

Village Safe Water Program

REQUEST FOR PROPOSALS PACKAGE

(Procurement per Article 3 of AS 36.30)



TABLE OF CONTENTS

- Form 25A270, Part A - Request for Proposals (RFP)
" " Part B - Submittal Checklist
" " Part C - Evaluation Criteria
" " Part D - Proposal Form
Certification of Eligibility (Ethics Act)
Form 25A257, Pre-Audit Statement
Form 25A269, Indemnification & Insurance

Proposed Statement of Services

Other:

ISSUING OFFICE

Agency Contact & Email.....: John McDonald, Procurement Specialist, john.mcdonald@alaska.gov
Issue Date.....: April 14, 2026

PROJECT

RFP NUMBER: 26-VSW-DRG-044
Project Numbers-State/Federal.....: 26-VSW-DRG-044
Project Site (City, Village, etc.).....: Deering, Alaska
Project Title & Contract Description: Deering Vacuum Sewer Upgrades
The State of Alaska, Department of Environmental Conservation, Village Safe Water Program is issuing this RFP for a contractor to design vacuum sewer upgrades for Deering, Alaska.

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: June 30, 2026 through August, 31, 2028

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:
[X] Firm Fixed Price (FFP) for Phase I [X] Time and Expense (T&E) for Phase II

SUBMITTAL DEADLINE AND LOCATION

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

DATE: May 5, 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.

SELECTION PROCEDURE

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

NOTICES

PART

A

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

14. Pre-proposal Conference: None As follows:

15. Special Notices:

15.1 MBE/WBE Preference:

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

15.2 Site Visit:

A pre-proposal inspection of the site is not scheduled. If offerors choose to visit the project site, they may contact the onsite coordinator Robert Moto, City Administrator, (907)-363-2136 to schedule a site visit. Offerors shall direct all project questions to the procurement officer. The onsite coordinator and any other community members are not available for project questions. The department is not responsible for travel coordination or costs.

SUBMITTAL CHECKLIST

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

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

- [] 1. Offerors must carefully review this RFP Package for defects and questionable material and become familiar with submittal requirements. Submit written comments to the address shown under "Submittal Deadline and Location" on page 1 of Part A - RFP. Substantive issues will be addressed in a written addendum to all RFP recipients on record. Failure to comply with directions may result in lower score and may eliminate a submittal from consideration. Protests based on alleged improprieties or ambiguities in a solicitation may be disallowed at the discretion of the Contracting Agency if the protest is not received in writing at least ten Agency work days prior to the Submittal Deadline (AS 36.30.565).
- [] 2. Review Part A - RFP and the proposed Statement of Services and any other attached or referenced materials. If no Statement of Services is attached, telephone the Agency contact person identified on page 1 of Part A.
- [] 3. Review Part C - Evaluation Criteria. Read each criterion in light of the proposed Statement of Services. Note any project specific criteria which may have been added or any changes to standard criteria descriptions which may have been made. Be aware of the assigned weight for each criterion. If a weight is not entered for any criterion on Part C, notify the Agency contact person. Plan your proposal to address the applicable criteria. Criteria Responses shall not exceed the number of pages stated below. **Note:** If weight is applied to Criterion #11, MBE/WBE Preference, that box must be checked on page 1 of Part D, rfp-d.
- [] 4. Prepare a distinct Response for each criterion that has a weight more than zero. Failure to respond directly to any criteria weighted more than zero will result in an evaluation score of zero for that criteria. Any Responses to criteria weighted zero will be disregarded. Acceptable Responses must be specific and directly related to the Contracting Agency's proposed Statement of Services. Marketing brochures, federal SF330s, marketing resumes, and other non-project specific materials will be discarded without evaluation and should not be submitted.
- [] 5. **Each criterion Response must be titled, numbered and assembled in the order in which the criteria are listed in Part C**, so the criterion to which information applies shall be plainly evident. Material not so identified or assembled may be discarded without evaluation.
- [] 6. Price is is not an evaluation criterion for the proposed contract.
If Price is a Criterion, prepare **Billing Rates and/or Price Proposals** as described in Criteria #12 and/or #13.
- [] 7. Complete all entries on Part D - Proposal Form. Note the statutory requirements for Alaska business licenses and professional registrations, and be sure to sign and date the Certification. Copies of licenses and registrations may be provided with submittal, and will not count in the requirements of #8 below.
- [] 8. Attach Criteria Responses (**except any Billing Rates or Price Proposals**) to Part D - Proposal Form. The maximum number of attached pages (**each printed side equals one page**) for Criteria Responses shall not exceed: **See RFP Part C**. Attached page limit does not include the four-page Part D - Proposal Form, or any Billing Rates or Price Proposals.

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

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

CHECKLIST IS CONTINUED NEXT PAGE

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

EVALUATION CRITERIA

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

SECTION I – TECHNICAL PROPOSAL

1. Project Understanding

1. Weight: 20

Page limit: 1 page

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: 25

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: 25

Page limit: 8 pages

Describe the qualifications and experience of the proposed project team that will directly work on the project. Identify each proposed team member and their role. 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: 5

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

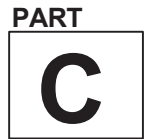
If no description is provided here, and if the weight is set at zero, offers may consider this criterion unused.

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

SECTION II - PREFERENCES



9. MBE/WBE Preference – 40 CFR §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.

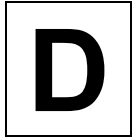
Within the VSW Estimate Template, the following shall be evident:

- 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



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.....: 26-VSW-DRG-044
 Project Title: Deering Vacuum Sewer Upgrades
 RFP No.....: 26-VSW-DRG-044

OFFEROR (CONTRACTOR)

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

FEDERAL FUNDING PREFERENCES

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

PROPOSED SUBCONTRACTOR(S)

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

CERTIFICATIONS

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

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

CERTIFICATION FOR ALASKA BUSINESS LICENSES AND REGISTRATIONS

PART

D

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

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

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

CERTIFICATION FOR INSURANCE

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

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

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

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

This certification is a material representation of fact upon which reliance will be placed if the proposed contract is awarded. Submission of this certification is a prerequisite for making or entering into the proposed contract imposed by Section 1352, Title 31, U.S. Code. The

Contractor also agrees by submitting this proposal that Contractor shall require that the language of this certification be included in all lower tier subcontracts which exceed \$100,000 and that all such Subcontractors shall certify and disclose accordingly.

CERTIFICATION – COST AND PRICING DATA

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

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

CERTIFICATION – TRADE RESTRICTIONS AND SUSPENSION AND DEBARMENT

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

CERTIFICATION - FOREIGN CONTRACTING

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

CERTIFICATION – DBE COMMITMENT

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

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

CERTIFICATION – FORMER PUBLIC OFFICER

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

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

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

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

PROHIBITION ON CERTAIN TELECOMMUNICATION AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT

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

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

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

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

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

Clean Air Act

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

PROFESSIONAL SERVICES AGREEMENT

Agreement No: 26-VSW-DRG-044
IRIS Program No: N/A
Federal Project No: N/A

Project Title: Deering Vacuum Sewer Upgrades

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

hereafter the CONTRACTING AGENCY, and

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

CONTRACTOR

Signature: _____
Name: _____ Date _____
Title: _____

Signature: _____
Name: _____ Date _____
Title: _____

CONTRACTING AGENCY

Contract Manager

Contracting Officer

Signature: _____
Name: _____ Date _____
Title: _____

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

ARTICLE 1 - PURPOSE

1.1 The purpose of this contract is for the contractor to design vacuum sewer upgrades. See Phase I – Design and Specification Development and Phase II – Bidding and Contracting Assistance.

ARTICLE 2 - COMPENSATION

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

\$

ARTICLE 3 - PERIOD OF PERFORMANCE

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

3.2 The Period of Performance under this Agreement shall end: **August 31, 2028**

ARTICLE 4 - APPENDICES

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

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

ARTICLE 5 - CONTRACTING AGENCY DATA

Office Address

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

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

State IHS
 EPA Other: _____

(Check all that apply)

ARTICLE 6 - CONTRACTOR DATA

Manager:
 Title: Member

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

Office Address

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

Type of Firm

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

ARTICLE 7 - SUBCONTRACTORS

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

Service or Engineering Discipline

Subcontractor

GENERAL CONDITIONS

APPENDIX A

PSA No: 26-VSW-DRG-044
Date Prepared: 4/14/2026

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 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).

Deering Vacuum Sewer Upgrades

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 a 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 project schedule developed by the Contractor based upon the Department's estimated project schedule provided in this solicitation (see section 1.6). The Contractor Schedule, once approved by the Contract Manager, becomes the official schedule for the project.

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.

<u>Name</u>	<u>Project Responsibilities</u>
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1.5 – Project Location and Travel

The project location is Deering, 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 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
<p>Issue NTP 1 for Task 1 - Engineering Design and Specification Development</p> <p>Deliverables:</p> <ul style="list-style-type: none"> 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 <p>Approval to Construct (ATC)</p>	<p>Estimated NTP Issuance: 6/30/2026</p> <p>Time to Complete: 8 Months</p>
<p>Issue NTP 2 for Task 2 - Engineering Services During Construction and Closeout/Warranty</p> <p>Deliverables:</p> <ul style="list-style-type: none"> 2.1 Field Services to Direct Construction 2.2 Closeout and Warranty Deliverables 	<p>Estimated NTP Issuance: February 2027</p> <p>Time to Complete: 12 Months</p>
<p>Project Completion Date</p>	<p>Project End Date: 8/31/2028</p>

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
Roberto Moto	1

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 does not apply to this project.
- The AIS provision does not apply to this project.

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:
 - 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
2. The following attachments will be sent to offerors via ZendTo:
 - 1997 Deering Record Drawings Water and Sewer
 - 1998 Report Field Discoveries
 - 2002 Vacuum Lift Station Frost Heaving
 - 2016 Deering Lagoon Upgrade PER
 - 2025 Deering First Service PER

ARTICLE B2 BACKGROUND & SCOPE OF SERVICE

Background:

The City of Deering (community), with a population of approximately 177, is located on the Seward Peninsula along the southern coast of Kotzebue Sound, about 57 air miles south of Kotzebue. The community sits on a narrow sand spit at the mouth of the Inmachuk River. It is a traditional Inupiat community, and the Native Village of Deering is a federally recognized tribe. The community is also part of the Northwest Arctic Borough, NANA Regional Native Corporation, and Maniilaq Health Corporation.

The community is situated on a sand and gravel spit roughly 300 feet wide and one mile long. The surrounding landscape consists of low-lying tundra underlain by 3 to 4 feet of peat and organic silt, with frozen silts extending to depths of approximately 20 feet. Ice lenses and shallow permafrost are widespread, except near the river and along the beach. Further inland, thicker layers of peat and organic material overlay more continuous massive ice.

Construction of the buried vacuum sewer system concluded in 1999. Record drawings list 72 buildings connected to the piped sewer system. The glycol heat-traced sewer main consists of approximately 1,400' of 4"x15" arctic insulated HDPE and approximately 4,100' of 6"x15" arctic insulated HDPE, at a bury depth of 4'.

The vacuum station maintains vacuum pressure throughout the sewer network. The homes in Deering have a greywater sump tank for kitchen and lavatory wastewater, and a toilet connected to the vacuum sewer service line downstream of the greywater sump. When the toilet flushes or the greywater level reaches the valve controller, a 3" Iseki vacuum valve opens and the vacuum pressure draws wastewater into the vacuum sewer main. The sewer services connect to the houses in an arctic box mounted to the exterior.

The vacuum station building is in fair condition, despite post-construction heaving caused by thermosiphon-induced freezing. Past reports have suggested groundwater infiltration into the vacuum station floor, but the operator notes that infiltration is not an active problem. The vacuum station foundation consists of poured concrete footings and a slab on top of 8 inches of rigid insulation. The footing walls are wrapped in 4 inches of rigid insulation. Two thermosiphons on the northeast side of the building extend to evaporator loops below the slab. The thermosiphons reportedly no longer work, but the vacuum station does not exhibit compromised structural integrity.

Scope of Service:

On behalf of the Community, the Department is soliciting a Request for Proposals (RFP) for a Contractor to design upgrades to the vacuum sewer system. This work shall include design of:

- Construct curtain drains around the vacuum sewer building to improve drainage at this site and to reduce groundwater infiltration which has historically been a problem with the facility's below grade foundation.
- Replace damaged doors, windows, and corroded vacuum sewer fuel system piping and fasteners at the vacuum sewer building as well as repair and seal cracks in the building flooring.
- Upgrade the vacuum sewer mechanical components including vacuum pumps, force main pumps, controls, and associated piping.
- Locate and repair glycol leaks in the glycol heat-traced sewer system. Install additional sewer main valves to allow for isolation during sewer system repairs and maintenance and install manholes for cleanout and valve access along the vacuum sewer main.
- Replace aging vacuum toilets and associated vacuum toilet valve assemblies in homes and replace failed and failing residential shut-off valves outside the homes.
- Replace damaged/failing residential gray water tanks and replace all obsolete gray water tank valves.
- Insulate sewer service lines, replace electric service line heat trace, and install replace heat trace thermostats controls in homes to prevent vacuum sewer freeze ups and reduce high cost of heat trace electricity.

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
- Task 2 (NTP 2): Engineering Services During Construction and Closeout/Warranty

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 (1) one week 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 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 a virtual presentation to the Community and the Department.
3. At the 65% Design stage the Contractor shall facilitate a 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 a 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

Comment Tracker with Responses
Design Review Meeting Visuals

Format

Emailed Link to Microsoft Excel Document
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
Technical Memo

Format
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. Vacuum Sewer:
 - a) Estimate/quantify the scope of work necessary to construct/repair.
 - b) Establish design criteria for existing and/or new systems.
 - c) Discuss approach and phasing of construction.
2. Sewer Service Lines:
 - a) Estimate/quantify the scope of work necessary to construction/repair.
 - b) Establish design criteria for existing and/or new systems.
 - c) Discuss approach and phasing of construction.
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
Draft DAR
Final DAR
Final DAR

Format
Emailed PDF
Emailed PDF
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% Plans (the following is a list of plan sheets). The draft contract documents shall address the primary elements of the project.
 - 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.
2. 35% Design Cost Estimate. The Contractor shall provide the following cost estimates:
 - Capital cost estimate
 - Operation and Maintenance cost estimate
3. 35% Design Review Meeting – see Task 1.1

Task 1.4 Deliverables – 35% Submittal

Document Type
Draft Design Drawings
Draft Specifications
Draft Work Description

Format
Emailed PDF
Emailed Microsoft Word Document
Emailed Microsoft Word Document

35% Design Stage Cost Estimate
Updated Comment Tracker & Responses

Emailed PDF
Emailed link to Microsoft Excel Document

Task 1.5 – 65% Submittal:

1. Submittal includes draft plans and specifications and shall conform to the attached VSW Basic Plan Set Requirements. The 65% submittal shall include the following:
 - See sheets listed by discipline included at 35% submittal.
 - 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 Estimate. The Contractor shall provide the following cost estimates:
 - Capital.
 - Operation and Maintenance.
7. Draft Construction Schedule.
8. 65% Design Review Meeting - See Task 1.1

Task 1.5 Deliverables – 65% Submittal

<u>Document Type</u>	<u>Format</u>
65% Draft Design Drawings	Emailed PDF
65% Draft Specifications	Emailed Microsoft Word
VSW 65% Environmental Review Survey Report	Emailed PDF
Draft Construction Schedule	Emailed PDF or Approved Format
Work Description	Emailed Microsoft Word Document
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

<u>Document Type</u>	<u>Format</u>
Environmental Assessment	Emailed PDF

Task 1.7 – 95% Submittal:

1. Submittal includes draft bid ready plans and specifications and shall conform to the attached Basic Plan Set requirements. The 95% submittal shall include the following:
 - All sheets shall be included in the 95% design.
2. Draft Final Specifications, sufficiently well advanced for a 95% design.

3. 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.
4. Final Cost Estimate.
5. Final Construction Schedule.
6. 95% Design Review Comments and Responses.
7. Procurement Package for the Builder.
8. 95% Design Review Meeting – see Task 1.1

Task 1.7 Deliverables – 95% Submittal

<u>Document Type</u>	<u>Format</u>
95% Draft Design Drawings	Emailed PDF
95% Draft Specifications	Emailed Microsoft Word
VSW 95% Environmental Review Survey Report	Emailed PDF
Draft Construction Schedule	Emailed PDF or Approved Format
Updated Comment Tracker Responses	Entries to Microsoft Excel Document

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. Final Check Set. 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. Engineering Seals. 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. Issued for Construction Plans.
4. Final Specifications.

Task 1.8 Deliverables – 100% Submittal

<u>Document Type</u>	<u>Format</u>
Final Check 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
Updated Comment Tracker Responses	Entries to Microsoft Excel Document

Task 1.9 – Construction Permitting:

The Contractor shall obtain and pay for the following permits, and any other necessary permits inherent to the construction of the design. The Department will obtain the required State Historic Preservation Office (SHPO) determination based on the information contained within the Environmental Review Survey Reports listed in the deliverables of the 65% and 95% design subtasks above.

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

ADEC Approval to Construct
Final Construction Permits

Format

Emailed PDF
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

Bid Documents
Annex 1 Task A.1 Deliverables

Format

Email PDF
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 (see Annex 1 Task A.2) and project closeout and warranty support (see Annex 1 Task 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. 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

Schedule of Values Review and Approval
Construction Phasing Review and Approval
ADEC Interim Approval to Operate
Water Sample Analysis

Format

Email PDF
Email PDF/Comment Tracking Sheet
Email PDF
Email PDF

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.

Task 2.2 Deliverables – Closeout and Warranty

Document Type

Certificate of Substantial Completion
Stamped As-Built Drawings
Final Approval to Operate
Final Closeout Documents
Annex 1 Task A.3 Deliverables

Format

Email PDF
Email PDF
Email PDF
Email PDF
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 as requested throughout construction solicitation and bidding. Project Staff who were responsible for design drawing and specification development shall be available during this task.

1. Meetings: As requested by the Department, the Contractor shall participate in Department meetings including but not limited to pre-bid teleconferences and bid evaluation.
2. Response to Builders During Bidding: The Contractor shall prepare responses to questions from bidders concerning clarification or interpretations of bidding documents when requested by the Department. The Contractor shall assist the Department with any required bid addenda. The Contractor shall respond to the Department and issue any necessary addenda within 2 business days to avoid a long solicitation period. The Contractor shall not communicate information about this project with potential bidders. All correspondence and documents provided to potential bidders shall be through the Department and not directly with a potential bidder unless authorized by the Department.
3. Bid Assessment: The Contractor shall review bids as directed by the Department to assess if bids are properly proportioned and detailed for the Work.
4. Subcontractor Vetting: At the discretion of the Department, the Contractor shall review the Builder's list of subcontractors, which is typically provided within five days of issuance of the Apparent Low Bidder. The Contractor shall promptly apprise the Department if it deems the Builder's subcontractors satisfactory or 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)

<u>Document Type</u>	<u>Format</u>
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):

<u>Document Type</u>	<u>Format</u>
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 manual that is readily understandable by key operations stakeholders.
 - 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.

4. Warranty:
 - a) The Project Manager shall act on behalf of the Department in regard to issues that come up during the course of Warranty period, which may be 1 or 2 years subject to provisions in the Builders contract.

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

<u>Document Type</u>	<u>Format</u>
Completed Checklist 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
Operation and Maintenance Manual	PDF - Transmitted Via Zend-To or Other
Documentation of Warranty Claims and Repairs	Emailed PDF

COMPENSATION

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

VSW Contract No: 26-VSW-DRG-044
Date Prepared: 4/14/2026

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.

<u>CONTRACTOR & SUBCONTRACTORS</u>	<u>SUBCONTRACTOR TO: (FIRM)</u>	<u>METHOD OF PAYMENT</u>	<u>ESTIMATED COST</u>	<u>FEE</u>	<u>ESTIMATED PRICE</u>
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Total Agreement Amount: _____

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

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

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

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

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

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

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

Firm	Job Classification	Person's Name	Billing Rate (\$/HR)
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5.1.2 **BILLING RATES** are hourly labor rates which include compensation for all Costs (Direct Cost of Direct Labor and all Indirect Costs) plus Fee, except for allowable direct Expenses.

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

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

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

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

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

The price adjustment rate will be determined by comparing the percentage difference between the CPI in effect for the base year six-month average July through December 2025; and each July through December thereafter. The percentage difference between those two CPI issues will be the price adjustment rate. The price adjustment rate will be applied to the contractors base Phase II hourly rates. No retroactive contract price adjustments will be allowed.

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

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

6. **SPECIAL CONSIDERATIONS:**

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

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

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

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

NOTICE TO PROCEED & BILLING SUMMARY

NTP No:
 Agreement No: 26-VSW-DRG-044
 PSA Expiration Date: 8/31/2028

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

Contractor:
 Project Title: Deering Vacuum Sewer Upgrades

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 Name:	_____ Signature Name:
_____ Date	_____ Date

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					

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

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 Name:	_____ Signature Name:
_____ Date	_____ Date

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: 26-VSW-DRG-044
Federal Project No:
Date Prepared:4/14/2026

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:

CERTIFICATION OF COMPLIANCE

APPENDIX E

VSW Contract No: 26-VSW-DRG-044
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
Name :
Title :

Date

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

Community Water Sewer Improvements Contact List

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

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
Graying	KGX	ANTHC	Ryan Beckett	907-830-1891	YKHC	Bruce Werba	907-476-2104	Bob White	907-545-0916	Sengbe Kemokai	907-543-3475	Ronald Crompton	907-465-1195	Kristine Poeppel	907-269-7521		
Gulkana	GKN	ANTHC	Elena Navas	224-307-9028	DEC	Tanner Cote	907-269-7609	John Johnson	907-269-7605	Trish Gilliland	907-269-0350	Autumn Ratzel	907-465-5136	Jenny Roberts	907-451-2137		
Gustavus	GST	VSW	Anita Erickson	907-269-4592	DEC			John Johnson	907-269-7605	Iura Leahu	907-465-4814	Brandi Adams	907-465-5530	Jamie Bjorkman	907-262-3423	Zach Gianotti	907-465-5318
Healy Lake	HKB	VSW	Erin Anderson	907-451-5157	TCC	Romeo Stickman	907-452-8251 ext. 4922	Noah Tsigonis	907-452-8251 ext. 3431	Brendan Smyth	907-451-2744	Autumn Ratzel	907-465-5136				
Holy Cross	HCR	ANTHC	Ryan Beckett	907-830-1891	YKHC	Bruce Werba	907-476-2104	Bob White	907-545-0916	Mike White	907-269-4549	Ronald Crompton	907-465-1195	Elizabeth Nakanishi	907-269-7517		
Homer	HOM	SRF	Josh Alvey	907-269-1065						Trisha Sullivan	907-269-4549	Ronald Crompton	907-465-1195	Christina Harris	907-262-3403		
Hoonah	HNH	ANTHC	James Amundsen	907-301-5701	DEC	Cullen Richmond	907-269-7571	John Johnson	907-269-7605	Iura Leahu	907-465-4814	Brandi Adams	907-465-5530	Jamie Bjorkman	907-262-3423	Zach Gianotti	907-465-5318
Hooper Bay	HPB	VSW	Erin Anderson	907-451-5157	YKHC	Willie Kamuck	907-438-6026	Bob White	907-545-0916	Fred Broerman	907-543-0890	Ronald Crompton	907-465-1195	Kristine Poeppel	907-269-7521	Stephen Price	907-269-7467
Hughes	HUS	ANTHC	Greg Martin	907-538-1141	TCC	Scot Demientieff	907-452-8251 ext. 3267	Noah Tsigonis	907-452-8251 ext. 3431	Maisie Thomas	907-451-2756	Autumn Ratzel	907-465-5136	Mike Sharp	907-451-2178	Angie Weatherwax	907-451-2135
Huslia	HSL	ANTHC	Greg Martin	907-538-1141	TCC	Duane Burnham	907-452-8251 ext. 3266	Noah Tsigonis	907-452-8251 ext. 3431	Catherine Brooks		Autumn Ratzel	907-465-5136	Gretchen Keim	907-451-2231		
Hydaburg	HYG	ANTHC	James Amundsen	907-301-5701	DEC	Tanner Cote	907-269-7609	John Johnson	907-269-7605	Lydia Mielke	907-269-4563	Brandi Adams	907-465-5530	Jamie Bjorkman	907-262-3423	Zach Gianotti	907-465-5318
Igiugig	IGG	ANTHC	Joyell Acuna	907-382-4913	DEC	Vacant Position	907-269-7605	John Johnson	907-269-7605	Eric Bjelland	907-269-3037	Autumn Ratzel	907-465-5136	Monica Ague	907-269-7653	Stephen Price	907-269-7467
Iliamna	ILI	ANTHC	Joyell Acuna	907-382-4913	DEC			John Johnson	907-269-7605	Eric Bjelland	907-269-3037					Stephen Price	907-269-7467
Ivanof Bay	KIB	VSW	Oscar Menendez	907-269-7606	BBAHC	Larry Small	907-967-2105	George Larsen	907-842-3396	Heather Nudlash	907-842-5135			John Davis	907-262-8201		
Juneau	JNU	SRF	Josh Alvey	907-269-1065						Trisha Sullivan	907-269-4549	Brandi Adams	907-465-5530	Christina Harris	907-262-3403	Zach Gianotti	907-465-5318
Kachemak Selo		VSW	Ari Sosnowski	907-269-7615	DEC	Vacant Position	907-269-7605	John Johnson	907-269-7605	Gabriel Gonzales	907-754-3588	Autumn Ratzel	907-465-5136	James Latimer	907-262-3410		
Kake	KAE	ANTHC	Elizabeth Merrill	907-306-3233	DEC	Cullen Richmond	907-269-7571	John Johnson	907-269-7605	Iura Leahu	907-465-4814	Brandi Adams	907-465-5530	Jamie Bjorkman	907-262-3423	Zach Gianotti	907-465-5318
Kaktovik	BTI	ANTHC	Derek Hancey	707-499-2923						Maisie Thomas	907-451-2756	Ronald Crompton	907-465-1195	Jenny Roberts	907-451-2137	Angie Weatherwax	907-451-2135
Kaltag	KAL	ANTHC	Elena Navas	224-307-9028	TCC	Scot Demientieff	907-452-8251 ext. 3267	Noah Tsigonis	907-452-8251 ext. 3431	Catherine Brooks		Autumn Ratzel	907-465-5136	Jenny Roberts	907-451-2137		
Karluk	KYK	ANTHC	Kevin Ulrich	907-440-2864	DEC	Tanner Cote	907-269-7609	John Johnson	907-269-7605	Breanna Armstrong	907-269-4501	Autumn Ratzel	907-465-5136	Karis Barnes	907-262-8204	Stephen Price	907-269-7467
Kasaan	KXA	ANTHC	James Amundsen	907-301-5701	DEC	Tanner Cote	907-269-7609	John Johnson	907-269-7605	Iura Leahu	907-465-4814	Brandi Adams	907-465-5530	Jamie Bjorkman	907-262-3423		
Kasigluk	KUK	ANTHC	Ryan Beckett	907-830-1891	YKHC	Nick Sanders	907-543-6427	Bob White	907-545-0916	Sengbe Kemokai	907-543-3475	Ronald Crompton	907-465-1195	Kristine Poeppel	907-269-7521	Rachel Mills	907-269-7642
Kenai	ENA	SRF	Josh Alvey	907-269-1065						Trisha Sullivan	907-269-4549	Ronald Crompton	907-465-1195	Jamie Bjorkman	907-262-3423		
Kennicott/McCarthy	MXY	VSW	Oscar Menendez	907-269-7606						Eric Bjelland	907-269-3037						
Ketchikan	KTN	SRF	Susan Start	907-269-7437						Trisha Sullivan	907-269-4549	Brandi Adams	907-465-5530	Christina Harris	907-262-3403	Zach Gianotti	907-465-5318
Kiana	IAN	ANTHC	Elizabeth Hodges	916-996-9190	MLQ	Bruce Nelson	907-442-7042	Chris Cox	907-442-7352	Gabriel Gonzales	907-754-3588	Brandi Adams	907-465-5530	Gretchen Keim	907-451-2231	Angie Weatherwax	907-451-2135
King Cove	KVC	ANTHC	James Amundsen	907-301-5701	APIA	John Rukovishnikoff	907-276-2700	Karen Pletnikoff	907-222-4286	Breanna Armstrong	907-269-4501	Autumn Ratzel	907-465-5136	John Davis	907-262-8201	Rachel Mills	907-269-7642
King Salmon	AKN	ANTHC	Victoria Jelderks	503-896-6265						Heather Nudlash	907-842-5135	Autumn Ratzel	907-465-5136				
Kipnuk	KIP	ANTHC	Corbyn Jahn	907-317-2917	YKHC	Willie Kamuck	907-438-6026	Bob White	907-545-0916	Sengbe Kemokai	907-543-3475	Ronald Crompton	907-465-1195	John Davis	907-262-8201	Rachel Mills	907-269-7642
Kivalina	KVL	ANTHC	Joseph Warren	907-715-0246	MLQ	Bruce Nelson	907-442-7042	Chris Cox	907-442-7352	Trish Gilliland	907-269-0350	Brandi Adams	907-465-5530	Jenny Roberts	907-451-2137	Angie Weatherwax	907-451-2135
Klawock	KLW	ANTHC	Kevin Ulrich	907-440-2864	DEC	Tanner Cote	907-269-7609	John Johnson	907-269-7605	Iura Leahu	907-465-4814	Brandi Adams	907-465-5530	Jamie Bjorkman	907-262-3423	Zach Gianotti	907-465-5318
Klukwan	WAN	ANTHC	Elizabeth Merrill	907-306-3233	DEC	Cullen Richmond	907-269-7571	John Johnson	907-269-7605	Iura Leahu	907-465-4814	Brandi Adams	907-465-5530	Christina Harris	907-262-3403	Zach Gianotti	907-465-5318
Kobuk	OBU	ANTHC	Elizabeth Hodges	916-996-9190	MLQ	Bruce Nelson	907-442-7042	Chris Cox	907-442-7352	Breanna Armstrong	907-269-4501	Brandi Adams	907-465-5530	Gretchen Keim	907-451-2231	Angie Weatherwax	907-451-2135
Kodiak	ADQ	SRF	Josh Alvey	907-269-1065						Trisha Sullivan	907-269-4549	Autumn Ratzel	907-465-5136	Elizabeth Nakanishi	907-269-7517	Annemieke Powers	907-269-7626
Kokhanok	KHK	ANTHC	Joyell Acuna	907-382-4913	DEC	Vacant Position	907-269-7605	John Johnson	907-269-7605	Gabriel Gonzales	907-754-3588	Brandi Adams	907-465-5136	Monica Ague	907-269-7653	Stephen Price	907-269-7467
Koliganek	KGK	ANTHC	Victoria Jelderks	503-896-6265	BBAHC	Larry Small	907-967-2105	George Larsen	907-842-3396	Heather Nudlash	907-842-5135	Autumn Ratzel	907-465-5136	Elizabeth Nakanishi	907-269-7517	Stephen Price	907-269-7467
Kongiganak	KKH	VSW	Oscar Menendez	907-269-7606	YKHC	Nick Sanders	907-543-6427	Bob White	907-545-0916	Mike White	907-269-4549	Ronald Crompton	907-465-1195	Elizabeth Nakanishi	907-269-7517	Rachel Mills	907-269-7642
Kotlik	KOT	ANTHC	Ivan Chikigak-Steadman	907-748-0870	YKHC	Allan Paukan	907-438-6124 (cell)	Bob White	907-545-0916	Sengbe Kemokai	907-543-3475	Ronald Crompton	907-465-1195	Elizabeth Nakanishi	907-269-7517	Stephen Price	907-269-7467
Kotzebue	OTZ	ANTHC	Elizabeth Hodges	916-996-9190						Eric Bjelland	907-269-3037	Brandi Adams	907-465-5530	Mike Sharp	907-451-2178		
Koyuk	KKA	ANTHC	Joseph Warren	907-715-0246	NSHC	Shyler Johnson	907-625-1231	Richard Kuzuguk	907-443-4584	Lena Mathlaw	907-443-5457	Brandi Adams	907-465-5530	Jenny Roberts	907-451-2137	Trisha Bower	907-451-2174
Koyukuk	KYU	ANTHC	William Brooks	907-538-4990	TCC	Romeo Stickman	907-452-8251 ext. 4922	Noah Tsigonis	907-452-8251 ext. 3431	Brendan Smyth	907-451-2744	Autumn Ratzel	907-465-5136	Jenny Roberts	907-451-2137		
Kwethluk	KWT	ANTHC	Ivan Chikigak-Steadman	907-748-0870	YKHC	Nick Sanders	907-543-6427	Bob White	907-545-0916	Nicholas Martinez	907-543-3475	Ronald Crompton	907-465-1195	Monica Ague	907-269-7653	Rachel Mills	907-269-7642
Kwigillingok Village	KWK	ANTHC	Corbyn Jahn	907-317-2917	YKHC	Nick Sanders	907-543-6427	Bob White	907-545-0916	Nicholas Martinez	907-543-3475	Ronald Crompton	907-465-1195	Karis Barnes	907-262-8204	Rachel Mills	907-269-7642
Lake Minchumina	LMA	VSW	Carrie Bohan	907-465-5143													
Larsen Bay	LAR	ANTHC	Kevin Ulrich	907-440-2864	DEC	Tanner Cote	907-269-7609	John Johnson	907-269-7605	Lydia Mielke	907-269-4563	Autumn Ratzel	907-465-5136	Karis Barnes	907-262-8204	Stephen Price	907-269-7467
Levelock	KLL	ANTHC	Joyell Acuna	907-382-4913	BBAHC	Larry Small	907-967-2105	George Larsen	907-842-3396	Breanna Armstrong	907-269-4501			John Davis	907-262-8201	Stephen Price	907-269-7467
Lime Village	LVD	ANTHC	Ryan Beckett	907-830-1891	YKHC					Bob White	907-545-0916	Mike White	907-269-4549				
Lowell Point	LPT	VSW	Oscar Menendez	907-269-7606													
Lower Kalskag	KLG	ANTHC	Ansel Morsillo	412-952-7852	YKHC	Bruce Werba	907-476-2104	Bob White	907-545-0916	Sengbe Kemokai	907-543-3475	Ronald Crompton	907-465-1195	Monica Ague	907-269-7653		
Manley Hot Springs		VSW	Erin Anderson	907-451-5157	TCC	Scot Demientieff	907-452-8251 ext. 3267	Noah Tsigonis	907-452-8251 ext. 3431	Maisie Thomas	907-451-2756	Autumn Ratzel	907-465-5136			Trisha Bower	907-451-2174
Manokotak	KMO	VSW	Aaron Wheatall	907-269-4967	BBAHC	Larry Small	907-967-2105	George Larsen	907-842-3396	Heather Nudlash	907-842-5135	Autumn Ratzel	907-465-5136	Karis Barnes	907-262-8204	Stephen Price	907-269-7467
Marshall	MLL	VSW	Erin Anderson	907-451-5157	YKHC	Allan Paukan	907-438-6124 (cell)	Bob White	907-545-0916	Nicholas Martinez	907-543-3475	Ronald Crompton	907-465-1195	Monica Ague	907-269-7653	Stephen Price	907-269-7467
McGrath	MCG	VSW	Oscar Menendez	907-269-7606	DEC	Cullen Richmond	907-269-7571	John Johnson	907-269-7605	Lydia Mielke	907-269-4563	Autumn Ratzel	907-465-5136	Gretchen Keim	907-451-2231		
Mekoryuk	MYU	VSW	Erin Anderson	907-451-5157	YKHC	Willie Kamuck	907-438-6026	Bob White	907-545-0916	Fred Broerman	907-543-0890	Ronald Crompton	907-465-1195	Monica Ague	907-269-7653	Rachel Mills	907-269-7642
Mentasta	MEN	VSW	Oscar Menendez	907-269-7606	DEC			John Johnson	907-269-7605	Trish Gilliland	907-269-0350	Autumn Ratzel	907-465-5136	Gretchen Keim	907-451-2231		
Mertarvik		ANTHC	Ryan Beckett	907-830-1891	YKHC	Willie Kamuck	907-438-6026	Bob White	907-545-0916	Mike White	907-269-4549	Ronald Crompton	907-465-1195	Elizabeth Nakanishi	907-269-7517	Rachel Mills	907-269-7642
Metlakatla	MTM	VSW	Ari Sosnowski	907-269-7615	DEC	Vacant Position	907-269-7605	John Johnson	907-269-7605	Iura Leahu	907-465-4814			James Latimer	907-262-3410		
Minto	MNT	VSW	Erin Anderson	907-451-5157	TCC	Scot Demientieff	907-452-8251 ext. 3267	Noah Tsigonis	907-452-8251 ext. 3431	Catherine Brooks		Autumn Ratzel	907-465-5136	Gretchen Keim	907-451-2231	Trisha Bower	907-451-2174
Moose Pass		VSW	Aaron Wheatall	907-269-4967						Breanna Armstrong	907-269-4501						
Mountain Village	MOU	VSW	Erin Anderson	907-451-5157	YKHC	Allan Paukan	907-438-6124 (cell)	Bob White	907-545-0916	Mike White	907-269-4549	Ronald Crompton	907-465-1195	Monica Ague	907-269-7653	Stephen Price	907-269-7467
Naknek	NNK	ANTHC	Victoria Jelderks	503-896-6265	BBAHC	Larry Small	907-967-2105	George Larsen	907-842-3396	Heather Nudlash	907-842-5135	Autumn Ratzel	907-465-5136	John Davis	907-262-8201	Stephen Price	907-269-7467
Nanwalek	KEB	ANTHC	James Amundsen	907-301-5701	DEC	Vacant Position	907-269-7605	John Johnson	907-269-7605	Trish Gilliland	907-269-0350	Autumn Ratzel	907-465-5136	Jamie Bjorkman	907-262-3423	Annemieke Powers	907-269-7626
Napakiaik	WNA	VSW	Trenton Tulloss	907-269-7554	YKHC	Bob White	907-545-0916	Bob White	907-545-0916	Sengbe Kemokai	907-543-3475	Ronald Crompton	907-465-1195	John Davis	907-262-8201	Rachel Mills	907-269-7642
Napakiaik	PKA	ANTHC	Brent Hove	907-602-0925	YKHC	Bob White	907-545-0916	Bob White	907-545-0916	Nicholas Martinez	907-543-3475	Ronald Crompton	907-46				

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
Ninlichik	NIN				DEC	Vacant Position	907-269-7605	John Johnson	907-269-7605	Breanna Armstrong	907-269-4501	Autumn Ratzel	907-465-5136	Jamie Bjorkman	907-262-3423		
Noatak	WTK	ANTHC	Elizabeth Hodges	916-996-9190	MLQ	Bruce Nelson	907-442-7042	Chris Cox	907-442-7352	Trish Gilliland	907-269-0350	Brandi Adams	907-465-5530	Gretchen Keim	907-451-2231	Angie Weatherwax	907-451-2135
Nome	OME	SRF	Susan Start	907-269-7437						Lena Mathlaw	907-443-5457	Brandi Adams	907-465-5530	Gretchen Keim	907-451-2231		
Nondalton	NNL	ANTHC	Victoria Jelderks	503-896-6265	DEC	Vacant Position	907-269-7605	John Johnson	907-269-7605	Lydia Mielke	907-269-4563	Autumn Ratzel	907-465-5136	John Davis	907-262-8201	Stephen Price	907-269-7467
Noorvik	ORV	ANTHC	Elizabeth Hodges	916-996-9190	MLQ	Bruce Nelson	907-442-7042	Chris Cox	907-442-7352	Breanna Armstrong	907-269-4501	Brandi Adams	907-465-5530	Gretchen Keim	907-451-2231	Angie Weatherwax	907-451-2135
North Pole		SRF	Willow Gaber	907-465-5124						Brendan Smyth	907-451-2744	Autumn Ratzel	907-465-5136	Mike Sharp	907-451-2178		
North Slope Borough										Brendan Smyth	907-451-2744	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	Noah Tsigonis	907-452-8251 ext. 3431	Maisie Thomas	907-451-2756	Autumn Ratzel	907-465-5136	Mike Sharp	907-451-2178		
Nuiqsut	NUQ	ANTHC	Derek Hancey	707-499-2923						Maisie Thomas	907-451-2756	Ronald Crompton	907-465-1195	Jenny Roberts	907-451-2137	Angie Weatherwax	907-451-2135
Nulato	NUL	VSW	Erin Anderson	907-451-5157	TCC	Duane Burnham	907-452-8251 ext. 3266	Noah Tsigonis	907-452-8251 ext. 3431	Brendan Smyth	907-451-2744	Autumn Ratzel	907-465-5136	Jenny Roberts	907-451-2137		
Nunam Iqua	SXP	ANTHC	Ansel Morsillo	412-952-7852	YKHC	Allan Paukan	907-438-6124 (cell)	Bob White	907-545-0916	Mike White	907-269-4549	Ronald Crompton	907-465-1195	Elizabeth Nakanishi	907-269-7517	Stephen Price	907-269-7467
Nunapitchuk	NUP	VSW	Oscar Menendez	907-269-7606	YKHC	Nick Sanders	907-543-6427	Bob White	907-545-0916	Nicholas Martinez	907-543-3475	Ronald Crompton	907-465-1195	Elizabeth Nakanishi	907-269-7517	Rachel Mills	907-269-7642
Old Harbor	OLH	ANTHC	Kevin Ulrich	907-440-2864	DEC	Tanner Cote	907-269-7609	John Johnson	907-269-7605	Breanna Armstrong	907-269-4501	Autumn Ratzel	907-465-5136	John Davis	907-262-8201	Stephen Price	907-269-7467
Oscarville	OSC	ANTHC	Ryan Beckett	907-830-1891	YKHC	Nick Sanders	907-543-6427	Bob White	907-545-0916	Sengbe Kemokai	907-543-3475	Ronald Crompton	907-465-1195	Kristine Poeppel	907-269-7521	Rachel Mills	907-269-7642
Ouzinkie	KOZ	ANTHC	James Amundsen	907-301-5701	DEC	Tanner Cote	907-269-7609	John Johnson	907-269-7605	Breanna Armstrong	907-269-4501	Autumn Ratzel	907-465-5136	John Davis	907-262-8201	Stephen Price	907-269-7467
Palmer	PAQ	SRF	Kevin De Michelis	907-269-7603						Trisha Sullivan	907-269-4549	Brandi Adams	907-465-5530	Jessica Cahill	907-376-1824	Annemieke Powers	907-269-7626
Pedro Bay	PDB	ANTHC	Victoria Jelderks	503-896-6265						Eric Bjelland	907-269-3037					Stephen Price	907-269-7467
Pelican	PEC	VSW	Anita Erickson	907-269-4592	DEC	Cullen Richmond	907-269-7571	John Johnson	907-269-7605	Iura Leahu	907-465-4814	Brandi Adams	907-465-5530	Christina Harris	907-262-3403	Zach Gianotti	907-465-5318
Perryville	KPV	ANTHC	Victoria Jelderks	503-896-6265	BBAHC	Larry Small	907-967-2105	George Larsen	907-842-3396	Eric Bjelland	907-269-3037	Autumn Ratzel	907-465-5136	Monica Ague	907-269-7653	Stephen Price	907-269-7467
Petersburg	PSG	SRF	Willow Gaber	907-465-5124						Trisha Sullivan	907-269-4549	Brandi Adams	907-465-5530	Christina Harris	907-262-3403	Zach Gianotti	907-465-5318
Pilot Point	PIP	VSW	Aaron Wheatall	907-269-4967	BBAHC	Larry Small	907-967-2105	George Larsen	907-842-3396	Heather Nudlash	907-842-5135					Stephen Price	907-269-7467
Pilot Station	PQS	ANTHC	Corbyn Jahn	907-317-2917	YKHC	Allan Paukan	907-438-6124 (cell)	Bob White	907-545-0916	Mike White	907-269-4549	Ronald Crompton	907-465-1195	John Davis	907-262-8201	Stephen Price	907-269-7467
Pitka's Point	PPT	ANTHC	Ansel Morsillo	412-952-7852	YKHC	Allan Paukan	907-438-6124 (cell)	Bob White	907-545-0916	Mike White	907-269-4549	Ronald Crompton	907-465-1195	Monica Ague	907-269-7653		
Platinum	PTU	VSW	Oscar Menendez	907-269-7606	YKHC	Tyke Olson	907-843-0428	George Larsen	907-842-3396	Heather Nudlash	907-842-5135	Ronald Crompton	907-465-1195	Karis Barnes	907-262-8204	Rachel Mills	907-269-7642
Point Baker	KPB	VSW	Carrie Bohan	907-465-5143						Iura Leahu	907-465-4814						
Point Hope	PHO	ANTHC	Derek Hancey	707-499-2923						Maisie Thomas	907-451-2756	Ronald Crompton	907-465-1195	Jenny Roberts	907-451-2137	Angie Weatherwax	907-451-2135
Point Lay	PIZ	ANTHC	Derek Hancey	707-499-2923						Maisie Thomas	907-451-2756	Ronald Crompton	907-465-1195	Jenny Roberts	907-451-2137	Angie Weatherwax	907-451-2135
Port Alexander	PTD	VSW	Anita Erickson	907-269-4592	DEC	Tanner Cote	907-269-7609	John Johnson	907-269-7605	Iura Leahu	907-465-4814	Brandi Adams	907-465-5530	Christina Harris	907-262-3403		
Port Alsworth	PTA	VSW	Carrie Bohan	907-465-5143						Eric Bjelland	907-269-3037						
Port Graham	PGM	ANTHC	Elizabeth Merrill	907-306-3233	DEC	Vacant Position	907-269-7605	John Johnson	907-269-7605	Trish Gilliland	907-269-0350	Autumn Ratzel	907-465-5136	Jamie Bjorkman	907-262-3423	Annemieke Powers	907-269-7626
Port Heiden	PTH	VSW	Aaron Wheatall	907-269-4967	BBAHC	Larry Small	907-967-2105	George Larsen	907-842-3396	Gabriel Gonzales	907-754-3588					Stephen Price	907-269-7467
Port Lions	ORI	ANTHC	Elizabeth Merrill	907-306-3233	DEC	Tanner Cote	907-269-7609	John Johnson	907-269-7605	Trish Gilliland	907-269-0350	Autumn Ratzel	907-465-5136	John Davis	907-262-8201	Stephen Price	907-269-7467
Port Protection	PPV	VSW	Oscar Menendez	907-269-7606	DEC	Tanner Cote	907-269-7609	John Johnson	907-269-7605	Iura Leahu	907-465-4814	Brandi Adams	907-465-5530	Christina Harris	907-262-3403		
Portage Creek	PCA	VSW	Oscar Menendez	907-269-7606	BBAHC	Larry Small	907-967-2105	George Larsen	907-842-3396	Heather Nudlash	907-842-5135			Monica Ague	907-269-7653		
Quinhagak	KWN	VSW	Ari Sosnowski	907-269-7615	YKHC	Bob White	907-545-0916	Bob White	907-545-0916	Nicholas Martinez	907-543-3475	Ronald Crompton	907-465-1195	John Davis	907-262-8201	Rachel Mills	907-269-7642
Rampart	RMP	ANTHC	Kay Sind	314-504-2287	TCC	Scot Demientieff	907-452-8251 ext. 3267	Noah Tsigonis	907-452-8251 ext. 3431	Catherine Brooks		Autumn Ratzel	907-465-5136	Mike Sharp	907-451-2178	Angie Weatherwax	907-451-2135
Red Devil	RDV	VSW	Oscar Menendez	907-269-7606	YKHC	Bob White	907-545-0916	Bob White	907-545-0916	Nicholas Martinez	907-543-3475						
Ruby	RBV	ANTHC	William Brooks	907-538-4990	TCC	Duane Burnham	907-452-8251 ext. 3266	Noah Tsigonis	907-452-8251 ext. 3431	Maisie Thomas	907-451-2756	Autumn Ratzel	907-465-5136	Gretchen Keim	907-451-2231		
Russian Mission	RSH	ANTHC	Ivan Chikigak-Steadman	907-748-0870	YKHC	Allan Paukan	907-438-6124 (cell)	Bob White	907-545-0916	Nicholas Martinez	907-543-3475	Ronald Crompton	907-465-1195	Elizabeth Nakanishi	907-269-7517	Stephen Price	907-269-7467
Saint George	PBV	VSW	Aaron Wheatall	907-269-4967	APIA	John Rukovishnikoff	907-276-2700	John Johnson	907-269-7605	Gabriel Gonzales	907-754-3588	Autumn Ratzel	907-465-5136	Kristine Poeppel	907-269-7521	Rachel Mills	907-269-7642
Saint Mary's	KSM	ANTHC	Ansel Morsillo	412-952-7852	YKHC	Allan Paukan	907-438-6124 (cell)	Bob White	907-545-0916	Mike White	907-269-4549	Ronald Crompton	907-465-1195	Elizabeth Nakanishi	907-269-7517	Stephen Price	907-269-7467
Saint Michael	SMK	ANTHC	Joseph Warren	907-715-0246	NSHC	Shyler Johnson	907-625-1231	Richard Kuzuguk	907-443-4584	Lena Mathlaw	907-443-5457	Brandi Adams	907-465-5530	Jenny Roberts	907-451-2137	Trisha Bower	907-451-2174
Saint Paul	SNP	VSW	Aaron Wheatall	907-269-4967	APIA	John Rukovishnikoff	907-276-2700	Karen Pletnikoff	907-222-4286	Gabriel Gonzales	907-754-3588	Autumn Ratzel	907-465-5136	Elizabeth Nakanishi	907-269-7517	Rachel Mills	907-269-7642
Sand Point	SDP	ANTHC	James Amundsen	907-301-5701	APIA	John Rukovishnikoff	907-276-2700	John Johnson	907-269-7605	Eric Bjelland	907-269-3037	Autumn Ratzel	907-465-5136	John Davis	907-262-8201	Rachel Mills	907-269-7642
Savoonga	SVA	ANTHC	Scott Fezer	770-265-4220	NSHC	Monti Tarawneh	907-443-3403	Richard Kuzuguk	907-443-4584	Lena Mathlaw	907-443-5457	Brandi Adams	907-465-5530	Jenny Roberts	907-451-2137	Trisha Bower	907-451-2174
Saxman	SAX	ANTHC	Elizabeth Merrill	907-306-3233	DEC	Vacant Position	907-269-7605	John Johnson	907-269-7605	Iura Leahu	907-465-4814	Brandi Adams	907-465-5530	Jamie Bjorkman	907-262-3423		
Scammon Bay	SCM	ANTHC	Brent Hove	907-602-0925	YKHC	Willie Kamuck	907-438-6026	Bob White	907-545-0916	Nicholas Martinez	907-543-3475	Ronald Crompton	907-465-1195	John Davis	907-262-8201	Stephen Price	907-269-7467
Selawik	WLK	ANTHC	Joseph Warren	907-715-0246	MLQ	Bruce Nelson	907-442-7042	Chris Cox	907-442-7352	Eric Bjelland	907-269-3037	Brandi Adams	907-465-5530	Gretchen Keim	907-451-2231	Angie Weatherwax	907-451-2135
Seldovia	SOV	VSW	Anita Erickson	907-269-4592	DEC	Vacant Position	907-269-7605	John Johnson	907-269-7605	Gabriel Gonzales	907-754-3588	Autumn Ratzel	907-465-5136	Jamie Bjorkman	907-262-3423	Annemieke Powers	907-269-7626
Seward	SWD	SRF	Kevin De Michelis	907-269-7603						Trisha Sullivan	907-269-4549	Ronald Crompton	907-465-1195	Christina Harris	907-262-3403		
Shageluk	SHX	ANTHC	Brent Hove	907-602-0925	YKHC	Bruce Werba	907-476-2104	Bob White	907-545-0916	Sengbe Kemokai	907-543-3475	Ronald Crompton	907-465-1195	Monica Ague	907-269-7653		
Shaktoolik	SKK	VSW	Oscar Menendez	907-269-7606	NSHC	Shyler Johnson	907-625-1231	Richard Kuzuguk	907-443-4584	Lena Mathlaw	907-443-5457	Brandi Adams	907-465-5530	Mike Sharp	907-451-2178	Trisha Bower	907-451-2174
Shishmaref	SHH	ANTHC	Scott Fezer	770-265-4220	NSHC	Monti Tarawneh	907-443-3403	Richard Kuzuguk	907-443-4584	Lena Mathlaw	907-443-5457	Brandi Adams	907-465-5530	Jenny Roberts	907-451-2137	Trisha Bower	907-451-2174
Shungnak	SHG	ANTHC	Joseph Warren	907-715-0246	MLQ	Bruce Nelson	907-442-7042	Chris Cox	907-442-7352	Trish Gilliland	907-269-0350	Brandi Adams	907-465-5530	Gretchen Keim	907-451-2231	Angie Weatherwax	907-451-2135
Sitka	SIT	SRF	Susan Start	907-269-7437						Trisha Sullivan	907-269-4549	Brandi Adams	907-465-5530	Christina Harris	907-262-3403	Zach Gianotti	907-465-5318
Skagway	SGY	SRF	Josh Alvey	907-269-1065						Trisha Sullivan	907-269-4549	Brandi Adams	907-465-5530	Christina Harris	907-262-3403	Zach Gianotti	907-465-5318
Slana	SLA	VSW	Oscar Menendez	907-269-7606						Breanna Armstrong	907-269-4501						
Sleetmute	SLQ	VSW	Aaron Wheatall	907-269-4967	YKHC	Bruce Werba	907-476-2104	Bob White	907-545-0916	Nicholas Martinez	907-543-3475	Ronald Crompton	907-465-1195	Monica Ague	907-269-7653		
Soldotna	SXQ	SRF	Willow Gaber	907-465-5124						Trisha Sullivan	907-269-4549	Ronald Crompton	907-465-1195	Christina Harris	907-262-3403	Annemieke Powers	907-269-7626
South Naknek	WSN	ANTHC	Joyell Acuna	907-382-4913	BBAHC	Larry Small	907-967-2105	George Larsen	907-842-3396	Heather Nudlash	907-842-5135	Autumn Ratzel	907-465-5136	John Davis	907-262-8201	Stephen Price	907-269-7467
Stebbins	WBB	ANTHC	Joseph Warren	907-715-0246	NSHC	Shyler Johnson	907-625-1231	Richard Kuzuguk	907-443-4584	Lena Mathlaw	907-443-5457	Brandi Adams	907-465-5530	Jenny Roberts	907-451-2137	Trisha Bower	907-451-2174
Stevens Village	SVS	VSW	Erin Anderson	907-451-5157	TCC	Romeo Stickman	907-452-8251 ext. 4922	Noah Tsigonis	907-452-8251 ext. 3431	Catherine Brooks		Autumn Ratzel	907-465-5136	Mike Sharp	907-451-2178	Angie Weatherwax	907-451-2135
Stony River	SRV	ANTHC	Corbyn Jahn	907-317-2917	YKHC	Bob White	907-545-0916	Bob White	907-545-0916	Sengbe Kemokai	907-543-3475						
Takotna	TCT	VSW	Oscar Menendez	907-269-7606	DEC	Cullen Richmond	907-269-7571	John Johnson	907-269-7605	Eric Bjelland	907-269-3037	Autumn Ratzel	907-465-5136	Gretchen Keim	9		

Community Water Sewer Improvements Contact List

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

Basic Plan Set Requirements

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

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

GENERAL REQUIREMENTS FOR PLAN SHEETS

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

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

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

I. Cover Sheet and Sheet Index

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

II. General Legend and Vicinity Map (G Sheet)

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

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

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

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

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

A. Water

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

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

B. Well Data

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

C. Sewerage

1. General

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

2. Lift Stations

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

V. Survey (V Sheets)

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

VI. Geotechnical (B Sheets)

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

VII. Civil Drawings (C Sheets)

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

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

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

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

D. Civil Plan and Profile Views

1. General

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

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

2. Water

a. Fire hydrants

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

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

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

c. Water main

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

d. Water Services

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

3. Sewer

a. Manholes and Cleanouts

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

b. Sewer main

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

c. Sewer Services

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

d. Lift Stations

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

e. Force mains

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

E. Civil Site Plan and Elevation Views

1. Water Source

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

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

2. Water Storage Tank

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

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

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

4. Wastewater Treatment System

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

5. Individual Site Plans

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

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

VIII. Structural Drawings (S Sheets)

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

IX. Architectural Drawings (A Sheets)

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

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

X. Plumbing Drawings (P Sheets)

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

XI. Process Drawings (D Sheets)

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

XII. Mechanical Drawings (M Sheets)

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

XIII. Electrical Systems (E Sheets)

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

XIV. Contractor/Shop Drawings (Z Sheets)

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

Proposed Table of Contents (TOC)

Design Analysis Report Water/Wastewater Facilities _____, Alaska

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

- 1. Executive Summary**
- 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**

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/](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?

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 instructions 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 automatically or 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%	<u>0%</u>

SIZE (2% Maximum)

Less than \$250,000	=	2.0%	
\$250,000 - \$1,000,000	=	1.0%	
More than \$1,000,000	=	0.0%	<u>0%</u>

DURATION (2% Maximum)

Less than 1 year	=	0.0%	
1 to 2 years	=	1.0%	
More than 2 years	=	2.0%	<u>0%</u>

COMPLEXITY (2% Maximum)

Low	=	0.0%	
Low to Mid	=	0.5%	
Mid	=	1.0%	
Mid to High	=	1.5%	
High	=	2.0%	<u>0.0%</u>

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 Doe	\$100.00	\$22.00	\$150.00	\$272.00
Project Manager - John Smith	\$90.00	\$19.80	\$135.00	\$244.80
Senior Engineer - XXX	\$80.00	\$17.60	\$120.00	\$217.60
Project Engineer - XXX	\$60.00	\$13.20	\$90.00	\$163.20
Project Geologist - XXX	\$50.00	\$11.00	\$75.00	\$136.00
Drafter 3- XXX	\$45.00	\$9.90	\$67.50	\$122.40
JR Eng 1 - XXX	\$40.00	\$8.80	\$60.00	\$108.80
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

PRICE PER TASK SUMMARY

FIRM: 0		PROJECT TITLE: 0					DATE: 0							
<table border="1" style="margin: auto;"> <tr> <td>DCDL FEE RATE:</td> <td>22.00%</td> </tr> <tr> <td>TOTAL NEGOTIATED FEE:</td> <td></td> </tr> </table>											DCDL FEE RATE:	22.00%	TOTAL NEGOTIATED FEE:	
DCDL FEE RATE:	22.00%													
TOTAL NEGOTIATED FEE:														
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	2	\$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				

