

- & A! + professional contracts up to A8BB, BBB (no competitive proposal required)
- & F ! " may solicit a quote from a contractor without a competitive process for A! + professional services up to A8BB, BBB. Contract approval is required. 88046 (s) - 7.00239Q2o) 5duui

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3. Addendum, for 1-3 questions from interested vendors are submitted in writing to the email address indicated on the . The Manager will coordinate with the appropriate subject matter expert, as required, and prepare a formal response. The Contracting Officer will input the response into the Addendum Form, Template Appendix 8.1. The Contracting Officer and Director are required to approve the Addendum. Once approved, the Manager will email the Addendum to interested vendors.
4. Submission of 3 notes must be received at the email address or

procurement Manual, *O, Policy B?.BF, and A' CF.CB #or additional re)uirements details. A summary of these re)uirements have been outlined below.

1. (n)itiation for Bid 3 The M \$orks \$ith the "onstruction "ontracting O#icer and Administrative 'ta## to develop, coordinate, and assemble the IF* package. The #ollo\$ing personnel revie\$ and approve the IF* package before public notice% M, Fiscal Manager, F ! " (irector, and "onstruction "ontracting O#icer.

F ! " utilizes the IF* *id ackage Template 0Appendix 8? :.Cb1 that includes, but is not limited to%

— *id (ocuments

— (etails the bid submission re)uirements, the bid opening date and time, the address o# the o##ice bids should be delivered or mailed to, the minimum time #or bid acceptance by 5AA, pre-bid con#erence date and time 0i# applicable1, evaluation criteria, protest re)uirements, the basis #or the a\$ard, and other pertinent in#ormation.

— A place or #orm #or the insertion o# the bid price, bidder signature, and listing o# re)uired bid submittals.

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7. Bid Opening 3 The Administrative Assistant accepts the bids until the bid due date and time specified on the IF * package. As received, each bid must be time-stamped, initialed by the receiver upon receipt, and stored unopened in a secure place. Bids will be opened in public, read aloud, and recorded at the time set for opening in the Bid Tabulation Template (Appendix 8.1.1). Bids may be inspected by bidders and others having legitimate interest, as determined by the Owner, only after a Notice of Intent to Award (NOIA) has been issued. Late bids will not be considered. Additional guidance is provided in the Procurement Manual and A ' CF.CB.89B.

- Modifications or Withdrawal of Bids 3 Bids may be modified or withdrawn by written notice in the office designated in the IF * prior to the time and date set for bid opening. The signature of the same person who signed the sealed bid form is required on the modification or withdrawal. Refer to Procurement Manual and A ' CF.CB.8FB for additional details regarding late bids, modifications, corrections, and withdrawals.

1. Bid Acceptance and Award 3 The contract is awarded to the lowest responsive and responsible bidder. The requirements and criteria that will be used to determine the lowest responsive bidder are set forth in the IF * package.

In the event that only a single responsive, responsible bid is received, the Construction Contracting Officer may proceed with the award if he/she determines that:

- The bid price is fair and reasonable
- Afficient advertising or other public notice was provided
- Award is considered in the best interest of AA

However, if the single responsive bid is not considered fair and reasonable, there is not an immediate need, and it is likely that a re-solicitation would increase the number of bids, then the IF * should either be cancelled or a re-solicitation process should be conducted. Refer to the Procurement Manual for additional details.

7. Memorandum of Selection 3 The Construction Contracting Officer will prepare an executive summary, or Memorandum of Selection (MOS), for each solicitation file. The MOS concisely describes how the solicitation was conducted and how a decision was made. Refer to the Procurement Manual for additional content requirements.

8. Notice of Intent to Award #2 (* A 3 6 within five (5) working days of the Owner's written identification of the award #2 (\$)9.95248 (n) -11.208 (e)0.8 6 3 6 5 (n)0.8 6 4989 (o)0.8 6 33511 (i)4.8804 6 (

forms provided by the Owner and certificates of insurance showing the different types, coverage, and limits, as required.

8.9.1.9 Request for Proposal (RFP)

The Request for Proposal process is utilized for the following limits:

- Innovative procurement construction services contracts A: BB, BB8 or more
- A + professional services contracts A8BB, BB8 or more
- Commodities, supplies and other services A8BB, BB8 or more 3. Contract Procurement Services

Unlike the RFQ and IFB processes, the RFP process permits discussions with interested proposers and may allow changes in the proposer's price after proposals are opened. This allows for the award of contract to be based on comparative and qualitative evaluations, negotiations, and best and final offers. Therefore, RFP is the preferred method when the primary consideration in determining an award is not price alone. Other evaluation factors are qualitative and involve consideration of quality, technical, and professional abilities as well as the experience or expertise of the proposers.

The RFP package signature page Template (Appendix 8.9.1.9a1) utilized by the M to track key approvals and steps in the RFP process. Refer to the Procurement Manual, MO, Policy B7.BF, and A' CF.CB for additional requirement details. A summary of these requirements have been outlined below.

1. Request for Proposal (RFP) The M works with the Construction Contracting Officer and Administrative Staff to develop, coordinate, and assemble the RFP package. The following personnel review and approve the RFP package before public notice: M, Fiscal Manager, F (Director, and Construction Contracting Officer.

F (utilizes a RFP package Template (Appendix 8.9.1.9b1) that includes, but is not limited to:

- RFP documents (details the proposal submission requirements (including format and content), proposal due date and time, the address of the office proposals should be delivered or mailed to, how questions are to be submitted, evaluation criteria (preliminary

— The names of those who did or did not submit offers, and even the number of offers submitted shall not be disclosed until the FOIA is issued.

, refer to the Procurement Manual and ACFR for additional details.

%. Modifications or withdrawal of proposals 3 Modifications or withdrawal requirements for, Firms are the same as for IFBs. See Section 8.1.1.

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8?..? Other procurements

Other procurement processes may be utilized under specific circumstances as described below.

1. Further, Consultants 3 Term consultant contracts are utilized for on-call consultants to provide additional professional services under A&E, BBB on an as needed basis. Further, the State maintains a list of pre-qualified Term consultants that have been selected through the RFQ process with contracts up to 12 months, for the purpose of providing on-call services on small projects. Work will be distributed among the members of the pool in an equitable manner. However, circumstances may require the selection of a firm with specific expertise.

For solicitation of a Term consultant, the State prepares the solicitation documentation and requests that, at a minimum, interested firms submit the following:

- Location of business
- Copy of valid Alaska business license
- Copy of professional registration for firm
- State which discipline they are interested in
- Evidence of ability to obtain necessary insurance for contracts (Appendix 8?..?a1)
- Federal Forms K: 9 (Appendix 8?..?b1) and K: 22 (Appendix 8?..?c1)

Once the Construction Contracting Officer receives

- Reliminary Project Approval See Section E.?
- Procurement Officer Approval seek approval from the Procurement Officer for using the innovative procurement method.
- Formal Project Approval Inform the *O, of the intent to use an innovative procurement

contingency prior to a \$ard o# change order. >o agreements #or additions to or deductions #rom the contract may be made outside the change order process.

- "onstruction<in< rogress , eports% The M \$ill submit a report in accordance \$ith the approved #ormat each month during the construction phase o# the contract.
- Final , eport% >o changes #rom the current board policy.

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