**ADDENDUM ONE**

**Request for Proposal 17071**

**AIDEA Project Support Services Term Agreement**

May 19, 2017

EMAIL TO: All RFP recipients on record.

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

1. Q: Is this RFP for a brand new term contract or a renewal of existing term contracts?

   A: There is an existing term contract that expires June 30, 2017. This RFP expands on the previous scope and adds additional potential services.

2. Q: If AIDEA has existing term contractors may I ask which firms currently hold those contracts?

   A: Arcadis is the current consultant that holds this contract.

3. Q: How many term contracts will be awarded as a result of this RFP (just 1 or multiple)?

   A: We anticipate awarding one contract but we have allowed for the option of awarding multiple contracts.

4. Q: We noticed that structural engineering and architectural services are not listed as required functions (Part C – Evaluation Criteria, Part 4). Were these services excluded for a specific reason? It seems that these are key functions for many of the projects that AIDEA has engaged in over the years.

   A: These have been added, please see the attached RFP – C.

5. **Reference RFP-C, Evaluation Criteria, 4. Proposed Project Staff:**
   - **Structural Engineering and Architectural has been added, please see attached RFP-C**

6. **Reference RFP-A, Notices, Page 3, After number 10 – Add the following:**
   - **"11. All questions must be received 72 hours before proposals are due. Questions submitted after the deadline may be rejected by the Authority."**

All other terms and conditions remain the same.

**END OF ADDENDUM**

We appreciate your participation in this solicitation.

Sincerely,

Rich Wooten

Digitally signed by Rich Wooten,
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PART **C**

# 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. 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. 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**

**2. Weight: 20**

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 (see Figure 2 in Article B5, Statement of Work). 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.

**3. Management and Quality Control**

**3. Weight: 15**

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.

| **4. Proposed Project Staff** | **4. Weight: 30** |
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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. Construction Management
4. Environmental
5. Civil Engineering*
6. Mechanical Engineering*
7. Electrical Engineering *
8. Business Planner/Analyst
9. Cost Estimating
10. Economist
11. Graphic Designing
12. Structural Engineering*
13. Architectural*

***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**

| **5. Past Performance** | **5. Weight: 20** |
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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. The State reserves the right to investigate referenced projects, contact references and research other projects that the respondent has worked on.

| **6. Quality of Proposal** | **6. Weight: 5** |
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**Offerors do not respond directly to this criterion.** Proposal review committee members will rate this criterion based on their perception of the clarity, completeness and presentation of the submittal. *Note:* This criterion is NOT used to evaluate color, graphics or other visual techniques, except where they may detract from legibility.