

**Request for Qualifications (“RFQ”)
for**

**Professional Services for the Kake
Access Road RAISE PLANNING
GRANT PROJECT**

Project Number: OVK DOT 2024-01

Required for use by:

**The Organized Village of Kake
Department of
Transportation**

Issued by:

The Organized Village of Kake

**ONE (1) ORIGINAL AND
TWO (2) COPIES OF THE RESPONSE TO BE SUBMITTED**

All of the responses must be addressed and returned to:

Dawn Jackson
Executive Director
Organized Village of Kake
PO Box 316
541 Keku Road
Kake, Alaska 99830
Ph: (907)785-6471, ext. #: 111
Fax: (907)785-4902
ed@kake-nsn.gov

**Responses must be received no later than 12:00 p.m. Alaska Standard
Time, on September 15, 2024**

Responses must be submitted electronically via “Procore”. The submittal package must clearly indicate the project description, “**RFQ for Project Management & Professional Services for Organized Village of a Kake, Kake Access Road RAISE PLANNING GRANT Project**” the project number and the time and the date specified for receipt. The name and address of the Respondent must also be clearly printed on the submittal package(s).

TRIBAL ADMINISTRATOR:

**Dawn Jackson
Executive Director
Organized Village of Kake
PO Box 316
541 Keku Road
Kake, Alaska 99830
Ph: (907)785-6471, ext. #: 111
ed@kake-nsn.gov**

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I - INTRODUCTION

The Organized Village of Kake ("Tribe"), invites the submission of Qualifications ("Proposal" or "Response") for Professional Services for the Kake Access Road RAISE PLANNING GRANT Project. The intent of the Request for Qualifications ("RFQ") is to identify qualified Respondents having demonstrated experience, expertise, and resources to provide one or more of the Services as further described in the Scope of Services. This RFQ is open to all qualified respondents.

"Respondent(s)" means the entities that submit Proposals in response to this RFQ. The Respondent(s) awarded an Agreement pursuant to this RFQ, if any, are sometimes referred to herein as "Consultant(s)." "Agreement" refers to an agreement awarded to a Consultant.

Respondent(s) with demonstrated qualifications and experience in providing the Services identified herein, and with an interest in making these Services available to the Tribe are invited to submit a Proposal. Respondents are required to identify all resources that will be necessary to complete the Services identified in the Scope of Services.

The Respondent deemed to be the most qualified to perform the Services described herein in the judgment of the Tribe may be awarded a Professional Services Agreement subject to the negotiation of fair and reasonable compensation. The Tribe reserves the right to not enter into an agreement with any Respondent that the Tribe determines is not qualified or that cannot provide the Services at a price that is acceptable to the Tribe.

II. DETAILED PROJECT SCOPE OF SERVICES

See Exhibit A.

III. RFQ SUBMITTAL REQUIREMENTS

1. **Format.** Proposals must be prepared on standard 8 ½/x 11 letter size paper. Expensive paper and bindings are discouraged. The Tribe encourages the use of materials containing recycled content.
2. **Cover Letter.** A statement must be signed by an authorized representative of the firm committing to provide the services within the proposed RFQ schedule.
3. **Executive summary.** A brief narrative must delineate the general understanding of the project and the approach/methodology Proposer is proposing to complete the required Services. Please reference projects of comparable size, scope and magnitude where the above proposed approach/methodology were successfully implemented.

Details of past relevant projects should be included in your submission.

4. **Key Personnel & Organizational Chart.** Identify the project manager and key personnel committed to providing the Design Services within the proposed schedule,

state their role and areas of responsibility/activities on **Attachment 1**. Provide an organizational chart of team firms that will be performing on this Project. Include involvement by Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Disadvantaged Business Enterprise (DBE) firms.

Resumes of key personnel are to be included in your submittal. If certain key personnel are no longer available upon award, qualifications of key personnel proposed must be equal or better than the qualifications of the key personnel originally proposed in the RFQ submittal. In the event of substitution, appropriate qualification information must be submitted and approved by the Tribe.

IV. EVALUATION CRITERIA

The Evaluation Committee will review the submittals in accordance with the following criteria:

1. Quality of the Technical Proposal:
 - A. Accurate and full understanding of the project scale, type, unique elements and general approach to achieve the project goals.
 - B. Demonstrated success of proposed approach/methodology in past or current similar projects.
 - C. Availability and strength of committed personnel and organizational staffing plan to accomplish the goals and objectives of the project.
 - D. Capacity to perform the Services within the designated time.

V. SELECTION

The Request for Qualifications will be reviewed by representative(s) from the Tribal Council. The Tribe may choose to conduct interviews, oral presentations and/or seek clarification from selected respondents. The final Selection(s) will be based on the Proposal, which is most advantageous to the Tribe, taking into consideration both the qualifications of the Respondent and successful negotiation of fair and reasonable compensation. The Tribe reserves the right to not enter into an agreement with any Respondent that the Tribe determines is not qualified or that cannot provide the Services at a price that is acceptable to the Tribe.

Nothing in this RFQ is intended to, nor will be deemed to operate, limit or otherwise waive the sovereignty or the sovereign immunity of the Organized Village of Kake.

The Tribe reserves the right to terminate this procurement at any stage if the Tribal Administrator determines it to be in the best interest of the Tribe. In no event will the

Tribe be liable to Proposers for any cost or damages incurred by Proposers or other interested parties in connection with the procurement process, including but not limited to any and all costs of preparing the RFQ/RFP and participation in any conferences, oral presentation or negotiations.

VI. SUBMITTAL DUE DATE AND TIME

Proposals must be received by the Tribe at the address shown in the RFQ up to the date and time shown here. It is the Proposer's sole responsibility to see that the Proposal is received as stipulated. The Tribe may leave unopened any Proposal received after the date and time set for receipt of the Proposal. The time for the deadline of the Proposals will be determined solely by the clock located within the Procure bid room. Any such unopened Proposals will be logged within Procure. Proposers are responsible for the timely delivery of the submittal documents. Failure by a messenger delivery service or printing service to meet the deadline does not relieve the Proposer of the deadline for submittal of the Proposal. Proposal packages must be complete and contain the number of copies shown in the RFQ document. The Tribe reserves the right to reject any proposal which deviates from the Submittal Requirements. No additional or missing documents will be accepted after the due date and time except as may be requested by the Tribe.

One (1) original of the response are to be submitted via "Procure", no later than 4:00 P.M., Alaska Standard Time on _____, 2024 to:

Dawn Jackson
Executive Director
Organized Village of Kake
PO Box 316
541 Keku Road
Kake, Alaska 99830
Ph: (907)785-6471, ext. #: 111
ed@kake-nsn.gov

The outside of each package, as appropriate to the project(s) being submitted for, must be labeled:

RFQ for the Professional Services
for the

Kake Access Road RAISE
PLANNING

GRANT PROJECT
Project No: OVK DOT 2024-01

Due 4:00 p.m., _____, 2024

(Name of
Respondent)
Package _ of

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ATTACHMENT 1:

**Outline of Full-Time Personnel, Experience, and Availability Key Team Personnel
Proposed:**

PROPOSED ROLE	NAME OF INDIVIDUAL/ FIRM	REFERENCED PAST PROJECTS (AND ROLE)	LOCAL (L) OR NON-LOCAL (NL) AT PRESENT	DATE (MO/YR) AVAILABLE FULL-TIME
Other				
Other				
Other				
Other				

Outline of Full-Time Personnel, Experience, and Availability, continued:

Firm Proposing as Prime Design Consultant:

	REFERENCED PREVIOUS PROJECTS OF SIZE SIMILAR TO PROPOSED PROJECT(S)	REFERENCED PREVIOUS PROJECTS WITH Tribe OR AKDOT OR ANY TRIBAL CLIENT
PROJECT 1		
PROJECT 2		
PROJECT 3		
FIRM'S NUMBER OF LICENSED AK ENGINEERS		
FIRM'S NUMBER OF NON-LOCAL ENGINEERS		

NAME OF PROPOSED SUBCONSULTANT FIRM	PROPOSED ROLE IN PROJECT(S)	MBE/ WBE/D BE	EXPECTED PARTICIPATION ON THIS PROJECT

VII. PROFESSIONAL SERVICES INSURANCE REQUIREMENTS

Tribe

RFQ for Professional Services

The Consultant must provide and maintain at Consultant's own expense, during the term of the Agreement and during the time period following expiration if Consultant is required to return and perform any additional work or Services, the insurance coverage and requirements specified below, insuring all operations related to the Agreement.

A. INSURANCE TO BE PROVIDED

1) Workers Compensation and Employers Liability

Workers Compensation Insurance, as prescribed by applicable law covering all employees who are to provide a service under this Agreement and Employers Liability coverage with limits of not less than \$500,000 each accident, illness or disease.

2) Commercial General Liability (Primary and Umbrella)

Commercial General Liability Insurance or equivalent with limits of not less than \$5,000,000 per occurrence for bodily injury, personal injury, and property damage liability. Coverages must include the following: All premises and operations, products/completed operations, separation of insureds, defense, and contractual liability (not to include Endorsement CG 21 39 or equivalent). The Organized Village of Kake and [COMPANY] are to be named as additional insured on a primary, non-contributory basis for any liability arising directly or indirectly from the work or Services.

Subcontractors performing work or Services for the Consultant must maintain limits of not less \$2,000,000 with the same terms herein.

3) Automobile Liability (Primary and Umbrella)

When any motor vehicles (owned, non-owned and hired) are used in connection with work to be performed, the Consultant must provide Automobile Liability Insurance with limits of not less than \$2,000,000 per occurrence for bodily injury and property damage. The Organized Village of Kake and [COMPANY] are to be named as additional insured on a primary, non-contributory basis.

Subcontractors performing work or Services for the Consultant must maintain limits of not less \$1,000,000 with the same terms herein.

4) Professional Liability

When any architects, engineers or other professional consultants perform work in

connection with this Agreement, Professional Liability Insurance covering acts, errors, or omissions must be maintained with limits of not less than \$5,000,000. Coverage must include pollution liability if environmental site assessments are done. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede, start of work on the Agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of two (2) years.

Subcontractors performing professional Services for the Consultant must maintain limits of not less than \$2,000,000 with the same terms herein.

5) Valuable Papers

When any plans, designs, drawings, media, data, specifications, and documents are produced or used under this Agreement, Valuable Papers Insurance must be maintained in an amount to insure against any loss whatsoever and must have limits sufficient to pay for the re-creation and reconstruction of such records.

6) Marine Protection & Indemnity (if applicable)

When Consultant undertakes any marine operation in connection with this Agreement, Consultant must provide or cause to be provided, Marine Protection & Indemnity coverage with limits of not less than \$1,000,000. Coverage must include property damage and bodily injury to third parties, injuries to crew members if not provided through other insurance; damage to wharves, piers and other structures, and collision. The Organized Village of Kake and [COMPANY] are to be named as additional insured.

7) Property

Consultant is responsible for all loss or damage to personal property (including but not limited to material, equipment, tools and supplies), owned, rented, or used by Consultant.

Consultant is responsible for all loss or damage to Tribe property at full replacement cost.

B. ADDITIONAL REQUIREMENTS

The Consultant must furnish the Organized Village of Kake, original Certificates of Insurance, or such similar evidence, to be in force on the date of this Agreement, and Renewal Certificates of Insurance, or such similar evidence, if the coverages have an expiration or renewal date occurring during the term of this Agreement. The Consultant must submit evidence of insurance on the Tribal Insurance Certificate Form or equivalent

prior to execution of Agreement. The receipt of any certificate does not constitute agreement by the Tribe that the insurance requirements in the Agreement have been fully met or that the insurance policies indicated on the certificate are in compliance with all requirements of the Agreement. The failure of the Tribe to obtain certificates or other insurance evidence from Consultant is not a waiver by the Tribe of any requirements for Consultant to obtain and maintain the specified coverages. The Consultant must advise all insurers of the Agreement provisions regarding insurance. Non-conforming insurance does not relieve Consultant of the obligation to provide insurance as specified herein. Nonfulfillment of the insurance conditions may constitute a violation of the Agreement, and the Tribe retains the right to stop work until proper evidence of insurance is provided, or the Agreement may be terminated.

The consultant must provide for sixty (60) days prior written notice to be given to the Tribe in the event coverage is substantially changed, canceled, or non-renewed.

Any deductibles or self-insured retentions on referenced insurance coverages must be borne by Consultant.

The Consultant hereby waives and agrees to require their insurers to waive their rights of subrogation against the Tribe, its employees, elected officials, agents, or representatives.

The coverages and limits furnished by Consultant in no way limit the Consultant's liabilities and responsibilities specified within the Agreement or by law.

Any insurance or self-insurance programs maintained by the Tribe do not contribute with insurance provided by the Consultant under the Agreement.

The required insurance to be carried is not limited by any limitations expressed in the indemnification language in this Agreement or any limitation placed on the indemnity in this Agreement given as a matter of law.

If Consultant is a joint venture or limited liability company, the insurance policies must name the joint venture or limited liability company as a named insured.

The Consultant must require all subcontractors to provide the insurance required herein, or Consultant may provide the coverages for subcontractors. All subcontractors are subject to the same insurance requirements of Consultant unless otherwise specified in this Agreement.

If Consultant or subcontractor desires additional coverages, the party desiring the additional coverages is responsible for the acquisition and cost.

Notwithstanding any provision in the Agreement to the contrary, the Tribe maintains the right to modify, delete, alter or change these requirements.

VIII. EXHIBIT A

SCOPE OF WORK

The Organized Village of Kake requires preliminary review of the existing AKDOT design documents from 2002 and new final engineering design services for the Tribe's Kake Access Road Improvements Project. The preliminary and final design work will include cost-effective and innovative project management, design and engineering for the new road.

I: Kake Access Road Improvements Project:

- a. The Kake Access Road Improvements Project (Project) will consist of RAISE Grant Coordination and Administration, Grant Writing for Aggregate, Inventory Update, Bridge Funding, and Plans, Specifications, & Estimates. The Project is between Kake and Petersburg. Improvements include resurfacing approximately 43.5 miles of existing unimproved roads and constructing approximately 7 miles of new road.
- b. Selected/Awarded Professional Services Firm (PSF) Requirements:
 - i. US Department of Transportation and Federal Highway Administration applicable regulations.
 - ii. RAISE Grant Award negotiations and document preparation assistance and guidance, constructability reviews, value engineering, cost estimating, project management, scope management, schedule development, and construction planning.
 - iii. The PSF shall be thoroughly familiar with the Grant Award requirements and Deliverables; become familiar with site and conditions surrounding the project and document the conditions observed throughout the project boundaries with photos or videos as required by OVK and Grant Agreement documents.
 - iv. The PSF must attend all RAISE Grant meetings and communicate with the Tribe on all matters pertaining to RAISE Grant negotiations, requirements, and reporting.
 - v. Federal and Tribal Procurement Regulations, as applicable.

II: PSF services will be carried out in a minimum of two phases with separate agreements and fees for each. In the Pre-Construction Phase, the PSF will provide services during the Grant Agreement and Awarding Phase, in addition to grant writing for portions of the Project that are not fully funded, as specified herein. The intent of the PSF delivery method is to establish an environment of collaboration, trust, and partnership between the PSF, Organized Village of Kake, the Program Team, and the appropriate regulatory agencies from the

- beginning of the Pre-Construction Phase throughout the Project delivery.
- III: At Grant Award Phase completion, or at any point during the Pre-Construction Phase as may be required by the Organized Village of Kake, the PSF will provide a Guaranteed Maximum Price (GMP) for the construction of the Project. If a GMP agreement is reached between the Village of Kake and PSF, the PSF will be awarded a contract for the Construction Phase. Construction Phase services are generally outlined in this scope of services; however, the full scope of the Construction Phase services will be developed during the Pre-Construction Phase.
- IV: Construction Phase services will generally include, but not be limited to, mobilization, executing of subcontract and supplier agreements, construction works, demobilization, commission, etc. The PSF will not perform any phase of services until the Organized Village of Kake provides written notice to proceed for that phase. The Organized Village of Kake may determine not to proceed with any and/or a portion of the Construction Phase Services, at the Organized Village of Kake's sole discretion.
- V: Pre-Construction Phase Services
- a. Pre-Construction services to be provided by PSF include RAISE grant award negotiations and preparation assistance and guidance, grant writing for areas of the project that need additional funds, constructability reviews, value engineering, cost estimating and management, scope management, schedule development, construction planning, and GMP developed as detailed below:
 - b. PSF Pre-Construction services will include, but not be limited to, the following:
 - i. Project Management, General Administration, Coordination, and Grant Writing
 - ii. The PSF shall collaborate with the Project Team, Grant Award Team, and regulatory agencies (FHWA) and maintain a cooperative attitude throughout the life of the Project.
 - iii. The PSF shall attend early action item workshops.
 - iv. The PSF shall attend pre-construction chartering/team building meetings. The PSF shall collaboratively work with the Organized Village of Kake to plan, attend, and actively participate in the RAISE Grant Award chartering meetings.
 - v. The PSF must attend regular bi-weekly status meetings held with Tribe, Project staff and Stakeholders. These meetings must be held in the Organized Village of Kake's(OVK) Conference Room and attended by PSF and other project personnel. The meetings must serve as a forum to discuss and resolve issues in the project delivery process.
 - vi. Minutes of all meetings must be prepared in a format approved by Tribe and distributed by the PSF within three working days of the meeting. The PSF must also be responsible for maintaining a list of

- action items which must be updated at each meeting.
- vii. The PSF may be asked to attend coordination meetings as deemed appropriate by Tribal staff and assist the Tribal staff in preparation of agenda and other support documentation.
 - viii. The PSF shall attend Grant review meetings and project team meetings.
 - ix. A surveyor, licensed in the State of Alaska, must survey all project levels involved, as well as adjacent properties, as required for bridge design and permitting. Tribe reserves the right to subcontract this work independently of this contract scope of work.
 - x. The PSF shall have key personnel collocated with the Organized Village of Kake Project Team for the duration of the Pre-Construction Phase. Minimum key personnel shall include Senior Project Manager, Construction Manager, and QA/QC Manager.
 - xi. The PSF shall integrate the Organized Village of Kake controls into PSF Project delivery strategy.
 - xii. The PSF shall become familiar with site conditions, site hydrology, geology and geotechnical conditions, and constraints as they relate to grant writing, design, and construction.
 - xiii. The PSF shall attend brainstorming workshops for identification and ordering of long lead items.
 - xiv. The PSF shall be available to attend and assist with public presentations as requested by the Organized Village of Kake.
 - xv. The PSF shall assist with providing documentation for the RAISE Grant Agreement as needed.
 - xvi. The PSF shall perform field visits and activities, as required.
 - xvii. The PSF shall develop, maintain, and distribute weekly activity and monthly progress reports.
 - xviii. The PSF shall incorporate the Organized Village of Kake requirements relating to quality, safety, community, and environmental factors.
 - xix. The PSF shall participate in reviews and meetings as required for the RAISE Grant Agreement Approval process.
 - xx. The PSF shall become thoroughly familiar with the Grant Award requirements and Deliverables; site and conditions surrounding the site and document the conditions observed on the site with photos or videos as required by the Organized Village of Kake and Grant Agreement documents.
 - xxi. The PSF shall review the Risk Register developed by the Program Team and participate in Risk, Opportunity, and Innovation Workshops (if requested by the Tribe) to identify, define, and document other project specific risk, opportunity, and/or innovation. The PSF shall develop and maintain a Risk Register that will form the basis of the PSF Construction Contingency.

VI Scope Management

- a. The PSF shall conduct scope management to ensure that provided design can be constructed for the established budget.
- b. The PSF shall develop and maintain a scope management log to track scope and quantity changes along with cost impact with the objective of achieving a net zero change to the construction cost.
- c. The design must incorporate FP-24/AKDOT Standards for Bridge and Highway design, and AKDOT Standards for station and facility design especially as they relate to Computer-Aided Drafting. The PSF must have demonstrated capability to perform CAD drafting.
- d. The PSF shall continuously monitor the impact of any proposed design value engineering on project schedule and recommend adjustments in the design documents including phasing and sequencing to ensure completion of the project in the most expeditious and cost-effective manner possible. Tribe retains the right to request the PSF to redesign the project at no additional cost to Tribe in order to provide a design that is within the proposed budget. All cost estimates must be prepared in Excel format.
- e. PSF shall provide scope management update as part of the Monthly Progress report.

VII Cost Estimating and Cost Control

- a. The **PSF** (in coordination with **the Organized Village of Kake**) to provide intermediate estimating support to the Project Team for Value Engineering alternatives.
- b. The PSF shall participate in a meeting with Project Team, Design Team and the Organized Village of Kake, to establish baseline production rate assumptions and standards for formulation of future cost estimates and schedule estimates.
- c. The PSF shall work with Project Team to develop and align the work breakdown structure (WBS).
- d. The PSF shall provide detailed open book cost estimate accompanied with prepared estimate narratives which include assumptions and clarifications.

- e. The PSF estimates shall be detailed open book estimates and shall include, but are not limited to the following:
 - i. WBS breakdown by facility, discipline, bid group or subcontract package, as agreed to by the Project Team
 - ii. Material quantity take offs
 - iii. Unit prices o Crew size/make up
 - iv. Labor and equipment rates
 - v. Labor man hours and equipment hours
 - vi. Labor and equipment production rates
 - vii. Fuel consumption rates/costs
 - viii. Subcontractor costs
 - ix. Scope assumptions and clarifications
- f. The PSF shall assist in reviewing the design to identify long lead procurement items (equipment, materials, and supplies). When each item is identified, the PSF shall notify the Organized Village of Kake of the required procurement and schedule.
- g. The PSF shall monitor conditions in the construction market to identify factors that would or may affect costs and time for completing the project.
- h. The PSF is responsible for all utility coordination and securing all permits for all design work to be performed. The PSF, through Tribe, must coordinate the work with other Tribal and government agencies. The PSF must prepare all plats for temporary and permanent easements and must assist the Tribe in the identification of the same. The PSF must secure temporary use permits, easements and/or right- of-way agreements from affected property owners. The PSF must contact all appropriate agencies for which force work estimates are required. The PSF must prepare letters on Tribe’s behalf, if asked to do so, requesting this information and must monitor the progress of all easements and force work requests necessary for construction. The PSF must prepare monthly progress reports and invoices, in the format approved by Tribe, and must be submitted no later than the tenth day of the month after which services have been performed.

VIII Constructability Review and Value Engineering

- a) PSF shall review the Design submittal for constructability and provide written comments prior to completion of the RAISE Grant Award.
- b) The PSF shall analyze the design for constructability, including construction feasibility and practicality, phasing and sequencing, and alternative materials and methods.
- c) The PSF shall provide input and plan construction sequencing, access, temporary works, staging, laydown areas, storage, and sequencing on and off the site.

- d) The PSF shall provide constructability and value engineering review of design that will outline items that in PSF opinion may cause problems during construction and identify discrepancies between the drawings and specifications that may result in Change Orders or claims during construction. The value engineering review will offer suggested revisions to the design that will reduce construction cost and/or construction duration, while not impacting project function and/or operating costs.
- e) The PSF shall provide input on construction feasibility; availability of materials and labor; time requirements for installation and construction; temporary project facilities; cost factors, including costs of alternative materials or designs, preliminary budgets, and possible cost savings.
- f) The PSF shall provide suggestions on possible alternatives that could reduce costs, improve Project quality, reduce risk, and/or shorten the schedule. The PSF will advise on likely construction phasing and sequencing approaches.
- g) The PSF shall assist in exploring alternative innovative cost and time saving approaches, materials, and systems to minimize total construction and operation costs.

IX Project Schedule

- a) The **PSF** shall provide project planning and scheduling (using the critical path method) to minimize the construction impact and duration.
- b) Schedule submittals shall meet the following minimum requirements:

Baseline Progress Schedule Format: PSF shall use the Project Calendars, Holidays and non-Workdays, such as weather days, shall be established in coordination with the Program Team.

- i. Activity Identification Number: Each activity shall have a unique identification number.
- ii. Activity Description: Each activity shall be clearly described.
- iii. Activity Duration: Work shall be subdivided into individual activities having durations of no longer than 30 Working Days each.
- iv. Seasonal Conditions: Expected seasonal conditions, such as river stage, precipitation, and temperature, shall be included by the PSF in the planning and scheduling of activities.
- v. Start and Finish Dates: The earliest start date, earliest finish date, latest start date, and latest finish date shall be shown for each activity.
- vi. Total Float: Total float shall be shown for each activity. Total float is the full amount of time by which the start of an activity may be delayed without causing the Project to last longer.

- vii. Activity Codes: Activities shall be coded to allow for summaries including responsible party for the accomplishment of each activity (i.e., PSF, Subcontractor, Organized Village of Kake), phase stage during which activity is planned to be accomplished, and area location of activity. Activity Constraints: No activity shall be restrained unless specifically required.
- viii. Activity Price: Final baseline schedule (GMP submittal) shall include total price per activity. The total of the price-loaded schedule shall equal the approved GMP. o Sequence of Operations: The logic diagram or PERT chart shall show the sequence and interdependence of activities required for complete performance.

X Construction Planning

- a. The PSF shall prepare a Project Management Plan (PMP).
- b. A detailed review of the AKDOT original road design from 2002.
- c. The PSF shall prepare and submit a Project Specific Construction Emergency Response Plan.
- d. The PSF shall prepare and submit a Project Specific Construction Site Safety Plan.
- e. Prior to commencing the Work with respect to each Project Stage, PSF shall develop and submit to Organized Village of Kake for review and approval a comprehensive safety plan for the Work related to each Project Stage. This safety plan shall include a detailed trench safety plan and related plans for any means, methods or construction techniques that involve structural support or other engineered systems or components, which plans shall be designed and sealed by a validly licensed Alaska Engineer, as required by applicable Codes. The PSF shall then comply with the safety plan as approved by the Organized Village of Kake.
- f. The PSF shall prepare and submit a Quality Management Plan (QMP) and Quality Control Procedures (QA/QC) Manual to include:
 - Management responsibility
 - Design standards and documents
 - Document control
 - Process control

- Inspection and testing for construction
- Quality records and audit procedures

It is expected that the PSF will have QA/QC procedures currently in place for the firm's own design process. This Plan must serve as the basis for the Project QA/QC Plan and is expected to be modified to meet the needs of this project. The Plan must be compatible with AKDOT Division of Engineering, Road QA/QC programs. The Draft QA/QC Plan must be submitted one week after Notice to Proceed, and the Final QA/QC Plan must be submitted within three weeks after Notice to Proceed.

- g. The PSF shall identify work that the PSF proposes to self- perform and shall identify all additional sub-PSF.
- h. The PSF shall prepare a detailed Project Schedule using most current project sequencing/packaging.
- i. The PSF shall prepare and submit a Procurement Plan describing approach for self-performance, competitive bidding, equipment selection, and subcontractor selection.
- j. The PSF shall prepare and submit a Document Management Plan.
- k. The PSF shall prepare and submit a Construction Risk Management Plan.
- l. The **PSF** shall prepare and submit a Scope/Change Management Plan.
- m. The PSF shall prepare and submit a Project Communications Plan.
- n. The PSF shall submit the final draft of all plans mentioned above within 15 days of NTP.

XI GMP Development

- a) The PSF shall incorporate the Organized Village of Kake's and Federal FARS terms relating to quality, safety, community, and environmental factors.
- b) The PSF shall conduct subcontractors and material suppliers outreach to inform them about the Project to gain interest.
- c) The PSF shall pre-qualify subcontractors (including second tier and lower) to determine qualification, financial stability, safety record, bonding capacity, and available resources. PSF shall only employ

subcontractors who are duly licensed and qualified to perform the Work consistent with the Contract Documents. PSF shall flow down the appropriate clauses of the prime contract to each respective subcontractor.

- d) The PSF shall provide a complete GMP proposal to include the following: clarifications, assumptions, general conditions, construction costs, payment and performance bonds, insurances, overhead and profit, contingency, and associated schedule as required for a GMP Amendment.
- e) The PSF shall provide a finalized Critical Path Method (CPM) schedule with the GMP. The schedule shall include the following key milestones; NTP, Substantial Completion, Final Completion
- f) Modification of any Phase I documents to incorporate either Tribe or other agency comments.

XII Deliverables

- a) The deliverables listed below shall be completed and submitted by the PSF prior to the end of each Pre-construction Phase.
- b) GMP Milestone
- c) GMP Proposal.
- d) Final Project Construction Schedule.
- e) The schedule must show the major items of work to be performed by the Contractor and subcontractors. It is expected that this schedule will be refined as the design progresses and must be submitted to the Tribe at the start of preliminary design, the end of preliminary design and with the 30%, 70% and 95% drawings and at final . At a minimum, the Schedule must include:
 - Mobilization;
 - Demolition as appropriate;
 - Utility Relocations;
 - Long lead time material procurement;
 - Structural construction;
 - Architectural construction;
 - Mechanical construction;
 - Roadway work;
 - Drainage and utilities;
 - Landscape and finish work.

- f) All schedules must be made available to the Tribe in an electronic format as well as a graphic format. Color wall size versions of these schedules must be made available to the Tribe's personnel upon request.
- g) Final Temporary Works Construction Package.
- h) All plans must be prepared using AutoCAD or MicroStation software. Bridge and road projects must follow AKDOT CAD standards. *Tribe* must receive an electronic copy of all final plans. Final plans for the bridge project must be plotted on 24 inch x 36 inch size mylar sheets. Interim plan submittal may be plotted on vellum. Project documents must be dimensioned in English units in accordance with the latest AKDOT standards on dimensioning practice. Specifications for bridge projects must be prepared using the **Alaska Department of Transportation (AKDOT) Standard Specifications for Road and Bridge Construction, Supplemental Provisions, Special Bridge Provisions and other AKDOT/FP-24 Specifications**. Specifications must utilize a line item Schedule of Prices. All specifications must be prepared using Word, and Tribe must be provided with an electronic copy of all specifications in MSWord and Adobe Acrobat pdf.
- i) If not previously submitted as part of Phase I, the PSF must prepare a listing of all plans and specifications to be developed for this work. Additionally, when required, the other elements of Phase I design must be added to the scope of the Phase II work if required to provide a complete design. Three submittals must be made by the PSF in Final Design: Preliminary (30% completion), Pre- final (95% completion) and Final Submittal, which must incorporate comments from Tribe and other agencies.
- j) Final Design must include the preparation of any Addenda required.

XIII Construction Phase Services

- a) As described herein, if a GMP agreement is reached between the Organized Village of Kake and the PSF, the PSF will perform Construction Phase Services under an amended contract. Expected Construction Phase requirements are listed in this section; however, the full Construction Phase scope of services will be developed

during the Pre-construction Phase. All items listed herein are subject to change pending Pre-construction activities.

- b) Construction Phase services are expected to include, but not be limited to: provision of all labor, supervision, management, materials, tools, equipment, temporary facilities, permits and permit coordination, utility coordination, scheduling and schedule management, subcontractor coordination and all other services necessary to timely complete the Project in accordance with the requirements of the Contract Documents for each work package identified and defined in the Pre-construction Phase.
- c) These services include, but are not limited to, the following:
 - i. The PSF shall coordinate and manage the construction of the Awarded RAISE Grant including all required appurtenances, necessary site improvements, and all other work required to make the RAISE Project a complete and operable system that meets all performance requirements within the Guaranteed Maximum Price and within the scheduled time.
 - ii. The PSF shall furnish all labor, material, equipment, suppliers, and subcontractors for the performance of the construction in strict accordance with all applicable Contract Documents.
 - iii. The PSF shall provide construction project administration.
 - iv. The PSF shall administer PROCORE, a formal Project Management Information System (for progress reports, schedule reports, cost controls, accounting, etc.).
 - v. The PSF shall establish field offices for the Organized Village of Kake Project Team, PSF, and FHWA personnel.
 - vi. The PSF shall identify, quantify, document, and implement Project and construction risks and

opportunities, risk avoidance, reduction, mitigation strategies as well as monitor and provide written input into a Project risk register. The risk register will be maintained by the Organized Village of Kake. The PSF shall participate in the preparation, modifications, and maintenance of the Project's risk register and the PSF shall continuously communicate its assumptions regarding impacts to risk and opportunities as the design progresses.

- vii. The PSF shall coordinate and comply with various Federal, State, and local and state agencies, as necessary.
- viii. The PSF shall maintain a comprehensive health and safety program and ensure subcontractors adherence to those programs, providing a safe work site for all project participants and visitors.
- ix. The PSF shall execute standardized project subcontract agreements and material and equipment purchase order agreements.
- x. The PSF shall manage all subcontractor and supplier work including inspection of the work performed by subcontractors to ensure conformance with the Contract Document.
- xi. The PSF shall monitor and manage all quality controls on the Project site as well as maintaining quality controls over shop drawings, equipment, and materials.
- xii. The PSF shall implement the Construction Site Safety Plan to provide a safe working site for the project.
- xiii. The PSF shall conduct a pre-construction meeting with all the subcontractors performing the major elements of the work prior to the start of their work activities.
- xiv. The PSF shall track construction costs and maintain detailed construction cost records, including development of a Change Order submission and tracking system.
- xv. The PSF shall monitor and update the construction CPM schedule.

- xvi. The PSF shall review, and process all pay request applications from subcontractors and suppliers.
- xvii. The PSF shall provide regular open-book financial accounting status reports on Project costs.
- xviii. The PSF shall conduct recurring progress meetings with the on-site trade foremen and superintendents.
- xix. The PSF shall plan and lead weekly activity coordination and monthly progress meetings with the Organized Village of Kake and Project Team.
- xx. The PSF shall coordinate all compliance inspections by regulatory agencies, Project Team and the Organized Village of Kake representatives.
- xxi. The PSF shall manage the start-up and testing necessary for the Organized Village of Kake.
- xxii. The PSF shall implement close out procedures necessary for the Organized Village of Kake to accept the overall project as being finally complete.
- xxiii. The PSF shall expedite, and coordinate delivery and installation of Owner procured material and equipment.
- xxiv. The PSF shall maintain strict enforcement of prevailing wage requirements, as required.
- xxv. The PSF shall prepare and submit Quarterly RAISE Grant Progress Reports and prepare the final Grant Report at the conclusion of the project.
- xxvi. The PSF shall prepare and submit Monthly Progress Reports. The contents of each monthly report should include at a minimum the following items:
 - 1. Introduction
 - 2. Safety metrics (man-hours worked, OSHA, Recordable incidents, near- misses, training attendances)
 - 3. Schedule Update Describing Recovery Efforts on elements of the project falling behind schedule
 - 4. Permitting and Environmental o Project Quality (Status of quality reviews, issues)
 - 5. Plans and Submittals (Status of submittals for acceptance)

6. Construction activities completed in the last month
7. Project Cost Summary (Contract Invoice Log, Cash-flow curves, Production curves)
8. Procurement Activities
9. Risk and Opportunities Update (Risk distributions, Expiring risks, new risks, mitigations)
10. Change Management (Decision Matrix, CMAR Contingency Log)
11. Record drawing