 and FAA Airport Improvement Program funding per AC 150/5100-14E, 2.1. For FAA exceptions: see AC 150/5100/14E, 2.4.

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. In order not to unduly delay contract negotiation or award, be prepared to submit Pre-Audit Statement, DOT&PF Form 25A257 immediately for your firm and any subcontract that may exceed $250,000.

For contract amounts less than $250,000, the Contracting Agency may require the Offeror and proposed Subcontractor to submit the Pre-Audit Statement if deemed necessary to determine allowable costs under Title 23 CFR requirements. If selected for negotiation, failure to submit properly completed Pre-Audit Statement(s) in a timely manner may disqualify an Offeror from further consideration. Information from Pre-Audit Statements and any Audit conducted for the Contracting Agency is considered proprietary and will be confidential.

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 of the U.S. Department of Transportation. 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 Per Alaska Statute (AS) 36.30.210(e): An Alaska Business License is required of Contractors who do business in Alaska at time of award. To qualify for the Alaska Offerors' Preference, under AS 36.30.321, an Offeror shall have a valid Alaska business license as a prerequisite to proposal. Information regarding applying for an Alaska Business License can be found on-line at https://www.commerce.alaska.gov/web/cbpl/BusinessLicensing.aspx or by calling 1-907-465-2550. The business license must be in the name of the company under which the proposal is submitted.

15.2 Effective May 8, 2015, the Department, in coordination with the U.S. Department of Transportation, adopted a Race-Neutral Disadvantaged Business Enterprise (DBE) Program for its federal-aid program. The Race-Neutral DBE program applies to federally-funded construction-related professional services solicitations, with the exception of FAA-funded projects located within the boundaries of the Department's Northern Region, which remain under a Race-Conscious DBE program. The Department encourages contractors to utilize DBEs in all Federal-aid projects to ensure the Department meets its overall DBE Utilization Goal. All DBE participation will count towards the Race-Neutral program. If you have any questions about this notice or the Department's DBE program, please contact the Civil Rights Office at (907) 269-0851 or refer to their website http://www.dot.alaska.gov/cvlrts/index.shtml.

15.3 The Department intends to send notices (including Notice of Intent to Award) to Offerors by using the email address provided by the Offeror's submitted Part D. Such delivery of an email sent by the Department is complete upon receipt in the addressee's email account. An email sent after 4:30 pm shall be deemed to have occurred at the opening of business on the next working day. By submitting a response to this RFP, all Offerors consent to the use of Electronic Mail as described herein.

15.4 The Department will accept an electronic (email) submission of proposals for this solicitation. Proposals should be submitted to srdotpfcontracts@alaska.gov prior to the date and time shown on page 1. Offerors are responsible to assure timely delivery, and receipt of their proposal. Offerors are cautioned that due to mailbox restrictions, we cannot receive proposals over 20MB in size. The Contracting Agency will either print out proposals in color for distribution or email a PDF to the Evaluation Committee.

15.5 In lieu of contacting the Agency Contact on page 1, if an Offeror has a question relating to this Request for Proposal, it may direct its inquiry to the questions and answers area of the Bid Express proposal page: https://ui.bidx.com/ALASKA/lettings. Microsoft Edge is recommended for use with Bid Express.

15.6 DOT&PF is utilizing AASHTOWare to generate the Bidder Registration lists and to receive and record proposals. Therefore, all Contractors, Consultants, and Subconsultants must be registered in AASHTOWare and must have an AASHTOWare Vendor number.

To check if your company is registered in AASHTOWare and to find your Vendor Number, visit this website: http://dot.alaska.gov/aashtoware/awp-vendorcheck.cfm.

If your company is not yet registered in AASHTOWare, you are encouraged to begin this multi-step process as soon as possible. Guidance is available on the DOT&PF website. https://dot.alaska.gov/aashtoware/contractors.shtml or from the Regional Contracts Sections.

15.7 Compensation under this Agreement may include various methods of cost reimbursement payment as indicated on page 1 of rfp-a, and as negotiated with the Department. The compensation terms of the Agreement (Appendix C-1) will itemize current audited indirect cost rates (IDCRs) for the firms named in the agreement. The Department of Transportation and Public Facilities Internal Review section is typically the responsible section for conducting these audits.

If the top scoring Offeror selected for negotiations does not have a current audit, they will be required to submit the necessary paperwork to DOT&PF's Internal Review section in a timely fashion. In addition, any proposed subcontractors that may receive more than $250,000 under the proposed contract, or any proposed subcontractors who may receive more than $250,000 cumulatively under contracts with the State, will be required to submit a complete and executed

copy of the DOT&PF Form 25A257, Pre-Audit Statement, unless any such Subcontractors have been audited by the Department within the last year.

By submitting a response to this RFP, Offerors acknowledge the audit requirements and commit to furnishing all required audit information to DOT&PF's audit staff in an expedited manner as required by the Department for their entire team, including any identified subcontractors. Failure of an Offeror to satisfy this requirement for their team may result in unsuccessful contract negotiations. And, in the event contract negotiations are unsuccessful with the top ranked Offeror, the Contracting Agency may negotiate with the next ranked Offeror or cancel the solicitation.

15.8 For federally funded RFPs, at the time of Proposal submission, all Proposers must submit the Alaska DOT&PF Bidders List form with their Proposal. This is a Federal requirement of all Proposers but is not a condition of responsiveness.

Fill out the Alaska DOT&PF Bidders List Form for all subcontractors contacted regardless of whether they are the successful subcontractor and included as part of your team. NAICS codes submitted in the Alaska DOT&PF Bidders Form should align the subcontractor scope for the work requested with the appropriate federal code. This may result in multiple NAICS codes for each subcontractor.

Vendor IDs are available at https://dot.alaska.gov/procurement/awp/vendorcheck.html

If a Subcontractor does not have a Vendor ID in AASHTOWare, leave that field blank but fill in the Vendor Name and applicable NAICS codes.

For electronically submitted proposals, attach a copy of the completed excel file as an attachment in BidX. If manually submitting a proposal by a means other than BidX, email the excel file to the regional contracts office conducting the procurement prior to the Proposal due date and time

Central– crdotpfcontracts@alaska.gov; Northern– dotnr.psa@alaska.gov; SouthCoast-srdotpfcontracts@alaska.gov.

The collection of this information is a requirement of 49 CFR 26.11(c) and is required of all Proposers at the time of proposal submission to ensure DOT&PF's compliance with Federal Regulation.

Termination by Default

By signature on their proposal/bid, the offeror/bidder certifies that they will not support or participate in a boycott of the State of Israel. Failure to comply with this requirement may cause the state to reject the proposal as non-responsive or cancel the contract.

SUBMITTAL CHECKLIST

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

PART

B

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, Alaska Bidder (Offeror) 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: **Ten (10)** . 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) if they are folded to 8-1/2" X 11" size. Large sheets will count as multiple pages at 93.5 square inches or fraction thereof per page, unless otherwise noted.

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

B

[ ] 9. 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. Each copy shall be fastened with one staple in the upper left corner. No other form of binding shall be used and no cover and no transmittal letter will be included. **CAUTION**: Failure to comply with this instruction will negatively influence evaluation of Submittal.

[ ] 10.2 Number of copies of Part D (***all pages***) and Criteria Responses (***except Billing Rates, and Price Proposals***) required is: **One (1).**

[ ] 10.3 If ***Billing Rates and/or Price Proposals*** are required, ***one copy*** bound with one staple in the upper left corner separately enclosed in a sealed envelope marked on the outside to identify it as a ***Billing Rates or Price Proposal*** and the names of the Project and Offeror. 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 If Item 9, above, is completed for this RFP Package, any submittal items described therein. Unless otherwise stated, one copy only, bound appropriately.

[ ] 10.5 Pre-Audit Statement, DOT&PF Form 25A257, shall ***not*** be provided with Submittal. (See Notice #10 on page 3 of Part A - RFP.)

[ ] 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 one sealed package*** to the location and before the submittal deadline cited in Part A - RFP. ***Mark the outside of the package*** to identify the Project and the Offeror. Proposals must be received prior to the specified date and time. Late proposals will not be opened (2 AAC 12.250).

PART

C

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. Objectives and Services

1. Weight: 5

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. If design services for a construction project are included, express any opinions regarding alternative design considerations that could impact construction costs.

2. Methods

2. Weight: 10

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 what, when, where, how, and in what sequence the work will be done. Address how proximity to the Project site, *particular* geographic familiarity, experience, and capabilities of your firms (Offeror and Proposed Subcontractors) and Project Staff might *specifically* contribute to the proposed methods.[1] Identify the amount and type of work to be performed by any Subcontractors. Consider how each task may be carried out; what services or interaction required from/with the Contracting Agency; etcetera. Suggest alternatives, if appropriate. Identify any **distinct and substantive qualifications** for undertaking the proposed contract such as the availability of specialized equipment or unique approaches or concepts **relevant to the required services** which the firms may use.

3. Management

3. Weight: 10

Response must describe the administrative and operational structures that will be used for performing the proposed contract. For example consider: who will have overall responsibility for the contract? Who will have direct responsibility for specific disciplines? What will the lines of authority be? For any individual who would be in "responsible-charge" (reference AS 08.48) as an Architect, Engineer, Land Surveyor or Landscape Architect, so state and list his/her Alaska professional registration number. A graphic depiction is preferred in your response to this criterion. Additionally, the Contracting Agency may want to inspect work products in progress and have a close ongoing working relationship with your Project Staff. Accordingly, your response should also identify where the various contract services will be performed, *in proximity to the Contracting Agency's office* [2], and how communications will be maintained between your Project Staff, the Contracting Agency, and (as applicable) any other government agencies or the public.

4. Proposed Project Staff

4. Weight: 20

Response must name the individuals to perform the following **FUNCTIONS** plus any other professional/technical functions you deem essential to perform the services:

1. Contract Management (contract compliance)
2. Project Management (single point-of-contact directly engaged in contract performance)
3.
4.

*All personnel acting in responsible charge for all Architectural, Engineering, Land Surveying, and Landscape Architecture functions require an Alaska Registration and must be identified in your proposal.

Continued Next Page

1 Delete sentence beginning with "Address how proximity. …" if any federal funds unless performed by licensed Architects, Engineers or Land Surveyors.

2 Delete sentence beginning with "Accordingly, your response…" if any federal funds unless performed by licensed Architects, Engineers or Land Surveyors.

PART C

Describe the work to be performed by the individuals you name to perform essential functions and detail their specific qualifications and substantive **experience directly related to the proposed contract.** A response prepared specifically for this proposal is required. Marketing resumes often include non-relevant information which may detract from the evaluation of proposal. Lists of projects are not useful. Focus on individual's specific duties and responsibilities and how project experience is relevant to the proposed contract.

For each person named, identify their: employer, professional discipline or job classification and state of residency. List at least 3 professional references (contact persons and telephone numbers) for each person.

5. Workload and Resources — **5. Weight: 5**

Response must: (1) discuss both current and potential time commitments of your proposed Project Staff to all clients; (2) discuss the projected workload of each firm (Offeror and Proposed Subcontractors) for all clients; and (3) demonstrate adequate support personnel, facilities and other resources to provide the services required. Provide a list of current contracts with the Contracting Agency in which your proposed Project Staff are participating. Include all contracts statewide with regions, divisions, etc., of the Contracting Agency.

Briefly address capabilities for providing additional services and/or services under an accelerated schedule. Address capacity to reassign personnel, equipment and facilities whenever the proposed contract would not require such capabilities or was delayed.

6. Past Performance & Quality Control — **6. Weight: 10**

Response must describe previous projects the project team has worked on that are related in size and scope to this project. Describe the dollar amount of the projects and a brief narrative of the successes of the projects. Address how the experience will help your team to perform under this contract. Provide references (contact name and phone number) for each project. Indicate which of the proposed firms and project staff was involved in each project. The State reserves the right to investigate referenced projects, contact references and research other projects that the respondent has worked on.

Include in your response a description of your firm’s quality control process and how this process has affected the quality of your deliverables. Use specific examples.

7. Quality of Proposal — **7. Weight: 5**

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.

PART C

8. Pre-Environmental Review — **8. Weight: 15**

Describe your understanding of the purpose and objectives of the pre-environmental review for this project and its role in supporting project development, environmental compliance, permitting, and decision-making. Identify the environmental, regulatory, permitting, cultural resource, right-of-way, or other project-specific challenges that may be encountered during the pre-environmental review process. For each anticipated challenge, describe the methods, technical approach, and risk mitigation strategies that you propose to identify, evaluate, and address the issue.

Identify the specific deliverables that will be provided to fulfill the objectives of the pre-environmental review, including any technical memoranda, environmental documentation, agency coordination materials, risk assessments, permitting strategies, or other work products necessary to support project advancement and compliance with applicable federal, state, and local requirements

9. Review of the Existing Design	9. Weight: 20

Describe your approach for reviewing, evaluating, and incorporating previously completed design elements into the final Plans, Specifications, and Estimate (PS&E) package. The proposal shall demonstrate the Proposer's understanding of the effort required to verify the adequacy, completeness, accuracy, and current applicability of existing design documents, analyses, assumptions, and supporting data.

Identify potential areas of concern associated with the existing design, including but not limited to design criteria compliance, constructability, geometric design, drainage, slope stability, right-of-way, and coordination with current standards and project requirements. Describe the methods that will be used to identify, assess, and resolve such issues.

The proposal shall also identify the documents, technical information, field investigations, analyses, coordination efforts, and design tasks that will be required to complete the design and prepare the final PS&E package. Proposers shall describe how they will verify existing work products, address deficiencies or gaps, and ensure seamless integration of completed and remaining design elements

PART C

SECTION II - PREFERENCES

10. Disadvantaged Business Enterprises 49 CFR 26	10. Weight: 0

This solicitation is being conducted under the Department's Race Neutral Disadvantaged Business Enterprise (DBE) program for construction related professional services solicitations. Therefore, there is no DBE goal for this solicitation and the criterion has a weight of zero (0).

See rfp-a, section 15. Special Notices, paragraph 15.2.

11. Alaska Bidder (Offeror) Preference **23 CFR 172.7(a)(1)(iii)(C), AC 150/5100-14E, and 2 AAC 12.260(e)** **Weight shall be "0" if any federal funding, otherwise weight shall be at least "10".**	**11. Weight: 0**

To be granted this preference:

Offeror must claim the Alaska Bidder (Offeror) Preference on page one of Part D Proposal Form. In claiming the Alaska Bidder (Offeror) Preference on page one of Part D, the Offeror is certifying that they meet the following requirements per AS 36.30.990:

(A) Firm holds a current Alaska Business License;

(B) Proposal is submitted under the name as appearing on the Firm's current Alaska Business License;

(C) Firm has maintained a place of business within Alaska, staffed by the Firm or an employee of the Firm, for a period of six months immediately preceding the date of the offer;

(D) Firm is incorporated or qualified to do business under the laws of the State of Alaska, is a sole proprietorship, and the proprietor is a resident of Alaska, is a limited liability company organized under AS 10.50 and all members are residents of Alaska, or is a partnership under AS 32.06, or AS 32.11 and all partners are residents of Alaska; and

(E) If the Firm is a Joint Venture, it is composed entirely of entities that qualify under (A) - (D).

Alaska Bidder (Offeror) Preference will be scored: Rating x Number of Evaluators x Weight = Criterion Score.

Rating will be as follows:

An Alaska Offeror's 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 an Alaska Bidder (Offeror) as described above.

No Alaska Offeror's 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 an Alaska Bidder (Offeror) as described above.

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

PART **C**

SECTION III - PRICE

If price is not an Evaluation Criterion, weights for both Criterion #12 and #13 shall be "0". If price is an Evaluation Criterion, the sum of weights for Criterion #12 and #13 shall be at least "10", and all Offerors shall submit Price Proposals in the specified format(s).

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 (Required Format) | **12. Weight: 0**

Provide a proposed total hourly Billing Rate (i.e., inclusive of Direct Cost of Direct Labor, all Indirect Costs, and Fee) only for each of the job **FUNCTIONS** listed below. Note: Some of these functions may be performed by one or more employees of the Offeror or Subcontractors; consequently, an individual might be billed under the contract at different rates appropriate to the functions performed. ***Only the maximum rate paid to any individual for each listed job function*** – regardless of employer (Offeror or Subcontractor) – ***must be provided and will be considered for this response***. Rates for lower paid individuals or for other job functions, if any, will be addressed during contract negotiations.

1.	Contract Management	(Estimated at	% of total labor effort)
2.	Project Management	(Estimated at	% of total labor effort)
3.		(Estimated at	% of total labor effort)
4.		(Estimated at	% of total labor effort)
5.		(Estimated at	% of total labor effort)

*In accordance with the submittal Checklist ('rfp-b'), item 10.3, *Billing Rates must* be signed and dated by the person who prepares it (may be different signatures for each Subcontractor)

Response will be scored as follows: The maximum hourly rates proposed for the job functions listed above will be multiplied by the percentage of total labor effort (estimated above) and then summed to obtain an aggregate rate for each Offeror. If more than one rate is provided for any job function, only the highest rate will be used. Each Offeror's score will be calculated using the following equation – except that the ***score will be zero if a rate for each listed function is not provided by an Offeror.***

(Lowest aggregate rate from all Offerors) x (MPP) = Offeror's Criterion Score*
(Offeror's aggregate rate)

**MPP = Maximum Possible Points = (5) x (Number of Evaluators) x (Weight)*

If no federal funding, then per AS 36.30.250(b), aggregate rates shall be reduced for the above calculation by the following applicable percentages when the rates are from Offerors that ***designate preferences on page one of Part D.***

- ALASKA BIDDER (OFFEROR) PREFERENCE [2 AAC 12.260(d)]..... 5%
- ALASKA VETERAN-OWNED BUSINESS PREFERENCE [AS 36.30.175] (maximum $5000)..... 5%

and only ONE of the following:

- EMPLOYMENT PROGRAM PREFERENCE [AS 36.30.170(c)] 15%
- DISABLED SOLE PROPRIETOR OR 50% DISABLED EMPLOYEES [AS 36.30.170(e & f)]..... 10%

To claim employment or disabled preference, Offeror must be on the appropriate Alaska Division of Vocational Rehabilitation list at the time designated for opening (i.e., receipt) of proposals.

PART

C

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.***

Job Classification	Name	Total Hours	Rate($/hr)	Proposed Costs ($)

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.***

Item	Quantity	Cost ($/Unit)	Proposed Costs ($)

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).

Response will be scored as follows: $\frac{\text{(Lowest Total Proposed Price) x (MPP*)}}{\text{(Offeror's Total Proposed Price)}} = \text{Criterion Score}$

**MPP = Maximum Possible Points = (5) x (Number of Evaluators) x (Weight)*

If no federal funding, then per AS 36.30.250(b), total price shall be reduced for the above calculation by the following applicable percentages when the prices are from Offerors **designate preferences on page one of Part D.**

- ALASKA BIDDER (OFFEROR) PREFERENCE [2 AAC 12.260(d)] 5%
- ALASKA VETERAN-OWNED BUSINESS PREFERENCE [AS 36.30.321(f)] (maximum $5,000) 5%

and only ONE of the following:

- EMPLOYMENT PROGRAM PREFERENCE [AS 36.30.321(b)] 15%
- DISABLED SOLE PROPRIETOR [AS 36.30.321(d) / (k)] 10%

To claim employment or disabled preference, Offeror must be on the appropriate Alaska Division of Vocational Rehabilitation list at the time designated for opening (i.e., receipt) of proposals.

Alaska Department of Transportation & Public Facilities
PROPOSAL FORM

PART **D**

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.....: **SFHWY00704/0003324**
Project Title .....: **Akutan Harbor Access Road- Design Services**
RFP No. .....: **25273002**

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) ..... :

ALASKA STATUTORY PREFERENCES (IF NO FEDERAL FUNDING)

Check the applicable preferences that you claim for the proposed contract (reference Criteria 11, 12 & 13 in Part C):
[ ] Alaska Bidder (Offeror) **AND>>** [ ] Veterans **AND>>** [ ]Employment Program or [ ] Disabled Persons

PROPOSED SUBCONTRACTOR(S)

Service, Equipment, etc.	Subcontractor & Office Location	AK Business License No.	DOT&PF DBE Certification No.

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 page 2 and 3 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, and 8) Former Public Officer – 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..... : Date:
Title..... : Telephone (voice):
(fax):
Email Address:

PART **D**

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.

PART

D

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.

Former Employee's Certification of Eligibility
Under the Alaska Executive Branch Ethics Act
(AS 39.52.140, AS 39.52.180)

I am a former employee of the State of Alaska and left state service within the last two years. My last position with the state was [*job title*] with the [*name of state agency and administrative unit*]. I propose to work on [*describe state contract or other matter*] on behalf of [*name of current employer*]. This work will not involve any matter (a) that was under consideration by the state administrative unit that I served, and (b) in which I participated personally and substantially during my state service through the exercise of official action ("official action" means a recommendation, decision, approval, disapproval, vote, or other similar action or inaction). I am therefore eligible to participate in this [*contract or matter*] under the Alaska Executive Branch Ethics Act. I also understand that as a former public officer I may not disclose or use information acquired in the course of my official duties that could in any way result in a benefit to me or my family, if the information has not been disseminated to the public, or that is confidential by law, without appropriate authorization.

I certify under penalty of perjury that the foregoing is true.

Dated: _____, 20__, at _____, Alaska.

_____
[*name of former state employee*]

STATE OF ALASKA)
) ss.
_____ JUDICIAL DISTRICT)

On this _____ day of _____, 20__, [*name of former state employee*], whom I know to be the individual described in and who executed this certification, personally appeared before me and acknowledged that [s]he signed the certification as [her or his] free and voluntary act.

IN WITNESS WHEREOF, I have placed my signature and affixed my official seal.

_____
Notary Public in and for Alaska
My commission expires: _____

If no notary or other official (judge, magistrate, U.S. postmaster or municipal clerk) is available, omit the notary certificate and include the following statement in the text: A notary or other official empowered to administer oaths is unavailable.

PRE-AUDIT STATEMENT

(Confidential when completed)

Submit this form, completed and with required attachments, ***only*** if specifically requested, and ***only*** to the following address: DOT&PF, Attn: Office of Internal Review, PO Box 196900, Anchorage, AK 99519-6900 OR to fax number: (907) 269-0733. Confidentiality may not be ensured if delivered otherwise.

Evaluation of this statement may preclude the necessity for a comprehensive on-site audit of Contractor's records. Entries may be handwritten, if legible.

1. Identify your financial year including beginning and ending dates .....:

2. List your actual costs, by the following categories, for your most recently ended fiscal year. Cost Terminology is defined on the reverse.

   2a. Direct Labor ..... $

   2b. Attach a Trial Balance with grouping of accounts used to arrive at the following Indirect Cost amounts:
   Fringe Benefits ..... $
   General & Administrative Expenses ..... $

   Sum ..... $

   2c. Indirect Cost Rate (Sum of 2b / 2a) .....Percent (%):

3. If your records have been audited within the last two years by a government agency, attach a copy of the Audit Report.

4. Attach copies of your most recent Internal and Audited (if performed by other than the Contracting Agency) Financial Statements.

5. Are your accounting methods for recording contract costs based on a job or project identified cost system?
   [ ] Yes [ ] No If your response is “No”, attach an explanation of your project cost accounting system.

6. If you charge projects based on unit rates (e.g.: for computer time, laboratory tests, copies or equipment use, etc.) attach a list of such items and unit rates.

7. Do you offset revenue received from unit rate payments against the applicable Indirect Cost Accounts?
   [ ] Yes [ ] No

If you have questions concerning this document, please telephone our Auditors at (907) 269-0715.

CERTIFICATION

I certify that I am a duly authorized representative of the Contractor and that information and materials enclosed within this statement accurately represent financial records of the office listed below.

Signature: _____ Date: _____
Name: Telephone:
Title: Fax:
Contractor: Email:

Office Address for which this Submittal is made:

Street:
P.O. Box:
City, State, Zip:

Address where Accounting Records are maintained, if not at Office Address:

:
:
:

COST TERMINOLOGY

DIRECT LABOR - Base salary or wages paid to employees charged directly to contracts or projects.

OTHER DIRECT COSTS - Actual costs of other than Direct Labor. Some examples of Other Direct Costs are subcontracts, equipment (company owned or rented), unit rate items and reimbursable expenses (travel, computer charges, reproduction, etc.).

INDIRECT COST RATE – A computed rate developed by adding all of a firm's general and administrative costs, and all other indirect costs, then dividing by a base value, usually direct labor dollars to get a percentage. This rate is normally compiled based on the consultant's applicable fiscal year.

INDIRECT COSTS - Indirect costs consist of allowable expenses which, because of their incurrence for common or joint cost objectives, must be prorated (allocated) to jobs or contracts using a specified Indirect Cost Rate. A cost objective is a function, organizational subdivision, contract, project or work unit for which cost data is accumulated under the Contractor's accounting system. Generally, Indirect Costs are segregated into the following categories: Fringe Benefits and General & Administrative Expenses .

Fringe Benefits - Costs for items such as:

Workers' Compensation Insurance
Deferred Compensation/Retirement Plans
Vacation Time and Authorized Leave
Social Security and Unemployment Taxes
Group Medical Plan and Life Insurance Premiums

Overhead costs for items such as the following, if they are not included in Direct Costs:

Indirect Labor (Supervisory, Administrative, etc.)
Travel, Food and Lodging
Maintenance and Depreciation of Equipment/Computers
Business Insurance Premiums Not Billed to Clients
Rent, Heat, Power, Light and Janitorial Services
Office Supplies
Communications
Reproduction Costs
Recruiting Expense
Rentals of Equipment/Computers

UN-ALLOWABLE COSTS - Costs for the following items and certain other costs defined in 48 CFR Part 31 and related regulations are not allowable. Such costs shall not be included as Indirect Costs or in the calculation of the Indirect Cost Rate.

Alcoholic Beverages
Advertising
Interest and Other Financial Costs
Contributions and Donations
Federal Income Taxes
Goodwill
Organization Costs
Lobbying Costs
Bad Debts
Fines and Penalties
Entertainment
Keyman Insurance

NOTE: IF YOUR ACCOUNTING SYSTEM WHOLLY OR PARTIALLY ALLOCATES INDIRECT COSTS ON OTHER THAN A DIRECT LABOR BASIS, ATTACH A DESCRIPTION OF THE COST POOLS OR SERVICE CENTERS YOU USE AND IDENTIFY THE INDIRECT COSTS RATE(S) AND BASE(S).

INDEMNIFICATION AND INSURANCE
Appendix D in Professional Services Agreements

IRIS Program No:SFHWY00704
Federal Project No: 0003324
Date Prepared: 11/03/2026

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:

MINIMUM LIMITS OF E&O INSURANCE

Contract Amount	Combined Single Limit, Per Occurrence & Annual Aggregate
Under $25,000	As Available
$25,000 to $100,000	$300,000
$100,000 to $499,999	$500,000
$500,000 to $999,000	$1,000,000
$1,000,000 and over	Negotiable

D2.1.5 Professional Liability Insurance required for this Agreement is $500,000

ARTICLE D3
MODIFICATION OF INSURANCE REQUIREMENTS

(Article D3 is completed only when some of the standard insurance coverages are not applicable.)

CONTRACTOR RELATED MODIFICATIONS

D3.1 ☐ **Workers Compensation Insurance** is not required because the CONTRACTOR is an Independent Contractor, Sole Proprietor or Self-Employed Person having no employees in any sense of AS 23.30.045.

D3.2 ☐ **Comprehensive or Commercial General Liability Insurance** is not required because the general public and clients do not have any business access to a place of business or home office maintained by the CONTRACTOR.

D3.3 ☐ **Comprehensive Automobile Liability Insurance** is not required because only public transportation, or a rented passenger vehicle with business use insurance, will be used to accomplish requirements of this Agreement.

PROJECT RELATED MODIFICATIONS FOR E&O COVERAGE

When services may apply to fire, life safety or structural aspects and/or wherever the services should safeguard life, limb, health or property, Professional Liability Insurance shall be required.

(E&O Coverage may be waived only if it was specifically not required within the solicitation for proposals.)

D3.4 ☐ **Professional Liability (E&O) Insurance** is not required because: 1) the CONTRACTING AGENCY's use of the services or Work products obtained from the CONTRACTOR will not result in significant exposure to any third party claims for loss or damage; and 2), the CONTRACTOR services will not apply to any construction, alteration, demolition, repair or direct use of any highway, airport, harbor, building or other structure.

D3.5 ☐ **Professional Liability (E&O) Insurance** is not required because this Agreement is for one of the following applicable (*checked*) services for which E&O coverage is not needed:

- ☐ Right-of-Way Fee Appraisals
- ☐ Photogrammetric Mapping Services
- ☐ Architectural/Engineering review of Construction Bid Documents wherein design responsibility clearly remains with the designer of record.

OTHER BASIS FOR MODIFICATIONS

(Requires written concurrence from Division of Risk Management)

D3.6 ☐ Attached Exhibit D-1 identifies and provides justification for insurance modifications.

Above *checked* modifications of the insurance requirements specified in Article D2 are hereby approved:

CONTRACTING OFFICER Signature: _____ Date: _____

Name:

Title:

PROPOSED STATEMENT OF SERVICES

APPENDIX B1 - ADMINISTRATIVE REQUIREMENTS

RFP No:	**25273002**
Program No:	SFHWY00704
Federal No:	0003324
Date Prepared:	10/27/2026

AKUTAN HARBOR ACCESS ROAD

The Southcoast Region, State of Alaska Department of Transportation and Public Facilities (DEPARTMENT), Division of Preconstruction Services is seeking professional engineering and related support services for the design of the Akutan Harbor Access Road project (the Project).

ADMINISTRATIVE REQUIREMENTS

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 a NTP.

Funding Source. This is an FHWA funded project subject to federal Buy America requirements. The design consultant will ensure consideration is provided for materials compliance of these requirements for both design and construction review processes.

Project Staff. All services must be performed by or under the direct supervision of the individuals noted and explained in the Consultant's RFP response. Only prior written approval from the DEPARTMENT shall accomplish replacement of, or addition to, the named Project Staff.

Professional Registration. *Where applicable*, all reports, plans, specification, estimates and similar work products provided by the Consultant shall be prepared by or under the supervision of the Registered Engineer, Architect or Land Surveyor in responsible charge for the services. These Engineers, Architects, or Land Surveyors shall be currently registered in the State of Alaska and they shall sign and seal as to the accuracy of each final work product for which they are responsible.

Consultant Name on Plan Sheets and Documents. No Consultant logos shall be allowed on any electronic or hard copy document produced for the DEPARTMENT. Consultant letterhead shall be allowed only as exhibits in document appendices. The Consultant name shall be in the same font as other lettering on the plan sheet or document, shall be 0.05" in height on 11"x17" plan sheets, and shall be included in the binding edge of each sealed and signed plan sheet in the following format:

PLANS DEVELOPED BY: CONSULTING FIRM NAME, LLC, CERT. OF AUTHORIZATION NO.
PHYSICAL ADDRESS
PHONE NUMBER

Standards, Guidelines, References, and Software. The Consultant shall use the most current editions of any publications of standards, guidelines, or references that have been adopted by the DEPARTMENT at the time that design services begin. Major changes in design guidance during the course of the project that change the design criteria may be addressed by amendment. Design guidelines and standards include, but are not limited to: Alaska DOT&PF Highway Preconstruction Manual, Traffic Manual, Standard Drawings Manual, Highway Drainage Manual, Alaska Sign Design Specifications, Manual of Uniform Traffic Control Devices, Guide for Flexible Pavement Design and Evaluation, Standard Specifications, and the American Association of State Highway and Transportation Officials (AASHTO) Standards.

Standard software programs used by the DEPARTMENT include, but are not limited to, the following:

- AutoCAD Civil 3D
- Microsoft Office Suite: Word, Excel, PowerPoint, Project
- Microsoft TEAMS
- AASHTOWare Preconstruction (AWP)

Department design and construction standards and manuals can be found under the below website. All work shall conform to the applicable published information.

https://dot.alaska.gov/stwddes/index.shtml

The most current version of AutoCAD and AutoCAD Civil 3D (C3D) adopted by the DEPARTMENT shall be used for all linework and modeling. Use drafting procedures outlined in the current DOT&PF CAD Standards and Drafting Guide. Use the DEPARTMENT's C3D template file, supplemented as necessary by the Consultant's library of styles. Consultant styles will be clearly differentiated by name so that the DEPARTMENT can review the styles for conformance to their standards. The C3D drawing files will contain all assemblies, vertical and horizontal geometry, alignments, corridors, styles, surface models (existing, proposed and all pertinent intermediate). All two-dimensional items will be incorporated into the C3D drawing as AutoCAD linework. The Consultant will provide the file directory to the DEPARTMENT that ensures dependencies among files are maintained.

Cost Estimates: The Consultant shall develop the Estimate and associated bid schedule items for this project using AASHTOWare Preconstruction. Access to the program and instructional documentation for the software will be provided to the Consultant.

Specifications: Project specifications will be in accordance with DOT&PF Standard Specifications for Highway Construction (latest edition). The Department will assist the consultant with the development of the project specifications (Special Provisions) in accordance with current standards. The Department will furnish draft specifications from similar, past projects that are pertinent to this project on electronic format (MS Word). The Department will also assist in the compilation of all front end specification documents including bid forms and standard or special provisions associated with Division 1. The consultant will edit all appropriate specifications sections to suit and compile the final Special Provisions document.

Submittal Requirements. Deliverables shall be compatible with DEPARTMENT standard software, and submitted in original electronic format as well as PDF. Hard copies shall be submitted for all documents requiring an original seal or other documents as may be required by the Department's project manager.

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

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.

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.

Project Schedules. The Contractor will develop a Critical Path Method (CPM) or other approved schedule for the project. Schedules shall be developed and updated monthly by the Contractor.

Progress Meetings/Reports. The Contractor shall participate in and facilitate monthly or bi-weekly Project Coordination Meetings with the Project Manager for the duration of the project. The intent of these meetings will be to discuss project progress, resolve issues, and receive guidance and/or direction from the Contracting Agency. The Contractor will prepare and submit to the Project Manager for these meetings a meeting agenda, six (6) week look ahead schedule and updates to the overall project schedule three (3) working days prior to each coordination meeting. The Contractor will keep minutes of all meetings and submit them to the Project Manager within five work days following each meeting. Attendance at the meetings will be via telephone or Microsoft Teams.

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.

Errors and Omissions. Except as described in the 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.

Quality Control. Internal quality control and review of deliverables shall occur during the performance of all phases before they are submitted to the Contracting Agency. The consultant shall prepare a quality control plan and develop checklists and procedures for review of completed work products. If requested, the Consultant shall furnish copies of redlines and completed checklists.

PROPOSED STATEMENT OF SERVICES

APPENDIX B2 – STATEMENT OF SERVICES

RFP No:	**25273002**
Program No:	SFHWY00704
Federal No:	0003324
Date Prepared:	10/27/2026

AKUTAN HARBOR ACCESS ROAD

The Southcoast Region, State of Alaska Department of Transportation and Public Facilities (DOT&PF or Department), Division of Preconstruction Services is seeking professional engineering and related support services for the design of the Akutan Harbor Access Road project (the Project).

Project Description and Background Information

The proposed project will provide a roadway connection that, upon completion, will be owned, operated, and maintained by the City of Akutan (City) as a public roadway. The project is being administered by the Department on behalf of the City and is funded through the Federal Highway Administration (FHWA) Community Transportation Program (CTP). The City will provide the required local match.

Project responsibilities, purpose, and funding commitments are established through a Memorandum of Agreement (MOA) executed between the City and the Department on September 23, 2025. All proposed improvements are anticipated to occur within City right of way (ROW) acquired by the Deparmrnt for the project. Following construction and acceptance, the completed facilities will be transferred to and maintained by the City.

The project area is located near the City of Akutan on Akutan Island in the Aleutian Chain, approximately 766 air miles southwest of Anchorage, Alaska. Akutan is a remote fishing community with limited transportation infrastructure and no roadway connections to neighboring communities, except through access provided by the Alaska Marine Highway System.

The Native Village of Akutan previously advanced an independent harbor access road project using funding provided through the U.S. Department of the Interior, Bureau of Indian Affairs (BIA). That effort resulted in the substantial completion of design for approximately 7,250 feet of roadway extending from the harbor toward the city. Design development concluded with a largely completed plan set prepared in approximately 2023. To establish a continuous transportation connection to the existing public road system, an additional segment of approximately 750 feet remains to be designed and integrated into the overall project.

The Department intends to utilize the previous design work to the maximum extent practicable. Existing design products, including base mapping, topographic surveys, environmental studies, and other project development data, will be made available to the consultant. Significant changes to the previously developed alignment or project scope are not anticipated. The selected consultant shall use the existing plan set as the basis for advancing the project to final design and shall develop all engineering documents, plans, specifications, and supporting analyses necessary to meet current DOT&PF certification and federal-aid project requirements.

The Department will provide project management oversight, right-of-way services, advertising, and construction administration. The Department will also lead public involvement activities associated with project development. The consultant will be responsible for reevaluation of the existing environmental documentation, preparation of any required environmental updates, and acquisition of all necessary permits, subject to Department review and approval. The consultant shall also provide technical support for public involvement activities, including preparation of maps, exhibits, renderings, and other graphical materials as requested. In addition, the consultant may be required to provide right-of-way engineering support, including identification of property boundaries and potential easement or acquisition needs.

The project is currently programmed for federal funding obligation and construction advertisement by May 2028, with construction anticipated during Fiscal Year 2029. As part of the project funding nomination process, the Department has prepared a Scope, Schedule, and Estimate (SSE) document that will be made available to the selected consultant and should be used as a foundational planning document for project delivery.

The objective of this project is to complete the design, environmental compliance, permitting, and supporting engineering services necessary to advance the remaining roadway connection and deliver a fully constructible project that connects the previously designed harbor access road to Akutan's existing public road system, thereby creating a continuous public transportation facility for long-term ownership and maintenance by the City of Akutan.

Scope of Work

The Consultant shall furnish all professional services, labor, equipment, materials, and incidentals necessary to complete the environmental, engineering, surveying, public involvement, and related activities required to advance the Project from its current stage of development through completion of final Plans, Specifications, and Estimates (PS&E) and preparation of sealed, bid-ready contract documents in accordance with applicable FHWA, DOT&PF, and other applicable federal, state, and local requirements.

The work generally includes, but is not limited to, project management, agency and public coordination, environmental documentation and permitting, review and incorporation of existing project data, surveying and mapping, right-of-way engineering support, geotechnical evaluation, hydraulic and drainage design, traffic engineering, roadway and structural design, preparation of contract documents, engineering support during advertisement and bidding, and other services necessary to deliver a complete and constructible project.

Construction engineering, inspection, and construction contract administration services are not included in this solicitation. However, the Department may elect to negotiate additional services for design support during construction as an amendment to the resulting contract.

Project Improvements

The Project consists of the design of a new public roadway providing motorized access between the City of Akutan and the recently constructed boat harbor located at Akutan Harbor. The anticipated improvements include approximately 1.5 miles of new single-lane gravel roadway, approximately 12 feet in width, associated drainage facilities, and a new bridge crossing of Whalebone Creek, together with all associated appurtenances and ancillary improvements necessary for a complete and functional transportation facility.

The Consultant shall evaluate the proposed improvements and develop final design recommendations consistent with available funding, applicable design standards, environmental commitments, permitting requirements, and constructability considerations.

Existing Information and Design Development

The Department will provide available project documentation, including existing right-of-way records, surveys, environmental studies, geotechnical information, and prior design documents prepared by others. Electronic CAD files and supporting documentation associated with the substantially completed harbor access road design will be provided to the successful proposer.

The Consultant shall review and evaluate all available information and shall utilize existing data to the maximum extent practicable. The Consultant shall not rely solely upon previously prepared information and shall independently verify the suitability of available data for final design purposes. The Consultant shall develop and maintain a comprehensive project base map depicting existing topography, property boundaries, easements, utilities, cultural and environmental constraints, and other features necessary for project development.

The Department makes no representation regarding the completeness or accuracy of previously developed information. The Consultant shall identify gaps in available data and shall perform or recommend supplemental investigations necessary to support design development.

Design Engineering Services

The Consultant shall provide all engineering services necessary to advance the Project through final PS&E and production of sealed bid documents. Engineering services shall include all analyses, calculations, studies, plans, specifications, estimates, reports, and supporting documentation required for FHWA authorization and DOT&PF certification.

Services shall include, at a minimum:

- Roadway design and geometrics;
- Bridge and structural engineering;
- Traffic engineering and safety evaluation;
- Drainage, hydraulic, and stormwater design;
- Utility identification, evaluation, and accommodation;
- Geotechnical engineering and foundation recommendations;
- Construction phasing and constructability review;
- Development of engineer's estimates;
- Preparation of technical specifications and special provisions; and
- Preparation of final bid-ready plans and contract documents.

The Consultant shall specifically evaluate and accommodate existing water utility infrastructure associated with the Trident Seafoods Corporation facilities and identify any utility relocations, protections, or adjustments required to facilitate project construction.

At a minimum, formal design submittals shall include Preliminary Environmental Review (PER), Plans-in-Hand (PIH), and final Plans, Specifications, and Estimates (PS&E). Additional intermediate design reviews may be required at the discretion of the Department. The Consultant shall address Department review comments and incorporate approved revisions into subsequent design submittals.

Surveying and Mapping Services

The Consultant shall provide all professional land surveying and mapping services necessary to support project development. Services may include, but are not limited to:

- Review and validation of existing survey information;
- Supplemental topographic survey;
- Development of project base mapping;
- Orthometric imagery and mapping products;
- Survey control establishment and monumentation;
- Boundary research and mapping;
- Utility location and mapping; and
- Preparation of mapping required for environmental, right-of-way, and design purposes.

The Department anticipates that substantial survey information already exists for the Project. Accordingly, the Consultant shall maximize the use of existing survey and mapping data. The extent of supplemental field survey services shall be determined based upon the Consultant's evaluation of data adequacy and project needs.

Right-of-Way Engineering Support

The Department will perform all real property acquisition activities. However, the Consultant shall provide engineering and surveying support necessary to facilitate right-of-way activities.

Services shall include preparation and maintenance of accurate right-of-way base mapping, identification of adjacent property ownership, evaluation of proposed improvements relative to existing property boundaries, and identification of any permanent or temporary easements, acquisitions, permits, or other property interests required for project construction, operation, and maintenance.

Geotechnical Services

The Consultant shall review all available subsurface information, geotechnical investigations, and geotechnical reports relevant to the Project and shall determine whether such information is adequate for final design purposes.
To the extent existing information is determined sufficient, the Consultant shall develop all geotechnical recommendations necessary for roadway, bridge, drainage, and foundation design. If additional subsurface investigations are determined necessary, the Consultant shall prepare recommendations and, upon Department authorization, perform or coordinate the required investigations and analyses.

The Consultant shall be responsible for all geotechnical design recommendations supporting roadway subgrade design, embankments, structural foundations, drainage structures, surface course materials, and other project elements requiring subsurface evaluation.

Environmental Documentation and Permitting

The Consultant shall prepare, update, or reevaluate all environmental documentation necessary to satisfy federal and state environmental requirements and obtain environmental approvals for the Project, under the Department’s oversight.

The Consultant shall prepare and secure all required environmental permits, clearances, and supporting documentation under Department oversight. The anticipated environmental document is a Categorical Exclusion (CE); however, the Consultant shall perform all analyses necessary to confirm the appropriate level of environmental review.

Environmental services may include, but are not limited to:

- Environmental document preparation and reevaluation;
- Agency coordination;
- Permit application preparation;
- Wetland delineation and assessment;

- Habitat and biological resource evaluation;
- Water quality assessments;
- Environmental field investigations;
- Development of mitigation measures; and
- Preparation of environmental graphics, figures, and exhibits.

The Consultant shall utilize available environmental information to the greatest extent feasible while identifying any supplemental studies necessary to support project approval.

Cultural Resources and Section 106 Compliance
The Consultant shall provide qualified personnel to support compliance with Section 106 of the National Historic Preservation Act (NHPA) and related cultural resource requirements.

Services shall include review of existing cultural resource information; assistance with development of the Area of Potential Effects (APE); preparation of maps, figures, and supporting documentation; coordination with Department environmental staff; and preparation of documentation supporting determinations of eligibility and effect, as applicable.

The Consultant shall prepare documentation evaluating the historic integrity and significance of the roadway corridor, develop inventories of historic properties located within the study area, and provide a summary of the historical development of the project area sufficient to support Section 106 consultation and environmental documentation requirements.

Public Involvement and Agency Coordination
DOT&PF shall serve as the lead agency for public involvement and stakeholder engagement. The Consultant shall provide substantial support to DOT&PF in planning and implementing public outreach activities.

Services may include:
- Identification of stakeholders and interested parties;
- Support in development and implementation of public involvement plans;
- Preparation of informational materials, exhibits, graphics, maps, and website content;
- Attendance at public meetings, workshops, agency meetings, and stakeholder meetings;
- Technical presentations and responses to project-related inquiries;
- Support for coordination with the City of Akutan, Trident Seafoods Corporation, regulatory agencies, utility owners, and affected property owners; and
- Preparation of meeting summaries and documentation of outreach activities.

The Consultant shall provide qualified technical personnel as necessary to support project communication, stakeholder engagement, and regulatory coordination throughout project development.

Advertisement and Bidding Support
The Consultant shall provide engineering support during project advertisement and bidding, including preparation of addenda, responses to bidder inquiries, clarification of contract documents, and other services reasonably required to support procurement of construction services.

The Consultant shall remain available throughout the advertising period to assist the Department in resolving design-related questions and addressing matters arising from contractor review of the contract documents.

Coordination

The Consultant shall coordinate closely with DOT&PF, the City, regulatory agencies, utility owners, affected property owners, and other potentially interested parties throughout project development. The Consultant shall support the Department in facilitating a collaborative project development process and shall provide the personnel, technical expertise, meeting support, and communication materials necessary to ensure effective public and agency coordination.

Key potentially interested parties are anticipated to include, but are not limited to, the City, the Native Village of Akutan, Trident Seafoods Corporation, adjacent property owners, local business interests, regulatory agencies, and members of the traveling public. Additional potentially interested parties may be identified during project development and shall be incorporated into project coordination efforts as directed by the Department.

The Consultant may be required to organize, facilitate, attend, and document public meetings, agency meetings, coordination meetings, workshops, and other outreach activities at locations, frequencies, and levels of effort

determined by the Department. The Consultant shall prepare meeting materials, exhibits, presentations, maps, graphics, summaries, and technical documentation necessary to support these activities.

A primary objective of the coordination process shall be the early communication of the project purpose and need, proposed improvements, anticipated impacts, design considerations, and project constraints to potentially interested parties. The Consultant shall assist the Department in identifying concerns and issues, evaluating alternatives, documenting comments received, and incorporating Department-approved refinements into project development, as appropriate.

The Consultant shall support the Department in achieving a clear understanding among potentially interested parties regarding the proposed project scope and major design elements as early as practicable in the project development process. Coordination activities shall be structured to facilitate identification and resolution of significant issues before completion of the Preliminary Environmental Review (PER) phase, thereby supporting efficient advancement into the Plans-in-Hand (PIH) and final Plans, Specifications, and Estimates (PS&E) phases. The intent of this effort is to minimize late-stage scope revisions, reduce project delivery risk, promote informed decision-making, and support timely completion of project development activities.

Expected Tasks / Deliverables

The Consultant shall perform the professional services necessary to advance the Project from its current stage of development through preparation of final Plans, Specifications, and Estimates (PS&E) and support during advertisement and bidding. The tasks described below are intended to establish the anticipated scope of services; however, the Department reserves the right to modify, add, delete, or combine tasks as necessary to meet project development requirements.

Certain tasks may be performed concurrently or in a sequence determined by project needs, environmental approvals, funding authorizations, and Department direction.

Task 1. Project Management and Project Management Plan Development
The Consultant shall provide overall project management services throughout the contract term. Services shall include preparation and maintenance of a Project Management Plan (PMP) identifying project objectives, scope, schedule, quality control procedures, communication protocols, deliverables, risk management considerations, and resource assignments.

This task shall also include review and evaluation of available project information, site visits as necessary, investigation of existing conditions, review of available traffic and transportation data, identification of project constraints, and development of conceptual-level design considerations. The Consultant shall evaluate anticipated construction staging and phasing requirements and may be required to participate in coordination meetings, agency meetings, and public meetings as directed by the Department.

Deliverables

- Project Management Plan
- Project schedule and updates
- Monthly progress reports
- Meeting agendas and summaries
- Site visit documentation
- List of Potentially Interested Parties

Task 2. Existing Design Review, Survey Evaluation, and Geotechnical Assessment
The Consultant shall review, evaluate, and validate all available design information developed for the project, including prior design studies, roadway plans, survey data, mapping products, right-of-way information, and geotechnical investigations.

The Consultant shall review existing boundary surveys, topographic surveys, orthometric imagery, right-of-way mapping, and related survey products for compliance with applicable DOT&PF requirements and determine whether supplemental data collection is required to support final design.

The Consultant shall review available geotechnical reports, subsurface information, and geological investigations and determine their adequacy for design purposes. If authorized by the Department, the Consultant shall conduct or coordinate supplemental geotechnical investigations and shall prepare geotechnical data reports and engineering recommendations as necessary.

Deliverables

- Existing Conditions Assessment Memorandum
- Survey Evaluation Memorandum
- Base Mapping Updates
- Geotechnical Data Report (if required)
- Geotechnical Design Recommendations Memorandum

Task 3. Roadway and Structural Design
The Consultant shall develop all roadway and structural design elements necessary to complete the project and connect the previously designed harbor access roadway to the existing Akutan roadway system.

The Consultant shall evaluate the existing roadway design and incorporate supplemental design necessary to provide a complete transportation facility, including design of the proposed Whalebone Creek bridge crossing, roadway geometrics, drainage facilities, safety features, roadway appurtenances, utility accommodations, and related improvements.

The Consultant shall evaluate access alternatives and design options necessary to achieve a continuous public access route. If access through existing properties cannot be secured, the Consultant shall evaluate feasible alternative alignments and develop associated design recommendations.

Deliverables

- Preliminary roadway layouts including construction limits and cross sections
- Alignment alternatives evaluation (if required)
- Bridge type selection recommendations
- Hydraulic and drainage design reports
- Structural calculations and plans
- Roadway design memoranda

Task 4. Environmental Documentation, Compliance, and Permitting
The Consultant shall complete all environmental review activities necessary to support federal authorization of the project and shall prepare or reevaluate environmental documentation under Department oversight.

Services shall include environmental analysis, agency coordination, permit preparation, environmental commitments tracking, and supporting technical studies required to satisfy federal and state environmental requirements.

The Consultant shall perform cultural resource evaluations and other analyses necessary to support compliance with Section 106 of the National Historic Preservation Act and other applicable environmental regulations.

Deliverables

- Area of Potential Effect (APE) Drawings
- Environmental reevaluation documentation
- Draft and final environmental documents
- Permit applications and supporting documentation
- Section 106 support documentation
- Environmental technical memoranda and exhibits

Task 5. Right-of-Way Engineering Support
The Consultant shall provide technical and engineering support services necessary to facilitate Department right-of-way activities.

Services shall include preparation and maintenance of right-of-way base mapping, identification of adjacent ownerships, evaluation of proposed improvements relative to existing property boundaries, and identification of temporary and permanent easement or acquisition needs.

The Consultant shall coordinate with Department right-of-way personnel and provide supporting engineering documentation necessary to facilitate acquisition activities.
Deliverables

- Right-of-way base maps
- Property ownership exhibits
- Easement and acquisition exhibits
- Right-of-way support memoranda

Task 6. Public Involvement and Interested Party Coordination
The Consultant shall support the Department's public involvement and coordination efforts throughout project development.

Services shall include identification of potentially interested parties, preparation of public information materials, attendance at public meetings, development of exhibits and project graphics, documentation of comments received, and technical support for agency and community coordination activities.

The purpose of this task is to provide potentially interested parties with meaningful opportunities to understand the proposed project, identify concerns, and provide input during project development, particularly before completion of environmental approvals and preliminary design.

Deliverables

- Public involvement support materials
- Presentation materials and graphics
- Meeting summaries
- Comment summaries and response documentation

Task 7. Design Study Report
The Consultant shall prepare a Design Study Report (DSR) in accordance with the Alaska Highway Preconstruction Manual and applicable DOT&PF requirements.

The DSR shall document project purpose and need, engineering analyses, environmental considerations, alternatives evaluated, recommended design criteria, anticipated impacts, and the basis for selection of the preferred alternative.

Deliverables

- Draft Design Study Report (Delivered at PIH Review)
- Final Design Study Report (Delivered at PS&E Review)

Task 8. Preliminary Design and Preliminary Environmental Review
Upon approval of the Design Study Report and direction from the Department, the Consultant shall prepare preliminary design documents sufficient to support Preliminary Environmental Review (PER), environmental approval, and advancement of the preferred alternative.

The level of design development required for PER may vary depending upon project complexity and Department direction but is generally anticipated to represent approximately thirty percent (30%) completion.

This task may include project site visits with Department and City representatives and preparation of supporting environmental exhibits and technical documentation.

Deliverables

- PER design plans
- Preliminary quantities and cost estimate
- Cross Section
- Environmental review support materials
- PER review package
- Comment-Response matrix for the PER review comments

Task 9. Final Design Through Plans-In-Hand Review
Following Environmental Document approval, the Consultant shall advance the preferred alternative to the Plans-In-Hand (PIH) stage.

Design development shall generally progress to approximately seventy-five percent (75%) completion and shall include sufficient detail to facilitate Department review of roadway, bridge, drainage, utility, environmental commitment, and right-of-way elements.

The Consultant shall participate in formal review meetings and address review comments. Site visits involving Department and City personnel may be required in conjunction with PIH review activities.

Deliverables

- Plans-In-Hand submittal
- Draft Specifications
- Updated cost estimate identifying Pay Items
- Comment-Response matrix for the PIH review comments

Task 10. Final Plans, Specifications, and Estimate
The Consultant shall complete final design and prepare bid-ready contract documents in accordance with FHWA and DOT&PF requirements.

The Consultant shall prepare Plans, Specifications, and Estimates (PS&E) and shall provide submittals at stages determined by the Department, including pre-PS&E, draft final, and final contract document reviews.

All final documents shall be sealed by appropriately licensed design professionals as required by law.

Deliverables

- Pre-PS&E package
- Post-PS&E package
- Final sealed bid documents package
- Final engineer's estimate
- Final special provisions and contract documents
- Comment-Response matrix for the PS&E review comments

Task 11. Advertisement and Bidding Support
The Consultant shall provide technical assistance during advertisement and bidding of the construction contract.

Services may include interpretation of design documents, responses to bidder questions, preparation of technical clarifications, support for pre-bid meetings, and preparation of addenda as directed by the Department.

Deliverables

- Responses to bidder inquiries
- Addenda and supporting documentation
- Technical memoranda as requested

Task 12. Construction Support Services (If Authorized)
If authorized by the Department, the Consultant shall provide limited design support services during construction.

Services may include review of shop drawings, fabrication drawings, working drawings, material submittals, requests for information, value engineering proposals, design clarifications, and related engineering services. The Consultant may also be required to perform specialized field or fabrication inspections associated with specific project elements.

This task does not include full-time construction inspection, project engineering services, or construction contract administration.

Deliverables

- Shop drawing reviews
- Submittal reviews
- Design clarification memoranda
- Engineering recommendations during construction

Anticipated Period of Performance

The actual period(s) of performance shall be negotiated based on the Tasks that are ultimately authorized by the Department. Schedule adjustments will be based on the consultant's detailed schedules to be determined during the various contract negotiations. This project is currently planned for construction delivery in FY29. The latest date on which to certify (seal final bid documents) would be August 1, 2028.

Preliminary Design (PER) – August 2027
PIH Review – November 2027
PSE Review – March 2028
Bid Advertisement – May 2028

The actual period of performance will be adjusted by the Department as deemed required to complete any work that may be authorized under any of the anticipated tasks.

Supporting Documents (Attachments)

A. Engineering
B. Environmental
C. Geotechnical
D. Survey

Also reference Supplemental Information to proposers for most relevant available documentation of existing right-of-way (record of survey) and design development information (prepared by others). The Department nor the original authors of these documents make no assurances that this information is complete. Data gaps are likely.