



## **ADDENDUM ONE**

### **Request for Proposal 21101**

## **AIDEA Ambler Access Project: Design, Hydrologic & Hydraulic Analysis and Survey**

May 12, 2021

EMAIL TO: All RFP recipients on record.

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

1. Remove and replace in its entirety Part C, Evaluation Criteria.
2. Remove and replace in its entirety Part D, Proposal Form
3. Submittal Deadline and Location, now reads

#### **To submit Proposals via ZendTo:**

\*The ZendTo link is: <https://drop.state.ak.us/drop/>

\*Select Drop-off and follow the instructions.

\*Email to [jkemp@aidea.org](mailto:jkemp@aidea.org)

\*Received files will be downloaded but not opened until after the submittal deadline passes.

#### **To submit Proposals in person, deliver to the following location:**

Alaska Industrial Development and Export Authority

Joseph P. Kemp, P.E., AAP Program Manager

813 West Northern Lights Blvd.

Anchorage, AK 99503

If you have questions regarding submitting proposals, email or call Joe Kemp at (907) 771-3906. [jkemp@aidea.org](mailto:jkemp@aidea.org)

**IMPORTANT NOTICE:** If you downloaded this solicitation from the AIDEA's Website, you must register on the online planholders list to receive subsequent addenda. Failure to register may adversely affect your proposal. It is the Offeror's responsibility to insure that they have received all addenda affecting this RFP. To register, go to [www.AIDEA.org](http://www.AIDEA.org) and provide the project name & number, company name & contact person, address, phone number & fax number.

#### **QUESTIONS AND ANSWERS:**

**Q:** The Proposed Statement of Services in Appendix B says that Task 5 will be included with subsequent tasks. Task 5 includes 65% and 95% design level documents that will be required to complete Task 1 Design. Can we assume 65% and 95% design documents are part of the immediate contract?

**A:** Yes the design milestones will be part of the immediate contract.

All other terms and conditions remain the same.

**END OF ADDENDUM**

We appreciate your participation in this solicitation.

Sincerely,



Selwin Ray  
Contract Administrator  
sray@aidea.org  
907-771-3035

# 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 Contracting Officer identified at the top of page 1 of Part A - RFP.

## SECTION I - TECHNICAL PROPOSAL

### 1. Objectives, Services and Commitments

1. Weight: 10

Response must demonstrate your comprehension of the objectives and services for the proposed contract. Do not merely duplicate the Statement of Work provided with this RFP. Responses should portray a knowledge of AIDEA's unique role in project consideration, financing, and execution, as well as elements specific to the Ambler Road Project (AAP). Define any assumptions that may be necessary to provide a thorough response to this RFP.

Include a discussion of your company's understanding of the services required and your company's relevant experience providing the types of services identified in the Statement of Work.

Your response must also: (1) describe your company's availability to commit to this work, to include both current and potential time commitments of your proposed Project Staff and how any conflicts would be managed; (2) discuss the projected workload of each firm (Offeror and Offeror's Proposed Subcontractors) for all clients and the impact of your company's performance capabilities with regards to completing the Authority's work; and (3) demonstrate adequate support personnel, facilities and other resources, as necessary, to provide the services required.

### 2. Methods, Methods and Quality Control

2. Weight: 15

Response must outline the methods for accomplishing the proposed contract and Statement of Work, including the Offeror's plans for subcontracting. Offerors should consider how each task may be carried out and what level of interaction may be required from/with the Authority. Offerors should also address how their team and/or proposed approach/methods will provide overall assistance in the management of projects at various stages within each phase of the project analysis and decision making process. If applicable, Offerors should suggest alternative methods for executing the Statement of Work that may produce improved results or efficiencies. Identify any distinct and substantive qualifications for undertaking the proposed contract, such as the availability of specialized equipment, software, unique approaches, unique capabilities/experiences or concepts relevant to the required services which the Offeror may use.

Response must describe the administrative and operational structures to be used for performing the proposed contract. For example, the Offeror should consider who will have overall responsibility for the contract; who will have direct responsibility for specific disciplines; and what will the lines of authority/communication be? A graphic depiction of the proposed team organizational chart is preferred in the response to this criterion. Accordingly, your response should also identify how communications will be maintained between your Project Staff, the Authority and (as applicable) any other government agencies or the public.

Offerors should provide a description of their proposed quality control procedures and any staff that may be assigned to specific quality control processes. This response should be specific to the anticipated activities that will be conducted under the proposed Statement of Work.

### 3. Proposed Project Staff

4. Weight: 20

Response must name the individuals to perform the following functions related to the contract and Statement of Work, including providing a brief description of their qualifications for performing their role on the project. The offeror is also encouraged to provide the names and narratives of any other professional/technical personnel that are anticipated to be utilized in executing the proposed contract.

For each individual identified, describe the work to be performed and detail their specific qualifications and substantive experience directly related to the proposed contract. Include subcontractors directly involved in this contract. A response prepared specifically for this proposal is required. Marketing resumes often include non-relevant information which may detract from the evaluation of proposal. Lists of projects are not useful. Focus on each individual's specific duties and responsibilities and how their project experience is relevant to the proposed contract.

For each person named, identify their employer, professional discipline or job classification, current certifications and what role they will have under this contract. List at least 2 professional references (contact persons and telephone numbers) for each person.

Response must name the individuals to perform the following **FUNCTIONS** plus any other professional/technical functions you deem essential to perform the services:

1. Project Management (single point-of-contact directly engaged in contract performance)
2. Contract Management (contract compliance)
3. \*Civil Design Engineer
4. \*H&H Design Engineer Lead
5. \*Survey Lead

**\*All personnel acting in responsible charge for all Architectural, Engineering and Land Surveying functions require an Alaska Registration and must be identified in your proposal. Offerors which fail to provide a name for the individuals to perform the services above may be considered non-responsive and their proposal may be rejected.**

### 4. Workload and Resources

5. Weight: 10

Response must: (1) discuss both current and potential time commitments of your proposed Project Staff to all clients; (2) discuss the projected workload of each firm (Offeror and Proposed Subcontractors) for all clients; and (3) demonstrate adequate support personnel, facilities and other resources to provide the services required such that construction may begin summer 2021 and be completed by fall 2022. Provide a list of current contracts with the Contracting Agency in which your proposed Project Staff are participating. Include all contracts statewide with the Authority.

Briefly address capabilities for providing additional services, including procurement support, under an accelerated schedule. Address capacity to reassign personnel, equipment and facilities whenever the proposed contract would not require such capabilities or was delayed.

### 5. Past Performance

5. Weight: 25

Response must describe previous projects the project team has worked on that are related in size and scope to this project. Describe the dollar amount of the projects and a brief narrative of the successes of the projects. Address how the experience will help your team to perform under this contract. Provide references (contact name and phone number) for each project. Indicate which of the proposed firms and project staff was involved in each project. AIDEA reserves the right to investigate referenced projects, contact references and research other projects that the respondent has worked on.

**6. Minority Business Enterprises**  
**3 AAC 100.350**

**6. Weight: 10**

A minority Business Enterprise (MBE) program will be utilized to encourage minority Alaskan owned companies to submit proposals as both Prime and Sub-service providers. This program will follow the guidelines and requirements laid out for Prime and Sub-service providers in RFP Part D page 3 Minority Business Enterprise (MBE) as indicated in Ambler Access Project: Professional Services Procurement Procedure, Appendix D MBE Scoring Criteria.

Minority Business Enterprise (MBE) utilization will be a scored criterion for this RFP. Credit will be given for both MBE Prime service providers as well as MBE Sub-service providers for work they perform as a MBE within the contract scope.

To be granted this preference, Offeror's must submit the MBE certification form for each proposed MBE and their response must identify a MBE firm(s) in their proposal that will participate in the proposed contract services. The certified MBE(s) may be the Offeror (Prime service provider) and/or proposed Sub-service provider(s). Failure to submit adequate information pertaining to the work that will be completed and the percentage of work proposed to be completed by the MBE(s) may result in "0" points. Offerors should propose a single percentage number for each proposed MBE. Specifying a range of percentages (for example 5-8%) is not acceptable. If a range of percentages is proposed, the lowest number will be utilized in the calculation to determine the criterion score.

*Response will be scored: Rating x Number of Evaluators x Weight = Criterion Score. Rating will be as follows:*

*"5" – More than 10% MBE Participation;*

*"3" – Less than or equal to 10% but more than 6% MBE Participation;*

*"1" - Less than or equal to 6% but more than 3% MBE participation;*

*"0" – Less than or equal to 3% MBE participation.*

**7. Alaska Bidder (Offeror) Preference**

**3 AAC 100.350, 23 CFR 172.7(a)(1)(iii)(C), AC 150/5100-14E, and 2 AAC 12.260(e)**

**11. Weight: 10**

To be granted this preference:

***Offeror must claim the Alaska Bidder (Offeror) Preference on page one of Part D Proposal Form. In claiming the Alaska Bidder (Offeror) Preference on page one of Part D, the Offeror is certifying that they meet the following requirements:***

- (A) Firm holds a current Alaska Business License;
- (B) Proposal is submitted under the name as appearing on the Firm's current Alaska Business License;
- (C) Firm has maintained a place of business within Alaska, staffed by the Firm or an employee of the Firm, for a period of six months immediately preceding the date of the offer;
- (D) Firm is incorporated or qualified to do business under the laws of the State of Alaska, is a sole proprietorship, and the proprietor is a resident of Alaska, is a limited liability company organized under AS 10.50 and all members are residents of Alaska, or is a partnership under AS 32.05, AS 32.06, or AS 32.11 and all partners are residents of Alaska; and
- (E) If the Firm is a Joint Venture, it is composed entirely of entities that qualify under (A) - (D).

*Alaska Bidder (Offeror) Preference will be scored: Rating x Number of Evaluators x Weight = Criterion Score.*

*Rating will be as follows:*

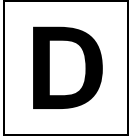
*An Alaska Offeror's preference (i.e., a Rating of 5) will be assigned to the proposal of an Offeror who certifies (by claiming the preference on page one of Part D) that they are an Alaska Bidder (Offeror) as described above.*

*No Alaska Offeror's 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 an Alaska Bidder (Offeror) as described above.*

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

# Alaska Industrial Development and Export Authority 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 Title .....: Ambler Access Project: Design, Hydrologic & Hydraulic Analysis and Survey  
 RFP No. ....: 21101

### OFFEROR (CONTRACTOR)

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

### ALASKA BIDDER PREFERENCES (IF NO FEDERAL FUNDING)

Check if the preference that you claim for the proposed contract (reference Criteria 8 in Part C):  
 [    ] Alaska Bidder (Offeror)

### PROPOSED SUBCONTRACTOR(S)

<u>Service, Equipment, etc.</u>	<u>Subcontractor &amp; Office Location</u>	<u>AK Business License 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 page 2 and 3 of this Part D for 1) Alaska Licenses/Registrations, 2) Insurance, 3) Cost and Pricing Data, 4) Trade Restrictions/Suspension/Debarment, 5) Foreign Contracting and 6) Former Public Officer - 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 Authority 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.

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(14)) for Architecture, Engineering or Land Surveying (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 Corporate Practice** for incorporated Contractors and incorporated Subcontractors for Architecture, Engineering or Land Surveying (Form 08-2407 issued under AS 08.48.241). Corporations 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 corporate registration before 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 or Land Surveying (reference 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.
6. **All partners** in a Partnership to provide Architectural, Engineering, or Land Surveying **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 or Land Surveying** 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 and Economic Development, Division of Occupational Licensing at P.O. Box 110806, Juneau, AK 99811-0806, or at Telephone (907) 465-2550, or at Internet address: <http://commerce.alaska.gov/dnn/cbpl/Home.aspx>]**

### CERTIFICATION FOR INSURANCE

Contractor will ensure that it and all Subcontractors have insurance coverage to effectuate the requirements APPENDIX D, Indemnification and Insurance.

### CERTIFICATION - COST AND PRICING DATA

In accordance with 3 AAC 100.560, 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.

### 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 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 – 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 non-responsible, 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.

### **Minority Business Enterprise (MBE)**

A minority Business Enterprise (MBE) program will be utilized to encourage minority Alaskan owned companies to submit proposals as both Prime and Sub-service providers. This program will follow the guidelines and requirements laid out for Prime and Sub-service providers in RFP Part C criteria # 6 Minority Business Enterprises.

Scores from a Prime service provider's work as a MBE will be calculated using the same formulas and ranges as scores for Sub-service provider's work as a MBE.

In order to meet the qualifications under the MBE program, the company must be an Alaskan owned company, meeting the requirement under AS 36.30.990 (2), and show that they are on at least one of the following lists or meet the self-self-certification rules:

1. Alaska Department of Transportation & Public Facilities Civil Rights Office DBE List
2. Federally Recognized Indian Entities (willing to waive sovereign immunity for these projects and listed on the following website <https://www.federalregister.gov/documents/2020/01/30/2020-01707/indian-entities-recognized-by-and-eligible-to-receive-services-from-the-united-states-bureau-of> )
3. Alaska Native Claims Settlement Act Corporations (Listed on the following website: <https://ancsaregional.com/the-twelve-regions/> including regional and village corporations)
4. Self-Certification with AIDEA that the company is 51% owned and controlled by a minority or disadvantaged business enterprise. A Minority Business Enterprise Certification must be attached to the request for proposals for companies to complete the self-certification process (Part D page 5).





ALASKA INDUSTRIAL DEVELOPMENT AND EXPORT AUTHORITY

### MINORITY BUSINESS ENTERPRISE CERTIFICATION

In response to the advertised procurement for:

Project Name and Number: Design, Hydrologic & Hydraulic Analysis and Survey

Offeror / Subcontractor (Company Name): \_\_\_\_\_

#### Operation of Minority Business Enterprise (MBE)

Procurement preferences under the AIDEA Procurement Code are benefits granted only to qualified Offeror's. Per the Ambler Access Project Professional Services Procurement Procedure, if an Offeror / Subcontractor is an eligible "MBE", AIDEA will calculate the percentage of participation to the score of the Offeror's proposal.

#### Instructions regarding MBE

For MBE participation to count towards the MBE preference, the MBE must review and then certify that each statement appearing under the heading "MBE Offeror / Subcontractor Certification" is true. The individual that signs this certification shall include his/her printed name and position within the MBE organization, e.g., sole proprietor, partner, etc. MBE certifications for both Offeror(s) and Subcontractor(s) as applicable must be submitted with the Offeror's proposal to count toward the preference. If an Offeror fails to submit signed certification(s), AIDEA will not include that MBE in the participation calculation.

#### MBE Offeror / Subcontractor Certification

The MBE for which I am the duly authorized representative:

- (A) Holds a current Alaska business license;
- (B) Is submitting a bid or proposal for goods, services, or construction under the name appearing on the MBE's current Alaska business license;
- (C) Has maintained a place of business in the State staffed by the MBE or an employee of the MBE for a period of six months immediately preceding the date of the proposal; and
- (D) Hereby certifies that the firm is 51% owned and controlled by a minority or disadvantage business enterprise.

By applying my signature below, I certify under penalty of perjury that I am the duly appointed representative of this Offeror / Subcontractor, which has authorized and empowered me to legally bind it concerning this proposal, and that the foregoing statements are true and correct.

If AIDEA at any time makes a written request for documentation verifying the information provided in this MBE Certification, the MBE is required to provide AIDEA with requested documentation.

\_\_\_\_\_  
By (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name  
License Number

\_\_\_\_\_  
Alaska Business

\_\_\_\_\_  
Title: