



## PROPOSAL AND PRICING INSTRUCTIONS

### PROPOSAL INSTRUCTIONS

#### I. **BASE EFFORT (SHORT TERM)**

Description of Effort: This BASE effort will be awarded as a one-time contract by AAC in support of its operations at the Pacific Spaceport Complex Alaska.

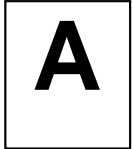
**The period of performance for this BASE effort is August 15, 2017 through July 31, 2018.**

<b>SLIN Structure: An overview of the effort required is highlighted below.</b>	<b>DESCRIPTION</b>	<b>CONTRACT TYPE</b>	<b>PRICE</b>
SLIN 0001	Mobilization	FFP	\$
SLIN 0002	LSA Operations and Services occupied – 122 days	FFP	\$
SLIN 0003*	De-Mobilization	FFP	\$
SLIN 0005	ODC (Food Cost)	Cost Only	\$
ADA Compliance	The cost of meeting ADA	FFP	\$
<b>TOTAL</b>			<b>\$</b>

## PROPOSAL INSTRUCTIONS

### Proposal Submission Instructions:

1. Offers are not required to submit proposals for the IDIQ option (Long Term) effort. However AAC reserves the right to award a subcontract to the lowest bidder that is technically acceptable for either the Base Effort or the IDIQ Option based on availability of funds.
  2. Offerors are responsible for submitting proposals, and any revisions, and modifications, so as to reach the AAC office designated in the solicitation by the time specified in the solicitation. Proposals will be accepted electronically, mailed, or hand-delivered in accordance with FAR Part 15.208, Submission, Modification, Revision, and Withdrawal of Proposals. Proposals may be emailed to Mr. Douglas Hunter at [doug.hunter@akaersopace.com](mailto:doug.hunter@akaersopace.com) or delivered to the address listed above. Proposal receipt time shall be no later than 3:00 p.m. Alaska Standard Time on the date provided on page one of the solicitation. Due to equipment concerns, facsimiles will not be accepted.
  3. Hand carried proposals must be deposited at the Alaska Aerospace Corporation. (See page 1)
    - (a) Individuals wishing to hand deliver proposal packages must contact Mr. Douglas Hunter [doug.hunter@akaersopace.com](mailto:doug.hunter@akaersopace.com) and state name of the person delivering the package, company name, the date they wish to deliver the package and whether or not they are a U.S. Citizen.
    - (b) Late proposals will be processed in accordance with FAR 52.212-1(f) "Late submissions, modifications, revisions and withdrawals of offers."
  4. Mailed and hand carried proposals are to be in a sealed envelope or package with the following information noted on the exterior of the package: Solicitation Number, time and date specified for receipt of proposal, and the name and address of the offeror.
  5. E-mailed proposals are subject to electronic firewall issues. Proposals packages greater than 8 MG and certain file formats have the potential of not passing through the firewall. If mailing a proposal, please call 907-561-3338 or separately e-mail [doug.hunter@akaersopace.com](mailto:doug.hunter@akaersopace.com) to verify that your proposal was received. E-mailed proposals will not be reviewed for solicitation conformance or evaluation criteria prior to the due date and time listed on the solicitation. Incomplete packages have the potential of being considered non-responsive. Please review FAR 15.208(b)(1)(i) for additional guidance.
- FAR 15.208, Submission, Modification, Revision, and Withdrawal of Proposals: (b) (1) Any proposal, modification, or revision, that is received at the designated Government office after the exact time specified for receipt of proposals is "late" and will not be considered; unless the contracting officer determines that accepting the late proposal would not unduly delay the acquisition; and
- (i) If it was transmitted through an electronic commerce method authorized, it was received at the initial point of entry to the AAC infrastructure not later than 3:00 p.m. AST one working day prior to the date specified for receipt of proposals; or
  - (ii) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of proposals and was under the Government's control prior to the time set for receipt of proposals; or
  - (iii) It was the only proposal received.
- (2) However, a late modification or an otherwise successful proposal, that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.
6. To assure timely and equitable evaluation of proposals, offerors must follow the instructions contained herein. Offerors are required to meet all solicitation requirements, including terms and conditions, representation and certifications, and technical requirements, in addition to those identified as evaluation factors or sub-factors.
  7. The response shall consist of Ground Rules and Assumptions and two (2) separate parts; Part I –Price Proposal, Part II – Technical Proposal. AAC has determined there is a high probability of adequate price competition in this acquisition. Upon examination of the initial offers, AAC will review this determination and if, in AAC's opinion, adequate price competition exists no additional data will be requested . However, if at any time during this competition AAC determines that adequate price competition no longer exists, offerors may be required to submit information to the extent necessary for AAC to determine the reasonableness and affordability of the price.



## PROPOSAL INSTRUCTIONS

The Subcontractor Should Include Ground Rules and Assumptions:

The subcontractor will include a consolidated listing of all ground-rules and/or assumptions that form the basis of this proposal, including but not limited to technical, management, schedule, cost and contract, included in the proposal cover letter.

The Subcontractor must Include:

**Executive Summary:** The summary shall identify all proposed team members/subcontractors and include the name of the person with the authority to contractually bind the contractor.

**Schedule:** Describe timeline for completing the contract requirements and addressing lead times to support AAC task requirements.

The Subcontractor must Include a Risk Assessment for the Proposal:

The subcontractor should identify and categorize the risks associated with the technical solution and how they will be mitigated.

Proposal Selection Procedure:

The award will be made to proposer that submitted the lowest price technically adequate proposal.

Proposals shall be submitted as follows:

Offeror shall submit one (1) electronic copy or one (1) hard copy (see detailed instructions below)

### Part I—PRICE PROPOSAL

Prevailing wages apply per AS 36.05.10 and the Service Contract Act of 1965 apply for the Basic Effort (Short Term and may apply in the IDIQ Effort (Long Term) if Federal Money is used in the construction of the structure.

The total price amount must in whole dollars and listed on entered on page 6 of this form.

In accordance with 52.204-7, System for Award Management, Registration online representation and certification is required. SAM must be completed as of the date of the offer. SAM can be accessed through <https://www.sam.gov>. If a business concern is not registered in SAM, complete the necessary fill-ins and certifications included in the solicitation and shall be returned in its entirety.

### Part II – TECHNICAL PROPOSAL

The evaluation factors and subfactors represent those specific characteristics that are tied to significant RFP/SOW requirements. They are the uniform baseline against which each offeror's proposal will be evaluated allowing AAC to make a determination of technical acceptability.

**Technical Acceptability:** The offeror's proposal shall provide a detailed explanation on the offeror's ability to meet the solicitation requirements. This shall include the offeror's technical approach, key personnel and qualifications, and Past Performance as described below:

#### A. Technical Approach-

1. Location - describe the offer's understanding and proposed location of the assembly, operation and breakdown of the temporary housing as required under SOW 2.0, Life Support Area (LSA). Offeror shall include a detailed diagram/ map showing how the proposed LSA would fit on (1) the existing pad identified in figures #1 and #2; or (2) other available area on the current PSCA leased area; or (3) an area proposed to become part of the PSCA, including a detailed description how the location for the LSA is proposed to become part of the PSCA; however, proposals for this latter method may be subject to approval from the Missile Defense Agency (MDA) and AAC Board of Directors, which approval is not guaranteed. Any location chosen other than the existing LSA site must be certified as acceptable by a wetland certification specialist.

2. Method - describe the offerors understanding and proposed method for the assembly, operation and breakdown of the temporary housing as required under SOW 2.0, Life Support Area (LSA). Offeror shall include a Master Milestone Schedule by week depicting the following major/critical milestones required to meet the schedule



delineated in the SOW.

3. Housing - describe offeror's temporary structures in terms of compliance with the SOW 2.1.
4. Utility Support - describe offeror's understanding and compliance with SOW 2.2, Utility Support (Electrical/Water/Sanitation); SOW 2.4 Commercial Internet; and SOW 2.5 Telephone Service.
5. Food Service - describe offeror's understanding and compliance with SOW 2.3,  
Dining Facility to include:
  - a. General
  - b. Kosher Kitchen
  - c. Meal Service
  - d. Kosher Food.
6. MWR Support - describe offeror's understanding and compliance with SOW 2.6, Morale, Welfare to include:
  - a. Recreation Area
  - b. Exercise Area
  - c. Business Center
  - d. Synagogue
  - e. Medical Room
  - f. Storage
7. Vending. describe offeror's understanding and compliance with SOW 2.7 Vending.
8. Program Management - describe offeror's understanding and compliance with SOW 2.8, Deliverables.

B. Key Personnel – offeror shall provide resumes of its skilled experienced professional and/or technical personnel that are essential for successful subcontractor accomplishment of the work to be performed under this subcontract. At the minimum, this includes offeror's Program Manager and Bull Chef. The offeror agrees that such personnel shall not be removed from the subcontract work or replaced without proper and adequate notification to ACC.

C. Past Performance – the offeror shall provide past performance of two (2) previous projects performing the same or similar services carried out in the last five years. Examples must show the relevance of the proposed project to those projects previously performed and referenced. (Points of Contact).

D. MDA Approval – all proposals submitted pursuant to this RFP, including the ultimate contract award for this RFP, are subject to approval by the Missile Defense Agency (MDA) to ensure the proposal meets MDA's security requirements. In the event MDA does not approve a proposal for security reasons, AAC reserves the right to reject the proposal and not award a final contract.

## NOTICES

1. AAC is an equal opportunity employer.
2. Offerors may call, email, fax or visit the Contact identified on page one of this Part A for questions concerning the contract documents. Any questions about proposal procedures, site conditions, or Contract requirements must be submitted in writing to the Contact person listed on page 1 of Part A. Questions must be submitted in sufficient time to get a reply before submitting the proposal. No oral responses or oral statements are binding on AAC. Any response to a material question shall be issued by an addendum sent to all offerors.
3. Offerors are specifically advised that a contract shall not be in effect until a written agreement is executed by the Chief Executive Officer of AAC. AAC shall not be liable for any cost incurred by an Offeror in response to this solicitation, including any work done, even in good faith, prior to execution of a contract and issuance of a Notice to Proceed.
4. All proposals shall be open for public inspection after a Notice of Intent to Award is issued. Offerors should not include proprietary information in proposals if such information should not be disclosed to the public. Any language within a submittal purporting to render all or portions of a proposal confidential will be disregarded. Proprietary information which may be provided after selection for contract negotiations will be confidential if expressly agreed to by AAC
5. If it is discovered that a selected Offeror is in arrears on taxes due the State of Alaska, a contract may not be awarded until the Alaska Department of Revenue approves the payment provisions for the contract.
6. **Offerors and proposed subcontractors shall be in compliance with the statutory requirements for Alaska licensing included in the certification statement on Page 2 of Part D in this RFP package. Non-compliance shall result in rejection of proposal.**
7. Standard insurance provisions for Worker's Compensation, General and Automobile Liability, and Professional Liability are contained in AAC Form SCAE, Indemnification and Insurance. Coverages may be modified under very limited circumstances. Offeror should not assume any modification of coverages.
8. Professional Liability Insurance for the proposed contract is:  not required  is required as shown on Form SCAE.  
AAC
9. Pre-proposal Conference:  None  As follows:
10. Other: All proposals accepted by AAC are subject to the AAC terms and conditions. Any and all terms and conditions submitted by offerors are rejected and shall have no force and effect. Proposal tabulations will be available for review after the Notice of Intent to Award is provided to all offerors.

# SUBMITTAL CHECKLIST

PART

**B**

Offeror may use left margin to check off items when completed.

*Offerer shall have a current Alaska Business License on date of submittal, reference item 1, page 2, Part D.*

- [ ] 1. Offerors must carefully review this RFP Package for defects and questionable material and become familiar with submittal requirements. Submit written comments to the address shown under "Submittal Deadline and Location" on page 1 of Part A - RFP. Substantive issues will be addressed in a written addendum to all RFP recipients on record.
- [ ] 2. Review Part A - RFP and the proposed Statement of Work and any other attached or referenced materials. If no Statement of Services is attached, telephone the AAC contact person identified on page 1 of Part A.
- [ ] 3. Review Part A - Selection Procedure . Read each criterion in light of the proposed Statement of Work. Note any project specific criteria which may have been added or any changes to standard criteria descriptions which may have been made. Plan your proposal to address the applicable criteria. Criteria Responses shall not exceed the number of pages stated in paragraph 8 below.
- [ ] 4. Complete all entries on Part D - Proposal Form. Note the statutory requirements for Alaska Licenses and be sure to sign and date the Certification. Copies of licenses shall **not** be provided with submittal.

**PROPOSAL FORM**

**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 Number..... : AAC-18-005  
 Project Title..... : Pacific Spaceport Complex Alaska (PSCA) Life Support Area (LSA)

**OFFEROR (CONTRACTOR)**

Contractor..... :  
 Street..... :  
 P.O. Box..... :  
 City, State, Zip..... :  
 Alaska Business License Number ..... : *License is a prerequisite to Proposal.*  
 Federal Tax Identification No. .... :  
 DOT&PF DBE Certification No. (if any)..... :  
 Individual(s) to sign contract..... :  
 Title(s)..... :  
 Type of business enterprise (check one) .... : [    ] Corporation in the state of . :  
 [    ] Individual    [    ] Partnership    [    ] Other(specify) ..... :

**Overall Price Proposal**

<b>SLIN Structure: An overview of the effort required is highlighted below.</b>	<b>DESCRIPTION</b>	<b>CONTRACT TYPE</b>	<b>PRICE</b>
SLIN 0001	Mobilization	FFP	\$
SLIN 0002	LSA Operations and Services occupied – 122 days	FFP	\$
SLIN 0003*	De-Mobilization	FFP	\$
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ADA Compliance	The cost of meeting ADA	FFP	\$
<b>TOTAL</b>			<b>\$</b>

Total Proposed Price Base Effort:



**PROPOSED SUBCONTRACTOR(S)**

Service, Equipment, etc.

Subcontractor & Office Location

AK Business  
License No.

DOT&PF DBE  
Certification No.

**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 of this Part D for 1) Alaska Licenses/Registrations and Insurance 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. AAC 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. This proposal is valid for at least 180 days.

Signature .....: \_

Name .....: \_

Date: \_

Title.....: \_

Telephone (voice): \_

(fax): \_

Email: \_

**CERTIFICATION FOR ALASKA BUSINESS LICENSES AND REGISTRATIONS**

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 designated for opening (i.e., receipt) of proposals for the Contractor; and not later than five days after a Notice of Intent to Award for all Subcontractors.
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 39.90.100).

**For information about licensing, Offerors may contact the Alaska Department of Commerce, Community and Economic Development, Division of Occupational Licensing at P.O. Box 110806, Juneau, AK 99811-0806, or at Telephone (907) 465-2550; FAX (907) 465-2974: or at Internet address: < License@commerce.state.ak.us>**

**CERTIFICATION FOR INSURANCE**

Contractor will ensure that it and all Subcontractors have insurance coverage to effectuate the requirements of AAC Form SCAE, Indemnification and Insurance.

**CERTIFICATION FOR FEDERAL-AID CONTRACTS EXCEEDING \$100,000**

Individual signing this proposal certifies to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Contractor shall complete and submit Standard Form-LLL, Disclosure of Lobbying Activities, in accordance with its instructions. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

This certification is a material representation of fact upon which reliance will be placed if the proposed contract is awarded. Submission of this certification is a prerequisite for making or entering into the proposed contract imposed by Section 1352, Title 31, U.S. Code. The Contractor also agrees by submitting this proposal that Contractor shall require that the language of this certification be included in all lower tier subcontracts which exceed \$100,000 and that all such Subcontractors shall certify and disclose accordingly.

**CERTIFICATION - COST AND PRICING DATA**

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.