



ADDENDUM ONE

Request for Proposal 21106

AIDEA Ambler Access Project, External Communications Manager

April 23, 2021

EMAIL TO: All RFP recipients on record.

The Request for Proposal (RFP) is hereby clarified or changed as follows:

1. Proposals are now changed to, May 4, 2021, 2:00 PM Alaska Standard Time.

QUESTIONS AND ANSWERS:

1. **Q:** Are companies from outside the U.S. able to submit proposals? For example, India or Canada.

A: This is for a single Communications Manager to help the Alaska Industrial Development and Export Authority (AIDEA) with the Ambler Access Project. There will not be the exclusion of companies outside of the U.S.

2. **Q:** Will there be an expectation that the Communications Manager be present in Alaska for the project?

A: Yes, the expectation is that the Communications Manager will be working in Fairbanks, AK or Anchorage, AK, as well as be working in the communities along the project route for the next three (3) years.

3. **Q:** Can we perform the tasks (related to RFP) outside USA? For example, India or Canada.

A: Tasks for the RFP will require that there is a presence in the State of Alaska. Please reference question 2.

4. **Q:** The language in the RFP regarding joint ventures and subcontractors is confusing. The impression is that one person will complete the scope of services. Yet, there are places where subcontractors and team members are referenced and information is requested. Please clarify the intent of the RFP. Can all current employees of Parker Horn Company engage in the work or is it strictly one individual you want to contact with?

A: This RFP is for one person only to be the External Communications Manager on the Ambler project. The preference is that there is one point of contact with the firm. The intent of the RFP is to have only one person working on the project. The Stakeholder Outreach RFP will be the help needed for the Communications Manager to get work done per my timelines

5. **Q:** It is understood that the contract will submit a monthly invoice to be inclusive of all costs associated with fulfilling the scope of services. To clarify, is the External Communication Manager responsible for all their travel associated with the stakeholder meetings in the villages impacted by the project?

A: Travel to and from locations will typically be paid for under a separate (Logistics) RFP, as will food and other transportation.

6. **Q:** Will the existing website be used as the project progresses? Who currently maintains the website? Will this continue into the future? It is understood that the External Communications Manager will oversee the website, but it is not clear who is responsible for the cost associated with updates, redesign, and ongoing maintenance.

A: The plan is to use the existing website as the project progresses due to the familiarity to the public, which AIDEA maintains the website. It will be expected that the Communications manager will keep the site current for the public. AIDEA will be responsible for the cost of maintaining the website.

7. **Q:** Will External Communications Manager be able to participate in Ambler Access Project Team Meetings remotely? What physical presence at AIDEA will be required of the contractor?

A: The Communications Manager can work remotely, but will need to be able to travel to remote communities along the project route. They do not need to be in the AIDEA office in Anchorage.

8. **Q:** Is the following past performance requirement in error? Page 10, section 6.1.6 “explain experience in structural, marine, and civil infrastructure projects in Alaska. Explain experience providing feasibility analysis, high-level conceptual plans and estimates for similar projects. Explain experience with CM, engineering support, and PA of similar type of infrastructure. Explain experience in asset management and lifecycle costs of industrial facilities and ability to produce comprehensive maintenance plans for owned assets. Such as commercial buildings, hangars, port and port facilities, docks, shipyards, mines, rail, telecom, and other projects.

A: Last two paragraphs of section 6.1.6 Past Performance will be removed

9. **Q:** It appears you may want someone who is nearly 100% dedication to this project, but page 8, section 6.1.1 (B) requests references from five current clients and one from a former client. Would all/most former clients be acceptable for these references?

A: RFP will be amended requesting five former clients only.

10. **Q:** In the Scope of Services on page 6, Section 5.1 the following is called out “Field and office data acquisition, field collection, analyses, reporting and archiving.” Can you please provide more clarity regarding what this means in relationship to this contract?

A: This refers to acquiring information and storing it in the Ambler Access Project files to document that what communications what have had with the public.

11. **Q:** Is there a page limit for submitted RFP proposals

A: Proposals will be limited to 5 pages.

12. **Q:** Section 4.1 (B) states quotes should include transportation, yet states it is a fixed fee total hourly, because ability and need for rural travel is implied, but not quantified - how do you advise addressing the budget to include travel costs beyond hourly rates?

A: Travel from Anchorage or Fairbanks will managed through a Logistics manager.

All other terms and conditions remain the same.

END OF ADDENDUM

We appreciate your participation in this solicitation.

Sincerely,



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