

SMALL PROCUREMENT DOCUMENTS

for Construction Related Professional Services - RFP, Proposal & Award per
AS 36.30.320 and 2 AAC 12.400

PART A - REQUEST FOR PROPOSALS

NOTE: State Small Procurement Limit is \$200,000

GENERAL INFORMATION

These documents consist of three parts (Part A - Request for Proposals; Part B - Proposal Form; Part C - Contract Award, Notice to Proceed & Invoice Summary), -- **plus the current edition dated January 2018 of the Standard Provisions Booklet** (DOT&PF Standard Provisions for Small Procurements of Construction Related Professional Services) that is hereby incorporated by reference. The Booklet will not be distributed with any of the three parts; however a

copy may be obtained on DOT&PF website at the following link: <http://www.dot.state.ak.us/procurement>. The Booklet contains copies of the Small Procurements Procedure (Chapter 2 of the PSA Manual), Appendix A (General Conditions), Appendix C (Compensation), Exhibit C-1 (Methods of Payment), Appendix D (Indemnification and Insurance), and Appendix E (Certification for Licenses and Insurance).

Project Title: Court Plaza Building Floor Renovations and Upgrades	Contracting Agency:
Project Number(s): 2626005	Alaska Department of Family and Community Services (DFCS), Direct Support Services Division, Facilities section.
RFP #: 2626005	
Project Site (City, Village, etc.): Juneau, Alaska	
Agency Contact/ Owner's Representative/Project Manager: Jose R Torres	Phone: (907) 465-1465 Email: fca.facilities@alaska.gov
Estimated Amount of Proposed Contract:	<input checked="" type="checkbox"/> less than \$50,000 <input type="checkbox"/> \$50,000 to \$100,000 <input type="checkbox"/> \$100,000 to \$150,000 <input type="checkbox"/> \$150,000 to \$200,000
Funding Source (check all that apply): <input checked="" type="checkbox"/> State <input type="checkbox"/> FHWA <input type="checkbox"/> FAA <input type="checkbox"/> FTA <input type="checkbox"/> Other:	
REQUIRED SERVICES: <input type="checkbox"/> are described in the enclosure consisting of _ (x) pages, dated xx/xx/xxxx: <input checked="" type="checkbox"/> are described as follows:	
Notices to Proposers: 1.1 Any proposer listing as a member of their team a current public officer or a former public officer who has left State service within the past two (2) 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. If required, submit the attached Former Employee's Certification of Eligibility (Form 25A270). The page limit noted below does not include this form. 1.2 The Period of Performance for items 1 through 5 will be within 30 days after NTP has been issued. This will be a fixed price contract. All communication regarding this RFP must be directed to the Procurement Officer. Procurement officer to act as Project Manager and SOA's owner representative for the duration of this project, unless otherwise noted in writing. 1.3 Per Alaska Statute (AS) 36.30.210(e): An Alaska Business License is required of Contractors who do business in Alaska at time of award. To qualify for the Alaska Offerors' Preference, under AS 36.30.321, an Offeror shall have a valid Alaska business license as a prerequisite to proposal. Information regarding applying for an Alaska Business License can be found on-line at https://www.commerce.alaska.gov/web/cbpl/BusinessLicensing.aspx or by calling 1-907-465-2550. The business license must be in the name of the company under which the proposal is submitted. 1.4 Effective May 8, 2015, the Department, in coordination with the U.S. Department of Transportation, adopted a Race-Neutral Disadvantaged Business Enterprise (DBE) Program for its federal-aid program. The Race-Neutral DBE program applies to federally funded construction-related professional services solicitations, with the exception of FAA- funded projects located within the boundaries of the Department's Northern Region, which remain under a Race- Conscious DBE program. The Department encourages contractors to utilize DBEs in all Federal-aid projects to ensure the Department meets its overall DBE Utilization Goal. All DBE participation will count towards the Race-Neutral program. If you have any questions about this notice or the Department's DBE program, please contact the Civil Rights Office at (907) 269- 0851 or refer to their website http://www.dot.alaska.gov/cvlrts/index.shtml 1.5 The Department intends to send notices (including Notice of Intent to Negotiate and Notice of Intent to Award).	
Note: Offerors shall carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the purchasing authority before the proposal due date. This will allow issuance of any necessary addenda. It will also help prevent the opening of a defective solicitation and exposure of Offeror's proposals upon which award cannot be made. Protests based upon any omission, error, or the content of the solicitation will be disallowed if not made in writing before the proposal due date.	

SMALL PROCUREMENT DOCUMENTS
PART B - PROPOSAL FORM

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

Project Title: Court Plaza Building Floor Renovations and Upgrades
RFP No.: 2626005

PROPOSAL REQUIREMENTS

Proposals shall demonstrate comprehension of the objectives and services for the proposed contract; include a brief overview of what will be done; and show a sequence and schedule for each important task.

Land Surveying with their Alaska registration number). Include a brief -- about one paragraph -- statement for each person named which describes experience directly related to the service(s) they will perform.

ALASKA STATUTORY PREFERENCES [X] are [] are not applicable to this contract.
If applicable, check those preferences that you (Offeror) claim.
[] Alaska Bidder (Offeror) AND>> [] Veterans AND >> [] Employment Program OR [] Disabled Persons
2 AAC 12.260(d) AS 36.30.175 if applicable AS 36.30.170(c) AS 36.30.170 (e & f)
Invalid claim(s) will result in the Offeror's disqualification for contract award.

PROPOSAL

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

I further certify that I am a duly authorized representative of the Offeror; that this Proposal accurately represents capabilities of the Offeror and Subcontractors identified for providing the services indicated. I understand that these Certifications are material representations of fact upon which reliance will be placed if this contract is awarded and that failure to comply with these Certifications is a fraudulent act.

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

- [] Alaska Licenses and Registrations.
[] Insurance, including Workers' Compensation, Comprehensive or Commercial General Liability, and Comprehensive Automobile Liability.
[] Professional Liability Insurance as follows:
[] As available OR Not Required
[] Minimum of \$300,000.
[] Minimum of \$500,000.
[] Certification for Federal-Aid Contracts Exceeding \$100,000 (DOT&PF Form 25A262 Appendix A, General Conditions)

Signature and Date

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

Federal Tax Identification No.:
Type of Firm (Check one of the following):
[] Individual [] Partnership
[] Corporation in state of.....:
[] Other (specify)

For Small Procurements over \$50,000, by signature on this form, the Offeror certifies that all services provided under this contract by the Contractor and all Subcontractors shall be performed in the United States. If the offeror cannot certify that all work is being performed in the United States, the Offeror must contact the Contracts Officer to request a waiver at least 24 hours prior to proposal deadline.

Alaska Department of Family and Community Services

END OF PART B

Alaska Department of Family and Community Services

**SMALL PROCUREMENT
DOCUMENTS PART C -
CONTRACT AWARD, NOTICE
TO PROCEED & INVOICE SUMMARY**

PSA No:.. 2626005
Program No:.. TBD
Federal No:.. #, NA
NTP No:.. 1

Project Title: Court Plaza Building Floor Renovations and Upgrades
RFP No.: 2626005

CONTRACT AWARD & NOTICE TO PROCEED

You have been awarded this Agreement in accordance with Parts A, B & C of these documents and the following correspondence:

From: Jose R Torres
To: TBD
Subject.....: **To be filled out once contract awarded**

Date: TBD
Number of Pages: TBD

This Agreement incorporates by reference the Small Procurement Standard Provisions Booklet dated **January 2018**. If you do not have a copy of the Standard Provisions Booklet, obtain one from the Contracting Agency. You are authorized to proceed with performance of this contract immediately and are required to complete it not later than: **December 31, 2026**

The Agency Manager for this Contract is: Jose R Torres, **Proj Mgr Telephone: (907) 465-1275 Email: jose.torres@alaska.gov**

Compensation for this Contract shall be by the method(s) and not exceed the authorized amount(s) shown in the Invoice Summary (below).

Issued for the Contracting Agency per ADOT&PF Policy #01.01.050 by:

Accepted for the Contractor by:

Signature _____ Date _____
Name: TBD

Signature _____ Date _____
Name: {name & title}

INVOICE SUMMARY

For invoicing purposes, the Contractor shall use their current audited IDCR at the time of invoicing as applicable.

This Invoice is for [] Progress OR [] Final Payment. **Sequential Invoice Number for this Contract is: []**.

* Each firm may be compensated for this Contract by only one of the following Methods of Payment (as explained in the Standard Provisions Booklet):
Fixed Price (FP)Amounts entered in Columns "c" and "g" only Cost Plus Fixed Fee (CPFF) Columns "c", "d", "e", "f" and "g"
FP + Expenses (FPPE) Columns "c", "e" and "g" only Time and Expenses (T&E)..... Columns "c", "e" and "g" only

Firms (Prime & Subcontractors)*	Meth of Pay	Labor (or FP)	Indirect Cost	Expenses	Fixed Fee	Total Price
Task name (firm)						
Total Contract Amounts Authorized for All Firms						
Sum of Prior APPROVED Payments						
Sum for THIS INVOICE						
Sum of Prior Payments plus this Invoice						
Balance of Authorized Amounts						

PAYMENT

Fund:
Dept.:
Unit:
AR Unit: Amount: Object:

CONTRACTOR'S PAYMENT REQUEST:
Signature _____ Date _____
Name: _____ (Contractor's Project Manager)

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 payment recommendation and certification, I hereby approve payment.

Signature _____ Date _____
Name: Project Manager

Signature _____ Date _____
Name: Jose R Torres, Project Manager

SEE INSTRUCTIONS ON NEXT PAGE

Alaska Department of Family and Community Services
INSTRUCTIONS FOR AGENCY ISSUE AND CONTRACTOR BILLING

1. Agency Contract Manager – The Small Procurement Documents are organized for ***only one Notice-to-Proceed (NTP) to be issued with the Contract Award for all services to be provided so that accounting procedures do not become unnecessarily burdensome and costly*** (i.e., the Contractor is required to establish only one cost account for this contract). Also, this document (Pact C – Contract Award, Notice to Proceed & Invoice Summary) must be issued and signed by the Contracting Officer (or a written designee per DOT&PF Policy #01.01.050). All items with a text form field must be complete at the time this document is issued. Other items are completed by the Contractor with each billing. *Note: If a revised NTP is required, do not reissue this document; use the “c-2 ntp” or “c-3-cr.ntp” form.*
2. Contractor – If this Contract Award & NTP is unacceptable, notify the Contracting Agency immediately. If acceptable, acknowledge by signature where indicated on page 1 ***on a copy*** of this document and return the signed copy within ten days after your receipt. ***Retain the unmarked, as issued, document to be used for reproduction and billing.***
3. Contractor – Submit Invoices to the Agency Contract Manager named on page one of this document. Contractor may use the firm's invoice forms; however the Contractor must also ***provide a copy of page one of this form as the FACE PAGE of each invoice submitted and with the following entries under "Invoice Summary" and "Contractor's Payment Request" accurately completed:***
 - a) Indicate if the Invoice is for Progress or Final Payment and enter the Sequential Invoice Number for this Contract.
 - b) In each column (c, d, e, f & g) where there is an Authorized Amount, show amounts for: Prior APPROVED Payments; THIS INVOICE; Prior Payments plus this Invoice; and Balance of Authorized Amounts.

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

4. Contractor – Sign and date under "CONTRACTOR'S PAYMENT REQUEST" thereby attesting to the following:

"By signature hereunder, the Contractor certifies entries to be true and correct for the services performed to date under or by virtue of said Contract and in accordance with AS 36.30.400. The Contractor further certifies that all applicable Federal, State and Local taxes incurred by the Contractor in the performance of the services have been paid and that all Subcontractors engaged by the Contractor for the services included in any invoice shall be fully compensated by the Contractor for such services."
5. Contractor – Substantiate all charges on each invoice, other than for Fixed Prices or Fixed Fees, by attaching a summary of hours expended and hourly labor rate per employee; summary of units completed; subcontractor invoices; expense receipts, etc., or other proof of expenditures.
6. Contractor - ***Prime Contractor's Labor and Indirect Cost shall be billed to the Contracting Agency within 45 days of performance. Subcontractors' Labor and Indirect Cost shall be billed to the Contracting Agency within 60 days of performance. All of the Contractor's and Subcontractors' Other Direct Costs (Expenses) shall be billed to the Contracting Agency within 90 days of being incurred. Charges submitted after the above stated times will, at the Contracting Agency's discretion, not be paid.***
7. Contractor – When this Contract is approximately 75% complete, the Contractor shall determine if the Authorized Amount(s) might be exceeded; and, if so, shall provide an estimate of cost to complete. The Contracting Agency will determine after discussion with the Contractor if additional cost is reasonable and does not include costs that should be absorbed by the Contractor. If additional cost is validated, a negotiated Amendment will be executed which either (1) reduces the scope of services/work products required commensurate with the Authorized Amount(s), or (2) increases the Authorized Amount(s) to that required for completion of the original contract.
8. Amendments – if required – will be issued per Article A8 of Appendix A, General Conditions, as contained in the Standard Provisions Booklet.

END OF PART C

STATEMENT OF SERVICES

APPENDIX B

PSA No:	2626005
Program No:	TBD
Federal No:	NA
Date Prepared:	March 23, 2026

PSA No. 2626005

Court Plaza Building Floor Renovations and Upgrades: Architectural and Engineering Services and Technical Support

PROJECT SUMMARY:

1. PROJECT DELIVERY METHOD: Project will be delivered using the Design–Bid–Build (DBB) method. The selected Architectural/Engineering (A/E) Consultant will provide professional services to develop complete construction documents suitable for competitive bidding and construction. Construction will be procured under a separate construction contract following completion of the design phase.

2. PROJECT OBJECTIVE: Reconfigure the existing fifth-floor office layout to better accommodate staff, enhance acoustic privacy, and improve overall operational efficiency. The renovation will include modifications to interior partitions, finishes, and building systems affected by the revised layout.

3. PROJECT DESCRIPTION: Renovate portions of the fifth floor including seven (7) offices and one (1) conference room. The renovation may include:

- Interior wall demolition and reconstruction
- Reconfiguration of office layouts
- Installation of sound-rated wall assemblies
- Door and hardware replacement where required
- Replacement of carpeting in affected areas
- Ceiling grid and tile modifications
- Mechanical, electrical, communications, and fire protection modifications associated with the renovation

4. SCOPE OF PROFESSIONAL SERVICES: Consultant shall provide complete architectural/engineering services necessary to design the project, prepare construction documents, assist with bidding, and support construction. Services may include:

- Existing conditions verification
- Architectural design
- Mechanical engineering
- Electrical engineering
- Fire protection engineering (as required)
- Acoustic design
- Construction documentation
- Cost estimating
- Permitting coordination
- Bid support
- Construction administration

5. DESIGN PHASE SERVICES

5.1 Existing Conditions Investigation: consultant shall:

- Review available building drawings and documentation
- Conduct field verification of existing conditions
- Verify dimensions and building system locations
- Identify design constraints affecting construction

Documentation shall include updated floor plan information required for design development.

5.2 Code Compliance

Consultant shall ensure compliance with all applicable codes including:

- State of Alaska building codes
- Local municipal codes for Juneau
- Fire and life safety codes
- Accessibility requirements under the Americans with Disabilities Act
- Energy code requirements

All construction documents must demonstrate compliance.

6. DESIGN PHASE DELIVERABLES

Design will progress through the following phases.

6.1 Schematic Design (30%)

Deliverables shall include:

- Conceptual floor plans
- Preliminary demolition plans
- Conceptual mechanical and electrical modifications
- Preliminary finish concepts
- Outline specifications
- Preliminary construction cost estimate

Owner review and approval will be required before proceeding.

6.2 Design Development (60%)

Deliverables shall include:

- Updated floor plans and demolition plans
- Wall types including sound-rated assemblies
- Door and hardware schedules
- Reflected ceiling plans
- Preliminary lighting plans
- Mechanical and electrical layouts
- Preliminary specifications

A refined cost estimate shall be submitted.

6.3 Construction Documents (90%)

Deliverables shall include:

- Complete architectural drawings
- Mechanical drawings
- Electrical drawings
- Fire protection drawings (if required)
- Technical specifications
- Coordination of all disciplines

A detailed engineer's opinion of probable construction cost shall be provided.

6.4 Final Construction Documents (100%)

Final bid-ready documents shall include:

- Demolition plans
- Architectural plans and details
- Door, hardware, and finish schedules
- Reflected ceiling plans
- Mechanical system modifications
- Electrical power and lighting plans
- Fire alarm and sprinkler modifications
- Technical specifications in CSI format

Documents must be suitable for contractor bidding and permitting.

7. ACOUSTIC DESIGN REQUIREMENTS

Consultant shall design acoustic improvements including:

- Sound-rated wall assemblies
- Acoustic insulation within wall cavities
- Sealed penetrations
- Sound-rated doors and frames where required

The design shall reduce sound transmission between offices and improve privacy.

8. COST ESTIMATING

Consultant shall provide construction cost estimates at:

- 30% Design
- 60% Design
- 90% Design

Estimates shall include:

- Construction cost breakdowns
- Allowances where appropriate
- Contingency considerations

9. PERMITTING AND REGULATORY APPROVALS

Consultant shall:

- Identify required permits
- Prepare permit submission packages
- Coordinate with the Authority Having Jurisdiction
- Address review comments

Permit fees will be determined by the Owner unless otherwise specified.

10. BIDDING PHASE SERVICES

Consultant shall provide support during contractor procurement including:

- Preparation of bid documents
- Responses to bidder RFIs
- Preparation of Addenda
- Assistance with evaluation of bids if requested

11. CONSTRUCTION ADMINISTRATION SERVICES

During construction the Consultant shall:

- Review contractor submittals and shop drawings
- Respond to construction RFIs
- Conduct periodic site observations
- Participate in progress meetings if requested
- Prepare punch lists
- Assist with final inspection

12. PROJECT DELIVERABLES

Consultant shall provide the following:

<u>Deliverable</u>	<u>Description</u>
Existing Conditions Documentation	Verified drawings and conditions
30% Design Package	Schematic design submittal
60% Design Package	Design development documents
90% Design Package	Construction document review set
100% Design Package	Final bid-ready construction documents
Cost Estimates	Provided at each design phase
Permit Documents	Submittals for regulatory approval

Deliverables shall be provided in digital and/or hard copy format as requested by the Owner.

13. QUALITY ASSURANCE / QUALITY CONTROL

Consultant shall implement a documented QA/QC process to ensure that construction documents are:

- Complete
- Coordinated across disciplines
- Accurate and constructible

QA/QC review shall occur prior to each design phase submission.

14. PROPOSED PROJECT SCHEDULE

The anticipated design schedule is as follows:

<u>Milestone</u>	<u>Estimated Duration</u>
Notice to Proceed	Week 0
Existing Conditions Investigation	Weeks 1–2
30% Schematic Design	Week 3
60% Design Development	Week 4
90% Construction Documents	Week 5
100% Final Documents	Week 6
Bid Period	3 weeks

15. PROJECT COMPLETION CRITERIA

Design services will be considered complete when:

- Final construction documents are approved by the Owner
- Documents are suitable for competitive bidding
- Required permits are obtained or approved
- Bid phase services are complete

Construction completion (under a separate contract) will require:

- Completion of all construction activities
- Successful system testing and inspections
- Delivery of record drawings
- Occupancy readiness of the renovated space

Schedule

Contract signed by 10 April 2026

Review Plans, Specifications, and Estimates (PS&E) by 27 April 2026

Final PS&E by 4 May 2026

Approved bid ready documents by 15 May 2026

ADMINISTRATIVE REQUIREMENTS

Project Staff. All services must be performed by or under the direct supervision of the following individuals. Only prior written approval from DFCS shall accomplish replacement of, or addition to, the Project Staff named below:

<u>Name</u>	<u>Project Responsibilities</u>
Name	Contract Management
Name	Project Management
Name	Structural Engineering
Name	Architectural

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

Contractor Name on Plan Sheets and Documents. No Contractor logos shall be allowed on any electronic or hard copy document produced for DFCS. 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 0.05" in height on 11"x17" plan sheets, and shall be included in the binding edge of each sealed and signed plan sheet in the following format:

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

Standards, Guidelines, References, and Software. *As applicable*, the Contractor shall use the most current editions of any publications of standards, guidelines, or references that have been adopted by DFCS at the time that design services begin. Major changes in design guidance during the course of the project that change the design criteria may be addressed by amendment, as approved by owner's representative. Design guidelines and standards include but are not limited to: Alaska DOT&PF Construction Manual, Sign Design Specifications, Standard Plans Manual and, Standard Drawings Manual DOT&PF design resources are located at <https://dot.alaska.gov/stwddes/dcspubs/>

Standard software programs used by DOT&PF and DFCS include, but are not limited to, the following:

- AutoCAD Civil 3D 2024
- Microsoft Office Suite: Word, Excel, PowerPoint, Project
- AASHTOWare Preconstruction
- Synchro 11
- HCS
- HY-8
- HEC-RAS

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

Access to the program and instructional documentation for the software will be provided to the Contractor.

Submittal Requirements. Deliverables shall be compatible with DFCS standard software and submitted in their original electronic format as well as PDF. Hard copies shall be submitted for everything requiring an original seal, and as required by the project managers of the specific projects.