

# FAX TRANSMITTAL

<b>ADDENDUM TO THE CONTRACT DOCUMENTS</b>	<b>Page Number</b> 1	<b>No. of Pages</b> 7
<b>Addendum No. One</b>	<b>Date Addendum Issued:</b> October 28, 2016	
<b>Issuing Office</b> Division of Parks and Outdoor Recreation 550 West 7 <sup>th</sup> Ave., Suite 1380, Anchorage, Alaska 99501 Phone: 269-8731 Fax: 269-8917	<b>Previous Addenda Issued</b>  One (1)	
<b>Project:</b> Kenai Area Geotechnical Contract <b>Project No.:</b> 78036-1	<b>Date and Hour of Quotes Due</b> November 3, 2016 at 2:00 PM prevailing time	

## NOTICE TO BIDDERS

**Bidder must acknowledge receipt of this addendum prior to the hour and date set for the quotes being due by one of the following methods:**

- (a) By acknowledging receipt of this addendum on the quote submitted.
- (b) By telegram or telefacsimile which includes a reference to the project and addendum number.

The bid documents require acknowledgment individually of all addenda to the drawings and/or specifications. This is a mandatory requirement and any quote received without acknowledgment of receipt of addenda may be classified as not being a responsive bid. If, by virtue of this addendum it is desired to modify a quote already submitted, such modification may be made by telegram or telefacsimile provided such a telegram or telefacsimile makes reference to this addendum and is received prior to the opening hour and date specified above.

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**The RFP Contract is modified as follows:**

**Submittal deadline has been changed to: November 3, 2016 at 2:00PM**

- A. Replace pages 1 and 2 of Form spdocs-a.**
- B. Replace page 1 and 2 of Form psa-b.**
- C. Add page 3 to Form psa-b**
- D. Replace Exhibit IV of form psa-b.**

Bidders are required to acknowledge this addendum on the proposal form  
or by FAX prior to the quotes being due.

\*\*\*\*\*

Addendum Number One (1) received.

Name/Title	Date
Firm	

**END OF ADDENDUM**



## 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

NOTE: State Small Procurement Limit is \$200,000; FHWA Small Procurement Limit is \$150,000; FAA / FTA Small Procurement Limit is \$100,000

#### 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 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 on our website at the following link: <http://www.dot.state.ak.us/procurement>. 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: Kenai Area Geotechnical Contract		Contracting Agency:	
Project Number(s): 78036-1 <b>RFP #: 78036-1</b>		Department of Natural Resources, Division of Parks and Outdoor Recreation	
Project Site (City, Village, etc.) near Kenai & Kasilof, Alaska		550 W. 7 <sup>th</sup> Avenue, Suite 1380 Anchorage, Alaska 99501	
Agency Contact: Jacob Gondek, P.E.		Phone: 269-8756	Fax: 269-8917
Estimated Amount of Proposed Contract:		<input checked="" type="checkbox"/> less than \$50,000	<input type="checkbox"/> \$50,000 to \$100,000
		<input type="checkbox"/> \$100,000 to \$150,000	<input type="checkbox"/> \$150,000 to \$200,000
Funding Source (check all that apply): <input checked="" type="checkbox"/> State <input type="checkbox"/> FHWA <input type="checkbox"/> FAA <input type="checkbox"/> FTA <input type="checkbox"/> Other:			
<b>REQUIRED SERVICES:</b> <input checked="" type="checkbox"/> are described in the enclosure consisting of 27 pages, dated 10/20/16 <b>and 7 pages under Addendum 1 dated 10/28/2016.</b> OR: <input type="checkbox"/> are described as follows:			
<b>Note:</b> 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: <b>November 28, 2016</b>	End: <b>January 18, 2017</b>

#### 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. *	<u>Direct Costs of Direct Labor</u> (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> _____
2. *	<u>Indirect Costs</u> (IDC).				<u>IDC Rate:</u> _____%	<u>Total IDC \$</u> _____
3.	<u>Subcontracts</u> . List each, the amount for each and <b>attach an estimate in this format for each.</b>					<u>Total Subcontracts \$</u> _____
4.	<u>Expenses</u> . (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> _____	
5. *	<u>Total Estimated Cost</u> . Sum of DCDL + IDC + Subcontracts + Expenses.					<u>Total Cost \$</u> _____
6. *	<u>Proposed Fee</u> . List a proposed <b>amount</b> (not a percentage) for profit.					<u>Fee \$</u> _____
7.	<u>Total Estimated Price</u> . Sum of Total Estimated Cost plus Proposed Fee.					<u>Total Price \$</u> _____
* 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). <b>Firms that routinely allocate Indirect Costs to projects may not use Billing Rates for this estimate.</b>						

SUBMITTAL DEADLINE AND LOCATION		
DATE: <b>November 3, 2016</b>	PREVAILING TIME: <b>2:00PM</b>	FAX #1: <b>N/A</b>
		OR FAX #2: <b>N/A</b>
Hand deliver proposal directly to following location, and person, if named; or Fax to a number above:		
Alaska State Parks; Attn: Jacob Gondek, P.E., 550 W. 7 <sup>th</sup> Avenue, Suite1380; Anchorage, AK 99501		
Late proposals will not be considered. <b>Offerors</b> are responsible to assure timely delivery and receipt and <b>are encouraged to respond at least four business hours prior to the above deadline.</b> 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 <b>not</b> 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): N/A

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

END OF PART A

# STATEMENT OF SERVICES

## APPENDIX B

AKSAS Project No:	78036-1
Federal Project No:	N/A
Date Prepared:	10/28/2016

### Kenai Area Geotechnical Contract

#### ARTICLE B1 INDEX

<u>Article</u>	<u>Subject</u>
B1	Index
B2	Exhibits
B3	Codes, Regulations, Standards, and Procedures
B4	Administrative Requirements
B5	Project Description and Location
B6	Summary of Contract Services

#### ARTICLE B2 EXHIBITS

<u>Exhibits</u>	<u>Subject</u>
I	Eagle Rock Project Location Maps
II	Kasilof River Project Location Maps
III	Eagle Rock Existing Conditions
IV	Kasilof River Existing Conditions

#### ARTICLE B3 CODES, REGULATIONS, STANDARDS, AND PROCEDURES

**B3.1 General.** All studies, reports, and design services shall be performed in accordance with applicable codes, regulations, standards, professional practice procedures, and commonly recognized construction methods. The Contractor shall consider the geographical location of the project as well as other environmental and site specific constraints when performing services for this project.

**B3.2 Units of Measurement.** Standard U.S. units of measurements shall be used throughout development of the project.

**B3.3 Permits.** Permits associated with the Kenai River Center and the Alaska State Historic Preservation Office have been processed on the Contractor's behalf by the Department. Soil survey activities are covered under the U.S. Army Corps of Engineers Nation Wide Permit 6: Survey Activities.

#### ARTICLE B4 ADMINISTRATIVE REQUIREMENTS

**B4.1 General.** The Contractor shall provide services as identified and authorized by sequentially numbered Notices-to-Proceed (NTP). The Contractor shall not perform services or incur billable expense except as authorized by a NTP.

**B4.2 Project Staff.** All services must be performed by or under the direct supervision of the following individuals (replacement of, or addition to, the Project Staff named below shall be accomplished only by prior written approval from the Contracting Agency):

<u>Name</u>	<u>Project Responsibilities</u>
<b>ENTER NAMES OF CONTRACTOR'S &amp; SUBCONTRACTOR'S KEY STAFF</b>	

**B4.3 Professional Registration.** All reports, plans, specification, estimates and similar work products provided by the Contractor shall be prepared by or under the supervision of the Registered Alaskan Engineer or Land Surveyor in responsible charge for the services. These Engineers or Land Surveyors shall be currently registered in the State of Alaska and they shall sign, seal and certify as to the accuracy of each final work product for which they are responsible.

**B4.4 Billing Reports.** The Contractor shall provide a two-page (typical) report with each monthly billing for months in which services are performed. The report shall specifically describe the services and other items **for which the billing is submitted**, and shall estimate the percent the services are complete. Any delayed costs from previous billing periods that are included in the current billing must be clearly explained in the report.

**B4.5 Correspondence.** All correspondence prepared by the Contractor shall bear the Contracting Agency's assigned Project name and number.

**B4.6 Documents and Reports** shall be printed with solid black letters that are double spaced on white, 8.5-inch x 11-inch bond or "Xerox Copy" paper. Other size paper may be used for illustrations if they are folded to 8.5-inch x 11-inch size. Original documents and reports shall be printed on one side of the paper only and shall be ready for copying. Documents and reports shall have no black and white photographs, color photographs, or multicolored graphics except as specifically approved by the Contracting Agency. Original, camera ready, copies of final documents and reports shall be submitted to the Contracting Agency for a check before printing.

**B.4.6.1 Copies.** When the Contract calls for multiple copies of documents or reports, the copies shall be printed on both sides of the paper. However, the cover and pages with approved illustrations, multicolored graphics, or photographs shall be printed on one side of

the page only. All copies - except for originals - shall be bound.

**B4.6.2 Page Numbers.** All documents shall be page numbered to allow every major Section, Chapter, Appendix, etc., to begin on a "right hand," odd numbered page.

**B4.6.3 Covers.** The cover of all documents and reports shall include the following information:

- a. Name of document or report.
- b. Date.
- c. Indicate whether draft or final.
- d. Project Name.
- e. State Project Number.
- f. Prepared for: Alaska Department of Natural Resources, Division of Parks and Outdoor Recreation.
- g. Prepared by:
- h. Map and/or picture of project area.

**B4.7 Test Hole/Pit Logs.** Final logs from the subsurface investigation shall be 8.5" x 11", prepared using software capable of producing logs that are professional looking, consistent in scale, and graphically depict soil types encountered. The software shall be compatible with Autocad for exporting scaled geographic soil profiles. Final log format and appearance shall be approved by the Contract Manager.

**B4.8 Errors and Omissions.** Except as described in this Statement of Services, work products shall be essentially complete when submitted to the Contracting Agency. Work products having significant errors or omissions will not be accepted until such problems are corrected.

**B4.9 Reproduction and Distribution.** When the contract requires only the original or only one copy of a work product to be delivered, the Contracting Agency will reproduce and distribute any other copies required. Items delivered for reproduction shall be organized and camera ready for copying and not stapled or otherwise bound.

**B4.10 Confidentiality and Ownership of Products.** All data, logs, maps, drawings, photographs, plans, reports, calculations, recommendations, documents, computer files, and all other data produced by, compiled by, or received by the Contractor under this contract shall be the property of the Contracting Agency, shall be treated by the Contractor as confidential and shall be delivered only to the Contracting Agency's Contract Manager or other authorized officials as required in the contract. Their contents shall not be made known by the Contractor to any person other than personnel of the Contractor performing services under this Contract without written consent of DPOR.

## **ARTICLE B5**

### **PROJECT DESCRIPTION AND LOCATION**

**B5.1 General.** The Department of Natural Resources (DNR), Division of Parks and Outdoor Recreation (DPOR)

is looking for consultants with expertise in geotechnical engineering to include, but not limited to, subsurface investigation; soil/rock sample collection, testing, and analysis; soil/rock classification; geological mapping; site characterization/assessment; and design recommendations.

The first project locations is at Alaska State Park facility, Eagle Rock Boat Launch KRSMA near Kenai, Alaska off of Eagle Rock Dr. (SM, T5N, R10W, Sec 6). The Department is planning to replace the existing boat launch and install approximately 350 feet of boardwalk on piles along the riverbank downstream of the boat launch. Attain soil samples to 20' in depth or to refusal.

The second project location is at the Alaska State Park facility Kasilof River SRS Drift Boat Retrieval near Kasilof, Alaska off of Williamson Lane (SM, T3N, R12W, Sec 12 & 13). The Department is planning on expanding the parking lot areas and installing a boat retrieval using either a traditional concrete plank boat launch or some other method which may require excavation or pile supports. Attain soil samples to 25' in depth or to refusal.

## **ARTICLE B6**

### **SUMMARY OF CONTRACT SERVICES**

**B6.1 Subsurface Investigation.** Upon issuance of an NTP, the Contractor shall submit for approval a project specific exploration plan. The exploration plan shall reflect the proposed development for which the investigation is being performed. The plan shall outline all necessary permits, which the Contractor will secure.

**B6.2 Testing and Analysis.** The Contractor shall prepare a testing and analysis program to meet the needs of the work order. Testing and analysis may consist of in-situ or laboratory based methods, or a combination of both. Testing shall conform to industry standards to include ASTM and AASHTO test methods. The test methods used and the reason they were selected to include ASTM and AASHTO test methods. The test methods used and the reason they were selected shall be discussed in the geotechnical report.

**B6.3 Site Analysis.** The Contractor shall conduct site analysis work based on the needs of project. Analysis may consist of rock mapping (bedding, strikes, dips, etc.), identifying geological hazards, properties of site soils, groundwater conditions, and site characterization as applicable for building code requirements (e.g., International Building Codes).

**Frost jacking of piles have been particularly problematic at other riverside park locations. Determine the frost depth with lab tests, frost classifications, or other industry standard methods. Incorporate results in design recommendations.**

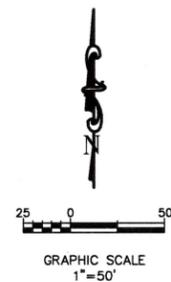
**B6.4 Geotechnical Report with Design Recommendations.** The Contractor shall provide a geotechnical report which provides design

recommendations and the results of the subsurface investigation, testing, and analysis. Recommendations shall be made with respect to the goals of the project and requirements of building codes and local amendments.



**LEGEND**

- ⊕ FOUND 3 1/2" BRASS CAP
- ⊕ FOUND 2 1/2" BRASS CAP
- ⊙ FOUND PLASTIC CAP
- FOUND 1" ALUMINUM CAP
- FOUND REBAR
- × COMPUTED (NOT FOUND, NOT SET)
- ⊖ POWER POLE
- TREE (SIZE VARIES)
- CULVERT
- (R1) RECORD PLAT 90-1 (KRD)
- (R2) RECORD PLAT 96-83 (KRD)
- KRD KENAI RECORDING DISTRICT
- (M) MEASURED
- PROPERTY LINES
- - - ADJACENT PROPERTY LINES
- - - EASEMENT
- ROAD CENTERLINE
- - - EDGE OF GRAVEL
- - - GRAVEL TOE
- - - HIGH WATER MARK
- - - LOW WATER MARK
- OVERHEAD ELECTRIC LINE
- UNDERGROUND ELECTRIC LINE
- UNDERGROUND COMMUNICATION LINE
- WATER HOSE
- - - CONTOURS



NO.	REVISION	DATE
1	INVESTIGATION LOCATION RELOCATED	10/28/2016
1	INVESTIGATION LOCATION DELETED	10/28/2016

**CAUTION**  
EXISTING UTILITY LOCATIONS ARE APPROXIMATE. CONTRACTOR SHALL VERIFY ALL UTILITY LOCATIONS PRIOR TO CONSTRUCTION.

**CALL BEFORE YOU DIG**  
CONTRACTOR SHALL NOTIFY ALL UTILITY COMPANIES PRIOR TO COMMENCEMENT OF EXCAVATION THE FOLLOWING IS A PARTIAL LIST:  
STATE STORM/STREETLIGHTS 333-2411  
ALASKA RAILROADS 265-2520  
MILITARY FUEL LINES 522-3760  
LOCATE CENTER OF ALASKA:  
ANCHORAGE 278-3121  
STATEWIDE 1-800-478-3121  
(INCLUDES ADOT, ATU, AWWU, CEA, ENSTAR, GCI, MTA, MEA, ML&P, MOA TRAFFIC SIGNALS, MOA STORM/STREETS)



STATE OF ALASKA DEPARTMENT OF NATURAL RESOURCES

KENAI AREA

EXHIBIT IV: KASILOF RIVER EXISTING CONDITIONS

GEOTECHNICAL CONTRACT PROJECT NO. 78036-1

PREPARED: RDR  
DRAWN: BELL  
REVIEWED: JGG  
DATE: 10/28/2016

SHEET 2 OF 2 SHEETS