



Date: **September 14, 2023**  
 Addendum No. **Three**

TO ALL PLANHOLDERS:

The enclosed addendum amends the documents for the above referenced Project:

- REQUEST: Can AIDEA provide clarity as to whether or not two hourly rates are being requested? As noted in the RFP, Part C – Evaluation Criteria, Item #9. It states: “Proposed costs must include two hourly rates. The first rate to be considered is an hourly field rate for each individual to be sent to each village, to be summed into a single hourly rate in each village. The second being a standby hourly rate for each team member, to be summed into a single hourly rate in order to account for delays incurred while traveling in rural Alaska.” Can AIDEA confirm if this is applicable to the scope of work?**

**ANSWER:** *Not Applicable. Please find attached to this addendum #3:*

- *Price Proposal Form listed as: “24037 - Addendum 3 Attachment 1 – Price Proposal”.*
- *Part C – Evaluation listed as: “24037 - Addendum 3 Attachment 2”.*

- REQUEST: can AIDEA confirm that it is only requesting billing rates for the 5 positions listed: Contract Management, Project Management, Permitting Lead, Environmental Specialist, and Fish & Wildlife Specialist?**

**ANSWER:** *The roles and functions specified in the Proposed Statement of Services are envisioned as the fundamental building blocks, subject to refinement as the need arises, to ensure the successful accomplishment of the task.*

*To provide clarity and consistency in the Price proposal Form, the potential contractor needs to include detailed rates and positions base in the Proposed Statement of Services with a list of potential (**but-not-limited-to**) labor categories the Authority may have future interest in filling. This approach helps AIDEA to understand the expected positions and costs better, allowing for more accurate comparisons between proposals. Including these details can ensure that the proposal evaluation process is more comprehensive and helps in comparing proposals more effectively.*

*AIDEA suggests that if the consulting firm interested in responding to this Request for Proposal (RFP) deems it necessary to expand the range of positions or job functions beyond what is specified in the Proposed Statement of Services, they should tailor their response according to their expertise and experience within the industry. It's crucial to understand that we do not anticipate a single consultant handling all the positions. Therefore, we anticipate multiple awards, each concentrating on a specific area of expertise.*

*The Project Staff for each Notice to Proceed could change and this is just an Example:*

Proposed Project Staff (to be determinate)	Labor Categories based on Proposed Statement Of Services	Name & Last Name	Labor Rate
Contract Management	Senior Geologist		\$110.00/hr.
Project Management	Senior Petrophysicist		\$120.00/hr.



3. **REQUEST:** AIDEA may be looking for more of a service-based agency that has a set team working off a scope of work that AIDEA provides. Please clarify If AIDEA is looking for an agency that can provide options (resumes) to be approved by AIDEA based on Roles described in Proposed Statement of Services to assist in a project that AIDEA is managing to identify, locate, quantify, and evaluate hydrocarbon and geothermal deposits in the State of Alaska; or, if AIDEA is looking for an Agency to provide with each scope of Service to be delivered.

**ANSWER:** *AIDEA will issue a Notice to proceed for each task, thereby providing clear, precise parameters for the work at hand. Within these notices, the specific roles required for the successful execution of the task will be explicitly defined. AIDEA envisions that the Consultant will be responsible for presenting options (in the form of resumes) for roles, which will be subject to approval by AIDEA. These resumes will correspond to roles specified in the Notice to Proceed based on responsibilities well-defined for each scope of service to be issued.*

4. **REQUEST:** We can provide AIDEA with names and resumes of Permitting Leads, Environmental Specialists and Fish & Wildlife Specialists, but to have them permanently on our staff to support this AIDEA work, is not something we can do unless AIDEA would compensate the Consultant to retain them on staff.

**ANSWER:** *We prioritize flexibility and responsiveness to AIDEA project's demands while remaining open to discussing more permanent staffing solutions as needed to align with AIDEA's specific requirements.*

5. **REQUEST:** Is it your expectation for the Consultant to have a Permitting Lead, an Environmental Specialists and Fish & Wildlife Specialist on staff to support this scope of work – if so, are there hours billable to AIDEA when their services are needed?:

**ANSWER:** *As stated in this RFP, the quantities of services are as needed. Based on each NTP will have a specific Schedule for deliverables. These specialists will be billable based on their utilization, as outlined in the Notices to Proceed as the need arises. There are no minimum guaranteed hours.*

6. **REQUEST:** Can AIDEA clarify whether the term of the contract is 4 or 6 years?

**ANSWER:** *It is anticipated that the Agency will award Term Contract Agreement with one (1) year contract with (3) three (1) one-year extensions for these services. The length of the contract will be from the date of award, for Total: 4 years.*

7. **REQUEST:** Can AIDEA confirm whether or not this language (last paragraph of 3. Management under C. Evaluation Criteria) is applicable to the scope of work? “Offerors must provide a work plan, complete with contingencies for overcoming expected delays, project challenges and other anticipated problems. This work plan shall also include an estimate for how many community assessments the Offeror expects to complete by the end of this contract (planned by month). Note that the Offeror should describe the assumptions used to estimate this number, as the variety of facilities and locations are highly variable?”

**ANSWER:** *Language not applicable. Please find replaced Part C – Evaluation Criteria attach to this Addendum #3 listed as: “**24037 - Addendum 3 Attachment 2**”.*

8. **REQUEST:** Can AIDEA provide a missing Attachment #1 and/or Cost Submittal Form that should accompany the RFP. Part C, Item 9 Labor Billing Rates?

**ANSWER:** *Please find Price Proposal Form attach to this Addendum #3 listed as: “**24037 - Addendum 3 Attachment 1 – Price Proposal**”.*



The contract will be awarded under a "Hourly rate". However, this could be negotiated during specific Notice to Proceeds (NTPs) to address the specific needs of each task.

The hourly rate provided in the successful offeror's cost on Attachment 4 Cost Proposal Form will be firm fixed and will be the rate the Contractor shall invoice AIDEA for services

Offerors must complete and submit this Price proposal. Proposed costs must all direct and indirect costs associated with the performance of the contract, including, but not limited to, direct expenses, payroll, supplies, overhead assigned to each person working on the project, percentage of each person's time devoted to the project, and profit. The costs identified on the cost proposal are the total amount of costs to be paid by the State. No additional charges shall be allowed.

Consultant will provide services as needed. Hours of coverage are as need it.

**9. REQUEST: we would like to request a one week extension:**

**ANSWER:**

<b>Deadline for Receipt of Proposals / Proposal Due Date <u>Addendum #2</u></b>	<b>Deadline for Receipt of Proposals / Proposal Due Date <u>Addendum #3</u></b>
<b>9/8/2023 1:00pm</b>	<b>10/03/2023 1:00pm</b>

**END OF ADDENDUM**

We appreciate your participation in this solicitation.

Sincerely,  
Daniela Patterson  
AIDEA Contracting Officer