Construction contracts

- & A! + pro#essional contracts up to A8BB,BBB 0no competitive proposal re)uired1
- & F!" may solicit a) uote #rom a contractor \$ithout a competitive process #or A! + pro#essional services up to A8BB,BBB. "ontract approval is re) uir.88046 (s)-7.00239Q2o)5duui

&86645

- 3. Addendu, for !F< 3 = uestions #rom interested vendors are submitted in \$riting to the email address indicated on the . The M \$ill coordinate \$ith the appropriate subject matter expert, as re)uired, and prepare a #ormal response. The "onstruction "ontracting O#icer \$ill input the response into the Addendum #or ,F = Template 0Appendix 8?...:b1. The "onstruction "ontracting O#icer and F ! " (irector are re)uired to approve the Addendum. Once approved, the M \$ill email the Addendum to interested vendors.
- 4. Su=, ission of <uote 3 =uotes must be received at the email address or

rocurement Manual, *O, olicy B?.BF, and A 'CF.CB #or additional re) uirement details. A summary o# these re) uirements have been outlined belo\$.

- 1. (n) itation 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 be#ore public notice\(\text{M}, Fiscal Manager, F ! " (irector, and "onstruction "ontracting O##icer.
 - F!" utili2es 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 of the office bids should be delivered or mailed to, the minimum time for bid acceptance by 5AA, precbid conference date and time 0if applicable1, evaluation criteria, protest re) uirements, the basis for the a \$ard, and other pertinent information.
 - A place or #orm #or the insertion o# the bid price, bidder signature, and listing o# re) uired bid submittals.

UAA FP&C Policy and Procedure Manual

- %. Bid "ening 3 The Administrative Assistant accepts the bids until the bid due date and time speci#ied 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. *ids \$ill be opened in public, read aloud, and recorded at the time set o# #or opening in the *id Tabulation Template 0Appendix 8?.:.Cd1. *ids may be inspected by bidders and others having legitimate interest, as determined by the O\$ner, only a#ter >otice o# Intent to A\$ard 0>OITA1 has been issued. 7ate bids \$ill not be considered. Additional guidance is provided in the rocurement Manual and A ' CF.CB.89B.
- -. Modifications or ?it'dra&al of Bids 3 *ids may be modi#ied or \$ithdra\$n by \$ritten notice in the o#ice designated in the IF* prior to the time and date set #or bid opening. The signature o# the same person \$ho signed the sealed bid #orm is re)uired on the modi#ication or \$ithdra\$al. , e#er to rocurement Manual and A' CF.CB.8FB #or additional details regarding late bids, modi#ications, corrections, and \$ithdra\$als.
- 1. Bid Acce"tance and 4) aluation 3 The contract is a \$arded to the lo\$est responsive and responsible bidder. The re) uirements and criteria that \$ill be used to determine the lo\$est responsive bidder are set #orth in the IF* package.

In the event that only a single responsive, responsible bid is received, the "onstruction "ontracting O#ficer may proceed \$ith the a\$ard i# he.she determines that

The bid price is #air and reasonable
'u##icient advertising or other public notice \$as provided
A\$ard is considered in the best interest o# 5AA

Go\$ever, i# the single responsive bid is not considered #air and reasonable, there is not an immediate need, and it is likely that a ne\$ solicitation \$ould increase the number o# bids, then the IF* should either be cancelled or a ne\$ solicitation process should be conducted. , e#er to the rocurement Manual #or additional details.

- 7. Me, orandu, of Selection 3 The "onstruction "ontracting O##icer \$ill prepare an executive summary, or Memorandum o# 'election 0MO'1, #or each solicitation #ile. The MO' concisely describes ho\$ the solicitation \$as conducted and ho\$ a decision \$as made., e#er to the rocurement Manual #or additional content re) uirements.

#orms provided by the O\$ner and certi#icates o# insurance sho\$ing the di#erent types, coverage, and limits, as re)uired.

8?.:.9 , e) uest #or roposal 0, F 1

The , e) uest #or roposal process is utili2ed #or the #ollo\$ing limits%

- Innovative rocurement construction services contracts A:BB,BB8 or more
- A! + pro#essional services contracts A8BB,BB8 or more
- "ommodities.supplies and other services A8BB,BB8 or more 3 "ontact rocurement 'ervices

5nlike the , F= and IF* processes, the , F process permits discussions \$ith interested proposers and may allo\$ changes in the proposer's price after proposals are opened. This allo\$s for the a\$ard of contract to be based on comparative and)ualitative evaluations, negotiations, and *est and Final offers. Therefore, , F is the preferred method \$hen the primary consideration in determining a\$ard is not price alone. , ather evaluation factors are)ualitative and involve consideration of)uality, technical, and professional abilities as \$ell as the experience or expertise of the proposers.

The , F ackage 'ignature age Template 0Appendix 8?.:.9a1 utili2ed by the M to track key approvals and steps in the , F process. , e#er to the rocurement Manual, *O , olicy B?.BF, and A ' CF.CB #or additional re)uirement details. A summary o# these re)uirements have been outlined belo\$.

- 1. !e; uest for Pro"osal 3 The M \$orks \$ith the "onstruction "ontracting O#icer and Administrative 'ta# to develop, coordinate, and assemble the ,F package. The #ollo\$ing personnel revie\$ and approve the ,F package be#ore public notice M, Fiscal Manager, F!" (irector, and "onstruction" ontracting O#icer.
 - F! "utili2es a, F ackage Template ⊕Appendix 8?.:.9b1 that includes, but is not limited to
 —, F (ocuments (etails the proposal submission re)uirements ⊕including #ormat and content1, proposal due date and time, the address o# the o##ice proposals should be delivered or mailed to, ho\$) uestions are to submitted, evaluation criteria ⊕preliminary

	-				or did not su ed until the			ne number o	# o##ers		
, e	#er to the	rocureme	nt Manual a	and A ' CF.0	CB.C:B#or ac	dditional det	ails.				
%. Modifications or ?it'dra&al of Pro"osals 3 Modi#ications or \$ithdra\$al re)uirements #or , F s are the same as #or IF*s. 'ee 'ection 8?.:.C.											
	Preli, in	nary 4) alua	ation r a-6	Tdy[(,)	-2.11973 (e)	0.8 6 4984 (#)) -11.882c49a	a%x d a\$ae%\$	' cam (348	3m 6 2 6 7	-21.974 (
] TJy	-427.0 6 3n3.	06207(s)t6	5 ()0.18863	3511(.6()	0.10639(61	7 (21.9 6	TLyT * [(T(.)y.87

8?.:.? Other rocurements

Other procurement processes may be utilized under speci#ic circumstances as described belo\$%

1. *er, Consultants 3 Term "onsultant contracts are utili2ed #or on<call consultants to provide A!+ pro#essional services under A8E?,BBB on an as needed basis. F!" maintains a list o# pre) uali#ied Term "onsultants that have been selected through the ,F process \$ith contracts up to CF months, #or the purpose o# providing on<call services on small projects. 6 ork \$ill be distributed among the members o# the pool in an e) uitable manner. Go\$ever, circumstances may re) uire the selection o# a #irm \$ith speci#ic expertise.

For solicitation o# a Term "onsultant, the M prepares the solicitation documentation and re)uests that, at a minimum, interested #irms submit the #ollo\$ing%

- 7ocation o# business
- " opy o# valid Alaska business license
- " opy o# pro#essional registration #or #irm
- 'tate \$hich discipline they are interested in
- +vidence o# ability to obtain necessary insurance #or contracts 0Appendix 8?...?a1
- Federal Forms K:?9 (Appendix 8?...?b1 and K:?? (Appendix 8?...?c1

Once the "onstruction "ontracting O#icer receives

- <u>reliminary roject Approval</u> 'ee 'ection E.?.
- "hie# rocurement O##icer Approval" 'eek approval #rom the "hie# rocurement O##icer #or using the innovative procurement method.
- Formal roject Approvall 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.</p>
- Final, eport > o changes #rom the current board policy.

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