

KETCHIKAN GATEWAY BOROUGH REQUEST FOR PROPOSALS

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

ADDENDUM NO. 2

RELEASE DATE: January 28, 2022

THIS IS NOT AN OFFER

This addendum forms a part of and modifies the Request for Proposal (RFP) as follows. Failure to acknowledge the addendum in the space provided in the proposal may result in a rejection of your bid.

Questions and Clarifications:

Question No. 1: RFP page 2 states: "Couriers should be given clear and accurate instructions in terms of the deadline and location for delivery of proposals." If we are mailing our proposals via Fed Ex/UPS what are the clear and accurate instructions, we should be providing them?

Answer No. 1: There are no additional instruction other than to deliver by the required date and time, to the correct address and proper suite number listed in the RFP.

Question No. 2: Page 4 paragraph 2: "For each managing member of the team.." What is considered a managing member?

Answer No. 2: The Borough would like to know any lead team members you plan to staff the project with. These would be the higher-level staff members on your team.

Question No. 3: The evaluation criteria on page 8 and pages 9-10 do not match exactly, should we follow what is on page 8 or what is on pages 9-10?

Answer No. 3: Follow the Evaluation Criteria beginning on page 9, listed inside the table that assigns points to each criterion.

Question No. 4: Who will participate on the Proposal Review Team?

Answer No. 4: The Proposal Review Team has not yet been confirmed.

Question No. 5: Will there be a Terminal Design committee that the design team will report to?

Answer No. 5: Yes. The team will be determined in the initial planning phase.

Question No. 6: Did the 2001, and subsequent remodels abate all hazardous materials?

- Answer No. 6: Yes, it is assumed that all hazardous materials have been abated, however, there isn't documentation to support this.
- Question No. 7: Is a hazardous materials survey required in the scope of work?
- Answer No. 7: A site assessment should be conducted to determine site conditions and environmental conditions or issue, i.e. abandoned underground storage tank, existing utilities, HVAC, fire protection systems, building control systems, etc.
- Question No. 8: Will the airlines (AK Air, Delta, Island Air, Taquan, etc.), KVB, Chamber of Commerce, tourism companies, or anyone else be involved as Stakeholders in the project as the design is refined?
- Answer No. 8: The project team will be determined in the initial planning phase.
- Question No. 9: Will the consultant be asked to make public presentations to Borough Assembly and other groups in the Community?
- Answer No. 9: Yes, the consultant will be required to make periodic presentations to the assembly.
- Question No. 10: According to the Mead Hunt documents, JYL did a facility condition survey, which was supposedly attached to one of the reports to the Borough. It is not in the online documents... Can the Borough post It?
- Answer No. 10: The Ketchikan International Airport Condition Study can be found below the Terminal Area Plan Appendixes on the Borough website:
<https://www.kgbak.us/897/Terminal-Area-Plan>
- Question No. 11: Has the Borough finalized/secured funding for Phase A?
- Answer No. 11: Staff proposes to utilize Airport reserves to fund the design portion of the project. Construction funding has not yet been secured.
- Question No. 12: We look forward to submitting a proposal that addresses each of the criteria with a thoughtful, detailed response. Would the borough consider expanding the page count for the Response to Criteria to 10 or 15 pages?
- Answer No. 12: Yes. Thoughtful responses will not be docked points due to length.
- Question No. 13: In reference to the Evaluation Criteria, Section 1. Firm Qualifications: Please clarify the requirements for criteria B and C. Is the borough looking for a detailed Project Work Plan or narrative, that outlines major milestones, project phases and deliverables?
- Answer No. 13: Evaluation Criteria Section 1. b) and c) state the following along with the Boroughs intent.

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.

Staff would like to know how your firm will approach the project phasing and scheduling; how your firm proposes to provide project management services (full-time on-site or remote/commuting, etc.); and if you have sufficient staff and/or subcontractors to successfully run the project.

c) Describe your understanding of the project and its objectives.

Staff would like proposers to state their understanding of what they believe the goals of the project are.

Question No. 14:

On page 16 of the RFP, it states, "Once a Design firm is selected, the Borough plans to proceed immediately with solicitation of project management service." Based on that statement, is the Borough intending to issue a separate RFP for Project Management Services, separate from the project management services identified in the current RFP?

Answer No. 14:

No. RFP language revised as follows:

COORDINATION WITH PROJECT TEAM

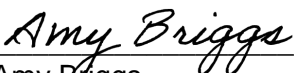
~~Once a Design firm is selected, the Borough plans to proceed immediately with solicitation of project management service.~~ Strong collaboration is expected between the design and ~~team~~, project team, construction team, FAA, DOT and any other agency as determined to be in the best interest of the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

Question No. 15:

Will the Borough consider selecting multiple specific proposals allowing design and engineering teams to propose on design and engineering services, and project management firms to propose specifically on project management services as the owner's representative?

Answer No. 15:

No. Staff intends to accept one proposal for one design, engineering and project management team.



Amy Briggs
Procurement Officer