Alaska Department of Environmental Conservation

PART

Village Safe Water Program

REQUEST FOR PROPOSALS PACKAGE

(Procurement per Article 3 of AS 36.30)

A

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ISSUING OFFICE

Agency Contact & Email.....: John McDonald, Procurement Specialist, john.mcdonald@alaska.gov
Issue Date..... : 11/4/2026

PROJECT

RFP NUMBER ..... : 27-VSW-MOU-022
Project Numbers-State/Federal..... : 27-VSW-MOU-022
Project Site (City, Village, etc.)..... : Mountain Village, Alaska
Project Title & Contract Description ..... : Lower Loop Drinking Water Distribution Improvements Design

The State of Alaska, Department of Environmental Conservation, Village Safe Water Program is issuing this RFP for a contractor to design lower loop drinking water distribution improvements for Mountain Village, Alaska per the recommended alternatives in the Preliminary Engineering Report.

Attachments:
Offerors must contact the procurement officer to receive the attachments listed in Article B1 Administrative Requirements, section 1.27 Attachments. Attachments will be sent to offerors via ZendTo.

SCHEDULE & PAYMENT

Anticipated period for performance-Begin/End: February 1, 2027 through October 31, 2030

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)
- ☒ Time and Expense (T&E)

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: 11/25/2026 Alaska Standard Time: **2:00 PM**

Email only directly to the address listed in the following return instructions: (and person, if named).

IMPORTANT NOTICE: If you downloaded this solicitation from the State's Website, you must self-register with the procurement officer to receive subsequent addenda. Failure to register may adversely affect your proposal. It is the Offeror's responsibility to ensure that he has received all addenda affecting this RFP.

Return Instructions:

If submitting a proposal via email, the technical proposal and cost proposal must be saved as separate PDF documents and emailed to april.akers@alaska.gov as separate, clearly labeled attachments, such as “Vendor A – Technical Proposal.pdf” and “Vendor A – Cost Proposal.pdf” (Vendor A is the name of the offeror). The email must contain the RFP number in the subject line.

The **maximum** size of a single email (including all text and attachments) that can be received by the state is **20mb (megabytes)**. If the email containing the proposal exceeds this size, the proposal must be sent in multiple emails that are each less than 20 megabytes and each email must comply with the requirements described above.

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

It is the offeror’s responsibility to contact the issuing agency at april.akers@alaska.gov to confirm that the proposal has been received. The state is not responsible for unreadable, corrupt, or missing attachments.

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%).

2. Scoring of proposals will be accomplished as follows:

2.1 Each Evaluator will individually read and rate each Offeror's response to each criterion described in Part C - Section I - Technical Proposal. Ratings will be based solely on contents of proposal and in compliance with the Contracting Agency's standard Instructions for Evaluation Committee.

2.2 After completion of individual ratings in Part C, Section 1, Technical Proposal, the Evaluation Committee will meet to discuss proposals. Evaluators may then alter their ratings; however, any changes shall be based solely on the criteria set forth in Part C.

2.3 After scoring Part C - Section I - Technical Proposal, criteria scores for Part C - Section II - Preferences, and Section III - Price (if applicable), will be calculated based on criteria descriptions.

2.4 The total score for each Offeror will be obtained by summing the scores determined for each criterion in Sections I, II and III of Part C. The order of ranking for negotiations shall be as follows: highest scored Offeror will be ranked first, next highest scored second, and etcetera.

3. Evaluators may discuss factual knowledge of, and may investigate Offerors' and proposed Subcontractors' prior work experience and performance, including projects referenced in proposal, available written evaluations, etcetera, and may contact listed references or other persons knowledgeable of a Contractor's and/or a Subcontractor's past performance. Factors such as overall experience relative to the proposed contract, quality of work, control of cost, and ability to meet schedules may be addressed. If any issues of significant concern to the proposed contract are discovered, the Committee may:

3.1 Provide written recommendations for consideration during contract negotiations;

3.2 Conduct discussions in accordance with paragraph 4, below.

4. The Committee may decide to conduct discussions (or "interviews") with responsible Offerors whose proposals are determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements (AS 36.30.240 & 2 AAC 12.290). Offerors selected by the Committee for discussions may be permitted to submit Best and Final Offers (BAFO) for final Committee Evaluation. After discussions and any BAFOs, Evaluators will determine the final scoring and ranking for contract negotiations by evaluating written and oral responses using only the criteria set forth in Part C of this RFP (2 AAC 12.260(b)).

5. All Offerors will be advised of the Offeror selected for negotiation and, after completion of negotiations, a Notice of Intent to Award will be provided to all Offerors. If contract negotiations are unsuccessful with Offeror(s) selected for negotiation, the Contracting Agency may either cancel the solicitation or negotiate with other Offerors in the order of ranking.

PART A

NOTICES

1. The Contracting Agency is an equal opportunity employer.

2. Copies of contract documents are attached to the RFP.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

14. Pre-proposal Conference: ☒ None ☐ As follows:

15. Special Notices:

15.1 MBE/WBE Preference:

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

15.2 Site Visit:

A pre-proposal inspection of the site is not scheduled. If offerors choose to visit the project site, they may contact the onsite coordinator Dorothy Johnson, City Administrator, 907-591-2929 to schedule a site visit. Offerors shall direct all project questions to the procurement officer. The onsite coordinator and any other community members are not available for project questions. The department is not responsible for travel coordination or costs.

PART

B

SUBMITTAL CHECKLIST

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

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

[ ] 1. Offerors must carefully review this RFP Package for defects and questionable material and become familiar with submittal requirements. Submit written comments to the address shown under "Submittal Deadline and Location" on page 1 of Part A - RFP. Substantive issues will be addressed in a written addendum to all RFP recipients on record. Failure to comply with directions may result in lower score and may eliminate a submittal from consideration. Protests based on alleged improprieties or ambiguities in a solicitation may be disallowed at the discretion of the Contracting Agency if the protest is not received in writing at least ten Agency work days prior to the Submittal Deadline (AS 36.30.565).

[ ] 2. Review Part A - RFP and the proposed Statement of Services and any other attached or referenced materials. If no Statement of Services is attached, telephone the Agency contact person identified on page 1 of Part A.

[ ] 3. Review Part C - Evaluation Criteria. Read each criterion in light of the proposed Statement of Services. Note any project specific criteria which may have been added or any changes to standard criteria descriptions which may have been made. Be aware of the assigned weight for each criterion. If a weight is not entered for any criterion on Part C, notify the Agency contact person. Plan your proposal to address the applicable criteria. Criteria Responses shall not exceed the number of pages stated below. **Note:** If weight is applied to Criterion #11, MBE/WBE Preference, that box must be checked on page 1 of Part D, rfp-d.

[ ] 4. Prepare a distinct Response for each criterion that has a weight more than zero. Failure to respond directly to any criteria weighted more than zero will result in an evaluation score of zero for that criteria. Any Responses to criteria weighted zero will be disregarded. Acceptable Responses must be specific and directly related to the Contracting Agency's proposed Statement of Services. Marketing brochures, federal SF330s, marketing resumes, and other non-project specific materials will be discarded without evaluation and should not be submitted.

[ ] 5. ***Each criterion Response must be titled, numbered and assembled in the order in which the criteria are listed in Part C***, so the criterion to which information applies shall be plainly evident. Material not so identified or assembled may be discarded without evaluation.

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

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

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

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

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

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

CHECKLIST IS CONTINUED NEXT PAGE

PART

B

[ ] 9. Cover Letter:

Offerors must include a 1 page cover letter that provides a brief high level overview of the offerors firm. The cover letter must include a statement that the offeror meets Request for Proposal, Statement of Services, Appendix B, section 1.2 Minimum Requirements.

[ ] 10. Parts A, B and C of Form 25A270 and the proposed Statement of Services shall not be returned to the Contracting Agency. ***Submittals shall consist of the following applicable items assembled as follows and in the order listed:***

[ ] 10.1 Completed Part D - Proposal Form (generally at least one copy with original signature) and Responses to all evaluation criteria -- ***except Billing Rates, Price Proposals*** – attached.

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

[ ] 10.3 If ***Billing Rates and/or Price Proposals*** are required, ***one PDF copy*** in accordance with the Part A Return Instructions. Each ***Billing Rates or Price Proposal*** must be signed and dated by the person who prepares it (may be different signatures for each Subcontractor).

[ ] 10.4 N/A

[ ] 10.5 N/A

[ ] 10.6 **CAUTION:** If you replicate (other than by photocopy) Part D or any form in lieu of completing the forms provided by the Contracting Agency, provide a signed certification that lists such forms and attests that they are exact replicas of that issued by the Contracting Agency. Changed forms may result in rejection at the Contracting Agency's discretion. Any alteration – other than completion of the required entries – may be cause for rejection without recourse.

[ ] 11. Deliver submittals in accordance with Part A - RFP. Proposals must be received prior to the specified date and time. Late proposals will not be opened (2 AAC 12.250).

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. Project Understanding — 1. Weight: 25

Page limit: 1 page

Responses must demonstrate comprehension of the objectives and services for the proposed contract. Do not merely duplicate the Statement of Services provided with this RFP. Additionally, consider if the Statement of Services is sufficiently explicit; if expressed or implied schedules are attainable/economically feasible; and if the overall approach will achieve the desired outcome. Explain any issues identified and propose solutions. Define any assumptions made in formulating responses to the evaluation criteria described herein. Describe any identified or perceived risks that could negatively impact achievement of the stated or implied goals.

2. Project Approach — 2. Weight: 15

Page limit: 1 page

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

3. Project Manager Experience — 3. Weight: 20

Page limit: 3 pages

Describe the qualifications and experience of the proposed Project Manager in all required aspects of the proposed project. In addition to an overall description, provide a list of relevant experiences. Depending upon the project scope of work, examples may include "Construction Administration," "Construction Management," "Design of Public Water System Infrastructure in Rural Alaska," "Groundwater/Hydrogeology Study," "Design of Wastewater Systems in Rural Alaska," or any other relevant experience to the proposed contract. List each relevant experience and provide information outlined below for each.

Experience 1. _____(fill in type of experience):

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

4. Project Team Qualifications and Experience — 4. Weight:20

Page limit: 8 pages

Describe the qualifications and experience of the proposed project team that will directly work on the project. Identify each proposed team member and their role. Offerors must include all personnel acting in "responsible charge" (reference AS 08.48) for all Architectural, Engineering, Land Surveying, and Landscape Architecture functions and provide their Alaska Professional Registration license number.

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

Offerors may provide resumes (2-page maximum per team member) for the project manager and key staff as an attachment

that does not count towards the technical proposal page count. The resumes must only provide relevant project experience of the individual.

List relevant experience for each team member utilizing the following format:

Experience 1:_____(name the type of experience, i.e. “construction management,” “construction administration,” “geotechnical investigation,” design of rural water/wastewater infrastructure,” etc.)

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

5. Workload, Resources, and Quality Control — 5. Weight: 10

Page limit: 2 pages

Describe the capacity of staff that will work on the project. Offerors may choose to provide a narrative description of personnel availability and/or provide a table that details the estimated availability of project staff who will work on the project. Offerors may: (1) discuss current and potential time commitments of your proposed Project Staff to all clients and (2) demonstrate adequate support personnel, facilities and other resources to provide the services required.

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.

6. Quality of Proposal — 6. Weight: 5

Page limit: N/A

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

7. Custom Criteria – TBD — 7. Weight: 0

If no description is provided here, and if the weight is set at zero, offers may consider this criterion unused.

8. Custom Criteria – TBD — 8. Weight: 0

If no description is provided here, and if the weight is set at zero, offers may consider this criterion unused.

PART C

SECTION II - PREFERENCES

9. MBE/WBE Preference – 40 CRF §33.202 — 9. Weight: 5

To be granted this preference:

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

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

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

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

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

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

Rating will be as follows

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

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

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

SECTION III - PRICE

C

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

See item #9, under Notices in Part A – RFP, regarding statutory and regulatory provisions about price competition and item #10.3, in Part B – Submittal Checklist, regarding procedure for submittal of Billing Rates and/or Price Proposals.

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.

10. Labor Billing Rates and Price Proposal — 10. Weight: 0

Labor billing rates and price proposal shall be submitted using the attached VSW Estimate Template (template). Subcontractor(s) shall also use this template. Offerors may request the Microsoft Excel version at any time. Otherwise, it will be provided with the Notice of Intent to Negotiate.

The Department has pre-populated some fields as an example. The offeror is responsible for entering all rates, hours, personnel and sub-tasks. Offeror may insert columns in the task tabs to include more personnel. Offerors may insert more rows to add more sub-tasks. See below and template instruction tab for more information.

Within the VSW Estimate Template, the following shall be evident:

- Official Title and First and Last Name of each staff member (including subcontractor staff) working on the project.
- The DCDL rate for each staff member.
- The indirect cost rate for the Offeror.
- The fee that will be applied to total DCDL costs and the basis by which this fee was tabulated based on the project schedule, size, duration, complexity, and special factors.
- List each task and subtask that corresponds with the scope of work stated in this RFP. The Offeror shall list all subtasks they believe are required even if they're not outlined in the scope of work.
- The estimated number of hours each staff member will allocate towards each subtask.
- If applicable, include any travel or other expense costs.
- Total hours and cost for each task (subtotal) and total hours and cost for the project (total). Note that these quantities will be calculated automatically based on other populated fields within the VSW Estimate Template.
- The fully loaded hourly rate for all staff who will work on the project. The fully loaded hourly rate shall include DCDL, indirect costs, and the DCDL-based fee. Fully loaded rates will be the basis for any work performed on a Time and Expense (T&E) basis. The fully loaded rates will be populated automatically based on the entries an Offeror makes for DCDL, the DCDL Fee Rate, and the Indirect Cost Rate.

The Department anticipates that costs for all project phases will be identified upon contract execution. Price proposals for any additional contract amendments shall comply with this section. See Compensation, Appendix C, exhibit C-1 Methods of Payment for further information.

Alaska Department of Environmental Conservation
Village Safe Water Program
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.....: 27-VSW-MOU-022
Project Title .....: Lower Loop Drinking Water Distribution Improvements Design
RFP No.....: 27-VSW-MOU-022

OFFEROR (CONTRACTOR)

Contractor.....:

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

FEDERAL FUNDING PREFERENCES

Check the applicable preferences that you claim for the proposed contract (reference Part C Section II - Preferences):
[ ] MBE / WBE Preference

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

Signature.....: _____
Name .....: 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.

CERTIFICATION – COST AND PRICING DATA

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

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

CERTIFICATION – TRADE RESTRICTIONS AND SUSPENSION AND DEBARMENT

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

CERTIFICATION - FOREIGN CONTRACTING

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

CERTIFICATION – DBE COMMITMENT

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

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

CERTIFICATION – FORMER PUBLIC OFFICER

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

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

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

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

PROHIBITION ON CERTAIN TELECOMMUNICATION AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT

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

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

a. Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

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

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

Clean Air Act

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

RFP #_____

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.

PROFESSIONAL SERVICES AGREEMENT

Agreement No:27-VSW-MOU-022
IRIS Program No: N/A
Federal Project No: N/A

Project Title: Lower Loop Drinking Water Distribution Improvements Design

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

hereafter the CONTRACTING AGENCY, and

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

CONTRACTOR

Signature: _____ Date
Name:
Title:

Signature: _____ Date
Name:
Title:

CONTRACTING AGENCY

Contract Manager

Signature: _____ Date
Name:
Title:

Contracting Officer

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

ARTICLE 1 - PURPOSE

1.1 The purpose of this contract is for the contractor to design lower loop drinking water distribution improvements for Mountain Village, Alaska. See Appendix B Statement of Services for more information.

ARTICLE 2 - COMPENSATION

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

$

ARTICLE 3 - PERIOD OF PERFORMANCE

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

3.2 The Period of Performance under this Agreement shall end: **October 31, 2030**

ARTICLE 4 - APPENDICES

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

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

ARTICLE 5 - CONTRACTING AGENCY DATA

Office Address

Street: 555 Cordova Street
PO Box:
City, State, Zip: Anchorage, AK 99501
Phone-Voice: (907) 269-7602
Phone-FAX:
Email: john.mcdonald@alaska.gov

Appeals Officer: Commissioner, DEC
Authorization: AS 46.07.040

Funding Source: **Federal**

☒ State ☐ IHS
☒ EPA ☐ Other: _____

(Check all that apply)

ARTICLE 6 - CONTRACTOR DATA

Manager:
Title: Member

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

Office Address

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

Type of Firm

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

ARTICLE 7 - SUBCONTRACTORS

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

Service or Engineering Discipline	Subcontractor

GENERAL CONDITIONS
APPENDIX A

PSA No: N/A
Federal Project No: N/A

INDEX

Article Number and Title
A1 Definitions
A2 Information and Services from Others
A3 Hold Harmless
A4 Insurance
A5 Occupational Safety and Health
A6 Equal Employment Opportunity
A7 Payments to the CONTRACTOR
A8 Changes
A9 Audits and Records
A10 CONTRACTING AGENCY Inspections
A11 Termination or Suspension
A12 Officials Not to Benefit
A13 Independent CONTRACTOR
A14 Proselytizing
A15 Covenant against Contingent Fees
A16 Precedence of Documents
A17 Endorsement on Documents
A18 Ownership of Work Products
A19 Subcontractors Successors and Assigns
A20 Claims and Disputes
A21 Extent of Agreement
A22 Taxes
A23 Governing Law
A24 Federal Aid Certification (Highways)
A25 Trade Restrictions
A26 Suspension and Debarment
A27 Additional Provisions

ARTICLE A1
DEFINITIONS

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

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

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

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

A1.5 Commissioner – Commissioner of DEC.

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

A1.7 Contracting Officer – The individual or a duly appointed successor designated as the official representative to administer contracts for the CONTRACTING AGENCY.

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

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

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

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

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

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

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

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

ARTICLE A2
INFORMATION AND SERVICES FROM OTHERS

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

AGENCY may assume the information or services provided are adequate.

ARTICLE A3
HOLD HARMLESS

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

ARTICLE A4
INSURANCE

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

ARTICLE A5
OCCUPATIONAL SAFETY AND HEALTH

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

ARTICLE A6
EQUAL EMPLOYMENT OPPORTUNITY

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

Title VI of Federal Civil Rights Act of 1964;

Federal Executive Order 11625 (Equal Employment Opportunity);

Title 41, Code of Federal Regulations, Part 60 (Equal Employment Opportunity);

Title 49 Code of Federal Regulations, Part 21 (Discrimination);

Title 49, Code of Federal Regulations, Part 26 (Minority Business Enterprises);

Office of Management and Budget (OMB) circular 102, Attachment O (Procurement Standards);

Alaska Statute (AS) 18.80.200-300 (Discrimination).

A6.2 The CONTRACTOR may not discriminate against any employee or applicant for employment because of race, religion, color, national origin, age, physical disability, sex, or marital status, change in marital status, pregnancy or parenthood when the reasonable demands of the position do not require distinction on such basis. The CONTRACTOR shall take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, national origin, age, physical disability, sex, or marital status. This action must include, but need not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The CONTRACTOR shall post in conspicuous places, available employees and applicants for employment, notices setting out the provisions of this paragraph.

A6.3 The CONTRACTOR shall state, in all solicitations or advertisements for employees to work in performance of this Agreement, that it is an equal opportunity employer and that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, physical disability, sex, or marital status.

A6.4 The CONTRACTOR shall send to each labor union or representative or workers with which the CONTRACTOR has a collective bargaining Agreement or other contract or understanding a notice advising the labor union or workers' representative of the CONTRACTOR's commitments under this article and post copies of the notice in conspicuous places available to all employees and applicants for employment.

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

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

A6.7 The CONTRACTOR shall include the provisions of this article in every contract, and shall require the inclusion of these provisions in every contract entered into by any of its Subcontractors, so that these provisions will be binding upon each Subcontractor.

ARTICLE A7
PAYMENTS TO THE CONTRACTOR

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

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

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

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

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

ARTICLE A8
CHANGES

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

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

ARTICLE A9
AUDITS AND RECORDS

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

A9.2 The Funding or CONTRACTING AGENCY's authorized representatives shall have the right to examine all books, records, documents and other data of the CONTRACTOR related to the negotiation, pricing and performance of this Agreement and any modification or change for the purpose of evaluating the accuracy, completeness and currency of the data submitted. The right of examination shall extend to all documents necessary to permit adequate evaluation of the data, computations and projections used.

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

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

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

ARTICLE A10
CONTRACTING AGENCY INSPECTIONS

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

ARTICLE A11
TERMINATION OR SUSPENSION

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

A11.2 The CONTRACTING AGENCY may at any time terminate (convenience termination) or suspend this Agreement for its needs or convenience. In the event of a

convenience termination, or suspension for more than 3 months, the CONTRACTOR will be compensated for authorized services and authorized expenditures performed to the date of receipt of written notice of termination or suspension plus reasonable expenses. No fee or other compensation for the uncompleted portion of the services will be paid except for already incurred indirect costs which the CONTRACTOR can establish and which would have been compensated for over the life of this Agreement, but because of the termination or suspension would have to be absorbed by the CONTRACTOR without further compensation.

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

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

ARTICLE A12
OFFICIALS NOT TO BENEFIT

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

ARTICLE A13
INDEPENDENT CONTRACTOR

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

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

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

ARTICLE A14
PROSELYTIZING

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

ARTICLE A15
COVENANT AGAINST CONTINGENT FEES

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

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

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

ARTICLE A16
PRECEDENCE OF DOCUMENTS

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

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

ARTICLE A17
ENDORSEMENT ON DOCUMENTS

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

ARTICLE A18
OWNERSHIP OF WORK PRODUCTS

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

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

ARTICLE A19
SUBCONTRACTORS, SUCCESSORS AND ASSIGNS

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

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

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

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

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

ARTICLE A20
CLAIMS AND DISPUTES

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

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

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

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

A20.2 The Claim shall specifically include the following:

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

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

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

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

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

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

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

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

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

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

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

ARTICLE A21
EXTENT OF AGREEMENT

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

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

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

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

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

ARTICLE A22
TAXES

A22.1 As a condition of performance of this Agreement, the CONTRACTOR shall pay all Federal, State and Local taxes incurred by the CONTRACTOR and shall require their payment by any Subcontractor or any other persons in the performance of this Agreement.

ARTICLE A23
GOVERNING LAW

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

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

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

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

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

A24.2 This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code.

A24.3 The CONTRACTOR also agrees by executing this Agreement that the CONTRACTOR shall require that the language of this certification be included in all lower

tier subcontracts, which exceed $100,000 and that all such subrecipients shall certify and disclose accordingly.

ARTICLE A25
TRADE RESTRICTIONS

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

a. is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representative (USTR);
b. Has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country on said list, or is owned or controlled directly or indirectly by one or more citizens or nationals of a foreign country on said list;
c. Has not procured any product nor subcontracted for the supply of any product for use on the project that is produced in a foreign country on said list.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to a contractor or subcontractor who is unable to certify to the above. If the CONTRACTOR knowingly procures or subcontracts for the supply of any product or service of a foreign country on said list for use on the project, the Federal Aviation Administration may direct through the Sponsor cancellation of the contract at no cost to the Government.

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

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

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

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

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

ARTICLE A26
SUSPENSION AND DEBARMENT

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

ARTICLE A27
ADDITIONAL PROVISIONS

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

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

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

A27.3 The offeror certifies, by submission of this proposal or acceptance of this contract, that the CONTRACTOR understands and shall comply with Build America, Buy America (BABA) Act requirements mandated by Section 70901 of Title IX of the Infrastructure Investments and Jobs Act of 2021, Public Law 117-58, and subsequent statutes mandating domestic preference, as applicable. This shall be referred to as BABA.

a. The CONTRACTOR is responsible for understanding BABA definitions for iron and steel, manufactured products, and construction materials.

b. The CONTRACTOR is responsible for understanding funding agency manufacturer certification letter requirements.

A27.4 During development of the design, the CONTRACTOR shall:

a. Provide the CONTRACTING AGENCY with an engineer's estimate that includes BABA compliant materials and a separate engineer's estimate that is not restricted to BABA compliant components for the purpose of evaluating the additional financial burden of BABA compliance. The BABA estimate cannot be produced by applying a percentage increase to the non-BABA estimate. The BABA estimate shall be based on market research, data from manufactures, and/or product specific manufacturer certification letters.
b. Only specify brand name products when they are inherent to the design or local conditions/parts availability in the region where the project will be constructed. Provide justifications for the inclusion of specific make/model products in the design specifications and on drawings/plan sets.
c. Obtain a manufacturer's certification letter (MCL) (see Letter Templates A, B, and C below) for any product(s) specified by brand name in the plans and specifications in order to verify the product(s) comply with BABA. The MCLs shall be included in official design documents and may be included in solicitations for a Construction Manager (CM) or General Contractor (GC).
d. Provide detailed performance specifications rather than brand name products to allow the CM or GC to find available products that meet the design and BABA compliance requirements.
e. Identify and "tag" each product in the specification book and throughout drawings and plan sets by their BABA category: Iron and Steel, Manufactured Product, or Construction Material.
f. Provide, as part of the design, a de minimis plan identifying which products most likely need to be included in the de minimis waiver for the project.
g. Identify items in the design that are subject to existing blanket waivers. Link any products in the design with associated blanket waivers.
h. Provide adequate documentation and justifications for any design components that cannot be domestically sourced to the CONTRACTING AGENCY to support a non-availability waiver.
i. Answer any questions that arise from potential CM/GC bidders about BABA compliance related to the design.

A27.5 When acting as the Construction Administrator for the CONTRACTING AGENCY, the CONTRACTOR shall:

a. Host a pre-construction meeting between the CONTRACTOR, the CM or GC, and the CONTRACTING AGENCY to clarify roles and responsibilities pertaining to BABA.
b. Establish an online Master Tracker to act as the sole resource for tracking BABA compliance and de minimis expenses for the project. The CONTRACTOR shall maintain the tracker and provide read-only access to the CONTRACTING AGENCY and the CM/GC.
c. Maintain an organized record of BABA compliance, including the Master Tracker, all MCLs, invoices, clear on-site photos (include description, specific location, date and photographer), approval letters, and other documentation to support assessment of BABA compliance in real-time and be prepared for compliance inspections, audits, or verifications.
d. Review all procurement requests and ensure an MCL (see Letter Templates A, B, and C below) is obtained for every item purchased for the project by CM/GC or the CONTRACTING AGENCY. For each request, the CONTRACTOR shall provide a signed cover letter indicating the compliance status of each requested product. A copy of the compliance status cover letter shall be kept in the BABA compliance records along with all other associated procurement records.
e. Review substitution requests provided by the CM/GC to determine compliance with the approved design and BABA. Issue recommendations for the CONTRACTING AGENCY to approve/reject substitution requests.
f. Notify the CONTRACTING AGENCY anytime there is a need to add products to the de minimis list, or if the limit of the de minimis waiver is at risk of being exceeded.
g. Notify the CONTRACTING AGENCY anytime a project specific MCL is difficult to obtain and discuss alternative methods for documenting BABA compliance.
h. Perform site inspections to verify that material delivery tags and physical products used in construction match the approved MCLs. In instances where unapproved or non-BABA compliant materials are observed, the CONTRACTOR shall immediately notify the CONTRACTING AGENCY.
i. Provide the CONTRACTING AGENCY with adequate justification and documentation needed for the CONTRACTING AGENCY to seek waivers.
j. Review monthly billing invoices from the CM/GC to ensure that all materials purchased have associated MCLs. The CONTRACTOR shall make a recommendation to the CONTRACTING AGENCY regarding payment of the invoice, or alert the CONTRACTING AGENCY of the presence of non-compliant products.
k. Submit all final compliance documentation to the CONTRACTING AGENCY at the end of project.

Manufacturer Certification Letter Template A: Iron and Steel

[MANUFACTURER LETTERHEAD]

DATE: [Date]

SUBJECT: Build America, Buy America (BABA) Act Certification

PROJECT NAME: [Full Project Name]

PROJECT LOCATION: [City, State]

PROJECT/CONTRACT #: [Insert Number]

To Whom It May Concern:

I, [Company Representative], certify that the initial melting, reheating, refining, forming, rolling, drawing, finishing, fabricating, coating, and assembly of the following iron/steel products and/or materials shipped/provided to the above referenced project are in full compliance with the **Build America, Buy America (BABA)** provisions of the Infrastructure Investment and Jobs Act (IIJA), Pub. L. No. 117-58, §§ 70901-52.

1. Product Information (Note: PSC Codes can be found at www.acquisition.gov/psc-manual)

Item / Product Name	Model / Part Number / Product Description	Product Service Code	NAICS Code
[e.g., I-Beam]	[e.g., W8”x31# Carbon Steel A36 Hot Rolled]	[PSC #]	[NAICS #]
[e.g., Reinforcing Steel]	[e.g., Grade 60 Rebar]	[PSC #]	[NAICS #]

2. Manufacturing Location

The product manufacturing process(es) for these products occurred at the following domestic facility:

1. **Initial Melting Location:** [Facility Name, City, State, Zip Code]
2. **Bending/Cutting Location:** [Facility Name, City, State, Zip Code]
3. List out each step taken by a different manufacturer or producer

3. Compliance Statement

By signing this letter, [Manufacturer Name] acknowledges and certifies that all manufacturing processes for the **iron/steel products** listed above, from the initial melting stage through the application of coatings, occurred in the United States.

We understand that this information will be used to document compliance with federal grant requirements. Should any of the above information change, we will notify the contractor and/or project engineer immediately.

Authorized Signature: _____
Printed Name: [Name]
Title: [e.g., Quality Manager / VP of Operations]
Email: [email address]
Phone: [phone number]

Manufacturer Certification Letter Template B: Manufactured Products

[MANUFACTURER LETTERHEAD]

DATE: [Date]

SUBJECT: Build America, Buy America (BABA) Act Certification

PROJECT NAME: [Full Project Name]

PROJECT LOCATION: [City, State]

PROJECT/CONTRACT #: [Insert Number]

To Whom It May Concern:

I, [Company Representative], certify that the manufactured product(s) and materials listed below, which are being shipped/provided to the above-referenced project, are in full compliance with the **Build America, Buy America (BABA)** provisions of the Infrastructure Investment and Jobs Act (IIJA), Pub. L. No. 117-58, §§ 70901-52. This/These product(s) meet(s) the 55 percent component cost test, where the cost of components that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components; and final manufacturing occurred in the United States.

1. Product Information (Note: PSC Codes can be found at www.acquisition.gov/psc-manual)

Item / Product Name	Model / Part Number	Product Service Code	NAICS Code
[e.g., Series 5 Flow Valve]	[e.g., SKU-12345]	[PSC Code]	[NAICS Code]
[e.g., Grinder Pump]	[e.g., SKU-12345]	[PSC Code]	[NAICS Code]

2. Manufacturing Location(s)

The final manufacturing process for these products occurred at the following domestic facility/facilities (list all):

1. **Facility Name:** [Name of Factory/Mill], **Address:** [City, State, Zip Code]
2. **Facility Name:** [Name of Factory/Mill], **Address:** [City, State, Zip Code]

3. Compliance Statement

By signing this letter, [Manufacturer Name] acknowledges and certifies the above listed manufactured product(s) was/were manufactured in the United States, and the cost of the components mined, produced, or manufactured in the United States exceeds **55%** of the total cost of all components.

We understand that this information will be used to document compliance with federal grant requirements. Should any of the above information change, we will notify the contractor and/or project engineer immediately.

Authorized Signature: _____
Printed Name: [Name]
Title: [e.g., Quality Manager / VP of Operations]
Email/Phone: [Contact Info]

Manufacturer Certification Letter Template C: Construction Materials

[MANUFACTURER LETTERHEAD]

DATE: [Date]

SUBJECT: Build America, Buy America (BABA) Act Certification

PROJECT NAME: [Full Project Name]

PROJECT LOCATION: [City, State]

PROJECT/CONTRACT #: [Insert Number]

To Whom It May Concern:

I, [Company Representative], certify that the non-ferrous materials listed below, which are being shipped/provided to the above-referenced project, are in full compliance with the **Build America, Buy America (BABA)** provisions of the Infrastructure Investment and Jobs Act (IIJA), Pub. L. No. 117-58, §§ 70901-52. Each manufacturing process required for the manufacture of the construction material and the inputs of the construction material occurred in the United States, per OMB Guidance 2 CFR 184.6.

1. Product Information (Note: PSC Codes can be found at www.acquisition.gov/psc-manual)

Item / Product Name	Model / Part Number / Product Description	Product Service Code	NAICS Code
[e.g., 2x4 pine]	[e.g.,]	[PSC Code]	[NAICS Code]
[e.g., Drywall]	[e.g.,]	[PSC Code]	[NAICS Code]

2. Manufacturing Location

The final manufacturing process for these products occurred at the following domestic facility/facilities (list all):

1. **Facility Name:** [Name of Factory/Mill], **Address:** [City, State, Zip Code]
2. **Facility Name:** [Name of Factory/Mill], **Address:** [City, State, Zip Code]

3. Compliance Statement

By signing this letter, [Manufacturer Name] acknowledges and certifies the manufacturing processes for the above listed construction materials occurred in the United States as defined in **2 CFR § 184.6**.

We understand that this information will be used to document compliance with federal grant requirements. Should any of the above information change, we will notify the contractor and/or project engineer immediately.

Authorized Signature: _____
Printed Name: [Name]
Title: [e.g., Quality Manager / VP of Operations]
Email/Phone: [Contact Info]

§ 184.6 Construction material standards.
The Buy America Preference applies to the following construction materials incorporated into infrastructure projects. Each construction material is followed by a standard for the material to be considered "produced in the United States."

(1) ***Non-ferrous metals***. All manufacturing processes, from initial smelting or melting through final shaping, coating, and assembly, occurred in the United States.

(2) ***Plastic and polymer-based products***. All manufacturing processes, from initial combination of constituent plastic or polymer-based inputs, or, where applicable, constituent composite materials, until the item is in its final form, occurred in the United States.

(3) ***Glass***. All manufacturing processes, from initial batching and melting of raw materials through annealing, cooling, and cutting, occurred in the United States.

(4) ***Fiber optic cable (including drop cable)***. All manufacturing processes, from the initial ribboning (if applicable), through buffering, fiber stranding and jacketing, occurred in the United States. All manufacturing processes also include the standards for glass and optical fiber, but not for non-ferrous metals, plastic and polymer-based products, or any others.

(5) ***Optical fiber***. All manufacturing processes, from the initial preform fabrication stage through the completion of the draw, occurred in the United States.

(6) ***Lumber***. All manufacturing processes, from initial debarking through treatment and planing, occurred in the United States.

(7) ***Drywall***. All manufacturing processes, from initial blending of mined or synthetic gypsum plaster and additives through cutting and drying of sandwiched panels, occurred in the United States.

(8) ***Engineered wood***. All manufacturing processes from the initial combination of constituent materials until the wood product is in its final form, occurred in the United States.

STATEMENT OF SERVICES

APPENDIX B

VSW Project No: 27-VSW-MOU-022
Date Prepared: 11/4/2026

Mountain Village Lower Loop Drinking Water Distribution Improvements Design

ARTICLE B1 ADMINISTRATIVE REQUIREMENTS

1.1 – General

The Contractor shall provide services as identified and authorized by sequentially numbered Notices to Proceed (NTP). The Contractor shall not perform services or incur billable expenses except as authorized by an NTP.

1.2– Definitions and Project Responsibilities

Definitions

Roles and definitions relevant to this Agreement are described in General Conditions, Appendix A, Article A1 Definitions. Additional roles and definitions are as follows:

Builder - An individual, organization, or company under contract with the Department for construction of a project in accordance with the construction contract documents.

Builder Contract - The written agreement between the Department and the Builder setting forth the obligations of the parties and covering the Work to be performed by the Builder.

Community – The general area where the construction work is to be performed.

Utility Owner – The entity which owns and is responsible for the operation and maintenance (O&M) of the Community's water and sanitation infrastructure.

Construction Administration – The act of the Contractor overseeing the Builder during construction as outlined in the Contract, ensuring construction matches the design, budget, and timeline by managing communication, documents, and quality.

Contract – The written agreement between the Department and the Contractor setting forth the obligations of the parties and covering the Work to be performed. References to "Agreement" mean "Contract."

Contractor Schedule – The detailed project schedule developed by the Contractor matching the Department's estimated project schedule provided in this solicitation (see section 1.6). The Contractor Schedule, once approved by the Contract Manager, becomes an important project management tool to track progress.

Contractor Staff - An official list of staff employed by, or subcontracted by, the Contractor who are approved to work on the project by the Department.

Department – The Alaska Department of Environmental Conservation's Village Safe Water (VSW) Program. References to "Contracting Agency" mean the Department.

Environmental Analyst – The Department's environmental staff, responsible for ensuring environmental and cultural resource compliance of all Department projects.

Project Manager – The Contractor's lead professional engineer (P.E.) in responsible charge of managing the Work and directly answerable for the required services. References to "Contractor's Manager" mean Project Manager.

Offeror – An engineering firm responding to this solicitation issued by the Department.

Work – Work is the act of, and the result of, performing services, furnishing labor, furnishing and incorporating materials and equipment into the project and performing other duties and obligations, all as required by the Agreement. Such Work, however incremental, will culminate in the entire completed project, or the various separately identifiable parts thereof.

Project Responsibilities and Lines of Communication:

1. The Department's Contract Manager or designee shall be the Contractor's primary point of contact. The Contractor shall not communicate directly with other Department personnel or the Builder without Contract Manager approval.
2. The Contractor shall raise all contractual matters in a timely manner to the Contract Manager.
3. The Contractor shall provide all necessary project information to the Department's Environmental Analyst to ensure that all environmental and cultural resource compliance issues are addressed.

1.3 – Minimum Qualifications

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

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

1.4 – Contractor Staff

All services under this Agreement must be performed by or under the direct supervision of the following individuals. Replacement of, or addition to, the Contractor Staff named below shall be accomplished only by contract amendment.

Name	Project Responsibilities

1.5 – Project Location and Travel

The project location is Mountain Village, Alaska. Travel under the Agreement shall be in accordance with the State's travel policies AAM 60 Travel. Travel must be pre-approved by the Contract Manager.

1.6 – Project Schedule

The project schedule set out in the table below represents the Department's best estimate of the expected project timeline and end date.

The Contractor shall produce and submit a detailed project schedule, the Contractor Schedule, in a format acceptable to the Contract Manager, such as a Gantt Chart or similar to help keep the project on schedule and in alignment with the schedule detailed within the Contract. The project schedule shall incorporate all required project

deliverables, illustrating task sequences, durations, and dependencies. The Project Manager shall submit the detailed project schedule to the Contract Manager for review and approval within 2 weeks after NTP 1 is signed. Once approved, the detailed project schedule shall be regularly referenced during project meetings to confirm the project remains on schedule. Anytime it is identified that the project is off schedule from the schedule established in the Contract, the Contract Manager will determine if a Contract amendment or other corrective action is necessary.

Event/Deliverable	Estimated NTP Issuance and Time to Complete
Issue NTP 1 for Task 1 - Engineering Design and Specification Development Deliverables: 1.1 Design Review Meetings, Community Engagement, Comment Tracking and Resolution Deliverables 1.2 Preliminary Design Technical Memo Deliverables 1.3 Design Analysis Report (DAR) Deliverables 1.4 35% Design Deliverables 1.5 65% Design Deliverables 1.6 Environmental Assessment Deliverables 1.7 95% Design Deliverables 1.8 100% Design Deliverables 1.9 Permitting Deliverables 1.10 Bid Documents and Assistance During Bidding Deliverables Approval to Construct (ATC)	Estimated NTP Issuance: February 1. 2027. Time to Complete: 21 months.
Issue NTP 2 for Task 2 - Engineering Services During Construction and Closeout/Warranty Deliverables: 2.1 Field Services to Direct Construction 2.2 Closeout and Warranty Deliverables	Estimated NTP Issuance: October 31, 2028. Time to Complete: 24 months
Project Completion Date	Project End Date: October 31, 2030.

1.7 – General Standards

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

1.8 – Unit of Measure

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

1.9 – Professional Registration

All reports, plans, specifications, estimates and similar work products provided by the Contractor shall be prepared by or under the direct supervision of the Professional Engineer (P.E.) registered in the State of Alaska in responsible charge of delivering the Statement of Services. The Project Manager for the Contractor shall be registered in the State of Alaska and they shall sign, seal and certify as to the accuracy of each final work product for which they are responsible.

1.10 – Billing Reports

The Contractor shall provide a two-page (typical) report with each monthly invoice for months in which services are performed. The billing report shall specifically describe the services and other items for which the invoice is submitted and shall estimate the percentage of the services are complete on a per contract task or invoice line-item basis. Any delayed costs from prior billing periods that are included in the current billing period must be clearly explained in the report.

1.11 – Correspondence

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

1.12 – Documents and Reports Electronically Submitted

When required under the Contract, electronic submissions of documents and reports shall be provided electronically as PDFs. The PDFs shall be prepared ready for printing with solid black letters on white, 8.5 inch x 11 inch bond or "Xerox Copy" paper. Other size paper may be used for illustrations if they can be folded to 8.5 inch x 11-inch size.

1.13 – Original Prints and Printed Copies of Documents and Reports

The Contractor shall print and mail hardcopies of each design submittal deliverable to the below recipient list. The Contractor shall mail copies with enough lead time to allow for review prior to any meetings or other project milestones. The Contractor is responsible for confirming the mailing address. The Contractor shall confirm receipt of mailed copies in writing.

Recipient Name	Number of Copies
City of Mountain Village PO Box 32085 Mountain Village, AK 99632	2

Printed versions of documents or reports shall be printed on both sides of the paper. However, cover pages and pages with approved illustrations, multicolored graphics, or photographs shall be printed on one side of the page only. All copies shall be bound. Hardcopies shall be submitted to the Department and any recipients on white 8.5 inch by 11 inch bond or "Xerox Copy" paper. Drawings/Maps/Illustrations may be printed on 11 inch x 17 inch paper and folded to 8.5 inch x 11 inch size. Documents and reports shall have no black and white photographs, color photographs, or multicolored graphics except as specifically approved by the Department. Original copies of final documents and reports shall be submitted to the Department electronically for a check before printing.

1.14 – Page Numbers

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

1.15 – Covers

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

a. Name of document or report.
b. Date.
c. Indicate whether draft or final.
d. Project Name.
e. State and Federal Project Number(s).

f. Prepared for: Department of Environmental Conservation, Village Safe Water Program.
g. Prepared by: Project Manager name, CONTRACTOR name.
h. Map and/or picture of project area.

1.16 – Contractor Name on Plan Sheets and Documents

No Contractor logos shall be allowed on any electronic or hard copy document produced for the Department. The Contractor company name shall be included in the box above or below the Project Manager's seal on each plan sheet. Documents produced for the Department shall include the Contractor's company name at the bottom right of the first page, cover sheet or title sheet only. Contractor letterhead shall be allowed only as exhibits in document appendices. The Contractor name shall be in the same font as other lettering on the plan sheet or document, shall be 1/6" or less in height on 11"X17" plan sheets, and shall be in the following format:

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

1.17 – Draft Plans, Maps, and Plats

Draft versions of Plans, Maps, and Plats shall be submitted to the Department and Community electronically in PDF format.

Draft Plans, Maps, and Plat documents shall be provided to the Community and the Tribal Health Corporation (when one exists) both electronically and printed with solid black ink on 11x17 inch bond paper, or ANSI D size, 22 inches by 34 inches, when specified in the Contract or where the larger size printing is required for legibility.

1.18 – Engineering Drafting and Final Plan Sets

Design submittal plan sets shall be provided electronically to the Department and Community as PDF and AutoCAD (current version) or DXF files, and either shapefile or geodatabase file. These files shall be transferred to the Department and Community via Alaska ZendTo or via a Contractor-supported file sharing service.

Right-of-Way Base Maps and the Right-of-Way Maps shall be submitted to the Department with the scale and layout specified by the Department. Final Right-of-Way Base Maps and Right-of-Way Maps shall be submitted as signed PDF files. Parcel Plats shall be submitted as PDF files with a scale that presents the information legibly and clearly in the Department's standard American National Standards Institute (ANSI) D format. A title block and border drawing file will be supplied by the Department for the Parcel Plats.

The Contractor shall submit final hardcopy record drawings at the conclusion of the project to: 1) the Department, 2) the Community, and 3) the relevant Tribal Health Corporation in ANSI D format. These printed hardcopies shall be submitted in addition to the electronic submissions of the record drawings.

1.19 – Specifications and Estimates

Specifications and Estimates shall be submitted electronically as PDFs formatted for easy printing with solid black letters that are single spaced on white, 8.5 inch x 11-inch bond or "Xerox Copy" paper. Specifications and estimates shall contain no graphics and no photographs except as specifically approved by the Department.

1.20 – Revisions

The Engineer shall modify work products in response to direction from the Department. Corrections,

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

1.21 – Errors and Omissions

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

1.22 – Review Meetings and Community Meetings

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

For all Community meetings, whether in-person or virtual, the Contractor is responsible for all Audio/Visual (AV) materials required to help communicate the project details to the Community, including printed documents or projection and presentation materials. The Contractor is responsible for knowing the unique needs and limitations of the community.

1.23 – Comment Resolution

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

1.24 – Contractor Estimate

The Contractor shall provide their best construction cost estimate at each level of design (35%, 65%, etc.), incorporating any impacts from the Build America, Buy America (BABA) Act or the American Iron and Steel (AIS) provision requirements, see RFP Appendix A General Conditions Article 27 Additional Provisions for more detail. The Contractor shall not release any information pertinent to the Contractor's estimate without the prior written authorization by the Department.

- The BABA Act applies to this project.
- The AIS provision applies to this project.

Refer to the attached Build America, Buy America (BABA) Compliance Roles and Responsibilities attachment for additional detail regarding the specific BABA-compliance roles of the Contractor, the Builder, and the Contracting Agency throughout the different phases of design and construction.

1.25 – Cost Effective Design

When developing the design, the Project Manager shall advise the Department of any cost-effective solutions such as minimum or desirable design criteria.

1.26 – Specifications

The Contractor shall not specify sole source materials unless the Department first obtains a sole source approval. The Contractor shall not specify brand name materials unless a minimum of three (3) are named. In such cases where explicit brands/materials are included in the Contractor's specifications, the language "or Department approved equivalent" shall be included.

1.27 – Attachments

1. The following are attached to the RFP:
   - Build America, Buy America (BABA) Compliance Roles and Responsibilities.
   - BABA CA Submittal Review Cover Sheet.
   - Community Water Sewer Improvements Contact List.
   - VSW Basic Plan Set Requirements.
   - VSW Design Analysis Report Table of Contents.
   - VSW Environmental Review Surveys (65% Design Stage, and 95% Design Stage).
   - VSW Estimate Template.
   - VSW Fee Worksheet.
   - VSW Final Project Report Template.
2. The following attachments will be sent to offerors via ZendTo:
   - 2026 Mountain Village Water and Sewer PER Final
   - 2019 Upper Loop and Middle Pumphouse Record drawings
   - 2018 Upper Loop and Middle Pumphouse Record drawings
   - 2016 PER for the City of Mountain Village, KAE
   - 2015 Lift Station 3, KAE
   - 2015 3 Sanitary Lift Station Record Drawings, KAE
   - 2014 W&S Service to 8 Lots, KAE
   - 2013 95% Mid & Upper Pumphouse Improv & HSM Discharge Piping Relocation, CE2
   - 2010 W&S Facility Study Figures, KAE
   - 2011 Amendment to the 2002 Water and Sewer Feasibility Study, KAE
   - 2009 Scattered Services Record Drawings
   - 2006 Overall Utility Mapping, CE2
   - 2006 Replacement Watermain Record Drawings, CE2
   - 2005 Middle Pumphouse Upgrade W&S Services Record Dwgs, CE2
   - 2005 Middle Pumphouse Mechanical Improvements, CE2
   - 2004 Tribal Housing W&S Services Record Drawings, CE2
   - 2003 WW System Modifications Record Drawings, CE2
   - 2002 Mountain Village 2002 WS Feasibility Study
   - 1998 MISC W&S Improvements As-builts, CE2
   - 1996 Mid-Town East End W&S Improvements As-builts, CE2
   - 1995 Misc W&S Improvements, CE2

ARTICLE B2 BACKGROUND & SCOPE OF SERVICE

Background:
Mountain Village (community) is a 2nd Class City on the north bank of the Yukon River, approximately 20 miles west of St. Mary's and 470 miles northwest of Anchorage at 62.0856° N latitude and 163.7294° W longitude. It is at the foot of the 500' Azachorok Mountain, the first mountain encountered by those traveling up the Yukon River. The community covers approximately 4.3 square miles of land. The community falls within the transitional climate zone, characterized by tundra interspersed with boreal forests, and weather patterns of long, cold winters and shorter, warm summers. The Lower Yukon is ice-free from mid-June to October.

Currently 597 people reside in Mountain Village, a Yup'ik community with traditional subsistence practices. Commercial fishing and fish processing provide income. In the past, the community was a summer fish camp until the opening of a general store in 1908. This prompted residents of Liberty Landing and Johnny's Place to immigrate. A Covenant Church missionary school was also built in that same year. A post office was established in 1923, followed by a salmon saltery in 1956 and a cannery in 1964. All three have since ceased operating. The city government was incorporated in 1967. Mountain Village became a regional education center in 1976 when it was selected as headquarters for the Lower Yukon School District.

A summer road links Mountain Village to Pitka's Point, Andreafsky, and St. Mary's. The community is accessible by riverboat or barge. A state-owned 3,500' long by 75' wide gravel airstrip is available, and floatplanes land on the Yukon River. In the winter, passengers, cargo, and mail are flown in by plane. Snow machines and skiffs are used for local transportation.

Sanitary Sewer System:
The City of Mountain Village owns and operates a centralized-piped sanitary sewer system that serves the community and the system is maintained by ADEC-certified local operators. Classified as a Wastewater Collection Class 1 facility, this infrastructure provides a modern alternative to the "honey bucket" or haul systems found in many neighboring communities, serving approximately 200 households along with the school, clinic, and city offices. Due to the village's location on a hillside above the Yukon River, the system leverages a network of gravity sewer mains to collect and convey waste to one of three lift stations positioned along the riverbank. These stations then pump the sewage through a force main to a community treatment site located roughly one mile west and downstream of the town. Treatment is conducted within a facultative lagoon system, where natural aeration and sunlight break down the waste. Final effluent is discharged into the wetlands adjacent to the Yukon River, operating in strict compliance with state environmental permits for evaporation and discharge.

Water System:
The first water mains in Mountain Village were constructed in the early 1970s. Since then, the community has gradually expanded its water and sewer systems in response to population growth and the availability of funding. System additions have occurred periodically over the decades. Since the system's start-up in 1972, the community has experienced recurring water shortages most often during winter months due to seasonally reduced aquifer recharge, as well as frequent water main and service line breaks. These service line failures have become more common as the system has aged. The public water system is owned and operated by Mountain Village. The current system includes several wells, three large water storage tanks, water pump buildings, chlorination buildings, underground pipes, and flush hydrants. The city was developed on a south facing slope (north bank of the Yukon River). Ground elevation increases significantly with distance from the river. The water distribution system is divided into two pressure zones identified as the Upper Loop and Lower Loop.

Lower Loop:
The Lower Loop includes the Cannery Wellhouse, 2016 Well #6, 2003 Well, 1975 Cannery Well, and the 150,000-gal Middle Tank. The Lower Loop also has low water pressure, which at the Middle Pump House was fourteen pounds per square inch (psi) during a past site visit. Initial construction of the Lower Loop was completed in the 1970s, with PVC materials.

Upper Loop:
The Upper Loop provides water to areas higher up the slope (farther from the river) and includes the Upper Pump House, Well House #2, 100,000-gal Upper Storage Tank, and 150,000-gal Upper Storage Tank. Middle Pump House: is centrally located, maintaining circulation to the Lower Loop and controlling the distribution of water between the Upper and Lower Loops.

Lower Loop Water Pressure:
The Lower Loop distribution recirculation network lacks sufficient pressure. During a site visit by the firm that developed the PER, the water pressure on the return side of the circulation loop was 14 psi. This is significantly less than the 20-psi required by DEC. The water pressure is limited by the placement of the Middle Tank, which is located 450 feet northwest of the Middle Pump House. The ground elevation of the Middle Tank is only twelve feet higher than the Middle Pump House. With a 20-foot tank height, water pressure equates to about 14 psi at the pump house and the lower loop customers have been on Boiled Water Notice.

Water System Lower Loop PVC materials:
The Lower Loop system was originally constructed using PVC pipe materials in the 1970s. The PVC water mains and service saddles are increasingly susceptible to breakage due to freezing. These lines have a history of freeze-ups and breakage during the winter months. Over the course of the last 20 years several replacement projects have replaced portions of the PVC water mains, yet areas of the Lower Loop retain PVC components. Currently, approximately 4,800 feet of four-inch PVC water line remains in service. This estimate was based on as-built information documented with the 2018 PVC water main replacement project.

Preliminary Engineering Report:
The Water and Sewer Service Deficiency Improvements Preliminary Engineering Report (PER) for the City of Mountain Village was finalized by KUNA in June 2026. In this document, the city chose the Pump House Reconfiguration option, Alternative 3, to improve water pressure in the Lower Loop. This alternative recommends reconfiguring the Middle Pump House to improve hydraulic performance and increase water pressure in the Lower Loop, including modifications to internal piping, installation of new control valves, replacement of existing pumps with VFD units, and upgrades to the electrical and control systems to optimize water pressure management.

The city also picked the Replacement of the Water Main option, Alternative 2. This alternative recommends replacing approximately 5,500 linear feet of six-inch water mains with HDPE arctic water line and installing eight new flush hydrants. The replacement would follow the alignment of existing mains and maintain current service connections to minimize construction disturbance.

Scope of Service:
On behalf of the Community, the Department is soliciting a Request for Proposals (RFP) for a Contractor to design Middle Pump House Improvements and replace the water main per the recommended alternatives in the attached preliminary engineering report (PER). This work shall include design of:

- Design 1 - Reconfigure the Middle Pump House to improve hydraulic performance and increase water pressure in the Lower Loop distribution line.
- Design 2 - Replace approximately 5,500 linear feet of six-inch HDPE arctic water line and install eight new flush hydrants.

The project is divided into two (2) distinct tasks, each task with an associated NTP as follows:

- Task 1 (NTP 1): Engineering Design and Specification Development – Method of Payment is Fixed Price
- Task 2 (NTP 2): Engineering Services During Construction and Closeout/Warranty – Method of Payment is Time and Expenses (T&E)

The method of payment varies by Task and NTP as shown above. For more information about the methods of payment, see Appendix C, exhibit c-1.

The Department may terminate the contract after completion of all tasks associated with NTP 1. In this scenario, NTP 2 for Construction Administration, Engineering Services, and Closeout/Warranty would not be issued.

Task 1 – Engineering Design and Specification Development

The Contractor shall develop the design and specifications for the items described in the scope of service description. The process has been broken down into the following tasks.

Task 1.1 – Design Review Meetings, Community Engagement, Comment Tracking, and Resolution:

A VSW design review team shall review each design level submittal. The Contractor shall organize and lead all design review meetings. To expedite the design, comments will be incorporated concurrently with design work. Design production schedule is critical. The Contractor shall respond to and incorporate design review comments as follows:

1. The Contract Manager will develop and share a project-specific comment tracking spreadsheet with the Contractor. Each round of review will proceed as follows:
    a. The Contractor shall submit (updated) design documents to the Contract Manager at least (2) two weeks prior to any meeting with the Community/Utility Owner or VSW design review team.
    b. The VSW Contract Manager shall circulate the design and comment tracker to relevant DEC offices, the Utility Owner, Tribal Health Corporation, and other relevant bodies for their review.
    c. The Department shall provide the Contractor with a list of compiled comments, a minimum of two (2) days before each review meeting or Community/Utility Owner meeting.
    d. The Contractor shall provide preliminary responses to the comments in the comment tracker before the review meeting to facilitate expeditious review.
    e. The Contractor shall ensure documentation of comments received during the review meeting or Community/Utility Owner meeting and shall enter them into the comment tracker.
    f. The Contractor shall enter responses to each comment within the comment tracker, articulating how the comment will be resolved.
    g. The Contractor shall work to revise the design pursuant to design review meeting determinations and incorporate changes as reflected in the comments and responses in the next design level submittal.
2. At the Design and Analysis Report and 35% Design stage, the Contractor shall facilitate an in-person / presentation to the Community and the Department.
3. At the 65% Design stage the Contractor shall facilitate / virtual design presentation to the Community and the Department. At the Department's discretion, the 65% design review may include 3rd party design review of process, Civil, Mechanical, Electrical, Control, Structural, and Architectural Plans, Design Drawings, and Specifications. Any questions or concerns generated during this meeting shall follow the above procedures a. through g.
4. At the 95% Design stage, the Contractor shall facilitate / virtual design presentation to the Community and the Department. At the Department's discretion, the 95% design review may include 3rd party design review of Civil, Mechanical, Electrical, Control, Structural, and Architectural Plans, Design Drawings, and Specifications. The Contractor shall describe any issues with plan review or permitting and provide recommendations on how to solve such issues.

Task 1.1 Deliverables – Review Meetings

Document Type	Format
Comment Tracker with Responses	Emailed Link to Microsoft Excel Document
Design Review Meeting Visuals	Maps/Figures or Digital Presentation

Task 1.2 – Preliminary Design Technical Memo:
A technical memo is not currently needed. The Department may amend the contract to include a Technical Memo.

Task 1.2 Deliverables – Technical Memo

Document Type	Format
Technical Memo	Emailed PDF

Task 1.3 – Design Analysis Report (DAR):
The Contractor shall prepare and finalize a DAR following the attached VSW DAR table of contents. The DAR will further develop a conceptual design for the selected alternative in the PER by analyzing and documenting the design approach, design requirements, and construction considerations. The DAR shall address the following items and other design issues.

1. -Middle Pump House:
    a) Improve hydraulic performance and increase water pressure in the Lower Loop.
    b) Maintain a minimum pressure of 20 psi in the Lower Loop under all required operating conditions. Target 30 to 60 psi where practical, while avoiding excessive pressure at lower elevation services.
    c) Provide Lower Loop booster pumps sized for peak demand, required discharge pressure, and calculated total dynamic head.
    d) Include VFDs to maintain stable Lower Loop pressure, reduce pressure surges, limit pump cycling, and improve operating flexibility.
    e) Evaluate need for pressure tanks or hydropneumatics tanks to provide short term pressure buffering, reduce pump cycling, and improve pressure stability.
    f) Utilize check valves, PRV valves where required, and control and isolation valves.
2. Water Main:
    a) Install approximately 5,500 linear feet of six-inch HDPE Arctic waterline and eight new flush hydrants.
    b) The newly installed six-inch HDPE Arctic waterline will follow the alignment of the existing water main and maintain current service connections where it is feasible to minimize construction disturbance.
    c) Perform limited-service reconnections, fittings, and appurtenance work as needed to reconnect existing services to the new main and do not fully replace the service lines.
    d) Abandon existing PVC water mains in place.
    e) Flush hydrants will be spaced to meet fire department requirements.
3. DAR Appendices:
    a) Trip Reports.
    b) Geotechnical Findings and Recommendations, where applicable.
    c) Outline Specifications using appropriate Construction Specifications Institute (CSI) MasterFormat Divisions.
    d) Detailed Cost Estimates.

Task 1.3 Deliverables – DAR:

Document Type	Format
Draft DAR	Emailed PDF
Final DAR	Emailed PDF
Final DAR	Mailed Hardcopies - See section 1.13

Task 1.4 – 35% Submittal:
The Contractor shall provide the following submittals at the 35% design level.

1. 35% design plans addressing the primary elements of the project, including, where applicable, the following design sheets:
    - Site Plan.
    - Survey Information.
    - Soils Information.
    - Conceptual Layout.

- System Schematics
    - Plan and Profile views, where applicable.
    - Design criteria.
    - Standard details.
- Conceptual Mechanical, if required.
- Conceptual Electrical, if required.
- Conceptual Process, if required.

Task 1.4 Deliverables – 35% Submittal

Document Type	Format
Draft Design Drawings	Emailed PDF
Draft Design Drawings	Mailed Hardcopies - See section 1.13
Draft Specifications	Emailed Microsoft Word Document
35% Design Stage Cost Estimates	Emailed PDF
Updated Comment Tracker & Responses	Emailed link to Microsoft Excel Document

Task 1.5 – 65% Submittal:

The Contractor shall provide the following submittals at the 65% design level.

1. Draft plans and specifications conforming to the attached VSW Basic Plan Set Requirements. The 65% submittal shall include the following:
    - All sheets shall be included in the 65% design.
    - The Survey, Civil, Architectural, Structural, and Process sheets shall be substantially complete.
    - The Mechanical, Electrical, and Control sheets may be less advanced and may still require coordination.
2. The 65% submittal shall be in draft form at this stage and shall include draft Division 01 General Requirements (per CSI MasterFormat standard).
3. VSW 65% Environmental Review Survey: The Contractor shall produce and submit a report responding to the 65% Environmental Survey (see RFP Attachments). This report shall specifically relate to the design that will be constructed in Task 2. The report shall be submitted to the Contract Manager and the Environmental Analyst.
4. Identify construction permitting associated with project, to include:
    - General Construction Discharge Permit and Storm Water Pollution Prevention Plan.
    - Fire Marshall Review.
    - ADEC Water and/or Wastewater Plan Review.
    - US Army Corps of Engineers (USACE) Permit.
    - Any other relevant construction permits.
5. Draft procurement packages for:
    - Builder.
    - Other long lead elements.
6. 65% design cost estimates for the following:
    - Capital costs,
    - Operations and maintenance costs.
7. Draft estimated construction schedule highlighting task interdependencies and a critical path.

Task 1.5 Deliverables – 65% Submittal

Document Type	Format
65% Draft Design Drawings	Emailed PDF
65% Draft Design Drawings	Mailed Hardcopies - See section 1.13
65% Draft Specifications	Emailed Microsoft Word
VSW 65% Environmental Review Survey Report	Emailed PDF
Draft Estimated Construction Schedule	Emailed PDF or Approved Format
65% Design Stage Cost Estimate	Emailed PDF
Updated Comment Tracker Responses	Entries to Microsoft Excel Document

Task 1.6 – Environmental Assessment:

An Environmental Assessment (EA) is not always required and is therefore not included in the base contract. The

Department may amend the contract to include an EA if deemed necessary by the Environmental Analyst.

Task 1.6 Deliverables – Environmental Assessment

Document Type	Format
Environmental Assessment	Emailed PDF

Task 1.7 – 95% Submittal:

The Contractor shall provide the following submittals at the 95% design level.

1. Draft bid ready plans and specifications conforming to the attached Basic Plan Set requirements.
    - The 95% design submittal shall include all sheets.
    - Draft final specifications shall be sufficiently well advanced for a 95% design.
2. VSW 95% Environmental Review Survey: The Contractor shall produce and submit a report responding to the 95% Environmental Survey (see RFP Attachments). This report shall specifically relate to the design that will be constructed in Task 2. The report shall be submitted to the Contract Manager and the Environmental Analyst.
3. Final cost estimates for capital costs and operation and maintenance costs.
4. Final estimated construction schedule.
5. 95% design review comments and responses.
6. A draft procurement package for the Builder.

Task 1.7 Deliverables – 95% Submittal

Document Type	Format
95% Draft Design Drawings	Emailed PDF
95% Draft Design Drawings	Mailed Hardcopies - See section 1.13
95% Draft Specifications	Emailed Microsoft Word
VSW 95% Environmental Review Survey Report	Emailed PDF
Draft Estimated Construction Schedule	Emailed PDF or Approved Format
Updated Comment Tracker Responses	Entries to Microsoft Excel Document
Draft Procurement Package for the Builder	Emailed PDF or Spreadsheet

Task 1.8 – 100% Submittal:

The Contractor shall 100% finalize the design documents based on comments from the 95% design review. The Contractor shall indicate any changes from prior reviews. Documents will not be accepted until comments have been addressed to the Department's satisfaction. The Contractor shall prepare documents that are ready to advertise for construction bidding as identified below:

1. The Contractor shall provide a final unsigned plan set for final comments by the Department. The Contractor shall incorporate any comments received into the plans before signing and sealing the final plan sheets.
2. The Contractor shall submit final plan sheets sealed by a professional engineer or engineers with active professional engineering license(s) in good standing registered with the State of Alaska. The professional engineer(s) who seal and sign final plan sheets shall do so in accordance with AS 08.48 and 12 AAC 36.
3. The Contractor shall submit final specifications.
4. The Contractor shall submit a final procurement package for the Builder.

Task 1.8 Deliverables – 100% Submittal

Document Type	Format
Final Unsigned Plan Set	Emailed PDF
Final Sealed Plans	Emailed PDF, DXF, and geodatabase files
Final Sealed Plans	Mailed Hardcopies - See section 1.13
Final Specifications	Emailed PDF and Microsoft Word
Final Specifications	Mailed Hardcopies - See section 1.13
Final Permits	Emailed PDF
Final Permits	Mailed Hardcopies - See section 1.13
Final Procurement Package for Builder	Emailed PDF or Spreadsheet
Updated Comment Tracker Responses	Entries to Microsoft Excel Document

Task 1.9 – Construction Permitting:
The Contractor shall identify all permits, reviews, and approvals that are required to construct the design. The Contractor shall develop and submit all permit applications including any required fees after the Department's review and approval of the permit/review/approval package. Because a comprehensive list of required permits would be difficult to determine during the proposal phase, the Contractor shall not include any permit fees in their initial price proposal. Permit fees shall be handled via contract amendment as an expense on an as needed basis as the design advances.

The Department will engage with the State Historic Preservation Office (SHPO) using the information contained within the Environmental Review Survey Reports submitted by the Contractor as part of the 65% and 95% design subtasks above. The Contractor shall assume that no additional work related to SHPO determination other than completion of the Environmental Review Survey Reports is required.

Examples of permits which may be relevant to this subtask:

1. Fire Marshall Review.
2. ADEC Approval to Construct:
    - ADEC Drinking Water, and/or
    - ADEC Wastewater.
3. USACE Wetlands Fill Permit.
4. Any Required (local, State or Federal) Permits/Approvals to Construct.

Task 1.9 Deliverables – Construction Permitting

Document Type	Format
List of Permits Required to Construct the Design	Emailed PDF
Completed Permit Application Packages	Emailed PDF

Task 1.10 – Bid Documents and Assistance During Bidding:
The Contractor shall develop project-specific bidding documents to support the selection of a construction contractor, the Builder, to construct the design. These project specific documents shall include plans and specifications following CSI MasterFormat Divisions. The Contractor shall lead the development of all CSI MasterFormat divisions with the exception of Division 00 – Procurement and Contract Requirements which will be developed by the Department. The Contractor shall assist the Department with drafting certain Division 00 contents such as the scope of work, bid schedule, liquidated damages clauses, and others as needed.

The Contractor shall provide construction administration services during the bid process as outlined in Annex 1 Task A.1 – Bidding and Contracting Assistance. The Contractor shall:

1. Prepare detailed project-specific bid documents.
2. Provide assistance as outlined in Annex 1 Task A.1 – Assistance During Design and Bidding.

Task 1.10 Deliverables – Bidding and Contracting Assistance

Document Type	Format
Bid Documents	Emailed PDF
Annex 1 Task A.1 Deliverables	As defined in Annex 1

Task 2 – Engineering Services During Construction and Closeout/Warranty

Upon successful completion of Task 1 and upon the Department's issuance of NTP 2, the Contractor shall provide engineering services during construction and project closeout and warranty support as described below and in Annex 1 Tasks A.2 and A.3.

Task 2.1 – Field Services to Direct Construction:
The Contractor shall provide coordination services with the Department's construction contractor, the Builder, for mobilization of materials to the project location. The Contractor shall also provide field services to direct the Builder during the construction of the project in adherence to the design. The Contractor shall:

1. Review and approve a Schedule of Values developed by the Builder.
2. Review and approve the construction phasing plan developed by the Builder.
3. Prepare record drawings or as-builts to document construction in accordance with the Department-approved design, noting any changes.
4. Collect and analyze water samples to meet Alaska Drinking Water Regulations 18 AAC 80, as required.
5. Obtain an Interim Approval to Operate from the ADEC Drinking Water Program and/or ADEC Wastewater Program.
6. In addition to the above, the Contractor shall provide engineering services during construction as outlined in Annex 1 Task A.2. See Annex 1 Task A.2 – Engineering Services During Construction for further information.

Task 2.1 Deliverables – Field Services to Direct Construction

Document Type	Format
Schedule of Values Review and Approval	Emailed PDF
Construction Phasing Review and Approval	Emailed PDF/Comment Tracking Sheet
Initial As-Built or Record Drawings	Emailed PDF
ADEC Interim Approval to Operate	Emailed PDF
Water Sample Analysis	Emailed PDF
Annex 1 Task A.2 Deliverables	As defined in Annex 1

Task 2.2 – Closeout and Warranty

The Contractor shall provide support throughout closeout and warranty as detailed in Annex 1 Task A.3 – Closeout and Warranty.

1. The Contractor shall determine “substantial completion” and “final completion” of the construction project as outlined in Annex 1 Task A.3.
2. The Contractor shall complete project closeout tasks as described in Annex 1 Task A.3.
3. The Project Manager shall act on behalf of the Department in regard to issues that come up during the course of the Warranty period. The standard limited warranty period is for one year on the facilities and utility systems completed as part of the project and begins on the date the facilities are placed on-line and put into beneficial use. Depending upon the requirements of the funding agency, the Department may amend the warranty period through a contract amendment.

Task 2.2 Deliverables – Closeout and Warranty

Document Type	Format
Annex 1 Task A.3 Deliverables	As defined in Annex 1

ANNEX 1 - Bidding, Contracting Assistance, and Construction Administration Services by the CONTRACTOR

Task A.1 – Assistance During Bidding:

The Contractor shall assist the Department throughout construction solicitation and bidding. Project Staff who were responsible for design drawing and specification development shall be available during this task.

1. Meetings: The Contractor shall host a pre-solicitation teleconference meeting and a bid-evaluation teleconference meeting with the Department. During the pre-solicitation teleconference meeting, the Contractor and the Department shall co-develop project-specific minimum qualifications. During the bid evaluation teleconference meeting, the Contractor and the Department will share their independent assessments of the low bid.
2. Response to Builders During Bidding: The Contractor shall prepare responses to questions the Department has received from bidders during the solicitation. These responses may include clarification or interpretation of bidding documents. The Contractor shall respond to the Department

and issue any necessary responses, clarifications, or bid document addenda within 2 business days to avoid prolonging the solicitation period. The Contractor shall not communicate with potential bidders or subcontractors. All correspondence and documents provided to potential bidders shall be through the Department.

3. Bid Assessment: The Contractor shall review and assess if bidders meet project-specific minimum qualifications.
4. Subcontractor Vetting: At the discretion of the Department, the Contractor shall review the bidder's subcontractor list. The Contractor shall promptly apprise the Department if it deems any of the bidder's subcontractors unsatisfactory in their respective areas of construction expertise.
5. Plan Transmittal to Builder: At the direction of the Department, the Contractor shall submit drawings and specifications to the Builder.

Task A.1 Deliverables – Assistance During Bidding (any documents to be submitted electronically in PDF format unless otherwise specified)

Document Type	Format
Meeting Notes	Emailed PDF
Responses and Clarifications of Bid Documents	Emailed PDF
Bid Assessments	Emailed PDF
Subcontractor Vetting	Emailed PDF

Task A.2 – Engineering Services During Construction

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

1. Communication:
   a) Meetings: The Contractor shall facilitate regular meetings with the Builder and the Department to provide project updates and address conditions or events that may affect schedule or price. During construction, "regular" is weekly. The Contractor shall record and distribute Meeting Minutes to all meeting attendees. These Meeting Minutes shall serve as the official record of Meetings. The Contractor shall distribute Meeting Minutes for review within two days of all Meetings. The Department will review and provide comments on Meeting Minutes produced by the Contractor within one week of their distribution. Meeting Minutes shall be considered final if approved by the Department or if no comments are received within one week of Meeting Minutes distribution by the Contractor.
   b) Monthly reports: The Contractor shall summarize progress and expenditures monthly. It is anticipated that this would follow or coincide with the Builder's progress payment.
   c) Routine or special reports and photos provided by the Builder to the Contractor on a daily, weekly, or intermittent basis, shall in turn be made available to the Department directly or through appropriate software.
2. Submittal Review Services:
   a) The Contractor shall promptly review material submittals, shop drawings, test results, samples and other submissions provided by the Builder for conformance with the design specifications and drawings. As required by the specifications, the Contractor shall approve or reject submittals requiring acknowledgment or approval and file submittals for the project record.
   b) The Contractor shall maintain a submittal log and promptly notify the Department concerning submittals, or lack of submittals, which may delay construction progress. The Contractor shall use the following convention when responding to submittals:
      i. No Exceptions Taken" – denotes the submittal is generally consistent with the requirements of the contract documents. A resubmittal is not required.
      ii. "Make Corrections Noted" – denotes the submittal is generally consistent with the requirements of the contract documents but only as conditioned by notes and corrections made on the submittal. A resubmittal is not required.

iii. “Rejected” – denotes that the submittal does not meet the requirements of the contract documents. The Department will indicate on the returned submittal deficiencies that must be remedied. A resubmittal is required.

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

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

a) The Contractor shall respond to Department DCVRs and RFIs submitted by the Builder regarding the design specifications and drawings. The Contractor shall prepare appropriate clarifications and instructions or modifications to the contract documents as required and submit to the Department.

b) The Contractor shall not approve variation requests that affect site utilization, and or increase cost or schedule without consultation with the Department.

4. Delay by Contractor Avoided:

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

5. Progress Site Visits:

a) The Contractor shall make worksite visits at intervals appropriate to the various stages of construction, as the Contractor deems necessary, in order to observe, as an experienced and qualified design professional, the progress that has been made and the quality of the various aspects of the Builder’s executed work. Based on information obtained during such visits and observations, the Contractor, for the benefit of the Department, shall determine, in general, if the work is proceeding in accordance with the final stamped design and the Builder Contract. The Contractor shall keep the Department informed of the progress of the work and will endeavor to guard the Department against defective work.

b) The Contractor shall provide trip reports while at the work site highlighting progress, issues, and including annotated photos.

c) During site visits and in the course of observations of the Builder’s work, the Contractor shall not supervise, direct, control, or have authority over or be responsible for the Builder’s means, methods, techniques, sequences, or procedures of construction, or the safety precautions and programs incident thereto, or for any failure of Builder to comply with Laws and Regulations applicable to the performance of the work.

6. Observation and Inspection of the work:

   a) The Contractor shall observe the work for conformance with the contract documents for progress payment approval.
   b) Acceptability of work: the Contractor will render decisions regarding the requirements of the Contractor's Department-approved design and the Builder Contract to judge the acceptability of the work. In rendering such decisions and judgments, the Contractor will not show partiality to the Department or the Builder, and will not be liable to the Department, the Builder, or others in connection with any proceedings, interpretations, decisions, or judgments conducted or rendered in good faith.
   c) Additional Inspections: the Contractor has authority to require inspections or testing if in the opinion of the Contractor they are required.
   d) Concealed Conditions: the Contractor shall investigate and make recommendations to the Department regarding concealed conditions.
   e) Defective Work: the Contractor has the authority to determine whether work is defective, and to reject defective work.
   f) Stopping the Work: the Contractor does not have authority to stop work. The Contractor may recommend such to the Department.
   g) Performance: The Department interprets and decides matters concerning performance.

7. Inspections, Testing, and Commissioning:

   a) Substantial Completion: the Contractor shall conduct inspections for, and determine the date of, Substantial Completion, and issues a *Substantial Completion Punch List* pursuant to such inspection.
   b) Final Completion: the Contractor conducts inspections for, determines the date of, and provides a notice of Final Completion.
   c) Special Inspections and Systems Commissioning: the Contractor shall perform special inspections and testing as required by the Department-approved Specifications. The Contractor shall observe commissioning to confirm system performance meets the standards defined in such Specifications.

8. Changes: the Contractor shall recommend and draft changes to the Builder Contract as follows:

   a) Change Orders: the Contractor recommends and prepares Change Orders and construction Change Directives to be approved, formalized, and executed by the Department.
   b) No-Cost Changes: The Contractor approves or directs changes that do not affect price, scope of work or schedule, and reports them to the Department.
   c) Claims: The Contractor serves as the initial decision maker in responding to claims and promptly communicates such to the Department.

9. Processing Pay Applications:

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

Task A.2 Deliverables – The Contractor shall lead or produce the following services during construction (all documents submitted electronically in PDF format unless otherwise specified):

Document Type	Format
Weekly Meeting Notes	Emailed PDF
Monthly Reports	Emailed PDF
As-Needed Special Reports	Emailed PDF

Approved or Rejected Submittals	Emailed PDF
Submittal Log	Emailed Spreadsheet
Prepared DCVR/RFI Response Documents	Emailed PDF
Site Visit Reports	Emailed PDF
Observation Reports Highlighting Issues	Emailed PDF
Inspection and Testing Reports	Emailed PDF
Draft Change Order Documents	Emailed PDF
Certified Payment Requests	Emailed PDF
Payment Log	Emailed PDF

Task A.3 – Services During Closeout and Warranty

1. Substantial Completion: the Contractor shall determine Substantial Completion.
    a) The Contractor shall confirm that the following submittals and requirements have been met prior to determining the date of Substantial Completion.
        i. Operation and Maintenance submittals and data have been provided by the Builder;
        ii. Satisfactory performance of facility systems has been demonstrated by the Builder, including commissioning, testing, and training of the facility operators; and
        iii. Evidence bearing on the Record Documents has been provided by the Builder as required in the Contract Documents.

2. Final Completion: the Contractor shall determine Final Completion.
    a) The Contractor shall confirm that the Substantial Completion punch list has been completed.
        i. The Contractor shall review and certify (when the application is complete) final application for payment. Because of need to reconcile unit prices, stipulated payments, the engineering costs associated with failed tests, or other Builder contract provisions that affect price, final payment may include a final change order. The Contractor shall draft the substance of the final change order and submit it to the Department to execute.

3. Closeout:
    a) The Contractor shall obtain final permitting and closeout all permits which are issued to the Department, on behalf of the Department to complete the project.
    b) The Contractor shall compile operation and maintenance manuals from information provided by the Builder and draft an Operation and Maintenance (O&M) manual that is readily understandable by key operations stakeholders. The O&M manual shall include, at a minimum:
        i. A description of the proper and safe operation of any equipment,
        ii. Manufacturer's literature for all equipment,
        iii. Source information for future procurement of spare parts or servicing of equipment,
        iv. A description of essential maintenance and an easy to follow maintenance schedule.
    c) The Project Manager shall execute and stamp Record Drawings and obtain the Final Approval to Operate.
    d) The Project Manager shall produce a Commissioning and Performance Report that documents the operation of the completed infrastructure and evaluates its conformance to the Department-approved design and all relevant regulations.
    e) The Contractor shall produce a final project report utilizing the Department's final project report template (see section 1.27 Attachments).

4. Warranty:
    a) The Project Manager shall maintain an organized record and documentation of warranty claims and repairs.

Task A.3 Deliverables – Closeout and Warranty (all documents submitted electronically as PDF unless otherwise specified)

Document Type	Format
Completed Checklist of Substantial Completion	Emailed PDF
Certificate of Substantial Completion	Emailed PDF
Commissioning and Performance Report	Emailed PDF
Certification of Final Completion and Payment	Emailed PDF
Final Approval to Operate	Emailed PDF
Any Final Permits Not Previously Submitted	Emailed PDF
Stamped As-Built Drawings	Emailed PDF
Operation and Maintenance Manual	PDF - Transmitted Via Zend-To or Other
Final Project Report	Emailed PDF
Documentation of Warranty Claims and Repairs	Emailed PDF

COMPENSATION

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

VSW Contract No:27-VSW-MOU-022
Date Prepared:11/4/2026

1. Payments will be made in accordance with Article A7 (Basic Agreement), Articles C1 - C9 (Appendix C), the following, and the applicable discussions of Methods of Payment presented below. See the Scope of Service section of Article B2 "Background and Scope of Service" for the prescribed Method of Payment per task for the project. The Contractor shall submit a price proposal for the full project, including all tasks, within 30 days of receiving an Intent to Negotiate (ITN) from the Department.

TASK	CONTRACTOR/SUBCONTRACTOR	PRIME (P) OR SUB (S)	METHOD OF PAYMENT (FP, T&E, or T&M)	NEGOCIATED PRICE
Task 1				
			Subtotal Task 1:	
Task 2				
			Subtotal Task 2:	
Task 3				
			Subtotal Task 3:	
Task 4				
			Subtotal Task 4:	

Total Agreement Amount:

Note: If a Method of Payment for a Task is "Fixed Price", then the amount listed as the subtotal for that Task is the Fixed Price.

2. ***FIXED PRICE(S)*** payments will be a single lump sum payment equal to the Fixed Price upon acceptable completion of this Agreement, or progress payments not to exceed the Fixed Price. The Fixed Price method of payment shall apply to all Tasks specified with a Fixed Price method of payment within the Scope of Services in Article B2.

3. ***TIME AND EXPENSES (T&E) OR TIME AND MATERIALS*** (T&M) payments will be made according to the following for all Tasks specified with a Time and Expenses or Time and Materials method of payment within the Scope of Services in Article B2.

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

The Contractor's hourly rates listed in the original price proposal will be the base hourly rates used for all Tasks. The Department will enter the below information as provided on the Contractor's final submitted price proposal, after any negotiations, per RFP Part C, Section III – Price, #10. Labor Billing Rates and Price Proposal.

Firm	Job Classification / Staff Name	Billing Rate ($/HR)

3.1.1 ***BILLING RATES*** are hourly labor rates which include compensation for all Costs (Direct Cost of Direct Labor and all Indirect Costs) plus Fee, except for allowable direct Expenses. Billing Rates and "Fully Loaded Rates" are used interchangeably.

3.1.2 ***T&E Overtime or T&M Overtime*** shall be calculated at 1.5 times the billing rate defined above. The Contractor shall manage workload in a manner to reduce the need for overtime. The Contractor must submit overtime requests to the Department with as much advance notice as possible. The request must include a reason why overtime is needed, any negative effects if the request is not approved, for what task(s), and a time period (specific limited days). Approval of overtime is at the Department's sole discretion.

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

3.3 Payments for **MATERIALS** shall not include a profit or fee. The Contractor shall submit invoices for materials once the materials have arrived at the project site. Partial payment for materials prior to arrival at the project site may be approved by the Contract Manager on a case by case basis.

3.4 The following Consumer Price Index clause only pertains to Tasks with a Time and Expenses or Time and Materials payment method.

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

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

The price adjustment rate will be determined by comparing the percentage difference between the CPI in effect for the base year six-month average January through June 2026; and each January through June thereafter. The percentage difference between those two CPI issues will be the price adjustment rate. The price adjustment rate will be applied to the Contractors base hourly rates established from the original price proposal. No retroactive contract price adjustments will be allowed.

Unless the Contractor is able to provide a base rate that was in effect when the original contract base rates were submitted the following process will be used for new positions not identified when the contract was executed to include but not limited to subcontractors. When a new position is added to the contract the position's hourly rate will become the positions base hourly rate. The price adjustment rate will be determined by comparing the

percentage difference between the CPI in effect for the base year six-month average January through June (base year will be the most recent published January through June CPI); and each January through June thereafter. The percentage difference between those two CPI issues will be the price adjustment rate. The price adjustment rate will be applied to the Contractor's base hourly rates. No retroactive contract price adjustments will be allowed. All other rate adjustment processes remain in effect.

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

4. ***SPECIAL CONSIDERATIONS:***

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

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

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

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

NOTICE TO PROCEED & BILLING SUMMARY

NTP No: 1
Agreement No: 27-VSW-MOU-022
PSA Expiration Date: 10/31/2030

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

Contractor:

Project Title: Mountain Village Lower Loop Drinking Water Distribution Improvements Design

NOTICE TO PROCEED

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

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

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

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

BILLING SUMMARY

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

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

Template	Object	PAYMENT REQUEST (Contractor):
Activity	Phase	Signature Date Name:

APPROVAL FOR PAYMENT

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

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

1. ***RETAIN AN UNMARKED***, as issued, ***COPY OF THIS FORM*** to be used for reproduction and billing.

2. If this NTP is unacceptable, notify the Contracting Agency immediately. If acceptable, acknowledge by signature where indicated *on a copy* of this NTP and return it within ten days after your receipt.

3. Submit monthly Invoices to the Agency Contract Manager named in this NTP. **Provide a copy of page one of this form as the FACE PAGE of each invoice submitted and with the following entries accurately completed:**

    a) Indicate if the Invoice is for Progress or Final Payment and show the Sequential Invoice Number for this NTP.

    b) Entries in the following columns: Prior Aprv'd Payments, This Billing, and Total to Date for each Task Group; plus the SUM TOTALS for: Authorized To - Date, Prior APPROVED Payments, THIS INVOICE, Prior Payments plus this Invoice, and Balance of Authorized Amount.

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

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

    "By signature on this form, the Contractor certifies entries to be true and correct for the services performed to date under or by virtue of said Agreement and in accordance with AS 36.30.400. The Contractor further certifies that all applicable Federal, State and Local taxes incurred by the Contractor in the performance of the services have been paid and that all Subcontractors engaged by the Contractor for the services included in any invoice shall be fully compensated by the Contractor for such services."

5. **ATTACH A CURRENT COPY OF EXHIBIT C-4, COST REIMBURSEMENT BILLING DETAIL FORM (from Appendix C of the Agreement) to each invoice. Internally, check the form and correct mathematical extensions. The Contracting Agency may return erroneous invoices for correction before processing for payment.**

6. Substantiate all charges in each billing, other than for Fixed Prices or Fixed Fees, by attaching a summary of hours expended and hourly labor rate per employee; summary of units completed; subcontractor invoices; expense receipts, etc.; or other proof of expenditures.

7. ***Prime Contractor's Labor and Indirect Cost shall be billed to the Contracting Agency within 45 days of performance. Subcontractors' Labor and Indirect Cost shall be billed to the Contracting Agency within 60 days of performance. All of the Contractor's and Subcontractors' Other Direct Costs (Expenses) shall be billed to the Contracting Agency within 90 days of being incurred. Charges submitted after the above stated times will, at the Contracting Agency's discretion, not be paid.***

8. When each NTP is approximately 75% complete, the Contractor shall determine if the Authorized Amount(s) might be exceeded; and, if so, shall provide an estimate of cost to complete. The Contracting Agency will determine after discussion with the Contractor if additional cost is reasonable and does not include costs that should be absorbed by the Contractor. If additional cost is validated, a negotiated Amendment will be executed which either (1) reduces the scope of services/work products required commensurate with the Authorized Amount(s), or (2) increases the Authorized Amount(s) to that required for completion of the original contract scope.

INDEMNIFICATION AND INSURANCE
Appendix D in Professional Services Agreements

VSW Program No: 27-VSW-MOU-022
Federal Project No:
Date Prepared:11/4/2026

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 $ _____

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:

CERTIFICATION OF COMPLIANCE
APPENDIX E

VSW Contract No: 27-VSW-MOU-022
Federal Project No:

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

1. For Procurements over the Small Procurement Limits, **Alaska Business License** (Form 08-070 issued under AS 43.70) at the time designated for award as required by AS 36.30.210(e) for Contractor and all Subcontractors.

2. **Certificate of Registration** for each individual to be in "responsible charge" (AS 08.48.341(14)) for Architecture, Engineering, Land Surveying or Landscape Architecture (Form 08-2407 issued under AS 08.48.211) issued prior to submittal of proposal. Associates, consultants, or specialists under the supervision of a registered individual in "responsible charge" are exempt from registration requirements (AS 08.48.331).

3. **Certificate of Incorporation (Alaska firms) or Certificate of Authorization** for Foreign Firm ("Out-of-State" firms). All corporations, regardless of type of services provided, must have one of the certificates (AS 10.06.218 and other sections of Title 10.06 - Alaska Corporations Code).

4. **Current Board of Director's Resolution** for incorporated Contractors and incorporated Subcontractors for Architecture, Engineering, Land Surveying, or Landscape Architecture (AS 08.48.241), which names the person(s) designated in "responsible charge" for each discipline. Such persons shall be licensed in Alaska and shall participate as project staff in the Contract / Subcontracts.

5. **Corporations, limited liability companies, and limited liability partnerships** shall have a valid Certificate of Authorization under 08.48.241 prior to award.

6. **All partners** in a Partnership to provide Architecture, Engineering, Land Surveying, or Landscape Architecture **must be legally registered in Alaska** prior to submittal of proposal for at least one of those disciplines (AS 08.48.251) that the Partnership offers.

7. **Joint Ventures**, regardless of type of services provided, must be licensed/registered in the legal name of the Joint Venture as used in this proposal (AS 43.70.020 and 43.70.110(4)).

8. The Contractor certifies that firms or individuals **debarred or suspended by the Department, State or Federal agencies** are not employed or subcontracted under this Professional Services Agreement. See PSA General Conditions, Appendix A, Article A26 Suspension and Debarment.

9. The Contractor certifies compliance with PSA General Conditions, Appendix A, Article A24 **Federal Aid Certification**.

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

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

Signature Date
Name ..... :
Title ..... :

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

Build America, Buy America (BABA) Compliance Roles and Responsibilities

Design & Specification Development		
Design Firm/Construction Administrator	**Construction Manager/General Contractor**	**Contracting Agency**
• Provide two design cost estimates - one complaint with BABA and one without BABA considerations. Flat percentage markups are not acceptable as accurate estimates are essential to support potential Unreasonable Cost waiver requests. • Avoid specifying brand name products unless they are inherent to the design and ensure all specified brand name products are BABA compliant. • Obtain Manufacturer Certification Letters (MCLs) for any brand name products specified in the design. • Provide detailed performance specifications rather than name brand products so that the Construction Manager or General Contractor (CM/GC) can source domestic BABA compliant products. • Identify and tag items in the specification book and throughout drawings/plans by BABA category: Iron/Steel, Manufactured Product, or Construction Material. • Develop a de minimis plan that identifies products that will likely need to be included in the de minimis list. • Identify items subject to waivers such as General Applicability and Non-Availability blanket waivers. Link any products in the design with associated blanket waivers. • Develop waiver justifications for any components in the design that are not domestically produced by providing technical justifications and market research evidence for the Contracting Agency to seek a Non-Availability Waiver.		• Review contract requirements and contractor plan with all parties at the beginning of the design project. • Review and comment on the design at all stages, with a specific focus on BABA compliance elements. • Answer questions from the design engineer to help navigate documenting BABA compliance and detailing specifications. • Assist with determinations for category tagging when needed and provide a list of common materials and their tags. • Engage the federal funding agency as soon as the potential need for a waiver is identified. Work with Federal agencies to expedite market research and waiver request processing/determinations. • Submit waiver requests using justification supplied by the design/Construction Administrator firm. • Ensure grant compliance by confirming the total project aligns with the federal award terms and providing final sign-off on compliance with all funding conditions, including BABA.

Build America, Buy America (BABA) Compliance Roles and Responsibilities

Pre-Construction		
Design Firm/Construction Administrator	**Construction Manager/General Contractor**	**Contracting Agency**
• Answer questions from potential CM/GC during bidding about BABA-related design requirements. • Host a BABA Kickoff Meeting with the CM/GC and the Contracting Agency to clarify processes and roles and responsibilities and emphasize that no procurements will be authorized without BABA compliance review. • Establish a BABA Master Tracker to catalogue all project materials and their BABA compliance status. The BABA Master Tracker should also list items on the de minimis list. The Contracting Agency and the CM/GC shall have read-only access to review the tracker, which will serve as the sole resource for tracking BABA compliance.	• Participate in a BABA kick-off meeting with Contracting Agency and the Construction Administrator to discuss BABA processes, documentation standards, and ensure all Subcontractors also understand BABA requirements	• Ensure BABA language is included in applicable contracts and clearly establish roles and responsibilities in contract documents for CM/GC. • Establish clear expectations with defined roles and responsibilities for all parties.

Build America, Buy America (BABA) Compliance Roles and Responsibilities

Construction		
Design Firm/Construction Administrator	**Construction Manager/General Contractor**	**Contracting Agency**

• Review all material procurement requests from the CM/GC for BABA compliance. Provide a signed coversheet to the CM/GC indicating the compliance status of the requested material(s). Maintain original copies of all submittal review cover sheets in the Master Tracker.
• Review proposed substitutions for BABA compliance.
• Maintain organized records of BABA compliance including the Master Tracker, all manufacturer certificates, invoices, on-site photos, approval letters, and any other documentation to support confirmation of BABA compliance in real-time and be prepared for compliance inspections, audits, and verifications.
• Maintain the de minimis list in real time and report any additions to the list to the Contracting Agency.
• Notify Contracting Agency of difficulties in obtaining project-specific manufacturer letters to discuss alternative options for documenting BABA compliance.
• Perform periodic site inspections to verify that material delivery tags and physical products match the approved MCLs.
• Develop justifications to support the Contracting Agency in requesting waivers.
• Verify that materials billed have corresponding, approved BABA documentation on file as a condition of recommending progress payments.
	• Include specific BABA language in every subcontract and purchase order to prevent confusion with other domestic preference laws.
	• Obtain compliant project-specific MCLs for items subject to BABA that include:
	  – Manufacturer letterhead
	  – Specific project name and location
	  – Accurate and applicable BABA threshold language for the material type
	  – City and state of manufacturer
	  – Signature from company official
	• Track the value of any non-compliant items and report to the Construction Administrator to ensure the de minimis threshold is not exceeded.
	• Cross reference physical delivery tags and heat numbers on steel with the approved BABA submittals and keep a photo log.
	• Control inventory to ensure that any non-compliant materials are not mixed into stored products.
	• Provide organized submittals to the Construction Administrator for procurement authorization, including all necessary documentation.
	• Develop justifications to support the Contracting Agency in requesting waivers.
		• Hold regular meetings to review the Master Tracker and de minimis lists to ensure compliance processes are adequate, identify challenges or problems and remedial compliance actions.
		• Consult with the federal funding agency if difficulties are encountered, such as challenges in obtaining manufacturer letters.
		• Submit all waiver requests using the justifications provided by the Construction Administrator and CM/GC.
		• Confirm BABA compliance when approving change orders or substitutions.
		• Answer questions and help the Construction Administrator and CM/GC navigate compliance challenges or questions.

Build America, Buy America (BABA) Compliance Roles and Responsibilities

Close-Out		
Design Firm/Construction Administrator	**Construction Manager/General Contractor**	**Contracting Agency**
• Submit final compliance documents, including the de minimis report and compiled manufacturer certification letters to the Contracting Agency in an approved format.		• Retain the Master Tracker containing all compliance documents. • Ensure grant compliance by confirming the entire project aligns with the federal award terms and provide final sign-off on compliance with all funding conditions, including BABA.

Village Safe Water Program
Build America, Buy America
Material Compliance Review Sheet

MATERIAL CATEGORY:

☐ Iron/Steel (100%) ☐ Manufactured Product (55%) ☐ Construction Material

MATERIAL NAME AND DESCRIPTION: _____

_____

STATUS:

☐ **COMPLIANT:** Documentation meets 2 CFR 184 standards.

☐ **CONDITIONALLY COMPLIANT:** Approved pending receipt of [Project-Specific Letter / PSC Code / Signature].

☐ **NON-COMPLIANT/REJECTED:** Material does not meet domestic preference.

☐ **WAIVER APPLICABLE:** Non-domestic use approved under [Waiver Name/ID].

REVIEWER: _____ **DATE:** _____

Disclaimer: Approval is based on Manufacturer Certification provided. Inaccuracy in certification remains the liability of the Contractor.

Review Requirements

1. **Company Letterhead:** Is the certification on the manufacturer's official letterhead?
2. **Project Specifics:** Does the letter explicitly name the project and its location (e.g., *"Hooper Bay Water Treatment Plant, Hooper Bay, Alaska"*)?
3. **The Correct Category Tagging and Threshold Language:**
    - **For Iron/Steel:** Must state "all manufacturing processes, from the initial melting through coating, occurred in the U.S."
    - **For Manufactured Products:** Must state "cost of components mined, produced, or manufactured in the U.S. is greater than 55%."
4. **Manufacturing Location:** Does the letter list the City and State where the final assembly or manufacturing took place?
5. **Authorized Signature:** Is the letter signed by a company official (e.g., Plant Manager or Compliance Officer)?

Common Red Flags that Should Trigger a Rejection

- **Assembled in USA:** BABA requires more than just assembly in the USA for manufactured products. Review the associated records to ensure over 55% of components were domestically sourced.
- **Buy American Act (BAA) vs. Buy America (BAA) vs. Build America, Buy America (BABA):** If the letter mentions the "Buy American Act of 1933" or the "Buy America Act of 1982," it is likely using the wrong federal standard. The BABA Act (2021) is stricter for infrastructure projects.
- **Generic Letters:** A letter that doesn't mention your specific project is a major audit risk.

Record Keeping

The Construction Administrator must include a scan of this signed submittal cover sheet in the Master BABA Tracker. This record keeping proves to federal auditors that the project team is actively vetting every piece of material before it arrives on site.

Community Water Sewer Improvements Contact List

Community	3 Letter Airport Code	Project Agency Lead	Primary Project Engineer	Phone Number	RMW Region	Remote Maintenance Worker	Phone Number	RMW Supervisor	Phone Number	RUBA Contact	Phone Number	Operator Certification Contact	Phone Number	Drinking Water Staff	Phone Number	Solid Waste Contact	Phone Number
Adak	ADK	VSW	Oscar Menendez	907-269-7606	APIA	Daniel Shellikoff	907-276-2700	John Johnson	907-269-7605	Trish Gilliland	907-269-0350	Rachel Puckett		Elizabeth Nakanishi	907-269-7517	Rachel Mills	907-269-7642
Akhiok	AKK	ANTHC	Andres Benitez Ospina	907-764-3787	APIA	Tanner Cote	907-269-7609	John Johnson	907-269-7605	Breanna Armstrong	907-269-4501	Rachel Puckett		Karis Barnes	907-262-8204	Stephen Price	907-269-7467
Akiachak	KKI	ANTHC	Ansel Morsillo	412-952-7852	YKHC	Nick Sanders	907-543-6427	Bob White	907-545-0916	Fred Broerman	907-543-0890	Ronald Crompton	907-465-1195	Monica Ague	907-269-7653	Rachel Mills	907-269-7642
Akiak	AKI	ANTHC	Ivan Chikigak-Steadman	907-748-0870	YKHC	Nick Sanders	907-543-6427	Bob White	907-545-0916			Ronald Crompton	907-465-1195	John Davis	907-262-8201	Rachel Mills	907-269-7642
Akutan	KQA	ANTHC	Andres Benitez Ospina	907-764-3787	APIA	Daniel Shellikoff	907-276-2700	Karen Pletnikoff	907-222-4286	Lydia Mielke	907-269-4563	Rachel Puckett		Karis Barnes	907-262-8204		
Alakanuk	AUK	VSW	Tina Altstatt	907-269-7627	YKHC	Allan Paukan	907-438-6124 (cell)	Bob White	907-545-0916	Nicholas Martinez	907-543-3475	Ronald Crompton	907-465-1195	Elizabeth Nakanishi	907-269-7517	Stephen Price	907-269-7467
Alatna	ALT	ANTHC	Greg Martin	907-538-1141	TCC	Scot Demientieff	907-452-8251 ext. 3267	Duane Burnham	907-452-8251 ext. 3266	Brendan Smyth	907-451-2744	Rachel Puckett		Mike Sharp	907-451-2178	Ina Timling	907-451-2135
Aleknagik	WKK	ANTHC	Magaly Mendoza	907-729-8237	BBAHC			Melany Stumpner	907-842-3396	Trish Gilliland	907-269-0350	Rachel Puckett		John Davis	907-262-8201	Stephen Price	907-269-7467
Allakaket	AET	ANTHC	William Brooks	907-538-4990	TCC	Scot Demientieff	907-452-8251 ext. 3267	Duane Burnham	907-452-8251 ext. 3266	Brendan Smyth	907-451-2744	Rachel Puckett		Mike Sharp	907-451-2178	Ina Timling	907-451-2135
Ambler	ABL	ANTHC	Elizabeth Hodges	916-996-9190	MLQ	Bruce Nelson	907-442-7042	Chris Cox	907-729-7753	Catherine Brooks	907-451-2746	Brandi Adams	907-465-5530	Gretchen Keim	907-451-2231	Ina Timling	907-451-2135
Anaktuvuk Pass	AKP	ANTHC	Derek Hancey	707-499-2923						Trisha Sullivan	907-269-4549	Ronald Crompton	907-465-1195	Jenny Roberts	907-451-2137	Ina Timling	907-451-2135
Anchor Point	APT				DEC	Ryan Johnson	907-269-3067	John Johnson	907-269-7605	Gabriel Gonzales	907-754-3588	Rachel Puckett		James Latimer	907-262-3410		
Anchorage	ANC	SRF	Susan Start	907-269-7437						Sonya Pevan	907-269-8159	Brandi Adams	907-465-5530	Kristine Poeppel	907-269-7521	Annemieke Powers	907-269-7626
Anderson	AND	VSW	Trenton Tulloss	907-269-7554	DEC	Cullen Richmond	907-269-7571	John Johnson	907-269-7605			Rachel Puckett					
Angoon	AGN	ANTHC	Kevin Ulrich	907-440-2864	DEC	Cullen Richmond	907-269-7571	John Johnson	907-269-7605	Iura Leahu	907-465-4814	Brandi Adams	907-465-5530	James Latimer	907-262-3410	Zach Gianotti	907-465-5318
Aniak	ANI	VSW	Marc Cambra	907-269-7525	YKHC	Bruce Werba	907-476-2104	Bob White	907-545-0916	Nicholas Martinez	907-543-3475	Ronald Crompton	907-465-1195	John Davis	907-262-8201	Laona DeWilde	907-451-2761
Annette Island		VSW	Carrie Bohan	907-465-5143													
Anvik	ANV	VSW	Trevor White	907-451-2103	YKHC	Bruce Werba	907-476-2104	Bob White	907-545-0916	Fred Broerman	907-543-0890	Ronald Crompton	907-465-1195	Kristine Poeppel	907-269-7521	Laona DeWilde	907-451-2761
Arctic Village	ARC	VSW	Erin Anderson	907-451-5157	TCC	Scot Demientieff	907-452-8251 ext. 3267	Duane Burnham	907-452-8251 ext. 3266	Brendan Smyth	907-451-2744	Rachel Puckett		Mike Sharp	907-451-2178	Ina Timling	907-451-2135
Atka	AKB	VSW	James Robinson	907-269-7622	APIA	Daniel Shellikoff	907-276-2700	John Johnson	907-269-7605	Trish Gilliland	907-269-0350	Rachel Puckett		Monica Ague	907-269-7653	Rachel Mills	907-269-7642
Atmautluak	ATT	ANTHC	Corbyn Jahn	907-317-2917	YKHC	Nick Sanders	907-543-6427	Bob White	907-545-0916	Nicholas Martinez	907-543-3475	Ronald Crompton	907-465-1195	Elizabeth Nakanishi	907-269-7517	Rachel Mills	907-269-7642
Atqasuk	ATK	ANTHC	Derek Hancey	707-499-2923						Trisha Sullivan	907-269-4549	Ronald Crompton	907-465-1195	Jenny Roberts	907-451-2137	Ina Timling	907-451-2135
Beaver	WBQ	VSW	Erin Anderson	907-451-5157	TCC	Scot Demientieff	907-452-8251 ext. 3267	Duane Burnham	907-452-8251 ext. 3266	Catherine Brooks	907-451-2746	Rachel Puckett		Jenny Roberts	907-451-2137	Ina Timling	907-451-2135
Bethel	BET	VSW	Erin Anderson	907-451-5157						Nicholas Martinez	907-543-3475	Ronald Crompton	907-465-1195	Elizabeth Nakanishi	907-269-7517	Annemieke Powers	907-269-7626
Bethel-ONC																	
Birch Creek	KBC	ANTHC	William Brooks	907-538-4990	TCC	Taji Parks	907-452-8251 ext. 3265	Duane Burnham	907-452-8251 ext. 3266	Brendan Smyth	907-451-2744	Rachel Puckett				Ina Timling	907-451-2135
Brevig Mission	KTS	ANTHC	Scott Fezer	770-265-4220	NSHC	Monti Tarawneh	907-443-3403	Richard Kuzuguk	907-443-4584	Brendan Smyth	907-451-2744	Brandi Adams	907-465-5530	Jenny Roberts	907-451-2137	Ina Timling	907-451-2135
Bristol Bay		SRF	Young Ha	907-269-7544													
Buckland	BKC	VSW	Aaron Wheatall	907-269-4967	MLQ	Bruce Nelson	907-442-7042	Chris Cox	907-729-7753	Brendan Smyth	907-451-2744	Brandi Adams	907-465-5530	Mike Sharp	907-451-2178	Laona DeWilde	907-451-2761
Cantwell	TTW	ANTHC	Greg Martin	907-538-1141						Catherine Brooks	907-451-2746						
Central Peninsula										Lynn Kenealy	907-269-8122						
Chalkyitsik	CIK	ANTHC	Kay Sind	314-504-2287	TCC	Taji Parks	907-452-8251 ext. 3265	Duane Burnham	907-452-8251 ext. 3266	Catherine Brooks	907-451-2746	Rachel Puckett		Mike Sharp	907-451-2178	Trisha Bower	907-451-2174
Chefornak	CYF	VSW	Erin Anderson	907-451-5157	YKHC	Willie Kamuck	907-438-6026	Bob White	907-545-0916	Fred Broerman	907-543-0890	Ronald Crompton	907-465-1195	Monica Ague	907-269-7653	Rachel Mills	907-269-7642
Chenega Bay	CAB	ANTHC	Kevin Ulrich	907-440-2864	DEC	Cullen Richmond	907-269-7571	John Johnson	907-269-7605	Breanna Armstrong	907-269-4501	Rachel Puckett		Christina Harris	907-262-3403	Rachel Mills	907-269-7642
Chevak	VAK	ANTHC	Ryan Beckett	907-830-1891	YKHC	Willie Kamuck	907-438-6026	Bob White	907-545-0916	Nicholas Martinez	907-543-3475	Ronald Crompton	907-465-1195	Monica Ague	907-269-7653	Stephen Price	907-269-7467
Chignik	KCQ	ANTHC	Magaly Mendoza	907-729-8237	BBAHC	Jeff Fonkert	907-843-0665	Melany Stumpner	907-842-3396	Gabriel Gonzales	907-754-3588	Rachel Puckett		Monica Ague	907-269-7653	Stephen Price	907-269-7467
Chignik Lagoon	KCL	ANTHC	Joyell Acuna	907-382-4913	BBAHC	Jeff Fonkert	907-843-0665	Melany Stumpner	907-842-3396	Gabriel Gonzales	907-754-3588	Rachel Puckett		Monica Ague	907-269-7653	Stephen Price	907-269-7467
Chignik Lake	CKL	ANTHC	Magaly Mendoza	907-729-8237	BBAHC	Jeff Fonkert	907-843-0665	Melany Stumpner	907-842-3396	Gabriel Gonzales	907-754-3588	Rachel Puckett		Kristine Poeppel	907-269-7521	Stephen Price	907-269-7467
Chistochina	CZO	VSW	Oscar Menendez	907-269-7606						Trish Gilliland	907-269-0350						
Chitina	CXC	VSW	Oscar Menendez	907-269-7606	DEC			John Johnson	907-269-7605	Eric Bjelland	907-269-3037	Rachel Puckett		Jessica Cahill	907-376-1824		
Chuathbaluk	CHU	VSW	Marc Cambra	907-269-7525	YKHC	Bruce Werba	907-476-2104	Bob White	907-545-0916	Fred Broerman	907-543-0890	Ronald Crompton	907-465-1195	Elizabeth Nakanishi	907-269-7517	Laona DeWilde	907-451-2761
Circle	IRC	ANTHC	Karina Packer	907-306-2259	TCC	Romeo Stickman	907-452-8251 ext. 4922	Duane Burnham	907-452-8251 ext. 3266	Catherine Brooks	907-451-2746	Rachel Puckett		Gretchen Keim	907-451-2231	Ina Timling	907-451-2135
Clark's Point	CLP	VSW	Anita Erickson	907-269-4592	BBAHC	Jeff Fonkert	907-843-0665	Melany Stumpner	907-842-3396	Breanna Armstrong	907-269-4501	Rachel Puckett		John Davis	907-262-8201	Stephen Price	907-269-7467
Coffman Cove	KCC	VSW	Aaron Wheatall	907-269-4967	DEC	Tanner Cote	907-269-7609	John Johnson	907-269-7605	Iura Leahu	907-465-4814	Brandi Adams	907-465-5530	Christina Harris	907-262-3403		
Cold Bay	CDB	VSW	Trenton Tulloss	907-269-7554	APIA	Daniel Shellikoff	907-276-2700	Karen Pletnikoff	907-222-4286	Eric Bjelland	907-269-3037	Rachel Puckett		John Davis	907-262-8201	Rachel Mills	907-269-7642
Copper Center	CZC	VSW	Ari Sosnowski	907-269-5180	DEC			John Johnson	907-269-7605	Gabriel Gonzales	907-754-3588	Rachel Puckett					
Cordova	CDV	SRF	Susan Start	907-269-7437						Sonya Pevan	907-269-8159			Christina Harris	907-262-3403	Zach Gianotti	907-465-5318
Craig	CGA	ANTHC	Andres Benitez Ospina	907-764-3787	DEC			John Johnson	907-269-7605	Iura Leahu	907-465-4814	Brandi Adams	907-465-5530	Christina Harris	907-262-3403		
Crooked Creek	CKD	ANTHC	Corbyn Jahn	907-317-2917	YKHC	Bruce Werba	907-476-2104	Bob White	907-545-0916	Fred Broerman	907-543-0890	Ronald Crompton	907-465-1195	John Davis	907-262-8201	Laona DeWilde	907-451-2761
Deering	DRG	VSW	Ari Sosnowski	907-269-5180	MLQ	Bruce Nelson	907-442-7042	Chris Cox	907-729-7753	Nicholas Martinez	907-543-3475	Brandi Adams	907-465-5530	Jenny Roberts	907-451-2137	Laona DeWilde	907-451-2761
Delta Junction	DJN	VSW	Carrie Bohan	907-465-5143												Luci Farrell	907-451-1650
Denali Borough		VSW	Carrie Bohan	907-465-5143						Sonya Pevan	907-269-8159					Luci Farrell	907-451-1650
Dillingham	DLG	ANTHC	Victoria Jelderks	503-896-6265						Sonya Pevan	907-269-8159			John Davis	907-262-8201	Annemieke Powers	907-269-7626
Diomede	DIO	ANTHC	Scott Fezer	770-265-4220	NSHC	Monti Tarawneh	907-443-3403	Richard Kuzuguk	907-443-4584	Lydia Mielke	907-269-4563	Brandi Adams	907-465-5530	Mike Sharp	907-451-2178	Ina Timling	907-451-2135
Dot Lake	DTL	ANTHC	Greg Martin	907-538-1141	TCC	Romeo Stickman	907-452-8251 ext. 4922	Duane Burnham	907-452-8251 ext. 3266	Catherine Brooks	907-451-2746	Rachel Puckett				Laona DeWilde	907-451-2761
Dutch Harbor	DUT																
Eagle Village	EGV	ANTHC	Greg Martin	907-538-1141	TCC	Taji Parks	907-452-8251 ext. 3265	Duane Burnham	907-452-8251 ext. 3266	Brendan Smyth	907-451-2744	Rachel Puckett		Mike Sharp	907-451-2178	Laona DeWilde	907-451-2761
Eek	EEK	ANTHC	Ryan Beckett	907-830-1891	YKHC	Bob White	907-545-0916	Bob White	907-545-0916	Nicholas Martinez	907-543-3475	Ronald Crompton	907-465-1195	Karis Barnes	907-262-8204	Rachel Mills	907-269-7642
Egegik	EGX	VSW	Tina Altstatt	907-269-7627	BBAHC	Larry Small	907-967-2105	Melany Stumpner	907-842-3396	Eric Bjelland	907-269-3037	Rachel Puckett		Monica Ague	907-269-7653	Stephen Price	907-269-7467
Ekuk	KKU	VSW	Anita Erickson	907-269-4592						Lydia Mielke	907-269-4563					Stephen Price	907-269-7467
Ekwok	KEK	VSW	Oscar Menendez	907-269-7606	BBAHC			Melany Stumpner	907-842-3396	Iura Leahu	907-465-4814	Rachel Puckett		John Davis	907-262-8201	Stephen Price	907-269-7467
Elfin Cove	ELV	VSW	Anita Erickson	907-269-4592	DEC			John Johnson	907-269-7605	Iura Leahu	907-465-4814	Rachel Puckett		Christina Harris	907-262-3403		
Elim	ELI	ANTHC	Scott Fezer	770-265-4220	NSHC	Shyler Johnson	907-625-1231	Richard Kuzuguk	907-443-4584	Brendan Smyth	907-451-2744	Brandi Adams	907-465-5530	Mike Sharp	907-451-2178	Laona DeWilde	907-451-2761
Emmonak	EMM	VSW	Olivia Beckham	907-269-8806	YKHC	Allan Paukan	907-438-6124 (cell)	Bob White	907-545-0916	Nicholas Martinez	907-543-3475	Ronald Crompton	907-465-1195	Monica Ague	907-269-7653	Stephen Price	907-269-7467
Evansville	EVV	ANTHC	Kay Sind	314-504-2287						Catherine Brooks	907-451-2746					Ina Timling	907-451-2135
Fairbanks NSB	FAI	SRF	Josh Alvey	907-269-1065						Sonya Pevan	907-269-8159			Mike Sharp	907-451-2178		
False Pass	KFP	ANTHC	Kevin Ulrich	907-440-2864	APIA	Daniel Shellikoff	907-276-2700	John Johnson	907-269-7605	Eric Bjelland	907-269-3037	Rachel Puckett		Monica Ague	907-269-7653	Rachel Mills	907-269-7642
Fort Yukon	FYU	ANTHC	William Brooks	907-538-4990	TCC	Romeo Stickman	907-452-8251 ext. 4922	Duane Burnham	907-452-8251 ext. 3266	Catherine Brooks	907-451-2746	Rachel Puckett		Mike Sharp	907-451-2178	Ina Timling	907-451-2135
Galena	GAL	ANTHC	Elena Navas	224-307-9028	TCC	Scot Demientieff	907-452-8251 ext. 3267	Duane Burnham	907-452-8251 ext. 3266	Brendan Smyth	907-451-2744	Rachel Puckett		Mike Sharp	907-451-2178	Laona DeWilde	907-451-2761
Gambell	GAM	VSW	Oscar Menendez	907-269-7606	NSHC	Monti Tarawneh	907-443-3403	Richard Kuzuguk	907-443-4584	Catherine Brooks	907-451-2746	Brandi Adams	907-465-5530	Mike Sharp	907-451-2178	Ina Timling	907-451-2135
Girdwood		SRF	Young Ha	907-269-7544								Brandi Adams	907-465-5530				

Community Water Sewer Improvements Contact List

Community	3 Letter Airport Code	Project Agency Lead	Primary Project Engineer	Phone Number	RMW Region	Remote Maintenance Worker	Phone Number	RMW Supervisor	Phone Number	RUBA Contact	Phone Number	Operator Certification Contact	Phone Number	Drinking Water Staff	Phone Number	Solid Waste Contact	Phone Number
Glennallen	GLQ	VSW	Trenton Tulloss	907-269-7554	DEC			John Johnson	907-269-7605	Lydia Mielke	907-269-4563	Rachel Puckett		Jessica Cahill	907-376-1824	Annemieke Powers	907-269-7626
Golovin	GLV	ANTHC	Scott Fezer	770-265-4220	NSHC	Shyler Johnson	907-625-1231	Richard Kuzuguk	907-443-4584	Brendan Smyth	907-451-2744	Brandi Adams	907-465-5530	Mike Sharp	907-451-2178	Ina Timling	907-451-2135
Goodnews Bay	GNU	ANTHC	Magaly Mendoza	907-729-8237	BBAHC	Larry Small	907-967-2105	Melany Stumpner	907-842-3396	Nicholas Martinez	907-543-3475	Rachel Puckett		John Davis	907-262-8201	Rachel Mills	907-269-7642
Grayling	KGX	ANTHC	Ryan Beckett	907-830-1891	YKHC	Bruce Werba	907-476-2104	Bob White	907-545-0916	Fred Broerman	907-543-0890	Ronald Crompton	907-465-1195	Kristine Poeppel	907-269-7521	Laona DeWilde	907-451-2761
Gulkana	GKN	ANTHC	Elena Navas	224-307-9028	DEC	Tanner Cote	907-269-7609	John Johnson	907-269-7605	Trish Gilliland	907-269-0350	Rachel Puckett		Jenny Roberts	907-451-2137		
Gustavus	GST	VSW	Anita Erickson	907-269-4592	DEC			John Johnson	907-269-7605	Iura Leahu	907-465-4814	Brandi Adams	907-465-5530	Emily Hoyt	907-465-5350	Zach Gianotti	907-465-5318
Healy Lake	HKB	VSW	Erin Anderson	907-451-5157	TCC	Taji Parks	907-452-8251 ext. 3265	Duane Burnham	907-452-8251 ext. 3266	Brendan Smyth	907-451-2744	Rachel Puckett					
Holy Cross	HCR	ANTHC	Ryan Beckett	907-830-1891	YKHC	Bruce Werba	907-476-2104	Bob White	907-545-0916	Nicholas Martinez	907-543-3475	Ronald Crompton	907-465-1195	Elizabeth Nakanishi	907-269-7517	Laona DeWilde	907-451-2761
Homer	HOM	SRF	Josh Alvey	907-269-1065						Sonya Pevan	907-269-8159	Ronald Crompton	907-465-1195	Christina Harris	907-262-3403		
Hoonah	HNH	ANTHC	James Amundsen	907-301-5701	DEC	Cullen Richmond	907-269-7571	John Johnson	907-269-7605	Iura Leahu	907-465-4814	Brandi Adams	907-465-5530	Emily Hoyt	907-465-5350	Zach Gianotti	907-465-5318
Hooper Bay	HPB	VSW	Trevor White	907-451-2103	YKHC	Willie Kamuck	907-438-6026	Bob White	907-545-0916	Nicholas Martinez	907-543-3475	Ronald Crompton	907-465-1195	Kristine Poeppel	907-269-7521	Stephen Price	907-269-7467
Hughes	HUS	ANTHC	Karina Packer	907-306-2259	TCC	Scot Demientieff	907-452-8251 ext. 3267	Duane Burnham	907-452-8251 ext. 3266	Brendan Smyth	907-451-2744	Rachel Puckett		Mike Sharp	907-451-2178	Ina Timling	907-451-2135
Huslia	HSL	ANTHC	Greg Martin	907-538-1141	TCC	Taji Parks	907-452-8251 ext. 3265	Duane Burnham	907-452-8251 ext. 3266	Catherine Brooks	907-451-2746	Rachel Puckett		Gretchen Keim	907-451-2231	Laona DeWilde	907-451-2761
Hydaburg	HYG	ANTHC	James Amundsen	907-301-5701	DEC	Tanner Cote	907-269-7609	John Johnson	907-269-7605	Lydia Mielke	907-269-4563	Brandi Adams	907-465-5530	Emily Hoyt	907-465-5350	Zach Gianotti	907-465-5318
Igiugig	IGG	ANTHC	Magaly Mendoza	907-729-8237	DEC	Ryan Johnson	907-269-3067	John Johnson	907-269-7605	Eric Bjelland	907-269-3037	Rachel Puckett		Monica Ague	907-269-7653	Stephen Price	907-269-7467
Iliamna	ILI	ANTHC	Joyell Acuna	907-382-4913	DEC			John Johnson	907-269-7605	Eric Bjelland	907-269-3037	Rachel Puckett				Stephen Price	907-269-7467
Ivanof Bay	KIB	VSW	Oscar Menendez	907-269-7606	BBAHC			Melany Stumpner	907-842-3396	Trish Gilliland	907-269-0350	Rachel Puckett		John Davis	907-262-8201		
Juneau	JNU	SRF	Josh Alvey	907-269-1065						Sonya Pevan	907-269-8159	Brandi Adams	907-465-5530	Christina Harris	907-262-3403	Zach Gianotti	907-465-5318
Kachemak Selo		VSW	Ari Sosnowski	907-269-5180	DEC	Ryan Johnson	907-269-3067	John Johnson	907-269-7605	Gabriel Gonzales	907-754-3588	Rachel Puckett		James Latimer	907-262-3410		
Kake	KAE	ANTHC	Elizabeth Merrill	907-306-3233	DEC	Cullen Richmond	907-269-7571	John Johnson	907-269-7605	Iura Leahu	907-465-4814	Brandi Adams	907-465-5530	Emily Hoyt	907-465-5350	Zach Gianotti	907-465-5318
Kaktovik	BTI	ANTHC	Derek Hancey	707-499-2923						Trisha Sullivan	907-269-4549	Ronald Crompton	907-465-1195	Jenny Roberts	907-451-2137	Ina Timling	907-451-2135
Kaltag	KAL	ANTHC	Elena Navas	224-307-9028	TCC	Scot Demientieff	907-452-8251 ext. 3267	Duane Burnham	907-452-8251 ext. 3266	Catherine Brooks	907-451-2746	Rachel Puckett		Jenny Roberts	907-451-2137	Laona DeWilde	907-451-2761
Karluk	KYK	ANTHC	Kevin Ulrich	907-440-2864	DEC	Tanner Cote	907-269-7609	John Johnson	907-269-7605	Breanna Armstrong	907-269-4501	Rachel Puckett		Karis Barnes	907-262-8204	Stephen Price	907-269-7467
Kasaan	KXA	ANTHC	James Amundsen	907-301-5701	DEC	Tanner Cote	907-269-7609	John Johnson	907-269-7605	Iura Leahu	907-465-4814	Brandi Adams	907-465-5530	Emily Hoyt	907-465-5350		
Kasigluk	KUK	ANTHC	Ryan Beckett	907-830-1891	YKHC	Nick Sanders	907-543-6427	Bob White	907-545-0916	Fred Broerman	907-543-0890	Ronald Crompton	907-465-1195	Kristine Poeppel	907-269-7521	Rachel Mills	907-269-7642
Kenai	ENA	SRF	Josh Alvey	907-269-1065						Sonya Pevan	907-269-8159	Ronald Crompton	907-465-1195	Emily Hoyt	907-465-5350		
Kennicott/McCarthy	MXY	VSW	Oscar Menendez	907-269-7606													
Ketchikan	KTN	SRF	Susan Start	907-269-7437						Sonya Pevan	907-269-8159	Brandi Adams	907-465-5530	Christina Harris	907-262-3403	Zach Gianotti	907-465-5318
Kiana	IAN	ANTHC	Elizabeth Hodges	916-996-9190	MLQ	Bruce Nelson	907-442-7042	Chris Cox	907-729-7753	Catherine Brooks	907-451-2746	Brandi Adams	907-465-5530	Gretchen Keim	907-451-2231	Laona DeWilde	907-451-2761
King Cove	KVC	SRF	Kevin De Michelis	907-269-7603	APIA	Daniel Shellikoff	907-276-2700	John Johnson	907-269-7605	Breanna Armstrong	907-269-4501	Rachel Puckett		John Davis	907-262-8201	Rachel Mills	907-269-7642
King Salmon	AKN	ANTHC	Victoria Jelderks	503-896-6265						Lydia Mielke	907-269-4563						
Kipnuk	KIP	ANTHC	Corbyn Jahn	907-317-2917	YKHC	Willie Kamuck	907-438-6026	Bob White	907-545-0916	Fred Broerman	907-543-0890	Ronald Crompton	907-465-1195	John Davis	907-262-8201	Rachel Mills	907-269-7642
Kivalina	KVL	ANTHC	Derek Hancey	707-499-2923	MLQ	Bruce Nelson	907-442-7042	Chris Cox	907-729-7753	Eric Bjelland	907-269-3037	Brandi Adams	907-465-5530	Jenny Roberts	907-451-2137	Laona DeWilde	907-451-2761
Klawock	KLW	ANTHC	Andres Benitez Ospina	907-764-3787	DEC	Tanner Cote	907-269-7609	John Johnson	907-269-7605	Iura Leahu	907-465-4814	Brandi Adams	907-465-5530	Emily Hoyt	907-465-5350	Zach Gianotti	907-465-5318
Klukwan	WAN	ANTHC	Elizabeth Merrill	907-306-3233	DEC	Cullen Richmond	907-269-7571	John Johnson	907-269-7605	Iura Leahu	907-465-4814	Brandi Adams	907-465-5530	Christina Harris	907-262-3403	Zach Gianotti	907-465-5318
Kobuk	OBU	ANTHC	Elizabeth Hodges	916-996-9190	MLQ	Bruce Nelson	907-442-7042	Chris Cox	907-729-7753	Breanna Armstrong	907-269-4501	Brandi Adams	907-465-5530	Gretchen Keim	907-451-2231	Ina Timling	907-451-2135
Kodiak	ADQ	SRF	Josh Alvey	907-269-1065						Sonya Pevan	907-269-8159			Elizabeth Nakanishi	907-269-7517	Annemieke Powers	907-269-7626
Kokhanok	KHK	ANTHC	Joyell Acuna	907-382-4913	DEC	Ryan Johnson	907-269-3067	John Johnson	907-269-7605	Gabriel Gonzales	907-754-3588	Rachel Puckett		Monica Ague	907-269-7653	Stephen Price	907-269-7467
Koliganek	KGK	ANTHC	Magaly Mendoza	907-729-8237	BBAHC	Jeff Fonkert	907-843-0665	Melany Stumpner	907-842-3396	Trish Gilliland	907-269-0350	Rachel Puckett		Elizabeth Nakanishi	907-269-7517	Stephen Price	907-269-7467
Kongiganak	KKH	VSW	Oscar Menendez	907-269-7606	YKHC	Nick Sanders	907-543-6427	Bob White	907-545-0916	Fred Broerman	907-543-0890	Ronald Crompton	907-465-1195	Elizabeth Nakanishi	907-269-7517	Rachel Mills	907-269-7642
Kotlik	KOT	ANTHC	Ivan Chikigak-Steadman	907-748-0870	YKHC	Allan Paukan	907-438-6124 (cell)	Bob White	907-545-0916	Fred Broerman	907-543-0890	Ronald Crompton	907-465-1195	Elizabeth Nakanishi	907-269-7517	Stephen Price	907-269-7467
Kotzebue	OTZ	ANTHC	Elizabeth Hodges	916-996-9190						Sonya Pevan	907-269-8159	Brandi Adams	907-465-5530	Mike Sharp	907-451-2178	Luci Farrell	907-451-1650
Koyuk	KKA	ANTHC	Derek Hancey	707-499-2923	NSHC	Shyler Johnson	907-625-1231	Richard Kuzuguk	907-443-4584	Brendan Smyth	907-451-2744	Brandi Adams	907-465-5530	Jenny Roberts	907-451-2137	Laona DeWilde	907-451-2761
Koyukuk	KYU	ANTHC	William Brooks	907-538-4990	TCC	Romeo Stickman	907-452-8251 ext. 4922	Duane Burnham	907-452-8251 ext. 3266	Brendan Smyth	907-451-2744	Rachel Puckett		Jenny Roberts	907-451-2137	Laona DeWilde	907-451-2761
Kwethluk	KWT	ANTHC	Ivan Chikigak-Steadman	907-748-0870	YKHC	Nick Sanders	907-543-6427	Bob White	907-545-0916	Nicholas Martinez	907-543-3475	Ronald Crompton	907-465-1195	Monica Ague	907-269-7653	Rachel Mills	907-269-7642
Kwigillingok Village	KWK	ANTHC	Corbyn Jahn	907-317-2917	YKHC	Nick Sanders	907-543-6427	Bob White	907-545-0916	Nicholas Martinez	907-543-3475	Ronald Crompton	907-465-1195	Karis Barnes	907-262-8204	Rachel Mills	907-269-7642
Lake Minchumina	LMA	VSW	Carrie Bohan	907-465-5143												Laona DeWilde	907-451-2761
Larsen Bay	LAR	ANTHC	Kevin Ulrich	907-440-2864	DEC	Tanner Cote	907-269-7609	John Johnson	907-269-7605	Lydia Mielke	907-269-4563	Rachel Puckett		Karis Barnes	907-262-8204	Stephen Price	907-269-7467
Levelock	KLL	ANTHC	Magaly Mendoza	907-729-8237	BBAHC			Melany Stumpner	907-842-3396	Breanna Armstrong	907-269-4501	Rachel Puckett		John Davis	907-262-8201	Stephen Price	907-269-7467
Lime Village	LVD	ANTHC	Ryan Beckett	907-830-1891	YKHC			Bob White	907-545-0916	Fred Broerman	907-543-0890	Ronald Crompton	907-465-1195			Ina Timling	907-451-2135
Lowell Point	LPT	VSW	Oscar Menendez	907-269-7606													
Lower Kalskag	KLG	ANTHC	Ansel Morsillo	412-952-7852	YKHC	Bruce Werba	907-476-2104	Bob White	907-545-0916	Fred Broerman	907-543-0890	Ronald Crompton	907-465-1195	Monica Ague	907-269-7653	Laona DeWilde	907-451-2761
Manley Hot Springs		VSW	Erin Anderson	907-451-5157	TCC	Scot Demientieff	907-452-8251 ext. 3267	Duane Burnham	907-452-8251 ext. 3266	Catherine Brooks	907-451-2746	Rachel Puckett				Ina Timling	907-451-2135
Manokotak	KMO	VSW	Aaron Wheatall	907-269-4967	BBAHC	Larry Small	907-967-2105	Melany Stumpner	907-842-3396	Breanna Armstrong	907-269-4501	Rachel Puckett		Karis Barnes	907-262-8204	Stephen Price	907-269-7467
Marshall	MLL	VSW	Erin Anderson	907-451-5157	YKHC	Allan Paukan	907-438-6124 (cell)	Bob White	907-545-0916	Nicholas Martinez	907-543-3475	Ronald Crompton	907-465-1195	Monica Ague	907-269-7653	Stephen Price	907-269-7467
McGrath	MCG	VSW	Oscar Menendez	907-269-7606	DEC	Cullen Richmond	907-269-7571	John Johnson	907-269-7605	Lydia Mielke	907-269-4563	Rachel Puckett		Gretchen Keim	907-451-2231	Laona DeWilde	907-451-2761
Mekoryuk	MYU	VSW	Erin Anderson	907-451-5157	YKHC	Willie Kamuck	907-438-6026	Bob White	907-545-0916	Fred Broerman	907-543-0890	Ronald Crompton	907-465-1195	Monica Ague	907-269-7653	Rachel Mills	907-269-7642
Mentasta	MEN	VSW	Oscar Menendez	907-269-7606	DEC			John Johnson	907-269-7605	Trish Gilliland	907-269-0350	Rachel Puckett		Gretchen Keim	907-451-2231		
Mertarvik		ANTHC	Ryan Beckett	907-830-1891	YKHC	Willie Kamuck	907-438-6026	Bob White	907-545-0916	Fred Broerman	907-543-0890	Ronald Crompton	907-465-1195	Elizabeth Nakanishi	907-269-7517	Rachel Mills	907-269-7642
Metlakatla	MTM	VSW	Ari Sosnowski	907-269-5180	DEC	Ryan Johnson	907-269-3067	John Johnson	907-269-7605	Iura Leahu	907-465-4814	Rachel Puckett		James Latimer	907-262-3410		
Minto	MNT	VSW	Erin Anderson	907-451-5157	TCC	Scot Demientieff	907-452-8251 ext. 3267	Duane Burnham	907-452-8251 ext. 3266	Catherine Brooks	907-451-2746	Rachel Puckett		Gretchen Keim	907-451-2231	Ina Timling	907-451-2135
Moose Pass		VSW	Aaron Wheatall	907-269-4967						Breanna Armstrong	907-269-4501						
Mountain Village	MOU	VSW	Erin Anderson	907-451-5157	YKHC	Allan Paukan	907-438-6124 (cell)	Bob White	907-545-0916	Fred Broerman	907-543-0890	Ronald Crompton	907-465-1195	Monica Ague	907-269-7653	Stephen Price	907-269-7467
Naknek	NNK	ANTHC	Victoria Jelderks	503-896-6265	BBAHC			Melany Stumpner	907-842-3396	Lydia Mielke	907-269-4563	Rachel Puckett		John Davis	907-262-8201	Luci Farrell	907-451-1650
Nanwalek	KEB	ANTHC	James Amundsen	907-301-5701	DEC	Ryan Johnson	907-269-3067	John Johnson	907-269-7605	Trish Gilliland	907-269-0350	Rachel Puckett		Emily Hoyt	907-465-5350	Rachel Mills	907-269-7642
Napakiak	WNA	VSW	Trenton Tulloss	907-269-7554	YKHC	Bob White	907-545-0916	Bob White	907-545-0916	Fred Broerman	907-543-0890	Ronald Crompton	907-465-1195	John Davis	907-262-8201	Rachel Mills	907-269-7642
Napaskiak	PKA	ANTHC	Brent Hove	907-602-0925	YKHC	Bob White	907-545-0916	Bob White	907-545-0916	Nicholas Martinez	907-543-3475	Ronald Crompton	907-465-1195	Elizabeth Nakanishi	907-269-7517	Rachel Mills	907-269-7642
Naukati West	NKI	VSW	Trenton Tulloss	907-269-7554						Iura Leahu	907-465-4814						
Nelson Lagoon	NNO	ANTHC	Kevin Ulrich	907-440-2864	APIA	Daniel Shellikoff	907-276-2700	Karen Pletnikoff	907-222-4286	Breanna Armstrong	907-269-4501	Rachel Puckett		John Davis	907-262-8201	Rachel Mills	907-269-7642
Nenana	ENN	ANTHC	William Brooks	907-538-4990	TCC	Taji Parks	907-452-8251 ext. 3265	Duane Burnham	907-452-8251 ext. 3266	Brendan Smyth	907-451-2744	Rachel Puckett		Mike Sharp	907-451-2178		
New Stuyahok	KNW	ANTHC	Victoria Jelderks	503-896-6265	BBAHC	Jeff Fonkert	907-843-0665	Melany Stumpner	907-842-3396	Trisha Sullivan	907-269-4549	Rachel Puckett		Monica Ague	907-269-7653	Stephen Price	907-269-7467

Community Water Sewer Improvements Contact List

Community	3 Letter Airport Code	Project Agency Lead	Primary Project Engineer	Phone Number	RMW Region	Remote Maintenance Worker	Phone Number	RMW Supervisor	Phone Number	RUBA Contact	Phone Number	Operator Certification Contact	Phone Number	Drinking Water Staff	Phone Number	Solid Waste Contact	Phone Number
Newhalen	NHL	ANTHC	Joyell Acuna	907-382-4913	DEC	Ryan Johnson	907-269-3067	John Johnson	907-269-7605	Gabriel Gonzales	907-754-3588	Rachel Puckett		Elizabeth Nakanishi	907-269-7517	Stephen Price	907-269-7467
Nightmute	NME	VSW	Erin Anderson	907-451-5157	YKHC	Willie Kamuck	907-438-6026	Bob White	907-545-0916	Nicholas Martinez	907-543-3475	Ronald Crompton	907-465-1195	Monica Ague	907-269-7653	Rachel Mills	907-269-7642
Nikolaevsk	NIK	VSW	Trenton Tulloss	907-269-7554	DEC	Ryan Johnson	907-269-3067	John Johnson	907-269-7605	Gabriel Gonzales	907-754-3588	Rachel Puckett		James Latimer	907-262-3410		
Nikolai	NIB	ANTHC	Karina Packer	907-306-2259	DEC	Cullen Richmond	907-269-7571	John Johnson	907-269-7605	Lydia Mielke	907-269-4563	Rachel Puckett		Teslyn Hakala	907-451-3038	Laona DeWilde	907-451-2761
Nikolski	IKO	ANTHC	James Amundsen	907-301-5701	APIA	Daniel Shellikoff	907-276-2700	John Johnson	907-269-7605	Breanna Armstrong	907-269-4501	Rachel Puckett		John Davis	907-262-8201	Rachel Mills	907-269-7642
Ninilchik	NIN				DEC	Ryan Johnson	907-269-3067	John Johnson	907-269-7605	Breanna Armstrong	907-269-4501	Rachel Puckett					
Noatak	WTK	ANTHC	Elizabeth Hodges	916-996-9190	MLQ	Bruce Nelson	907-442-7042	Chris Cox	907-729-7753	Brendan Smyth	907-451-2744	Brandi Adams	907-465-5530	Gretchen Keim	907-451-2231	Ina Timling	907-451-2135
Nome	OME	ANTHC	Scott Fezer	770-265-4220								Brandi Adams	907-465-5530	Gretchen Keim	907-451-2231	Luci Farrell	907-451-1650
Nondalton	NNL	ANTHC	Victoria Jelderks	503-896-6265	DEC	Ryan Johnson	907-269-3067	John Johnson	907-269-7605	Lydia Mielke	907-269-4563	Rachel Puckett		John Davis	907-262-8201	Stephen Price	907-269-7467
Noorvik	ORV	ANTHC	Elizabeth Hodges	916-996-9190	MLQ	Bruce Nelson	907-442-7042	Chris Cox	907-729-7753	Catherine Brooks	907-451-2746	Brandi Adams	907-465-5530	Gretchen Keim	907-451-2231	Ina Timling	907-451-2135
North Pole		SRF	Willow Gaber	907-465-5124						Brendan Smyth	907-451-2744			Mike Sharp	907-451-2178		
North Slope Borough										Trisha Sullivan	907-269-4549	Ronald Crompton	907-465-1195	Jenny Roberts	907-451-2137		
Northway	ORT	ANTHC	Greg Martin	907-538-1141	TCC	Romeo Stickman	907-452-8251 ext. 4922	Duane Burnham	907-452-8251 ext. 3266	Catherine Brooks	907-451-2746	Rachel Puckett		Mike Sharp	907-451-2178	Laona DeWilde	907-451-2761
Nuiqsut	NUQ	ANTHC	Derek Hancey	707-499-2923						Trisha Sullivan	907-269-4549	Ronald Crompton	907-465-1195	Jenny Roberts	907-451-2137	Ina Timling	907-451-2135
Nulato	NUL	VSW	Erin Anderson	907-451-5157	TCC	Romeo Stickman	907-452-8251 ext. 4922	Duane Burnham	907-452-8251 ext. 3266	Brendan Smyth	907-451-2744	Rachel Puckett		Jenny Roberts	907-451-2137	Laona DeWilde	907-451-2761
Nunam Iqua	SXP	ANTHC	Ansel Morsillo	412-952-7852	YKHC	Allan Paukan	907-438-6124 (cell)	Bob White	907-545-0916	Nicholas Martinez	907-543-3475	Ronald Crompton	907-465-1195	Elizabeth Nakanishi	907-269-7517	Stephen Price	907-269-7467
Nunapitchuk	NUP	VSW	Oscar Menendez	907-269-7606	YKHC	Nick Sanders	907-543-6427	Bob White	907-545-0916	Nicholas Martinez	907-543-3475	Ronald Crompton	907-465-1195	Elizabeth Nakanishi	907-269-7517	Rachel Mills	907-269-7642
Old Harbor	OLH	ANTHC	Andres Benitez Ospina	907-764-3787	DEC	Tanner Cote	907-269-7609	John Johnson	907-269-7605	Breanna Armstrong	907-269-4501	Rachel Puckett		John Davis	907-262-8201	Stephen Price	907-269-7467
Oscarville	OSC	ANTHC	Ryan Beckett	907-830-1891	YKHC	Nick Sanders	907-543-6427	Bob White	907-545-0916	Fred Broerman	907-543-0890	Ronald Crompton	907-465-1195	Kristine Poeppel	907-269-7521	Rachel Mills	907-269-7642
Ouzinkie	KOZ	ANTHC	James Amundsen	907-301-5701	DEC	Tanner Cote	907-269-7609	John Johnson	907-269-7605	Breanna Armstrong	907-269-4501	Rachel Puckett		John Davis	907-262-8201	Stephen Price	907-269-7467
Palmer	PAQ	SRF	Kevin De Michelis	907-269-7603						Sonya Pevan	907-269-8159	Brandi Adams	907-465-5530	Jessica Cahill	907-376-1824	Annemieke Powers	907-269-7626
Pedro Bay	PDB	ANTHC	Victoria Jelderks	503-896-6265						Eric Bjelland	907-269-3037					Stephen Price	907-269-7467
Pelican	PEC	VSW	Anita Erickson	907-269-4592	DEC	Cullen Richmond	907-269-7571	John Johnson	907-269-7605	Iura Leahu	907-465-4814	Brandi Adams	907-465-5530	Christina Harris	907-262-3403	Zach Gianotti	907-465-5318
Perryville	KPV	ANTHC	Victoria Jelderks	503-896-6265	BBAHC	Jeff Fonkert	907-843-0665	Melany Stumpner	907-842-3396	Eric Bjelland	907-269-3037	Rachel Puckett		Monica Ague	907-269-7653	Stephen Price	907-269-7467
Petersburg	PSG	SRF	Willow Gaber	907-465-5124						Sonya Pevan	907-269-8159	Brandi Adams	907-465-5530	Christina Harris	907-262-3403	Zach Gianotti	907-465-5318
Pilot Point	PIP	VSW	Olivia Beckham	907-269-8806	BBAHC			Melany Stumpner	907-842-3396	Iura Leahu	907-465-4814	Rachel Puckett				Stephen Price	907-269-7467
Pilot Station	PQS	ANTHC	Corbyn Jahn	907-317-2917	YKHC	Allan Paukan	907-438-6124 (cell)	Bob White	907-545-0916	Nicholas Martinez	907-543-3475	Ronald Crompton	907-465-1195	John Davis	907-262-8201	Stephen Price	907-269-7467
Pitka's Point	PPT	ANTHC	Brent Hove	907-602-0925	YKHC	Allan Paukan	907-438-6124 (cell)	Bob White	907-545-0916	Fred Broerman	907-543-0890	Ronald Crompton	907-465-1195	Monica Ague	907-269-7653		
Platinum	PTU	VSW	Oscar Menendez	907-269-7606	BBAHC	Larry Small	907-967-2105	Melany Stumpner	907-842-3396	Eric Bjelland	907-269-3037	Rachel Puckett		Karis Barnes	907-262-8204	Rachel Mills	907-269-7642
Point Baker	KPB	VSW	Carrie Bohan	907-465-5143						Iura Leahu	907-465-4814						
Point Hope	PHO	ANTHC	Derek Hancey	707-499-2923						Trisha Sullivan	907-269-4549	Ronald Crompton	907-465-1195	Jenny Roberts	907-451-2137	Ina Timling	907-451-2135
Point Lay	PIZ	ANTHC	Derek Hancey	707-499-2923						Trisha Sullivan	907-269-4549	Ronald Crompton	907-465-1195	Jenny Roberts	907-451-2137	Ina Timling	907-451-2135
Port Alexander	PTD	VSW	Anita Erickson	907-269-4592	DEC	Tanner Cote	907-269-7609	John Johnson	907-269-7605	Iura Leahu	907-465-4814	Brandi Adams	907-465-5530	Christina Harris	907-262-3403		
Port Alsworth	PTA	VSW	Marc Cambra	907-269-7525													
Port Graham	PGM	ANTHC	Elizabeth Merrill	907-306-3233	DEC	Ryan Johnson	907-269-3067	John Johnson	907-269-7605	Trish Gilliland	907-269-0350	Rachel Puckett		Emily Hoyt	907-465-5350	Rachel Mills	907-269-7642
Port Heiden	PTH	VSW	Aaron Wheatall	907-269-4967	BBAHC			Melany Stumpner	907-842-3396	Gabriel Gonzales	907-754-3588	Rachel Puckett				Stephen Price	907-269-7467
Port Lions	ORI	ANTHC	Elizabeth Merrill	907-306-3233	DEC	Tanner Cote	907-269-7609	John Johnson	907-269-7605	Trish Gilliland	907-269-0350	Rachel Puckett		John Davis	907-262-8201	Stephen Price	907-269-7467
Port Protection	PPV	VSW	Oscar Menendez	907-269-7606	DEC	Tanner Cote	907-269-7609	John Johnson	907-269-7605	Iura Leahu	907-465-4814	Brandi Adams	907-465-5530	Christina Harris	907-262-3403		
Portage Creek	PCA	VSW	Oscar Menendez	907-269-7606	BBAHC			Melany Stumpner	907-842-3396	Iura Leahu	907-465-4814	Rachel Puckett		Monica Ague	907-269-7653		
Quinhagak	KWN	VSW	Ari Sosnowski	907-269-5180	YKHC	Bob White	907-545-0916	Bob White	907-545-0916	Nicholas Martinez	907-543-3475	Ronald Crompton	907-465-1195	John Davis	907-262-8201	Rachel Mills	907-269-7642
Rampart	RMP	ANTHC	Kay Sind	314-504-2287	TCC	Romeo Stickman	907-452-8251 ext. 4922	Duane Burnham	907-452-8251 ext. 3266	Catherine Brooks	907-451-2746	Rachel Puckett		Mike Sharp	907-451-2178	Ina Timling	907-451-2135
Red Devil	RDV	VSW	Oscar Menendez	907-269-7606	YKHC			Bob White	907-545-0916	Nicholas Martinez	907-543-3475					Laona DeWilde	907-451-2761
Ruby	RBY	ANTHC	William Brooks	907-538-4990	TCC	Taji Parks	907-452-8251 ext. 3265	Duane Burnham	907-452-8251 ext. 3266	Catherine Brooks	907-451-2746	Rachel Puckett		Gretchen Keim	907-451-2231	Laona DeWilde	907-451-2761
Russian Mission	RSH	ANTHC	Ivan Chikigak-Steadman	907-748-0870	YKHC	Allan Paukan	907-438-6124 (cell)	Bob White	907-545-0916	Nicholas Martinez	907-543-3475	Ronald Crompton	907-465-1195	Elizabeth Nakanishi	907-269-7517	Stephen Price	907-269-7467
Saint George	PBV	VSW	Aaron Wheatall	907-269-4967	APIA	Daniel Shellikoff	907-276-2700	Karen Pletnikoff	907-222-4286	Gabriel Gonzales	907-754-3588	Rachel Puckett		Kristine Poeppel	907-269-7521	Rachel Mills	907-269-7642
Saint Mary's	KSM	ANTHC	Ansel Morsillo	412-952-7852	YKHC	Allan Paukan	907-438-6124 (cell)	Bob White	907-545-0916	Fred Broerman	907-543-0890	Ronald Crompton	907-465-1195	Elizabeth Nakanishi	907-269-7517	Stephen Price	907-269-7467
Saint Michael	SMK	ANTHC	Derek Hancey	707-499-2923	NSHC	Shyler Johnson	907-625-1231	Richard Kuzuguk	907-443-4584	Gabriel Gonzales	907-754-3588	Brandi Adams	907-465-5530	Jenny Roberts	907-451-2137	Laona DeWilde	907-451-2761
Saint Paul	SNP	VSW	Aaron Wheatall	907-269-4967	APIA	Daniel Shellikoff	907-276-2700	John Johnson	907-269-7605	Gabriel Gonzales	907-754-3588	Rachel Puckett		Elizabeth Nakanishi	907-269-7517	Rachel Mills	907-269-7642
Sand Point	SDP	ANTHC	James Amundsen	907-301-5701	APIA	Daniel Shellikoff	907-276-2700	Karen Pletnikoff	907-222-4286	Eric Bjelland	907-269-3037	Rachel Puckett		John Davis	907-262-8201	Rachel Mills	907-269-7642
Savoonga	SVA	ANTHC	Scott Fezer	770-265-4220	NSHC	Monti Tarawneh	907-443-3403	Richard Kuzuguk	907-443-4584			Brandi Adams	907-465-5530	Jenny Roberts	907-451-2137	Ina Timling	907-451-2135
Saxman	SAX	ANTHC	Elizabeth Merrill	907-306-3233	DEC	Ryan Johnson	907-269-3067	John Johnson	907-269-7605	Iura Leahu	907-465-4814	Brandi Adams	907-465-5530	Emily Hoyt	907-465-5350		
Scammon Bay	SCM	ANTHC	Ansel Morsillo	412-952-7852	YKHC	Willie Kamuck	907-438-6026	Bob White	907-545-0916	Nicholas Martinez	907-543-3475	Ronald Crompton	907-465-1195	John Davis	907-262-8201	Stephen Price	907-269-7467
Selawik	WLK	ANTHC	Derek Hancey	707-499-2923	MLQ	Bruce Nelson	907-442-7042	Chris Cox	907-729-7753	Catherine Brooks	907-451-2746	Brandi Adams	907-465-5530	Gretchen Keim	907-451-2231	Ina Timling	907-451-2135
Seldovia	SOV	VSW	Anita Erickson	907-269-4592	DEC	Ryan Johnson	907-269-3067	John Johnson	907-269-7605	Gabriel Gonzales	907-754-3588	Rachel Puckett		Emily Hoyt	907-465-5350	Rachel Mills	907-269-7642
Seward	SWD	SRF	Kevin De Michelis	907-269-7603						Sonya Pevan	907-269-8159	Ronald Crompton	907-465-1195	Christina Harris	907-262-3403		
Shageluk	SHX	ANTHC	Brent Hove	907-602-0925	YKHC	Bruce Werba	907-476-2104	Bob White	907-545-0916	Fred Broerman	907-543-0890	Ronald Crompton	907-465-1195	Monica Ague	907-269-7653	Laona DeWilde	907-451-2761
Shaktoolik	SKK	VSW	Oscar Menendez	907-269-7606	NSHC	Shyler Johnson	907-625-1231	Richard Kuzuguk	907-443-4584	Breanna Armstrong	907-269-4501	Brandi Adams	907-465-5530	Mike Sharp	907-451-2178	Ina Timling	907-451-2135
Shishmaref	SHH	ANTHC	Scott Fezer	770-265-4220	NSHC	Monti Tarawneh	907-443-3403	Richard Kuzuguk	907-443-4584			Brandi Adams	907-465-5530	Jenny Roberts	907-451-2137	Ina Timling	907-451-2135
Shungnak	SHG	ANTHC	Derek Hancey	707-499-2923	MLQ	Bruce Nelson	907-442-7042	Chris Cox	907-729-7753	Catherine Brooks	907-451-2746	Brandi Adams	907-465-5530	Gretchen Keim	907-451-2231	Laona DeWilde	907-451-2761
Sitka	SIT	SRF	Susan Start	907-269-7437						Sonya Pevan	907-269-8159	Brandi Adams	907-465-5530	Christina Harris	907-262-3403	Zach Gianotti	907-465-5318
Skagway	SGY	SRF	Josh Alvey	907-269-1065						Sonya Pevan	907-269-8159	Brandi Adams	907-465-5530	Christina Harris	907-262-3403	Zach Gianotti	907-465-5318
Slana	SLA	VSW	Oscar Menendez	907-269-7606						Breanna Armstrong	907-269-4501						
Sleetmute	SLQ	VSW	Aaron Wheatall	907-269-4967	YKHC	Bruce Werba	907-476-2104	Bob White	907-545-0916	Nicholas Martinez	907-543-3475	Ronald Crompton	907-465-1195	Monica Ague	907-269-7653	Laona DeWilde	907-451-2761
Soldotna	SXQ	SRF	Willow Gaber	907-465-5124						Sonya Pevan	907-269-8159	Ronald Crompton	907-465-1195	Christina Harris	907-262-3403	Annemieke Powers	907-269-7626
South Naknek	WSN	ANTHC	Magaly Mendoza	907-729-8237	BBAHC	Larry Small	907-967-2105	Melany Stumpner	907-842-3396	Iura Leahu	907-465-4814	Rachel Puckett		John Davis	907-262-8201	Stephen Price	907-269-7467
Stebbins	WBB	ANTHC	Derek Hancey	707-499-2923	NSHC	Shyler Johnson	907-625-1231	Richard Kuzuguk	907-443-4584			Brandi Adams	907-465-5530	Jenny Roberts	907-451-2137	Laona DeWilde	907-451-2761
Stevens Village	SVS	VSW	Erin Anderson	907-451-5157	TCC	Taji Parks	907-452-8251 ext. 3265	Duane Burnham	907-452-8251 ext. 3266	Catherine Brooks	907-451-2746	Rachel Puckett		Mike Sharp	907-451-2178	Ina Timling	907-451-2135
Stony River	SRV	ANTHC	Corbyn Jahn	907-317-2917	YKHC			Bob White	907-545-0916	Fred Broerman	907-543-0890					Laona DeWilde	907-451-2761
Takotna	TCT	VSW	Oscar Menendez	907-269-7606	DEC	Cullen Richmond	907-269-7571	John Johnson	907-269-7605	Trish Gilliland	907-269-0350	Rachel Puckett		Gretchen Keim	907-451-2231	Laona DeWilde	907-451-2761
Talkeetna	TKA	SRF	Susan Start	907-269-7437						Trish Gilliland	907-269-0350	Brandi Adams	907-465-5530	Darryl Gillespie	907-376-1824		
Tanacross Village	TSG	ANTHC	Kay Sind	314-504-2287	TCC	Romeo Stickman	907-452-8251 ext. 4922	Duane Burnham	907-452-8251 ext. 3266	Brendan Smyth	907-451-2744	Rachel Puckett		Mike Sharp	907-451-2178	Laona DeWilde	907-451-2761

Community Water Sewer Improvements Contact List

Community	3 Letter Airport Code	Project Agency Lead	Primary Project Engineer	Phone Number	RMW Region	Remote Maintenance Worker	Phone Number	RMW Supervisor	Phone Number	RUBA Contact	Phone Number	Operator Certification Contact	Phone Number	Drinking Water Staff	Phone Number	Solid Waste Contact	Phone Number
Tanana	TAL	VSW	Erin Anderson	907-451-5157	TCC	Scot Demientieff	907-452-8251 ext. 3267	Duane Burnham	907-452-8251 ext. 3266	Brendan Smyth	907-451-2744	Rachel Puckett		Mike Sharp	907-451-2178	Laona DeWilde	907-451-2761
Tatitlek	TAT	ANTHC	Andres Benitez Ospina	907-764-3787	DEC	Cullen Richmond	907-269-7571	John Johnson	907-269-7605	Trish Gilliland	907-269-0350	Rachel Puckett		Christina Harris	907-262-3403	Rachel Mills	907-269-7642
Tazlina		ANTHC	Elena Navas	224-307-9028						Trish Gilliland	907-269-0350						
Teller	TLA	VSW	Aaron Wheatall	907-269-4967	NSHC	Monti Tarawneh	907-443-3403	Richard Kuzuguk	907-443-4584	Gabriel Gonzales	907-754-3588	Brandi Adams	907-465-5530	Jenny Roberts	907-451-2137	Ina Timling	907-451-2135
Tenakee Springs	TKE	VSW	Oscar Menendez	907-269-7606						Iura Leahu	907-465-4814			James Latimer	907-262-3410		
Tetlin	THE	ANTHC	Kay Sind	314-504-2287	TCC	Romeo Stickman	907-452-8251 ext. 4922	Duane Burnham	907-452-8251 ext. 3266	Catherine Brooks	907-451-2746	Rachel Puckett		Mike Sharp	907-451-2178	Laona DeWilde	907-451-2761
Thorne Bay	KTB	VSW	James Robinson	907-269-7622	DEC	Tanner Cote	907-269-7609	John Johnson	907-269-7605	Iura Leahu	907-465-4814	Brandi Adams	907-465-5530	James Latimer	907-262-3410	Zach Gianotti	907-465-5318
Togiak	TOG	ANTHC	Victoria Jelderks	503-896-6265	BBAHC	Larry Small	907-967-2105	Melany Stumpner	907-842-3396	Eric Bjelland	907-269-3037	Rachel Puckett		John Davis	907-262-8201	Stephen Price	907-269-7467
Toksook Bay	OOK	ANTHC	Corbyn Jahn	907-317-2917	YKHC	Willie Kamuck	907-438-6026	Bob White	907-545-0916	Nicholas Martinez	907-543-3475	Ronald Crompton	907-465-1195	John Davis	907-262-8201	Rachel Mills	907-269-7642
Trapper Creek		VSW	Carrie Bohan	907-465-5143		Cullen Richmond	907-269-7571	John Johnson	907-269-7605	Lydia Mielke	907-269-4563	Brandi Adams	907-465-5530	Darryl Gillespie	907-376-1824		
Tuluksak	TLT	VSW	Oscar Menendez	907-269-7606	YKHC	Nick Sanders	907-543-6427	Bob White	907-545-0916	Nicholas Martinez	907-543-3475	Ronald Crompton	907-465-1195	Elizabeth Nakanishi	907-269-7517	Rachel Mills	907-269-7642
Tuntutuliak	WTL	VSW	Erin Anderson	907-451-5157	YKHC	Nick Sanders	907-543-6427	Bob White	907-545-0916	Fred Broerman	907-543-0890	Ronald Crompton	907-465-1195	Monica Ague	907-269-7653	Rachel Mills	907-269-7642
Tununak	TNK	ANTHC	Ivan Chikigak-Steadman	907-748-0870	YKHC	Willie Kamuck	907-438-6026	Bob White	907-545-0916	Fred Broerman	907-543-0890	Ronald Crompton	907-465-1195			Rachel Mills	907-269-7642
Twin Hills	TWA	ANTHC	Joyell Acuna	907-382-4913	BBAHC	Larry Small	907-967-2105	Melany Stumpner	907-842-3396	Eric Bjelland	907-269-3037	Rachel Puckett		John Davis	907-262-8201	Stephen Price	907-269-7467
Tyonek Village	TYE	ANTHC	Joyell Acuna	907-382-4913	DEC	Cullen Richmond	907-269-7571	John Johnson	907-269-7605	Trish Gilliland	907-269-0350	Rachel Puckett		James Latimer	907-262-3410	Rachel Mills	907-269-7642
Ugashik	UGS	ANTHC	Joyell Acuna	907-382-4913	BBAHC			Melany Stumpner	907-842-3396	Gabriel Gonzales	907-754-3588	Rachel Puckett		John Davis	907-262-8201	Stephen Price	907-269-7467
Unalakleet	UNK	VSW	Aaron Wheatall	907-269-4967	NSHC	Shyler Johnson	907-625-1231	Richard Kuzuguk	907-443-4584			Brandi Adams	907-465-5530	Jenny Roberts	907-451-2137	Ina Timling	907-451-2135
Unalaska	DUT				APIA	Daniel Shellikoff	907-276-2700	John Johnson	907-269-7605	Sonya Pevan	907-269-8159	Rachel Puckett		Kristine Poeppel	907-269-7521	Annemieke Powers	907-269-7626
Upper Kalskag	KLG	VSW	Olivia Beckham	907-269-8806	YKHC	Bruce Werba	907-476-2104	Bob White	907-545-0916	Fred Broerman	907-543-0890	Ronald Crompton	907-465-1195				
Utqiagvik (Barrow)	BRW	ANTHC	Derek Hancey	707-499-2923						Trisha Sullivan	907-269-4549	Ronald Crompton	907-465-1195	Mike Sharp	907-451-2178	Luci Farrell	907-451-1650
Valdez	VDZ	SRF	Young Ha	907-269-7544						Sonya Pevan	907-269-8159	Brandi Adams	907-465-5530	Christina Harris	907-262-3403	Annemieke Powers	907-269-7626
Venetie	VEE	ANTHC	Karina Packer	907-306-2259	TCC	Taji Parks	907-452-8251 ext. 3265	Duane Burnham	907-452-8251 ext. 3266	Catherine Brooks	907-451-2746	Rachel Puckett		Gretchen Keim	907-451-2231	Ina Timling	907-451-2135
Voznesenka	VOZ	VSW	Aaron Wheatall	907-269-4967	DEC	Ryan Johnson	907-269-3067	John Johnson	907-269-7605	Gabriel Gonzales	907-754-3588	Rachel Puckett		James Latimer	907-262-3410		
Wainwright	AIN	ANTHC	Derek Hancey	707-499-2923						Trisha Sullivan	907-269-4549	Ronald Crompton	907-465-1195	Jenny Roberts	907-451-2137	Ina Timling	907-451-2135
Wales	WAA	VSW	Oscar Menendez	907-269-7606	NSHC	Monti Tarawneh	907-443-3403	Richard Kuzuguk	907-443-4584	Breanna Armstrong	907-269-4501	Brandi Adams	907-465-5530	Mike Sharp	907-451-2178	Ina Timling	907-451-2135
Wasilla	WWA	SRF	Young Ha	907-269-7544						Sonya Pevan	907-269-8159	Brandi Adams	907-465-5530	Darryl Gillespie	907-376-1824		
Whale Pass	WWP	VSW	Trenton Tulloss	907-269-7554						Iura Leahu	907-465-4814						
White Mountain	WMO	ANTHC	Scott Fezer	770-265-4220	NSHC	Shyler Johnson	907-625-1231	Richard Kuzuguk	907-443-4584	Gabriel Gonzales	907-754-3588	Brandi Adams	907-465-5530	Jenny Roberts	907-451-2137	Ina Timling	907-451-2135
Whittier	WHI	VSW	Ari Sosnowski	907-269-5180	DEC			John Johnson	907-269-7605	Eric Bjelland	907-269-3037	Rachel Puckett		Elizabeth Nakanishi	907-269-7517		
Wrangell	WRG	SRF	Josh Alvey	907-269-1065						Sonya Pevan	907-269-8159	Brandi Adams	907-465-5530	Christina Harris	907-262-3403		
Yakutat	YAK	ANTHC	Kevin Ulrich	907-440-2864	DEC	Cullen Richmond	907-269-7571	John Johnson	907-269-7605	Iura Leahu	907-465-4814	Brandi Adams	907-465-5530	Emily Hoyt	907-465-5350	Zach Gianotti	907-465-5318

Basic Plan Set Requirements

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

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

GENERAL REQUIREMENTS FOR PLAN SHEETS

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

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

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

I. Cover Sheet and Sheet Index

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

II. General Legend and Vicinity Map (G Sheet)

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

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

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

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

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

A. Water

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

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

B. Well Data

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

C. Sewerage

1. General

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

2. Lift Stations

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

V. Survey (V Sheets)

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

VI. Geotechnical (B Sheets)

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

VII. Civil Drawings (C Sheets)

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

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

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

D. Civil Plan and Profile Views

1. <u>General</u>

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

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

2. Water

a. Fire hydrants
- Distance to the mainline and shut-off valve from the hydrant
- Size of the hydrant

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

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

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

3. Sewer

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

b. Sewer main

- Materials, type of joints, size, length, SDR, class, schedule, slope, etc.

c. Sewer Services

- Service/main connection location distances from a downstream manhole or stationing
- Routing of the sewer service line, indicating the cleanouts with "dots" use symbol from tool palette

d. Lift Stations

- Site map information similar to that of a well site
- Elevation and plan view with pump type, make, capacity, total discharge head (show both static and dynamic heads), voltage, phase, and horse power

e. Force mains

- Proposed pipeline marker locations on the plans (when appropriate)
- Nominal pipe size, material, type of joints, class, pressure rating, etc. (Example: 6" DI, Class 51, 350 psi, integral bell)
- Description and location of elbows, valves, reducers, and cleanouts
- Profiles for all road crossings, any wash crossing which requires casing, steep sections of force main where the slope exceeds 10% or any area where the force main is not at standard bury depth

E. Civil Site Plan and Elevation Views

1. Water Source

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

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

2. Water Storage Tank

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

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

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

4. Wastewater Treatment System

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

5. Individual Site Plans

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

- Appurtenances (curb stop, meter can, and domestic stop) tied to dwelling corners if within 100 feet

c. Sewer Service
- Cleanout locations
- Size, length, and type of pipe used

d. Septic tank and drainfield
- Size of the septic tank and the material it is made of
- Tie to the septic tank inspection manhole(s) and the corners of the drainfield to at least two permanent points (i.e., building corners, power poles, trees, etc.) within 100 feet, if available
- Configuration and depth of the drainfield, and the type of materials used (e.g., 4-inch D3034 PVC, slip-on joint)

VIII. Structural Drawings (S Sheets)

A. Structural Legend, Design Criteria and General Notes
B. Structural Plan Views
1. Foundation plan
2. Floor framing plan
3. Roof framing plan
4. Diaphragm schedule

C. Structural Elevations and Sections
1. Foundation sections
2. Wall sections
3. Shear wall schedule
4. Header elevations and schedule

D. Structural Details
1. Splice details
2. Wall intersections
3. Miscellaneous connections
4. Bracket details
5. Fastener details
6 Anchor details
7. Tie down details

IX. Architectural Drawings (A Sheets)

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

9. Code design data

B. Architectural Elevations and Sections
   1. Front, rear, left side and right side views
   2. Wall sections
   3. Foundation sections
   4. Bathroom/Laboratory/Treatment room/etc. elevations
   5. Cabinet elevations

C. Architectural Details
   1. Headers (internal and external)
   2. Sills (internal and external)
   3. Jams (internal and external)
   4. Door frame schedule
   5. Handrails and guard rails
   6. Cabinet details
   7. Stair and landing details
   8. Ridge detail
   9. Eave detail
   10. Rake detail
   11. Valley detail
   12. Vent detail
   13. Vapor barriers
   14. Window seal
   15. Insulation
   16. Access hatch

X. Plumbing Drawings (P Sheets)

A. Plumbing Legend and General Notes
B. Plumbing Equipment Schedule
C. Plumbing Plan Views
D. Plumbing Elevation Views and Sections
   1. Plumbing Isometrics

E. Plumbing Details
   1. Equipment details
   2. Equipment mounting
   3. Equipment locations
   4. Piping installation
   5. Piping supports

XI. Process Drawings (D Sheets)

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

XII. Mechanical Drawings (M Sheets)

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

XIII. Electrical Systems (E Sheets)

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

XIV. Contractor/Shop Drawings (Z Sheets)

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

Proposed Table of Contents (TOC)

Design Analysis Report
Water/Wastewater Facilities
_____, Alaska

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

1. **Executive Summary**
2. **Introduction**
3. **Background**
   - **3.1. Location**
   - **3.2. Existing Site Conditions**
     - **3.2.1. Existing Facilities**
     - **3.2.2. Land Status**
4. **Water Source**
5. **Site Plan**
6. **Design Requirements and Considerations**
   - **6.1. Building**
     - **6.1.1. Site Civil and Foundation**
       - **6.1.1.1. Soil Conditions**
       - **6.1.1.2. Select Fill Material and Source**
       - **6.1.1.3. Site Grade**
       - **6.1.1.4. Foundation Type**
     - **6.1.2. Architectural**
       - **6.1.2.1. Building Form**
       - **6.1.2.2. Exterior and Interior Materials**
       - **6.1.2.3. Thermal Envelope (Wall and Roof Systems)**
     - **6.1.3. Structural**
       - **6.1.3.1. Design Criteria**
       - **6.1.3.2. Footings and Structural Members**
     - **6.1.4. Mechanical**
       - **6.1.4.1. Design Criteria**
       - **6.1.4.2. Mechanical Systems and Equipment**
     - **6.1.5. Electrical**
       - **6.1.5.1. Electric Utility's Current Capacity and Conditions**
       - **6.1.5.2. Added Electrical Load**
       - **6.1.5.3. Electrical Service and Equipment**
   - **6.2. Water Storage**
     - **6.2.1. Design Criteria**
     - **6.2.2. Tank Size**
     - **6.2.3. Foundation**
   - **6.3. Water Treatment**
     - **6.3.1. Well Water Quality**

6.3.2. Design Criteria
6.3.3. Water Treatment System Upgrades
6.4. Wastewater Collection, Treatment and Disposal
6.4.1. Design Criteria
6.4.2. Lift Station and Lagoon Upgrades
6.5. Environmental Determination and Permits
7. Floor Plan
7.1.1. Building Components
7.1.2. Construction Cost Estimate
8. Cost Summaries
8.1.1. Capital
8.1.2. Operation and Maintenance
9. Recommendations

List of Tables

List of 35% Drawings (11" x 17")
1. **Site Plan**
2. **Building Floor Plan and 2 Section Views**
3. **Building: Elevation Views, Finish Schedule, Door Schedule, & Typical Wall Section**
4. **Foundations: Plan and Section Views for Building and Water Storage Tank**
5. **Water Treatment Process Schematic**
6. **Water Storage Tank Plan and Elevation Views**
7. **Lagoon Plan and Section Views**
8. **Mechanical**
9. **Electrical**

Appendices
- **A. Trip Reports**
- **B. Well Log and Pump Test Results**
- **C. Water Quality Analyses**
- **D. Geotechnical Findings and Recommendations**
- **E. Outline Specifications (using the appropriate CSI's Divisions 2 through 16)**
- **F. Laundry Equipment Data Sheets**
- **G. Detailed Cost Estimates**

VSW 65% Design Environmental Review Survey

The Contractor shall review and respond to the prompts in this document when submitting a 65% Design for Department review. The Contractor's response to these prompts shall be a cohesive, standalone report. The report will aid the Department's Environmental Analyst in completing an environmental and cultural resources review for the project.

A. Project Overview:

1. Name the Community, describe the work area, and provide a map/figure that details the specific location(s) where ground intrusive work will occur.
2. Provide the name, phone number, and email address of the primary Community contact.
3. List the project number, funding source, project description, and anticipated timeline of any recommended supplementary design investigations and construction.

B. Description Planned Work:

1. Describe the design and its anticipated impacts to the environment, noting future planned ground disturbance, soil investigations, construction activities, staging areas, demolition, access roads, etc. Provide maps or other figures to show the locations of these activities.

C. Environmental and Cultural Resources

1. Are there any historic properties or known/potential cultural resources in the project area?
2. Will the project have a disproportionately high and adverse human health or environmental impact on any Alaska Native, low-income, or minority populations?

D. Water

1. Review of potential wetlands (aerial view or soil survey) and any impacts, and a wetland delineation, if applicable.
1. Is the project area in the 100- or 500-year floodplain? Provide a map documenting your response. If the project is within a floodplain, submit a FIRM map and denote whether the community participates in the National Flood Insurance Program.
2. Will the project impact water quality or result in a new discharge (stormwater, wastewater, or other)?
3. Are there any Wild and Scenic Rivers within 10 miles of the construction area?

E. Land

1. Are there any contaminated sites or brownfield sites within 500 feet of the proposed construction area?
2. Describe any biological resources that may be impacted by the project and describe the impacts.
3. Use the U.S. Fish and Wildlife Service Information for Planning and Consulting (IPaC) Official Species List to determine if the project has the potential to impact any endangered species or critical habitats. IPaC Link: https://ipac.ecosphere.fws.gov/

   Describe your findings from the IPaC inquiry.

4. Are there formally classified lands in the project area (farmland, wilderness areas, etc.)?

VSW 95% Design Environmental Review Survey

The Contractor shall review and respond to the prompts in this document when submitting a 95% Design for Department review. The Contractor's response to these prompts shall be a cohesive, standalone report. The report will aid the Department's Environmental Analyst in completing an environmental and cultural resources review for the project.

A. Project Overview:

1. Name the Community, describe the work area, and provide a map/figure that details the specific location(s) where ground intrusive work will occur.
2. Provide the name, phone number, and email address of the primary Community contact.
3. List the project number, funding source, project description, and anticipated timeline of any recommended supplementary design investigations and construction.

B. Description Planned Work:

1. Describe the design and its anticipated impacts to the environment, noting future planned ground disturbance, soil investigations, construction activities, staging areas, demolition, access roads, etc. Provide maps or other figures to show the locations of these activities.

C. Environmental and Cultural Resources

1. Are there any historic properties or known/potential cultural resources in the project area? Describe them.
2. Will the project result in adverse human health or environmental impacts on any Alaska Native, low-income, or minority populations? Describe any such impacts.
3. Does the project involve the purchase, construction, alteration, renovation, or lease of real property or any portion of structures that are more than 50 years old? Describe them.
4. Will the project adversely impact properties listed, or eligible for listing, on the National Register of Historic Places? Describe any such impacts.
5. Are there any known or likely archeological sites in the project vicinity that could be affected by project investigations or construction? Describe these potential impacts.

D. Water:

1. Does the project include the construction of a new wastewater treatment facility that will discharge treated sewage effluent to the waters of the U.S.?

2. Will the project alter existing stormwater or wastewater discharges? Are there any relevant existing permits for these discharges? Describe the likely surface water impacts during construction and after project completion.
3. Will the project impact water quality or result in a new discharge?

E. Land:

1. Has the ground within the planned construction area been disturbed previously? Will the project involve new ground disturbance? Will the project require geotechnical investigation, staging areas, demolition, access roads, excavation, or trenching?
2. Are there any contaminated sites or brownfield sites within 500 feet of the planned construction area? If so, what project activities will take place in these areas, and what mitigation measures are proposed?
3. Are there any existing or historical above ground or underground storage tanks at or adjacent to the site? If so, include any relevant tank closure reports and/or attach photos and a description of the contents or tank(s).
4. Will the proposed action require sediment and erosion control measures during or after construction?

F. Infrastructure:

1. Will the project increase the production of wastewater or otherwise create a need for additional capacity at local wastewater treatment facilities?
2. Will the project create a need for additional capacity in the drinking water supply?
3. Will the project create a need for additional energy supply or generation?

VSW Ground Disturbance Environmental Review Survey

The Contractor shall review and respond to the prompts in this document prior to beginning any ground disturbing activities at the site. The Contractor response to these prompts shall be a cohesive standalone report. The report will aid the Department's Environmental Analyst in completing an environmental and cultural resources review in advance of beginning any ground disturbing activities.

A. Project Overview:

1. Name the Community, describe the work area, and provide a map/figure that details the specific location(s) where ground intrusive work will occur.
2. Provide the name, phone number, and email address of the primary Community contact.
3. List the project number, funding source, project description, and anticipated timeline of any recommended supplementary design investigations and construction.

B. Description of Planned Work:

1. What is the anticipated timeline of ground disturbing activities (e.g., geotechnical borings, well drilling, site clearing, test pitting, etc.)?
2. Describe the activities (e.g., soil borings, well installations, clearing/grubbing, preparation of laydown/staging areas, dewatering, ingress/egress areas, etc.) that will be performed and their anticipated impact(s) on the environment. Provide maps or other figures to show the locations of these activities.

C. Site Context:

1. Provide landownership information for all areas which may be disturbed during the activities described in section B., 2. above.
2. Describe any known prior activities of ground disturbance within 200 feet of the planned work area.

Instruction No.

1 Offerors preparing a fee proposal for a VSW project are required to present their fee proposal using this template. The template is partially prefilled with tasks and subtasks specific to the RFP.

2 Format: this template has four unique spreadsheet types. They are:

Instructions - This sheet provides an overview of the template functionality and instrucitons for how to complete it.

fees - This sheet provides the basis by which an Offeror shall develop/calculate their fee. The fee rate shall be based solely on the Direct Cost of Direct Labor (DCDL). This sheet is also where Offerors shall define their Fee Rate for Sub-Contractors.

rates - This sheet lists the position, names, and DCDL rates for all staff who will work on the project. This sheet is also where Offerors shall provide their Indirect Cost (IDC) Rate as well as a justification for the IDC Rate. The sheet calculates Fully Loaded Rates for all staff who will work on the project based on the DCDL, the DCDL Fee Rate, and the IDC Rate.

estimate.sum - This sheet aggregates costs from individual task sheets as well as the fees for DCDL and subcontractors from 'feeworksheet.' The only manual entry to this spreadsheet should be the Total Negotiated Fee which should match the automatically calculated Total on the bottom right of the sheet.

TaskX (where X is 1 through 4) - These sheets are prefilled with the tasks and subtasks specific to the RFP as defined in psa Part B Statement of Services. These sheets shall be used by Offerors to estimate the number of hours staff will require to complete the listed subtasks. The sheet is also where Offerors shall list direct costs for travel, materials, equipment, and Sub-Contractor costs less the markup rate defined by sheet 'fees.' These sheets reference the IDC Rate defined on sheet 'rates.'

3 Cell Color Key

White indicates the cell is a prefilled by VSW and does not require an entry by the Offeror

Yellow indicates the cell *should not* be manually filled by the Offeror, this field will be calculated automaticallyor references another cell which should be filled manually

Blue indicates the cell **SHOULD** be manually filled by the Offeror

4 If you have any questions about using this spreadsheet, reach out to the VSW procurement officer

VSW FEE WORKSHEET

Confidential - Not for public disclosure until after contract award.

Project Title:

Contractor or Subcontractor:

Prepared by: **Date:**

FEE FOR DIRECT COST OF DIRECT LABOR (DCDL).

BASE LEVEL			**22.0%**	
CONSIDERATIONS				
SCHEDULE (2%Maximum)				
Typical Delivery	=	0.0%		
Aggressive Delivery	=	1.0%		
Very Aggressive Delivery	=	2.0%	**0%**	
SIZE (2% Maximum)				
Less than $250,000	=	2.0%		
$250,000 - $1,000,000	=	1.0%		
More than $1,000,000	=	0.0%	**0%**	
DURATION (2% Maximum)				
Less than 1 year	=	0.0%		
1 to 2 years	=	1.0%		
More than 2 years	=	2.0%	**0%**	
COMPLEXITY (2% Maximum)				
Low	=	0.0%		
Low to Mid	=	0.5%		
Mid	=	1.0%		
Mid to High	=	1.5%		
High	=	2.0%	**0.0%**	
OTHER / SPECIAL (+/- 2% Maximum)*			**0.00%**	
DCDL FEE RATE (Maximum 30%)				**22.00%**
FEE RATE FOR SUB-CONTRACTS (Maximum 5%)				**2.50%**

* Explanation

VSW RATE WORKSHEET

Confidential - Not for public disclosure until after contract award.

Project Title: 0

Contractor or Subcontractor: 0

Prepared by & Date: 0

Indirect Cost Rate (IDC) 1.5

IDC Rate Justification:

Offeror Rates Table				
Position/Staff Name	**Hourly DCDL Rate**	**Hourly Fee (Based on DCDL)**	**Hourly IDC**	**Fully Loaded Rate (DCDL + FEE + IDC)**
Principal - Jane Smith		$0.00	$0.00	$0.00
Project Manager - John Deer		$0.00	$0.00	$0.00
Senior Engineer - XXX		$0.00	$0.00	$0.00
Project Engineer - XXX		$0.00	$0.00	$0.00
Project Geologist - XXX		$0.00	$0.00	$0.00
Drafter 3- XXX		$0.00	$0.00	$0.00
JR Eng 1 - XXX		$0.00	$0.00	$0.00
Staff 2 - XXX		$0.00	$0.00	$0.00
Staff 3 - XXX		$0.00	$0.00	$0.00
Staff 4 - XXX		$0.00	$0.00	$0.00
Staff 5 - XXX		$0.00	$0.00	$0.00

COST ESTIMATE PER TASK

FIRM: 0		**PROJECT TITLE:** 0	
TASK NO: 1	**DESCRIPTION:** Engineering Design and Specification Development		**DATE:** 0
GROUP:	**METHOD OF PAYMENT:**	**FP** ☑ **T&E** ☐ **T&M** ☐	**PREPARED BY:** 0

SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION										
		Principal - Jane Smith	Project Manager - John Deer	Senior Engineer - XXX	Project Engineer - XXX	Project Geologist - XXX	Drafter 3- XXX	JR Eng 1 - XXX	Staff 2 - XXX	Staff 3 - XXX	Staff 4 - XXX	Staff 5 - XXX
1.1	Design Review Meetings, Community Engagement, Comment Tracking, and Resolution											
1.2	Preliminary Design Tech Memo											
1.3	Design Analysis Report											
1.4	35% Submittal											
1.5	65% Submittal											
1.6	Environmental Assessment											
1.7	95% Submittal											
1.8	100% Submittal											
1.9	Construction Permitting											
1.10	Bid Documents and Assistance During Bidding											
TOTAL LABOR HOURS		0	0	0	0	0	0	0	0	0	0	0
DCDL LABOR RATES ($/HR)		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
LABOR COSTS ($)		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

EXPENSES

SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE
1.1	Field Labor Flights			$0.00
1.1	Field Labor Lodging			$0.00
1.1	Field Labor Per Diem			$0.00
				$0.00
				$0.00
				$0.00
				$0.00
		TOTAL EXPENSES:		**$0**

COMMENTS:

FIRM'S TOTAL COST OF LABOR (or Fixed Price):		**$0**
INDIRECT COST RATE AND TOTAL IDC	**1.5**	**$0**
FIRM'S TOTAL EXPENSES		**$0**
FIRM'S TOTAL COST (no Subcontracts or Fee)		**$0**

SUB-CONTRACTORS*: Firm Initials and Price Per Task (Do not include SUB Fees here)

FIRM:							
AMOUNT:							

TOTAL SUBCONTRACTOR PRICES: **$0**

* Subcontractor fee proposals shall also use this template

COST ESTIMATE PER TASK

FIRM: 0		**PROJECT TITLE:** 0	
TASK NO: 2	**TASK DESCRIPTION:** Engineering Services During Construction and Closeout/Warranty		**DATE:** 0
GROUP:	**METHOD OF PAYMENT:** FP ☐ T&E ☑ T&M ☐		**PREPARED BY:** 0

SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION										
		Principal - Jane Smith	Project Manager - John Deer	Senior Engineer - XXX	Project Engineer - XXX	Project Geologist - XXX	Drafter 3- XXX	JR Eng 1 - XXX	Staff 2 - XXX	Staff 3 - XXX	Staff 4 - XXX	Staff 5 - XXX
2.1	Field Services to Direct Construction											
2.2	Closeout and Warranty											
TOTAL LABOR HOURS		0	0	0	0	0	0	0	0	0	0	0
DCDL LABOR RATES ($/HR)		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
LABOR COSTS ($)		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

EXPENSES

SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE
2.1	Field Labor Flights			$0.00
2.1	Field Labor Lodging			$0.00
2.1	Field Labor Per Diem			$0.00
				$0.00
				$0.00
				$0.00
				$0.00
		TOTAL EXPENSES:		**$0**

COMMENTS:

FIRM'S TOTAL COST OF LABOR (or Fixed Price):		**$0**
INDIRECT COST RATE AND TOTAL IDC	**1.5**	**$0**
FIRM'S TOTAL EXPENSES		**$0**
FIRM'S TOTAL COST (no Subcontracts or Fee)		**$0**
TOTAL SUBCONTRACTOR PRICES:		**$0**

SUB-CONTRACTORS*: Firm Initials and Price Per Task (Do not include SUB Fees here)

FIRM:							
AMOUNT:							

* Subcontractor fee proposals shall also use this template

PRICE PER TASK SUMMARY

FIRM: 0	PROJECT TITLE: 0	DATE: 0

DCDL FEE RATE:	22.00%
TOTAL NEGOTIATED PRICE:	

GROUP	Task	DCDL	FEE	INDIRECT COST	EXPENSES	DCDL + FEE + IDC + EXPENSES	SUB-CONTRACTOR COST (WITHOUT FEE)	SUB-CONTRACTOR FEE	SUB-CONTRACTOR TOTAL	TOTAL
0	1	$0	$0	$0	$0	$0	$0	$0	$0	$0
0	2	$0	$0	$0	$0	$0	$0	$0	$0	$0

ESTIMATED TOTALS	DCDL	FEE	INDIRECT COST	EXPENSES	DCDL + FEE + IDC + EXPENSES	*SUB COST (NO FEE)	SUB FEE	SUB TOTAL	PRICE PLUS SUBS
FOR FIRM:	$0	$0	$0	$0	$0	$0	$0	$0	$0