

MUNICIPALITY OF ANCHORAGE
PORT OF ALASKA
PORT OF ALASKA MODERNIZATION PROGRAM
DESIGN/BUILD SERVICES FOR
HELIPAD AND ACCESS ROAD
REQUEST FOR PROPOSAL NO. 2026P002



Municipality of Anchorage
Port of Alaska
1871 Anchorage Port Road
Anchorage AK 99501

Municipality of Anchorage

Port of Alaska

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***** THIS REQUEST FOR PROPOSAL REQUIRES THE SUBMISSION
OF A BID BOND! *****

**BID BONDS CANNOT BE RECEIVED THROUGH BIDEXPRESS!
REGARDLESS OF HOW YOU PLAN TO SUBMIT YOUR PROPOSAL
(SECTION 2.5) PLEASE PLAN TO MAIL OR HAND DELIVER YOUR
BID BOND BY THE DUE DATE AND TIME. ALL BID BONDS MUST
BE IN A SEALED ENVELOPE CLEARLY MARKED WITH THE
SOLICIATION NUMBER.**



Purchasing

MUNICIPALITY OF ANCHORAGE

The Municipality of Anchorage Purchasing Department is pleased to announce that we have begun using the Bid Express® service at www.bidexpress.com.

Electronic bid submission:

- allows for digitally-signed bids
- eliminates costs for delivery of bid packages
- provides error checking and alerts to omissions before submission
- easily accommodates last-minute changes and price cuts
- automates email notifications to alert vendors of solicitation postings and solicitation changes.

If you are not a current user, please register for a free vendor account to reference the Municipality of Anchorage's upcoming advertisements.

For more information about the service, please refer to the Bid Express service's Knowledge Center here to get started.

For technical assistance, please call the service's Customer Success team at 888-352-2439, available Monday - Friday from 7:00 am – 8:00 pm (EST). You can also email them at bidexpress.support@infotechinc.com

Additional information and notices of solicitation opportunities will be posted on the Purchasing webpage at Muni.org.

Municipality of Anchorage

Port of Alaska

PORT OF ALASKA MODERNIZATION PROGRAM

DESIGN/BUILD SERVICES FOR

HELIPAD AND ACCESS ROAD

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Municipality of Anchorage

Port of Alaska

**PORT OF ALASKA MODERNIZATION PROGRAM
DESIGN/BUILD SERVICES FOR
HELIPAD AND ACCESS ROAD**

REQUEST FOR PROPOSAL NO. 2026P002

**SECTION I
Request for Proposal**



Mayor Suzanne LaFrance
Municipality of Anchorage
-- Purchasing Department --

June 17, 2026
REQUEST FOR PROPOSAL - RFP 2026P002

Port of Alaska Modernization Program
Design/Build Services for Helipad and Access Road

The Municipality of Anchorage is an equal opportunity employer. Enclosed is pertinent information for use in preparing your proposal.

Site Visit:	10:00 A.M. Local Time June 30, 2026
	Location : 1871 Anchorage Port Rd, Anchorage, AK 99501.
	(Port of Alaska security requires Government Issued ID)
Pre-Proposal Conference:	1:30 P.M. Local Time, June 30, 2026
Questions Due Date:	12:00 Noon Local Time, July 2, 2026
RFP Proposals Due:	12:00 Noon Local Time, July 16, 2026

Electronic Submission through BidExpress at Bid Express: Municipality of Anchorage or submission through Sealed Envelope with ONE SIGNED ORIGINAL, single sided, unbound, of your proposal and, a flash-drive containing a PDF copy of the complete proposal, including attachments must also be provided.

If applicable, the Call-In phone number for Pre-Bid Conferences is 907-343-6089. Conference lines are opened 5 minutes prior to the Pre-Bid Conference times. To attend meetings in-person; you may do so at 632 W. 6th Avenue, Suite 520, Anchorage, AK 99501. FOR AUXILIARY AIDS, SERVICES, OR SPECIAL MODIFICATIONS TO PARTICIPATE PLEASE CONTACT THE PURCHASING DEPARTMENT TO REQUEST REASONABLE ACCOMMODATIONS AT 907-343-4590; OR wwpur@muni.org

For further information contact Purchasing at (907) 343-4590 or email wwpur@muni.org. All correspondence should include the RFP number and title.

The Municipality of Anchorage reserves the right to reject any and all proposals and to waive any informalities in procedures.

Sincerely,

Melanie A Clark
Senior Construction Buyer

**MUNICIPALITY OF ANCHORAGE
PORT OF ALASKA MODERNIZATION PROGRAM
DESIGN/BUILD SERVICES FOR HELIPAD AND ACCESS ROAD
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1.0 GENERAL INFORMATION

1.1 Purpose

The Municipality of Anchorage (MOA) is soliciting proposals from qualified vendors to provide design and construction services for the Port of Alaska Modernization Program (PAMP) Helipad and Access Road (herein referred to as "Project."). Only one Contract will be awarded under this Request for Proposal (RFP). Included in this RFP are instructions governing the proposal requirements, a description of the work to be performed, evaluation criteria, and other requirements to be met by each Proposer. Rules governing selection of the D/B Contractor are provided in Section 2 of this RFP.

The purpose of this RFP solicitation is to select a Design/Build (D/B) Contractor (D/B Contractor) for the design and construction of the Port of Alaska (POA) Helipad and Access Road that is in the best interest to the MOA. Proposals shall consist of (1) a Technical Proposal, including items required per Section 4.4 of this RFP, and (2) a Cost Proposal indicating all costs necessary to complete the Work outlined in this RFP.

This D/B delivery method will require full design and construction services necessary to construct the POA Helipad and Access Road, including grading for positive drainage, retaining wall construction, subgrade preparation, paving, and striping.

1.1.1 Procurement Overview

This D/B solicitation is expected to be a request for proposals using a selection method that combines a quality-based technical component with a cost

component. The MOA will reserve the right to interview proposers at any time during the selection process.

The Work presented in this RFP consists of furnishing all design services, labor, equipment, materials, supervision, and other facilities necessary to complete the Work set forth in the terms of the Contract. The work includes, but is not limited to, successfully completing the following:

- Design services, including all civil, environmental, and surveying, necessary for proper construction of the helipad and access road.
- All labor, equipment, material, and supervision to prepare the subgrade, provide positive drainage, construct a retaining wall, and construct the helipad and access road.
- Permitting (with exception of U.S. Army Corps of Engineers Nationwide Permit), construction administration, and closeout. It should be noted that a portion of this road falls within an existing MOA Right of Way that will require an MOA Right of Way permit obtained by the Contractor prior to construction.

1.2 Specifications, Codes, Ordinances, and Standards

All work shall be performed in accordance with the Contract, which includes the most current versions of the MOA Standard Specifications (hereinafter referred to as MASS), and MASSB General Conditions, as herein revised and supplemented and integrated with general conditions for design/build.

The design will follow UFC 3-260-01, Airfield and Heliport Planning and Design, which governs DoD heliport layout and design criteria, including guidance for clear zones, safety areas, and Accident Potential Zones (APZs). Where other statutory or regulatory requirements apply, the more stringent standard will govern. FAA AC 150/5390-2D, Advisory Circular - Heliport Design, will not be applied, as its requirements are less stringent than those of UFC criteria; however, the wind cone will need to conform with the standards set upon the AC/535-27, Specification for Wind Cone Assemblies.

The access roadway will be designed in accordance with the Municipality of Anchorage Design Criteria Manual, Chapter 1: Streets, and will also comply with AASHTO standards for pavement design and materials for HS25 wheel loading.

All Work under this Contract shall comply with the latest edition of all applicable codes, ordinances, standards, and all associated addenda.

1.3 Program Background

The PAMP will replace Anchorage's aging docks and related infrastructure to:

- Improve operational safety and efficiency.
- Accommodate modern shipping operations.
- Improve resiliency - to survive extreme seismic events and sustain ongoing cargo operations.

The PAMP is currently focused on the replacement of the existing general cargo docks. The replacement effort is urgently needed due to severe corrosion of the foundation piles and deteriorating structural conditions at the Port of Alaska's (Port's) Terminals 1, 2 and 3, which serve the containerized cargo trade, heavy-sealift, cruise ship, and military sealift activities.

The proposed helipad and access road are situated on the existing North Extension area of the POA facility which is being developed as a component of the PAMP. This project is expected to be funded from federal, state, and/or local sources and will require compliance with the Build America, Buy America (BABA) Act. The Helipad and Access Road is being designed and constructed to support military operations through the POA. The development of the North Extension and construction of the new terminals will be completed under separate contracts. The D/B Contractor shall also be advised that there are multiple adjacent construction projects that will require specific design and construction coordination efforts. These are the Terminal 1 Replacement Project (laydown area is located on the North Extension), the Terminal 1 Substation/Battery Energy Storage System (BESS) Project, and the Storm Drain 1 & 2 Replacement Project.

1.4 Anticipated Project Timeline

Subject to change, the anticipated major milestones for the Project construction are as follows:

Limited Notice to Proceed	August 2026
Design Start	August 2026
Construction Start	May 2027
Substantial Completion	July 2027
Final Completion (Construction)	August 2027

1.5 Questions

Any questions regarding this proposal are to be submitted in writing to:

Municipality of Anchorage
Purchasing Department
wwpur@muni.org

For ease of identification please identify the **RFP Number 2026P002** in the subject line of any correspondence.

Purchasing Office hours of operation are: 8:00 a.m. to 5:00 p.m. local time Monday through Friday, excluding Municipal holidays. All questions regarding the scope of work must be received prior to the deadline indicated on the RFP cover letter.

1.6 Preparation Costs

The MOA shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial, or otherwise) challenge to the determination of the highest ranked Proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

2.0 RULES GOVERNING COMPETITION

2.1 Examination of Proposals

Proposers should carefully examine the entire RFP, any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

2.2 Proposal Acceptance Period

Award of this proposal is anticipated to be announced within 14 calendar days of the opening of Proposals, although all offers must be complete and irrevocable for 90 calendar days following the Proposal submission date.

2.3 Proposal Format

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on:

- 1) Conformance to the RFP instructions
- 2) Responsiveness to the RFP requirements
- 3) Completeness and clarity of content

2.4 Signature Requirements

All proposals must be signed (electronically through BidExpress or manually/DocuSign) by: an officer or other agent of a corporate vendor if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately-owned vendor; or other agent

if properly authorized by a power of attorney or equivalent document. Signature on the "Letter of Transmittal" (See Paragraph 4.3.4) will meet this requirement.

Failure to sign the proposal is grounds for rejection. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

2.5 Proposal Submission Requirements

2.5.1 Electronic Submission through BidExpress

2.5.1.1 Bid Express :: Municipality of Anchorage

OR

2.5.2 Submission through Sealed envelope

2.5.2.1 ONE ORIGINAL, single sided unbound copy of the proposal must be received by the Municipality prior to the date and time specified in the cover letter. The Proposal shall, at a minimum, contain the following information:
1. Written Proposal 2. Rate Schedule (under separate cover) 3. Completed and signed "Attachment D1" and "Attachment D2" which are located in Attachment 19 Federal Provisions of this RFP (under separate cover)

2.5.2.2 IN ADDITION to the copy required by Paragraph 2.5.1., provide a flash drive containing a PDF copy of the complete Proposal, including attachments.

2.5.2.3 All copies of the Proposals are requested to be submitted in a single sealed package which should be plainly marked as a Request for Proposal Response with the Number and Title prominently displayed on the outside of the package.

2.5.2.4 Proposals must be delivered or mailed to:

Physical Address:

Municipality of Anchorage

Purchasing Department

632 W. Sixth Avenue, Suite 520

Anchorage, AK 99501

2.5.3 Faxed or emailed proposals will NOT be accepted.

2.6 News Releases

News releases by, or on the behalf of, any Proposer pertaining to the award resulting from the RFP shall not be made without prior written approval of the Municipal Purchasing Director.

2.7 Disposition of Proposals

All materials submitted in response to this RFP will become the property of the Municipality of Anchorage. One copy of the submitted material shall be retained for the official files of the Purchasing Department and will become public record after award of the Contract.

2.8 Oral Change / Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Municipality of Anchorage.

2.9 Modification / Withdrawal of Proposals

A Proposer may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The Proposer may thereafter submit a new proposal prior to the final submission date; or submit written modification or addition to a proposal prior to the final submission date.

Modifications offered in any other manner, oral or written will not be considered. A final proposal cannot be changed or withdrawn after the submission date, except for modifications requested by the Municipality of Anchorage after the date of receipt and following oral presentations.

Modifications to electronically-submitted proposals may be made any time prior to the proposal deadline using BidExpress.

2.10 Late Submissions

PROPOSALS NOT RECEIVED BY THE DATE AND TIME AND AT THE LOCATION SPECIFIED IN THE RFP COVER LETTER WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED.

a. Rejection of Proposals

- b. The Municipality of Anchorage reserves the right to reject any or all proposals if determined to be in the best interest of the Municipality of Anchorage.

2.11 Equal Employment Opportunity Contract Compliance

2.11.1 Every municipal contract shall include language substantially the same as the following: "The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability. The contractor will comply with all laws concerning the prohibition of discrimination including, but not limited to, Title 5 and Title 7 of the Anchorage Municipal Code."

2.11.2 Every municipal contract shall state, in all solicitations or advertisements for employees to work under the contract, that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability.

2.12 Confidentiality

The content of proposals will be kept confidential until the selection of the D/B Contractor is publicly announced. At that time the selected proposal is open for review (except for information identified as being proprietary). After the award of the Contract, proposals will then become public information, except for properly identified and approved proprietary information.

If a Proposer wishes individual pages which contain actual business proprietary information to be held confidential, each page must be marked, and an explanation furnished of its proprietary nature. In addition to marking individual pages, the Proposal's Cover Page will also be annotated with the words **"THIS PROPOSAL CONTAINS PROPRIETARY INFORMATION."**

"Confidential and Proprietary" information is not meant to include any information which, at the time of disclosure, is generally known by the public and/or competitors.

MOA's ability to treat information submitted as confidential is limited by Anchorage Municipal Code. Proposers concerned with the confidentiality of information submitted should familiarize themselves with the following Anchorage Municipal Code provisions:

AMC 3.90 Access to Public Records
AMC 3.90.010 Policy
AMC 3.90.020 Definitions
AMC 3.90.030 Information Available to the Public
AMC 3.90.040 Exemptions for Particular Records

3.0 SCOPE OF WORK

3.1 Overview

The Helipad and Access Road Project site is located within the POA North Extension, approximately 2500 feet north of the general cargo terminals. The purpose of the project is to construct a helipad and access road to support military deployment of rotor wing aircraft through the POA. The helipad and access road will provide a means for applicable aircraft landing, takeoff, and transport to/from the general cargo area for staging, loading and offloading to or from marine transport vessels.

The POA has provided previously developed 35% design drawings and criteria, a draft Municipality of Anchorage Right of Way Permit Application, and a drawing depicting the Terminal 1 Replacement Project Designated North Extension Laydown Area as Front-End Engineering Design (FEED) documents. These documents are provided as guidance to help define the work and work area constraints. Requirements outlined in this scope of work shall take precedence over that summarized in the 35% Design Level Drawings and the Basis of Design. The D/B Contractor shall update the design packages in accordance with this scope of work.

Project construction will be performed under a Community Workforce Agreement (CWA). The D/B Contractor shall comply with the CWA and shall ensure that all parties subject to the CWA comply with the CWA in their performance of the Work.

This RFP solicits the following design and construction services:

- Plans and Specifications - Helipad and Access Road.
- Site surveying
- Associated grading for positive drainage
- Retaining wall construction
- Road construction
- Associated appurtenances
- Final documentation, reporting, and closeout.

Plans and Specifications. All design and construction in their entirety will comply with this RFP, the most current MOA Standard Specifications (MASS), and with the latest edition of all applicable local, state, and federal regulations, codes, ordinances, standards, and all associated addenda. The RFP provides additional requirements to MASS/MASSB and is modified with general conditions for design/build projects. If there is a discrepancy between the RFP and MASS/MASSB, the RFP shall govern. The D/B Contractor may apply for modifications to these documents. The acceptability of these modifications will be at the sole discretion of POA.

Data Gathering: D/B Contractor shall review the information provided by POA for the purpose of completing the required design and construction.

The design will follow UFC 3-260-01, Airfield and Heliport Planning and Design, which governs DoD heliport layout and design criteria, including guidance for clear zones, safety areas, and Accident Potential Zones (APZs). Where other statutory or regulatory requirements apply, the more stringent standard will govern. FAA AC 150/5390-2D, Advisory Circular - Heliport Design, will not be applied, as its requirements are less stringent than those of UFC criteria. The access roadway will be designed in accordance with the Municipality of Anchorage Design Criteria Manual, Chapter 1: Streets, and will also comply with AASHTO standards for pavement design and materials for HS25 wheel loading.

If the D/B Contractor determines that additional technical data are required to complete the Work, it shall be included in the D/B Contractor's proposal.

Plans and Specifications at 65%, 95%, and Final (Issued for Construction) design completion levels shall be prepared and submitted for the Helipad and Access Road, as outlined in the DMM - D/B. Plan sets for the helipad and access road shall include site plans, elevations, sections, details and appropriate cut sheets to adequately convey the limits of pavement, shoulders, safety zones, site drainage, and transition to existing pavement and gravel roadways. Plan sets and specifications shall be submitted to the POA for review. The POA will distribute the Plans and Specifications to the appropriate reviewers. The POA will provide review comments within one week of receiving a submittal. A meeting to review the responses is required. Responses to review comments that have been approved by POA shall be incorporated in the next phase of the project design.

The D/B Contractor shall prepare a Final (Issued for Construction), set of construction Plans and Specifications for the project. Final Plans shall be signed and sealed by Architects/Engineers registered in the State of Alaska. Submittals will be in electronic format.

Final Plan and Specification documents shall be completed to the level necessary to receive all requisite approvals from the MOA Building Safety Division, MOA Right of Way Section, Urban Design Commission, and Planning and Zoning Commission, as necessary.

The D/B Contractor shall submit the Final stamped and signed Plans and Specifications to the POA Owner's Representative. The D/B Contractor shall identify AND ACQUIRE all required agency permits, approvals, plans, and waivers excluding Owner-Furnished Permits. Following approval of the Final stamped and signed Plans and Specifications, the D/B Contractor will be issued a Notice to Proceed for commencement of construction activities.

Proposed design changes presented after the Final Construction Plans have been approved by POA will be subject to POA approval. Proposed design changes that, in the sole judgment of POA, are significant in scope and effect, and which require or imply modifications to standards, shall require a submission with explanation of changes. These changes may be rejected by POA at its sole discretion.

D/B Contractor shall perform the construction in accordance with the Final construction Plans and Specifications. POA approval of the design Plans and Specifications is based

upon POA's interpretation of the Design Engineer's intent. The plan approval process is intended to ensure that the Plans were designed to POA's standards.

The D/B Contractor shall provide, at a minimum, all certifications, calculations, plans, material information, product data, shop drawings, and all other submittals that are specifically required in Owner's Project Criteria to POA for approval prior to incorporating any material into the project. The D/B Contractor shall complete and submit to POA, a Submittal List to identify all submittals that will be required of the D/B Contractor throughout the duration of the project and a proposed schedule or timeline for their delivery to the POA.

Reference Section 01 33 00 Submittal Procedures for additional requirements.

The D/B Contractor is responsible for, and shall fully comply with, all required permits leading up to, during, and after the end of construction including, but not limited to, the following permits, approvals, plans, and waivers:

- Compliance with the National Environmental Policy Act Review Process
- Alaska Department of Environmental Conservation (ADEC) Alaska Pollutant Discharge Elimination System (APDES) Construction General Permit for Excavation and Dewatering
- ADEC APDES Construction General Permit for Stormwater Discharge permit (stormwater pollution prevention plan)
- Spill Prevention Control and Countermeasure Plan
- Municipality Flood Hazard Permit
- Municipality of Anchorage Building Permit
- Municipality of Anchorage Grading Permit
- Municipality of Anchorage Right of Way Permit
- Port of Alaska Dig Permit - The D/B Contractor shall obtain dig permits from the Port of Alaska operations prior to performing Work involving excavation.
- Port of Alaska Hot Work Permit - The D/B Contractor shall obtain hot work permits from the Port of Alaska operations prior performing Working involving on-site welding.
- Construction Site Form - Storm Water Compliance - The D/B Contractor shall submit their Storm Water Pollution Prevention Plan to the Owner's Representative for review and approval by the Port of Alaska prior to filing a Notice of Intent with the Alaska Department of Environmental Conservation.

The Port has obtained or is in the process of obtaining the following permits/authorizations for the Project:

- Compliance with the National Environmental Policy Act (NEPA) Review Process
- U.S. Army Corps of Engineers Nationwide Permit (if needed)

3.2 Civil Construction

3.2.1 Helipad

The helipad will be located within the area designated in the 35% design documents. The helipad shall be designed with independent safety areas, and its approach and departure paths are oriented to minimize conflicts with nearby natural and man-made obstruction. Because obstruction exists to the north and east of the site, the clear zone and Accident Potential Zone (APZ) are aligned primarily over the Knik Arm waterway, providing the clearest and safest flight corridor in accordance with UFC requirements.

The helipad surface will be sloped within UFC tolerances to ensure positive drainage and will be finished to provide adequate friction and resistance to rotor downwash effects. Night VFR capability will be achieved through the installation of perimeter lighting, illuminated wind cone, and heliport beacon, (though lighting is not a scope covered on this project). The Basis of Design document summarizes the UFC design criteria applied to the single rotary-wing helipad for this site.

3.2.2 Access Road

The helipad access roadway design shall incorporate both aircraft and vehicle considerations. The HS25 truck is applied as the governing design vehicle for pavement structural capacity, consistent with the Municipality of Anchorage Design Criteria and AASHTO requirements. The CH-47 Chinook, when towed, is assumed as the controlling vehicle for roadway geometry due to its extended fuselage and turning requirements.

While the Municipality of Anchorage Design Criteria Manual generally limits curb return radii to 40 feet, towing operations require larger geometry. A minimum outside turning radius of approximately 105 feet is recommended to accommodate the CH-47 with towing equipment, ensuring safe maneuverability under controlled one-way traffic conditions. The Basis of Design document summarizes the roadway design criteria applied to this project.

3.2.3 Materials

Helipad surfaces will utilize Portland cement concrete and or high-strength asphalt designed to tolerate the maximum gross weight and dynamic landing impacts of the CH-47 Chinook. Designer will need to ensure that materials proposed follow the UFC or FAA AC requirements, as applicable. The access roadway will utilize industrial-grade asphalt pavement in accordance with the Municipality of Anchorage Design Criteria Manual (DCM) and AASHTO standards. The section will be sufficient to support both HS25 truck loading, required by code, and the concentrated loads from CH-47 towing operations. The roadway

design also accounts for heavy port traffic, including containerized transport equipment (TEUs)

3.2.4 Retaining Wall

The retaining wall, as shown in the 35% design drawings, will be designed and constructed to strengthen and support the steep embankment directly east of the new access road alignment at the approximate location shown. Embankment stability at the identified location shall be evaluated by the designer and the most practical wall height, length, geometry, drainage, material and constructability shall be considered. Design shall follow all applicable state and local requirements and standards. The design documents shall identify the location in reference to the new access roadway and shall include appropriate sections, details and specifications for construction.

3.3 Contaminated Soils and Groundwater

Contaminated soils have been identified within portions of NES area and other locations throughout the Project site. Therefore, there is potential for groundwater and/or contaminated soil to be encountered during ground disturbance or excavation activities. The D/B Contractor shall submit a Contaminated Soils Remediation Plan to the POA for review, approval, and submission to ADEC. The Plan shall outline how the D/B Contractor will adhere to all rules and regulations of agencies of jurisdiction, including POA, in the case that contaminated soils are discovered. If existing contaminated soils and/or existing contaminated groundwater are encountered, the work associated with characterization, storage, rehandling, and disposal will be recognized as a changed condition under the contract. Uncontaminated groundwater mitigation shall be the D/B Contractor's responsibility.

3.4 Documentation, Reporting and Closeout

D/B Contractor shall provide all project files and record drawings throughout the course of the project. This information shall include methods, assumptions, procedures, alternatives analyzed, recommended course of action, and originals of all files generated for the project, including working maps, calculation sheets, and supporting documentation, electronic data, and files. For this project, POA will require electronic data to be submitted via Aconex, the designated document management system, in PDF format, and Native files of Final Records Specifications and Drawings, shall be provided in AutoCAD as well.

The D/B Contractor shall provide copies of hazardous material manifests and certificates of disposal for all Project related contaminated or hazardous materials removed and disposed.

4.0 PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals should not exceed fifteen (15) pages in length (excluding letter of transmittal, resumes, title page(s), index/table of contents, or dividers). One page shall be interpreted as one side of a single-spaced, letter size sheet (8-1/2" X 11"). Minimum font size is 11 points. Excess pages will be removed prior to evaluation, which could result in incomplete responses and lower scores.

4.1 Title Page

Show the RFP number and subject, the firm name and address, name of contact person, contact information (phone number, email address), and date.

4.2 Table of Contents

List the proposal's sections with page numbers. Include the RFP Evaluation Criteria.

4.3 Letter of Transmittal (Limited to two (2) pages)

4.3.1 Briefly state understanding of the services to be performed and make a positive commitment to provide the services as specified in a cost-effective manner. Emphasize relevant experience and qualifications of key personnel to be involved in the project work.

4.3.2 List your company's contact person for this RFP along with their phone number and email address.

4.3.3 Give the name(s) of the person(s) who are authorized to make representations for your firm, their titles, address, email address, and telephone numbers.

4.3.4 The letter must be signed by a corporate officer or other individual who has the authority to bind the firm.

4.4 Written Technical Proposal Contents

4.4.1 Management and Organization (100 points)

The proposal shall provide a description of the organizational structure and management methodology to be used by the Proposer for completing the work. Management and Organization will be evaluated based on the following requirements:

4.4.1.1 Organizational Structure and Key Personnel (25 points)

The proposal shall include an explanation of the Proposer's approach to project management and the capabilities to provide the personnel, facilities, and equipment to complete the project.

The proposal shall include a chart or charts indicating the basic structure of the Proposer's organization and the roles, responsibilities, and functions of each sub-organization. Chart(s) supplied shall identify key persons for the design, construction, and QC/QA management efforts. Also, describe the methods to be used to ensure necessary coordination among these organizations.

Provide resume/bios for the key personnel identified in the organizational chart. Bios should include education, professional registrations, and their experience in how it will benefit the Project.

Key Personnel. At a minimum, key personnel shall include the following.

- Project Manager
- Design Manager
- Construction Superintendent
- Design/Build Quality Manager
- Environmental Specialist (may be a shared role by another key personnel)

4.4.1.2 Potential Subcontractors/Subconsultants (20 points)

The proposal shall list and describe the work to be performed by subcontractors and subconsultants including the anticipated percentage of the overall contract to be performed by subcontractors and subconsultants.

Preference will be given to Proposers that demonstrate previous successful self-performed design/build projects or successful working relationships with subcontractors and subconsultants (i.e., cohesive team). Provide a description of the management procedures used to coordinate and control the work performed by subcontractors and subconsultants.

4.4.1.3 Design Management (10 points)

The proposal shall include the following:

- The Proposer's concept of design management, including a description of the plan for coordination of the civil design.
- A brief narrative description of the proposed plan for

furnishing the design work for the project shall be provided. This plan shall include at least the following items:

- The proposed location of the design office(s)
- A description of the work, which the Proposer anticipates will be performed by the Proposer's, own direct labor force and those categories that will be performed by subconsultants.
- A description of how the Proposer's design personnel will interface with the Proposer's construction personnel and OWNERS personnel.

4.4.1.4 Design and Construction Integration (10 points)

The proposal shall describe the Proposer's concept of the project construction management and how it interrelates with the other elements of management of the project. A narrative description of the proposed construction work plan of the project shall be provided.

4.4.1.5 Quality Control/Quality Assurance Plan (15 points)

The Proposer shall summarize the Company's plan to address Project Quality Control/Quality Assurance during both the design and construction phases. Describe the Design/Build Quality Manager's responsibilities and actions during the design and construction phases.

4.4.1.6 Local Agencies and Port Coordination (5 points)

The proposal shall describe the plan for coordination with Federal, State and local agencies, including POA, the Owners Representative, emergency response agencies, and POA's operations and maintenance forces. The person(s) who will have lead responsibility for such coordination shall be identified.

4.4.1.7 Safety (15 points)

The proposal shall provide a summary of the Project Safety Plan, describing how it will be implemented and coordinated among the various entities working on the project and during construction. The key person who will be assigned safety responsibilities on the project shall be identified.

Summarize the plan for safety with respect to the project.

Summary details of the Proposer's health and safety policies and procedures. EMR records are required, refer to Form HS-1 (Attachment B).

4.4.2 Schedule (50 points)

Provide a preliminary project schedule in Microsoft Project identifying the total proposed project duration from Initial Notice-to-Proceed through Final Completion. At a minimum, identify design package(s) milestones, work plan submittals, permitting and/or agency notifications, construction activities including mobilization and demobilization, and Project closeout. The preliminary schedule must clearly identify the proposed total project duration.

Substantial and Final Completion are defined as follows:

Substantial Completion:

Although not fully completed, the Work (or a specified part thereof) has progressed to the point where, in the opinion of the Owner as evidenced by the Owner's written notice, it is sufficiently complete, in accordance with the Contract Documents, so that the Work (or specified part) can be used for the purposes for which it is intended, for the Owner's beneficial use.

Final Completion:

The Work, including all administrative components, has progressed to the point that all Work is complete as determined by the Owner.

The proposed schedule shall become the basis for the Contract Performance Period and will be evaluated based on total project duration in alignment with schedule milestones identified in Section 1.3:

4.4.3 Technical Solutions (100 points)

The Technical Solutions score will be the total of scores for each of the areas listed in this section. In addition, each of the areas listed below will be used as additional information in the evaluation of the other two major factors, Schedule, and Management and Organization.

4.4.3.1 Design and Construction Components (30 points)

Provide the general design and construction methodology planned for executing the work. Describe key interactions needed with the Owners representative team and key decision points

Site Investigation approach - Describe the Proposer's plan to gather and obtain critical design information, verify and confirm existing conditions, including site drainage requirements, and structures to be incorporated and constructed.

4.4.3.2 Construction (30 points)

Describe your firm's civil construction capabilities.

4.4.3.3 Port Operations/On-going Project Coordination (20 points)

The Proposer shall present a plan for Project coordination with POA operations and other on-going projects to meet the requirements of the Scope of Work as described in the contract provisions. Describe how the Proposer plans to prevent impacts to Port Operations, on-going project activities and minimize impacts to utility mainlines during construction.

4.4.3.4 Environmental and Other Permits (10 points)

Describe the Proposer's understanding of required permits and the planned approach for obtaining required permits that are the responsibility of the Design/Builder. Describe the problems anticipated in these areas and the proposed solutions.

4.4.4 Financial Capabilities (10 points)

- A. Provide proof of comprehensive liability insurance with adequate coverage to protect against potential risks and liabilities associated with the project.
- B. Provide letter(s) from surety stating intention to bond the Project. And state bonding capacity of the firm and uncommitted bonding capacity. The surety or insurance company must be rated in the top two categories by two nationally recognized rating agencies or have a "Best's Credit Rating" of at least "A minus" and "Class VIII" or better by A.M. Best Company.

5.0 EVALUATION CRITERIA AND PROCESS

Evaluation of proposals will be based on quality-based selection criteria ("Technical Proposal Criteria") and cost ("Cost-based Criteria"). Section 5.3 provides details on how the Technical Proposal Criteria and Cost-based Criteria are integrated to calculate the Proposer's Total Score.

5.1 Technical Proposal Criteria

The criteria to consider during evaluations, and the associated point values, are as follows:

Management and Organization (100 points):

- | | |
|---|-----------|
| 1. Organizational Structure and Key Personnel | 25 points |
| 2. Subcontractors/Subconsultants | 20 points |
| 3. Design Management | 10 points |
| 4. Design and Construction Integration | 10 points |

- | | |
|---|-----------|
| 5. Quality Control/Quality Assurance | 15 points |
| 6. Local Agencies and Port Users Coordination | 5 points |
| 7. Safety | 15 points |

Schedule (50 points)**

- | | |
|-------------------------|-----------|
| 1. Preliminary Schedule | 50 points |
|-------------------------|-----------|

**Schedules with a Substantial Completion date for Construction after that which is stated in Section 1.3 will receive 0 out of 50 points for the Schedule Evaluation Criteria.

Technical Solutions (100 points)

- | | |
|--|-----------|
| 1. Design and Construction Components | 30 points |
| 2. Construction | 30 points |
| 3. Port Operations/On-going Project Coordination | 20 |
| 4. Environmental and Other Permits | 10 points |
| 5. <u>Financial Capabilities (10 points)</u> | 10 points |

Total Technical Proposal Points Available	250 points
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5.2 Qualitative Evaluation Criterion

Proposers will be ranked using the following qualitative rating factors for each RFP criterion.

- | | |
|-----|----------------|
| 1.0 | Outstanding |
| 0.8 | Excellent |
| 0.6 | Good |
| 0.4 | Fair |
| 0.2 | Poor |
| -0- | Unsatisfactory |

The rating factor for each criteria category will be multiplied against the points available to determine the total points for that category.

EXAMPLE: If an evaluator decides that the response provided for a criterion that has a maximum of 30 points was "Good," they will assign a "qualitative rating factor" of 0.6 to that criterion. The qualitative rating factor is then multiplied by 30, the maximum points available for a resultant 18 points.

5.3 Cost-Based Criteria Evaluation

The lump sum total project cost (Bid Price) from the Proposer's Bid Proposal will be used for the cost-based criteria evaluation. The cost-based criteria considered during evaluations is integrated with the Technical Proposal Score as shown below.

$$\text{Total Score} = [\text{Technical Score}] \times \$5,000,000 / [\text{Bid Price}]$$

Example Calculation of scenarios follows:

Proposal Data:

Proposer	Technical Score	Bid Price
A	240	\$5,000,000
B	200	\$4,700,000
C	230	\$4,500,000
D	190	\$4,200,000

Scoring Calculations:

A	$240 \times \$5\text{M} / \$5,000,000$	240
B	$200 \times \$5\text{M} / \$4,700,000$	213
C	$230 \times \$5\text{M} / \$4,500,000$	256
D	$190 \times \$5\text{M} / \$4,200,000$	226

Proposer C would be chosen in this example. Note, scores are not on a 100 point scale and as such may be over 100.

5.4 Evaluation Process

5.4.1 Written Technical Proposals

A committee of individuals representing the MOA will perform an evaluation of the Technical Proposals. The committee will then rank the proposal based on the Total Score of each proposal as calculated per Section 5.3 of this RFP. The MOA reserves the right to award a contract solely on the written proposal.

6.0 SELECTION PROCESS

The Proposer with the highest Total Score (integrated Technical Proposal Score and Cost-Based Evaluation) may be invited to enter contract negotiations with the Municipality. If an agreement cannot be reached, the second highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the Municipality reserves the right to terminate negotiations with any proposer should it be in the Municipality's best interest. The MOA reserves the right to reject any or all proposals submitted.

7.0 SAMPLE CONTRACT

In addition to carefully reading all the information in the RFP, all Proposers must carefully read and review the attached Sample Contract contained in Section V-Sample Contract. The successful Proposer shall be required to enter into a Contract with the MOA, which will be substantially similar to the sample.

The Proposer must make any proposed changes to the sample Contract that the Proposer desires. All changes must be made legibly and conspicuously on and include two copies of changes attached with the Original Proposal. This may be in a sealed envelope if desired. Page(s) on which the change(s) appear must be tabbed as to be easily identified. The Proposer must also provide the rationale for all changes.

IF NO CHANGES ARE MADE, THE PROPOSER SHALL BE DEEMED TO HAVE ACCEPTED THE SAMPLE CONTRACT. IF THE PROPOSER MAKES CHANGES, SUCH CHANGES WILL BE CONSIDERED IN ANY NEGOTIATIONS WITH THE MUNICIPALITY OF ANCHORAGE. CHANGES MADE TO THE SAMPLE CONTRACT SHALL NOT BE CONSIDERED DURING PROPOSAL EVALUATIONS.

Commented [MC1]: Need to specify Attachment # containing sample contract.

Commented [SC2R1]: This RFP is not organized with Attachments; but instead Sections. The Section is referenced.