



REQUEST FOR PROPOSALS PACKAGE

Procurement per AAC Regulation 1.030(c)

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ISSUING OFFICE

Contact & Phone No.....: Arthur D. Isham 907-561-3338; FAX 907-561-3339
 Alaska Aerospace Corporation

PROJECT

RFP NUMBER.....: AAC-18-010

Project Site (City, Village, etc.).....: Kodiak, Alaska and other locations

Project Title & Contract Description: Transportation Services. This will be an Indefinite Delivery, Indefinite Quantity Contract. A Notice to Proceed will be issued for each task based on a Time and Materials or Fixed Price proposal submitted by the selected Contractor.

SCHEDULE & PAYMENT

Anticipated period for performance-Begin/End: 1/1/2018 through 12/31/2018 with six optional one-year renewal periods.

Estimated amount of proposed contract:

<input checked="" type="checkbox"/> \$100,000 to \$150,000	<input type="checkbox"/> \$150,000 to \$250,000	<input type="checkbox"/> \$1,000,000 or greater
<input type="checkbox"/> \$250,000 to \$500,000	<input type="checkbox"/> \$500,000 to \$1,000,000	

Proposed Method(s) of Payment:

<input type="checkbox"/> Fixed Price Plus Expenses (FPPE)	<input checked="" type="checkbox"/> Firm Fixed Price (FFP)	<input type="checkbox"/> Cost Plus Fixed Fee (CPFF)
	<input checked="" type="checkbox"/> Other: Time and Materials	

SUBMITTAL DEADLINE AND LOCATION

*OFFERORS ARE RESPONSIBLE TO ASSURE DELIVERY PRIOR TO DEADLINE.
 ONLY PROPOSALS RECEIVED PRIOR TO THE FOLLOWING DATE AND TIME WILL BE OPENED.*

DATE: November 24, 2017 PREVAILING TIME: 11 AM

DELIVER ONLY DIRECTLY TO FOLLOWING LOCATION (and person, if named):

Alaska Aerospace Corporation
 ATTN: Arthur D. Isham
 4300 B Street, Suite 101
 Anchorage, AK 99503

SELECTION PROCEDURE

1. Competitive Sealed Proposals will be evaluated by a committee. Evaluation of responses to criteria set forth in Part C results in a numerical score for each proposal. Each criterion in Part C has an assigned weight for this RFP which demonstrates its relative importance. The total of all weights is 100 (100%). Each one percent weight equates to a range of 0-5 points per Evaluator. The maximum points (score) obtainable for any proposal is equal to the product of 500 multiplied by the number of Evaluators.
2. Scoring of proposals will be accomplished as follows:
 - 2.1 Each Evaluator will individually read and rate each Offeror's response to each criterion described in Part C - Section I - Technical Proposal. Ratings will be based solely on contents of proposal and per AAC's standard Instructions for Evaluation Committee. Except as may be stated within any criterion description in Part C, a rating of "5" = Best Response from all Offerors; "4" to "1" = Progressively Less Responsive; "0" = Non-Responsive. Ratings are multiplied by the assigned weights for each criterion to obtain criteria scores.
 - 2.2 After scoring Part C - Section I - Technical Proposal, criteria scores for Part C - Section II - Preferences, and Section III - Price (if applicable), will be determined as stated within each criteria descriptions.
 - 2.3 After completion of individual ratings, the Evaluation Committee will meet to discuss proposals. Evaluators may then alter their ratings, however, any changes shall be based solely on the criteria set forth in Part C.
 - 2.4 The total score for each Offeror will be obtained by summing the scores determined for each criterion in Sections I, II and III of Part C. The order of ranking for negotiations shall be as follows: highest scored Offeror will be ranked first, next highest scored second, etcetera.
3. Evaluators may discuss factual knowledge of, and may investigate Offerors' and proposed Subcontractors' prior work experience and performance, including projects referenced in proposal, available written evaluations, etcetera, and may contact listed references or other persons knowledgeable of a Contractor's and/or a Subcontractor's past performance. Factors such as overall experience relative to the proposed contract, quality of work, control of cost, and ability to meet schedules may be addressed. If any issues of significant concern to the proposed contract are discovered, the Committee may:
 - 3.1 Provide written recommendations for consideration during contract negotiations;
 - 3.2 Recommend suspension of the Offeror from consideration for award of the contract if there is probable cause for debarment; or
 - 3.3 Conduct discussions in accordance with paragraph 4, below.
4. The Committee may decide to conduct discussions (or "interviews") with responsible Offerors whose proposals are determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Offerors selected by the Committee for discussions may be permitted to submit Best and Final Offers (BAFO) for final Committee Evaluation. After discussions and any BAFO's, Evaluators will determine the final scoring and ranking for contract negotiations by evaluating written and oral responses using only the criteria set forth in Part C of this RFP.
5. All Offerors will be advised of the Offeror selected for negotiation and, after completion of negotiations, a Notice of Intent to Award will be provided to all Offerors. If contract negotiations are unsuccessful with Offeror(s) selected for negotiation, the AAC may either cancel the solicitation or negotiate with other Offerors in the order of ranking.

NOTICES

PART

A

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 President and CEO 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. AAC expressly reserves the right to waive minor informalities, negotiate changes or reject any and all proposals and to not award the proposed contract, if in its best interest. "Minor Informalities" means matters of form rather than substance which are evident from the submittal, or are insignificant matters that have a negligible effect on price, quantity, quality, delivery, or contractual conditions and can be waived or corrected without prejudice to other Offerors.
5. 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
6. Substitution for any personnel named in a proposal may result in termination of negotiations.
7. 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.
8. **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.**
9. **PRICE COMPETITION:** Price cannot be an Evaluation Criterion for services that must be performed only by Architects, Engineers or Land Surveyors (A/E or LS) licensed in the State of Alaska, UNLESS the services required are repetitious in nature, and the nature and amount of services required are thoroughly defined by measurable and objective standards to reasonably enable firms or persons making proposals to compete with a clear understanding and interpretation of the services required.
 - 9.1 If services may be performed by other than A/E or LS, then all Offerors including any A/E or LS must provide Price Proposals.
10. 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.
11. Professional Liability Insurance for the proposed contract is: not required is required as shown on AAC Form SCAE.
12. Pre-proposal Conference: None As follows:
13. Other: All proposals accepted by AAC are subject to the AAC terms and conditions. Any and all terms and conditions submitted by offerors will be 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.

Prime Contractor 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. Failure to comply with directions may result in a lower score and may eliminate a submittal from consideration. Protests based upon any omission, error or content of this solicitation may be disallowed at the discretion of AAC if the protest is not received in writing at least ten work days prior to the Submittal Deadline.
- [] 2. Review Part A - RFP and the proposed Statement of Services 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 C - Evaluation Criteria. Read each criterion in light of the proposed Statement of Services. Note any project specific criteria which may have been added or any changes to standard criteria descriptions which may have been made. Be aware of the assigned weight for each criterion. If a weight is not entered for any criterion on Part C, notify the AAC contact person. Plan your proposal to address the applicable criteria. Criteria Responses shall not exceed the number of pages stated in paragraph 8 below.
- [] 4. Prepare a distinct Response for each criterion that has a weight more than zero. Failure to respond directly to any criteria weighted more than zero will result in an evaluation score of zero for that criteria. Any Responses to criteria weighted zero will be disregarded. Acceptable Responses must be specific and directly related to the Contracting Agency's proposed Statement of Services. Marketing brochures and photographs, federal Standard Form 254 and 255, marketing resumes, and other non-project specific materials will be discarded without evaluation and should not be submitted.
- [] 5. **Each criterion Response must be titled, numbered and assembled in the order in which the criteria are listed in Part C**, so the criterion to which information applies shall be plainly evident. Material not so identified or assembled may be discarded without evaluation.

[] 6. Price is is not an evaluation criterion for the proposed contract.

If Price is a Criterion, prepare **Billing Rates and/or Price Proposals** as described in Criteria #13 and/or #14.

- [] 7. 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.

[] 8. Attach Criteria Responses (**except any Billing Rates or Price Proposals**) to Part D - Proposal Form. The maximum number of attached pages (**each printed side equals one page**) for Criteria Responses shall not exceed: **10 pages**. Attached page limit does not include the two page Part D - Proposal Form, Resumes, or the Billing Rate Submission Document/Criteria 13 Response attached as described in Paragraph 10.3.

Criteria Responses shall be presented in **8-1/2" X 11" format using not more than 6 lines per vertical inch**, except for a minimal number of larger sheets (e.g. 11" x 17") that may be used (e.g. for schedules) if they are folded to 8-1/2" X 11" size. Large sheets will count as multiple pages at 93.5 square inches or fraction thereof per page.

CAUTION: Criteria Responses which do not comply with the required page limit, presentation size, or line spacing, will result in disqualification. Further, small print or typeface that is difficult to read may negatively influence evaluation of your submittal and affect scoring for "Quality of Proposal."

CHECKLIST IS CONTINUED NEXT PAGE

[] 9. N/A

[] 10. Forms RFP A, B and C and the proposed Statement of Services shall not be returned to AAC. **Submittals shall consist of the following applicable items assembled as follows and in the order listed:**

[] 10.1 Completed Form RFP D - Proposal Form (at least one copy with original signature) and Responses to all evaluation criteria -- **except Billing Rates or Price Proposals** -- attached. Each copy shall be fastened with one staple in the upper left corner. No other form of binding shall be used and no cover and no transmittal letter will be included. **CAUTION:** Failure to comply with this instruction will negatively influence evaluation of the Submittal.

[] 10.2 Number of copies of Part D (**both pages**) and Criteria Responses (**except Billing Rates or Price Proposals**) required is: One (1) original and a thumb drive containing an electronic version of the proposal in .pdf format

[] 10.3 If **Billing Rates and/or Price Proposals and/or Criteria 13 Response** are required, **one copy** bound with one staple in the upper left corner separately enclosed in a sealed envelope marked on the outside to identify it as a **Billing Rates or Price Proposal** and the names of the Project and Offeror. Each **Billing Rates or Price Proposal** must be signed and dated by the person who prepares it (may be different signatures for each Subcontractor).

[] 10.4 If Item 9, above, is completed for this RFP Package, any submittal items described therein, unless otherwise stated, shall be submitted in one copy only, bound appropriately.

[] 10.5 **CAUTION:** If you replicate (other than by photocopy) Part D or any form in lieu of completing the forms provided by AAC, provide a signed certification that lists such forms and attests that they are exact replicas of that issued by AAC. Changed forms may result in rejection at AAC's discretion. Any alteration - other than completion of the required entries - may be cause for rejection without recourse.

[] 11. Deliver **submittals in one sealed package** to the location and before the submittal deadline cited in Part A - RFP. **Mark the outside of the package** to identify the Project and the Offeror. Proposals must be received prior to the specified date and time. Late proposals will not be opened.

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 AAC contact person identified at the top of page 1 of Part A - RFP.

SECTION I - TECHNICAL PROPOSAL

1. Objectives and Services

1. Weight: 10

Response must **demonstrate your comprehension of the objectives and services** for the proposed contract. Do not merely duplicate the Statement of Services provided with this RFP. Also, consider if Statement of Services is sufficiently explicit; are expressed or implied schedules attainable/economically feasible; etc.? Explain. **Define any assumptions made** in formulating Criteria Response. If design services for a construction project are included, express any opinions regarding alternative design considerations that could impact construction costs.

2. Methods

2. Weight: 10

Response must outline the methods for accomplishing the proposed contract or, if methodology is contained in the proposed Statement of Services, address its adequacy. Describe what, when, where, how, and in what sequence the work will be done. Identify the amount and type of work to be performed by any Subcontractors. Consider how each task may be carried out; what services or interaction required from/with AAC; etc. Suggest alternatives, if appropriate. Identify any **distinct and substantive qualifications** for undertaking the proposed contract such as the availability of specialized equipment or unique approaches or concepts **relevant to the required services** which the firm may use.

3. Management (Not Used)

3. Weight: 0

Response must describe the administrative and operational structures that will be used for performing the proposed contract. For example consider: Who will have overall responsibility for the contract? Who will have direct responsibility for specific disciplines? What will the lines of authority be? For any individual who would be in "responsible-charge", as an Architect or Chemical, Civil (including Structural), Electrical, Mechanical, Mining or Petroleum Engineer, or Land Surveyor, so state and list his/her Alaska professional registration number. A graphic depiction is preferred in your response to this criterion. Additionally, AAC may want to inspect work products in progress and have a close ongoing working relationship with your Project Staff. Accordingly, your response should also identify where the various contract services will be performed and how communications will be maintained between your Project Staff, AAC, and (as applicable) any other government agencies or the public.

4. Proposed Project Staff

4. Weight: 10

Response must name the individuals to perform the following **FUNCTIONS** plus any other professional/technical functions you deem essential to perform the services:

1. Contract Management (Transportation Services contract compliance)
2. On-site Manager (Single point-of-contact based in Kodiak that is directly engaged in contract performance)
3. Driver roster and their qualifications immediately available in Alaska. List certifications and where individual is based.

Continued Next Page

Describe the work to be performed by the individuals you name to perform essential functions and detail their specific qualifications and substantive **experience directly related to the proposed 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 individual's specific duties and responsibilities and how their experience is relevant to the proposed contract.

5. Workload and Resources

5. Weight: 0

Response must: (1) discuss both current and potential time commitments of your proposed Project Staff to all clients; (2) discuss the projected workload of each firm (Offeror and Proposed Subcontractors) for all clients; and (3) demonstrate adequate support personnel, facilities and other resources to provide the services required. Provide a list of current contracts with AAC in which your proposed Project Staff are participating.

Briefly address capabilities for providing additional services and/or services under an accelerated schedule. Address capacity to reassign personnel, equipment and facilities whenever the proposed contract would not require such capabilities or was delayed.

6. Business History

6. Weight: 20

Response must identify the period of time firms (Offeror and/or Subcontractors) have been in business **under current organization and name**. Discuss any prior work relationships among the firms. Discuss **not more than five prior contracts** that were similar to the work proposed by this RFP. Response must identify those projects by name, location, project value, date work was performed, and name and phone number of owner. Indicate which of the proposed firms and Project Staff were involved in such contracts. For each contract, list the contracting entity and a reference (contact person and a telephone number).

7. Quality of Proposal

7. Weight: 10

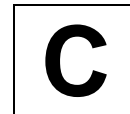
Offerors do not respond to this criterion. Committee members will rate this criterion based on their perception of the clarity, completeness and presentation of submittal. Note: This criterion is **NOT** used to evaluate color, graphics or other visual techniques (which are neither desired nor wanted) except as they may detract from legibility.

8. Geographic Location (Not Used)

8. Weight: 0

Weight shall be "0" if any federal funding EXCEPT if services must be performed by licensed Architects, Engineers or Land Surveyors, then Weight shall be greater than "0", regardless of funding sources.

Established local offices and staff residing in proximity to the **project** site may be preferable for the proposed contract because of familiarity and experience with local conditions. Your response must address how **particular** geographic experience and capabilities of your firms (Offeror and Proposed Subcontractors) and Project Staff might **specifically** contribute to the quality of services to be provided.



9. Experience With Similar Projects (Not Used)

9. Weight: 0

Response must identify those projects by name, location, project value, date work was performed, and name and phone number of owner.

10.

10. Weight: 0

Not Used

SECTION II - PREFERENCES

11. Disadvantaged Business Enterprises

23 CFR 172.5(e)

11. Weight: 0

Weight shall be at least "10" for FHWA or FAA funded contracts.

To be granted this preference, Offeror's response must: 1) identify certified Disadvantaged Business Enterprises (DBEs) which would participate in the proposed contract; 2) explain the work to be performed by the DBEs; 3) demonstrate the extent of total contract requirements of such participation (consider effort, compensation, staff, etc.); and, 4) **list each DBEs' DOT&PF certification number under the designated column on page one of Part D.**

Certified DBEs are listed in a monthly DBE Directory which is available from the Alaska Department of Transportation and Public Facilities at its regional Design and Construction Offices in Juneau, Anchorage and Fairbanks or by mail from the DBE Office, ADOT/PF, Box 196900, Anchorage, AK 99519 (telephone 907-266-1488). DBE are issued a Certification Number which is listed in the Directory and which must be cited in proposals seeking DBE recognition.

Response will be scored: Rating x Number of Evaluators x Weight = Criterion Score. Rating will be as follows: "5" - All services by DBE; "3" - Considerable DBE participation; "1" - Minor DBE participation; "0" - No DBE participation.

12. Alaska Bidder (Offeror) Preference

49 CFR 18.36(c)(2)

12. Weight: 10

Weight shall be "0" if any federal funding, otherwise weight shall be at least "10".

To be granted this preference:

1) Response must certify that each Firm (Offeror and/or Subcontractor(s)) in your proposal that you consider to be an Alaska Offeror meets the following requirements per AS 36.30.170(b):

- (A) Firm holds a current Alaska Business License;
- (B) Proposal is submitted under the name as appearing on the Firm's current Alaska Business License;
- (C) Firm has maintained a place of business within Alaska, staffed by the Firm or an employee of the Firm, for a period of six months immediately preceding the date of the offer;
- (D) Firm is incorporated or qualified to do business under the laws of the State of Alaska, is a sole proprietorship, and the proprietor is a resident of Alaska or is a partnership, and all partners are residents of Alaska; and
- (E) If the Firm is a Joint Venture, it is composed entirely of entities that qualify under (A) - (D).

2) Response must list the approximate percentage of total effort to be performed in Alaska by each Firm (Offeror and/or Subcontractor(s)) that is included in your proposal. CAUTION: If you are selected for contract negotiations, and the distribution of work effort estimated in your response to be performed in Alaska by Alaska Offerors changes significantly through no action of AAC, negotiations may be terminated. Further, new offices or assembly of a staff from different locales solely for the proposed contract is not desirable if related costs would be incurred by AAC and may result in termination of negotiations if AAC determines such related costs are excessive.

3) Offeror must designate the Alaska Bidder (Offeror) Preference on page one of Part D.

Response will be scored: Rating x Number of Evaluators x Weight = Criterion Score. Rating will be as follows:

- "5" - All services performed in Alaska by Alaska Offeror / Alaska Subcontractors per AS 36.30.170(b);
- "4" - More than 80% of all services performed in Alaska by Alaska Offeror / Alaska Subcontractors per AS 36.30.170(b);
- "3" - More than 60% of all services performed in Alaska by Alaska Offeror / Alaska Subcontractors per AS 36.30.170(b);
- "2" - More than 40% of all services performed in Alaska by Alaska Offeror / Alaska Subcontractors per AS 36.30.170(b);
- "1" - More than 20% of all services performed in Alaska by Alaska Offeror / Alaska Subcontractors per AS 36.30.170(b);
- "0" - 20% or less of all services performed in Alaska by Alaska Offeror / Alaska Subcontractors per AS 36.30.170(b).

SECTION III - PRICE

If price is not an Evaluation Criterion, weights for both Criterion #13 and #14 shall be "0". If price is an Evaluation Criterion, the sum of weights for Criterion #13 and #14 shall be at least "10", and all Offerors shall submit Price Proposals in the specified format(s).

See item #9, under Notices in Part A - RFP, regarding statutory and regulatory provisions about price competition and item #10.3, in Part B - Submittal Checklist, regarding procedure for submittal of Billing Rates and/or Price Proposals.

CAUTION: Submittal of Offeror's or Subcontractor's "standard" rate schedules or other pricing documents which are not in required format will be non-responsive if they do not allow direct comparison with other responsive proposals.

Rates and costs proposed by the Offeror selected for contract negotiations may be investigated for reasonableness and allocability and the contract cost principles in 48 CFR Part 31. Unsupported rates and costs may be disallowed or result in termination of negotiations, or contract award. All proposed rates and the negotiated contract rates will be public information.

COST TERMINOLOGY

DIRECT COSTS OF DIRECT LABOR - Base salary or wages paid to employees charged directly to contracts or projects exclusive of: Fringe Benefits, Other Direct Costs (Expenses), Fees or Profit.

OTHER DIRECT COSTS - Actual costs of other than Direct Labor. Some examples of Other Direct Costs are subcontracts, equipment (company owned or rented), unit rate items and reimbursable expenses (travel, computer charges, reproduction, etc.). If your accounting system separately identifies these costs then they may be directly charged to contracts if the costs are not included in Indirect Costs.

INDIRECT COST RATE - A percentage of incurred Direct Labor Costs which is used as a basis of compensation for Indirect Costs. Fee or Profit is not included in the Rate. This percentage shall not exceed the figure derived as follows: The sum of actual and allowable Indirect Costs incurred by the Contractor during a base period (usually a fiscal year) divided by the sum of Direct Labor Costs during the same period multiplied by 100.

INDIRECT COSTS - Indirect costs consist of allowable expenses which, because of their incurrence for common or joint cost objectives, must be prorated (allocated) to jobs or contracts using a specified Indirect Cost Rate. A cost objective is a function, organizational subdivision, contract, project or work unit for which cost data is accumulated under the Contractor's accounting system. Generally, Indirect Costs are segregated into the following categories: Fringe Benefits, Overhead (General & Administrative Expenses including Direct Costs of Indirect Labor), and Allocated Home Office Overhead (if applicable).

Fringe Benefits - Costs for items such as:

Workers' Compensation Insurance
Deferred Compensation/Retirement Plans

Vacation Time and Authorized Leave
Social Security and Unemployment Taxes
Group Medical Plan and Life Insurance Premiums

Overhead costs for items such as the following, if they are not included in Direct Costs:

Direct Costs of Indirect Labor (Supervisory, Administrative, etc.)
Travel, Food and Lodging
Maintenance and Depreciation of Equipment/Computers
Business Insurance Premiums Not Billed to Clients
Rent, Heat, Power, Light and Janitorial Services

Office Supplies
Communications
Reproduction Costs
Recruiting Expense
Rentals of Equipment/Computers

Allocated Home Office Overhead (if applicable) - Costs for management, supervisory and administrative functions which benefit unit operations.

UN-ALLOWABLE COSTS - Costs for the following items and certain other costs defined in 48 CFR Part 31 and related regulations are not allowable. Such costs shall not be included as Indirect Costs or in the calculation of the Indirect Cost Rate.

Interest and Other Financial Costs
 Contributions and Donations
 Federal Income Taxes
 Deferred State Income Taxes

Bad Debts
 Fines and Penalties
 Entertainment
 Losses on other Contracts and related legal fees
 Provisions for Contingencies

NOTE: IF YOUR ACCOUNTING SYSTEM WHOLLY OR PARTIALLY ALLOCATES INDIRECT COSTS ON OTHER THAN A DIRECT LABOR BASIS, ATTACH A DESCRIPTION OF THE COST POOLS OR SERVICE CENTERS YOU USE AND IDENTIFY THE INDIRECT COSTS RATE(S) AND BASE(S).

13. Labor Billing Rates (Required Format)

13. Weight: 30

Prepare Attachment A, UNIT PRICING PROPOSAL and submit it with AAC Form RFP-D (Proposal Form). Using the proposed rates, provide a proposed total hourly Billing Rate (i.e. inclusive of Direct Cost of Direct Labor, all Indirect Costs, and Fee) only for the job FUNCTIONS listed below. Then provide a total for all the listed functions. This total will be the number that is used in the formula calculations listed below

- 10 each Small Package Deliveries to KLC
- 2 each Medium Package Deliveries to KLC
- One (1) month rental of 200SF of inside heated storage space for freight pending pickup
- 30 each local deliveries/pickups in Kodiak City/Bells Flat area

Prepare response on Attachment B and submit it with AAC Form RFP-D (Proposal Form).

Response will be scored as follows: The maximum hourly rates proposed for the job functions listed above will be summed to obtain an aggregate total for each Offeror. If more than one rate is provided for any job function, only the highest rate will be used. Each Offeror's score will be calculated using the following equation - except that the **score will be zero if a rate for each above listed function is not provided by an Offeror.**

$$\frac{(\text{Lowest aggregate rate from all Offerors}) \times (\text{MPP}^*)}{(\text{Offeror's aggregate rate})} = \text{Offeror's Criterion Score}$$

*MPP = Maximum Possible Points = (5) x (Number of Evaluators) x (Weight)

14. Total Price Proposal (Required Format)

14. Weight: 0

PART
C

Provide proposed costs for all labor, subcontracts, equipment, expenses, etc., and a proposed amount for Fee. Submit a separate price proposal in the following format for the Offeror and for each Subcontract (first, second, third tier, etc.) that may exceed \$25,000. Each price proposal must be signed and dated by the person who prepares it. Note that the PRICES of the next lower tier subcontracts must be listed as COSTS in Item #4 (Other Direct Costs) of the price proposal for the next higher tier contractor so that the price of all subcontracts "roll-up" into the Offeror's total price proposal.

1. Show project title, project number, and Offeror or Subcontractor Name.
2. **Direct Costs of Direct Labor (DCDL)**
 Show the estimated costs for each job classification of employees proposed for the contract. List under the following headings. Names required only for key staff and/or persons in "responsible-charge". **Hourly Rates must not include Indirect Costs or Fee.**

<u>Job Classification</u>	<u>Name</u>	<u>Total Hours</u>	<u>Rate(\$/hr)</u>	<u>Proposed Costs (\$)</u>
				Total DCDL: \$ _____

3. **Indirect Costs (IDC)**

These costs include what are generally referred to as 1) Fringe Benefits and 2) Overhead (including direct and indirect costs of Indirect Labor). Show the Proposed IDC Rate as a percentage of Direct Costs of Direct Labor and the product (IDC Amount) of that Rate multiplied by the total DCDL.

IDC Rate: _____ % IDC Amount: \$ _____

4. **Other Direct Costs (ODC)**

These costs include: subcontracts, equipment (company owned or rented), and reimbursable expenses (e.g.: transportation, food and lodging, reproduction, etc.) - if not included in Indirect Costs. List proposed costs under the following headings. If multiples of an item required, list the proposed quantity, unit rate, and total cost for each. **Costs must be based on actual costs to the offeror or the subcontractor, without any profit or other markup.**

<u>Item</u>	<u>Quantity</u>	<u>Cost (\$/Unit)</u>	<u>Proposed Costs (\$)</u>
			Total ODC: \$ _____

5. **Total Proposed Cost**

Sum of DCDL + IDC + ODC

Total Cost: \$ _____

6. **Proposed Fee**

List a proposed amount (Contract Fee is generally negotiated using a structured Fee analysis of proposed costs).

Proposed Fee: \$ _____

7. **Total Proposed Price**

Sum of Total Proposed Cost plus Proposed FEE.

Total Price: \$ _____

Response will be scored as follows: $\frac{(\text{Lowest Total Proposed Price}) \times (\text{MPP}^*)}{(\text{Offeror's Total Proposed Price})} = \text{Criterion Score}$

*MPP = Maximum Possible Points = (5) x (Number of Evaluators) x (Weight)

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

RFP Number..... : AAC-18-010
 Project Title..... : Transportation Services
 Receipt of the following Addendums is acknowledged: _____

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)

ALASKA STATUTORY PREFERENCES (IF NO FEDERAL FUNDING)

Check the applicable preferences that you claim for the proposed contract (reference Criteria 11 and 12 in Part C):
 [] Alaska Bidder (Offeror) **AND>>** [N/A] Employment Program or [N/A] Disabled Persons

PROPOSED SUBCONTRACTOR(S)

<u>Service, Equipment, etc.</u>	<u>Subcontractor & Office Location</u>	<u>AK Business License No.</u>	<u>DOT&PF DBE Certification No.</u>

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, 2) Insurance, and 3) Cost and Pricing Data, 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 ninety days.

Signature : _____

Name : _____ Date: _____

Title..... : _____ Telephone (voice): _____

(fax): _____ Email: _____

CERTIFICATION FOR ALASKA BUSINESS LICENSES AND REGISTRATIONS

PART

D

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 Internet address: < <http://commerce.alaska.gov/dnn/cbpl/Home.aspx>> or at Telephone (907) 465-2550; FAX (907) 465-2974.

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.

CERTIFICATION - PREREQUISITES

Individual signing this proposal certifies to the best of his or her knowledge and belief that the firm they represent meets, or is eligible to meet, the prerequisites listed on page 1 of 2 of the Proposed Statement of Services, RFP-AAC-18-010.

INDEMNITY AND INSURANCE PROVISIONS

APPENDIX E

RFP No: AAC-18-010

Date Prepared: 10/31/17

Article E1 - Indemnification:

Contractor shall indemnify, defend with counsel of AAC's choice and hold harmless AAC, its officers, agents, and employees from all liability, including reasonable costs and expenses, for all actions or claims resulting from injury or death to any person or damages sustained by any person or property arising directly or indirectly as a result of any breach of this Agreement or negligent or wrongful act of Contractor or its subcontractors, or anyone directly or indirectly employed by either of them, in the performance of this Agreement.

All actions or claims including costs and expenses resulting from injury or death to any person or damages sustained by any person or property arising directly or indirectly from Contractor's performance of this Agreement which are caused by the joint negligence of AAC and Contractor shall be apportioned on a comparative fault basis.

Article E2 - Insurance

Without limiting Contractor's indemnification, it is agreed that Contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this Agreement the following policies of insurance which shall name AAC as an insured and contain an appropriate waiver of subrogation in favor of AAC. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If Contractor's policy contains higher limits, AAC shall be entitled to coverage to the extent of such higher limits. Certificates of insurance must be furnished to AAC prior to beginning work and must provide for a 30-day prior notice to AAC of cancellation, nonrenewal or material change. Failure to furnish satisfactory evidence of insurance or any lapse of the policy is a material breach and grounds for termination of this Agreement.

Article E3 - Worker's Compensation Insurance

For all employees of Contractor engaged in work under this Agreement, Worker's Compensation insurance as required by AS 23.30.045. Contractor shall be responsible for Workers' Compensation insurance for any subcontractor who directly or indirectly provides service under this Agreement. This coverage must include statutory coverage for states in which employees are engaging in work and employer's liability protection not less than \$100,000 per person, \$100,000 per occurrence. Where applicable, coverage for all federal acts (i.e. U.S.L.&H and Jones Acts) must also be included.

Article E4 - Comprehensive (Commercial) General Liability

Is required with coverage limits not less than \$1,000,000 combined single limit per occurrence and annual aggregates where generally applicable and shall include premises-operations, independent contractors, products/completed operations, broad form property damage, blanket contractual and personal injury endorsements.

Article E5 - Comprehensive Automobile Liability

Covering all owned, hired and non-owned vehicles with coverage limits not less than \$300,000 per person/\$500,000 per occurrence bodily injury and \$50,000 property damage.

PROPOSED STATEMENT OF SERVICES

Request for Proposals AAC-18-010

Transportation Services

Alaska Aerospace Corporation (AAC), a public corporation of the State of Alaska, owns and operates the Pacific Spaceport Complex-Alaska (PSCA), which is located on Kodiak Island. PSCA is an active spaceport and is the first private sector spaceport not collocated on a federal launch facility. The selected Contractor shall enter into a long term relationship with AAC that entails performing on-call transportation assignments that require routine pick-up and delivery of packages and mail from Kodiak to the Pacific Spaceport Complex-Alaska. The work will involve interfacing with public and private sector interests. This contract is awarded for an initial period of performance, with the option for six 1-year renewal periods.

SERVICES

The selected Contractor shall provide on-call transportation services to facilitate AAC's primary objectives.

Capabilities include, but are not limited to: expediter services; movement of hazardous materials; local package delivery and pick up service between Kodiak and the Pacific Spaceport Complex-Alaska at Narrow Cape; delivery to addresses in Kodiak for mail and packages; ability to receive mail and express packages; secure inside heated storage facility of approximately 200 square feet for mail and packages pending pickup by AAC personnel; ability to obtain necessary USDoT and ADOT permits; and the ability to maintain diplomacy in interactions with public officials and private citizens. Contractor shall have an efficient business office operation, a project office with equipment and personnel located in Kodiak, Alaska, and a USDoT and Motor Carrier License.

PREREQUISITES

The selected Contractor shall have a facility located in Kodiak, AK 99615 that is capable of receiving and handling small package freight delivered by USPS, UPS, and FedEx and large freight delivered by common carrier. It shall include 200 square feet of secure inside heated space for temporary storage of packages/material/equipment prior to delivery/pick-up and a secure fenced outside storage area for temporary storage of large items. The facility shall be operational for pick-up and receiving activities during normal work hours (9AM to 5PM) Monday through Friday, excluding the eleven State of Alaska observed holidays.

The selected contractor shall be able to support both routine and after hours/emergency/critical deliveries at the agreed upon rates when requested.

ADMINISTRATIVE REQUIREMENTS

The Contractor shall be on call to provide routine transportation services to AAC with costs based on the Agreed-Upon Unit Pricing in the contract. Upon request, the Contractor shall provide all necessary manpower, equipment, materials, storage facilities and supplies to perform these routine services for AAC. The Contractor is encouraged to utilize subcontractors, if deemed necessary, in order to provide AAC with the range of routine transportation services that may be needed.

The scope of work for each routine task assignment issued by AAC may be created by negotiations that begin with a “scoping” meeting. The AAC Project Manager will negotiate with the selected Contractor each time a task assignment requiring transportation services has been identified. Negotiations will define the specific services required, the personnel and equipment necessary, and a schedule to complete the task assignment.

The Contractor will then provide, when requested, a written proposal for the task assignment, a completion schedule, and a cost estimate. The cost estimate must separately identify amounts based upon the Agreed-Upon Unit Pricing in the contract, plus identify all another reimbursable direct expenses to complete the task that are not contained in the Agreed-Upon Unit Pricing. The Project Manager will analyze the proposal, negotiate if necessary until acceptable, and then the Project Manager and the Contractor will agree to use either a Fixed Price or a maximum not-to-exceed amount based upon Fixed Rates plus Expenses method of payment for the proposed work. A Notice to Proceed (NTP) will be issued authorizing the Contractor to proceed with the work after each task assignment’s negotiations are completed and the parties are in agreement. The Contractor will not be reimbursed for proposal preparation or for any work performed prior to the issuance of the NTP.

The Fixed Rates, which include the markup for overhead and profit for the proposed work, will be based upon the Agreed-Upon Unit Pricing and any changes or additions agreed upon during negotiations. The Fixed Rates (dollars/hour) for personnel and equipment shall be in effect throughout the entire NTP period of performance and increases / adjustments are not allowed. Reimbursable direct expenses shall be paid at cost when utilizing the Fixed Rates plus Expenses method of payment. No markup of Expenses is allowed.

The Agreed-Upon Unit Pricing shall be negotiable and may be adjusted during the yearly Contract renewal option periods only.

**UNIT PRICING PROPOSAL
RFP-AAC-18-010
TRANSPORTATION SERVICES**

PRODUCT DESCRIPTION	PRICE	U/M	COMMENTS
INDOOR STORAGE AREA (HEATED)		ft ² /month	Used to calculate monthly use fee
SMALL PACKAGE DELIVERY TO KLC		per trip	Up to 2,000 pounds. Box truck or pickup depending on weather conditions
EMERGENCY SMALL PACKAGE DELIVERY TO KLC		per trip	Up to 2,000 pounds. Box truck or pickup depending on weather conditions
MEDIUM PACKAGE DELIVERY TO KLC		per trip	2,001 pounds to 20,000 pounds. Box van or flatbed depending on weather conditions
EMERGENCY MEDIUM PACKAGE DELIVERY TO KLC		per trip	2,001 pounds to 20,000 pounds. Box van or flatbed depending on weather conditions
LOCAL DELIVERY AND PICKUP		per stop	Kodiak and Bells Flat
SHRINK-WRAP OPERATIONS		ft ²	Based on square feet of cargo covered.
CHAINUP FEE		per vehicle	When directed
HAZMAT DRIVER ENDORSEMENT		hour	
HAZMAT INSURANCE	Varies	per job	Discuss obtaining HAZMAT insurance in response to Criteria 2.
A fuel surcharge may be applied to all transportation work performed under this unit pricing proposal. The fuel surcharge shall be calculated based on the current water carrier's published percentage, and may be applied to unit prices that are effective upon contract award.			
Signature	Date		

CRITERIA 13 RESPONSE
RFP-AAC-18-010
PRICE PROPOSAL WORKSHEET
TRANSPORTATION SERVICES

Product Description	U/M	Quantity	Price from Attachment A proposal	Extended Price
Small Package Deliveries to KLC	per trip	10		
Medium Package Deliveries to KLC	per trip	2		
200 ft ² of inside heated storage space to store deliveries prior to pickup.	Cost per month	1		
Local deliveries/pickups in Kodiak City/Bells Flat	Per stop	30		
			TOTAL	