



**ALASKA RAILROAD CORPORATION**  
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February 20, 2020

**Addendum Number 1**  
**Request for Qualifications: 20-04-207862**  
**Project Title: Professional Services Term Contracts**

**This addendum is being issued for informational purposes only, except as indicated below, all other information, dates and RFQ terms and conditions remain unchanged.**

**Please note: NO FURTHER QUESTIONS WILL BE ACCEPTED AFTER FEBRUARY 24, 2020.**

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**Questions:**

- Regarding page 1 Professional services discipline No. 5 is listed as Architectural/Structural Engineering, but then is listed as just Architectural throughout the remainder of the document. Does “Structural Engineering fall under No. 4 – Bridge/Structural; No. 5 – Architectural Structure Engineering or both?  
**Both disciplines, Architectural/Structural Engineering and Bridge/Structural Engineering, may have structural component of effort. The type of structural engineering qualifications for each discipline are anticipated to be somewhat different.**
- Do “exhibits” refer to the firm’s relevant experience?  
**Exhibits may include a project profile, but general experience is anticipated to be included in the text of the Statement of Qualifications.**
- Regarding page 4 can a materials testing firm propose on Discipline 8 – Geotechnical Engineering/Materials Testing for just the Materials portion or must geotechnical capabilities be included?  
**Firms may propose on a discipline for which they may only be able to provide for partial services included in a discipline.**
- May Firms please submit a separate Contractor’s Responsibility Questionnaire (CRQ) document, with one CRQ in each discipline Page 7 Regarding the Format of the RFQ, in the “Proposal Format and Content” section, Item 4 says that “Page count excludes the mandatory SUBMITTAL FORM in Section D and Contractor’s Responsibility Questionnaire in Section G.”  
**No, Firms shall provide one copy of the Contractor’s Responsibility Questionnaire, with each discipline. The Mandatory Submittal Forms, including the signed copy of the Contract Provisions for Federal-Aid Contracts, will not count toward the 20 pages (10 SOQ + 10 resumes, exhibits, and cover letters).**
- If front and back cover letters/transmittal letters are included with the Proposal, will those count toward the 10-page count of “resumes”?  
**Yes they will count.**

- Bullet point No. 2 requests a flash drive with each SOQ to be submitted. Should each flash drive contain solely the SOQ for that particular professional discipline we are proposing on? Or should each flash drive contain all of the SOQs for all professional disciplines we are proposing on?  
This is not specifically stated; however, ARRC recommends a separate flash drive for each discipline to ensure it stays with the qualification package.
- Do “exhibits” refer to the firm’s relevant project experience?  
Page 7 Exhibits may include a project profile, but general experience is anticipated to be included in the text of the Statement of Qualifications.
- On page 8 of the RFP under Selection of Firms: If we understand the below paragraph, if we offer Corrosion services, should we submit that service under the Marine Engineering Discipline? Does this mean you would expect to see a proposal to address our firms corrosion capabilities and simply list the subcontractors we would utilize to cover the remaining identified scope under Marine Engineering?  
Firms may submit corrosion under the Marine Engineering Discipline. The use of subcontractors is to demonstrate your firm’s ability and experience with using other firms, under your direction, to augment your services. Responding firms do not need to have experience in all aspects of the discipline.
- Is ARRC requesting that a copy of our Alaska Business License be include with our proposals? If so, is it included in the 10-page count of “resumes, exhibits, and cover letters?”  
Firms do not need to include copies of their licenses in their proposal; however at the time of designated proposal submission, the Firms must have a valid Alaska Business License if the Firm maintains an office or business in Alaska. If selected, proof of licenses is required before Contract Award.
- Is ARRC requesting that a copy of our Certificate of Incorporation be include with our proposals? If so, is it included in the 10-page count of “resumes, exhibits, and cover letters?”
  - a. Page 29 says “Certificate of Incorporation (Alaska firms) or Certificate of Authorization for Foreign Firm (“Out-of-State” firms). All corporations, regardless of type of services provided, must have one of the certificates (AS 10.06.218 and other sections of Title 10.06 - Alaska Corporations Code).”
  - b. Page 29 does not state that it must be submitted with proposal or prior to contract award.  
Firms do not need to include copies of their Certificate of Incorporation with their proposals. If selected, a copy of firm’s Certificate is required before Contract award.
- ARRC requires that a signed copy of the Contract Provisions for Federal-Aid Contracts – Article 25. Certification Regarding Use of Contract Funds for Lobbying be included with proposals. Does this count toward the 10-page count of “resumes, exhibits, and cover letters?” Submittal Form in Section D and Contractor’s Responsibility Questionnaire in Section G are also required, but do not count toward the 10-pages for “resumes, exhibits, and cover letters.”  
The Mandatory Submittal Forms, including the signed copy of the Contract Provisions for Federal-Aid Contracts, will not count toward the 20 pages (10 SOQ + 10 resumes, exhibits, and cover letters).
- Page 8 of 68, 3<sup>rd</sup> bullet from the top of the page, states, “Resumes and work experience of the key personnel to be assigned to the work effort. Information about these individuals should

include three projects for which they acted as *Financial Advisor*, performing tasks and functions comparable to those outlined in the Scope of Services..Please clarify, as financial advisor services are not a part of this RFP.

Financial Services will not be included. This sentence is corrected to read ...should include three projects for which they acted as Financial Advisor performed tasks and functions comparable to those outlined in the Scope of Services.”

- Does ARRC have a preference for how proposals are bound (e.g.,: staple? spiral binding? coil binding?)  
Staple is preferred.
- Section C-13. Project and Program Management, paragraph 2, 4<sup>th</sup> sentence starts, “The Program/Project Manager will be responsible for assisting ARRC with procuring the required services...” Please clarify if ARRC asking for the Project/Program Management contractor to provide those services either in-house or via subconsultants, or assisting ARRC with procuring those services?  
ARRC will provide procurement; however, assistance may be required from the PM contractor to develop procurement documents, promote procurement, and/or assess the qualifications of the proising respondents.
- As this is a five-year contract, is it possible to work with a subconsultant who isn’t listed on Form D in future years of the contract?  
Yes
- Are Right-of-Way services required under any of the 13 disciplines?  
Right-of-Way services, if required, would fall under, and support, one of the listed disciplines.
- Question was received that asked: “Attached to the email is are comments to the contract provided in the RFP [SECTION E]. We ask that you review and consider the comments, and let us know if there are any that ARRC would not be willing to negotiate with [FIRM], should [FIRM] win any of the term contracts.”  
ARRC is not negotiating SECTION E: General Terms & Conditions or SECTION F: Required Contract Provisions for Federal-Aid Contracts. Any changes to SECTION E or SECTION F will not be accepted and ARRC may determine the offers as non-responsive.
- Attached to this email is a non-disclosure agreement regarding our Firm’s financial statement. Would ARRC be willing to sign the agreement when our agreement when we submit our our proposals?  
No, ARRC will not sign a non-disclosure agreement.  
Firms must identify confidential information submitted in their offer. Confidential information shall be marked as “CONFIDENTIAL” and submitted under a separate cover. A written justification for this request is required. Confidential requests are subject to ARRC legal concurrence. Material submitted as Confidential shall be included in the page count.
- Regarding Professional Liability would ARRC consider removing the requirement that the Contractor’s E&O insurance covers “subcontractor or anyone directly or indirectly employed by them”? E&O insurance covers only the professional for their actual or alleged negligence and this creates an uninsured exposure. If we have Professionals as subcontractors/consultants we can require they carry E&O to cover their professional negligence.  
Firms are to carry their own Professional E&O insurance coverage.

- Regarding indemnification, would ARRC consider clarifying that the defense obligation for professional services is on a reimbursement basis to the extent of the Contractor's actual liability?  
**No, our indemnification provision includes an active duty to defend; the defense obligation is not on a reimbursement basis. ARRC will cooperate with the Indemnitor in any defense, but we would tender the claim for defense by the Indemnitor at the outset.**
- Will ARRC consider extending the due date on this for one week?  
**Not at this time.**
- The RFQ does not specify the consultant have qualified cultural resource specialists that meet the Secretary of Interior Standards. Do you anticipate requiring individuals meeting those standards?  
**Qualified cultural resource specialists that meet the Secretary of Interior Standards are only necessary for Cultural Resources services. ARRC anticipates a need for cultural resource specialists as needed for projects. A qualified cultural resource specialist is not required for Environmental Compliance services.**
- Please provide clarification and/or project examples of Civil Engineering for further distinction from Railroad Engineering.  
**There may be some overlap between general Civil Engineering and Railroad Engineering; however, Railroad Engineering is intended to refer to specialized qualifications relating to track design and operations. The Scope of Work for a project will dictate which discipline the support would fall under. For example the design of a siding track which may have some associated grading would likely fall under Railroad Engineering; whereas a project to create a lease property with significant grading and drainage, and an associated track extension, might fall under Civil Engineering.**

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Please acknowledge receipt of this and all addendums in your Firm's **Submittal Form (Section D)**. **All other dates, terms and conditions remain unchanged.**  
**It is the Firm's responsibility to understand what is required by this solicitation.**

**The ARRC shall not be held responsible for Firm's lack of understanding. Should a Firm not understand any aspect of this RFQ, or require further explanation, or clarification regarding the intent or requirements of this document, it shall be the responsibility of the Firm to seek guidance from the ARRC.**

**Questions will only be accepted until February 24, 2020 direct questions for this Request for Qualifications to Nori Pieknik, Alaska Railroad Corporation, Contracts, 327 Ship Creek Avenue, Second Floor, Anchorage, AK 99501, telephone number 907-265-4467 or at email address [PieknikN@akrr.com](mailto:PieknikN@akrr.com).**

Sincerely,

Nori Pieknik  
Nori Pieknik  
Contract Administrator  
Alaska Railroad Corporation