



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

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 February, 2007 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 in person at the Contracting Agency's office or by telephoning the Agency to obtain instructions for receiving an electronic copy. 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 (Certification for Licenses and Insurance).

Project Title: Takotna Gold Creek Bridge & Tatalina Bridge Replacement Project – Cultural Resources Survey		Contracting Agency:	
Project Number(s): 51621 Federal Number: BR-000S(783)		State of Alaska DOT&PF - Central Region Preliminary Design & Environmental 4111 Aviation Avenue Anchorage, AK 99502	
Project Site (City, Village, etc.) Takotna & Tatalina, AK			
Agency Contact: Valerie Gomez		Phone: 269-0535	Fax: 243-6927
Estimated Amount of Proposed Contract:		☐ less than \$25,000	☒ \$25,000 to \$50,000 ☐ \$50,000 to \$100,000

REQUIRED SERVICES: ☒ are described in the enclosure consisting of 5 pages, dated 01/26/2012
OR: ☐ are described as follows:

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.

PERIOD OF PERFORMANCE: Begin: May, 2012 End: August, 2012

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 faxed 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. * Direct Costs of Direct Labor (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> _____
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2. * Indirect Costs (IDC). IDC Rate: _____% Total IDC \$_____
3. Subcontracts. List each, the amount for each and **attach an estimate in this format for each.** Total Subcontracts \$_____
4. Expenses. (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>	<u>Total Expenses \$</u> _____
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5. * Total Estimated Cost. Sum of DCDL + IDC + Subcontracts + Expenses. Total Cost \$_____
6. * Proposed Fee. List a proposed **amount** (not a percentage) for profit. Fee \$_____
7. Total Estimated Price. 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 10, 2012

PREVAILING TIME: 4:00 pm

FAX #1: 269-0402

OR FAX #2: 269-0425

Hand deliver proposal directly to following location, and person, if named; or Fax to a number above:

State of Alaska

Department of Transportation & Public Facilities

RFP# 02522033, Takotna Gold Creek Bridge & Tatalina Bridge Replacement Project

Attn: Sharon Frascati, PSA Unit Supervisor

4111 Aviation Ave.

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. (An out-of-town/state Offeror may electronically transmit their proposal to a local personal representative who may reproduce a copy of it and deliver it "in person" to the submittal location prior to the deadline.)

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:

- 1) Demonstrated comprehension of required services and proposed strategy for performance.
- 2) Relevant experience and credentials of proposed personnel including any subcontractors.

- 3) Reasonableness of proposed schedule for performance.
- 4) Price Estimate (**if** required with proposal).
- 5) Other (specify): None

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



SMALL PROCUREMENT DOCUMENTS PART B - PROPOSAL FORM

THIS COMPLETED FORM MUST BE THE FIRST PAGE. NO OTHER COVER SHALL BE USED.

Project Title: Takotna Gold Creek Bridge & Tatalina Bridge Replacement Project - Cultural Resources Survey
RFP No.: 02522033

PROPOSAL REQUIREMENTS

Proposals shall demonstrate comprehension of the objectives and services for the proposed contract; include a brief overview of what will be done; and show a sequence and schedule for each important task. Assumptions made in formulation of the proposal and the support expected from the Contracting Agency shall be defined. The key individuals who will perform services shall be named (including all who would be "in responsible charge" (Ref: AS 08.48) for Architecture, Engineering and/or

Land Surveying with their Alaska registration number). Include a brief -- about one paragraph -- statement for each person named which describes **experience directly related** to the service(s) they will perform. Proposed subcontracts, if any, shall be explained. Resources -- support personnel, facilities, equipment, etc. -- current and projected workload could be summarized. Any **unique** qualifications or knowledge of the project, project area, or services to be provided, should be identified.

ALASKA STATUTORY PREFERENCES ☐ are ☒ **are not** applicable to this contract.

If applicable, check those preferences that you (Offeror) claim.

☐ Alaska Bidder (Offeror) **AND >>>** ☐ Employment Program **OR** ☐ Disabled Persons
2 AAC 12.260(d) **if applicable** AS 36.30.170(c) AS 36.30.170 (e & f)

Invalid claim(s) will result in the Offeror's disqualification for contract award.

PROPOSAL

The undersigned has reviewed Part A - RFP of these documents, understands the instructions, terms, conditions, and requirements contained therein and in the Standard Provisions Booklet, and proposes to provide the required services described in Part A in accordance with the attached letter which constitutes our proposal to complete the project.

will be placed if this contract is awarded and that failure to comply with these Certifications is a fraudulent act. The Contracting Agency is hereby authorized to request any entity identified in this proposal to furnish information deemed necessary to verify the reputation and capabilities of the Offeror and Subcontractors. This proposal is valid for at least ninety days.

By my initials below, I certify that the Offeror and all Subcontractors identified in the Proposal shall comply with all requirements for the following items as explained in the Standard Provisions Booklet:

- [] Alaska Licenses and Registrations.
- [] Insurance, including Workers' Compensation, Comprehensive or Commercial General Liability, and Comprehensive Automobile Liability.
- [] Professional Liability Insurance as follows:
 - ☐ As available.
 - ☒ Minimum of \$300,000.

I further certify that I am a duly authorized representative of the Offeror; that this Proposal accurately represents capabilities of the Offeror and Subcontractors identified for providing the services indicated. I understand that these Certifications are material representations of fact upon which reliance

Signature **and Date**

Name :
Title :
Offeror (Firm) :
Street or PO Box..... :
City, State, Zip :
Telephone - Voice..... :
Telephone - Fax..... :

Federal Tax Identification No..... :

Type of Firm (Check one of the following):

- ☐ Individual ☐ Partnership
- ☐ Corporation in state of..... :
- ☐ Other (specify)..... :

END OF PART B

Proposed Scope of Services

Takotna Gold Creek Bridge & Tatalina Bridge Replacement Project Project # 51621

January 26, 2012

The Alaska Department of Transportation and Public Facilities (DOT&PF) requires the services of a qualified archeologist (Contractor) to provide a cultural resources survey for the Takotna Gold Creek Bridge & Tatalina Bridge Replacement project. The Gold Creek Bridge portion of the proposed project is located 17 miles west of McGrath, within Sections 34-35, T. 34 N., R. 36 W., Seward Meridian, on USGS Quad Map Iditarod D1; Latitude 62.9911°N, Longitude - 156.0572°W, in Takotna, Alaska. The proposed Tatalina River Bridge replacement is located about 13 miles southwest of McGrath, within Section 12, T. 32 N., R. 36 W., Seward Meridian, on USGS Quad Map McGrath D-6; Latitude 62.8831°N , Longitude 155.9422°W.

Project Description

This proposed project is still in the early stages of design and would most likely:

- Replace the Gold Creek Bridge with a single lane, single span, 75 ft. by 18 ft. composite steel bridge
- Replace the Tatalina River Bridge with a bridge of as of yet undetermined design
- Construct detours and temporary crossings at both Gold Creek and the Tatalina River
- Excavate near the Gold Creek Bridge in order to construct an access to the Takotna River bank

The majority of proposed work would take place outside of the DOT&PF right-of-way (ROW); therefore, additional ROW would be acquired. There would be approximately 1.3 acres of new ground disturbance from the proposed project.

Study Area

The Study Area has been established by the DOT&PF and includes anticipated construction boundaries. The Study Area for direct effects consists of the areas where ground disturbing activities may occur, and includes the proposed project corridor, the areas of excavation, the area of road realignment, the areas of vegetative clearing, and approximately 140 feet from the centerline of the existing road where potential shifts in road realignment could occur.

Based on photographs from previous site visits, the potential to have any visual effects relating to this project is minimal. The area is heavily vegetated and most structures within view appear to be less than 45 years in age. Therefore, the Study Area will have minimal to no indirect impacts.

Preliminary Efforts to Identify Historic Properties

On August 2, 2011, the DOT&PF conducted a search of the Alaska Heritage Resources Survey (AHRS) database and corresponding Office of History and Archeological (OHA) maps to identify historical, cultural and archeological sites within or near the Study Area. Near the proposed Gold Creek Bridge replacement there are adjacent properties within the Study Area consisting of two buildings and a segment of the Iditarod National Historic Trail (INHT) system.

The Iditarod-Takotna Summer Trail (IDT-00267) is a connecting trail to the primary INHT, and is eligible for listing on the National Register of Historic Places (NRHP). Takotna (IDT-00248) was also identified in the AHRS database, but is outside of the Study Area for this project as it is located east of the project area and no determination of eligibility for listing in the NRHP has been made. The Tatalina River Bridge (MCG-00043) is also listed on AHRS but has been determined to be **not** eligible for the NRHP in 2001.

Scope of Work Overview

The scope of work will include a reconnaissance level cultural resource survey to identify, and evaluate any potential historic properties located within the Study Area for the proposed project. The reconnaissance level survey consists of a pedestrian survey of the entire Study Area with discretionary subsurface testing. The Contractor shall provide the service of an archeologist meeting the Secretary of the Interior's Professional Qualifications Standards (48 FR 44738).

The Contractor shall evaluate any potentially historic properties within the Study Area, for eligibility to the NRHP. All National Register evaluations will follow the guidelines established in National Register Bulletin 15 (U.S. Department of the Interior, 1990).

The Contractor shall obtain AHRS numbers from the OHA for properties being evaluated. The Contractor shall conduct and document in the report, further discussed below, sufficient research to support recommendations of NRHP eligibility. These recommendations shall provide the basis for formal Federal Highway Administration (FHWA) determinations of eligibility to be submitted by the DOT&PF and FHWA to the State Historic Preservation Officer (SHPO) for concurrence.

In the event that human remains are discovered, excavations shall continue only to the extent necessary to verify that the remains are human. Following verification, excavations in the vicinity shall cease and the DOT &PF project manager shall be notified. The DOT &PF shall notify other parties including local Native organizations, the SHPO, medical examiner, and other involved agencies.

Field Work

The field work shall be completed as soon as possible, and begin no later than **July 1, 2012**. The Contractor shall follow the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation (48 FR 44716-44718) for identification and testing procedures as presented in *Guidelines for Evaluating and Registering Archaeological Properties* (National Register Bulletin 2000). Recommended sources for technical information include "Guidelines for Local Planning Surveys: A Basis for Preservation Planning" (1985: National Register of Historic Places Bulletin [National Register]) and "Guidelines for Evaluating and Registering Archaeological Properties: (2000: National Register Bulletin). Information gathering should include, at a minimum:

- A site visit;
- Photographs of the subject properties and any other potentially historic properties in the APE;

- A reconnaissance level archeological survey of the APE, consisting of systematic pedestrian examinations of the ground surface and subsurface testing as necessary;
- Identification of any potential historic properties (if applicable); and
- Evaluation of the historic significance, integrity, and eligibility of any potential historic properties in the APE (if applicable).

A post survey meeting or teleconference shall take place within two days after the Contractor's return from the project site to inform the DOT&PF of field results. The Contractor shall prepare a report that summarizes the findings of the field investigation.

Deliverables

Cultural Resource Report

The Contractor shall produce a written report that summarizes the results of the field investigation and evaluates all potentially historic properties identified in the APE (a draft report and a final report version that address any comments received during the draft review). The report shall meet contemporary professional standards, and follow the Alaska OHA "Standards and Guidelines for investigating and reporting archaeological and historic properties in Alaska" (Historic Preservation Series Number 11) and the Secretary of Interior's Standards and Guidelines for reports (FR 48, No. 190, pp. 44734-44737). The Contractor shall also complete the OHA Cultural Resources Report Coversheet.

The report shall include the following:

- Narrative with a description of the geographic setting;
- Identification and description of the APE;
- Historical overview/historic context of the project area;
- Summary of all known cultural resource investigations including research review of the AHRs database at OHA;
- Survey results and recommendations;
- Description of methodology;
- Survey dates, personnel, weather conditions, and field observations;
- Determination of eligibility for the subject properties and any additional potentially eligible properties in the APE;
- Map (or aerial photograph) illustrating the project boundaries, the APE surveyed, and the location of historic and potentially historic properties identified; and
- Supporting information including a project location map, site photographs, and a bibliography.
- AHRs cards for any new potential historic properties found during the survey

Deliverable Deadlines

An electronic copy of the draft evaluation report shall be submitted to the DOT&PF by August 15, 2012. The report shall be in Microsoft Word format (most recent version) and saved to a CD. The DOT&PF will review the report and comment within two weeks. The *final* evaluation report incorporating the DOT&PF comments will be submitted two weeks after comments are received.

The release of any information to the press/media concerning this task is the responsibility of the DOT&PF. The Contractor shall not release information without prior approval of the DOT&PF.

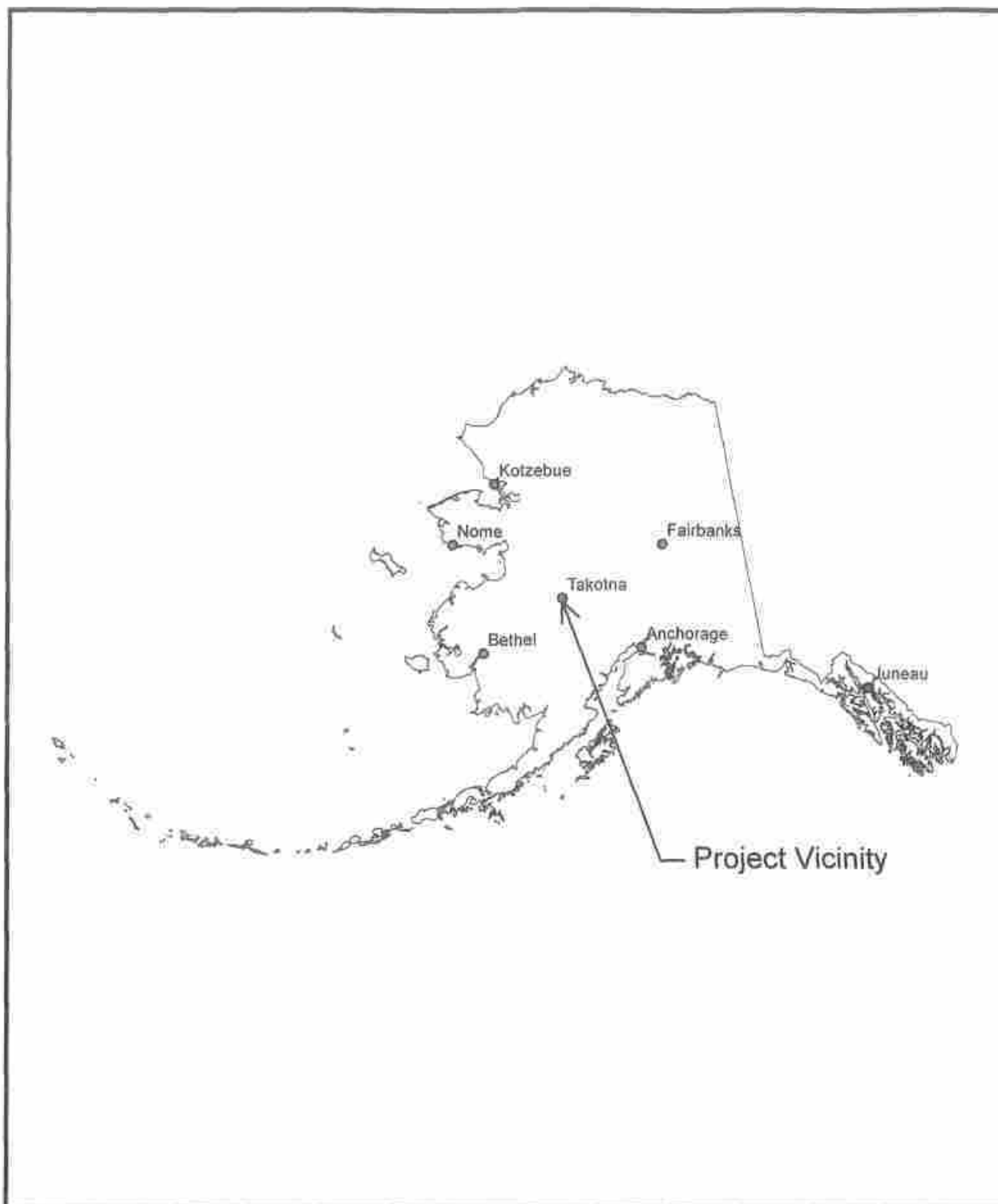


Figure 1. Project Vicinity



United States Department of the Interior
Bureau of Indian Affairs
Alaska Region
Branch of Transportation

Gold Creek Bridge Replacement Project
Takotna, Alaska

Date: April 2005

BIA Project No. E0343600

Drawn By: BMS

Checked By: PS

