



SMALL PROCUREMENT DOCUMENTS

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

PART A – REQUEST FOR PROPOSALS

NOTE: State & FHWA Small Procurement Limit is \$200,000; FAA/FTA Small Procurement Limit is \$150,000.

GENERAL INFORMATION

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

be distributed with any of the three parts; however, a copy may be obtained on our website at the following link: <http://www.dot.state.ak.us/procurement>. The Booklet contains copies of the Small Procurements Procedure (Chapter 2 of the PSA Manual), Appendix A (General Conditions), Appendix C (Compensation), Exhibit C-1 (Methods of Payment), Appendix D (Indemnification and Insurance), and Appendix E (Certificate of Compliance).

Project Title: Scammon Bay Airport Improvements Electrical Design Services		Contracting Agency: State of Alaska DOT&PF – Central Region 4111 Aviation Avenue Anchorage, AK 99502	
IRIS Program No: CFAPT00691 RFP No. 25212043			
Federal Project No: AIP 3-02-0255-003-2023			
Project Site (City, Village, etc.) Scammon Bay, AK			
Agency Contact: Jenelle Brinkman, P.E.		Phone: (907) 269-0606	Email: jenelle.brinkman@alaska.gov
Estimated Amount of Proposed Contract:		<input type="checkbox"/> less than \$50,000 <input checked="" type="checkbox"/> \$50,000 to \$100,000 <input type="checkbox"/> \$100,000 to \$150,000 <input type="checkbox"/> \$150,000 to \$200,000	
Funding Source (check all that apply): <input checked="" type="checkbox"/> State <input type="checkbox"/> FHWA <input checked="" type="checkbox"/> FAA <input type="checkbox"/> FTA <input type="checkbox"/> Other:			
<p>REQUIRED SERVICES: <input checked="" type="checkbox"/> are described in the attached Proposed Statement of Services dated 1/14/2021 (16 pages)</p> <p>The following additional information is available to assist interested offerors with their proposals, and may be downloaded from the RFP website:</p> <p style="padding-left: 40px;">a) As-Built Plans for Scammon Bay Airport dated 1/27/1993.</p> <p>Note: (1) Any proposer listing as a member of their team a current public officer or a former public officer who has left State service within the past two (2) years must submit a sworn statement from that individual that the Alaska Executive Branch Ethics Act does not prohibit his or her participation in this project. If a proposer fails to submit a required statement, the proposal may be deemed nonresponsive or nonresponsible, and rejected, depending upon the materiality of the individual's proposed position. If required, submit the attached Former Employee's Certification of Eligibility (Form 25A270). The page limit noted below does not include this form.</p> <p>(2) To ensure the Department meets its overall DBE Utilization Goal, DBEs are encouraged to participate in this solicitation.</p> <p>Note: Offerors shall carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the purchasing authority before proposal due date. This will allow issuance of any necessary addenda. It will also help prevent the opening of a defective solicitation and exposure of Offeror's proposals upon which award could not be made. Protests based upon any omission, error, or the content of the solicitation will be disallowed if not made in writing before the proposal due date.</p>			
PERIOD OF PERFORMANCE:		Begin: February 2021	End: January 2024

PROPOSAL FORMAT

Written proposals to provide the required services shall consist of the enclosed "Part B - Proposal Form", completed as indicated, plus a **letter not to exceed five (8.5" x 11") pages**. If a Price Estimate is required,

the page limit does not include the Price Estimate. Proposals that exceed the page limit may be disqualified. Proposals may be sent electronically as indicated on page 2, or hand-delivered to the Contracting Agency.

PRICE AND METHOD OF PAYMENT

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

A Price Estimate is required with your proposal.

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

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

SUBMITTAL DEADLINE AND LOCATION		
DATE: February 3, 2021	PREVAILING TIME: 4:00 PM	EMAIL: crdotpfcontracts@alaska.gov
Hand deliver proposal directly to following location, and person, if named; or email to address above:		
State of Alaska, DOT&PF – Central Region Attn: Kathleen A. Bridenbaugh, PSA Unit Supervisor 4111 Aviation Avenue Anchorage, AK 99502		
Late proposals will not be considered. Offerors are responsible to assure timely delivery and receipt and are encouraged to respond at least four business hours prior to the above deadline. Any addendum issued less than 24 hours prior to a Deadline will extend that Deadline by a minimum of an additional 24 hours. The Contracting Agency shall not be responsible for any communication equipment failures or congestion and will not extend the deadline for any proposals not received in their entirety prior to the deadline. Except for hand delivered proposals, confirmation of receipt by telephone or other means four hours or less prior to deadline will not be provided.		

BASIS OF SELECTION

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

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| 1) Demonstrated comprehension of required services and proposed strategy for performance. | 3) Reasonableness of proposed schedule for performance. |
| 2) Relevant experience and credentials of proposed personnel including any subcontractors. Address DBE participation. | 4) Price Estimate, if required. |
| | 5) Other: Provide list of firm(s)' current contracts with the Contracting Agency (statewide). |

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

END OF PART A