

**KETCHIKAN GATEWAY BOROUGH
REQUEST FOR PROPOSALS**

**CLASSIFICATION AND COMPENSATION STUDY
FOR THE KETCHIKAN GATEWAY BOROUGH**

RELEASE DATE: August 29, 2018

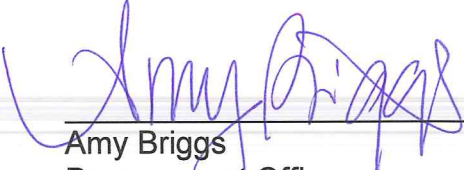
THIS IS NOT AN OFFER

The Ketchikan Gateway Borough (Ketchikan International Airport) is soliciting sealed proposals for:

**CLASSIFICATION AND COMPENSATION STUDY
FOR THE KETCHIKAN GATEWAY BOROUGH**

To receive the Request for Proposals (RFP), please contact: 907-228-6637, Amy Briggs, Borough Procurement Officer, Ketchikan Gateway Borough, 1900 First Avenue, Suite 118, Ketchikan, Alaska 99901. Requests for the RFP documents may be faxed to 907-228-6698 or emailed to amyb@kgbak.us. The RFP documents will also be posted on the Borough's website, <http://www.kgbak.us/>. Even though the RFP documents are provided online, each firm must register with the Borough each bidder must register with the Borough through the Borough's online bidder registration form: <http://www.kgbak.us/143/Procurement>. Proposals from unregistered respondents will not be accepted. No faxed or oral proposals will be allowed.

Proposal Submission Deadline: To be considered, a complete sealed proposal package in the format requested must be received at the Office of the Borough Clerk, 1900 First Avenue, Suite 115, Ketchikan, Alaska 99901 by 2:00 PM local time, September 25, 2018.



Amy Briggs
Procurement Officer

PROPOSAL CONTENT AND FORMAT

The Borough recognizes that respondents are likely to commit significant resources in preparation of their proposals. Further, it is in the Borough's best interest to have maximum competition among respondents to provide services in order that the Borough retains the best value respondent. As such, it is in the best interests of the Borough and each respondent to avoid any question whether the respondent's proposal is responsive to this RFP. Therefore, it is crucial that respondents thoroughly read this entire RFP and carefully follow all instructions. It is not uncommon for a proposal to be deemed non-responsive by the Borough because of what some might consider are inconsequential errors or omissions by a respondent. For example, proposals have been rejected by the Borough because they were not sealed or properly marked on the outside as specified in the RFP. Respondents should assume that the form and content requirements of this RFP will be rigorously applied by the Borough in determining the responsiveness of proposals. A checklist is included in this RFP to help respondents avoid errors and omissions.

Respondents should also allow adequate time for mailing or special delivery of proposals to the Borough Clerk. It is not uncommon for one or more respondents to be disqualified in submitting proposals to the Borough because the proposals were not received in a timely manner. For example, one of the four respondents for project manager services for the Aquatic Center project was disqualified because of a late proposal. USPS mail and special deliveries to Ketchikan may be delayed because of weather or other circumstances. Couriers should be given clear and accurate instructions in terms of the deadline and location for delivery of proposals.

Proposals must respond directly to the evaluation criteria for this project. Additional material (other than that requested below) is not required or desired. Clarity and brevity are encouraged. Limit submittals as follows:

Proposal Documentation	Use forms provided in RFP
Cover Letter	1 page suggested maximum
Response to Criteria	5 pages suggested maximum
Resumes	Provide resumes for key personnel, 1 page Suggested maximum each resume
Price proposal	Submit a Price Proposal in your own format.

The following sections address the specific content expected for each portion of the proposal.

COVER LETTER

In the cover letter, the respondent should:

- A. state its understanding of the services to be performed,
- B. explain why the respondent firm is the best qualified to provide those services,
- C. state why the respondent firm is most likely to help the Borough achieve the goals outlined in the Project Scope of Work portion of this request for proposals; and,
- D. Provide the name and contact information of the individual who is authorized to make representations and commitments on behalf of the respondent.

RESPONSE TO CRITERIA

The narrative response to the Selection Criteria should specifically and accurately address each criterion in the order listed in this proposal. Respondents are encouraged to limit the response to 5 pages. Project and individual experience must be verifiable by listed references. It is the responsibility of the proposer to make certain that contact information is current.

REQUIRED SIGNATURES

NOTE: The price-proposal component forms must be signed and dated by a person who is authorized to bind the respondent.

In addition to the price-proposal component, the proposal itself must also be signed by a person who is authorized to bind the respondent. Specifically:

- A. A proposal by a corporation shall be executed in the corporate name by the president, vice-president, or other corporate officer. Evidence of authority to sign must also be provided. Such evidence may be in the form of a copy of the corporate bylaws, articles of incorporation, resolution of the board, corporate certificate, or other reliable evidence.
- B. A proposal by a partnership shall be executed in the partnership name and signed by a partner (whose title must appear under the signature), accompanied by evidence of authority to sign. Evidence of authority to sign may be in the form of a copy of the partnership agreement or other reliable evidence.
- C. A proposal by a limited liability company shall be executed in the name of the firm by a member and accompanied by evidence of authority to sign. Such evidence may be in the form of a copy of the corporate bylaws, articles of incorporation, resolution of the board, corporate certificate, or other reliable evidence.
- D. A proposal by an individual shall show the proposer's name and business address.

Failure to provide evidence of authority to sign on behalf of the respondent will not be grounds for rejection if the Borough is able to confirm the authority of the signer to bind the respondent.

RESUMES

Provide resumes for each managing member of the team (i.e., project manager for the prime contractor and each known or planned subcontractor) that will be assigned to this project. List name, title, intended role and responsibilities for the duration of the contract, educational background, and specific qualifications related to role and responsibilities, past relevant experience, number of years of relevant experience, supervisory responsibilities if relevant, list of projects individual was associated with during the last five years including type of project and project cost.

For each managing member of the team, provide at least two Owner or two Firm references for recent relevant projects.

PROPOSAL DOCUMENTATION FORMS

To be considered, respondents must complete, sign, and include the Proposal Documentation Forms provided in the RFP with submitted proposals.

SUBMITTALS

DEADLINE

All Proposals must be received by the Borough no later than the date outlined in this RFP.

SUBMITTALS

All proposal documents must be submitted in a sealed envelope or box clearly marked on the outside to identify it as a proposal for the project specifically named in this RFP, and must be delivered to the Borough Clerk at the address outlined, and in the required format, on or before the deadline.

Each respondent must submit its complete proposal divided into 2 parts:

Part One: Proposal Exclusive of Price Proposal Component

Part One consists of the complete proposal exclusive of the price-proposal component. Part One must be signed and dated by a person who is authorized to bind the respondent. Failure to properly sign and date the proposal will be grounds for rejection.

For the convenience of the Borough, respondents are asked to include 3 paper copies and 1 copy in electronic format (MS Word or text-searchable PDF-document on a CD) of the Part One proposal. Because the printed and electronic copies are for the Borough's convenience, failure to provide the requested copies will not be grounds for rejection. However, if a respondent does not provide the copies, that respondent's proposal will receive a lower score for the criterion dealing with the form and content of the proposal.

Important note: The Part One Proposal and copies of Part One Proposal must exclude all price proposal information.

Part Two: Price Proposal Component

Submit 1 set of the Part Two price proposal component enclosed in a separate sealed envelope placed within the sealed envelope or box containing the Part One proposal.

The Part Two Price Proposal Component shall be submitted on the forms provided in this RFP for the specified project.

Each price-proposal component must be signed and dated by the person who prepares it. If that person is not authorized to bind the respondent, the price-proposal component must also be signed by a person who is authorized to bind the respondent.

Failure to properly sign and date the Part Two Price Proposal Component and to include it in a separate sealed envelope inside the sealed envelope or box containing the Part One proposal will be grounds for rejection.

The surety bond, if required, shall be included in the sealed envelope containing the price proposal component.

For the convenience of the Borough, respondents are asked to include 1 copy in electronic format (MS Word or text-searchable PDF-document on a CD) of the Part Two Price Proposal Component.

Important note: If a respondent provides the requested electronic copy of the Part Two Price Proposal Component, it must also be sealed with the Part Two Price Proposal Component. Failure to properly seal the copy of a Part Two Price Proposal Component will be grounds for rejection.

However, because the electronic copy is for the Borough's convenience, failure to provide the requested copy will not be grounds for rejection. If a respondent does not provide the copy, that respondent's proposal will receive a lower score for the criterion dealing with the form and content of the proposal.

The envelope containing the price proposal component (price proposal, electronic copy of the price proposal, and surety if required) must be clearly marked on the outside as the price proposal component.

Respondent's failure to submit its proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be opened or accepted for evaluation. Proposals submitted by fax will not be accepted.

INQUIRY DEADLINE

Questions, objections, or protests relating to defects, errors, omissions regarding the project or this RFP should be submitted in writing no later than the date and time specified in this RFP. Substantive issues will be addressed in a written addendum to the RFP.

Address questions to:

Borough Procurement Officer

Amy Briggs
Telephone: 907-228-6637
Fax: 907-228-6684
E-mail: amyb@kgb.ak.us

DELIVERY INSTRUCTIONS

Proposals must be received by the Borough Clerk by the deadline specified in this RFP.

Be aware that Ketchikan is considered a remote location and, as such, mail and special deliveries by couriers to Ketchikan are commonly delayed beyond the advertised guaranteed arrival of carriers and couriers.

Proposals must be delivered to:

Borough Clerk
Kacie Paxton
Ketchikan Gateway Borough
1900 First Avenue, Suite 115
Ketchikan, Alaska 99901

INSURANCE AND LEGAL REQUIREMENTS FOR SELECTED CONTRACTOR

INSURANCE

Before execution of a contract, and during the entire period of the project, the contractor shall provide the types of insurance listed below. All policies shall have a mandatory 30-day cancellation clause. The Borough shall be named as additional insured on all insurance policies except professional liability policies. Insurance certificates will be required to be submitted for review by the Borough's Risk Manager before the Borough will issue a notice to proceed. Unless specifically marked "not applicable" or "n/a" below, the following insurances are required:

Workers' compensation as required by law and employer's liability coverage at a minimum of \$1,000,000. The Workers' compensation policy shall include a Waiver of Subrogation in favor of the Ketchikan Gateway Borough, if applicable.

Commercial general liability insurance, not excluding explosion, contractual liability or product/completed operation liability insurance - \$1,000,000 per occurrence and \$2,000,000 aggregate.

LICENSES AND REGISTRATION: Before execution of a contract, the successful bidder or proposer must have a current State of Alaska business license and general contractors license; must have a current sales tax registration on file with the Borough, and must be in good standing in terms of sales tax, property tax, and all other taxes, fees, and monies due to the Borough.

COMPLIANCE WITH LAWS: The Contractor shall observe and abide by all applicable laws, regulations, ordinances and other rules of the State of Alaska and/or any political subdivisions thereof, or any other duly constituted public authority wherein work is done or services performed, and further agrees to indemnify and save the Borough harmless from any and all liability or penalty which may be imposed or asserted by reason of the Contractor's failure or alleged failure to observe and abide thereby.

CANCELLATION OF SOLICITATION: The Ketchikan Gateway Borough reserves the right to cancel the solicitation, without penalty, at its sole discretion.

SELECTION CRITERIA

Responsive proposals to this RFP will be reviewed by a Proposal Review Team (PRT) appointed by the Borough Manager. The Borough Manager, at his discretion, may replace members of the PRT at any time. The top-ranked respondents may be short-listed. The PRT may, at its discretion, decide to interview the short-listed firms. The PRT will present its rankings of the respondents to the Borough Manager for consideration. After reviewing the PRT's recommendations, the Borough's financial resources, and following a 10-day protest period, the Borough Manager will present a recommendation to the Borough Assembly for its consideration. The goal is to award the contract to the Proposer that best meets the selection criteria set out in this RFP. Final action will be solely at the discretion of the Borough Assembly.

The selection will be made on the basis of qualifications and price offered in accordance with the criteria listed in this RFP. The Borough reserves the right to cancel this procurement effort. The Borough will not reimburse respondents for any costs of preparation or submission of proposals.

All interested firms who plan to submit a proposal must register with the Borough by sending an email to the Procurement Officer stating the company name, address, telephone number, and fax number.

A confirming email will be sent within one working day of registration. Potential respondents who do not receive this confirmation should contact the Borough via phone to complete the registration process.

PROPOSAL SCORING

Each proposal will be initially rated independently by each member of the PRT. The PRT members will then meet to discuss the proposals and initial scores. PRT members may change their scores following the meeting of the PRT. Scores may be further modified as a result of oral interviews. The final score will be based on the average of all final scores by the individual members of the PRT. The Proposer whose proposal is scored the highest may be asked to either negotiate a final Agreement or, if required, clarify their current proposal into a best and final offer. If negotiations are not successful with the top rated Proposer, negotiations may commence with the next highest rated Proposer until an Agreement is reached, or the Borough, at its sole discretion, elects to cancel the

solicitation. The Borough will rate all proposals according to the form and content submitted. The Borough reserves the right to award a contract solely on the written proposal or through negotiations. The Borough further reserves the right to reject any and all proposals submitted.

The total score of all criteria combined will dictate the ranking of offers. Each offer will be evaluated based on the criteria provided below. The maximum weight (score) for each criterion is also provided.

0.9 - 1.0	Outstanding
0.7 - 0.8	Excellent
0.5 - 0.6	Good
0.3 - 0.4	Fair
0.1 - 0.2	Poor
0.0	Unsatisfactory

Evaluators may investigate and discuss factual knowledge of Proposers' and proposed Subcontractors' prior work experience and performance, including projects referenced in proposal, available written evaluations, et cetera, and may contact listed references or other persons knowledgeable of a Proposer'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.

ORAL INTERVIEWS

The Borough reserves the right to request oral interviews with the highest ranked/rated firms. The purpose of the interviews is to allow expansion upon the written responses. A second score sheet will be used to score those firms interviewed. The final selection will be based on the total of all PRT member scores achieved on the second rating. The same criteria and point ranges will be used during the second evaluation.

CONTRACT NEGOTIATIONS

If contract negotiations are unsuccessful with Proposer(s) selected for negotiation, the Borough may either cancel the solicitation or negotiate with other Proposers in the order of ranking. After completion of successful negotiations, a Notice of Award/Protest will be provided to all Proposers.

In the manner provided in the request for proposals, the manager may negotiate with those responsible proponents whose proposals are determined by the manager to be reasonably responsive to the request for proposals. Negotiations shall be used to clarify and assure full understanding of the requirements of the request for proposals. The manager may permit proponents to revise their proposals after submission and prior to award to obtain best and final offers. Proponents deemed eligible for negotiations shall be treated equally regarding any opportunity to clarify and revise proposals. In conducting negotiations or requesting revisions, neither the manager nor any other borough officer or employee shall disclose any information derived from proposals of competing proponents.

REQUIREMENTS SPECIFIC TO EVALUATION CRITERIA

The narrative portion and the materials presented in response to this Request for Proposal shall be submitted in the same order as requested and must contain at a minimum all information requested above. Proposers are encouraged make such preliminary recommendations as are necessary to demonstrate a thorough understanding of the scope of services contained herein.

Basis of award shall be the proposer securing the most total points based upon the stated criteria. Price proposals will only be reviewed for purposes of determining the degree of completeness to which proposers understand the project.

The Ketchikan Gateway Borough reserves the right to reject any proposal submitted by an engineer included in prior claims or for failure to perform. In the event subcontractors are proposed that have been party to prior claim or failure to perform, the Ketchikan Gateway Borough reserves the right to notify the proposer that an alternate may be determined and reject their proposal if no alternate is provided.

EVALUATION CRITERIA

1. QUALITY OF PROPOSAL

This criterion reflects the extent to which the proposal includes all of the elements requested; is organized, concise and thorough; and demonstrates an understanding of the scope of work. The consultant's approach to accomplishing the scope of work will also be evaluated.

2. FIRM QUALIFICATIONS

Firms will be evaluated on their years in business; the qualifications of individuals on the project team; a demonstrated ability to provide qualified and experienced personnel, and the firm's experience providing similar services to local government agencies. Prior experience working on compensation plans within Alaska is desired. Firms are asked to provide three customer references by which they will be judged on customer satisfaction, the value of the services provided and communication with the referenced customer.

3. METHODS, PROCEDURES AND TIMELINE

The consultant will be evaluated on its proposed timeline for completion of the project, and the description of procedures and methods for evaluating the compensation package.

NOTE: The PRT will not review Price Proposals until after Evaluation Criteria 1- 3 have been reviewed and scored.

4. PRICE

A. In addition to a technical proposal, the prospective contractor shall prepare a detailed cost proposal for the work to be performed. The cost proposal shall

itemize all items that will be charged, including travel charges that will be involved in the project and included in the proposal amount. Price proposals will be evaluated based on the cost for providing the scope of services compared to the anticipated quality of the work to be delivered.

The least-cost proposal will be awarded the maximum points. Higher cost proposals will receive a reduced award of points. The minimum score for the price criterion is zero points.

Proposer's Score = ([Maximum Points Available] X ([Lowest Price Received] / [Proposer's Price]))

EXAMPLE: Price Receives 50 points.

Firm A proposes \$50,000; Firm B proposes \$60,000 and Firm C proposes \$70,000.

Firm A: $(50 \times (50,000 \div 50,000)) = 50$ points

Firm B: $(50 \times (50,000 \div 60,000)) = 41.667$ points

Firm C: $(50 \times (50,000 \div 70,000)) = 35.714$ point

	EVALUATION CRITERIA	POINTS
	Firm & Individual Qualifications, Experience, Workload and Resources, and Price: Evaluation will examine the Contractor's qualification, experience and resources in conducting the Project. The maximum total score is 100 points.	
1.	PROPOSAL QUALITY: 30 points	
	Whether the proposal: <ul style="list-style-type: none"> Includes all of the elements requested; Is organized, concise and thorough; and Demonstrates an understanding of the scope of work. 	15
	The consultant's approach to accomplishing the scope of work will also be evaluated.	15
2.	FIRM QUALIFICATIONS : 30 points	
	Firms will be evaluated on: <ul style="list-style-type: none"> Years in business; Qualifications of individuals on the project team; 	15

	EVALUATION CRITERIA	POINTS
	<ul style="list-style-type: none"> • A demonstrated ability to provide qualified and experienced personnel; • The firm’s experience providing similar services to local government agencies; and • Experience working on compensation plans within Alaska. 	
	<p>The Borough will interview three customer references provided by the firm. The reference checks will evaluate:</p> <ul style="list-style-type: none"> • Customer satisfaction; • Value of the services provided; and • Communication with customers. 	15
3.	METHODS, PROCEDURES AND TIMELINE: 10 points	
	<p>The proposal will be evaluated on:</p> <ul style="list-style-type: none"> • Proposed timeline for completion of the project; and • Description of procedures and methods for evaluating the compensation package. 	10
4.	PRICE PROPOSAL: 30 points	30

PROJECT OVERVIEW

PROJECT DESCRIPTION

The Ketchikan Gateway Borough is soliciting sealed proposals from a qualified firm to provide consulting services to conduct a comprehensive classification and compensation study for bargaining and non-bargaining positions within the Borough; and to provide recommended changes to the Borough’s Position Evaluation System to support the results of the compensation study.

PROJECT GOALS

The Ketchikan Gateway Borough is seeking a compensation study to evaluate 71 job classifications. The compensation study shall compare the Ketchikan Gateway Borough’s salary and benefits package with similarly situated employers. The consultant will also be required to provide a modern Position Evaluation System to support the compensation study.

PROJECT SCHEDULE

Project schedule may change after closing.

- Request for Proposals Issued: August 29, 2018
- Deadline for questions, objections, or protests relating to defects, errors, omissions regarding the project or this RFP Noon/September 12, 2018
- Proposals Due: 2:00 pm, September 25, 2018
- Proposal Review Meeting: September 26, 2018
- Interviews (If held – via teleconference): September 26, 2018
- Notice of Intent to Award: September 27, 2018
- Deadline for Appeal of Proposed Award: October 4, 2018
- Approval of Contract Award by Assembly: October 1, 2018

SCOPE OF WORK

The Borough is seeking to contract with a consultant to review and assess the Borough's current compensation and benefit plan for 71 union and non-union job classifications; to conduct a comprehensive comparability study and recommend revisions; and to review and assess the Borough's Position Evaluation System (PES) and recommend changes. The scope of services include:

- Review and assessment of the Borough's Position Evaluation System (PES) with recommended changes, which will consider and may include the following and other factors: experience, education, responsibility, complexity of duties, supervision received and exercised and consequences of error. The PES shall be constructed in a manner to maintain appropriate internal equity.
- A comprehensive survey of comparable employers using not only job titles, but also duties and responsibilities for 71 union and non-union job classifications within the Borough.
- An analysis of how the Borough compensation plan compares with similarly situated labor market employers. The total compensation plan considered shall include, but is not limited to: base salary, retirement, health insurance, holidays, floating holidays, and paid time off.
- Salary recommendations for each classification within the study based on external market place data as well as internal equity.
- Recommended adjustments to Borough pay scales and the salary ranges for 71 job classifications based on salaries offered by similarly situated employers and reflecting recommended changes to the PES.
- Placement of approximately 101 employees on proposed pay scales.
- Three implementation options outlining the advantages, disadvantages and fiscal impact of each alternative.
- The final study shall demonstrate methodology.
- Presentation of the final study to the Borough Assembly.

PROPOSAL CHECKLIST

This Proposal Checklist is a summary of the forms and materials required as part of your firm's proposal. Respondents are urged to thoroughly read the entire proposal. It may be helpful to use this checklist to help ensure compliance with the submission requirements.

Place a check mark (✓) in the box next to each qualification when completed.

PROCEDURAL QUALIFICATIONS

- Respondents must register as indicated in this solicitation.
- Proposals must be received in the Office of the Borough Clerk no later than the date and time indicated in solicitation.

FORM AND CONTENT OF PROPOSALS

- Proposals must be in a sealed envelope or box clearly marked with the name of the project on the outside of the envelope or box in order to be considered responsive.
- The proposal (exclusive of the price-proposal component) must be submitted.
- At least three printed copies of the proposal (exclusive of the price-proposal component) are requested for the convenience of the Borough (one of the copies should be suitable for copying, specifically it should not be bound and it should be printed on one side of 8.5-inch by 11-inch white paper).
- At least one copy of the complete proposal (exclusive of the price-proposal component) in electronic format (MS Word or text-searchable PDF-document on a CD) is requested for the convenience of the Borough.
- Respondents must list and acknowledge receipt of each Addendum on the Proposal Documentation form by signing in the space provided and listing the date that it was received.
- Respondents must fill out the Subcontractors List included in the Proposal Documentation indicating the name(s) of any anticipated subcontractors for the proposed project. Use multiple pages if necessary. For portions of the work where a subcontractor will be selected by competitive proposals at a later date enter the type of Work to be subcontracted followed by "To be Determined". For example: "Electrical – To Be Determined". **If the use of subcontractors is not anticipated, "N/A" or "NONE" is to be written on the form.**
- The Proposal Documentation Forms must be signed by an individual authorized to bind the respondent. All proposers, other than individuals, must include evidence of authorization to sign on behalf of the corporation, partnership, limited liability Company, or other organization. Failure to provide evidence of authority to sign on behalf of the respondent will not be grounds for rejection if the Borough is able to confirm the authority of the signer to bind the respondent.

- The Price Proposal must be submitted in a separate sealed envelope marked as the price proposal component. The separate sealed and marked envelope containing the price proposal must be placed within the sealed envelope or box containing the proposal. Price proposals must be submitted on the forms supplied.
- One electronic copy (CD) of the Price Proposal is requested for the convenience of the Borough. If provided, the CD must be included in the separate sealed envelope marked as the price proposal component.
- Proposals must respond directly to the evaluation criteria for this project as specified in the Select Criteria Section and must include the contents specified in the Proposal Content and Format section. (Note: The determination whether a proposal responds directly to the evaluation criteria for this project will not be made by the Borough Clerk or designee at the time of the opening of the proposals. Instead the Proposal Review Team or the Borough Manager will, during the proposal review process, determine whether each proposal responds directly to the evaluation criteria.) Proposals that do not meet that requirement will be considered non-responsive.

Completion of this checklist does not guarantee that a proposal will be considered to be responsive. The checklist is provided strictly as a courtesy to respondents.

PROPOSAL DOCUMENTATION FORMS

**CLASSIFICATION AND COMPENSATION STUDY
FOR THE KETCHIKAN GATEWAY BOROUGH**

Award of Project. The Borough shall have the right to reject this proposal and such proposal shall remain open and may not be withdrawn for a period of sixty (60) days after the date prescribed for its closing.

Notice of Acceptance. Notice of acceptance and award of the project or requests for additional information may be addressed to the undersigned Respondent at the business address set forth in this proposal.

Minimum Standards. The required work and/or specifications attached herein shall be considered as the minimum standards acceptable to the Borough. Any deviations, modifications, or alternatives proposed shall be specified and clarified by the respondent on the provided form as an EXCEPTION SUMMARY. Insufficient information pertaining to exceptions shall be at the respondent’s risk and may result in rejection of the proposal.

Respondent certification.

By signature on this proposal documentation, the undersigned respondent certifies that:

- A. The respondent will comply will all insurance requirements in this RFP;
- B. The respondent will comply with all applicable local, state, and federal laws, including but not limited to, wage and hour laws and non-discrimination laws;
- C. The respondent will comply with all terms and conditions set out in this RFP;
- D. The respondent’s proposal was independently arrived at, without collusion, under penalty of perjury; and
- E. The proposal will remain open and valid for at least 60 days from the closing date of the RFP.

Receipt of Addenda. Receipt of the following Addenda to the RFP Documents is hereby acknowledged.

ADDENDUM NO.	DATE OF RECEIPT OF ADDENDUM	SIGNED ACKNOWLEDGMENT
1	_____	_____
2.	_____	_____
3.	_____	_____

(Note: Failure to acknowledge receipt of each addendum will be considered an irregularity and will result in rejection of the proposal.)

RESPONDENT:

By: _____

Title: _____

Alaska Business License No. _____

Company/Firm Name _____

Telephone _____

Fax No. _____

Mobile No. _____

Business Address _____

Email _____

Pursuant to and in compliance with the Request for Proposals, the undersigned respondent, being fully familiarized with all the terms of the specifications hereby proposes and agrees to deliver, within the time and in the manner stipulated in the proposal for the following:

**CLASSIFICATION AND COMPENSATION STUDY
FOR THE KETCHIKAN GATEWAY BOROUGH**

Signature of Individual Authorized to Bind the Respondent

Printed Name and Title of Individual Authorized to Bind the Respondent

Date

SUBCONTRACTOR LIST

SUBCONTRACTORS: The respondent may not subcontract greater than fifty percent of this project without prior written approval of the Borough. List all subcontractors who will be providing greater than 5 percent of the project work and an approximate percentage of their individual participation by discipline. **” If the use of subcontractors is not anticipated, “N/A” or “NONE” is to be written on the form.** Use additional copies of this form as needed.

SUBCONTRACTORS:

Company/Firm Name _____

Estimated percentage of subcontractor’s participation by discipline _____

Telephone _____

Fax No. _____

Business Address _____

Company/Firm Name _____

Estimated percentage of subcontractor’s participation by discipline _____

Telephone _____

Fax No. _____

Business Address _____

Company/Firm Name _____

Estimated percentage of subcontractor’s participation by discipline _____

Telephone _____

Fax No. _____

Business Address _____

INDIVIDUAL ACKNOWLEDGMENT (If applicable)

STATE OF _____)
) ss.
_____ JUDICIAL DISTRICT)
COUNTY OF _____)

THIS IS TO CERTIFY that on this _____ day of _____, 2018, before me, the undersigned, a Notary Public in and for the State of _____, duly commissioned and sworn, personally appeared _____ to me known to be the person(s) described in and who executed the foregoing instrument, and acknowledged to me that he/she/they signed the same freely and voluntarily for the uses and purposes therein mentioned.

WITNESS my hand and official seal the day and year in this certificate above written.

(Seal)

NOTARY PUBLIC FOR _____
My Commission Expires: _____