

KETCHIKAN GATEWAY BOROUGH REQUEST FOR PROPOSALS

RELEASE DATE: January 5, 2022

THIS IS NOT AN OFFER

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

DESIGN, ENGINEERING AND PROJECT MANAGEMENT SERVICES FOR PHASE A OF THE KETCHIKAN INTERNATIONAL AIRPORT TERMINAL AREA EXPANSION

A copy of the Request for Proposals (RFP) documents may be requested through Amy Briggs, Borough Procurement and Contracts Officer at amyb@kgbak.us or through a phone request at 907-228-6637. 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.

Pre-Proposal Conference: A mandatory pre-proposal conference will be held at 2:00 PM on January 21, 2022 at the Ketchikan International Airport Terminal Building, 1000 Airport Terminal Way, Ketchikan, Alaska.

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, February 15, 2022.



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

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 RFP; 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

The proposal must 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.

Proposal

The proposal 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 in electronic format) of the 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.

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: 907-228-6698
E-mail: amyb@kgbak.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 Procurement Manager before the Borough will issue a notice to proceed. 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.

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.

Comprehensive automobile liability, bodily injury and property damage, including all owned, hired and non-owned, automobile - \$1,000,000 per each accident.

Professional liability insurance covering errors and omissions at \$1,000,000 per claim.

LABOR AND WAGE RATES: Respondents must comply with all State of Alaska Department of Labor and Workforce Development Labor Laws and Wage Rates as specified in AS 36.05.010 and AS 36.10, as applicable.

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 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.

EVALUATION CRITERIA

1. FIRM QUALIFICATIONS

- A. List proposed primary design team and any other staff intended to providing supporting services under this contract. Briefly describe their qualifications, experience, training, certifications, or licenses related to these services. Proposals shall demonstrate a thorough understanding of the Airports structure and operations.
- B. Describe how your firm will approach this contract if selected, how your firm will conduct the project management portion of the project, and available resources for performance of the work.
- C. Describe your understanding of the project and its objectives.
- D. Are there any elements of the scope of work that will require subcontractor(s)? If so, please list which services they will be performing and their relevant qualifications.

2. RELEVANT PROJECT EXPERIENCE

- A. Discuss past project experience similar to this project. List a minimum of three projects for which your firm has performed these like services.
- B. Discuss past project experience phasing similar projects in order to minimize disruption of vendor operations, air traffic, and terminal passenger congestion during all phases of construction.
- C. Provide at least three relevant Owner references including contact persons and current telephone numbers.

3. WORKLOAD AND RESOURCES

- A. Provide current and potential time commitments and staff availability, and any projects that may necessitate recusal for reasons of potential conflict of interest, and their projected completion date.
- B. Discuss the adequacy of support personnel, facilities and other resources necessary to provide their services as required.

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.

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	POINTS
	Firm & Individual Qualifications, Experience, Workload and Resources: Evaluation will examine the Contractor's qualification, experience and resources in conducting the Project. The maximum total score is 100 points.	
1.	FIRM QUALIFICATIONS :	
	a) List proposed Engineer and any other staff intended to providing supporting services under this contract. Briefly describe their qualifications, experience, training, certifications, or licenses related to these services. Proposals shall demonstrate a thorough understanding of the Airports structure and operations.	10
	b) Describe how your firm will approach this contract if selected, how your firm will conduct the project management portion of the project, and available resources for performance of the work.	10
	c) Describe your understanding of the project and its objectives.	15
	d) Are there any elements of the scope of work that will require subcontractor(s)? If so, please list which services they will be performing and their relevant qualifications.	10
2.	RELEVANT PROJECT EXPERIENCE:	
	a) Discuss past project experience similar to this project, and projects performed on behalf of the Airport that indicate experience with the Airports operations. List a minimum of three projects for which your firm has performed these like services.	20

	EVALUATION CRITERIA	POINTS
	b) Discuss past project experience phasing similar projects in order to minimize disruption of vendor operations, air traffic, and terminal passenger congestion during all phases of construction.	15
	c) Provide at least three relevant Owner references including contact persons and current telephone numbers.	10
3.	WORKLOAD AND RESOURCES:	
	a) Provide current and potential time commitments and staff availability, and any projects that may necessitate recusal for reasons of potential conflict of interest, and their projected completion date. Adequacy of support personnel, facilities and other resources necessary to provide their services as required	10

PROJECT OVERVIEW

PROJECT

Request for Proposals for Design, Engineering and Project Management Services for Phase A of the Ketchikan International Airport Terminal Area Expansion.

PROJECT BACKGROUND AND INFORMATION

The Ketchikan International Airport (KIA or the airport), is a state-owned, Ketchikan Gateway Borough (Borough) operated, public-use airport. The Airport provides a safe operating environment for all classes of aircraft, including small general aviation aircraft, floatplanes, corporate business jets, and commercial service aircrafts. The airport is located on Gravina Island, just west of Ketchikan on the other side of the Tongass Narrows with no direct road access, requiring five-minute ferry ride, scheduled every 30 minutes, for passengers to access the airport from town and vice versa.

The 30,419 square foot passenger terminal building was built in 1973 and remodeled in 2004. It is a two story facility containing airport administration offices, Federal Aviation Administration (FAA) Flight Service offices, airline tickets counters, rental car counters, baggage claim with one carousel, a sit down bar and snack bar, and gift store. The terminal accommodates one passenger boarding bridge and passenger ground boarding access.

The airport is considered a non-hub, commercial service air carrier airport and is currently served by three airlines (Alaska, Delta, and Island Air Express) providing commercial air services to 13 destinations during the peak summer travel period. Alaska Airlines provides

nine flights in the summer months and six flights in the winter months. Alaska Airlines also provides year-round dedicated air cargo flights. Delta Airline operates one flight daily in the summer months and Island Air Express offers multiple daily commuter flights to Klawock, AK on Prince of Whales Island. The airport is the primary gateway for travelers.

KIA sees over 100,000 enplanements annually, with 2019 enplanements reaching over 137,000. Passenger demand is expected to increase to over 200,000 enplanements by 2038. The compound annual growth rate since 2012 is 4.9%. Additionally, the air carriers operating at the airport have moved to the next generation aircraft resulting in higher peak hour volumes during the day.

To address the congestion issues resulting from the rapid growth of the airport's traffic, the Borough contracted with Mead & Hunt, Inc. to conduct a Terminal Area Plan. The plan examined alternative development options for increasing terminal area capacity both through a rehabilitation of the existing terminal building and through an expansion of the terminal building. The plan provided an in-depth evaluation of the hold rooms, ticket lobby, airline operational areas, baggage handling and baggage claim areas and public circulation space in the terminal area and landside facilities.

The full and comprehensive Terminal Area Plan can be downloaded directly from the Borough's website: <https://www.kgbak.us/897/Terminal-Area-Plan>

The plan includes, but is not limited to, an inventory of existing facilities, long-range aviation forecasting, aircraft and passenger demands and terminal needs, environmental overview, and financial analysis.

Per the Terminal Area Plan, the airport terminal building should be twice its size to accommodate 2019 passenger levels. The security-screening checkpoint is undersized and poorly configured, the terminal and apron have numerous crossflow circulation issues that are a potential safety hazard for passengers, and there is inadequate room for social distancing requirements. There are also safety hazards related to passengers ground boarding aircraft on the apron, which will be addressed with the installation of an additional passenger boarding bridge.

Phase A of The terminal expansion is the first of three phases and is expected to correct the majority of near term growth issues by increasing the size of the terminal from 30,419 square feet to approximately 47,000 square feet.

The Terminal expansion includes, but is not limited to:

- Separate stairwell/elevators for passengers moving up and down.
- Relocates security-screening checkpoint (SSCP) to first floor and provides an improved layout.
- Moving SSCP allows for hold room and circulation space improvements on second floor.
- Adds TSA office space adjacent to SSCP.

- Adds a second jet bridge.
- Provides separate first floor hold room space for air taxi passengers.
- Provides concrete hard stands for three commercial aircraft at one time to accommodate peaks.

PROJECT GOALS

The terminal expansion must be designed and constructed in a manner that:

- Promotes substance, quality, and function of the facility over form;
- Ensures long-life of the facility;
- Minimizes the cost of operation (e.g., promotes energy efficiencies);
- Minimizes the cost of maintenance and repair of the center;
- Develops the project plan to minimize disruption schedules to avoid making a portion of the facility inoperative due to construction, and preventing extra costs resulting from improper project scheduling;
- Ensures proper security measures are in place at all times;
- Anticipates and accommodates growth, including all future phases identified in the Terminal Area Plan; and
- Enhances the passenger experience.

The project is one of the largest facility projects to happen in Ketchikan in recent years and represents an investment of an estimated \$24 million in principal through several funding sources. As such, the Borough's goals also include completion of the project within budget, on time, and without litigation or other conflict.

PROJECT DESCRIPTION

The conceptual scope of the project is outlined below:

- Terminal Building Components (\$23.1M):
 - Passenger and baggage screening/security
 - Passenger screening
 - Passenger screening queuing
 - Passenger recomposure area
 - TSA office/break/training area
 - Departure areas
 - Departure lounge/holdroom
 - Boarding walkway
 - Concessions
 - Vending
 - Public areas:
 - Vertical circulation
 - Public circulation
 - Public restrooms
 - Support areas
 - Non-public circulation
 - Site costs
 - Demolition/phasing

- Landside site costs
 - Airside site costs
- Terminal equipment
 - Passenger boarding bridges
 - elevators
- Covert commercial Apron from Asphalt to Concrete (\$976,000)

PROJECT SITE

Ketchikan International Airport Terminal Building located at 1000 Airport Terminal Way, Ketchikan, Alaska.

PROJECT FUNDING

The project is estimated to cost \$24 million to complete. The funding sources for the project depend on many factors, including FAA Airport Improvement Program (AIP) project eligibility and availability of AIP funds, Passenger Facility Charge (PFC) debt proceeds, PFC Pay-Go funds, airport cash reserves, potential unexpected availability of other financing sources, and the priorities for scheduling project completion.

Additional information on project costs can be found in Mead & Hunt’s Terminal Area Plan: Appendix 3, Financial Implementation Plan Update:

<https://www.kgbak.us/DocumentCenter/View/8939/Z---Appendix-3---Updated-Financial-Implementation-072821>

PROJECT SCHEDULE

Note: *Project schedule may change after closing*

- Request for Proposals Issued: January 5, 2022
- Pre-Proposal conference/site visit January 21, 2022
- Deadline for questions, objections, or protests relating to defects, errors, omissions regarding the project or this RFP Noon/January 28, 2022
- Proposals Due: 2:00 pm, February 15, 2022
- Proposal Review Meeting: February 17, 2022
- Interviews (If held): February 18, 2022
- Approval of Contract Award by Assembly: March 7, 2022

The notice to proceed for design of the terminal expansion is anticipated to be issued late January, pending Assembly approval of the design and project management contract in March 2022. The preliminary project schedule calls for a Guaranteed Maximum Price Contract Award based on 100% construction documents June 2023. Construction planned to begin in fall 2023 and is expected to be completed within 18 months.

Project Approach

The Borough intends to use the Construction Manager/General Contractor – Best Value (CM/GC BV) delivery approach for pre-construction and construction of this project. The

project team will include the design firm hired through this solicitation, a CM/GC BV Construction Contractor hired at the completion of Schematic Design, and Project Manager. The project team shall report directly to the Airport Manager.

SCOPE OF WORK

The Borough is seeking proposals from qualified firms or a team of professionals licensed and authorized to practice in the State of Alaska, to provide architectural and engineering service for a terminal area expansion at the Ketchikan International Airport.

The selected design team is expected to have adequate staffing to produce layout/conceptual design options, final construction bid documents and project administration for the terminal expansion.

It is critical the design team phase the project appropriately to minimize disruption to schedules in order to avoid making a portion of the facility inoperative due to construction, and preventing extra costs resulting from improper project scheduling. It is also critical that proper security measures are in place and followed according to FAA regulations.

Design Scope:

Phase 1: Schematic/Layout Plan

1. Geotechnical, civil, and structural engineering investigation as needed to confirm suitability for construction.
2. The design team will work with the Borough and selected stakeholders to develop program documents and 35% schematic design documents. Schematic Design documents including cost estimate will be provided to the Borough and State of Alaska Department of Transportation (DOT) for review and approval prior to continuation to the Design Development phase of the project.

Phase 2: Permitting/Design

1. Permitting – The design team will work with agencies, such as but not limited to, FAA, ACOE, State of Alaska Fire Marshall, EPA, and DEC to secure proper permitting is in place.
2. Safety – The design team will prepare a Construction Safety and Phasing Plan.
3. Design Development Services – The design team will develop 65% design documents. This scope includes coordination with the selected CM/GC BV construction contractor's preconstruction services efforts including value engineering, constructability reviews and reconciliation of construction cost estimates with A/E estimate. Design development documents including cost estimate will be provided to the project team and DOT for their review and approval prior to continuation to the Construction Documents phase of the project.

4. The Project Manager will assist the Borough with selection of the CM/GC.

Phase 3: Final Design

1. Construction Documents for Complete Facility – The design team will prepare 95% design review documents plus 100% Construction documents. Includes coordination with the selected CM/GC BV construction contractor's preconstruction services efforts including value engineering, constructability reviews and reconciliation of construction cost estimates with A/E estimate. 95% design review documents and 100% construction documents including cost estimate will be provided to the project team and DOT for their review and approval prior to continuation to the construction phase of the project.
2. Specifications for facility FF&E.

Phase 4: Closeout

1. Commissioning Plan and Administration.
2. Project closeout.
3. Approval of O&M and warranty documents.
4. Provide As-Built drawings in both AutoCAD and PDF electronic formats.

Project Management Scope:

1. Project Administration – project administration services will include but are not limited to coordinating weekly meetings and site visits, submittal review and coordination, RFI responses, RFP review and recommendations, supplemental design instructions as necessary, pay estimate review, final inspections and punch listing, and O&M Manual review and approval.
2. Review proposals and submittals to ensure compliance with required specifications, laws, and applicable regulatory criteria.
3. Negotiating, preparation, and oversight the CM/GC Construction Contract.
4. Provide Construction Management and Administrative services, in part, through a qualified representative, whether it be a residential or off-site.
5. Assist with procurement of Special Inspection services.
6. Manage the Special Inspections program.
7. Ensure that the project meets the Borough's goals outlined in this RFP.

8. Keep the Borough fully informed regarding the status of the project (e.g., budget, schedule, etc.) through:
 - a. written weekly reports;
 - b. special reports to be made immediately in the event of any major unanticipated occurrence or concern;
 - c. semi-monthly meetings during the pre-construction phase;
 - d. weekly meetings during the construction phase; and
 - e. meetings immediately in the event of any major unanticipated occurrence or concern.

Reimbursable expenses may only include document printing costs and travel expenses. Any other reimbursable must be preapproved. Reimbursable expenses will be paid at cost plus 10%. No compounding will be allowed for subcontractor reimbursable costs.

REFENENCES

The recommendations for meeting future facility requirements have been developed using the consultant, Mead & Hunt's prior experience with references for airport terminal planning and design, include the following:

- 14 Code of Federal Regulations (CFR) Part 77: Safe, Efficient Use and Preservation of Navigable Airspace;
- FAA Advisory Circular 150/5070-6B: Airport Master Plans;
- FAA Advisory Circular 150/5360-13A: Airport Terminal Planning and Reference Materials;
- Airport Cooperative Research Program (ACRP) Report 25: Airport Passenger Terminal Planning and Design and References;
- Airport Cooperative Research Program (ACRP) Report 54: Resource Manual for Airport In-Terminal Concessions;
- Airport Cooperative Research Program (ACRP) Report 130: Guidebook for Airport Terminal Restroom Planning and Design;
- TSA Checkpoint Requirements and Planning Guide, December 17, 2018; and
- TSA Planning Guidelines and Design Standards for Checked Baggage Inspection Systems, Version 6.0.

COORDINATION WITH PROJECT TEAM

Once a Design firm is selected, the Borough plans to proceed immediately with solicitation of project management service. Strong collaboration is expected between the design team, project team, construction team, FAA, DOT and any other agency as determined to be in the best interest of the Borough.

REFERENCES

- Mead & Hunt, Inc. Ketchikan International Airport Terminal Area Plan:

<https://www.kgbak.us/897/Terminal-Area-Plan>

- Ketchikan Gateway Borough, Airport Drawings:
<https://www.kgbak.us/DocumentCenter/Index/439>
 - 2004 Ketchikan International Airport Remodel Drawings
 - Airport Terminal Architectural
 - Airport Terminal Civil
 - Airport Terminal Electrical
 - Airport Terminal Mechanical
 - Airport Terminal Structural
 - Flight Service Station Fire/Life Safety Interior Upgrades
 - Underground Utility Plans 1973
 - 2006 State of Alaska Ketchikan Airport Terminal Drawings (2013-09-11-SOA Airport Terminal)
 - Delta Airlines As-Builts
 - Airport Terminal 1972
 - Ketchikan Airport Underground Electrical Utility System 1972
 - 2003 Airport Master Plan ADOTPF

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 must be submitted.
- At least three printed copies of the proposal 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 in electronic format (MS Word or text-searchable PDF-document in electronic format) 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.

- 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

DESIGN, ENGINEERING AND PROJECT MANAGEMENT SERVICES FOR PHASE A OF THE KETCHIKAN INTERNATIONAL AIRPORT TERMINAL AREA EXPANSION

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:

**DESIGN, ENGINEERING AND PROJECT MANAGEMENT SERVICES FOR PHASE A
OF THE KETCHIKAN INTERNATIONAL AIRPORT TERMINAL AREA EXPANSION**

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 _____

PARTNERSHIP ACKNOWLEDGMENT (if applicable)

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

On this _____ day of _____, 2021, before me appeared _____ and _____ to me personally known, who, being by me duly sworn, did say that they are the Partners of _____, a _____ (State) Partnership and that said instrument was signed on behalf of said Partnership and said partner acknowledged said instrument to be the free act and deed of said Partnership.

NOTARY PUBLIC

Notary Public, State of _____
My Commission Expires _____

(SEAL)

